



M E M O R A N D U M

TO: Interested Parties  
FROM: David Kronsteiner, President  
DATE: December 9, 2019  
SUBJECT: Port of Coos Bay Commission Meeting Notice

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The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold its Regular Commission Meeting at **6:30 p.m., Monday, December 16, 2019**, in the Port's Commission Chambers, located at 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420.

An **Executive Session** has also been scheduled on **Monday, December 16, 2019, immediately after the Commission Meeting**, in the Port's Commission Chambers, located at 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420, as authorized under ORS 192.660(2), to:

- (d) conduct deliberations with person designated by the governing body to carry on labor negotiations;
- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (g) consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;
- (h) consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

DK/km

**OREGON INTERNATIONAL PORT OF COOS BAY  
REGULAR COMMISSION MEETING  
6:30 p.m., Monday, December 16, 2019**

Port Commission Chambers, 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420

**T E N T A T I V E   A G E N D A**

**1. CALL MEETING TO ORDER**

**2. INTRODUCTION OF GUESTS AND PORT STAFF**

- A. Elise Hamner - SWOCC Health & Science Building Project Update

**3. PUBLIC COMMENT**

**4. PORT PROJECT UPDATE**

**5. CONSENT ITEMS**

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**8. OTHER**

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**10. COMMISSION COMMENTS**

**11. NEXT MEETING DATE – TBD (Monday, January 20, 2020 is a holiday)**

**12. RECESS TO EXECUTIVE SESSION**

**13. ADJOURN**

# Consent Items

**DRAFT**  
**OREGON INTERNATIONAL PORT OF COOS BAY**  
**Coos Bay, Oregon**  
**REGULAR COMMISSION MEETING**  
**2:00 p.m., Monday, October 21, 2019**

Port Commission Chambers, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

**ATTENDANCE**

**Commission:**

David Kronsteiner, President; Eric Farm, Vice President; Brianna Hanson, Treasurer; and James Martin, Commissioner.

**Staff:**

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Patrick Kerr, Director of Rail Operations; Margaret Barber, Director of External Affairs; Fiona Bai, Marketing Media Specialist; Jake Jacobs, Director of Infrastructure Support Services; John Buckley, Project Manager; Krystal Moffett, Administrative Assistant; and Mike Stebbins, Port Legal Counsel.

**Media & Guests:**

James McCann; and Maeora Mosieur.

**1. CALL MEETING TO ORDER**

President Kronsteiner called the meeting to order at 2:00 p.m.

**2. INTRODUCTION OF GUESTS AND PORT STAFF**

**3. PUBLIC COMMENT**

James McCann offered comment on the potential development of offshore wind energy. Mr. McCann stated there is a unique opportunity after California recently passed SB-100; wind energy and offshore wind farms are becoming the next big thing. Mr. McCann shared concern that California is pushing hard for two ports: one in Humboldt Bay and the other in Port Hueneme, near Los Angeles. Mr. McCann stated the Port of Coos Bay already has some of the infrastructure in place, so it is a prime opportunity for the Port to become involved. It would create green jobs for the area. Mr. McCann stated this would be a good thing for the community and urged Commissioners to look more into this opportunity.

President Kronsteiner thanked Mr. McCann, stating Commissioners have been involved with this project before and that he has traveled to Portugal to see a working wind farm. At that time, it was not going to work on the Oregon Coast but with the changing laws in California it could become a possibility. Commissioners have looked into what it would take and will continue to do so.

**4. CONSENT ITEMS**

A. Approval of September 16, 2019 Regular Commission Meeting Minutes

- B. Approval of September Invoices
- C. Approval of September Contracts Awarded
- D. Approval of Community Giving Donations

Upon a motion by Commissioner Hanson (second by Commissioner Farm), the Board of Commissioners voted to approve the September 16, 2019 Regular Commission Meeting Minutes, September Invoices, September Contracts Awarded, and Community Giving Donations. **Motion Passed.**

**5. MANAGEMENT REPORTS**

All Management Reports were included within the Meeting Packet.

**6. ACTION ITEMS/REPORTS**

**A. Award for New Vehicle Auto Lease**

Port staff solicited proposals to procure pricing on eleven new lease vehicles including: two mid-sized four door sedans, five all-wheel drive sport utility vehicles, three mid-sized two-wheel drive pickups, and one full-sized four door four wheel-drive pickup with a 10,000 lb. tow rating. These vehicles will be utilized by Port staff, Coos Bay Rail Line, and the Charleston maintenance/security personnel.

A Request for Quote (RFQ) for the Leased Vehicles was sent out on September 9, 2019. The RFQ was sent to multiple vendors as well as being posted on the Port's website, listed in the local newspaper, and posted in one plan center. The deadline for submittals was September 24, 2019. The Port received proposals from two firms, with Acme Auto Leasing LLC providing the lowest price and meeting all submission requirements of the RFQ.

The proposal review team was comprised of Project Manager Rick Adamek, and Director of Infrastructure Support Services, Jake Jacobs. The team individually reviewed the proposals and determined that Acme Auto leasing was the only bidder that met all the RFQ requirements.

Port procurement rule 4.5 states the Port Commission, acting in its role as the Local Contract Review Board, may award a contract for goods by competitive proposals. Port staff requests the Commission authorize Chief Executive Officer John Burns to further negotiate with Acme Auto Leasing LLC and award a negotiated rate for the procurement of the leased automobiles. In accordance with section 4.9.3 the Port will notify the proposing company(s) of the intent to award, and publicly post the intent to award. The Pre-Negotiation proposal was \$207,000.00 for the base year, and the price remains unchanged at \$207,000.00 for the option year; 6 year pricing is \$414,000.00.

Commissioner Hanson asked if this project was included in the budget. Jake Jacobs stated that it was included in the budget, in two separate line items. John Burns stated that specifically there is \$47,000 earmarked for leased vehicles; and the other \$22,000 anticipated will come out of the department travel budgets that would have otherwise gone to mileage reimbursement for use of personal vehicles.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to authorize Chief Executive Officer John Burns to negotiate with and potentially execute a

contract with Acme Auto Leasing LLC for the three-year lease of the eleven vehicles, with the potential extension of three years. **Motion Passed.**

### **B. Purchase Authority for Rolling Stock Acquisition**

The Port identified a need for locally owned locomotives to conduct business operations on the Coos Bay Rail Line (CBRL). Three million dollars of an ODOT grant was reallocated for the purchase of rolling stock by ODOT in support of this requirement. Six locomotives were negotiated, and price established for purchase from Western Rail Company. Five engines have been accepted; however, a sixth engine could not be completed in time to expend the grant funds. It was determined the sixth engine is not required at this time, thus the remaining grant funds that were dedicated to the acquisition of the sixth engine have been reallocated for acquisition of self-propelled Hi-Rail equipment that will be used for repair and maintenance of CBRL property.

\$320,031.63 remain of the grant funds, which will expire December 31, 2019 if not fully expended. Equipment for Hi-Rail operations is very specialized and not all companies have configured equipment ready for immediate sale, thus attempting to complete requirements for purchasing new Hi-Rail equipment will exceed the time that remains before the expiration of the grant funds. It is therefore recommended to purchase some used equipment that has been inspected and determined suitable and reliable in order for the Port to obtain equipment in an expeditious manner before the December 31, 2019 deadline.

Entering into sole source procurement may be necessary to purchase some used Hi-Rail equipment. Managing the equipment pricing, availability, time and expenditure rate is critical to fulfilling the conditions of the ODOT grant.

Purchases of equipment will be in accordance with the requirements of the ODOT grants program, and all procurements will be acquired in accordance with Local Procurement Contracting Regulations Policy section 6.4: Procurement of Goods and Services, section 4.9, Special Procurements, Paragraph (F) Purchase of used personal property or equipment. In addition, the Port requests authority to purchase (as necessary) specialized Hi-Rail equipment under section 4.7 Sole Source Procurements, sub-section 4.7.3 Negotiation with a sole source is desirable.

Mr. Burns stated that the settlement with the previous operator of the railroad included a locomotive, negating the need to purchase a sixth locomotive. Therefore, there is an excess of grant funds available that must be spent on rolling stock. Port staff reached out to the grant administrator to determine if the funds could be redirected and were told they could not, due to the way the legislation was written. Rail Operations staff has provided input into what type of assets are needed for efficient operations.

Upon a motion by Commissioner Hanson (second by Commissioner Farm), the Board of Commissioners voted to authorize Chief Executive Officer John Burns to obligate the remaining grant funds from ODOT, in the exact amount of \$320,031.63, which may include sole source procurement, for specialized rolling stock acquisition to conduct business operations on the Coos Bay Rail Line. **Motion Passed.**

### **C. Sole Source Procurement for Charleston Ice Plant Condenser Project**

In 2007 the Port of Coos Bay acquired the Charleston Ice Plant and in 2010 assumed operations of this vital equipment which supports the Charleston fishing fleet. In 2007 the Port purchased and installed a used condenser to replace the failing unit. According to the supplier, the used condenser had only 10

years of service life remaining. The existing condenser is now 2 years beyond its service life and requires immediate replacement due to a potential catastrophic leak.

On September 26, 2019, the Port conducted a Sources Sought Request for Information meeting at the Charleston Marina Complex. Only one vendor (Portland Engineering, Inc.) attended the meeting. A stipulation of the Sources Sought/Request for Information was mandatory attendance in order to bid upon release of the RFQ.

It is Port's intent to perform this work by February 2020 due to the lead time in ordering a new condenser. The estimated cost to replace the unit is \$130,000.

The Port seeks the procurement method of Sole Source due to only one vendor responding to the publicly advertised Sources Sought meeting held in Charleston, Oregon on September 26, 2019. This sole source justification applies to the purchase and installation of a replacement condenser.

Commissioner Martin asked how confident Port staff are this contract will be under \$150,000. Mr. Jacobs stated that staff are reasonably confident, and the intent is to negotiate with the one vendor. Commissioner Martin stated that with contracts over \$150,000 there are more procedural items that must be addressed. Mr. Jacobs stated that if necessary, this project will be brought back to Commissioners for further review.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to authorize Chief Executive Officer John Burns to enter into a sole source intermediate contract with Portland Engineering, Inc. of Central Point, Oregon to replace the condenser at the Charleston Marina Ice Plant. **Motion Passed.**

7. **OTHER**

8. **COMMISSION COMMENTS**

9. **NEXT MEETING DATE** – Monday, November 18, 2019, 6:30pm.

10. **ADJOURN**

President Kronsteiner adjourned the meeting at 2:13 p.m.



M E M O R A N D U M

**To:** John Burns, Chief Executive Officer  
**From:** Mary Green, Accounting Clerk  
**Date:** December 6, 2019  
**Subject:** Invoices Paid for Commission Approval through November 2019

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A/P checks issued per NetSuite financial system	1,852,940.48
Payroll disbursement per Umpqua Bank statement	229,647.16
Misc electronic disbursements per Umpqua Bank statement	227,518.71
<b>Total October Disbursements</b>	<b><u>\$ 2,310,106.35</u></b>
A/P checks issued per NetSuite financial system	1,965,240.24
Payroll disbursement per Umpqua Bank statement	146,122.72
Misc electronic disbursements per Umpqua Bank statement	1,556,581.50
<b>Total November Disbursements</b>	<b><u>\$ 3,667,944.46</u></b>
<b>Total October &amp; November Disbursements</b>	<b><u>\$ 5,978,050.81</u></b>





M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Megan Richardson, Accounting Manager

DATE: December 9, 2019

SUBJECT: October & November 2019 Contracts Awarded

The following are bids that were awarded, and contracts authorized and signed by the Chief Executive Officer during the month of November. All solicitations comply with the requirements of the Port’s Local Public Contracting Rules 2.8.1-3.

The following projects are included in the appropriate fiscal year budget:

<b>Contract</b>	<b>Description</b>	<b>Cost</b>
Greg Matuzak Environmental Consulting LLC	MARAD Build Grant Environmental Support	\$40,000.00
Scott Partney Construction	Repair of Bents #1-4 of Coalbank Slough Bridge	\$24,040.00
Scott Partney Construction	Sand Removal MP 760-763	\$57,400.00
Scott Partney Construction	Repair of Bent #1 at MP 738.6	\$15,025.00
Scott Partney Construction	Umpqua River Bridge Repair MP 739.68	\$17,595.00
<b>Total Contracts Awarded for October:</b>		\$154,060.00

<b>Contract</b>	<b>Description</b>	<b>Cost</b>
Scott Partney Construction	Change Order 1: Provide additional wide flange beam as replacement pile section including shims and web stiffeners	\$1,973.00
Stantec Consulting	Task Order 28 – Change Order 2: Extend construction management services for emergency repair of Swing Span Bridge	\$32,087.82
Stantec Consulting	Task Order 29 – Change Order 1: Extend construction management services for emergency repair of Swing Span Bridge	\$1,612.21
<b>Total Contracts Awarded for November:</b>		\$35,673.03

**Total Contracts Awarded for October & November: \$189,733.03**

# **Management Reports**

M E M O R A N D U M

TO: John Burns, Chief Executive Officer  
FROM: Lanelle Comstock, Chief Administrative Officer  
DATE: December 9, 2019  
SUBJECT: Administrative Services Management Report

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**Upcoming Scheduled Meetings and Events:**

- December Regular Commission Meeting: Monday, December 16, 2019
- Port/Marina/Rail Offices Closed: Wednesday, December 25, 2019
- Port/Marina/Rail Offices Closed: Wednesday, January 1, 2020
- Charleston Advisory Committee: Wednesday, January 15, 2020

**January and February Port Commission Meeting Dates:**

The January and February Port Commission Meeting dates currently land on Federal Holidays. Please be prepared to discuss alternative dates at the next Commission Meeting.

**SDAO 2020 Annual Conference:**

The Special District Association of Oregon's 2020 Annual Conference is in Seaside, Oregon, February 6-9, 2020. This year's conference (and pre-conference) contains many educational sessions for Board Members and staff. Board specific sessions include:

- Special District Duties and Obligations: Comprehensive Training for Board Members and Staff
- Navigating the Oregon Government Ethics Law

- Tricky to Navigate – Board/Staff Interactions
- Life Cycle of a CEO, Recruitment to Retirement
- Financial Awareness of Elected Officials

Not only are the sessions very informative, but the conference provides an opportunity to learn and discuss current legislative issues affecting Ports and employment, and great networking with other Oregon Port employees, Board Members, and vendors. [The conference brochure can be viewed here](#). Please let me know if you would like to attend!

**Coos Bay Rail Line Customer Luncheon:**

Admin updated Rail Customers at the Coos Bay Rail Line Customer Luncheon about Rail personnel status during the first year of Rail operations (see the CBRL One Year Anniversary Overview in the Information Items section of your packet):

- Currently CBRL has 17 employees - 11 employees who worked for the previous railroad operator or one of its sister companies and 6 employees who are new to the line.
- Last month the Surface Transportation Board reported rail employment is down an average of 7.63% from last year - that being said, we have had highly skilled railroaders from around the nation wanting to join our team because they like what they've been hearing about our shortline railroad.
- Combined, CBRL employees have over 250 years of railroad experience.
- All of the CBRL employees are boots on the ground, operational employees who are focusing on our customers, moving trains, and keeping our rail in operating condition, while the Port of Coos Bay staff does most of the administrative functions (its finance, payroll, HR, marketing, capital improvement project management, etc.) so the rail team can fully focus on the rail and our customers.
- Our CBRL operational personnel count is 40% greater than our previous operators because we feel it is necessary to enhance our transportation crew counts not only for safety reasons but to ensure seamless operations when an employee is out due to illness or vacation, and we have also increased our Maintenance of Way gang in better efforts to keep the track in good working order to ensure continuous operations for our customers.

We have a fantastic Rail crew that we are proud to have on the Port of Coos Bay Team.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer  
FROM: Megan Richardson, Director of Finance  
DATE: December 9, 2019  
SUBJECT: Accounting & Finance Management Report

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We hereby present October and October Year-to-Date [4 months] financial results for the Port.

**Operating Revenue:**

Total operating revenues were \$265K or \$85K less than budget. Rail Operations revenues continue to fall short of budget due to lower than projected car movements which affected the management fee and surcharge revenues projected for this period. Admin and Port Ops did not meet their budgeted goal, but this is due to a timing issue with revenues. It is expected that they will earn that revenue at a later point in the fiscal year.

**Operating Expense:**

Operating expenses totaled \$503K, which was \$29K less than budget. All departments remained within budget this month with the exception of Rail Ops. This overrun is significant for the period, and Rail Ops will need to consider this overage going forward in order to remain within budget at year end.

**Operating Result:**

The Port ended October with a \$238K deficit against a planned deficit of \$182K which is less than plan by \$56K. All departments performed better than plan except for Rail Operations.

**Other Income & Expense:**

Total other revenues totaled \$13K; which is \$82K less than budget. Grant revenue will be short this year due to the timing of the Launch Ramp Replacement project. The revenue was anticipated as FY 19/20 receipt but was received in FY 18/19. Other expenses totaled \$17K in October, which was \$98K less than plan due to the timing of capital projects.

**Net Result & Year to Date:**

Year to date net result amounted to a loss of \$713K compared to a budgeted loss of \$285K resulting in a \$427K negative variance. This loss can be attributed to the lower revenues received and the unexpected legal fees in Admin and the timing of rail repairs and maintenance this year. Charleston's performance this period improves their progress year to date and their operating result is 62% greater than plan. This variance underscores the importance of achieving a strong topline, in addition to managing operating expenses well.

**Other Comments:**

The total cash balances in all bank accounts at November month end were \$5,595,084.17 which is an increase of \$1,274,261.01 from October with interest earnings of \$5,285.15. No interest was earned in the money market account because the balance has been managed to meet the required minimum for banking fees and cashflow needs. The Local Government Investment Pool (LGIP) interest rate dropped from 2.45% pa. to 2.34% pa.

During the month of November, we continued to work with auditor and complete requests for finalizing testing of the Port's and CBRL's financials. We have just been sent a draft of the audit that will be reviewed. We are still on track to issue the audit by December 31, 2019.



Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date						Year End			
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	360	360	(0)	0%	350	10	3%	1,439	1,440	(1)	0%	1,400	39	3%	4,317	4,318	0%
4245 CCURA	1,000	1,000	0	0%	1,000	0	0%	4,000	4,000	0	0%	4,000	0	0%	12,000	12,000	0%
4290 Other	0	667	(667)	-100%	0	0	-	0	2,668	(2,668)	-100%	0	(0)	-100%	5,332	8,000	-33%
<b>Total Operating Income</b>	<b>1,360</b>	<b>2,027</b>	<b>(667)</b>	<b>-33%</b>	<b>1,350</b>	<b>10</b>	<b>1%</b>	<b>5,439</b>	<b>8,108</b>	<b>(2,669)</b>	<b>-33%</b>	<b>5,400</b>	<b>39</b>	<b>1%</b>	<b>21,649</b>	<b>24,318</b>	<b>-11%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	63,115	68,544	5,429	8%	58,219	(4,896)	-8%	176,926	205,455	28,529	14%	164,823	(12,103)	-7%	564,929	593,458	5%
5015 Overtime	61	0	(61)	-	0	(61)	-	121	0	(121)	-	113	(8)	-7%	121	0	-
5020 Car Allowance	0	0	0	-	692	692	100%	0	0	0	-	1,961	1,961	100%	0	0	-
5050 Merit Pool	0	2,435	2,435	100%	0	0	-	0	7,298	7,298	100%	0	0	-	13,787	21,085	35%
<b>Total Compensation</b>	<b>63,175</b>	<b>70,979</b>	<b>7,804</b>	<b>11%</b>	<b>58,911</b>	<b>(4,264)</b>	<b>-7%</b>	<b>177,047</b>	<b>212,753</b>	<b>35,706</b>	<b>17%</b>	<b>166,897</b>	<b>(10,149)</b>	<b>-6%</b>	<b>578,837</b>	<b>614,543</b>	<b>6%</b>
5100 Federal Payroll taxes	3,261	4,835	1,574	33%	3,037	(224)	-7%	10,673	14,492	3,819	26%	10,306	(367)	-4%	38,044	41,863	9%
5105 State Payroll taxes	16	0	(16)	-	19	4	18%	43	0	(43)	-	52	9	17%	43	0	-
5110 Unemployment Insurance	404	818	414	51%	233	(171)	-73%	1,126	2,453	1,327	54%	950	(176)	-18%	5,758	7,085	19%
5115 Workers compensation	85	140	55	39%	(547)	(631)	116%	339	419	80	19%	(296)	(635)	215%	1,131	1,211	7%
<b>Total Payroll Taxes</b>	<b>3,766</b>	<b>5,793</b>	<b>2,027</b>	<b>35%</b>	<b>2,743</b>	<b>(1,023)</b>	<b>-37%</b>	<b>12,181</b>	<b>17,364</b>	<b>5,183</b>	<b>30%</b>	<b>11,012</b>	<b>(1,169)</b>	<b>-11%</b>	<b>44,976</b>	<b>50,159</b>	<b>10%</b>
5200 Medical insurance	3,927	5,126	1,199	23%	3,638	(289)	-8%	11,781	20,504	8,723	43%	15,425	3,643	24%	52,794	61,517	14%
5205 Dental insurance	668	951	283	30%	674	7	1%	2,670	3,804	1,134	30%	2,698	27	1%	10,281	11,415	10%
5215 Term life insurance	311	82	(229)	-279%	263	(48)	-18%	1,578	328	(1,250)	-381%	1,028	(550)	-53%	2,233	983	-127%
5220 Long Term Disability insurance	0	295	295	100%	0	0	-	0	1,180	1,180	100%	0	0	-	2,360	3,540	33%
5225 PERS Employee Contributions	11,231	13,046	1,815	14%	5,100	(6,131)	-120%	33,584	39,104	5,520	14%	20,363	(13,221)	-65%	107,429	112,949	5%
5230 PERS Employer Contributions	3,530	4,100	570	14%	2,186	(1,344)	-62%	10,556	12,290	1,734	14%	8,727	(1,829)	-21%	33,766	35,500	5%
<b>Total Insured Benefits</b>	<b>19,666</b>	<b>23,600</b>	<b>3,934</b>	<b>17%</b>	<b>11,861</b>	<b>(7,805)</b>	<b>-66%</b>	<b>60,170</b>	<b>77,210</b>	<b>17,040</b>	<b>22%</b>	<b>48,240</b>	<b>(11,929)</b>	<b>-25%</b>	<b>208,864</b>	<b>225,904</b>	<b>8%</b>
<b>Total Personnel Services</b>	<b>86,608</b>	<b>100,372</b>	<b>13,764</b>	<b>14%</b>	<b>73,515</b>	<b>(13,093)</b>	<b>-18%</b>	<b>249,398</b>	<b>307,327</b>	<b>57,929</b>	<b>19%</b>	<b>226,150</b>	<b>(23,248)</b>	<b>-10%</b>	<b>832,677</b>	<b>890,606</b>	<b>7%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	995	2,413	1,418	59%	0	(995)	-	1,645	9,652	8,007	83%	550	(1,095)	-199%	20,943	28,950	28%
6010 Educational reimbursement	0	1,417	1,417	100%	0	0	-	6,582	5,668	(914)	-16%	3,147	(3,435)	-109%	17,914	17,000	-5%
<b>Total Staff Training</b>	<b>995</b>	<b>3,830</b>	<b>2,835</b>	<b>74%</b>	<b>0</b>	<b>(995)</b>	<b>-</b>	<b>8,227</b>	<b>15,320</b>	<b>7,093</b>	<b>46%</b>	<b>3,697</b>	<b>(4,530)</b>	<b>-123%</b>	<b>38,857</b>	<b>45,950</b>	<b>15%</b>
6020 Travel - airfare	0	250	250	100%	0	0	-	0	1,000	1,000	100%	0	0	-	2,000	3,000	33%
6025 Travel - lodging & transportation	111	333	222	67%	0	(111)	-	861	1,332	471	35%	271	(590)	-218%	3,529	4,000	12%
6030 Travel - Per Diem & mileage reimbursement	445	292	(153)	-53%	277	(169)	-61%	1,077	1,168	91	8%	601	(476)	-79%	3,409	3,500	3%
6035 Meals & Entertainment	204	567	363	64%	114	(90)	-78%	2,401	2,268	(133)	-6%	733	(1,668)	-227%	6,933	6,800	-2%
<b>Total Travel &amp; Entertainment</b>	<b>760</b>	<b>1,442</b>	<b>682</b>	<b>47%</b>	<b>391</b>	<b>(369)</b>	<b>-94%</b>	<b>4,339</b>	<b>5,768</b>	<b>1,429</b>	<b>25%</b>	<b>1,605</b>	<b>(2,734)</b>	<b>-170%</b>	<b>15,871</b>	<b>17,300</b>	<b>8%</b>



Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Jul 2019 - Jun 2020					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6050 Office supplies	1,057	1,000	(57)	-6%	1,234	176	14%	3,880	4,000	120	3%	3,482	(398)	-11%	11,880	12,000	1%
6055 Kitchen supplies	218	417	199	48%	356	138	39%	1,111	1,668	557	33%	1,343	232	17%	4,443	5,000	11%
6060 IT supplies	1,518	625	(893)	-143%	169	(1,349)	-799%	2,687	2,500	(187)	-7%	216	(2,471)	-1144%	7,687	7,500	-2%
6070 Postage & courier services	253	333	80	24%	19	(234)	-1202%	1,540	1,332	(208)	-16%	867	(673)	-78%	4,208	4,000	-5%
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	119	119	100%	0	0	-
6080 Office lease	7,726	7,917	191	2%	5,931	(1,796)	-30%	30,906	31,668	762	2%	23,723	(7,183)	-30%	94,238	95,000	1%
6085 Office equipment lease	0	168	168	100%	0	0	-	504	672	168	25%	1,007	504	50%	1,847	2,015	8%
6090 IT SW subscriptions & licenses	8,815	10,417	1,602	15%	7,453	(1,362)	-18%	34,995	41,668	6,673	16%	31,598	(3,396)	-11%	118,327	125,000	5%
6095 Commission expenses	291	375	84	22%	0	(291)	-	1,495	1,500	5	0%	0	(1,495)	-	4,495	4,500	0%
<b>Total Office Expense</b>	<b>20,588</b>	<b>21,669</b>	<b>1,081</b>	<b>5%</b>	<b>15,572</b>	<b>(5,016)</b>	<b>-32%</b>	<b>78,481</b>	<b>86,676</b>	<b>8,195</b>	<b>9%</b>	<b>63,243</b>	<b>(15,238)</b>	<b>-24%</b>	<b>251,820</b>	<b>260,015</b>	<b>3%</b>
6100 Telephone - landline	433	550	117	21%	609	176	29%	1,587	2,200	613	28%	1,891	304	16%	5,987	6,600	9%
6105 Telephone - mobile	623	805	182	23%	538	(85)	-16%	2,305	3,220	915	28%	2,492	188	8%	8,745	9,660	9%
6110 Internet services	604	608	4	1%	1,585	981	62%	2,415	2,432	17	1%	3,396	981	29%	7,283	7,300	0%
6115 Cable TV	33	53	20	37%	43	10	23%	199	212	13	6%	173	(27)	-15%	617	630	2%
6130 Electricity	528	700	172	25%	465	(62)	-13%	2,251	2,800	549	20%	1,977	(274)	-14%	7,851	8,400	7%
<b>Total Utilities</b>	<b>2,221</b>	<b>2,716</b>	<b>495</b>	<b>18%</b>	<b>3,240</b>	<b>1,019</b>	<b>31%</b>	<b>8,757</b>	<b>10,864</b>	<b>2,107</b>	<b>19%</b>	<b>9,929</b>	<b>1,172</b>	<b>12%</b>	<b>30,483</b>	<b>32,590</b>	<b>6%</b>
6205 Janitorial services	484	485	2	0%	373	(111)	-30%	1,934	1,940	6	0%	1,492	(442)	-30%	5,814	5,820	0%
6215 Payroll services	739	775	36	5%	944	205	22%	2,289	3,100	811	26%	2,274	(15)	-1%	8,494	9,305	9%
6245 Legal advertising	0	250	250	100%	0	0	-	236	1,000	764	76%	315	79	25%	2,236	3,000	25%
6250 Legal services	105,277	12,500	(92,777)	-742%	42,402	(62,874)	-148%	725,763	50,000	(675,763)	-1352%	171,608	(554,155)	-323%	825,763	150,000	-451%
6255 Auditing	0	4,583	4,583	100%	0	0	-	0	18,332	18,332	100%	9,775	9,775	100%	36,668	55,000	33%
6260 Consulting services	0	583	583	100%	0	0	-	275	2,332	2,057	88%	0	(275)	-	4,943	7,000	29%
6265 Recruiting services	79	833	754	91%	10	(69)	-691%	109	3,332	3,223	97%	1,174	1,065	91%	6,777	10,000	32%
6270 Contracted Services	0	0	0	-	0	0	-	0	0	0	-	16	16	100%	0	0	-
6290 Commercial insurance	1,484	1,526	42	3%	1,367	(117)	-9%	5,962	6,104	142	2%	5,467	(494)	-9%	18,175	18,317	1%
<b>Total Professional Services</b>	<b>108,061</b>	<b>21,535</b>	<b>(86,526)</b>	<b>-402%</b>	<b>45,096</b>	<b>(62,965)</b>	<b>-140%</b>	<b>736,567</b>	<b>86,140</b>	<b>(650,427)</b>	<b>-755%</b>	<b>192,120</b>	<b>(544,447)</b>	<b>-283%</b>	<b>908,869</b>	<b>258,442</b>	<b>-252%</b>
6351 Awards & Recognitions	0	271	271	100%	0	0	-	2,575	1,084	(1,491)	-138%	125	(2,450)	-1960%	4,741	3,250	-46%
<b>Total Marketing Expense</b>	<b>0</b>	<b>271</b>	<b>271</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>2,575</b>	<b>1,084</b>	<b>(1,491)</b>	<b>-138%</b>	<b>125</b>	<b>(2,450)</b>	<b>-1960%</b>	<b>4,741</b>	<b>3,250</b>	<b>-46%</b>
6430 Equipment Rental	723	0	(723)	-	0	(723)	-	723	0	(723)	-	0	(723)	-	723	0	-
6450 Fuel - Gas	0	250	250	100%	0	0	-	81	1,000	919	92%	0	(81)	-	2,081	3,000	31%
<b>Total Operational Expense</b>	<b>723</b>	<b>850</b>	<b>127</b>	<b>15%</b>	<b>0</b>	<b>(723)</b>	<b>-</b>	<b>804</b>	<b>3,400</b>	<b>2,596</b>	<b>76%</b>	<b>0</b>	<b>(804)</b>	<b>-</b>	<b>7,604</b>	<b>10,200</b>	<b>25%</b>
6500 Repairs & maintenance equipment	(393)	0	393	-	0	393	-	0	0	0	-	257	257	100%	0	0	-
6505 Repairs & maintenance vehicles	0	120	120	100%	0	0	-	3	480	477	99%	0	(3)	-	963	1,440	33%
6510 Repairs & maintenance buildings	56	125	70	56%	957	901	94%	56	500	445	89%	957	901	94%	1,056	1,500	30%
<b>Total Repair and Maintenance</b>	<b>(335)</b>	<b>245</b>	<b>580</b>	<b>237%</b>	<b>957</b>	<b>1,292</b>	<b>135%</b>	<b>60</b>	<b>980</b>	<b>920</b>	<b>94%</b>	<b>1,213</b>	<b>1,153</b>	<b>95%</b>	<b>2,020</b>	<b>2,940</b>	<b>31%</b>

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Total Goods &amp; Services</b>	<b>133,013</b>	<b>52,558</b>	<b>(80,455)</b>	<b>-153%</b>	<b>65,256</b>	<b>(67,757)</b>	<b>-104%</b>	<b>839,810</b>	<b>210,232</b>	<b>(629,578)</b>	<b>-299%</b>	<b>271,933</b>	<b>(567,877)</b>	<b>-209%</b>	<b>1,260,265</b>	<b>630,687</b>	<b>-100%</b>
<b>Total Expenses</b>	<b>219,621</b>	<b>152,930</b>	<b>(66,691)</b>	<b>-44%</b>	<b>138,771</b>	<b>(80,850)</b>	<b>-58%</b>	<b>1,089,207</b>	<b>517,559</b>	<b>(571,648)</b>	<b>-110%</b>	<b>498,082</b>	<b>(591,125)</b>	<b>-119%</b>	<b>2,092,941</b>	<b>1,521,293</b>	<b>-38%</b>
<b>Operating Results</b>	<b>(218,261)</b>	<b>(150,903)</b>	<b>(67,358)</b>	<b>45%</b>	<b>(137,421)</b>	<b>(80,840)</b>	<b>59%</b>	<b>(1,083,768)</b>	<b>(509,451)</b>	<b>(574,317)</b>	<b>113%</b>	<b>(492,682)</b>	<b>(591,086)</b>	<b>120%</b>	<b>(2,071,292)</b>	<b>(1,496,975)</b>	<b>38%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4405 Property Taxes - Current Year	2,256	3,441	(1,185)	-34%	3,360	(1,105)	-33%	17,808	26,688	(8,880)	-33%	26,066	(8,259)	-32%	1,715,120	1,724,000	-1%
4410 Property Taxes - Prior Years	3,226	6,576	(3,350)	-51%	10,830	(7,604)	-70%	28,030	21,336	6,694	31%	35,138	(7,108)	-20%	56,694	50,000	13%
4505 Interest - Bank	6,460	7,500	(1,040)	-14%	8,190	(1,730)	-21%	25,910	30,000	(4,090)	-14%	28,927	(3,017)	-10%	85,910	90,000	-5%
4506 Interest - Southport Note	2,175	2,175	0	0%	2,329	(153)	-7%	8,779	8,779	0	0%	9,391	(612)	-7%	25,711	25,711	0%
4515 Principal Repayment - Southport Note	5,199	5,199	0	0%	5,045	153	3%	20,717	20,717	0	0%	20,105	612	3%	62,776	62,776	0%
4905 Other	(15)	0	(15)	-	0	(15)	-	2	0	2	-	3,779	(3,777)	-100%	2	0	-
<b>Total Other Income</b>	<b>19,300</b>	<b>24,891</b>	<b>(5,591)</b>	<b>-22%</b>	<b>29,755</b>	<b>(10,454)</b>	<b>-35%</b>	<b>101,245</b>	<b>107,520</b>	<b>(6,275)</b>	<b>-6%</b>	<b>123,406</b>	<b>(22,162)</b>	<b>-18%</b>	<b>1,946,212</b>	<b>1,952,487</b>	<b>0%</b>
<b>Other Expenses</b>																	
<b>Taxes &amp; Misc Expenses</b>																	
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	0	0	0	-	173	173	100%	0	0	-
6740 Merchant fees	3,014	1,833	(1,181)	-64%	2,818	(196)	-7%	11,643	7,332	(4,311)	-59%	11,388	(255)	-2%	26,311	22,000	-20%
6745 Banking fees	(25)	83	108	130%	59	84	142%	11	332	321	97%	10,103	10,092	100%	679	1,000	32%
6995 Budget Contingency	0	4,167	4,167	100%	0	0	-	0	16,668	16,668	100%	0	0	-	33,332	50,000	33%
<b>Total Taxes &amp; Misc Expenses</b>	<b>2,989</b>	<b>6,083</b>	<b>3,094</b>	<b>51%</b>	<b>2,877</b>	<b>(112)</b>	<b>-4%</b>	<b>11,654</b>	<b>24,332</b>	<b>12,678</b>	<b>52%</b>	<b>21,664</b>	<b>10,010</b>	<b>46%</b>	<b>60,322</b>	<b>73,000</b>	<b>17%</b>
<b>Debt Services</b>																	
9005 Transfers out	0	0	0	-	0	0	-	0	0	0	-	0	0	-	1,398,000	1,398,000	0%
<b>Total Debt Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,398,000</b>	<b>1,398,000</b>	<b>0%</b>
<b>Total Other Expenses</b>	<b>2,989</b>	<b>6,083</b>	<b>3,094</b>	<b>51%</b>	<b>2,877</b>	<b>(112)</b>	<b>-4%</b>	<b>11,654</b>	<b>24,332</b>	<b>12,678</b>	<b>52%</b>	<b>21,664</b>	<b>10,010</b>	<b>46%</b>	<b>1,458,322</b>	<b>1,471,000</b>	<b>1%</b>
<b>Net Other Income</b>	<b>16,311</b>	<b>18,808</b>	<b>(2,497)</b>	<b>-13%</b>	<b>26,878</b>	<b>(10,566)</b>	<b>-39%</b>	<b>89,591</b>	<b>83,188</b>	<b>6,403</b>	<b>8%</b>	<b>101,742</b>	<b>(12,151)</b>	<b>-12%</b>	<b>487,890</b>	<b>481,487</b>	<b>1%</b>
<b>Net Result</b>	<b>(201,950)</b>	<b>(132,095)</b>	<b>(69,855)</b>	<b>53%</b>	<b>(110,543)</b>	<b>(91,407)</b>	<b>83%</b>	<b>(994,177)</b>	<b>(426,263)</b>	<b>(567,914)</b>	<b>133%</b>	<b>(390,940)</b>	<b>(603,237)</b>	<b>154%</b>	<b>(1,583,402)</b>	<b>(1,015,488)</b>	<b>56%</b>

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund Department: External Affairs Location: All Budget: Adopted



External Affairs	Current Period				Same Month Last Year			Year to Date						Year End			
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD		Jul 2019 - Jun 2020			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4180 Merchandise	78	0	78	-	72	6	8%	398	0	398	-	360	38	11%	398	0	-
<b>Total Operating Income</b>	<b>78</b>	<b>0</b>	<b>78</b>	<b>-</b>	<b>72</b>	<b>6</b>	<b>8%</b>	<b>398</b>	<b>0</b>	<b>398</b>	<b>-</b>	<b>360</b>	<b>38</b>	<b>11%</b>	<b>398</b>	<b>0</b>	<b>-</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	15,617	24,375	8,758	36%	27,308	11,691	43%	41,989	73,062	31,073	43%	77,306	35,317	46%	179,968	211,041	15%
5010 Other compensation	0	0	0	-	26	26	100%	0	0	0	-	26	26	100%	0	0	-
5020 Car Allowance	0	0	0	-	1,038	1,038	100%	0	0	0	-	2,942	2,942	100%	0	0	-
<b>Total Compensation</b>	<b>15,617</b>	<b>24,375</b>	<b>8,758</b>	<b>36%</b>	<b>28,372</b>	<b>12,755</b>	<b>45%</b>	<b>41,989</b>	<b>73,062</b>	<b>31,073</b>	<b>43%</b>	<b>80,274</b>	<b>38,285</b>	<b>48%</b>	<b>179,968</b>	<b>211,041</b>	<b>15%</b>
5100 Federal Payroll taxes	1,188	1,865	677	36%	2,142	954	45%	3,187	5,591	2,404	43%	6,060	2,873	47%	13,741	16,145	15%
5105 State Payroll taxes	5	0	(5)	-	10	5	47%	14	0	(14)	-	25	11	43%	14	0	-
5110 Unemployment Insurance	166	327	161	49%	117	(48)	-41%	516	981	465	47%	380	(137)	-36%	2,365	2,830	16%
5115 Workers compensation	49	51	2	4%	(212)	(260)	123%	195	153	(42)	-27%	(80)	(275)	345%	481	439	-10%
<b>Total Payroll Taxes</b>	<b>1,407</b>	<b>2,243</b>	<b>836</b>	<b>37%</b>	<b>2,057</b>	<b>650</b>	<b>32%</b>	<b>3,912</b>	<b>6,725</b>	<b>2,813</b>	<b>42%</b>	<b>6,385</b>	<b>2,472</b>	<b>39%</b>	<b>16,601</b>	<b>19,414</b>	<b>14%</b>
5200 Medical insurance	1,453	2,770	1,317	48%	2,220	768	35%	5,810	11,080	5,270	48%	8,882	3,071	35%	27,966	33,236	16%
5205 Dental insurance	154	337	183	54%	262	107	41%	618	1,348	730	54%	1,047	429	41%	3,314	4,044	18%
5215 Term life insurance	83	35	(48)	-138%	149	65	44%	261	140	(121)	-86%	595	334	56%	542	421	-29%
5220 Long Term Disability insurance	0	101	101	100%	0	0	-	0	404	404	100%	0	0	-	812	1,216	33%
5225 PERS Employee Contributions	2,981	3,705	724	20%	2,646	(336)	-13%	8,508	11,106	2,598	23%	10,564	2,056	19%	29,479	32,077	8%
5230 PERS Employer Contributions	937	1,164	227	20%	1,134	197	17%	2,674	3,489	815	23%	4,527	1,854	41%	9,267	10,082	8%
<b>Total Insured Benefits</b>	<b>5,609</b>	<b>8,112</b>	<b>2,503</b>	<b>31%</b>	<b>6,410</b>	<b>801</b>	<b>13%</b>	<b>17,870</b>	<b>27,567</b>	<b>9,697</b>	<b>35%</b>	<b>25,615</b>	<b>7,744</b>	<b>30%</b>	<b>71,379</b>	<b>81,076</b>	<b>12%</b>
<b>Total Personnel Services</b>	<b>22,633</b>	<b>34,730</b>	<b>12,097</b>	<b>35%</b>	<b>36,840</b>	<b>14,206</b>	<b>39%</b>	<b>63,772</b>	<b>107,354</b>	<b>43,582</b>	<b>41%</b>	<b>112,274</b>	<b>48,502</b>	<b>43%</b>	<b>267,949</b>	<b>311,531</b>	<b>14%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	200	200	100%	0	0	-
6010 Educational reimbursement	0	0	0	-	3,000	3,000	100%	0	0	0	-	3,000	3,000	100%	0	0	-
<b>Total Staff Training</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>3,200</b>	<b>3,200</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6020 Travel - airfare	1,113	333	(780)	-234%	0	(1,113)	-	1,113	1,332	219	16%	135	(978)	-724%	3,781	4,000	5%
6025 Travel - lodging & transportation	2,207	542	(1,665)	-307%	0	(2,207)	-	2,207	2,168	(39)	-2%	2,508	301	12%	6,539	6,500	-1%
6030 Travel - Per Diem & mileage reimbursement	709	542	(167)	-31%	248	(461)	-186%	1,450	2,168	718	33%	1,627	177	11%	5,782	6,500	11%
6035 Meals & Entertainment	30	417	387	93%	0	(30)	-	132	1,668	1,536	92%	475	343	72%	3,464	5,000	31%
<b>Total Travel &amp; Entertainment</b>	<b>4,058</b>	<b>1,834</b>	<b>(2,224)</b>	<b>-121%</b>	<b>248</b>	<b>(3,810)</b>	<b>-1538%</b>	<b>4,901</b>	<b>7,336</b>	<b>2,435</b>	<b>33%</b>	<b>4,745</b>	<b>(156)</b>	<b>-3%</b>	<b>19,565</b>	<b>22,000</b>	<b>11%</b>
6050 Office supplies	26	42	16	37%	0	(26)	-	183	168	(15)	-9%	99	(84)	-85%	515	500	-3%
6075 Memberships & dues	2,352	3,333	981	29%	1,546	(806)	-52%	10,523	13,332	2,809	21%	14,715	4,192	28%	37,191	40,000	7%
<b>Total Office Expense</b>	<b>2,379</b>	<b>3,375</b>	<b>996</b>	<b>30%</b>	<b>1,546</b>	<b>(833)</b>	<b>-54%</b>	<b>10,706</b>	<b>13,500</b>	<b>2,794</b>	<b>21%</b>	<b>14,814</b>	<b>4,108</b>	<b>28%</b>	<b>37,706</b>	<b>40,500</b>	<b>7%</b>

