

**AGENDA
PORT OF SIUSLAW COMMISSION
BUDGET COMMITTEE**

Monday, May 8, 2017 5:30pm

**Port Office Conference Room
100 Harbor Street, Florence, Lane County, OR 97439**

1	Budget Officer Call to Order	Leskin
2	Receive Budget Document and Hear Budget Message	Leskin
3	Nominate and Appoint Budget Committee President	Committee
4	Approval of the 2016 Budget Meeting Minutes	Committee
5	Hear Public Comments	Budget President
6	Review, Discuss, and Revise proposed Budget, if desired	Committee
7	Approve Budget as proposed/revised, or announce date, place and time for next budget committee meeting	Committee
8	Motion to approve Budget must include the tax rate of \$0.1474 per \$1,000 of assessed value	Committee
9	Adjourn	Budget President

Next Meeting: Wednesday, May 10, 2017, 5:30pm (if needed)



MINUTES
 PORT OF SIUSLAW
 Budget Committee Meeting
 Monday, 9 May 2016
 100 Harbor St, Florence, OR

ATTENDANCE:

Commission: Ron Caputo, Nancy Rickard, David Huntington, Terry Duman, Mike Buckwald

Budget Committee Members: Karla Holloway, Brien Mill, Dee Osborne, Joel Marks

Budget Committee Members Absent: Rick Cox

Staff: Port Manager/Budget Officer Steven Leskin, Recording Secretary Dina McClure

- 1) **Budget Officer Leskin called the meeting to order at 5:30 p.m.** Introductions were made.
- 2) **The Budget was distributed and the Budget Message (attached to these Minutes) was read by Budget Officer Leskin.** There was discussion regarding the Pacific View Industrial Park property. BC Member Marks stated the FY16-17 budget amount was less than the FY15-16 budget amount. Budget Officer Leskin said no grant contracts carried over to FY16-17. The current tax rate was discussed. Health insurance was discussed.
- 3) **Nomination of Budget Committee President:** Commissioner Caputo nominated Commissioner Buckwald to be Budget Committee President. Commissioner Huntington seconded. All members voted in favor.
- 4) **Approval of the 2015 Minutes:** BC Member Mill requested two corrections to the 2015 Minutes. Under LB 31 Debt Service, the acronym for MSLTD was not correct. Under Capital Outlay, the word budgeting was not spelled correctly. Minutes for the 2015 Budget Committee Meeting will be incorporated into the record but unapproved due to no quorum.
- 5) **Public Hearing:** There were no public comments.
- 6) **Review proposed Budget:** Secretary McClure explained how the Capital Maintenance Fund was budgeted. BC Member Marks said its standard for Contingency to be 5% of budget. Secretary McClure said \$100K had been budgeted in recent years.

General Fund LB 20 Income: Parking revenue, Charter/Guide fees, Rhody Days Carnival revenue, and Vending income were discussed. (At 6pm, BC Member Marks left to attend the City budget meeting.)

General Fund LB 31 Personnel Services: Health insurance and salaries were discussed.

General Fund LB 31 Materials & Services: BC Member Osborne asked about Dues & Subscriptions, Employee Clothing, and Election Expense. BC Member Mill asked what account the Dancing with Sea Lions donation went to. Commissioner Duman asked about Telephones, Accounting Services, and Legal Services. There was discussion about Legal

Services. Manager Leskin gave an explanation of the Oregon State Marine Board Maintenance Assistance Program (MAP). Commissioner Duman asked about Audit fees.

General Fund LB 31 Capital Outlay: No Capital Outlay was budgeted in the General Fund for FY16-17.

General Fund LB 31 Debt Service: Secretary McClure said the Nopal Development Loan was paid in full. BC Member Mill asked McClure to update Siuslaw Bank to Banner Bank.

General Fund LB 30 Requirements Summary: President Buckwald reviewed the Transfers to Other Funds.

Capital Maintenance Fund: Manager Leskin informed the Committee that staff is working on a Capital Asset Report that will assist in budgeting for capital asset maintenance and replacement in the future. Secretary McClure reviewed the three Capital Outlay projects scheduled for FY16-17.

Profit & Loss Report Review: There was discussion about Vending and Retail sub-categories and how Personnel salaries were budgeted.

There being no further questions regarding the FY16-17 Budget, President Buckwald called for a vote.

