



# PORT OF ALSEA

## **BUDGET MESSAGE FOR FISCAL YEAR 2020 / 2021**

In previous years I have thanked all of you for serving on the Port of Alsea Budget Committee, but there is no year that has been as challenging for all of us than this year. Because of the coronavirus, we will be adapting how we conduct the Budget Committee Meeting by using teleconferencing. The 2020/2021 budget was also developed with more financial challenges and unknowns than any year in the recent past. While the Port will be closing this year in November for the boat launch and marina construction, we have some idea of the financial impacts that will bring; we announced this closure last year and experienced some of the financial consequences before the construction project was delayed for a year. However, the combination of the Covid-19 and the November marina closure means this budget was prepared with more than the usual best guesses.

As you know, the review by the Budget Committee of the budget official / port manager's proposed budget is required by state statute. It provides an opportunity for residents of the Port District to participate in and contribute to the financial responsibility and viability of the Port of Alsea. Please do not hesitate to comment on any aspect of the proposed budget before you during the Budget Committee Meeting. If you wish additional information before the meeting, please let me know. As in the past, before the meeting, I will provide you with the percentage of the current budget's receipts and expenditures and the transactions of the Local Government Investment Pool accounts for the current fiscal year through April 30. For the first time, you will also receive the computer generated summary of the daily launch receipts from the new electronic pay station that was installed in July.

The Oregon Revised Statutes require that the budget official / port manager prepare a budget message for submission to the Budget Committee for its first meeting. At a minimum, the message must address the following issues:

### **I. An Explanation of the Budget Document**

Most of the changes made in the budget documents over the last three years are still operational in this year's proposed budget. However, there are also some changes from previous budgets. In January, 2020, at the recommendation of the Port's auditor Anthony Wilder, the Port opened a second bank account at Columbia Bank that is dedicated to the bond funds. Previously, the Port had a single account and the general fund money and the bond money were separated in QuickBooks. Tony felt there was less likelihood of the funds being interchanged if they were in separate accounts. Any accrued interest would be solely allocated to the specific accounts. In addition, Lincoln County was advised of the new account and the county now makes direct deposits of the property taxes to the correct account, eliminating the need to transfer bond property taxes from the general fund to the bond fund.



Interest that accrues in the bond checking account, the LGIP bond account, and bond property taxes are now the sole sources of revenue for the bond account in the budget. In addition, the new bond fund account at Columbia Bank was designated as the account for transfers of money to and from the Local Government Investment Pool bond account, providing further isolation of the bond funds from the general fund accounts.

The Port also made changes to how invoices are paid, again at the recommendation of Anthony Wilder. As many accounts as possible, especially utilities, were set up for direct payment to the Port's credit card, minimizing the potential errors that could occur when using Bill Pay through the bank, for example. An additional benefit is that the Port's credit card pays a rebate of 1% on all transactions, which will probably amount to about \$600 per year. The Port is now printing checks using QuickBooks to further reduce the potential for errors, except for the checks written on the bond account.

The Port is down to issuing one check a month – to Bergerson Construction – to pay invoices on the boat launch and marina construction. By the end of the FY 2020 / 2021, those payments will be completed. After that, there will be two payments each year on the bond debt payment to the bond holders and those payments are made by wiring the payments to Zion Bank in Seattle. Given the small number of checks that will be written on the bond account, it was decided that the cost of the computer generated checks did not make sense – at least this year. It could be that in future years the cost of the checks will not be offset by the lesser interest being paid into the LGIP bond account and the cost of wiring the funds to Zion Bank. The decision to order checks or not for the bond account will be reevaluated at that time.

With respect to the boat launch and marina construction expenditures, budget document LB-20 indicates that the Port will receive \$440,000 in grants in the next budget year. The Port is scheduled to receive \$162,500 from the Oregon State Marine Board and federal funds from ODF&W in the amount of \$162,500. Both of those grants are dedicated to the construction of the boat launch. ODF&W has awarded the Port a \$100,000 grant toward the construction of the ADA fishing and crabbing platform and the multi-use float. Those three grants total \$425,000. The Port anticipates applying for additional grants for construction during the next fiscal year; it is a particularly good time to apply for these grants because the Port is, in essence, providing a \$2 million match, which always looks good on grant applications.