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund

Department: External Affairs

Location: All

Budget: Adopted



External Affairs	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6260 Consulting services	0	833	833	100%	0	0	-	0	3,332	3,332	100%	0	0	-	6,668	10,000	33%
6270 Contracted Services	0	0	0	-	0	0	-	16	0	(16)	-	0	(16)	-	16	0	-
<b>Total Professional Services</b>	<b>0</b>	<b>833</b>	<b>833</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>16</b>	<b>3,332</b>	<b>3,316</b>	<b>100%</b>	<b>0</b>	<b>(16)</b>	<b>-</b>	<b>6,684</b>	<b>10,000</b>	<b>33%</b>
6310 Marketing supplies	1,701	667	(1,034)	-155%	105	(1,596)	-1517%	2,791	2,668	(123)	-5%	1,917	(874)	-46%	8,123	8,000	-2%
6315 Advertising	233	1,667	1,434	86%	258	25	10%	6,247	6,668	421	6%	9,782	3,535	36%	19,579	20,000	2%
6320 Cargo recruitment & development	1,446	833	(613)	-74%	684	(762)	-111%	2,103	3,332	1,229	37%	3,024	921	30%	8,771	10,000	12%
6340 Legislative support	6,069	6,667	598	9%	5,967	(101)	-2%	26,224	26,668	444	2%	23,968	(2,256)	-9%	79,556	80,000	1%
6345 Community affairs	1,224	600	(624)	-104%	0	(1,224)	-	1,224	2,400	1,176	49%	1,000	(224)	-22%	6,024	7,200	16%
<b>Total Marketing Expense</b>	<b>10,673</b>	<b>10,434</b>	<b>(239)</b>	<b>-2%</b>	<b>7,015</b>	<b>(3,659)</b>	<b>-52%</b>	<b>38,590</b>	<b>41,736</b>	<b>3,146</b>	<b>8%</b>	<b>39,690</b>	<b>1,101</b>	<b>3%</b>	<b>122,054</b>	<b>125,200</b>	<b>3%</b>
<b>Total Goods &amp; Services</b>	<b>17,110</b>	<b>16,476</b>	<b>(634)</b>	<b>-4%</b>	<b>11,808</b>	<b>(5,302)</b>	<b>-45%</b>	<b>54,213</b>	<b>65,904</b>	<b>11,691</b>	<b>18%</b>	<b>62,449</b>	<b>8,236</b>	<b>13%</b>	<b>186,009</b>	<b>197,700</b>	<b>6%</b>
<b>Total Expenses</b>	<b>39,743</b>	<b>51,206</b>	<b>11,463</b>	<b>22%</b>	<b>48,648</b>	<b>8,905</b>	<b>18%</b>	<b>117,985</b>	<b>173,258</b>	<b>55,273</b>	<b>32%</b>	<b>174,722</b>	<b>56,738</b>	<b>32%</b>	<b>453,958</b>	<b>509,231</b>	<b>11%</b>
<b>Operating Results</b>	<b>(39,665)</b>	<b>(51,206)</b>	<b>11,541</b>	<b>-23%</b>	<b>(48,576)</b>	<b>8,911</b>	<b>-18%</b>	<b>(117,587)</b>	<b>(173,258)</b>	<b>55,671</b>	<b>-32%</b>	<b>(174,362)</b>	<b>56,776</b>	<b>-33%</b>	<b>(453,560)</b>	<b>(509,231)</b>	<b>-11%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
<b>Net Result</b>	<b>(39,665)</b>	<b>(51,206)</b>	<b>11,541</b>	<b>-23%</b>	<b>(48,576)</b>	<b>8,911</b>	<b>-18%</b>	<b>(117,587)</b>	<b>(173,258)</b>	<b>55,671</b>	<b>-32%</b>	<b>(174,362)</b>	<b>56,776</b>	<b>-33%</b>	<b>(453,560)</b>	<b>(509,231)</b>	<b>-11%</b>

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund Department: Port Development Location: All Budget: Adopted



Port Development	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019		\$ Diff	% Diff	Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD					
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	27,603	27,863	260	1%	16,603	(11,000)	-66%	76,122	83,516	7,394	9%	59,894	(16,228)	-27%	233,846	241,240	3%
5020 Car Allowance	0	0	0	-	808	808	100%	0	0	0	-	1,788	1,788	100%	0	0	-
<b>Total Compensation</b>	<b>27,603</b>	<b>27,863</b>	<b>260</b>	<b>1%</b>	<b>17,410</b>	<b>(10,192)</b>	<b>-59%</b>	<b>76,122</b>	<b>83,516</b>	<b>7,394</b>	<b>9%</b>	<b>61,682</b>	<b>(14,440)</b>	<b>-23%</b>	<b>233,846</b>	<b>241,240</b>	<b>3%</b>
5100 Federal Payroll taxes	2,112	2,132	20	1%	1,332	(780)	-59%	5,823	6,389	566	9%	4,600	(1,223)	-27%	17,889	18,455	3%
5105 State Payroll taxes	7	0	(7)	-	7	(1)	-11%	21	0	(21)	-	16	(5)	-34%	21	0	-
5110 Unemployment Insurance	271	327	56	17%	0	(271)	-	850	981	131	13%	0	(850)	-	2,699	2,830	5%
5115 Workers compensation	41	64	23	35%	(135)	(176)	131%	166	193	27	14%	(14)	(180)	1269%	528	555	5%
<b>Total Payroll Taxes</b>	<b>2,432</b>	<b>2,523</b>	<b>91</b>	<b>4%</b>	<b>1,204</b>	<b>(1,228)</b>	<b>-102%</b>	<b>6,861</b>	<b>7,563</b>	<b>702</b>	<b>9%</b>	<b>4,602</b>	<b>(2,259)</b>	<b>-49%</b>	<b>21,138</b>	<b>21,840</b>	<b>3%</b>
5200 Medical insurance	1,020	2,357	1,337	57%	1,346	326	24%	4,082	9,428	5,346	57%	4,913	832	17%	22,934	28,280	19%
5205 Dental insurance	100	277	177	64%	156	56	36%	399	1,108	709	64%	574	175	31%	2,618	3,327	21%
5215 Term life insurance	98	35	(63)	-180%	53	(45)	-86%	299	140	(159)	-114%	211	(88)	-42%	580	421	-38%
5220 Long Term Disability insurance	0	116	116	100%	0	0	-	0	464	464	100%	0	0	-	926	1,390	33%
5225 PERS Employee Contributions	3,419	4,371	952	22%	1,630	(1,789)	-110%	10,238	13,101	2,863	22%	6,126	(4,112)	-67%	34,980	37,843	8%
5230 PERS Employer Contributions	1,075	1,374	299	22%	699	(376)	-54%	3,218	4,119	901	22%	2,626	(592)	-23%	10,993	11,894	8%
<b>Total Insured Benefits</b>	<b>5,712</b>	<b>8,530</b>	<b>2,818</b>	<b>33%</b>	<b>3,884</b>	<b>(1,828)</b>	<b>-47%</b>	<b>18,235</b>	<b>28,360</b>	<b>10,125</b>	<b>36%</b>	<b>14,450</b>	<b>(3,785)</b>	<b>-26%</b>	<b>73,030</b>	<b>83,155</b>	<b>12%</b>
<b>Total Personnel Services</b>	<b>35,746</b>	<b>38,916</b>	<b>3,170</b>	<b>8%</b>	<b>22,499</b>	<b>(13,248)</b>	<b>-59%</b>	<b>101,218</b>	<b>119,439</b>	<b>18,221</b>	<b>15%</b>	<b>80,734</b>	<b>(20,484)</b>	<b>-25%</b>	<b>328,014</b>	<b>346,235</b>	<b>5%</b>
<b>Goods &amp; Services</b>																	
6020 Travel - airfare	0	83	83	100%	0	0	-	60	332	272	82%	0	(60)	-	728	1,000	27%
6025 Travel - lodging & transportation	0	83	83	100%	0	0	-	1,526	332	(1,194)	-359%	0	(1,526)	-	2,194	1,000	-119%
6030 Travel - Per Diem & mileage reimbursement	197	250	53	21%	0	(197)	-	2,003	1,000	(1,003)	-100%	0	(2,003)	-	4,003	3,000	-33%
6035 Meals & Entertainment	0	0	0	-	0	0	-	170	0	(170)	-	0	(170)	-	170	0	-
<b>Total Travel &amp; Entertainment</b>	<b>197</b>	<b>416</b>	<b>219</b>	<b>53%</b>	<b>0</b>	<b>(197)</b>	<b>-</b>	<b>3,759</b>	<b>1,664</b>	<b>(2,095)</b>	<b>-126%</b>	<b>0</b>	<b>(3,759)</b>	<b>-</b>	<b>7,095</b>	<b>5,000</b>	<b>-42%</b>
6075 Memberships & dues	75	0	(75)	-	0	(75)	-	150	0	(150)	-	0	(150)	-	150	0	-
<b>Total Office Expense</b>	<b>75</b>	<b>0</b>	<b>(75)</b>	<b>-</b>	<b>0</b>	<b>(75)</b>	<b>-</b>	<b>150</b>	<b>0</b>	<b>(150)</b>	<b>-</b>	<b>0</b>	<b>(150)</b>	<b>-</b>	<b>150</b>	<b>0</b>	<b>-</b>
6260 Consulting services	0	0	0	-	0	0	-	0	0	0	-	15,346	15,346	100%	0	0	-
<b>Total Professional Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>15,346</b>	<b>15,346</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund

Department: Port Development

Location: All

Budget: Adopted



Port Development	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019		\$ Diff	% Diff	Oct 2018		% Diff	Jul 2019 - Oct 2019		% Diff	Prior FYTD vs Current FYTD		Jul 2019 - Jun 2020				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Actual	Budget	\$ Diff	% Diff	Projected	Budget
6405 Safety/hazardous materials	0	0	0	-	0	0	-	175	0	(175)	-	0	(175)	-	175	0	-
6415 Clothing	0	33	33	100%	100	100	100%	0	132	132	100%	240	240	100%	268	400	33%
6450 Fuel - Gas	166	83	(83)	-101%	0	(166)	-	354	332	(22)	-7%	0	(354)	-	1,022	1,000	-2%
<b>Total Operational Expense</b>	<b>166</b>	<b>116</b>	<b>(50)</b>	<b>-44%</b>	<b>100</b>	<b>(66)</b>	<b>-66%</b>	<b>529</b>	<b>464</b>	<b>(65)</b>	<b>-14%</b>	<b>240</b>	<b>(289)</b>	<b>-120%</b>	<b>1,465</b>	<b>1,400</b>	<b>-5%</b>
6515 Repairs & maintenance land improvements	0	0	0	-	0	0	-	0	0	0	-	24	24	100%	0	0	-
<b>Total Repair and Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>24</b>	<b>24</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Total Goods &amp; Services</b>	<b>439</b>	<b>532</b>	<b>93</b>	<b>18%</b>	<b>100</b>	<b>(339)</b>	<b>-339%</b>	<b>4,437</b>	<b>2,128</b>	<b>(2,309)</b>	<b>-109%</b>	<b>15,610</b>	<b>11,172</b>	<b>72%</b>	<b>8,709</b>	<b>6,400</b>	<b>-36%</b>
<b>Total Expenses</b>	<b>36,185</b>	<b>39,448</b>	<b>3,263</b>	<b>8%</b>	<b>22,599</b>	<b>(13,587)</b>	<b>-60%</b>	<b>105,655</b>	<b>121,567</b>	<b>15,912</b>	<b>13%</b>	<b>96,344</b>	<b>(9,311)</b>	<b>-10%</b>	<b>336,723</b>	<b>352,635</b>	<b>5%</b>
<b>Operating Results</b>	<b>(36,185)</b>	<b>(39,448)</b>	<b>3,263</b>	<b>-8%</b>	<b>(22,599)</b>	<b>(13,587)</b>	<b>60%</b>	<b>(105,655)</b>	<b>(121,567)</b>	<b>15,912</b>	<b>-13%</b>	<b>(96,344)</b>	<b>(9,311)</b>	<b>10%</b>	<b>(336,723)</b>	<b>(352,635)</b>	<b>-5%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4605 Grants Received - ODOT Lottery	0	11,867	(11,867)	-100%	7,093	(7,093)	-100%	965	47,468	(46,503)	-98%	40,651	(39,686)	-98%	95,897	142,400	-33%
<b>Total Other Income</b>	<b>0</b>	<b>11,867</b>	<b>(11,867)</b>	<b>-100%</b>	<b>7,093</b>	<b>(7,093)</b>	<b>-100%</b>	<b>965</b>	<b>47,468</b>	<b>(46,503)</b>	<b>-98%</b>	<b>40,651</b>	<b>(39,686)</b>	<b>-98%</b>	<b>95,897</b>	<b>142,400</b>	<b>-33%</b>
<b>Other Expenses</b>																	
<b>Taxes &amp; Misc Expenses</b>																	
6745 Banking fees	0	833	833	100%	0	0	-	1,883	3,332	1,449	43%	0	(1,883)	-	8,551	10,000	14%
<b>Total Taxes &amp; Misc Expenses</b>	<b>0</b>	<b>833</b>	<b>833</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,883</b>	<b>3,332</b>	<b>1,449</b>	<b>43%</b>	<b>0</b>	<b>(1,883)</b>	<b>-</b>	<b>8,551</b>	<b>10,000</b>	<b>14%</b>
<b>Debt Services</b>																	
7010 Interest payment	4,875	11,375	6,501	57%	0	(4,875)	-	17,501	45,500	27,999	62%	0	(17,501)	-	108,501	136,500	21%
<b>Total Debt Services</b>	<b>4,875</b>	<b>11,375</b>	<b>6,501</b>	<b>57%</b>	<b>0</b>	<b>(4,875)</b>	<b>-</b>	<b>17,501</b>	<b>45,500</b>	<b>27,999</b>	<b>62%</b>	<b>0</b>	<b>(17,501)</b>	<b>-</b>	<b>108,501</b>	<b>136,500</b>	<b>21%</b>
<b>Total Other Expenses</b>	<b>4,875</b>	<b>12,208</b>	<b>7,334</b>	<b>60%</b>	<b>0</b>	<b>(4,875)</b>	<b>-</b>	<b>19,384</b>	<b>48,832</b>	<b>29,448</b>	<b>60%</b>	<b>0</b>	<b>(19,384)</b>	<b>-</b>	<b>117,052</b>	<b>146,500</b>	<b>20%</b>
<b>Net Other Income</b>	<b>(4,875)</b>	<b>(341)</b>	<b>(4,534)</b>	<b>1329%</b>	<b>7,093</b>	<b>(11,967)</b>	<b>-169%</b>	<b>(18,418)</b>	<b>(1,364)</b>	<b>(17,054)</b>	<b>1250%</b>	<b>40,651</b>	<b>(59,069)</b>	<b>-145%</b>	<b>(21,154)</b>	<b>(4,100)</b>	<b>416%</b>
<b>Net Result</b>	<b>(41,060)</b>	<b>(39,789)</b>	<b>(1,271)</b>	<b>3%</b>	<b>(15,506)</b>	<b>(25,554)</b>	<b>165%</b>	<b>(124,074)</b>	<b>(122,931)</b>	<b>(1,143)</b>	<b>1%</b>	<b>(55,693)</b>	<b>(68,381)</b>	<b>123%</b>	<b>(357,878)</b>	<b>(356,735)</b>	<b>0%</b>

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund Department: Port Ops Location: All Budget: Adopted



Port Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019		\$ Diff	% Diff	Oct 2018		Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD						
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	9,246	9,395	(149)	-2%	8,944	302	3%	37,096	37,580	(484)	-1%	35,775	1,322	4%	112,261	112,745	0%
4010 Property Agreements	5,658	6,750	(1,092)	-16%	5,574	84	2%	24,523	27,000	(2,477)	-9%	24,110	413	2%	78,523	81,000	-3%
4240 Project Management Fees	46,305	47,463	(1,158)	-2%	44,100	2,205	5%	185,220	189,852	(4,632)	-2%	176,400	8,820	5%	564,919	569,551	-1%
<b>Total Operating Income</b>	<b>61,209</b>	<b>63,608</b>	<b>(2,399)</b>	<b>-4%</b>	<b>58,618</b>	<b>2,591</b>	<b>4%</b>	<b>246,839</b>	<b>254,432</b>	<b>(7,593)</b>	<b>-3%</b>	<b>236,285</b>	<b>10,554</b>	<b>4%</b>	<b>755,703</b>	<b>763,296</b>	<b>-1%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	19,270	19,572	302	2%	18,902	(368)	-2%	54,618	58,665	4,047	7%	52,823	(1,795)	-3%	165,406	169,453	2%
5020 Car Allowance	0	0	0	-	692	692	100%	0	0	0	-	1,961	1,961	100%	0	0	-
<b>Total Compensation</b>	<b>19,270</b>	<b>19,572</b>	<b>302</b>	<b>2%</b>	<b>19,594</b>	<b>324</b>	<b>2%</b>	<b>54,618</b>	<b>58,665</b>	<b>4,047</b>	<b>7%</b>	<b>54,784</b>	<b>167</b>	<b>0%</b>	<b>165,406</b>	<b>169,453</b>	<b>2%</b>
5100 Federal Payroll taxes	1,474	1,497	23	2%	1,499	25	2%	4,178	4,488	310	7%	4,191	13	0%	12,653	12,963	2%
5105 State Payroll taxes	5	0	(5)	-	6	2	24%	14	0	(14)	-	17	3	16%	14	0	-
5110 Unemployment Insurance	0	218	218	100%	198	198	100%	71	653	582	89%	557	486	87%	1,305	1,887	31%
5115 Workers compensation	41	45	4	8%	(141)	(182)	129%	166	135	(31)	-23%	(23)	(189)	819%	421	390	-8%
<b>Total Payroll Taxes</b>	<b>1,520</b>	<b>1,760</b>	<b>240</b>	<b>14%</b>	<b>1,562</b>	<b>42</b>	<b>3%</b>	<b>4,429</b>	<b>5,276</b>	<b>847</b>	<b>16%</b>	<b>4,742</b>	<b>313</b>	<b>7%</b>	<b>14,393</b>	<b>15,240</b>	<b>6%</b>
5200 Medical insurance	0	0	0	-	0	0	-	3,927	0	(3,927)	-	(945)	(4,872)	516%	3,927	0	-
5205 Dental insurance	204	223	19	8%	206	2	1%	817	892	75	8%	825	8	1%	2,600	2,675	3%
5215 Term life insurance	105	23	(82)	-355%	101	(3)	-3%	419	92	(327)	-355%	405	(13)	-3%	608	281	-116%
5220 Long Term Disability insurance	0	81	81	100%	0	0	-	0	324	324	100%	0	0	-	652	976	33%
5225 PERS Employee Contributions	3,679	3,736	57	2%	1,416	(2,263)	-160%	11,129	11,200	71	1%	4,590	(6,539)	-142%	32,277	32,348	0%
5230 PERS Employer Contributions	1,156	1,174	18	2%	607	(549)	-91%	3,498	3,520	22	1%	1,967	(1,531)	-78%	10,145	10,167	0%
<b>Total Insured Benefits</b>	<b>5,144</b>	<b>5,237</b>	<b>93</b>	<b>2%</b>	<b>2,331</b>	<b>(2,813)</b>	<b>-121%</b>	<b>19,790</b>	<b>16,028</b>	<b>(3,762)</b>	<b>-23%</b>	<b>6,843</b>	<b>(12,947)</b>	<b>-189%</b>	<b>50,209</b>	<b>46,447</b>	<b>-8%</b>
<b>Total Personnel Services</b>	<b>25,934</b>	<b>26,569</b>	<b>635</b>	<b>2%</b>	<b>23,487</b>	<b>(2,448)</b>	<b>-10%</b>	<b>78,837</b>	<b>79,969</b>	<b>1,132</b>	<b>1%</b>	<b>66,370</b>	<b>(12,467)</b>	<b>-19%</b>	<b>230,008</b>	<b>231,140</b>	<b>0%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	(210)	0	210	-	0	210	-	0	0	0	-	325	325	100%	0	0	-
<b>Total Staff Training</b>	<b>(210)</b>	<b>0</b>	<b>210</b>	<b>-</b>	<b>0</b>	<b>210</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>325</b>	<b>325</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6020 Travel - airfare	0	333	333	100%	25	25	100%	1,002	1,332	330	25%	25	(977)	-3906%	3,670	4,000	8%
6025 Travel - lodging & transportation	1,222	1,250	28	2%	3,435	2,213	64%	4,179	5,000	821	16%	6,871	2,691	39%	14,179	15,000	5%
6030 Travel - Per Diem & mileage reimbursement	417	333	(84)	-25%	2,192	1,775	81%	2,468	1,332	(1,136)	-85%	4,042	1,574	39%	5,136	4,000	-28%
6035 Meals & Entertainment	50	21	(29)	-138%	0	(50)	-	263	84	(179)	-214%	32	(231)	-723%	429	250	-72%
<b>Total Travel &amp; Entertainment</b>	<b>1,689</b>	<b>1,937</b>	<b>248</b>	<b>13%</b>	<b>5,651</b>	<b>3,963</b>	<b>70%</b>	<b>7,913</b>	<b>7,748</b>	<b>(165)</b>	<b>-2%</b>	<b>10,970</b>	<b>3,057</b>	<b>28%</b>	<b>23,415</b>	<b>23,250</b>	<b>-1%</b>

