

BUDGET MESSAGE FOR FISCAL YEAR 2023/2024

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.

Roxie Cuellar

Budget Officer / Port Manager

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FORM LB-20

RESOURCES General Fund

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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 Safes	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.			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			
552,213		52,000	500,213						10,000	28,000	2,000	25,000	30,000	7,000	110,000	300	2,000	3,000	20,000	50,000	30,000	2,100	0	11,235	14,078		0	005	5,000		150,000	Proposed By Budget Officer		Budget	
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Form OR-LB-30

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

General (Fund)

Port of Alsea
(Name of Municipal Corporation)

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FORM LB-30

REQUIREMENTS SUMMARY NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM General Fund

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34				34 Ending balance (prior years)					34
33			0	33 Total Requirements for ALL Org. Units/Programs within fund					×
32	0	0	108,494	32 Total Requirements NOT ALLOCATED		88,044	0	0	32
31				31 UNAPPROPRIATED ENDING BALANCE					31
30				30 RESERVED FOR FUTURE EXPENDITURE					씽
29			108,494	29 OPERATING CONTINGENCY		88,044			29
28	0	0	0	28 TOTAL INTERFUND TRANSFERS			0	0	28
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	Port of Alsea	Port]

150-504-030 (Rev 05-21)

Form OR-LB-31

Detailed Requirements

General

(Fund)

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Expenses 000 18 Boat fuel / Maintenance / Propan 000 19 ODF&W Shellfish Licenses 000 20 Merchandise 400 21 Shop Rental 000 22 Food and Beverages 341 23 Promisory Note to Robby Hensel 078 24 DOB Lease Payment 0 25 Contingency Fund	Marketing / Advertising Maintenance Clothing / Maintenance / Bond Legal / Survey Audit / Accounting Technical Assistance Equipment Lease / Rep Capital Projects Misc. Expenses Boat fuel / Maintenance ODF&W Shellfish Licer Merchandise Shop Rental Food and Beverages Promisory Note to Rob DOB Lease Payment Contingency Fund	Property Taxes Marketing / Advertit Maintenance / Bond Insurance / Bond Legal / Survey Audit / Accounting Technical Assistanc Equipment Lease / Capital Projects Misc. 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Ending balance (prior years)	Total full time equivalent (FTE)*		TANKA T			ANNUAL TO ANNUAL	ent	Robby Henser	jes Robby Henser ent	Jes Robby Henser ent	Jes Robby Henser	Licenses Jes Robby Henser ent	Licenses Licenses Licenses Robby Henser ent	Licenses Licenses Licenses Robby Henser ent	Licenses Licenses Robby Henser	/ Repair nance / Propan Licenses Licenses Robby Henser ent	nce / Repair hance / Propant Licenses Licenses Probby Henser	Repair Inance / Propant Licenses Licenses Robby Henser ent	Repair Iance / Propant Licenses Licenses Robby Henser	nce / Repair lance / Propand Licenses Licenses Robby Henser	ning Allowance Repair Licenses Licenses Robby Henser ent	ning Allowance nce / Repair nance / Propan Licenses Licenses Robby Henser ent	ising Allowance ing Allowance Repair Robby Henser ent	ising ling Allowance lice / Repair / Repair Licenses Licenses Robby Henser ent	ising ling Allowance lice / Repair / Repair Licenses Licenses Licenses ent	ising Allowance / Repair / Repair Licenses Licenses ent	ising lowance / Propantance /	ising ing Allowance / Repair / Repair Licenses Licenses Robby Henser ent	ising ing Allowance / Repair / Repair Licenses Licenses Robby Henser ent	Jies Jising Jing Allowance Nance / Propantal Licenses Licenses Robby Henser ent Ince	ising ising Allowance / Repair / Repair Licenses / Robby Henser ent	Ilities Maintenance Ilities Maintenance Itenance Supplies ies ies ies ies ies ing, Signs ierly Taxes vefing / Advertising itenance Clothing Allowance rance / Bond If / Accounting inical Assistance ipment Lease / Repair ital Projects Expenses If uel / Maintenance / Propane &W Shellfish Licenses Chandise b Rental I and Beverages Inisory Note to Robby Hensen Itenacy Fund Inigency Fund
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		man,					14,078 0	7,341 14,078 0	5,000 7,341 14,078 0	5,000 7,34 14,07	15,000 0 5,000 7,341 14,078	25,000 15,000 0 5,000 7,341 14,078	7,000 25,000 15,000 0 5,000 7,341 14,078	2,000 7,000 25,000 15,000 0 5,000 7,341 14,078	30,000 2,000 7,000 25,000 15,000 5,000 7,34 14,07	2,500 30,000 2,000 7,000 25,000 15,000 0 5,000 7,341 14,078	2,500 2,500 2,500 30,000 7,000 25,000 15,000 0 5,000 7,341 14,078	9,000 2,500 2,500 30,000 2,000 7,000 15,000 15,000 7,34 14,07	3,000 9,000 2,500 2,500 2,500 30,000 7,000 25,000 15,000 0 5,000 7,341 14,078	11,000 3,000 9,000 2,500 2,500 2,500 30,000 7,000 25,000 15,000 0 5,000 7,341 14,078	300 11,000 3,000 9,000 2,500 2,500 7,000 7,000 15,000 7,341 14,078	1,500 300 11,000 3,000 9,000 2,500 2,500 2,000 7,000 25,000 15,000 0 5,000 7,341 14,078	1,500 1,500 11,000 3,000 9,000 2,500 2,500 7,000 25,000 15,000 7,34 14,07	5,000 1,500 1,500 3,000 9,000 2,500 2,500 7,000 25,000 15,000 7,34 14,07	3,000 5,000 1,500 1,500 300 11,000 3,000 9,000 2,500 2,500 2,000 7,000 25,000 15,000 7,341 14,078	2,000 3,000 5,000 1,500 11,500 3,000 9,000 2,500 2,500 25,000 15,000 7,341 14,078	1,500 2,000 3,000 5,000 0 1,500 11,500 3,000 9,000 2,500 2,500 2,000 7,000 25,000 15,000 7,341 14,078	27,000 1,500 2,000 3,000 5,000 1,500 11,000 11,000 2,500 2,500 2,000 2,500 15,000 15,000 7,341 14,078	3,500 27,000 1,500 2,000 3,000 5,000 11,500 11,000 3,000 2,500 2,500 2,500 7,000 25,000 15,000 7,341 14,078 0	6,000 3,500 27,000 1,500 2,000 2,000 3,000 5,000 11,500 3,000 2,500 2,500 2,500 7,000 25,000 15,000 7,341 14,078	Budget Officer 6,00 3,50 27,00 1,50 2,00 3,00 5,00 1,50 0 1,50 0 2,50 0 2,50 0 2,50 0 7,00 0 15,00 0 7,00 0 7,34 14,07	Proposed by Budget Officer 6,00 3,500 27,000 1,500 2,000 3,000 1,500 1,500 2,500 2,500 2,500 2,500 2,500 2,500 7,000 15,000 7,000 7,34 14,07
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FORM LB-35