- 7) **On the Motion, made by Commissioner Caputo, and seconded by Commissioner Huntington, the Budget Committee voted unanimously to approve Port of Siuslaw budget for the 2016-17 fiscal year in the amount of \$1,463,000.**
- 8) **On the Motion, made by Commissioner Rickard, and seconded by BC Member Osborn, the Budget Committee voted unanimously to approve Port of Siuslaw property taxes for the 2016-17 fiscal year at the tax rate of \$0.1474 per \$1,000 of assessed value.**
- 9) **President Buckwald adjourned the Budget Committee meeting at 6:25pm.**

Budget Committee President

**MANAGER'S
BUDGET MESSAGE
2017/2018**

Every public port in Oregon is required to produce a Strategic Business Plan by BusinessOregon. The Plan is developed over a period of months with input from the Port's stakeholders. The Plan is a road map for Port financial activity for a period of five years. Port of Siuslaw's last plan was completed in 2013.

Starting in Fiscal Year 2016/2017, the Port started to aggressively fulfill the most pressing of objectives of the 2013 Plan. Largely, this consisted of addressing the issues of decay and corrosion in the maritime assets. Specifically, the Port began a multi-year plan to replace the corroded fire suppression system under the wharf, replace the A dock landing because of rot, address and repair issues in the fuel dock, among other repairs.

In FY16/17, management focused attention on the land assets as well. The ICM building, Mo's and 1499 Bay Street were each professionally surveyed. From each survey, a punch list of repair projects was created. With the 1499 building, extensive wood rot was found and addressed while the building was vacant. The survey of Mo's uncovered significant rot issues as well. Under this lease, it is the Port's responsibility to make repairs. The building is also over due to be painted. Repairs for Mo's is a line item in the FY17/18 budget. Finally, the tenant is responsible for repairs to the ICM building. The survey uncovered very significant rot issues in the walls and support beams from years of neglect. Once the repairs are completed by the tenant, the Port's real estate assets will be in good condition for years to come.

C-Row erosion repairs should be completed in FY16/17. The remaining projects include repairs to, or demolition of, the "Blue Buildings", repairs or demolition of the "Estate Sales" building, and repairs to the bulkhead. At the present time, management is working closely with Representative Caddy McKeown to find state funding in the current biennium for bulk head repairs.

Management anticipates that revenue will remain consistent with past years in the campground and land leases. Revenue in the marina should see an increase with a concerted effort to specifically market that part of the facility. Management anticipates the sale of a small lot owned by the Port, and the sale should net about \$25,000. Management does not anticipate the sale of the Port's 40 acres within the next fiscal year.

Regarding the Personnel Services part of the FY17/18 proposed budget, Management has reduced the number of full time employees from past years. Currently, there are four full time office employees and two full time and one full time seasonal maintenance workers. The port also employs one part time camp ground assistant. Personnel Services will come in under budget in FY16/17. The proposed FY17/18 will show a lower line item amount for personnel and still provide salary jumps for some employees who management feels are underpaid.

Regarding Materials and Services, FY16/17 saw the need to transfer money from Contingency to complete on-going projects. Only minor changes in the Expense categories from FY 16/17 are proposed for the coming year. The Port realized a \$10,000 saving in utilities due to the conversion to LED lights in the parking lots this past year and other smaller cost cutting savings. On the other hand, Contracted Service expenses have increased due to expanded use

of contractors in the campground and marina. Management will continue to look for ways to trim costs in the Materials and Services budget.

The proposed FY17/18 budget allocates less to the Contingency line item and allocates money to Capital Outlay in General Fund for finishing repairs to the G Dock fuel lines and painting of the Port office building. These have been identified by staff as high priority tasks.

Funding for Repairs to Mo's and the second of four phases of repairs to the wharf fire suppression system will come out of the Capital Maintenance Fund. These two items will total \$70,000. This money comes from reductions in personnel and by lowering the Contingency fund.

