

# PORT OF ALSEA

## **BUDGET MESSAGE FOR FISCAL YEAR 2022/2023**

While the budget process always involves guesswork, this budget is hopefully based upon more solid numbers and assumptions than the past three years. The Port now has more than a full year of data pertaining to revenues and expenditures since the new marina facilities were constructed and the Dock of the Bay was purchased, which makes forecasting easier. We also saw little impact on revenues from the national economy, despite high inflation. While there is discussion of a pending recession, there is not yet any consensus on the severity or length of the possible recession. While we cannot totally ignore the possibility of a recession, neither can a budget be constructed around it. Instead, the budget is based upon the revenues and expenditures realized over the previous 12-month period of April 1, 2022 through March, 2023. Oregon budget law requires that the budget officer / port manager prepare a budget message for submission to the Budget Committee. At a minimum, the budget message must contain the following discussions:

### I. An Explanation of the Budget Document

The budget document contains various spreadsheets to provide necessary information about the breakdown of the budget. The LB-20 form contains the estimated resources (revenues) that are anticipated in the next fiscal year for the general fund: Port revenues as well as revenues for the Dock of the Bay. There are two LB-30 forms. The first is the requirements (expenditures) for ALLOCATED activities. There are three general types – payroll, the summary of expenditures listed on LB-31, and any capital outlay. The second LB-30 form is for UNALLOCATED funds, specifically contingency funds. Lastly, LB-35 identifies the resources (revenues) and requirements (expenditures) for the bond funds.

The estimated payroll expenditures in this budget are significantly higher that previous years. Much of this increase represents uncertainties in terms of future staffing, so some of the contingency funds that could have been included in LB-30 UNALLOCATED funds are included in payroll instead to avoid the possible need for a supplemental budget at the end of the fiscal year.

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

Form LB-20 provides an estimate of projected revenues for the 2023-2024 fiscal year. The projected increases are very modest because of the uncertainties surrounding the economy and because it is a better policy for budget purposes to underestimate revenues and overestimate the expenditures. The QuickBook Profit and Loss Statement Report covers April 1, 2022 through March 31, 2023 (attached). During that 12-month period, the Dock of the Bay received \$108,388.49 in gross revenues from boat rentals. The 2023 / 2024 budget proposes that \$110,000 will be received in revenue from boat rentals. Last year, the Dock of the Bay did not have seven rental boats in the water until August. This coming summer and fall, the Dock of the

Bay will have eight rental boats in the water. It is reasonable to assume that the revenue from rental boats will be higher than previous years; nevertheless the budget assumes a very minimal increase in revenues from boat rentals.

The budget also indicates there will be no revenues from renting the shop at 1220 Broadway. That shop is now empty and will be used by the Port of Alsea as part of its shop at that address. That represents a \$4,200 decline in lease revenues. Although there should be a reduction in the Port's utility expenditures after the Port assumes possession of the shop, a decline in utilities is not indicated on LB-31 because of the budget policy to overestimate expenditures.

As already indicated, the proposed payroll on LB-30 ALLOCATED is a significant increase over previous years. There are some real unknowns because of a change in staffing. The port manager is looking at retirement in the coming years. Because she is the only one in the Port office, she cannot simply give notice to the Board of Commissioners and leave without providing some training to someone who can either become the port manager or act as a link to the new port manager. The decision of who will be the next port manager is obviously a board decision. However, the port manager can begin the process now to train someone in many of the areas of work that port manager / office assistant would perform.

The Port does not have the revenues to bring someone onboard to work in the office with the port manager without reducing the salary of the port manager. For that reason, the port manager cut her salary and hours down to three-quarter time, effective February 1, 2023. Sean Frazier worked for the Port last year in a maintenance position, but is looking for something in administration. He will work full-time beginning May 1, 2023; two days will be working in the store at the Dock of the Bay and three days will be spent in the Port office. The money saved by the port manager going to three-quarter time will almost exactly cover the six months that Sean Frazier will be working in the office. However, he will probably cover the office some in the winter as well – when the port manager goes on vacation, for example. Having more boats on the water has also meant that the Port's maintenance person will also be working some hours in the spring - to help with sanding and painting boats, for example. Realistically, Robby needs some help during the off-season as well as during the Port's busy season. We are working to keep that to a minimum, but we are not sure of what a minimum is yet, and nothing can break a budget as fast as unbudgeted payroll expenses.