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund Department: Port Ops Location: All Budget: Adopted



Port Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018				Jul 2019 - Oct 2019		Prior FYTD vs Current FYTD		Jul 2019 - Jun 2020				
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6130 Electricity	246	133	(113)	-85%	386	140	36%	551	532	(19)	-4%	978	427	44%	1,619	1,600	-1%
6140 Garbage/Sanitation Collection	0	0	0	-	0	0	-	0	0	0	-	63	63	100%	0	0	-
<b>Total Utilities</b>	<b>246</b>	<b>133</b>	<b>(113)</b>	<b>-85%</b>	<b>386</b>	<b>140</b>	<b>36%</b>	<b>551</b>	<b>532</b>	<b>(19)</b>	<b>-4%</b>	<b>1,041</b>	<b>490</b>	<b>47%</b>	<b>1,619</b>	<b>1,600</b>	<b>-1%</b>
6200 Temporary/Contract help	0	208	208	100%	0	0	-	0	832	832	100%	0	0	-	1,668	2,500	33%
6260 Consulting services	0	833	833	100%	0	0	-	0	3,332	3,332	100%	0	0	-	6,668	10,000	33%
6270 Contracted Services	1,694	0	(1,694)	-	0	(1,694)	-	1,694	0	(1,694)	-	1,770	76	4%	1,694	0	-
6290 Commercial insurance	723	702	(21)	-3%	675	(49)	-7%	2,893	2,808	(85)	-3%	2,699	(194)	-7%	8,505	8,420	-1%
<b>Total Professional Services</b>	<b>2,418</b>	<b>1,743</b>	<b>(675)</b>	<b>-39%</b>	<b>675</b>	<b>(1,743)</b>	<b>-258%</b>	<b>4,587</b>	<b>6,972</b>	<b>2,385</b>	<b>34%</b>	<b>4,469</b>	<b>(119)</b>	<b>-3%</b>	<b>18,535</b>	<b>20,920</b>	<b>11%</b>
6345 Community affairs	0	0	0	-	0	0	-	0	0	0	-	90	90	100%	0	0	-
<b>Total Marketing Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>90</b>	<b>90</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6400 Small equipment & tools	0	42	42	100%	0	0	-	0	168	168	100%	0	0	-	332	500	34%
6405 Safety/hazardous materials	159	1,667	1,508	90%	0	(159)	-	760	6,668	5,908	89%	0	(760)	-	14,092	20,000	30%
6410 Signage	0	83	83	100%	0	0	-	0	332	332	100%	10	10	100%	668	1,000	33%
6415 Clothing	0	42	42	100%	0	0	-	0	168	168	100%	0	0	-	332	500	34%
6430 Equipment Rental	0	167	167	100%	0	0	-	0	668	668	100%	0	0	-	1,332	2,000	33%
6450 Fuel - Gas	88	208	120	58%	0	(88)	-	88	832	744	89%	100	12	12%	1,756	2,500	30%
<b>Total Operational Expense</b>	<b>247</b>	<b>2,509</b>	<b>2,262</b>	<b>90%</b>	<b>0</b>	<b>(247)</b>	<b>-</b>	<b>848</b>	<b>10,036</b>	<b>9,188</b>	<b>92%</b>	<b>110</b>	<b>(738)</b>	<b>-670%</b>	<b>20,912</b>	<b>30,100</b>	<b>31%</b>
6505 Repairs & maintenance vehicles	0	60	60	100%	0	0	-	0	240	240	100%	0	0	-	480	720	33%
6510 Repairs & maintenance buildings	25	417	392	94%	125	100	80%	25	1,668	1,643	99%	160	135	84%	3,357	5,000	33%
6515 Repairs & maintenance land improvements	0	1,667	1,667	100%	1,200	1,200	100%	0	6,668	6,668	100%	1,443	1,443	100%	13,332	20,000	33%
6520 Repairs & maintenance docks	0	833	833	100%	0	0	-	48	3,332	3,284	99%	0	(48)	-	6,716	10,000	33%
6575 Waterway Leases	0	208	208	100%	0	0	-	1,135	832	(303)	-36%	1,102	(33)	-3%	2,803	2,500	-12%
6580 Permits	0	0	0	-	312	312	100%	0	0	0	-	1,086	1,086	100%	0	0	-
<b>Total Repair and Maintenance</b>	<b>25</b>	<b>3,185</b>	<b>3,160</b>	<b>99%</b>	<b>1,637</b>	<b>1,612</b>	<b>98%</b>	<b>1,208</b>	<b>12,740</b>	<b>11,532</b>	<b>91%</b>	<b>3,790</b>	<b>2,582</b>	<b>68%</b>	<b>26,688</b>	<b>38,220</b>	<b>30%</b>
<b>Total Goods &amp; Services</b>	<b>4,414</b>	<b>9,507</b>	<b>5,093</b>	<b>54%</b>	<b>10,234</b>	<b>5,820</b>	<b>57%</b>	<b>15,107</b>	<b>38,028</b>	<b>22,921</b>	<b>60%</b>	<b>22,680</b>	<b>7,573</b>	<b>33%</b>	<b>91,169</b>	<b>114,090</b>	<b>20%</b>
<b>Total Expenses</b>	<b>30,349</b>	<b>36,076</b>	<b>5,727</b>	<b>16%</b>	<b>33,721</b>	<b>3,372</b>	<b>10%</b>	<b>93,944</b>	<b>117,997</b>	<b>24,053</b>	<b>20%</b>	<b>89,050</b>	<b>(4,893)</b>	<b>-5%</b>	<b>321,177</b>	<b>345,230</b>	<b>7%</b>
<b>Operating Results</b>	<b>30,860</b>	<b>27,532</b>	<b>3,328</b>	<b>12%</b>	<b>24,897</b>	<b>5,963</b>	<b>24%</b>	<b>152,895</b>	<b>136,435</b>	<b>16,460</b>	<b>12%</b>	<b>147,235</b>	<b>5,661</b>	<b>4%</b>	<b>434,526</b>	<b>418,066</b>	<b>4%</b>
<b>Taxes &amp; Misc Expenses</b>																	
<b>Net Result</b>	<b>30,860</b>	<b>27,532</b>	<b>3,328</b>	<b>12%</b>	<b>24,897</b>	<b>5,963</b>	<b>24%</b>	<b>152,895</b>	<b>136,435</b>	<b>16,460</b>	<b>12%</b>	<b>147,235</b>	<b>5,661</b>	<b>4%</b>	<b>434,526</b>	<b>418,066</b>	<b>4%</b>



Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	15,839	18,348	(2,510)	-14%	17,222	(1,383)	-8%	63,210	73,392	(10,182)	-14%	69,950	(6,741)	-10%	209,988	220,170	-5%
4010 Property Agreements	0	0	0	-	240	(240)	-100%	0	0	0	-	960	(960)	-100%	0	0	-
4100 Annual Moorage	50,561	55,014	(4,453)	-8%	46,985	3,576	8%	164,473	181,317	(16,844)	-9%	154,856	9,617	6%	470,356	487,200	-3%
4105 Semi-Annual Moorage	4,230	5,159	(929)	-18%	8,691	(4,461)	-51%	16,243	8,852	7,391	83%	14,914	1,329	9%	35,811	28,420	26%
4110 Monthly Moorage	14,255	15,351	(1,096)	-7%	14,856	(601)	-4%	78,593	71,274	7,319	10%	68,975	9,617	14%	210,819	203,500	4%
4115 Transient Moorage	11,307	5,696	5,612	99%	6,954	4,353	63%	50,622	40,778	9,844	24%	40,481	10,141	25%	81,344	71,500	14%
4118 Work Dock	5,721	3,127	2,594	83%	3,500	2,220	63%	16,799	10,500	6,299	60%	11,754	5,044	43%	71,299	65,000	10%
4120 Metered Utilities	315	0	315	-	105	210	201%	1,401	0	1,401	-	901	500	56%	1,401	0	-
4125 Launch Ramp	2,159	1,882	277	15%	1,776	383	22%	16,509	14,743	1,766	12%	13,913	2,596	19%	38,766	37,000	5%
4135 Storage Yard	3,036	2,725	311	11%	2,898	138	5%	12,734	12,459	275	2%	13,248	(514)	-4%	37,275	37,000	1%
4140 Storage Unit	14,687	14,526	161	1%	14,086	602	4%	58,591	59,425	(834)	-1%	57,623	968	2%	176,166	177,000	0%
4145 Long Term Boat Storage	7,678	6,200	1,478	24%	6,248	1,430	23%	30,121	27,519	2,602	9%	27,730	2,391	9%	84,602	82,000	3%
4150 Short Term Boat Storage	2,499	3,389	(890)	-26%	3,907	(1,408)	-36%	8,311	14,565	(6,254)	-43%	16,790	(8,479)	-51%	33,746	40,000	-16%
4155 Boat Wash	126	0	126	-	0	126	-	711	0	711	-	65	646	993%	711	0	-
4165 Space Rents	21,440	26,122	(4,682)	-18%	24,810	(3,371)	-14%	179,442	182,470	(3,028)	-2%	173,306	6,136	4%	311,972	315,000	-1%
4173 Laundry	227	363	(136)	-38%	343	(117)	-34%	1,900	2,360	(460)	-20%	2,232	(332)	-15%	3,540	4,000	-12%
4175 Propane	689	825	(136)	-16%	808	(119)	-15%	2,811	4,003	(1,192)	-30%	3,921	(1,110)	-28%	8,808	10,000	-12%
4180 Merchandise	135	354	(219)	-62%	273	(138)	-50%	870	2,156	(1,286)	-60%	1,663	(793)	-48%	714	2,000	-64%
4185 Visitor Convention Bureau Fee	239	117	122	104%	0	239	-	1,816	468	1,348	288%	0	1,816	-	2,748	1,400	96%
4190 Ice	11,263	21,208	(9,946)	-47%	23,081	(11,819)	-51%	142,498	180,146	(37,649)	-21%	196,062	(53,565)	-27%	262,352	300,000	-13%
4200 Boat Lifts	3,983	3,496	487	14%	4,040	(57)	-1%	20,982	16,261	4,721	29%	18,790	2,192	12%	59,721	55,000	9%
4230 Environmental Fee	1,962	1,641	321	20%	1,711	251	15%	7,399	7,051	348	5%	7,352	48	1%	25,348	25,000	1%
4235 Customer Discounts	(430)	0	(430)	-	(640)	211	-33%	(2,306)	0	(2,306)	-	(5,536)	3,231	-58%	(2,306)	0	-
4290 Other	4,778	2,083	2,695	129%	2,138	2,640	123%	27,253	8,332	18,921	227%	15,602	11,651	75%	43,921	25,000	76%
4295 Bad Debt Expense	0	(417)	417	-100%	0	0	-	0	(1,668)	1,668	-100%	871	(871)	-100%	(3,332)	(5,000)	-33%
<b>Total Operating Income</b>	<b>176,697</b>	<b>187,209</b>	<b>(10,511)</b>	<b>-6%</b>	<b>184,033</b>	<b>(7,336)</b>	<b>-4%</b>	<b>900,980</b>	<b>916,403</b>	<b>(15,422)</b>	<b>-2%</b>	<b>906,423</b>	<b>(5,442)</b>	<b>-1%</b>	<b>2,165,768</b>	<b>2,181,190</b>	<b>-1%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	84,458	92,023	7,565	8%	81,210	(3,248)	-4%	251,916	275,830	23,914	9%	252,998	1,081	0%	772,820	796,734	3%
5010 Other compensation	900	0	(900)	-	700	(200)	-29%	4,988	0	(4,988)	-	2,744	(2,244)	-82%	4,988	0	-
5015 Overtime	1,934	1,981	47	2%	1,706	(228)	-13%	8,571	5,938	(2,633)	-44%	11,779	3,209	27%	19,785	17,152	-15%
5020 Car Allowance	0	0	0	-	0	0	-	0	0	0	-	808	808	100%	0	0	-
<b>Total Compensation</b>	<b>87,291</b>	<b>94,004</b>	<b>6,713</b>	<b>7%</b>	<b>83,616</b>	<b>(3,676)</b>	<b>-4%</b>	<b>265,475</b>	<b>281,768</b>	<b>16,293</b>	<b>6%</b>	<b>268,328</b>	<b>2,853</b>	<b>1%</b>	<b>797,593</b>	<b>813,886</b>	<b>2%</b>
5100 Federal Payroll taxes	6,418	7,191	773	11%	6,093	(326)	-5%	19,415	21,555	2,140	10%	19,678	263	1%	60,122	62,262	3%
5105 State Payroll taxes	35	0	(35)	-	46	11	23%	105	0	(105)	-	134	28	21%	105	0	-
5110 Unemployment Insurance	1,395	1,707	312	18%	1,116	(280)	-25%	5,397	5,115	(282)	-6%	4,578	(819)	-18%	15,060	14,778	-2%
5115 Workers compensation	2,039	2,801	762	27%	896	(1,143)	-128%	8,156	8,396	240	3%	6,613	(1,543)	-23%	24,008	24,248	1%
<b>Total Payroll Taxes</b>	<b>9,888</b>	<b>11,699</b>	<b>1,811</b>	<b>15%</b>	<b>8,150</b>	<b>(1,738)</b>	<b>-21%</b>	<b>33,073</b>	<b>35,066</b>	<b>1,993</b>	<b>6%</b>	<b>31,003</b>	<b>(2,070)</b>	<b>-7%</b>	<b>99,295</b>	<b>101,288</b>	<b>2%</b>
5200 Medical insurance	17,039	17,586	547	3%	15,004	(2,035)	-14%	65,132	70,344	5,212	7%	58,719	(6,413)	-11%	205,820	211,032	2%
5205 Dental insurance	1,823	2,051	228	11%	1,792	(32)	-2%	6,895	8,204	1,309	16%	7,167	272	4%	23,302	24,611	5%

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
5215 Term life insurance	566	200	(366)	-183%	571	5	1%	2,566	800	(1,766)	-221%	2,317	(249)	-11%	4,163	2,397	-74%
5220 Long Term Disability insurance	0	391	391	100%	0	0	-	0	1,564	1,564	100%	0	0	-	3,124	4,688	33%
5225 PERS Employee Contributions	16,150	17,440	1,290	7%	8,594	(7,556)	-88%	52,722	52,276	(446)	-1%	39,459	(13,263)	-34%	151,441	150,995	0%
5230 PERS Employer Contributions	4,649	5,062	413	8%	3,150	(1,499)	-48%	15,098	15,172	74	0%	14,707	(391)	-3%	43,754	43,828	0%
<b>Total Insured Benefits</b>	<b>40,228</b>	<b>42,730</b>	<b>2,502</b>	<b>6%</b>	<b>29,111</b>	<b>(11,116)</b>	<b>-38%</b>	<b>142,413</b>	<b>148,360</b>	<b>5,947</b>	<b>4%</b>	<b>122,369</b>	<b>(20,044)</b>	<b>-16%</b>	<b>431,604</b>	<b>437,551</b>	<b>1%</b>
<b>Total Personnel Services</b>	<b>137,407</b>	<b>148,433</b>	<b>11,026</b>	<b>7%</b>	<b>120,878</b>	<b>(16,530)</b>	<b>-14%</b>	<b>440,960</b>	<b>465,194</b>	<b>24,234</b>	<b>5%</b>	<b>421,700</b>	<b>(19,261)</b>	<b>-5%</b>	<b>1,328,491</b>	<b>1,352,725</b>	<b>2%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	(211)	0	211	-	0	211	-	0	0	0	-	2,469	2,469	100%	0	0	-
<b>Total Staff Training</b>	<b>(211)</b>	<b>0</b>	<b>211</b>	<b>-</b>	<b>0</b>	<b>211</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>2,469</b>	<b>2,469</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6020 Travel - airfare	0	83	83	100%	0	0	-	0	332	332	100%	0	0	-	668	1,000	33%
6025 Travel - lodging & transportation	0	250	250	100%	0	0	-	0	1,000	1,000	100%	0	0	-	2,000	3,000	33%
6030 Travel - Per Diem & mileage reimbursement	0	125	125	100%	0	0	-	0	500	500	100%	0	0	-	1,000	1,500	33%
6035 Meals & Entertainment	0	21	21	100%	0	0	-	0	84	84	100%	0	0	-	166	250	34%
<b>Total Travel &amp; Entertainment</b>	<b>0</b>	<b>479</b>	<b>479</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>1,916</b>	<b>1,916</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>3,834</b>	<b>5,750</b>	<b>33%</b>
6050 Office supplies	(140)	0	140	-	0	140	-	0	0	0	-	321	321	100%	0	0	-
6055 Kitchen supplies	193	208	15	7%	209	16	8%	951	832	(119)	-14%	1,027	76	7%	2,619	2,500	-5%
6070 Postage & courier services	55	42	(13)	-31%	(12)	(67)	563%	397	168	(229)	-136%	(12)	(409)	3436%	729	500	-46%
6075 Memberships & dues	0	0	0	-	34	34	100%	0	0	0	-	34	34	100%	0	0	-
<b>Total Office Expense</b>	<b>108</b>	<b>250</b>	<b>142</b>	<b>57%</b>	<b>231</b>	<b>123</b>	<b>53%</b>	<b>1,347</b>	<b>1,000</b>	<b>(347)</b>	<b>-35%</b>	<b>1,412</b>	<b>64</b>	<b>5%</b>	<b>3,347</b>	<b>3,000</b>	<b>-12%</b>
6100 Telephone - landline	267	180	(87)	-49%	62	(206)	-332%	1,072	720	(352)	-49%	796	(276)	-35%	2,512	2,160	-16%
6105 Telephone - mobile	454	780	326	42%	553	99	18%	1,892	3,120	1,228	39%	2,138	246	12%	8,132	9,360	13%
6110 Internet services	1,277	1,145	(132)	-12%	95	(1,182)	-1245%	5,278	4,580	(698)	-15%	3,324	(1,954)	-59%	14,438	13,740	-5%
6115 Cable TV	647	583	(64)	-11%	480	(168)	-35%	2,254	2,332	78	3%	7,817	5,562	71%	6,922	7,000	1%
6130 Electricity	17,895	20,833	2,938	14%	20,826	2,931	14%	78,501	83,332	4,831	6%	88,612	10,110	11%	245,169	250,000	2%
6131 Propane - Operations	50	125	75	60%	135	85	63%	268	500	232	46%	507	240	47%	1,268	1,500	15%
6135 Water/Sewer	7,078	6,250	(828)	-13%	6,131	(947)	-15%	38,057	25,000	(13,057)	-52%	32,010	(6,047)	-19%	88,057	75,000	-17%
6140 Garbage/Sanitation Collection	5,316	6,667	1,351	20%	6,472	1,156	18%	26,012	26,668	656	2%	23,177	(2,835)	-12%	79,344	80,000	1%
6145 Hazardous material disposal	150	333	183	55%	241	91	38%	2,824	1,332	(1,492)	-112%	971	(1,853)	-191%	5,492	4,000	-37%
6150 Derelict boat disposal	0	2,083	2,083	100%	1,989	1,989	100%	2,160	8,332	6,172	74%	4,907	2,748	56%	18,828	25,000	25%
6155 Environmental Remediation/Mitigation/Monitoring	528	833	305	37%	62	(467)	-756%	1,277	3,332	2,055	62%	744	(533)	-72%	7,945	10,000	21%
<b>Total Utilities</b>	<b>33,664</b>	<b>39,812</b>	<b>6,148</b>	<b>15%</b>	<b>37,045</b>	<b>3,381</b>	<b>9%</b>	<b>159,595</b>	<b>159,248</b>	<b>(347)</b>	<b>0%</b>	<b>165,003</b>	<b>5,408</b>	<b>3%</b>	<b>478,107</b>	<b>477,760</b>	<b>0%</b>
6200 Temporary/Contract help	6,313	5,417	(896)	-17%	7,764	1,451	19%	24,987	21,668	(3,319)	-15%	35,005	10,018	29%	68,319	65,000	-5%
6205 Janitorial services	78	50	(28)	-57%	76	(3)	-4%	239	200	(39)	-19%	230	(9)	-4%	639	600	-6%
6210 Vending machine services	0	125	125	100%	0	0	-	281	500	219	44%	280	(1)	0%	1,281	1,500	15%
6245 Legal advertising	0	83	83	100%	0	0	-	676	332	(344)	-104%	0	(676)	-	1,344	1,000	-34%
6270 Contracted Services	641	0	(641)	-	753	112	15%	2,944	0	(2,944)	-	1,393	(1,552)	-111%	2,944	0	-
6290 Commercial insurance	6,745	6,257	(488)	-8%	6,080	(666)	-11%	26,984	25,028	(1,956)	-8%	24,318	(2,666)	-11%	77,041	75,085	-3%