RESOURCES
General Fund

Port of Siuslaw

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year FY2017-18			
	Actual		Adopted Budget This Year Year 2016-17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-15	First Preceding Year 2015-16						
1				1 Available cash on hand* (cash basis) or				1
2	\$ 156,449	\$ 225,212	\$ 385,000	2 Net working capital (accrual basis)	\$ 300,000			2
3	\$ 4,657	\$ 4,638	\$ 4,000	3 Previously levied taxes estimated to be received	\$ 4,000			3
4	\$ 1,768	\$ 1,066	\$ 500	4 Interest	\$ 500			4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	\$ 412,475	\$ 428,730	\$ 400,000	7 Campground	\$ 420,000			7
8	\$ 187,661	\$ 192,854	\$ 190,000	8 Leases	\$ 177,300			8
9	\$ 74,555	\$ 91,785	\$ 80,000	9 Moorage	\$ 85,000			9
10	\$ 27,922	\$ 29,559	\$ 20,000	10 Storage	\$ 20,000			10
11	\$ 58,051	\$ 54,910	\$ 50,000	11 Marine Fuel	\$ 40,000			11
12	\$ 11,796	\$ 13,496	\$ 12,000	12 Parking	\$ 12,200			12
13	\$ 3,762	\$ 4,679	\$ 4,000	13 Dump Station	\$ 4,500			13
14	\$ 8,934	\$ 7,689	\$ 7,000	14 Vending	\$ 7,500			14
15	\$ 595	\$ 1,335	\$ 250	15 Forklift, Hoist, Labor				15
16	\$ 75	\$ 850	\$ 250	16 Seafood Seller/Charters/Guides	\$ 1,000			16
17	\$ 1,257	\$ 1,045	\$ 1,000	17 Retail	\$ 1,000			17
18	\$ 15,900	\$ 15,500	\$ 19,000	18 Maintenance Assistance Program	\$ 19,000			18
19	\$ 14,085	\$ 22,382	\$ 10,000	19 Miscellaneous	\$ 10,000			19
20	\$ 2,075			20 Surplus Equipment/Property				20
21	\$ 59,566	\$ 7,242		21 State Forest Sales				21
22		\$ 77,026		22 Grants				22
23				23				23
24				24				24
25	\$ 1,041,583	\$ 1,179,998	\$ 1,183,000	25 Total resources, except taxes to be levied	\$ 1,102,000	\$ -	\$ -	25
26			\$ 280,000	26 Taxes estimated to be received	\$ 287,000			26
27	\$ 272,085	\$ 280,401		27 Taxes collected in year levied				27
28	\$ 1,313,668	\$ 1,460,399	\$ 1,463,000	28 TOTAL RESOURCES	\$ 1,389,000	\$ -	\$ -	28

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund

Port of Siuslaw

	Historical Data			REQUIREMENTS FOR: Port of Siuslaw Operations	Budget For Next Year 2017-18				
	Actual		Adopted Budget This Year 2016-17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2014-15	First Preceding Year 2015-16							
1				1	PERSONNEL SERVICES			1	
2	\$ 301,896	\$ 294,310	\$ 306,092	2	Salaries and Wages (Schedule A)	\$ 287,992		2	
3	\$ 30,366	\$ 27,157	\$ 31,221	3	Federal Payroll Taxes	\$ 28,799		3	
4	\$ 52,743	\$ 42,980	\$ 49,303	4	Health Insurance	\$ 49,391		4	
5	\$ 1,357	\$ 178	\$ 1,500	5	Life Insurance	\$ 160		5	
6	\$ 4,657	\$ 3,883	\$ 4,530	6	Dental Insurance	\$ 4,458		6	
7	\$ 9,554	\$ 7,609	\$ 8,000	7	Workers Compensation Insurance	\$ 12,000		7	
8	\$ 358	\$ 1,807	\$ 5,154	8	Compensated Absences and Misc	\$ 5,000		8	
9	\$ 4,093	\$ 5,366	\$ 5,000	9	Retirement	\$ 5,000		9	
10	\$ 537		\$ 3,000	10	Overtime	\$ 3,000		10	
11				11				11	
12	\$ 405,561	\$ 383,290	\$ 413,800	12	TOTAL PERSONNEL SERVICES	\$ 395,800	0	0	12
13	8.5	7.5	9	13	Total Full-Time Equivalent (FTE)	7.5			13
14				14	MATERIALS AND SERVICES				14
15	\$ 486,796	\$ 514,088	\$ 483,000	15	Materials & Services (Schedule B)	\$ 479,000			15
16				16					16
17				17					17
18	\$ 486,796	\$ 514,088	\$ 483,000	18	TOTAL MATERIALS AND SERVICES	\$ 479,000	0	0	18
19				19	CAPITAL OUTLAY				19
20	\$ 6,023	\$ 3,665		20	Operations Equipment				20
21	\$ 7,626			21	Facilities - paint 100 Harbor office	\$ 8,000			21
22	\$ 22,816	\$ 44,664		22	Marina Facilities - Fuel catch basin and fuel lines	\$ 15,000			22
23	\$ 3,423	\$ 4,710		23	Office Equipment				23
24	\$ 10,818	\$ 7,954		24	Land and Infrastructure				24
25				25					25
26	\$ 50,706	\$ 60,993	\$ -	26	TOTAL CAPITAL OUTLAY	\$ 23,000	0	0	26
27	\$ 943,063	\$ 958,371	\$ 896,800	27	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$ 897,800	0	0	27