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

The Port of Alsea has long had a goal of building up reserve funds for those rainy days that inevitably arrive. The Port has also long had a goal to set aside funds for future dredging. The Port has significantly increased its revenues from launch fees and moorage fees since the construction of the new marina facilities in winter of 2020 / 2021.

In the period between April, 2017 and March 31, 2018, the Port took in \$30,844 in launch fees. During that same period in 2021 / 2022, the Port received \$48,713 in launch fees. During that

period of 2017 / 2018, the Port received \$10,059.10 in moorage fees. During that same period in 2022 / 2023, the Port earned \$19,319 from moorage.

The Port purchased the Dock of the Bay inventory in May, 2021. The Port had numerous expenditures as a result of that purchase, including the purchase itself, and most of those expenditures are now listed as assets rather than cash. However, in the period above in 2021/2022, the Dock of the Bay took in \$176,006.69 with expenditures of \$136,273.38. Revenue from boat rentals was \$82,474.36. During that same period in 2022 /2023, revenues increased to \$209,003.40, expenditures increased to \$166,395.34 (mostly because of a \$34,588.85 change in how payroll was allocated between the Port and the Dock of the Bay). Revenues from boat rentals increased to \$108,388.49.

Bottom line is that revenues are increasing both for the Port and the Dock of the Bay, allowing the Port to both build on a larger reserve fund and to save money for future dredging.

As always, the Port commissioners and the Port staff very much appreciate the time that all of the Budget Committee members give to the budget process. If there is any additional information that any member wants to receive before the Budget Committee meeting, please let me know and I will provide that to you.

We will all see each other at 5:30, Thursday, April 20, 2023. Thank you again for your time and input on the Port of Alsea 2023 / 2024 fiscal year budget.

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Roxie Cuellar Budget Officer / Port Manager

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31. TOTAL RESOURCES	30. Taxes collected in year levied	29. Taxes estimated to be received	28. Total resources, except taxes to be levied	27	26	25	24	23	22 Bulk Sales	21 Merchandise Sales	20 Food and Beverages	19 Shellfish Licenses	18 Crab Ring Rentals / Bait	17 Crab Cooking / Ice	16 Boat Rentals	15 Misc. Revenue	14 Commercial Licenses	13 Donations	12 Moorage	11 Launch Income	10 Grant Income	9 Lease: Alsea Bay Crab Co.	8 Lease: Shrimp Daddy	Lease:	6. Lease: Dock of the Bay	OTHER RESOURCES	5. Transferred in from Other Funds	4. Interest	3. Previously levied taxes estimated to be received	2. Net working capital (accrual basis)	1. Available cash on hand* (cash basis) or	RESOURCE DESCRIPTION				<b>RESOURCES</b> General Fund
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\*Includes ending balance from prior year

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## Form OR-LB-30

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

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2,000	1,000 17 Misc. Expenses	1,1	1,020	678	17
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2,500	3,000 15 Equipment Lease / Repair		1,473	2,269	5
2,500	1,000 14 Technical Assistance		2,579	233	14
9.000	12,000 13 Audit / Accounting	1	10,977	5,960	13
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"When budgeting for personnel services expenditures, include number of related FTE positions.