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Total Professional Services</b>	<b>13,778</b>	<b>11,932</b>	<b>(1,846)</b>	<b>-15%</b>	<b>14,672</b>	<b>894</b>	<b>6%</b>	<b>56,111</b>	<b>47,728</b>	<b>(8,383)</b>	<b>-18%</b>	<b>61,226</b>	<b>5,115</b>	<b>8%</b>	<b>151,568</b>	<b>143,185</b>	<b>-6%</b>
6400 Small equipment & tools	93	833	740	89%	226	132	59%	2,416	3,332	916	27%	1,012	(1,404)	-139%	9,084	10,000	9%
6405 Safety/hazardous materials	273	542	269	50%	36	(237)	-658%	3,060	2,168	(892)	-41%	2,624	(436)	-17%	7,392	6,500	-14%
6410 Signage	0	125	125	100%	0	0	-	269	500	231	46%	737	467	63%	1,269	1,500	15%
6415 Clothing	105	500	395	79%	325	220	68%	280	2,000	1,720	86%	713	433	61%	4,280	6,000	29%
6420 Janitorial supplies	1,362	833	(529)	-64%	1,149	(214)	-19%	4,720	3,332	(1,388)	-42%	3,997	(723)	-18%	11,388	10,000	-14%
6425 Operational supplies	571	833	262	31%	596	25	4%	2,971	3,332	361	11%	2,067	(905)	-44%	9,639	10,000	4%
6430 Equipment Rental	0	333	333	100%	0	0	-	503	1,332	829	62%	36	(467)	-1310%	3,171	4,000	21%
6450 Fuel - Gas	1,181	1,042	(139)	-13%	0	(1,181)	-	2,159	4,168	2,009	48%	3,725	1,566	42%	10,491	12,500	16%
6455 Fuel - Diesel	0	83	83	100%	0	0	-	154	332	178	54%	150	(4)	-2%	822	1,000	18%
6481 Propane - Retail	332	500	168	34%	483	151	31%	1,417	2,000	583	29%	2,401	984	41%	5,417	6,000	10%
<b>Total Operational Expense</b>	<b>3,917</b>	<b>7,124</b>	<b>3,207</b>	<b>45%</b>	<b>2,814</b>	<b>(1,103)</b>	<b>-39%</b>	<b>17,948</b>	<b>28,496</b>	<b>10,548</b>	<b>37%</b>	<b>17,460</b>	<b>(488)</b>	<b>-3%</b>	<b>74,952</b>	<b>85,500</b>	<b>12%</b>
6500 Repairs & maintenance equipment	1,948	4,167	2,219	53%	5,402	3,454	64%	16,739	16,668	(71)	0%	21,728	4,989	23%	50,071	50,000	0%
6505 Repairs & maintenance vehicles	0	523	523	100%	13	13	100%	2,798	2,092	(706)	-34%	474	(2,324)	-491%	6,986	6,280	-11%
6510 Repairs & maintenance buildings	1,896	2,500	604	24%	2,587	691	27%	5,015	10,000	4,985	50%	18,194	13,179	72%	25,015	30,000	17%
6515 Repairs & maintenance land improvements	627	417	(210)	-50%	42	(584)	-1376%	3,165	1,668	(1,497)	-90%	142	(3,022)	-2121%	6,497	5,000	-30%
6520 Repairs & maintenance docks	1,137	3,333	2,196	66%	0	(1,137)	-	6,421	13,332	6,911	52%	25,874	19,453	75%	33,089	40,000	17%
6540 Marina dredging	0	8,333	8,333	100%	2,409	2,409	100%	0	33,332	33,332	100%	11,103	11,103	100%	16,668	50,000	67%
6575 Waterway Leases	0	2,500	2,500	100%	2,548	2,548	100%	0	10,000	10,000	100%	2,548	2,548	100%	20,000	30,000	33%
6580 Permits	0	417	417	100%	1,009	1,009	100%	2,690	1,668	(1,022)	-61%	2,869	179	6%	6,022	5,000	-20%
<b>Total Repair and Maintenance</b>	<b>5,607</b>	<b>22,190</b>	<b>16,583</b>	<b>75%</b>	<b>14,011</b>	<b>8,403</b>	<b>60%</b>	<b>36,827</b>	<b>88,760</b>	<b>51,933</b>	<b>59%</b>	<b>82,932</b>	<b>46,105</b>	<b>56%</b>	<b>164,347</b>	<b>216,280</b>	<b>24%</b>
<b>Total Goods &amp; Services</b>	<b>56,864</b>	<b>81,787</b>	<b>24,923</b>	<b>30%</b>	<b>68,774</b>	<b>11,910</b>	<b>17%</b>	<b>271,829</b>	<b>327,148</b>	<b>55,319</b>	<b>17%</b>	<b>330,501</b>	<b>58,673</b>	<b>18%</b>	<b>876,156</b>	<b>931,475</b>	<b>6%</b>
<b>Total Expenses</b>	<b>194,271</b>	<b>230,220</b>	<b>35,949</b>	<b>16%</b>	<b>189,651</b>	<b>(4,620)</b>	<b>-2%</b>	<b>712,789</b>	<b>792,342</b>	<b>79,553</b>	<b>10%</b>	<b>752,201</b>	<b>39,412</b>	<b>5%</b>	<b>2,204,647</b>	<b>2,284,200</b>	<b>3%</b>
<b>Operating Results</b>	<b>(17,574)</b>	<b>(43,012)</b>	<b>25,438</b>	<b>-59%</b>	<b>(5,619)</b>	<b>(11,955)</b>	<b>213%</b>	<b>188,191</b>	<b>124,061</b>	<b>64,131</b>	<b>52%</b>	<b>154,222</b>	<b>33,970</b>	<b>22%</b>	<b>(38,879)</b>	<b>(103,010)</b>	<b>-62%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4450 Lodging Tax	72	0	72	-	0	72	-	94	0	94	-	138	(44)	-32%	94	0	-
4650 Grants Received - MAP	0	0	0	-	0	0	-	5,175	0	5,175	-	0	5,175	-	10,575	5,400	96%
4695 Grants Received - Other	0	43,197	(43,197)	-100%	18,508	(18,508)	-100%	0	172,788	(172,788)	-100%	18,508	(18,508)	-100%	108,392	281,180	-61%
4700 Loans	0	15,000	(15,000)	-100%	0	0	-	0	60,000	(60,000)	-100%	0	0	-	30,000	90,000	-67%
4905 Other	945	0	945	-	0	945	-	2,551	0	2,551	-	0	2,551	-	2,551	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	25,000	0	25,000	-	25,877	(877)	-3%	25,000	0	-
<b>Total Other Income</b>	<b>1,017</b>	<b>58,197</b>	<b>(57,180)</b>	<b>-98%</b>	<b>18,508</b>	<b>(17,491)</b>	<b>-95%</b>	<b>32,820</b>	<b>232,788</b>	<b>(199,968)</b>	<b>-86%</b>	<b>44,524</b>	<b>(11,703)</b>	<b>-26%</b>	<b>176,612</b>	<b>376,580</b>	<b>-53%</b>
<b>Other Expenses</b>																	
<b>Taxes &amp; Misc Expenses</b>																	
6720 Property Tax - Sublet Facilities	9,427	0	(9,427)	-	8,705.55	(721.05)	-8%	9,427	0	(9,427)	-	8,706	(721)	-8%	9,427	-	-
6755 Insurance Claims	0	0	0	-	0	0	-	0	0	0	-	(571)	(571)	100%	0	0	-

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Total Taxes &amp; Misc Expenses</b>	9,426.60	-	(9,426.60)	-	8,706	(721)	-8%	9,427	-	(9,427)	-	8,135	(1,292)	-16%	9,427	-	-
<b>Debt Services</b>																	
7005 Principal repayment	0	0	0	-	4,223	4,223	100%	0	0	0	-	8,402	8,402	100%	72,806	72,806	0%
7010 Interest payment	0	0	0	-	137	137	100%	0	0	0	-	317	317	100%	69,578	69,578	0%
8010 CIP Buildings	0	7,500	7,500	100%	0	0	-	168	30,000	29,832	99%	0	(168)	-	15,168	45,000	66%
8011 CIP Docks	0	48,167	48,167	100%	0	0	-	14,352	192,668	178,316	93%	10,421	(3,930)	-38%	110,684	289,000	62%
8015 CIP Land Improvements	0	1,667	1,667	100%	0	0	-	0	6,668	6,668	100%	0	0	-	3,332	10,000	67%
8020 CIP Machinery & Equipment	0	19,788	19,788	100%	0	0	-	0	79,152	79,152	100%	0	0	-	53,573	132,725	60%
8025 CIP Mobile Equipment	0	0	0	-	4,017	4,017	100%	0	0	0	-	8,001	8,001	100%	0	0	-
<b>Total Debt Services</b>	<b>0</b>	<b>77,122</b>	<b>77,122</b>	<b>100%</b>	<b>8,377</b>	<b>8,377</b>	<b>100%</b>	<b>14,519</b>	<b>308,488</b>	<b>293,969</b>	<b>95%</b>	<b>27,142</b>	<b>12,622</b>	<b>47%</b>	<b>325,140</b>	<b>619,109</b>	<b>47%</b>
<b>Total Other Expenses</b>	<b>9,427</b>	<b>77,122</b>	<b>67,695</b>	<b>88%</b>	<b>17,082</b>	<b>7,656</b>	<b>45%</b>	<b>23,946</b>	<b>308,488</b>	<b>284,542</b>	<b>92%</b>	<b>35,277</b>	<b>11,331</b>	<b>32%</b>	<b>334,567</b>	<b>619,109</b>	<b>46%</b>
<b>Net Other Income</b>	<b>(8,409)</b>	<b>(18,925)</b>	<b>10,516</b>	<b>-56%</b>	<b>1,426</b>	<b>(9,835)</b>	<b>-690%</b>	<b>8,874</b>	<b>(75,700)</b>	<b>84,574</b>	<b>-112%</b>	<b>9,247</b>	<b>(372)</b>	<b>-4%</b>	<b>(157,955)</b>	<b>(242,529)</b>	<b>-35%</b>
<b>Net Result</b>	<b>(25,983)</b>	<b>(61,937)</b>	<b>35,953</b>	<b>-58%</b>	<b>(4,193)</b>	<b>(21,790)</b>	<b>520%</b>	<b>197,066</b>	<b>48,361</b>	<b>148,705</b>	<b>307%</b>	<b>163,469</b>	<b>33,597</b>	<b>21%</b>	<b>(196,834)</b>	<b>(345,539)</b>	<b>-43%</b>

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund Department: Rail Ops Location: All Budget: Adopted



Rail Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4010 Property Agreements	31,827	21,341	10,486	49%	20,849	10,978	53%	99,888	67,770	32,118	47%	83,342	16,546	20%	193,918	161,800	20%
4235 Customer Discounts	0	0	0	-	0	0	-	0	0	0	-	(3,500)	3,500	-100%	0	0	-
4260 Rail Operations Revenue	24,297	33,314	(9,017)	-27%	281,000	(256,703)	-91%	80,424	149,346	(68,922)	-46%	1,259,723	(1,179,299)	-94%	337,441	406,363	-17%
4265 Rail Surcharges	28,417	42,505	(14,088)	-33%	34,004	(5,587)	-16%	93,846	192,942	(99,096)	-51%	154,354	(60,508)	-39%	406,631	505,727	-20%
<b>Total Operating Income</b>	<b>84,541</b>	<b>97,160</b>	<b>(12,619)</b>	<b>-13%</b>	<b>335,853</b>	<b>(251,312)</b>	<b>-75%</b>	<b>274,158</b>	<b>410,058</b>	<b>(135,900)</b>	<b>-33%</b>	<b>1,493,919</b>	<b>(1,219,762)</b>	<b>-82%</b>	<b>937,990</b>	<b>1,073,890</b>	<b>-13%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	11,031	11,042	11	0%	13,716	2,685	20%	30,973	33,098	2,125	6%	31,646	673	2%	93,475	95,600	2%
5020 Car Allowance	0	0	0	-	346	346	100%	0	0	0	-	981	981	100%	0	0	-
<b>Total Compensation</b>	<b>11,031</b>	<b>11,042</b>	<b>11</b>	<b>0%</b>	<b>14,062</b>	<b>3,031</b>	<b>22%</b>	<b>30,973</b>	<b>33,098</b>	<b>2,125</b>	<b>6%</b>	<b>32,627</b>	<b>1,654</b>	<b>5%</b>	<b>93,475</b>	<b>95,600</b>	<b>2%</b>
5100 Federal Payroll taxes	815	845	30	3%	1,036	221	21%	2,264	2,531	267	11%	2,384	120	5%	7,046	7,313	4%
5105 State Payroll taxes	3	0	(3)	-	4	1	33%	7	0	(7)	-	10	3	25%	7	0	-
5110 Unemployment Insurance	0	109	109	100%	98	98	100%	0	328	328	100%	98	98	100%	616	944	35%
5115 Workers compensation	321	428	107	25%	325	5	1%	1,284	1,283	(1)	0%	1,575	291	18%	3,710	3,709	0%
<b>Total Payroll Taxes</b>	<b>1,139</b>	<b>1,382</b>	<b>243</b>	<b>18%</b>	<b>1,464</b>	<b>325</b>	<b>22%</b>	<b>3,555</b>	<b>4,142</b>	<b>587</b>	<b>14%</b>	<b>4,067</b>	<b>512</b>	<b>13%</b>	<b>11,379</b>	<b>11,966</b>	<b>5%</b>
5200 Medical insurance	1,454	1,385	(69)	-5%	1,346	(108)	-8%	5,816	5,540	(276)	-5%	6,330	514	8%	16,894	16,618	-2%
5205 Dental insurance	154	169	15	9%	156	2	1%	618	676	58	9%	624	6	1%	1,965	2,023	3%
5215 Term life insurance	58	12	(46)	-380%	52	(5)	-10%	230	48	(182)	-380%	210	(21)	-10%	322	140	-130%
5220 Long Term Disability insurance	0	46	46	100%	0	0	-	0	184	184	100%	0	0	-	367	551	33%
5225 PERS Employee Contributions	2,106	2,108	2	0%	946	(1,159)	-123%	6,309	6,317	8	0%	3,733	(2,576)	-69%	18,242	18,250	0%
5230 PERS Employer Contributions	662	663	1	0%	406	(256)	-63%	1,983	1,986	3	0%	1,600	(383)	-24%	5,733	5,736	0%
<b>Total Insured Benefits</b>	<b>4,434</b>	<b>4,383</b>	<b>(51)</b>	<b>-1%</b>	<b>2,907</b>	<b>(1,527)</b>	<b>-53%</b>	<b>14,957</b>	<b>14,751</b>	<b>(206)</b>	<b>-1%</b>	<b>12,497</b>	<b>(2,460)</b>	<b>-20%</b>	<b>43,524</b>	<b>43,318</b>	<b>0%</b>
<b>Total Personnel Services</b>	<b>16,604</b>	<b>16,807</b>	<b>203</b>	<b>1%</b>	<b>18,433</b>	<b>1,829</b>	<b>10%</b>	<b>49,485</b>	<b>51,991</b>	<b>2,506</b>	<b>5%</b>	<b>49,191</b>	<b>(294)</b>	<b>-1%</b>	<b>148,378</b>	<b>150,884</b>	<b>2%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	(425)	0	425	-	0	425	-	0	0	0	-	2,206	2,206	100%	0	0	-
<b>Total Staff Training</b>	<b>(425)</b>	<b>0</b>	<b>425</b>	<b>-</b>	<b>0</b>	<b>425</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>2,206</b>	<b>2,206</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6020 Travel - airfare	458	83	(375)	-452%	0	(458)	-	830	332	(498)	-150%	0	(830)	-	1,498	1,000	-50%
6025 Travel - lodging & transportation	209	83	(126)	-152%	0	(209)	-	651	332	(319)	-96%	0	(651)	-	1,319	1,000	-32%
6030 Travel - Per Diem & mileage reimbursement	0	42	42	100%	196	196	100%	1,119	168	(951)	-566%	808	(311)	-38%	1,451	500	-190%
6035 Meals & Entertainment	18	0	(18)	-	397	379	96%	66	0	(66)	-	457	391	86%	66	0	-
<b>Total Travel &amp; Entertainment</b>	<b>685</b>	<b>208</b>	<b>(477)</b>	<b>-229%</b>	<b>593</b>	<b>(92)</b>	<b>-16%</b>	<b>2,666</b>	<b>832</b>	<b>(1,834)</b>	<b>-220%</b>	<b>1,265</b>	<b>(1,401)</b>	<b>-111%</b>	<b>4,334</b>	<b>2,500</b>	<b>-73%</b>
6050 Office supplies	0	0	0	-	7,238	7,238	100%	0	0	0	-	7,260	7,260	100%	0	0	-
6055 Kitchen supplies	0	0	0	-	215	215	100%	0	0	0	-	215	215	100%	0	0	-
6060 IT supplies	0	0	0	-	100	100	100%	0	0	0	-	100	100	100%	0	0	-
6075 Memberships & dues	0	0	0	-	16	16	100%	0	0	0	-	16	16	100%	0	0	-
6090 IT SW subscriptions & licenses	0	0	0	-	852	852	100%	0	0	0	-	852	852	100%	0	0	-

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund Department: Rail Ops Location: All Budget: Adopted



Rail Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Total Office Expense</b>	0	0	0	-	8,421	8,421	100%	0	0	0	-	8,443	8,443	100%	0	0	-
6105 Telephone - mobile	0	0	0	-	57	57	100%	0	0	0	-	57	57	100%	0	0	-
6145 Hazardous material disposal	0	0	0	-	0	0	-	4,313	0	(4,313)	-	0	(4,313)	-	4,313	0	-
<b>Total Utilities</b>	0	0	0	-	57	57	100%	4,313	0	(4,313)	-	57	(4,256)	-7466%	4,313	0	-
6230 Rail operations service fee	0	0	0	-	246,000	246,000	100%	0	0	0	-	1,102,383	1,102,383	100%	0	0	-
6245 Legal advertising	0	0	0	-	0	0	-	0	0	0	-	98	98	100%	0	0	-
6260 Consulting services	765	2,917	2,152	74%	0	(765)	-	765	11,668	10,903	93%	11,972	11,207	94%	24,097	35,000	31%
6265 Recruiting services	0	0	0	-	232	232	100%	0	0	0	-	267	267	100%	0	0	-
6270 Contracted Services	17	0	(17)	-	0	(17)	-	17	0	(17)	-	4,173	4,155	100%	17	0	-
6290 Commercial insurance	2,521	2,008	(513)	-26%	1,919	(602)	-31%	4,935	8,032	3,097	39%	7,676	2,741	36%	21,004	24,101	13%
<b>Total Professional Services</b>	3,303	4,925	1,622	33%	248,151	244,848	99%	5,717	19,700	13,983	71%	1,126,569	1,120,852	99%	45,118	59,101	24%
6400 Small equipment & tools	0	0	0	-	15,003	15,003	100%	0	0	0	-	15,007	15,007	100%	0	0	-
6405 Safety/hazardous materials	0	0	0	-	4,135	4,135	100%	0	0	0	-	5,200	5,200	100%	0	0	-
6425 Operational supplies	0	0	0	-	1,270	1,270	100%	0	0	0	-	1,270	1,270	100%	0	0	-
6450 Fuel - Gas	0	208	208	100%	352	352	100%	0	832	832	100%	789	789	100%	1,668	2,500	33%
6455 Fuel - Diesel	0	0	0	-	96	96	100%	0	0	0	-	96	96	100%	0	0	-
<b>Total Operational Expense</b>	0	508	508	100%	20,857	20,857	100%	0	2,032	2,032	100%	22,362	22,362	100%	4,068	6,100	33%
6500 Repairs & maintenance equipment	0	0	0	-	6,846	6,846	100%	0	0	0	-	6,846	6,846	100%	0	0	-
6505 Repairs & maintenance vehicles	0	60	60	100%	353	353	100%	275	240	(35)	-14%	648	373	58%	755	720	-5%
6510 Repairs & maintenance buildings	17,819	0	(17,819)	-	364	(17,455)	-4795%	17,819	0	(17,819)	-	364	(17,455)	-4795%	17,819	0	-
6515 Repairs & maintenance land improvements	61,627	0	(61,627)	-	0	(61,627)	-	61,627	0	(61,627)	-	21,730	(39,897)	-184%	61,627	0	-
6580 Permits	(1,178)	0	1,178	-	0	1,178	-	0	0	0	-	0	0	-	0	0	-
<b>Total Repair and Maintenance</b>	86,069	60	(86,009)	-143348%	7,563	(78,505)	-1038%	87,521	240	(87,281)	-36367%	29,588	(57,933)	-196%	88,001	720	-12122%
<b>Total Goods &amp; Services</b>	89,632	5,701	(83,931)	-1472%	285,642	196,010	69%	100,219	22,804	(77,415)	-339%	1,190,490	1,090,271	92%	145,836	68,421	-113%
<b>Total Expenses</b>	106,236	22,508	(83,728)	-372%	304,075	197,839	65%	149,703	74,795	(74,908)	-100%	1,239,681	1,089,978	88%	294,213	219,305	-34%
<b>Operating Results</b>	(21,695)	74,652	(96,347)	-129%	31,778	(53,473)	-168%	124,455	335,263	(210,808)	-63%	254,238	(129,784)	-51%	643,777	854,585	-25%
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4520 Green Hill Debt Service	0	0	0	-	0	0	-	0	0	0	-	0	0	-	43,424	43,424	0%
4905 Other	5,000	0	5,000	-	0	5,000	-	5,000	0	5,000	-	0	5,000	-	5,000	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	(11,393)	0	(11,393)	-	0	(11,393)	-	(11,393)	0	-
<b>Total Other Income</b>	5,000	0	5,000	-	0	5,000	-	(6,393)	0	(6,393)	-	0	(6,393)	-	37,031	43,424	-15%
<b>Other Expenses</b>																	
6755 Insurance Claims	0	0	0	-	0	0	-	8	0	(8)	-	0	(8)	-	8	0	-