Probably the most important decision in this budget was how to anticipate the impact of the COVID-19 on the Port's budget in the next fiscal year. Will the COVID-19 restrictions be largely lifted by late summer and fall of 2020? If so, the Port may have a very busy fall before we close in late October as people are eager to get outside and recreate. Will campgrounds, hotels, and restaurants be fully open in September and October before the Port closes for construction? If not, the Port will definitely take a financial hit. Will the Port be unusually busy in the spring, typically our slow time, after the new boat launch and marina are completed? The reality is that there is simply no way to anticipate the impact of the coronavirus on the Port's budget and, for that reason, it is not reflected in the budget at all. Instead, the Port manager will



keep a very close eye on both revenues and expenditures throughout the year, adjusting the general fund expenditures to keep them in line with the revenues. The Port has very little money in reserves. For that reason, the goal will be to reduce expenditures as needed to keep them consistent with revenues. The Port can do a supplemental budget in the spring of 2021 if necessary.

## **II. A Brief Description of the Proposed Budget Policies for the Coming Fiscal Year**

The Port is adopting two new policies with respect to personnel employment and cash receipts.

Over the past three years, the Port has hired a half-time maintenance position and a part-time janitorial position. For two of those years, the person hired for the half-time position left as the Port was approaching or coming to the end of the busy season. A new person was then hired in April as the Port's busy season was approaching. During the slow period, between October and April, Robby Hensen, who provides the janitorial service, took over the maintenance position as well. In previous years, much of the maintenance work was keeping the boat launch loading dock and the marina floats in as good a condition as possible, given their deteriorating conditions. However, because the new facilities will not need as much maintenance, the need for a half-time maintenance position has become less necessary. In addition, Nick Rust, who held that position previously, has been released by his doctor to work on-call for no more than three hours a day for three nonconsecutive days a week. In this budget, there are only two positions – port manager and maintenance. The Port anticipates saving approximately \$6,000 a year by making this change. The budget provides for an hourly increase of \$0.25 per hour – from \$17.00 to \$17.25 for the maintenance position.

In addition, the budget continues to provide for an annual increase in the port manager's salary. The goal has been to provide annual raises to the port manager's salary so when the position opens again, the salary will be at least \$40,000 to attract more qualified candidates. Currently, the port manager's salary is \$36,000 and is budgeted to increase to \$38,000. However, as we have a better idea of whether the increase is actually financially feasible, the Port manager may make the decision to reduce or eliminate the salary increase.

An additional policy change is to reduce the amount of cash revenues received by the Port. This policy began somewhat in 2016 when the Port began to accept credit cards. A bigger step was taken in July, 2019, when the Port installed an electronic pay station for boat launches which accepts credit cards. When the new marina is completed, the Port will look at installing software for moorage reservations which will also encouraged payment by credit cards rather than checks or cash. With only one person working in the office, moving to payment by credit card also reduces the amount of time needed to account for cash payments and deposits.

The marina construction that was scheduled in the current budget had to be postponed until November, 2020 through April 15, 2021. For that reason, the remaining construction expenditures are included in the proposed FY 2020 / 2021 budget.

### **III. Important Features of the Budget Document in Connection with the Fiscal Policies of the Local Government**

The changes in fiscal policies will not, in and of themselves, have an impact on the budget. The biggest impact on the proposed budget could be the impact of the COVID-19 on the budget, which is unknown. For that reason, the Port may be adjusting its expenditures throughout the fiscal year as needed to make them consistent with its revenues.