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## Form OR-LB-31

**Detailed Requirements** 

General

	0	155,131	1,632 30 TOTAL REQUIREMENTS	151,632 30	15	145,233	144,173	з
			Tax Credit Bond Reserve	29 Ta				29
			Loan Repayment to Fund	28 Lo				28
			Total Unappropriated Ending Fund Balance	27 To				27
			Ending balance (prior years)	26 En				26
	La contra da contra d			25				25
				24				24
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			Bond Issue Projected Payment Date	22				22
			Unappropriated Balance for Following Year By					
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			DESCRIPTION OF			ual	Actual	
-2024	Budget for Next Year 2023:	Budget f				Historical Data		
cipal Corpor	(Name of Municipal Corporation)		(Fund)					]
Port of Alsea	Port		Bond Fund					
on Bonds	<ul> <li>General Obligation Bonds</li> </ul>						16-35	•
0r	Revenue Bonds or		RESOURCES AND REQUIREMENTS					
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**RESOURCES AND REQUIREMENTS** BONDED DEBT

Bond Debt Payments are for:

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

#### Lincoln To assessor of County Check here if this is Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions. an amended form. Port of Alsea has the responsibility and authority to place the following property tax, fee, charge, or assessment The District name Lincoln on the tax roll of County. The property tax, fee, charge, or assessment is categorized as stated by this form. County name P. O. Box 1060 Waldport OR 97394 Mailing address of district City State ZIP code Date submitted Roxie Cuellar Budget Officer / Port Manager 541-563-3872 rcuellar@portofalsea.com Contact person Title Daytime telephone number Contact person e-mail address CERTIFICATION-You must check one box if you are subject to Local Budget Law. X 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 0.0333 1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1 2. Local option operating tax .....2 Excluded from Measure 5 Limits Dollar Amount of Bond Levy 5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001......5a 155,131 155,131 5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)......5c PART II: RATE LIMIT CERTIFICATION 0.0333 6. Permanent rate limit in dollars and cents per \$1,000.....6 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 Date voters approved First tax year Final tax year Tax amount -or- rate (operating, capital project, or mixed) local option ballot measure levied to be levied 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
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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.

150-504-050 (Rev. 10-12-22)

Form OR-LB-50 (continued on next page)