Financial Report - Actual vs. Budget  
For Period Ending Oct 2019

amounts in \$US dollars

Fund: General Fund Department: Rail Ops Location: All Budget: Adopted



Rail Ops	Current Period				Same Month Last Year			Year to Date					Year End				
	Oct 2019				Oct 2018			Jul 2019 - Oct 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Total Taxes &amp; Misc Expenses</b>	0	0	0	-	0	0	-	8	0	(8)	-	0	(8)	-	8	0	-
<b>Debt Services</b>																	
7005 Principal repayment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	338,068	338,068	0%
7010 Interest payment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	306,543	306,543	0%
9005 Transfers - GF	0	0	0	-	2,500	2,500	100%	0	0	0	-	2,500	2,500	100%	0	0	-
8013 CIP Construction Bridges	34,263	20,833	(13,430)	-64%	0	(34,263)	-	40,503	83,332	42,829	51%	0	(40,503)	-	207,171	250,000	17%
<b>Total Debt Services</b>	<b>34,263</b>	<b>20,833</b>	<b>(13,430)</b>	<b>-64%</b>	<b>2,500</b>	<b>(31,763)</b>	<b>-1271%</b>	<b>40,503</b>	<b>83,332</b>	<b>42,829</b>	<b>51%</b>	<b>2,500</b>	<b>(38,003)</b>	<b>-1520%</b>	<b>851,782</b>	<b>894,611</b>	<b>5%</b>
<b>Total Other Expenses</b>	<b>34,263</b>	<b>20,833</b>	<b>(13,430)</b>	<b>-64%</b>	<b>2,500</b>	<b>(31,763)</b>	<b>-1271%</b>	<b>40,511</b>	<b>83,332</b>	<b>42,821</b>	<b>51%</b>	<b>2,500</b>	<b>(38,011)</b>	<b>-1520%</b>	<b>851,790</b>	<b>894,611</b>	<b>5%</b>
<b>Net Other Income</b>	<b>(29,263)</b>	<b>(20,833)</b>	<b>(8,430)</b>	<b>40%</b>	<b>(2,500)</b>	<b>(26,763)</b>	<b>1071%</b>	<b>(46,904)</b>	<b>(83,332)</b>	<b>36,428</b>	<b>-44%</b>	<b>(2,500)</b>	<b>(44,404)</b>	<b>1776%</b>	<b>(814,759)</b>	<b>(851,187)</b>	<b>-4%</b>
<b>Net Result</b>	<b>(50,958)</b>	<b>53,819</b>	<b>(104,777)</b>	<b>-195%</b>	<b>29,278</b>	<b>(80,236)</b>	<b>-274%</b>	<b>77,551</b>	<b>251,931</b>	<b>(174,380)</b>	<b>-69%</b>	<b>251,738</b>	<b>(174,188)</b>	<b>-69%</b>	<b>(170,982)</b>	<b>3,398</b>	<b>-5132%</b>



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Margaret Barber, Director of External Affairs

DATE: December 9, 2019

SUBJECT: Commercial/External Affairs/Marketing Management Report

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**Commercial:**

Staff attended the Pacific Marine Expo from November 21-23, 2019 to market the Charleston Marina Complex. A contact was made with a company interested in leasing the Point Adams facility to utilize as a live seafood processing plant. The company is scheduled to be in Coos Bay the week of December 9, 2019 to tour the facility and discuss opportunities.

Staff attended a Dry Bulk and Commodities conference last month held by the Institute of Chartered Shipbrokers. The program offered insights into international maritime commerce trends, the impacts of IMO 2020, and forecasts for key commodity segments, including grain, cement, and aggregate. Attendees included ship owners, cargo owners, and US west coast and Canadian ports.

Staff organized a luncheon for railroad customers held in early December to provide a recap of the first full year of railroad operations, updates on the current status of projects and operations, and to solicit feedback from shippers. Staff put together an informational sheet outlining everything that had been done the past year. Port staff received positive feedback from rail customers at the meeting. A copy of the meeting handout is included in the information section of this packet.

Staff is working with the Maritime Operations Department to support the department heads for the Port's lines of business in developing a business continuity plan.

Staff is working with the Rail Department to analyze various rates including the Capital and Fuel Surcharges and local rates.

An agreement was signed with GMA for rail service at their terminal. The first car arrived at the GMA facility the week of December 9, 2019.

Staff has been working with Charleston Marina staff to develop commercial strategy for marina property. This work is intended to identify highest and best use of Port owned properties and long-term strategy for the marina.

Staff continues to conduct research on various commodity segments, with biomass products being the most recent. In determining the best 'fits' for potential commodities to bring in and out of the Port of Coos Bay, this work is laying the groundwork to inform future direct marketing endeavors.



Staff is partnering with the Rail Operations Department to conduct a series of rail customer meetings. In these meetings, staff is discussing operational needs, soliciting feedback regarding rail service, and working to identify current or future opportunities to expand volumes at customer terminals.

EA/BD staff and Rail Operations staff met with the PNWR and CORP rail lines in mid-November to discuss potential opportunities for collaboration to generate additional volume.

### **Marketing and Media:**

The Port was featured or mentioned in the following publications this month:

- Willamette Weekly
  - [Two Democratic Lawmakers from Coos Bay Announce They Won't Seek Re-election in 2020](#)
- The World
  - [Commercial crabbing delayed for fifth year](#)
  - Rob's Weekly Fishing Report – Charleston Marina
- NS Energy
  - [Pembina's Jordan Cove LNG project secures FERC environmental approval](#)
- The Oregonian
  - [Readers respond: Jordan Cove will cost Coos Bay](#)

Staff is working with Administrative staff to distribute 2020 Tide Books and Event Cards to community stakeholders.

Staff worked with the Maritime and Administration departments to finalize the Port drone policy.

Staff worked with Oregon Lottery to complete shooting a 3 to 4-minute video featuring the tunnel rehabilitation project. External Affairs staff would like to thank John Buckley, Rich Lopez, Patrick Kerr, and John Burns for taking the time to do interviews and accompany the videographer.

### **Grants:**

Close out process is pending for the *ConnectOregonV* grant based on the last reimbursement which will be submitted by the end of the month.

Reporting on the ODOT 2013 and 2015 lottery bond funds has been handed off to the ISS department. ODOT 2013 is scheduled to close out by December 31, 2019.

### **Legislative/Advocacy Work:**

Currently, there are a series of local public hearings and comment periods related to the Jordan Cove project. Staff is attending the hearings to provide comment on the benefits of the project and submitting written testimony for consideration.

Staff attended a Coos County workshop session addressing a proposed Transient Lodging Tax (TLT) for the Charleston area. The Port is not in favor of the tax. At this point, the work group will be putting it out for a vote.

Staff submitted a support letter for the proposal to establish Coos County as a Rural Renewable Energy Development Zone. After the work session on December 2, 2019 Coos County Commissioners made a motion to designate the county as a Rural Renewable Energy Development Zone.

**Port Property:**

Staff received four inquiries to lease from potential tenants this month for Charleston Marina properties. None of these inquiries resulted in a property showing or further discussion.

Staff are awaiting the final lease package from Verizon for the new tower in Eastside. It is anticipated that the documents will be received from Verizon for signature the week of December 9<sup>th</sup> or 16<sup>th</sup>.

Port staff continue to work with Bandon Pacific on a new lease for the Lazio Dock. The existing lease is set to expire December 31, 2019. Port staff are awaiting final redline comments from Bandon Pacific's legal counsel.

Staff met with the owner of a company interested in establishing a live seafood processing operation in the Point Adams facility.

**Community Outreach:**

Coos Bay Rail Line Inc. has a rail themed tree for the annual Christmas lights event at Shore Acres.

Staff presented an overview of Port operations and an update on projects at the BACC Wednesday Business Connection meeting on December 4, 2019.

Port staff will be attending the annual BACC Economic Outlook Forum on December 13, 2019.

M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Jake Jacobs, Infrastructure Support Services Director

CC: Mike Dunning, Patrick Kerr, Megan Richardson

DATE: December 9, 2019

SUBJECT: Infrastructure Support Services (ISS) Department Management Report

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**Coos Bay Rail Line:**

**Rail Road Bridge Inspector Professional Service Agreement:**

Bridge inspectors have completed bridge inspections as of November 21, 2019. WJE is 100% complete with their inspections and plan to deliver the consolidated report before the end of the year.

**Tunnel Rehab Phase II: 24% Complete**

SPC has plans to begin installation of new track, ties, OTM and ballast at tunnel 20 beginning on December 20, 2019. Removal of 77 foot long grout slab within the North portal began at Tunnel 19 and will take approximately 3 days. Contract remains on schedule and budget.



Photos: Crews drilling fracture line in East ditch of tunnel 19 (left). Crews completing saw cutting of East ditch at tunnel 20 (right).

**Grant Funded Rail Equipment Purchase:**

**Hi-Rail Back Hoe:**

The Port is entering into an agreement with Peterson Caterpillar to purchase a hi-rail equipped backhoe/loader for use by maintenance crews on the rail line. This will give maintenance crews the ability to dig, move ties, lift rail, clear drainage lanes, and keep clear the right of way for trains. The backhoe is scheduled to be here and the factory training is scheduled for December 17, 2019.

**Hi-Rail Material Handler:**

ISS has located a suitable material handler truck in Summerville, Georgia that will be used to perform Maintenance of Way on the CBRL. A purchase order has been cut for this piece of equipment and will be shipped to Peterson Trucks in Eugene to receive it's DOT inspection and other pre-use maintenance before being picked up by CBRL. Estimated date of delivery is December 21, 2019.



**Charleston Marina:**

**Ice Plant Condenser Replacement:**

ISS has completed negotiations with PEI. A contract for services is being drafted and should be complete by COB on December 13, 2019. Once there is a signed agreement PEI will instruct its sub-contractor, APCCO, to begin building the condenser; there is a 2-3 month lead time for receipt of the new unit.

**Upgrade Security Cameras System at Marina and Shipyard:**

ISS has been requested to locate and contract with a vendor to install updated camera systems throughout the marina, RV park and shipyard.

**Maritime Industrial:**

ISS is working with Mike Dunning to provide additional documentation for the MARAD Build Grant, NEPA Compliance, ESA Section 7 Compliance, and Section 106 Compliance study being conducted by Greg Matuzak Environmental Consulting LLC.

**Admin:**

ISS has accepted requests for the following:

- CBRL Bulk fuel and oil requirement (Complete)
- Sand Removal, Long Term, Base year and up to 4 option years, CBRL (Planning Process)
- Condenser Replacement, Ice house, Charleston Marina (Quote received)
- The Port has re-evaluated the purchase requirements for the remaining Oregon Rolling Stock Grant and is addressing the high rail equipment vs. a final locomotive as previously considered. (50% complete)
- ISS has identified an Oregon surplus 20 ton pintle mounted trailer for CBRL use and will evaluate the trailer at the Salem lot. (Complete)
- Stantec will visit and evaluate parts of the rail line and meet with the WJE bridge inspectors October 15-19, 2019 (Complete)
- Bus. Oregon Grant, Marina Picnic Tables (50% Complete)
- Bridge Repair Task Order Contracts (Final Evaluation Solicitation)
- Gardner Rail Spur donation (On going)
- RFP property acquisition at Vaughn Rail Bridge (On going)
- Marina and Shipyard Camera system upgrades

**Crane Training:**

Rick Adamek is developing Crane Certification Tests. These tests are mandatory for all operators, and will demonstrate an instructional knowledge and a hands on application of the training. ISS is working with the Safety Dept. to order the testing materials and location approval.

**New Vehicle Auto Lease RFP:**

The RFP for the new vehicle auto lease was determined to not be in the best interest of the Port and was cancelled. The ISS department is currently working on sourcing vehicles from a local vendor with a reduced amount/type of vehicles.

**Coalbank Slough Bridge:**

The bridge inspectors had determined the bridge was unserviceable at any speed or load. Stantec Engineering agreed and had taken the bridge out of service. CBRL entered into a service agreement with GMA which is located on the south side of Coalbank Slough. In order to meet the service agreement with GMA, the ISS department and Stantec Engineering met on-site (October 17, 2019) to discuss repair options. A repair plan was developed and due to the timeline required to place the bridge back into service, Scott Partney Construction was awarded the contract. The repairs were completed, and the actions taken have been documented and filed in the ISS folder. ISS will continue to monitor the repairs.

**Oregon Parks and Rec. Grant – Charleston Marina RV Park Picnic Table Replacement:**

The ISS department obtained three competitive quotes and selected the vendor. The 55 picnic tables have been ordered and have an 8-12 week lead time, with the tentative arrival of late January or early February 2020. The Charleston Marina maintenance staff will assemble the tables and place them in the RV Park as soon as staffing and workload allows after the tables arrive.

**On-Call Bridge Repair RFQ:**

The Request for Quotes for the On-Call Bridge Repair was posted to the Port's website, sent to five probable vendors and listed in the local newspaper, and The Daily Journal of Commerce. One vendor has submitted some questions, and Addendum #1 has been issued as of December 6, 2019. The RFQ has a close date of December 31, 2019.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Director of Maritime Operations

DATE: December 9, 2019

SUBJECT: Port Operations Management Report

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**Channel Modification Project:**

The 204/408 revised report is still under review by the USACE team. As the Corps works through backchecking the comments, the PDT is providing feedback as necessary to keep the review moving forward.

**Eastside Force Main Project:**

The City's contractor is still working on the Eastside force main project. The hydraulic directional drilling and pipe bury on Port property is complete. Crews are currently working on the pump house and associated equipment.

**Build Grant (NEPA):**

The Port's consultant continues to work on the National Environmental Protection Act (NEPA) requirements, which are required before the grant can be fully executed. The draft Cultural Resources Report, consultations letters, and Memorandum of Agreement (MOA) have been submitted to the Maritime Admiralty (MARAD) for review and signature. Work continues on the Biological Assessment (BA) and Environmental Assessment (EA).

**Charleston Sediment Characterization:**

The Sediment Analysis Plan (SAP) has been returned to the Portland Sediment Evaluation Team (PSET) for final approval. Once the SAP is approved, the consultant can begin field work to obtain and analyze the sediments within the Marina and Shipyard.

Staff will be attending a meeting in January with the agencies to discuss the submission of the next Dredging Application for the Charleston Marina Complex. Some of the highlighted topics will be disposal locations and eel grass surveys. During preliminary discussions with the Corps, we have noted that the Port needs a disposal location for the placement of clean material that is suitable for in-water disposal. Placing clean material into the Ports Barview upland site is not an efficient or practical use of this site. This site was designated to place material that is not suitable for in-water placement.

**Port Emergency Management Plan:**

Staff is in the planning phase of developing a comprehensive Emergency Management Plan (EMP) for the Port. Components of the plan are:

- |   |                             |
|---|-----------------------------|
| 1. Goals and performance objectives             | 5. Business continuity plan |
| 2. Risk and vulnerabilities assessment          | 6. Stakeholder feedback     |
| 3. Business impacts analysis                    | 7. Implementation           |
| 4. Response plans for disasters and emergencies | 8. Training and exercises   |
|   | 9. Evaluation and updates   |

Development, implementation and evaluation of this plan will require an interdepartmental team effort. Once the planning phase is complete, we will have a better estimate of the effort and time it will take to complete this project.

**Safety and Security:**

The monthly Port Safety Committee meeting held on November 26, 2019 saw several new members to the committee and provided an opportunity to fill the vacant Safety Committee Chair and Secretary positions. Both positions were filled with unanimous decision by the committee and new officers will fill a one-year term. The Safety Committee By-Laws have also been updated and are out for review by the Safety Committee members. The following changes were proposed in the new By-Laws:

1. Officer positions can now be filled by management.
2. All primary committee members will have a designated alternate member assigned to fill in for them in the event they are unable to attend regularly schedule Safety Committee meetings.
3. Railroad personnel are now members of the Safety Committee and participated in this last meeting.

**Safety Programs:**

The following Safety Programs have been reviewed and are awaiting final approval:

1. Fall Protection Safety Program
2. Ladder and Scaffolding Safety Program
3. Forklift Safety Program

**Charleston Security Cameras:**

Port staff is in the process of going out to bid for a new HD Long Range Wireless Security Camera System that provides Plug & Play solutions where running cabling is not always possible or is too expensive. These full 1080 HD systems can be custom made to fit our exact requirements to save time and money. This video system will provide much improved coverage of the Charleston Marina Complex and includes a notification system to provide real-time video to our security staff while on patrol.

**Security Updates Training:**

Security Manager will be receiving Department of Public Safety and Standards (DPSST) training and executive management training in order to remain in compliance with state laws concerning the Port’s security force. The lecture portion of the class includes topics on ethics, morals and professionalism, how and when to notify public authorities, making citizens arrests, report writing, criminal law, civil law, use of force and other legal considerations to assist the Security Professional on making good decisions.



MEMORANDUM

TO: John Burns, Chief Executive Officer

FROM: Brandon Collura, Harbormaster

DATE: December 9, 2019

SUBJECT: Charleston Operations Management Report

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The Marina finished the month of November at 45% capacity, down 12% from October. Of the 443 moorage slips, we had 137 annuals, 24 semi-annuals, 38 monthlies and 204 transients.

We sold 40 tons of ice in the amount of \$3,012.

The RV Park was at 21% capacity in November, down 4% from October. Out of 104 RV Park spaces, we had 67 check-ins for total sales of \$11,948.91.

**Dredge Project 2019/2020:**

The IGA between the Port of Siuslaw and OIPCB was signed the week of December 2, 2019. Final details are being organized with Business Oregon and pre-mobilization efforts are under way. The overall project is estimated to last approximately six weeks.

**Ice Plant Projects:**

Ice Maker #2 is in the final stages of repairs being made to the rotor and assembly. The top bearing brace was re-machined to the correct size and the bottom bearing brace was inspected. The water ring support arms are being re-welded where cracked and the other welds are being inspected. The maintenance team re-installed the rotor early in the week of December 9, 2019. Final installation procedures will take place from December 16-19, 2019. This stage includes the installation of new ice removing tools, bearings, seals, etc.

Annual preventative maintenance is currently taking place during the operational down time window.

The second major upcoming Ice Plant project is the replacement of the condenser. This multi-departmental project is slated to take place over the winter season and should last two weeks in duration. The project will demand the plant being closed for operations but will ensure longevity to overall operations once complete. The typical life span for a condenser is ten years.





**Derelict Vessel Removal:**

The removal of Port owned derelict vessels continues as space becomes available in the shipyard. Vessels that continually take on water and require pumping out are the top priority for removal.





M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Patrick Kerr, Director of Rail Operations

DATE: December 9, 2019

SUBJECT: Railroad Department Management Report

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**Operations:**

CBRL handled 348 revenue car loadings for November 2019. November 2019 car loadings were below October 2019, by 77 cars and below by 235 cars from the 2019/20 CBRL forecasted monthly average of 583 cars. November 2019 was above November 2018 of 268 cars by 80 cars.

November 2019 monthly carloads of 348 is below YTD forecast however, customer shipments are trending above the previous 4 out of 5 months. In November 2019, national rail volumes continued their decline due to national export and tariff issues, CBRL customers are enduring.

CBRL celebrated their first year of operations on November 1, 2019!

CBRL maintenance of way crews continue to work on track repairs, replacing ties, ditching, culverts, hazard tree removal and right of way cleanup.

CBRL car repair continues to focus on inspections and repair services for inbound and outbound traffic.

Port staff is reviewing the rail line, updating maintenance needs and project scopes. Staff is working with existing customers on their planned track expansion and increased local rail traffic in/out of their facility.

CBRL completed their annual railroad RWP and rules compliance training and testing with railroad and Port staff.

CBRL staff worked with FRA and ODOT regulatory signal, operations and mechanical inspectors along the line.

Port staff attended the monthly LaneAct meeting in Springfield discussing area transportation needs and future impacts.

Port staff attended the Oregon Rail Users League (ORULE) meeting in Salem. ORULE presented an award and appreciations to Hal Gard who is retiring December 1, 2019 from ODOT Rail Safety Administrator.

Port staff participated with the Oregon Lottery to facilitate hyrail and locomotives, provide interviews for a video being produced on the Tunnel Rehabilitation project and the positive impacts the Oregon Lottery funding has on continued enhanced transportation elements in the State.

**Coos Bay Rail Line, Inc.:**

Coos Bay Rail Line as of December 2, 2019 the CBRL is 74 days' injury free. The CBRL had 0 incidents during the month of November. Currently CBRL has 17 employees and 8 locomotives on property.

**Bridge Inspectors:**

Inspections are about 100% complete along the line. Bridge inspectors are finalizing reports from their inspection to be submitted to the Port in the next couple of months for review and planning.

**Tunnel Project Phase II:**

Tunnel contractor successfully completed the full track and roadbed removal and replacement for tunnel 21 and reopened the line for rail traffic during the work window on November 8-11, 2019. The next planned work window is for tunnel 20 starting on December 20, 2019.

**North American Rail Traffic:**

“Rail traffic continues to struggle because U.S. manufacturing is soft, trade disputes and the uncertainty they entail are ongoing, and economic growth abroad isn't what it could be,” said Association of American Railroads Senior Vice President Policy and Economics John T. Gray. “That said, we're confident that rail volumes will begin to grow again as the manufacturing portion of the economy finds firmer footing.”