Thank you again for your willingness to provide input on the Port of Alsea's proposed budget on behalf of the Port of Alsea District residents. We will meet together at the Budget Committee meeting, by teleconferencing, at 5:30, on Thursday, May 14. The teleconferencing information will be provided to you when you receive the Budget Message and the proposed budget on April 30, 2020. The additional budget information described earlier in this budget message will be sent to you by May 7, 2020.

Sincerely,

A handwritten signature in cursive script that reads "Roxie Cuellar".

Roxie Cuellar  
Budget Officer / Port Manager



RESOURCES

General Fund

Port of Alsea

Historical Data			Adopted Budget This Year Year 2019 - 20	RESOURCE DESCRIPTION	Budget for Next Year _2020 / 2021				
Actual Second Preceding Year 2017-18-__	First Preceding Year 2018-19__	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body			
1	175,000	150,000	125,000	1	Available cash on hand* (cash basis) or	100,000			1
2	3,500	3,500	0	2	Net working capital (accrual basis)	0			2
3	534	300	2,500	3	Previously levied taxes estimated to be received	3,000			3
4	0	1,985	3,000	4	Interest	2,000			4
5	0		0	5	Transferred IN, from other funds				5
6				6	<b>OTHER RESOURCES</b>				6
7	11,257	13,642	13,073	7	Lease: Dock of the Bay	13,470			7
8	12,496	9,948	9,973	8	Lease: Salty Dawy	10,098			8
9	3,640	3,360.00	3,461	9	Lease: Shrimp Daddy	3,360			9
10	0	1,000	3,000	10	Lease: Food Carts	1,000			10
11	98,986	13,219	15,000	11	Grant Income	440,000			11
12	31,748	31,871	30,000	12	Launch Income	25,000			12
13	8,864	8,704	8,500	13	Moorage	8,500			13
14	3,000	2,056	3,000	14	Donations	2,000			14
15	377	298	250	15	Sales	300			15
16	3,500	4,177	3,500	16	Commercial Licenses	1,500			16
17	0	0	0	17	Business Oregon Loan	0			17
18	0		600	18	Misc. Revenue	200			18
19	88,009	0	30,000	19	FEMA Assistance	0			19
20	0	13,403	12,500	20	FEMA Matching Funds Business Oregon	0			20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	440911	257463	263357	29	Total resources, except taxes to be levied	610428	0	0	29
30			43,000	30	Taxes estimated to be received	43,000			30
31	43,076	42,200		31	Taxes collected in year levied				31
32	483987	299663	306357	32	<b>TOTAL RESOURCES</b>	653428	0	0	32

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**Requirements Summary**  
**ALLOCATED** to an organizational unit or program & activity.

General Fund \_\_\_\_\_ (Fund) \_\_\_\_\_ Port of Alsea \_\_\_\_\_  
 (Name of Municipal Corporation)

	Historical data			Adopted budget this year year 20 <u>19</u> - <u>20</u>	Requirements for <u>Port of Alsea</u> (Name of program or organizational unit)	Budget for next year 20 <u>20</u> - <u>21</u>		
	Actual Second preceding year 20 <u>17</u> - <u>18</u>	First preceding year 20 <u>18</u> - <u>19</u>				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
1					1 Personnel services			
2	48,261	55,545	57,280		2 Payroll	55,940		
3	4,096	5,056	5,900		3 Payroll Taxes	5,600		
4	5,000	5,000	5,000		4 Contingency Fund	5,000		
5					5			
6					6			
7					7			
8	57,357	65,601	68,180		8 Total personnel services	66,540		
9	1.5	1.5	1.5		9 Total full-time equivalent (FTE)	1.25		
10					10 Materials and services			
11	374,129	250,122	232,177		11 See Attached Form LB-31	585,888		
12					12			
13					13			
14					14			
15					15			
16					16			
17					17			
18					18			
19					19			
20					20			
21					21			
22					22			
23					23			
24					24			
25					25			
26					26			
27	374,129	250,122	232,177		27 Total materials and services	585,888		
28					28 Capital outlay			
29	1,017	3,606	3,000		29	1,000		
30					30			
31					31			
32					32			
33					33			
34	1,017	3,606	6,000		34 Total capital outlay	1,000		
35	432,503	319,329	306,357		35 Organizational unit / Activity total	653,428		