BONDED DEBT

RESOURCES AND REQUIREMENTS

Bond Debt Payments are for:

Revenue Bonds or

Bond Fund (Fund) ✓ General Obligation Bonds (Name of Municipal Corporation) Port of Alsea

	30	29	28	27	26	25	24	23	22		21	20	16	128	17		16	15	14	l;	12			11	TU	9	∞	7	ი	Ŋ	4	ω	2	ш				
150-504-035 (Rev 10-16)	144,173										104,173		52,090	52,083			40,000			40,000				671			671						671		Year 2020 -21	Second Preceding	Actual	
	145,233										105,233		52,617	52,616			40,000			40,000				1,006			1,006						1,006		Year 20 21 - 22	First Preceding	ual	Historical Data
*If this fi	151,632										101,632		50,816 19	50,816			50,000			50,000 13				159,359		151,770	7,589						7,589		This Year 2022 - 23	Adopted Budget		
orm is	0.5	29 Ta	28 Lc	27 Tc	26 Er	25	24	23	22		21	20	19	18	17		16	15	14	72	12	İ	Τ	11	10 Ta	31 6	∞	7	6 T	5	4 P	ω ⊁	2 B	ы				
s used for revenue bonds, prop	TOTAL REQUIREMENTS	Tax Credit Bond Reserve	28 Loan Repayment to	Total Unappropriated Ending Fund Balance	26 Ending balance (prior years)				Bond Issue	Unappropriated Balance for Following Year By	Total Interest				Bond Issue	Bond Interest Payments	Total Principal				Bond Issue	Bond Principal Payments	Requirements	TOTAL RESOURCES	Taxes Collected in Year Levied	Taxes Estimated to be Received		Total Resources, Except Taxes to be Levied	Transferred from Other Funds	Interest	Previously Levied Taxes to be Received	Working Capital (Accrual Basis)	Beginning Cash on Hand (Cash Basis), or	Resources		RESOURCES AND REQUIREMENTS	DESCRIPTION OF	
*If this form is used for revenue bonds, property tax resources may not be included.	JIREMENTS		Fund	g Fund Balance					Projected Payment Date	e for Following Year By	terest		May 31, 2024		Budgeted Payment Date	t Payments	incipal			May 31, 2024	Budgeted Payment Date	al Payments	ments	SOURCES	đ	red *		s to be Levied	ls		Received	is)	h Basis), or	ırces		EQUIREMENTS	ON OF	
	155,131										105,065		52,533	52,532			50,066			50,066				165,131		155,131	10,000						10,000		Budget Officer	Proposed By		Budget
	0										0						0							0		and the second s	0							Winds.	Budget Committee	Approved By		Budget for Next Year 2023
Dage																																			Governing Body	Adopted By		-2024
E		29	28	27	26	25	24	23	22		0 21	20	19	120	17	1	<u>16</u>	15	14	13	12			0 11	<u> </u>	9	0 8	7	6	5	4	ω	<u>ر</u> ,	_				\exists