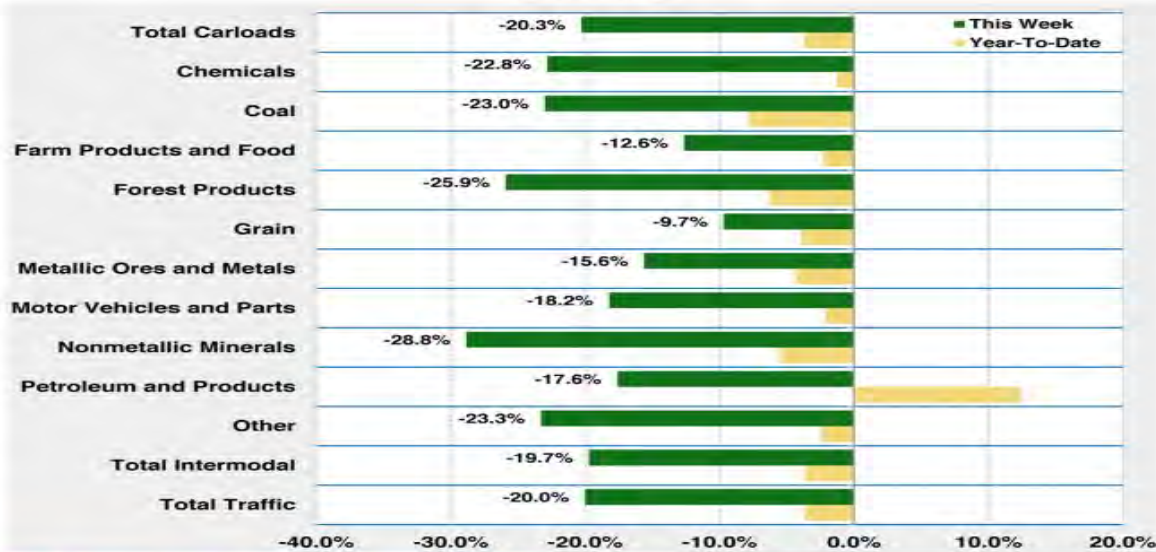
U.S. railroads originated 955,579 carloads in November 2019, down 7.5% or 77,166 carloads, from November 2018. U.S. railroads also originated 1,019,766 containers and trailers in November 2019, down 7.4% or 81,138 units, from the same month last year. Combined U.S. carload and intermodal originations in November 2019 were 1,975,345, down 7.4% or 158,304 carloads and intermodal units from November 2018.

**North American Rail Traffic**  
 Week 48, 2019 – Ended November 30, 2019

	This Week		Year-To-Date		
	Cars	vs 2018	Cumulative	Avg/wk <sup>1</sup>	vs 2018
<b>Total Carloads</b>	<b>305,507</b>	<b>-20.3%</b>	<b>16,916,914</b>	<b>352,436</b>	<b>-3.7%</b>
Chemicals	38,742	-22.8%	2,158,356	44,966	-1.2%
Coal	74,471	-23.0%	4,095,875	85,331	-7.8%
Farm Products excl. Grain, and Food	23,302	-12.6%	1,196,526	24,928	-2.3%
Forest Products	13,563	-25.9%	797,037	16,605	-6.3%
Grain	30,748	-9.7%	1,556,431	32,426	-3.9%
Metallic Ores and Metals	38,840	-15.6%	1,980,464	41,260	-4.3%
Motor Vehicles and Parts	22,591	-18.2%	1,246,618	25,971	-2.1%
Nonmetallic Minerals	31,373	-28.8%	2,170,802	45,225	-5.4%
Petroleum and Petroleum Products	22,028	-17.6%	1,133,459	23,614	12.4%
Other	9,849	-23.3%	581,346	12,111	-2.4%
<b>Total Intermodal Units</b>	<b>307,219</b>	<b>-19.7%</b>	<b>16,929,841</b>	<b>352,705</b>	<b>-3.6%</b>
<b>Total Traffic</b>	<b>612,726</b>	<b>-20.0%</b>	<b>33,846,755</b>	<b>705,141</b>	<b>-3.6%</b>

<sup>1</sup> Average per week figures may not sum to totals as a result of independent rounding.

**Trends, 2019 vs 2018**  
 North America



# Action Items

**OREGON INTERNATIONAL PORT OF COOS BAY  
BOARD OF COMMISSIONERS  
ACTION/DECISION REQUEST**

**DATE:** December 9, 2019

**PROJECT TITLE:** 2019Res16 - Amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.9: Non-Discrimination and Anti-Harassment /Violence

**ACTION REQUESTED:** Approve Resolution 2019Res16 Authorizing the Amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.9: Non-Discrimination and Anti-Harassment /Violence

**BACKGROUND:**

During the 2019 Oregon Legislative Session, Governor Kate Brown signed Senate Bill 479, requiring all public employers to have a written workplace harassment and investigation policy in place with specific provisions by January 1, 2020.

The Port's existing workplace harassment policy, Port Personnel Policy Section 14.9: Non-Discrimination and Anti-Harassment/Violence, was originally approved by the Board of Commissioners in March 2007 and most recently amended in April 2017 to reflect best practices and changes in laws.

Following a template policy provided by HR Answers (an HR consulting firm), Section 14.9 has once again been revised to meet the requirements as outlined in Oregon Senate Bill 479 and has been reviewed and edited by Port Staff and Port's legal counsel before being presented to the Port Commission. The red lined tracked version of the changes, as well as a clean draft version of the recommended revisions, are included within the packet following this backgrounder.

**RECOMMENDED MOTION:**

Approve resolution 2019Res16 authorizing the amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.9: Non-Discrimination and Anti-Harassment/Violence to reflect the new policy requirements as outlined in Oregon Senate Bill 479.

**RESOLUTION 2019Res16**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
OREGON INTERNATIONAL PORT OF COOS BAY**

**RESOLUTION AUTHORIZING THE AMENDMENTS TO  
PORT POLICY MANUAL CHAPTER 14: PERSONNEL POLICY  
SECTION 14.9: NON-DISCRIMINATION AND ANTI-HARASSMENT/VIOLENCE**

**WHEREAS**, the Oregon International Port of Coos Bay, a Port District organized and operated under Oregon Revised Statutes (ORS) 777, has maintained a Personnel Policy as an ongoing component of the Port Policy Manual, and

**WHEREAS**, the Port Policy Manual Chapter 14: Personnel Policy Section 14.9: Non-Discrimination and Anti-Harassment/Violence was originally approved by the Board of Commissioners in March 2007 and most recently amended in April 2017 to reflect best practices and changes in laws, and

**WHEREAS**, during the 2019 Oregon Legislative Session, Governor Kate Brown signed Senate Bill 479, requiring all public employers to have a written workplace harassment and investigation policy in place with specific provisions by January 1, 2020, and

**WHEREAS**, Port Policy Manual Chapter 14: Personnel Policy Section 14.9: Non-Discrimination and Anti-Harassment/Violence has been revised to meet the requirements as outlined in Oregon Senate Bill 479, and

**WHEREAS**, the policy has been reviewed and revised by Port Staff and the Port's legal counsel before being presented to the Port Commission.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts the amendments to Chapter 14: Personnel Policy Section 14.9: Non-Discrimination and Anti-Harassment/Violence of the Port's Policy Manual, identified as Exhibit A, attached hereto and incorporated herein by reference.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 16<sup>th</sup> day of December, 2019.

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David Kronsteiner, President

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Eric Farm, Vice President

## **POLICY 14.9 NON-DISCRIMINATION AND ANTI-HARASSMENT/VIOLENCE**

### **A. EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the Port of Coos Bay to provide equal employment opportunities to all qualified persons without regard to sex, age, race, color, religion, citizenship, national origin, marital or veteran status, sexual orientation, gender identity or expression, genetic information, the presence of a physical or mental condition or disability that can be reasonably accommodated or other protected status in accordance with applicable law. The Port of Coos Bay employs, retains, promotes, disciplines, discharges, and otherwise treats all employees and job applicants on the basis of merit, qualifications, contributions and competence or membership in any other classification protected under federal or Oregon law.

### **B. GENETIC INFORMATION NONDISCRIMINATION ACT**

Pursuant to the federal Genetic Information Nondiscrimination Act of 2008 (GINA), the Port respects all employees' privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. The Port will not discriminate, harass, or retaliate on the basis of genetic information regarding any aspect of employment.

Additionally, the Port prohibits the use of genetic information to make an employment decision. According to the Equal Employment Opportunity Commission, genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history).

Family medical history is included in the definition of genetic information as it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future.

### **C. AMERICANS WITH DISABILITIES ACT (ADA)**

The Port prohibits all unlawful discrimination against persons with disabilities that work for, visit or interact with the Port.

Disabled employees and applicants are qualified individuals with a disability as defined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA).

#### **Requests for Accommodation:**

It is the intent of the Port to make the workplace equal for all applicants and employees. Circumstances may arise where reasonable accommodation for an applicant or employee is necessary to meet this objective. Employees or applicants in need of an accommodation under the ADA or ADAAA shall make a request in writing to Human Resources.



Accommodations for Disability:

The Port will participate in the interactive process in accordance with the ADA to determine if a reasonable accommodation is appropriate.

What is considered a reasonable accommodation varies and is determined by a number of factors, including safety. All requests for accommodation will be evaluated on a case-by-case basis taking into consideration all known circumstances.

D. RELIGIOUS ACCOMMODATIONS

The Port respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the Port's business.

An employee whose religious beliefs or practices conflict with his/her job, work schedule, with the Port's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to Human Resources. The written request shall include the type of religious conflict that exists and the employee's suggested accommodation.

Human Resources will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether a reasonable accommodation is available which would not create an undue hardship on the Port's business. An accommodation may be a change in job duties, use of paid leave or leave without pay, exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment.

Human Resources and the employee will meet to discuss the request and decision on an accommodation will be made if possible. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal following the Port's general grievance policy and procedure.

E. ANTI-HARASSMENT/VIOLENCE

Discrimination, harassment, violence, and retaliation are not acceptable. The Port is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and violence. Therefore, the Port expects that all relationships among persons will be respectful and professional and free of bias, prejudice, harassment and violence in the workplace, at work related events (including business trips, business meetings and business-related social events), or with any activity coordinated by or through the Port. This policy applies to all Port employees, Board of Commissioners, elected officials, volunteers, interns and any other person involved in the course of accomplishing work of the Port.

This policy is developed to ensure that all Port employees can work in an environment free from unlawful harassment, violence, discrimination and retaliation. The Port will make every reasonable effort to ensure that all employees are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should speak with their manager or Human Resources.

Definitions of Harassment and Violence:

1. Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse of a sexual nature;
- commentary about an individual's body, sexual prowess or sexual deficiencies;
- leering, catcalls or touching;
- insulting or obscene comments or gestures;
- display in the workplace of sexually suggestive objects or pictures;
- other physical, verbal or visual conduct of a sexual nature.
- Sex-based harassment, that is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males), may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, gender identity or expression, national origin, age, disability, citizenship status, marital status, sexual orientation, genetic information, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an

intimidated, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

3. Harassment in the form of bullying is also strictly prohibited. Bullying is defined as unwanted intentional written, verbal, nonverbal, or physical behavior, including but not limited to threatening, insulting, or dehumanizing gesture, by someone that has the potential to create an intimidating or offensive working environment or cause long term damage, cause discomfort or humiliation, or unreasonably interfere with the individual's performance of their job. Such behavior may be a one-time activity or be carried out repeatedly.
4. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; unwanted teasing, demeaning or belittling jokes, name calling, and comments; stalking or physical violence; public humiliation, and displaying or circulating written or graphic material that shows hostility or dislike toward an individual or group on Port premises during company time or by using Port equipment such as electronics communication, phones, social media, or other means.
5. Violent conduct includes the actual or implied threat of harm to an individual, group of individuals, or associates of those individuals; the possession of weapons of any kind, or the brandishing of any object that could reasonably be construed as a weapon, in Port facilities; loud, angry, or disruptive behavior ("temper tantrums"); negligent or intentional disregard for the physical safety or well-being of others; willful destruction of the Port's or other employees' property, or commission of any violent crime on Port property.

Retaliation Is Prohibited:

The Port prohibits retaliation (any adverse action) against any individual who in good faith reports alleged violations of discrimination or harassment, applicable laws, rules, or regulations, or participates in an investigation of such reports. Any employee who believes that he or she has been subjected to discrimination or retaliation or that a violation of Port policies has occurred, should immediately contact Human Resources. Retaliation against an individual is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

F. COMPLAINT PROCEDURE

Reporting an Incident of Harassment, Discrimination, Violence or Retaliation:

Employees are encouraged to promptly report to their manager, any management staff, or Human Resources if they witness, experience, or perceive discrimination, harassment, violence or retaliation, regardless of the offender's identity or position. Individuals are not obligated to make reports or file complaints with their immediate supervisor first before bringing the matter to the attention of a manager or Human Resources. A victim of workplace harassment may voluntarily disclose information regarding an incident of workplace harassment that involves the victim.

Employees may also report discrimination, harassment, violence or retaliation externally through the Oregon Bureau of Labor and Industries complaint resolution process under ORS 659A.820 to 659A.865 or through civil or criminal action. If civil or criminal action is used, a notice of claim must be provided to the Port in accordance with ORS 30.275. The timeline under which relief may be sought may vary depending on the preferred action and should be determined upon contacting the chosen external process.

Individuals who believe they are being subjected to harassing conduct are also encouraged to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued.

Prompt reporting of complaints or concerns is encouraged for a timely investigation. Complaints and concerns must be brought forward to the Port within four years from the date of the alleged violation. Reporting employees should document the events, associated dates, and any potential witnesses. Reporting of complaints to the Bureau of Labor and Industries complaint resolution process, or under any other available law, whether civil or criminal, have different timelines for requesting relief and Reporting employees should determine the correct timeline for requesting relief.

The Investigation:

Any reported allegations of harassment, discrimination, violence or retaliation will be promptly investigated by Human Resources. Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action, but cannot be guaranteed.

The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will be directed at ascertaining the facts concerning the allegations. If, in the course of investigation, evidence of harassment involving other employees is found, the Port shall initiate separate investigations.

The alleged perpetrator shall be advised of the allegations and be provided an opportunity to respond orally or in writing. The employee shall also be advised that any retaliatory conduct towards the alleged victim will be subject to separate disciplinary action.

The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for responsive action. The report will also include any recommendations to remedy any harm which was suffered by the victim(s). The report will be provided to both the victim and the alleged perpetrator.

False and malicious complaints of harassment, violence, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be subject to disciplinary action.

Nothing in this section shall limit the authority of the Port to modify policies or practices to correct any appearance of harassment without finding reasonable cause for responsive action or taking any disciplinary action.

Any corrective or disciplinary action shall be in accordance with Policy 14.12.

Responsive Action:

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension with or without pay or termination, if the Port concludes it is appropriate under the circumstances.

Follow Up:

Following receipt of a complaint or concern, Human Resources will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the follow-up to report related experiences. If an employee would like the follow-up to discontinue, a request must be submitted in writing to Human Resources.

G. EMPLOYMENT AGREEMENTS

The Port will not require or coerce an employee to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may voluntarily request to enter into this type of agreement and, upon request, will be provided at least seven (7) days to revoke the agreement.

H. EMPLOYEE SUPPORT SERVICES

The Port is committed to assisting employees who may be a victim of workplace harassment, discrimination, violence or retaliation. Human Resources will assist employees with identifying legal resources, counseling and support services including services provided by the Port's Employee Assistance Program (EAP).

## **POLICY 14.9 NON-DISCRIMINATION AND ANTI-HARASSMENT/VIOLENCE**

### **A. EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the Port of Coos Bay to provide equal employment opportunities to all qualified persons without regard to sex, age, race, color, religion, citizenship, national origin, marital or veteran status, sexual orientation, gender identity or expression, genetic information, the presence of a physical or mental condition or disability that can be reasonably accommodated or other protected status in accordance with applicable law. The Port of Coos Bay employs, retains, promotes, disciplines, discharges, and otherwise treats all employees and job applicants on the basis of merit, qualifications, contributions and competence or membership in any other classification protected under federal or Oregon law.

### **B. GENETIC INFORMATION NONDISCRIMINATION ACT**

Pursuant to the federal Genetic Information Nondiscrimination Act of 2008 (GINA), the Port respects all employees' privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. The Port will not discriminate, harass, or retaliate on the basis of genetic information regarding any aspect of employment.

Additionally, the Port prohibits the use of genetic information to make an employment decision. According to the Equal Employment Opportunity Commission, genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history).

Family medical history is included in the definition of genetic information as it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future.

### **C. AMERICANS WITH DISABILITIES ACT (ADA)**

The Port prohibits all unlawful discrimination against persons with disabilities that work for, visit or interact with the Port.

Disabled employees and applicants are qualified individuals with a disability as defined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA).

#### Requests for Accommodation:

It is the intent of the Port to make the workplace equal for all applicants and employees. Circumstances may arise where reasonable accommodation for an applicant or employee is necessary to meet this objective. Employees or applicants in need of an accommodation under the ADA or ADAAA shall make a request in writing to Human Resources.

Accommodations for Disability:

The Port will participate in the interactive process in accordance with the ADA to determine if a reasonable accommodation is appropriate.

What is considered a reasonable accommodation varies and is determined by a number of factors, including safety. All requests for accommodation will be evaluated on a case-by-case basis taking into consideration all known circumstances.

D. RELIGIOUS ACCOMMODATIONS

The Port respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the Port's business.

An employee whose religious beliefs or practices conflict with his/her job, work schedule, with the Port's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to Human Resources. The written request shall include the type of religious conflict that exists and the employee's suggested accommodation.

Human Resources will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether a reasonable accommodation is available which would not create an undue hardship on the Port's business. An accommodation may be a change in job duties, use of paid leave or leave without pay, exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment.

Human Resources and the employee will meet to discuss the request and decision on an accommodation will be made if possible. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal following the Port's general grievance policy and procedure.

E. ANTI-HARASSMENT/VIOLENCE

Discrimination, harassment, violence, and retaliation are not acceptable. The Port is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and violence. Therefore, the Port expects that all relationships among persons ~~in the workplace~~ will be business-like, respectful and professional and free of bias, prejudice, harassment and violence in the workplace, at work related events (including business trips, business meetings and business-related social events), or with any activity coordinated by or through the Port. This policy applies to all Port employees, Board of Commissioners, elected officials, volunteers, interns and any other person involved in the course of accomplishing work of the Port.

This policy is developed to ensure that all Port employees can work in an environment free from unlawful harassment, violence, discrimination and retaliation. The Port will make every reasonable effort to ensure that all employees are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should speak with their manager or Human Resources.

#### Definitions of Harassment and Violence:

1. Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse of a sexual nature;
- commentary about an individual's body, sexual prowess or sexual deficiencies;
- leering, catcalls or touching;
- insulting or obscene pictures (including through e-mail) comments or gestures;
- display in the workplace of sexually suggestive objects or pictures;
- other physical, verbal or visual conduct of a sexual nature.
- Sex-based harassment, that is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males), may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, gender identity or expression, national origin, age, disability, citizenship status, marital status, sexual orientation, genetic information, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an



intimidated, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

3. Harassment in the form of bullying is also strictly prohibited. Bullying is defined as unwanted intentional written, verbal, nonverbal, or physical behavior, including but not limited to threatening, insulting, or dehumanizing gesture, by someone that has the potential to create an intimidating or offensive working environment or cause long term damage, cause discomfort or humiliation, or unreasonably interfere with the individual's performance of their job. Such behavior may be a one-time activity or be carried out repeatedly.
4. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; unwanted teasing, demeaning or belittling jokes, name calling, and comments; stalking or physical violence; ~~and~~ public humiliation, and displaying or circulating written or graphic material that shows hostility or dislike toward an individual or group on Port premises during company time or by using Port equipment such as electronics communication, phones, social media, or other means.
5. Violent conduct includes the actual or implied threat of harm to an individual, group of individuals, or associates of those individuals; the possession of weapons of any kind, or the brandishing of any object that could reasonably be construed as a weapon, in Port facilities; loud, angry, or disruptive behavior ("temper tantrums"); negligent or intentional disregard for the physical safety or well-being of others; willful destruction of the Port's or other employees' property, or commission of any violent crime on Port property.

#### Retaliation Is Prohibited:

The Port prohibits retaliation (any adverse action) against any individual who in good faith reports alleged violations of discrimination or harassment, applicable laws, rules, or regulations, or participates in an investigation of such reports. Any employee who believes that he or she has been subjected to discrimination or retaliation or that a violation of Port policies has occurred, should immediately contact Human Resources. Retaliation against an individual is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

#### ~~Individuals and Conduct Covered:~~

~~These policies prohibit harassment, discrimination, violence and retaliation whether engaged in by a co-worker, by a manager, or by someone not directly connected to the Port (e.g., an outside vendor, consultant or customer).~~

~~Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.~~

## F. COMPLAINT PROCEDURE

### Reporting an Incident of Harassment, Discrimination, Violence or Retaliation:

~~An~~ Employees are encouraged to ~~must~~ promptly report to their manager ~~or~~, any management staff, or Human Resources if they witness, ~~or~~ experience, or perceive discrimination, harassment, violence or retaliation, regardless of the offender's identity or position. Individuals are not obligated to make reports or file complaints with their immediate supervisor first before bringing the matter to the attention of a manager or Human Resources. A victim of workplace harassment may voluntarily disclose information regarding an incident of workplace harassment that involves the victim.

Employees may also report discrimination, harassment, violence or retaliation externally through the Oregon Bureau of Labor and Industries complaint resolution process under ORS 659A.820 to 659A.865 or through civil or criminal action. If civil or criminal action is used, a notice of claim must be provided to the Port in accordance with ORS 30.275. The timeline under which relief may be sought may vary depending on the preferred action and should be determined upon contacting the chosen external process.