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

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2017-18			
	Actual		Adopted Budget This Year 2016-17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-15	First Preceding Year 2015-16						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3	\$ -	\$ -	\$ -	3 TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	3
4				4 Total Full-Time Equivalent (FTE)				4
5				5 MATERIALS AND SERVICES NOT ALLOCATED				5
6				6				6
7	\$ -	\$ -	\$ -	7 TOTAL MATERIALS AND SERVICES	\$ -	\$ -	\$ -	7
8				8 CAPITAL OUTLAY NOT ALLOCATED				8
9				9				9
10	\$ -	\$ -	\$ -	10 TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	10
11				11 DEBT SERVICE				11
12	\$ 5,876	\$ 5,876	\$ 5,880	12 MNIF (Dredging) #524016	\$ 5,880			12
13	\$ 46,400	\$ 46,400	\$ 46,400	13 PRLF (MSLTD) #525186	\$ 46,400			13
14	\$ 29,457	\$ 29,509		14 PRLF (Nopal Devel) #520130				14
15	\$ 18,000	\$ 17,999	\$ 18,000	15 Banner Bank (PVIP) #1000214241	\$ 18,000			15
16	\$ 29,700	\$ 29,700	\$ 29,950	16 PRLF (Wharf) #525196	\$ 29,950			16
17	\$ 15,961	\$ 15,961	\$ 15,970	17 SPWF (Bdwalk Project) #L0004	\$ 15,970			17
18	\$ 145,394	\$ 145,445	\$ 116,200	18 TOTAL DEBT SERVICE	\$ 116,200	\$ -	\$ -	18
19				19 SPECIAL PAYMENTS				19
20				20				20
21	\$ -	\$ -	\$ -	21 TOTAL SPECIAL PAYMENTS	\$ -	\$ -	\$ -	21
22				22 INTERFUND TRANSFERS				22
23			\$ 100,000	23 General Fund to Capital Maintenance Fund	\$ 65,000			23
24				24				24
25	\$ -	\$ -	\$ 100,000	25 TOTAL INTERFUND TRANSFERS	\$ 65,000	\$ -	\$ -	25
26			\$ 100,000	26 OPERATING CONTINGENCY	\$ 60,000			26
27	\$ 145,394	\$ 145,445	\$ 316,200	27 Total Requirements NOT ALLOCATED	\$ 241,200	\$ -	\$ -	27
28	\$ 943,063	\$ 958,371	\$ 896,800	28 Total Requirements for ALL Org.Units/Programs within fund	\$ 897,800			28
29				29 Reserved for future expenditure				29
30	\$ 225,212	\$ 356,583		30 Ending balance (prior years)				30
31			\$ 250,000	31 UNAPPROPRIATED ENDING FUND BALANCE	\$ 250,000			31
32	\$ 1,313,669	\$ 1,460,399	\$ 1,463,000	32 TOTAL REQUIREMENTS	\$ 1,389,000	\$ -	\$ -	32