# Detailed Requirements

General Fund

(Fund)

	Historical data			Adopted budget this year 20 19 __20	Requirements for Port of Alsea (Name of program or organizational unit)	Budget for next year 20 20 __21				
	Actual Second preceding year 20 17 __18	First preceding year 20 18 __19				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
1	6,409	7,084		9,000	1	Facilities Maintenance	3,000			1
2	4,455	3,182		2,500	2	Janitorial Supplies	2,500			2
3	18,891	16,977		20,000	3	Utilities	20,000			3
4	972	915		3,000	4	Election / Budget	1,500			4
5	2,103	2,008		2,500	5	Dues, Conferences, Travel	2,000			5
6	1,434	1,256		1,500	6	Office Supplies	1,500			6
7	6,569	4,562		3,000	7	Printing / Signs	3,500			7
8	1,234	1,253		1,500	8	Property Taxes	1,500			8
9	1,815	200		200	9	Marketing / Advertising	200			9
10	353	112		300	10	Maintenance Clothing Allowance	150			10
11	5,781	7,809		6,500	11	Insurance / Bond	8,000			11
12	0	4,154		2,000	12	Legal / Survey	1,000			12
13	11,212	2,431		5,000	13	Audit / Accounting	6,000			13
14	89	1,563		500	14	Technical Assistance	500			14
15	1,399	3,646		1,500	15	Equipment Lease / Repair	500			15
16	0	576		500	16	Retail Clothing	500			16
17	788	11,525		15,000	17	Capital Projects	425,000			17
18	86,860	22,891		45,000	18	Dredging	0			18
19	0	0		7,500	19	Rural Tourism	7,500			19
20	9,014	0		1,000	20	Misc. Expenses (including IFA loan)	1,000			20
21	214,751	157,978		103,677	21	Contingency Fund	101,538			21
22					22					22
23					23					23
24					24					24
25					25					25
26					26					26
27					27					27
28					28					28
29					29					29
30					30					30
31					31	Total full time equivalent (FTE)*	1			31
32					32	Ending balance (prior years)				32
33	34,129	250,122		232,177	33	Unappropriated ending fund balance	585,888			33
						Total requirements				

150-504-031 (Rev. 11-1-16)

\*When budgeting for personal services expenditures, include number of related FTE positions.

Special Fund  
Resources and Requirements

Bond Fund \_\_\_\_\_  
(Fund)

Port of Alsea \_\_\_\_\_  
(Name of Municipal Corporation)

Historical data		Description resources and requirements	Budget for next year 20 20 - 21		
Actual Second preceding year 20 - -	First preceding year 20 18 - 19		Adopted budget year 20 19 - 20	Proposed by Budget Officer	Approved by Budget Committee
1		<b>Resources</b>			
2		1 Cash on hand* (cash basis), or			
3		2 Working capital (accrual basis)	1,575,000		
4	145,833	3 Previously levied taxes estimated to be received	8,000		
5	40,647	4 Interest	18,000		
6		5 Transferred in from other funds	0		
7	2,660,000	6 Bond Proceeds (September, 2018)	0		
8		7 Grants (moved to General Fund 20 / 21 Budget LB-20)	0		
9		8 Total resources, except taxes to be levied			
10		9 Taxes estimated to be received	151,770		
11		10 Taxes collected in year levied			
12		11 Total resources	1,752,770		
13	2,846,480	12 Requirements**			
14		13 Org unit or			
15		14 Object			
16		15 Detail			
17	0	16 Mitigation Costs	200,000		
18	0	17 Project Costs	1,401,000		
19	136,034	18 Debt Service (See LB-35)	144,181		
20	85,774	19 Bond Sale Costs	0		
21	9,740	20 Permits	0		
22	9,506	21 Attorney Fees	2,000		
23		22			
24		23			
25		24			
26		25			
27		26			
28		27			
29	0	28			
30		29 Ending balance (prior years)	7,589		
31	241,054	30 Unappropriated ending fund balance			
		31 Total requirements	1,952,770		

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year.