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

FORM OR-LB-50 **2023–2024**

To assessor of	Lincoln	Count	v				•
Be sure to read instructions in the current Notice of	Property Tax Le		•	•			Check here if this is an amended form.
The Port of Alsea has the resp	onsibility and	authority to pla	ace the f	ollowing į	property tax	t, fee, cha	irge, or assessmen
on the tax roll of Lincoln County name	ity. The proper	ty tax, fee, cha	rge, or a	ssessmer	nt is catego	rized as st	ated by this form.
P. O. Box 1060 Mailing address of district	Waldport		OR	,,,,,,	97394		
Roxie Cuellar Budget Of	city ficer / Port Ma	anager		3-3872		uellar@p	Date submitted portofalsea.com
CERTIFICATION—You must check one box if	Title			hone number	· · · · · · · · · · · · · · · · · · ·	Contact per	rson e-mail address
The tax rate or levy amounts certified in Par The tax rate or levy amounts certified in Par	t I are within th	ne tax rate or le	vy amou				
PART I: TAXES TO BE IMPOSED			Gei		ect to rnment Limit	s 	
			Rat		Dollar Amoun	t ¬	
1. Rate per \$1,000 or total dollar amount levied	d (within perma	nent rate limit)	1	0.0	333		
2. Local option operating tax		***************************************	2				cluded from asure 5 Limits
Local option capital project tax City of Bortland Loss for pageing and disability.							Dollar Amount of Bond Levy
4. City of Portland Levy for pension and disabi	-					-	of Boild Levy
5a. Levy for bonded indebtedness from bonds a	•	- -		•			155,131
5b. Levy for bonded indebtedness from bonds a 5c. Total levy for bonded indebtedness not subj							155,131
PART II: RATE LIMIT CERTIFICATION	ect to Measure	3 Of Measure	oo (total	01 54 + 5	0)	<u> </u>	
6. Permanent rate limit in dollars and cents per	·\$1 000						0.0333
7. Election date when your new district receive							
8. Estimated permanent rate limit for newly me							
PART III: SCHEDULE OF LOCAL OPTION TAX		local option ta sheet showing				are more	than two taxes,
Purpose (operating, capital project, or mixed)		ers approved ballot measure	First tax levie		nal tax year be levied		nount —or— rate d per year by voters
Capital Project	······	16, 2018	201		2043		
PART IV: SPECIAL ASSESSMENTS, FEES, AN	D CHARGES*			,			
Description		ORS Autho	ority**		ect to Genera ment Limitat	l ion Me	Excluded from asure 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.

Port of Alsea 2016 Profit & Loss

April 2022 through March 2023

	Apr '22 - Mar 23
Income	
Bond Measure Initial Income Bond Interest Income	044.07
Bond Property Taxes	844.67 154.589.66
Bond Measure Initial Income - Other	98,146.94
Total Bond Measure Initial Income	253,581.27
Commercial/Guide License	2,211.23
Dock of the Bay Income	·
Boat Rentals	108,388.49
Bulk Crab Measures crab Cooking / Ice	3,134.57 7,029.82
Crab Ring Rental / Bait	7,025.82 31,244.56
Food and Beverages	1,765.37
Merchandise	28,447.08
Misc Income	115.06
Shellfish Licenses	28,878.45
Total Dock of the Bay Income	209,003.40
Donations	3,000.00
Interest Income Launch Fees	2,482.38 48,712.94
Leases	40,712.94
Lease-1220 Broadway	3,600.00
Lease-1265 Broadway	1,400.00
Lease-Dock of the Bay	7,966.00
Lease-Salty Dawg Total Leases	11,524.59
,	24,490.59
LGIF General Interest Income Misc Revenue	110.40
Moorage	20.00 19,319.43
Property Taxes-Leases	311.88
Taxes-Lincoln County	48,636.86
Total Income	611,880.38
Gross Profit	611,880.38
Expense	
Bond Expenses	0.45,400.00
Bond Principal Interest Pmts Bond Expenses - Other	245,429.82 35.15
·	 ,
Total Bond Expenses	245,464.97
Dock of the Bay Expenses Advertising	242.00
Bait	312.00 8,045.88
Boat Expenses	3,178.70
Crab Measurer	286.00
Food and Beverages	3,820.47
Fuel and Propane Lease Payment	4,221.55
Lease Payment Legal / Accounting	9,766.00 10.00
Maintenance	2,701.12
Maintenance Supplies	2,248.46
Materials	209.07
Merchandise Merchant Services	10,519.20 2,691.21
Office Expenses	2,691.21 3,262.48
Payroll	78,776.14
Shellfish Licenses	22,053.46

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
Payed	-4,291.67
Payroll Taylor	43.61
Payroll Taxes Personnel Services	,5.5,
Lead Maintenence Worker	0.00
Maintenence Worker	26,898.50
***************************************	14,385.18
Payroli Tax Expense	-3,704.87
Port Manager	119,243.03
66000 · Payroll Expenses Personnel Services - Other	-74,484.47
,	82,337.37
Total Personnel Services	,
66900 · Reconciliation Discrepancies	0.19
Total Expense	563,614.58
Net Income	48,265.80
Met lucome	