DETAILED REQUIREMENTS

Schedule A
Salaries & Wages

GENERAL OPERATING FUND

PORT OF SIUSLAW

	Historical Data			SALARIES & WAGES	Number of Employ-ees	Budget for Next Year 2017-18			
	Actual		Adopted Budget This Year Year 2016-17			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2014-15	First Preceding Year 2015-16							
1	\$ 68,016	\$ 76,729	\$ 65,000	Port Manager		\$ 67,600			1
2	\$ 37,041	\$ 29,651	\$ 40,495	Admin Assistant		\$ 42,115			2
3	\$ 23,763	\$ 25,410	\$ 29,246	Project Coordinator					3
4	\$ 23,286	\$ 7,710		Office Assistant		\$ 29,453			4
5		\$ 20,840	\$ 29,960	Services Lead		\$ 34,454			5
6	\$ 23,684	\$ 21,865	\$ 12,840	CG Staff/Lead		\$ 8,091			6
7	\$ 3,011	\$ 2,337		Fuel Station Staff					7
8	\$ 40,724	\$ 42,894	\$ 44,230	Maint 1/Supervisor		\$ 45,998			8
9	\$ 29,356	\$ 30,897	\$ 31,842	Maint 2/Harbormaster		\$ 37,856			9
10	\$ 27,003	\$ 21,431	\$ 23,471	Maint 3/Groundskeeper		\$ 22,425			10
11	\$ 26,012	\$ 14,547	\$ 29,009	Groundskeeper					11
12									12
13									13
14									14
15									15
16	\$ 301,896	\$ 294,311	\$ 306,093	16 TOTAL SALARIES & WAGES	7.5	\$ 287,992			16
17				17 UNAPPROPRIATED ENDING FUND BALANCE					17
18	\$ 301,896	\$ 294,311	\$ 306,093	18 TOTAL REQUIREMENTS		\$ 287,992			18

Materials Services

	Historical Data			MATERIALS & SERVICES	Budget for Next Year 2017-18			
	Actual		Adopted Budget FY16-17		Proposed	Approved	Adopted	
	FY14-15	FY15-16						
1	\$ 499	\$ 1,609	\$ 1,500	1 Employee Training	\$ 1,500			1
2	\$ 8,956	\$ 3,979	\$ 2,500	2 Grant Writing Expenses	\$ 2,500			2
3	\$ 15,450	\$ 12,032	\$ 14,000	3 Advertising & Web site	\$ 14,000			3
4	\$ 2,443	\$ 4,630	\$ 3,000	4 Office Supplies	\$ 4,000			4
5	\$ 13,634	\$ 15,513	\$ 15,000	5 Operation Supplies	\$ 15,000			5
6	\$ 53,753	\$ 42,601	\$ 45,000	6 Marine Fuel	\$ 45,000			6
7	\$ 7,750	\$ 7,750	\$ 8,000	7 Audit	\$ 8,000			7
8	\$ 1,408	\$ 1,490	\$ 2,000	8 Accounting Services	\$ 2,000			8
9	\$ 13,337	\$ 16,881	\$ 5,000	9 Legal Services	\$ 5,000			9
10	\$ 677	\$ 914	\$ 1,000	10 Cost of Retail Items	\$ 1,000			10
11	\$ 47,135	\$ 49,917	\$ 50,000	11 Insurance	\$ 50,000			11
12	\$ 27,745	\$ 12,969	\$ 13,000	12 Contracted Services	\$ 19,000			12
13	\$ 9,732	\$ 4,725	\$ 10,000	13 Travel, Meetings, Meals	\$ 10,000			13
14	\$ 13,785	\$ 16,137	\$ 17,000	14 Dues/Subscriptions	\$ 14,000			14
15	\$ 3,292	\$ 6,097	\$ 3,500	15 Public Relations	\$ 5,000			15
16		\$ 3,289	\$ 3,000	16 Events	\$ 3,000			16
17	\$ 8,355	\$ 7,827	\$ 9,000	17 Telephone	\$ 7,000			17
18	\$ 13,085	\$ 13,225	\$ 14,000	18 Leased Property Taxes	\$ 14,000			18
19	\$ 24,873	\$ 25,434	\$ 25,000	19 Transient Room Tax	\$ 25,000			19
20	\$ 39,957	\$ 53,320	\$ 50,000	20 Facilities	\$ 50,000			20
21	\$ 8,433	\$ 14,870	\$ 14,000	21 MAP Repairs	\$ 14,000			21
22	\$ 2,641	\$ 3,707	\$ 3,000	22 Tool & Equipment Purchase	\$ 3,000			22
23	\$ 7,933	\$ 8,350	\$ 9,000	23 Equipment Rental	\$ 9,000			23
24	\$ 12,412	\$ 9,779	\$ 8,000	24 Equipment Repairs by 3rd parties	\$ 8,000			24
25	\$ 120,798	\$ 121,871	\$ 120,000	25 Utilities	\$ 112,000			25
26	\$ 15,008	\$ 16,724	\$ 15,000	26 State Lease and License Fees	\$ 15,000			26
27	\$ 12,913	\$ 15,609	\$ 14,500	27 Bank Fees	\$ 16,000			27
28	\$ 412	\$ 2,298	\$ 2,000	28 Employee Clothing	\$ 2,000			28
29	\$ 380	\$ 20,541	\$ 3,000	29 Miscellaneous - Other	\$ 5,000			29
30			\$ 3,000	30 Election Expense	\$ -			30
31			\$ 483,000	31 TOTAL MATERIAL & SERVICES	\$ 479,000			31
32	\$ 486,796	\$ 514,088	\$ 483,000	32 TOTAL REQUIREMENTS	\$ 479,000			33