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.



**Bonded Debt  
Resources and Requirements**

Bond debt payments are for:  
 Revenue bonds, or  
 General obligation bonds

Bond Fund \_\_\_\_\_

(Fund)

Port of Alsea \_\_\_\_\_

(Name of Municipal Corporation)

		Historical data		Adopted budget		Description of resources and requirements		Budget for next year 2020 -21		
		Actual	First preceding year 2018-19	this year 2019-20				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
1						<b>Resources</b>		See LB -10		
2			See LB-10		See LB-10	1	Beginning Cash on hand (cash basis), or			
3						2	Working capital (accrual basis)			
4						3	Previously levied taxes estimated to be received			
5						4	Interest			
6						5	Transferred in from other funds			
7						6	Total resources, except taxes to be levied			
8						7	Taxes estimated to be received*			
9						8	Taxes collected in year levied			
10						9	<b>Total resources</b>			
11						10	<b>Requirements</b>			
						11	<b>Bond principal payments</b>			
							Bond issue	Budgeted payment date		
12						12	Bond issue	9/12/2018	40,000	
13			35,000		35,000	13		6/15/2021		
14						14				
15						15				
16			35,000		35,000	16	<b>Total Principal</b>		40,000	
							<b>Bond interest payments</b>			
17						17	Bond issue	Budgeted payment date		
18			55,417		52,616	18	Bond issue	9/12/2018	52,091	
19			55,416		52,616	19		12/15/2020		
20						20		6/15/2021	52,090	
21			110,833		105,232	21	<b>Total interest</b>		104,181	
22						22	<b>Unappropriated balance for following year by</b>			
23						23	Bond Issue	Projected Payment Date		
24						24		9/12/2018		
25						25		12/15/2021		
26						26	Ending balance (prior years)			
27					7,380	27	<b>Total unappropriated ending fund balance</b>		7,589	
28						28	Loan Repayment to _____ Fund			
29						29	Tax Credit Bond Reserve			
30			145,833		147,612	30	<b>Total requirements</b>		151,770	

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment, or Charge on Property

# FORM LB-50 2020-2021

To assessor of Lincoln County County

Check here if this is an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions booklet.

The Port of Alsea has the responsibility and authority to place the following property tax, fee, charge, or assessment on the tax roll of Lincoln County. The property tax, fee, charge, or assessment is categorized as stated by this form.

P. O. Box 1066 Mailing address of district  
Waldort City  
OR State  
97394 ZIP code  
Roxie Cuellar Contact person  
Budget Officer/Port Manager Title  
541-563-3872 Daytime telephone number  
rcuellar@portofalsea.com Contact person e-mail address

**CERTIFICATION— You must check one box if you are subject to Local Budget Law.**

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

	Subject to General Government Limits		
	Rate	—or— Dollar Amount	
1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1	0.0333		
2. Local option operating tax ..... 2			Excluded from Measure 5 Limits
3. Local option capital project tax ..... 3			
4. City of Portland Levy for pension and disability obligations ..... 4			Dollar Amount of Bond Levy
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 ..... 5a			
5b. Levy for bonded indebtedness from bonds approved by voters <b>after</b> October 6, 2001 ..... 5b			151,770.00
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) ..... 5c			151,770.00

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 ..... 6	0.0333
7. Election date when your new district received voter approval for your permanent rate limit ..... 7	
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated</b> district ..... 8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES—** Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount —or— rate authorized per year by voters
Capital Project	May 16, 2018	2018	2043	

**PART IV: SPECIAL ASSESSMENTS, FEES, AND CHARGES\***

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

\*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

\*\* The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

(see the back for worksheet for lines 5a, 5b, and 5c)

File with your assessor no later than **JULY 15**, unless granted an extension in writing.