FORM OR-LB-50

2023-202

(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. 04/04/23 Accrual Basis

## Port of Alsea 2016 Profit & Loss April 2022 through March 2023

Income Bond Measure Initial Income Bond Property Taxes Bond Property Taxes Bond Property Taxes Bond Property Taxes Bond Measure Initial Income - Other Bond Measure Initial Income - Other Bond Reasure Initial Income Commercial/Guide License 2,211.23 Dock of the Bay Income Boat Rentals Boat R		Apr '22 - Mar 23
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ross Profit 611,880.38 Expense Bond Expenses Bond Expenses Bond Expenses - Other 35.15 Total Bond Expenses Advertising 312.00 Bait 8,045.88 Boat Expenses 3,178.70 Crab Measurer 286.00 Food and Beverages 3,820.47 Fuel and Propane 4,221.55 Lease Payment 9,766.00 Legal / Accounting 10.00 Maintenance 2,701.12 Maintenance 2,701.12 Maintenance 2,701.12 Maintenance 2,701.12 Maintenance 2,701.12 Maintenance 2,701.12 Maintenance 2,701.12 Maintenance 2,209.07 Merchandise 10,519.20 Merchandise 3,262.48 Payroll 78,776.14	Taxes-Lincoln County	48,636.86
Expense Bond Expenses Bond Principal Interest Pmts245,429.82 35.15Bond Expenses - Other35.15Total Bond Expenses245,464.97Dock of the Bay Expenses Advertising312.00Bait8,045.88Boat Expenses3,178.70Crab Measurer286.00Food and Beverages3,820.47Fuel and Propane4,221.55Lease Payment9,766.00Legal / Accounting10.00Maintenance2,701.12Maintenance209.07Metrials209.07Merchandise10,519.20Merchandise10,519.20Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14	Total Income	611,880.38
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Bond Principal Interest Pmts245,429,82Bond Expenses - Other35.15Total Bond Expenses245,464.97Dock of the Bay Expenses312.00Bait8,045.88Boat Expenses3,178.70Crab Measurer286.00Food and Beverages3,820.47Fuel and Propane4,221.55Lease Payment9,766.00Legal / Accounting10.00Maintenance2,701.12Maintenance Supplies2,248.46Materials209.07Merchandise10,519.20Merchandise3,262.48Payroll78,776.14	Expense	
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Advertising312.00Bait8,045.88Boat Expenses3,178.70Crab Measurer286.00Food and Beverages3,820.47Fuel and Propane4,221.55Lease Payment9,766.00Legal / Accounting10.00Maintenance2,701.12Maintenance Supplies2,248.46Materials209.07Merchandise10,519.20Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14	Total Bond Expenses	245,464.97
Bait8,045.88Boat Expenses3,178.70Crab Measurer286.00Food and Beverages3,820.47Fuel and Propane4,221.55Lease Payment9,766.00Legal / Accounting10.00Maintenance2,701.12Maintenance Supplies2,248.46Materials209.07Merchandise10,519.20Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14	Dock of the Bay Expenses	
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Boat Expenses3,178.70Crab Measurer286.00Food and Beverages3,820.47Fuel and Propane4,221.55Lease Payment9,766.00Legal / Accounting10.00Maintenance2,701.12Maintenance Supplies2,248.46Materials209.07Merchandise10,519.20Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14		
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Fuel and Propane4,221.55Lease Payment9,766.00Legal / Accounting10.00Maintenance2,701.12Maintenance Supplies2,248.46Materials209.07Merchandise10,519.20Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14	Crab Measurer	286.00
Lease Payment9,766.00Legal / Accounting10.00Maintenance2,701.12Maintenance Supplies2,248.46Materials209.07Merchandise10,519.20Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14	Food and Beverages	3,820.47
Legal / Accounting10.00Maintenance2,701.12Maintenance Supplies2,248.46Materials209.07Merchandise10,519.20Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14	Fuel and Propane	4,221.55
Legal / Accounting10.00Maintenance2,701.12Maintenance Supplies2,248.46Materials209.07Merchandise10,519.20Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14	-	,
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Materials         209.07           Merchandise         10,519.20           Merchant Services         2,691.21           Office Expenses         3,262.48           Payroll         78,776.14	Maintenance Supplies	-
Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14	Materials	
Merchant Services2,691.21Office Expenses3,262.48Payroll78,776.14	Merchandise	10,519.20
Office Expenses 3,262.48 Payroll 78,776.14		•
Payroll 78,776.14	Office Expenses	
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04/04/23 Accrual Basis

## Port of Alsea 2016 Profit & Loss April 2022 through March 2023

	Apr '22 - Mar 23
Utilities	6,952,87
Dock of the Bay Expenses - Other	7,340.73
Total Dock of the Bay Expenses	166,395.34
Materials & Services	
Audit/Accounting	8,986.84
Capital Projects	6,412.55
Dues, Conferences & Travel	1,534.43
Equipment Lease/Repair	2,237.32
Facility Maintenance Materials	6,081.05
Insurance	10,076.40
Legal/Survey	2,263.00
Maintenance Clothing Allowance	300.00
Maintenance Supplies	2,395.76
Marketing & Advertising	1,348.00
Misc Expenses	4,165.82
Office Supplies	2,417.93
Printing/Signs/Envelopes	3,094.78
Property Taxes-Leases	182.91
Technical Assistance	2,176.29
Utilities	19,991.69
Total Materials & Services	73,664.77
Payroll	-4,291.67
Payroll Taxes	43.61
Personnel Services	
Lead Maintenence Worker	0.00
Maintenence Worker	26,898.50
Payroll Tax Expense	14,385.18
Port Manager	-3,704.87
66000 · Payroll Expenses	119,243.03
Personnel Services - Other	-74,484.47
Total Personnel Services	82,337.37
66900 · Reconciliation Discrepancies	0.19
	563,614.58
Total Expense	48,265.80
Net Income	

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