RESOURCES
Capital Maintenance Fund

Port of Siuslaw

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year FY2017-18			
	Actual		Adopted Budget This Year Year 2016-17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-15	First Preceding Year 2015-16						
1			1	Available cash on hand* (cash basis) or				1
2			2	Net working capital (accrual basis)	\$ 5,000			2
3			3	Previously levied taxes estimated to be received				3
4			4	Interest				4
5			\$ 100,000	5 Transferred IN, from other funds	\$ 65,000			5
6			6	OTHER RESOURCES				6
7			7					7
8			8					8
9			9					9
10			10					10
11			11					11
12			12					12
13			13					13
14			14					14
15			15					15
16			16					16
17			17					17
18			18					18
19			19					19
20			\$ 100,000	20 Total resources, except taxes to be levied	\$ 70,000		\$ -	20
21				21 Taxes estimated to be received				21
22				22 Taxes collected in year levied				22
23			\$ 100,000	23 TOTAL RESOURCES	\$ 70,000		\$ -	23

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
Capital Maintenance Fund

Port of Siuslaw

	Historical Data			REQUIREMENTS FOR: Port of Siuslaw Capital Maintenance Projects	Budget For Next Year 2017-18				
	Actual		Adopted Budget This Year 2016-17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2014-15	First Preceding Year 2015-16							
1				1	PERSONNEL SERVICES			1	
2				2				2	
3				3				3	
4				4				4	
5	\$ -	\$ -	\$ -	5	TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	5
6				6	Total Full-Time Equivalent (FTE)				6
7				7	MATERIALS AND SERVICES			7	
8				8				8	
9				9				9	
10				10				10	
11				11				11	
12	\$ -	\$ -	\$ -	12	TOTAL MATERIALS AND SERVICES	\$ -	\$ -	\$ -	12
13				13	CAPITAL OUTLAY			13	
14			\$ 25,000	14	Nopal Parking Lot Resurface				14
15			\$ 50,000	15	C-Row Erosion Repair				15
16			\$ 20,000	16	Fire System Replacement	\$ 20,000			16
17				17	Mo's Building Repair	\$ 50,000			17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25	\$ -	\$ -	\$ 95,000	25	TOTAL CAPITAL OUTLAY	\$ 70,000	\$ -	\$ -	25
26	\$ -	\$ -	\$ 95,000	26	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$ 70,000	\$ -	\$ -	26

**FORM
LB-30**

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
Capital Maintenance Fund Operations

Port of Siuslaw

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2017-18			
	Actual		Adopted Budget This Year 2016-17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-15	First Preceding Year 2015-16						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	\$ -	\$ -	\$ -	4 TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	\$ -	\$ -	\$ -	9 TOTAL MATERIALS AND SERVICES	\$ -	\$ -	\$ -	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	\$ -	\$ -	\$ -	13 TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	\$ -	\$ -	\$ -	17 TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	\$ -	\$ -	\$ -	21 TOTAL SPECIAL PAYMENTS	\$ -	\$ -	\$ -	21
22				22 INTERFUND TRANSFERS				22
23				23				23
24				24				24
25	\$ -	\$ -	\$ -	25 TOTAL INTERFUND TRANSFERS	\$ -	\$ -	\$ -	25
26				26 OPERATING CONTINGENCY				26
27	\$ -	\$ -	\$ -	27 Total Requirements NOT ALLOCATED	\$ -	\$ -	\$ -	27
28			\$ 95,000	28 Total Requirements for ALL Org.Units/Programs within fund	\$ 70,000			28
29				29 Reserved for future expenditure				29
30				30 Ending balance (prior years)				30
31			\$ 5,000	31 UNAPPROPRIATED ENDING FUND BALANCE				31
32	\$ -	\$ -	\$ 100,000	32 TOTAL REQUIREMENTS	\$ 70,000	\$ -	\$ -	32