~~The availability of this complaint procedure does not preclude i~~ Individuals who believe they are being subjected to harassing conduct are also encouraged to from promptly ~~advising~~ advise the offender that his or her behavior is unwelcome and ~~requesting~~ that it be discontinued.

Prompt reporting of complaints or concerns is encouraged for a timely investigation. Complaints and concerns must be brought forward to the Port within four years from the date of the alleged violation. Reporting employees should document the events, associated dates, and any potential witnesses. Reporting of complaints to the Bureau of Labor and Industries complaint resolution process, or under any other available law, whether civil or criminal, have different timelines for requesting relief and Reporting employees should determine the correct timeline for requesting relief.

### The Investigation:

Any reported allegations of harassment, discrimination, violence or retaliation will be promptly investigated by Human Resources. Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action, but cannot be guaranteed.

The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will be directed at ascertaining the facts concerning the allegations. If, in the course of investigation, evidence of harassment involving other employees is found, the Port shall initiate separate investigations.

The alleged perpetrator shall be advised of the allegations and be provided an opportunity to respond orally or in writing. The employee shall also be advised that any retaliatory conduct towards the alleged victim will be subject to separate disciplinary action.

The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for responsive action. The report will also include any recommendations to remedy any harm which was suffered by the victim(s). The report will be provided to both the victim and the alleged perpetrator.

False and malicious complaints of harassment, violence, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be subject to disciplinary action.

Nothing in this section shall limit the authority of the Port to modify policies or practices to correct any appearance of harassment without finding reasonable cause for responsive action or taking any disciplinary action.

Any corrective or disciplinary action shall be in accordance with Policy 14.12.

Responsive Action:

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension with or without pay or termination, if the Port concludes it is appropriate under the circumstances.

Follow Up:

Following receipt of a complaint or concern, Human Resources will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the follow-up to report related experiences. If an employee would like the follow-up to discontinue, a request must be submitted in writing to Human Resources.

G. EMPLOYMENT AGREEMENTS

The Port will not require or coerce an employee to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may voluntarily request to enter into this type of agreement and, upon request, will be provided at least seven (7) days to revoke the agreement.

H. EMPLOYEE SUPPORT SERVICES

The Port is committed to assisting employees who may be a victim of workplace harassment, discrimination, violence or retaliation. Human Resources will assist employees with identifying legal resources, counseling and support services including services provided by the Port's Employee Assistance Program (EAP).

**OREGON INTERNATIONAL PORT OF COOS BAY  
BOARD OF COMMISSIONERS  
ACTION/DECISION REQUEST**

**DATE:** December 9, 2019

**PROJECT TITLE:** 2019Res17 - Rename Port Policy Manual Chapter 10

**ACTION REQUESTED:** Approve Resolution 2019Res17 Renaming Port Policy Manual Chapter 10 from “Vehicles/Vehicle Use” to “Vehicles and Equipment”

**BACKGROUND:**

As the Port acquires operating equipment which may require policies regarding safety, care, and use, Port Staff found it necessary to rename Chapter 10 of the Port Policy Manual from “Vehicles/Vehicle Use” to “Vehicles and Equipment”.

**RECOMMENDED MOTION:**

Approve Resolution 2019Res17 Renaming Port Policy Manual Chapter 10 from “Vehicles/Vehicle Use” to “Vehicles and Equipment”.

**RESOLUTION 2019Res17**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
OREGON INTERNATIONAL PORT OF COOS BAY**

**RESOLUTION AUTHORIZING TO RENAME PORT POLICY MANUAL CHAPTER 10  
FROM “VEHICLES / VEHICLE USE” TO “VEHICLES AND EQUIPMENT”**

**WHEREAS**, the Oregon International Port of Coos Bay (Port), a Port District organized and operated under Oregon Revised Statutes (ORS) 777, has maintained a Policy Manual of policies established by the Board of Commissioner for governance of the Port, and

**WHEREAS**, the Port acquires operating equipment which may require policies regarding safety, care, and use, and

**WHEREAS**, Port Staff found it necessary to rename Chapter 10 of the Policy Manual from “Vehicles/Vehicle Use” to “Vehicles and Equipment”.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay approves renaming Port Policy Manual Chapter 10 from “Vehicles/ Vehicle Use” to “Vehicles and Equipment”.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 16<sup>th</sup> day of December, 2019.

\_\_\_\_\_  
David Kronsteiner, President

\_\_\_\_\_  
Eric Farm, Vice President

**OREGON INTERNATIONAL PORT OF COOS BAY  
BOARD OF COMMISSIONERS  
ACTION/DECISION REQUEST**

**DATE:** December 9, 2019

**PROJECT TITLE:** 2019Res18 - Adoption of Port Policy 10.3: Unmanned Aerial System (UAS) Management

**ACTION REQUESTED:** Approve Resolution 2019Res18 Adopting Port Policy 10.3: Unmanned Aerial System (UAS) Management

**BACKGROUND:**

Unmanned Aerial Systems (UAS) are a rapidly growing and important part of many types of organizations, including ports. Whether inspecting infrastructure, capturing marketing media or mapping geography, UAS are an effective, safe and affordable way to improve an organization's capabilities.

A UAS policy gives structure to the management of the UAS activity. The overall purpose is to promote safe, efficient and lawful operation of UAS by authorized Port employees and third-party operators. Safety for all parties involved with commercial UAS operations is the number one priority. In addition, not having a UAS policy for commercial drone operations can expose the Port to safety and liability risks.

The policy establishes a standard process and lists out roles and responsibilities, providing clarity on UAS related regulations, transparency, accountability, and ability to share best practices across the organization. It also outlines an internal process for internal UAS requests, equipment care, safety requirements, and training. The last part of the policy addresses external stakeholders ensuring privacy protection and addressing regulations for third party UAS operations on or above Port property.

As UAS operations continue to grow, an established policy gives the Port and its stakeholders protection as well as serving as a starting point to address the inevitable changing Oregon Department of Aviation and Federal Aviation Administration regulations on this matter.

Policy 10.3 has been reviewed and edited by Port Staff and Port's legal counsel before being presented to the Port Commission. The draft policy is included within the packet following this backgrounder.

**RECOMMENDED MOTION:**

Approve resolution 2019Res18 adopting Port Policy 10.3: Unmanned Aerial System (UAS) Management.

**RESOLUTION 2019Res18**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
OREGON INTERNATIONAL PORT OF COOS BAY**

**RESOLUTION AUTHORIZING THE ADOPTION OF  
PORT POLICY MANUAL CHAPTER 10: VEHICLES AND EQUIPMENT  
SECTION 10.3: UNMANNED AERIAL SYSTEM (UAS) MANAGEMENT**

**WHEREAS**, the Oregon International Port of Coos Bay (Port), a Port District organized and operated under Oregon Revised Statutes (ORS) 777, has maintained a Policy Manual of policies established by the Board of Commissioner for governance of the Port, and

**WHEREAS**, the Port owns and operates an Unmanned Aerial System (UAS) to inspect infrastructure, capture marketing media or map geography, and

**WHEREAS**, a UAS policy is necessary to promote safe, efficient and lawful operation of UAS by authorized Port employees and third-party operators, and

**WHEREAS**, the created policy establishes a standard process; lists roles and responsibilities; provides clarity on UAS related regulations, transparency, and accountability; outlines an internal process for internal UAS requests, equipment care, safety requirements, and training; addresses external stakeholders ensuring privacy protection; and provides regulations for third party UAS operations on or above Port property, and

**WHEREAS**, the policy has been reviewed and revised by Port Staff and the Port's legal counsel before being presented to the Port Commission.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts Chapter 10: Vehicles and Equipment 10.3: Unmanned Aerial System (UAS) Management, of the Port's Policy Manual, identified as Exhibit A, attached hereto and incorporated herein by reference.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 16<sup>th</sup> day of December, 2019.

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David Kronsteiner, President

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Eric Farm, Vice President

## **POLICY 10.3: UNMANNED AERIAL SYSTEM (UAS) MANAGEMENT**

### **A. UAS POLICY STATEMENT**

This policy is intended to promote safe, efficient and lawful operation of the Oregon International Port of Coos Bay (Port) Unmanned Aerial System (UAS). Safety is the primary concern in every UAS operation, regardless of the nature of the mission.

This policy requires all UAS operations to be performed in a manner that mitigates risk to safety, security, and privacy, and ensures compliance with the Federal Aviation Administration (FAA) Modernization and Reform Act of 2012 (Public Law 112-95) as codified in 14 Code of Federal Regulations (CFR) Part 101 (for hobby or recreational purposes) and 14 CFR Part 107 (for commercial purposes) and all applicable laws.

### **B. PURPOSE AND MISSION**

This policy is to support the activities of Port UAS operations. It is designed to govern the operations under the authority of the Port and follow Federal Aviation Administration (FAA) regulations. It provides guidance and support to enable the Port authorized Pilot in Command and Observer to fulfill their requirements under the authority that is delegated to the Port by the FAA as a public entity.

### **C. UAS TEAM**

The UAS team is comprised of personnel approved by the Port, who are specially trained with knowledge of the airspace within which the operation will take place and how the airspace fits into the National Airspace System (NAS). The UAS team, includes a Chief Pilot (CP), Pilot in Command / Pilot at the Controls (PIC/PAC), Observers and others deemed necessary to complete the mission.

#### Chief Pilot (CP):

The CP is responsible for the UAS program and for all personnel involved with UAS operations, including:

- Maintaining all maintenance records for each individual UAS airframe,
- Developing, conducting, and planning training for all UAS Team members,
- Maintaining, and annually reviewing, a file on each PIC, which will include copies of training records, flight records, flight incidents, etc.,
- Maintaining contact with the FAA and update regulations as they change,
- Approving all flight operations, and
- Reviewing and investigating any UAS safety concern, occurrence, or hazard.

#### Pilot in Command / Pilot at the Controls (PIC/PAC):

The PIC/PAC is responsible for the actual operations of the UAS while in flight.



The CP and PIC/PAC must have the following minimum qualifications:

- Have successfully passed the FAA Part 107 exam.
- Expertise interacting with Air Traffic Control (ATC) or Terminal Radar Approach Control Facilities (TRACON) and ability to perform that task readily.
- An understanding and ability to comply with FAA regulations applicable to the airspace where the UAS operates.
- Knowledge of general Academy of Model Aeronautics (AMA) aviation practices.
- Familiarity and operations of the Port UAS to include:
  - a. Sufficient flights to be familiar of all flight characteristics.
  - b. Familiarity with the latest revision of ground control software.
  - c. Emergency recovery procedures in failed link situations.
- Familiarity with mission planning and preflight procedures.
- Versed in emergency procedures and contingency operations.
- Familiarity with acceptable field repair and maintenance procedures.

PIC/PACs may be temporarily removed from flight status at any time by the CP, for reasons including performance, proficiency, physical condition, etc. Should this become necessary, the PIC/PAC will be notified verbally and in writing of the reason, further action to be taken, and expected duration of such removal.

#### Visual Observers:

It is the responsibility of the Visual Observer to:

- Understand the inherent risks in the vicinity of flight operations,
- Maintain awareness of the position of the UAS through direct visual observation,
- Scan the airspace where the UAS is operating for potential collision hazards, and
- Clearly communicate to the PIC any turning instructions required to stay clear of conflicting air traffic and obstacles.

Observers shall receive training on rules and responsibilities described in 14 CFR 91.111: Operating Near Other Aircraft, 14 CFR 91.113: Right-of Way Rules, cloud clearance, inflight visibility, and the Pilot Controller Glossary including standard ATC phraseology and communication. UAS Observers are subject to 14 CFR 91.17: Alcohol or Drugs.

#### D. DRONE FLIGHT REQUEST

Port staff may request drone flights by filling out the “OIPCB Drone Request Form”, which will outline the description of the flight mission, locations, deadlines, safety, and the approval process. After a request is submitted, the CP will assign and schedule a flight for the requested

operation if deemed safe and appropriate. Each request must be approved by the Department Head beforehand.

E. UAS STORAGE

UAS operations are housed and maintained at a facility designated by the Port. The CP and PIC/PACs shall ensure the UAS equipment is properly secured, UAS controller and batteries are charged, and the facility is left in a neat, clean, and orderly fashion.

F. SAFETY

The Port is committed to having a safe and healthy UAS program and will implement UAS community best management practices.

No employee will be required to do a job that they consider unsafe. If an employee observes an unsafe act or condition that might result in an accident or incident, they should immediately “Stop Work” and reassess the situation to mitigate safety hazards prior to continuing work. If safety risks or hazards cannot be mitigated onsite, employees shall contact their supervisor and brief them of the situation. Everyone is required to comply with all applicable Oregon Occupational Safety and Health Administration (OR-OSHA) workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.

It is the duty of every member within the UAS flight crew to contribute to the goal of continued safe operations. Any safety hazard, whether procedural, operational, or maintenance related must be identified as soon as possible. If any employee observes or has knowledge of an unsafe or dangerous act committed by a member of the UAS team, the CP is to be notified immediately so corrective action may be taken.

In the event of an incident, a thorough review and investigation must be completed as soon as practical to determine the root cause of the incident in order to institute corrective actions.

A comprehensive Safety Risk Management (SRM) approach shall be applied to every UAS mission. Risk analysis of every UAS mission shall be completed utilizing a Drone Operations software.

G. OPERATIONAL HAZARD AND OCCURRENCE REPORT (OHOR) AND INVESTIGATIONS

Occurrences are unplanned safety related events, including accidents and incidents, that could impact safety. A hazard is something that has the potential to cause harm. The systematic identification and control of all major hazards is foundational to safety.

The OHOR concept provides a mechanism to report hazards and occurrences, real and perceived, to those responsible for UAS operations. There is no specific format for the OHOR as the information provided is what is important, not the format, and should be used without hesitation

to report any anticipated, current, or experienced safety hazard, or occurrence. Further, the OHOR can be submitted anonymously, and to whatever management level in the organization, to get the proper attention, without fear of retaliation.

Written reports fully explaining the problem will be given to the CP or Port Safety Manager for investigation.

Every hazard and/or occurrence will be investigated, with the results and corrective action taken communicated to all UAS members. The investigation will be conducted by the CP, Safety Manager or any other member of the Port who has the technical skills necessary to complete the investigation. The services of an independent subject matter expert may be necessary in some cases to assure a thorough and complete investigation.

Hazards requiring immediate attention will be brought to the attention of the CP, verbally, and without delay.

All UAS members are authorized to take action to correct a hazard if, in that member's opinion, delay will result in an accident or injury.

#### H. TRAINING

##### Objective:

The key to continued safe operations is maintaining a professional level of competency. The first step in this process is establishing minimum qualifications for selecting UAS members and the second step involves the proper training of those individuals.

##### Instructors:

Duties of instructing new members shall fall upon those that have the most flight time, experience, and knowledge of UAS operations. Instructors shall be designated and approved by the CP.

##### Training Plans:

All UAS members shall have a training plan, developed by the CP, on file that outlines training objectives. All deployments or training exercises shall be documented and count towards the member's training requirements. It is the member's responsibility to verify their training records are kept up to date and contains all pertinent information. The CP will conduct quarterly checks of the training records to verify compliance with developed training plans.

##### Proficiency:

To maintain a level of proficiency with the UAS, PIC/PACs are required, as part of their acceptance into the UAS flight crew program, to attend training quarterly. Training is coordinated through the CP. All members shall also review the Port UAS policy on an annual basis and that review shall be noted in their training record.

I. MEDICAL FACTORS

A self-assessment of physical condition shall be made by all members during pre-flight activities. PIC/PAC and Observers shall only deploy the UAS when fully rested and emotionally prepared for the tasks at hand. Physical illness, exhaustion, emotional issues, etc., seriously impair judgement, memory, and alertness. UAS members shall not act as a PIC or Observer when suffering from any of the above conditions. UAS members are expected to “stand down” when these conditions could reasonably be expected to affect their ability to perform their flight duties.

Performance can also be seriously hampered by prescription and over-the-counter drugs. If it is determined that the medication being taken could hamper the PIC/PAC or Observer, that member shall be prohibited from the acting as a UAS team member.

No UAS member shall act as a PIC/PAC or Observer within eight hours after consumption of any alcohol beverage, while under the influence of alcohol, or while having an alcohol concentration of 0.04 or higher, or using any drug that affects the person’s faculties in any way contrary to safety (FAR 91.17).

J. PUBLIC INQUIRIES

Inquiries from news media outlets or the general public shall be forwarded to the CP and the External Affairs Department.

K. PUBLIC PRIVACY

UAS operations shall not infringe upon the rights and liberties of individuals. PIC/PACs and Observers shall ensure the protection of private individuals’ civil rights and reasonable expectations of privacy before deploying the UAS. PIC/PACs and Observers are accountable for ensuring the operations of the UAS intrude to a minimal extent possible upon private persons and businesses by observing the following:

1. The Port must have an authorized purpose to collect and use information using a UAS. Should information be collected that could be used to identify persons or private information, the Port must remove all personal identifiable information from raw data footage.
2. When the UAS is airborne, the onboard camera is turned, if possible, so as to be facing away from non-Port owned occupied structures, property, etc., to minimize inadvertent video or still images of uninvolved UAS persons or property.
3. All authorized missions for the Port’s UAS are initiated by Port employees and are for Port business only.
4. The Port’s UAS operates strictly within the law and regulations that govern UAS operations. If in doubt, prior to operating the UAS, ensure the proper forms and

applications are applied for and obtained. The Port balances all operations with the need to accomplish the mission while maintaining public privacy.

5. All UAS data (raw and finished) will be stored in a secure centralized location and maintained in compliance with the Oregon Secretary of State's Archives Division Retention Schedule for Counties and Special Districts.

L. THIRD PARTY UAS OPERATIONS ON OR ABOVE PORT PROPERTY

State law prohibits local governments, such as the Port, from regulating the "ownership or operation" of a UAS (ORS 837.385) and also prohibits certain UAS operations to take place above critical infrastructure facilities, including port properties, at an altitude below 400 feet above ground level (ORS 837.372(2)). Exemptions to these prohibitions allow for operations with the consent of the landowner, and for commercial operations authorized by the FAA (ORS 837.372(3)(f) – (i)). The law also provides certain rights to property owners to prevent repeated unwanted UAS operations over their property (ORS 387.380). This Policy does not regulate the ownership or operation of UAS except to the limited extent permitted by state law.

The Port owns property within Coos, Lane and Douglas counties. Port property includes, but is not limited to, the Charleston Marina Complex, the Coos Bay rail line, greenfield sites, commercial properties, and facilities leased to various tenants. It is the Port's policy that all UAS operations over Port-owned or occupied real property is unwanted (within the meaning of ORS 837.380), except in compliance with this Policy. The Port will take action to make this Policy known to anyone found operating a UAS over Port property, and to take action against the operator when warranted.

Approval from the Director of Maritime Operations and/or Director of External Affairs must be obtained in advance by anyone wishing to enter Port property for the purpose of operating, launching, landing, or retrieving a UAS; or seeking prior consent for conducting any UAS operations over Port-owned properties. Approval for UAS-related activities will be issued by the Port's CP, who will determine applicants FAA 107 qualifications, complete required forms, administer fee schedules, and provide guidance on Port standard operating procedures.

If third party UAS operations approval is granted, UAS operations must be in compliance with applicable laws, proof of insurance covering the risks associated with the proposed activity must be provided, and operations may not conflict with Port operations, Port tenant operations, or security measures. Third party UAS operations may be subject to applicable fees.

The Port will take appropriate action, under ORS 837.372(2) and 837.380, against anyone violating this Policy.

**OREGON INTERNATIONAL PORT OF COOS BAY  
BOARD OF COMMISSIONERS  
ACTION/DECISION REQUEST**

**DATE:** December 9, 2019

**PROJECT TITLE:** 2019Res19 - RV Park Rate Changes

**ACTION REQUESTED:** Approve Resolution 2019Res19 Revising the Charleston Marina 2019/20 Rate Schedule for the RV Park

**BACKGROUND:**

As part of the annual budget process, the Marina Complex rates are reviewed each year and may be adjusted by the Consumer Price Index (CPI) and/or by market analysis. Each year staff surveys the rates and schedules of comparable facilities for comparisons.

RV Park rates are evaluated in December of each year to better serve our summer customers. This ensures that our long-term summer customers do not experience an unknown rate adjustment mid-season.

Port Staff compared similar RV Parks in the region and found the Port’s daily, weekly and monthly rates continue to be below the market average. Port Staff recommends a variable rate adjustment of 3-5% per category rounded to the nearest whole dollar based on market analysis.

The proposed changes are set forth in the table below:

<b>Rate Type</b>	<b>2019 Rates</b>	<b>Recommended for 2020</b>
Daily - Back In	\$37.00 reg. \$39.00 deluxe	\$39.00 reg. / \$41.00 deluxe
Daily - Pull Thru	\$41.00	\$44.00
Weekly - Back In	\$209.00 reg. / \$221.00 deluxe	\$215.00 reg. / \$228.00 deluxe
Weekly - Pull Thru	\$234.00	\$241.00
Monthly - Back In	\$546.00 reg. / \$577.00 deluxe	\$573.00 reg. / \$606.00 deluxe
Monthly - Pull Thru	\$608.00	\$638.00
Yurts - Daily	\$53.00	\$55.00
Yurts - Weekly	\$252.00	\$260.00

Pursuant to Port Policy, the Rate Schedule must be modified by resolution of the Port Commission. Upon Commission approval of the resolution, the revised Charleston Marina 2019/20 Rate Schedule will be republished with an effective date of January 1, 2020.

**RECOMMENDED MOTION:**

Approve Resolution 2019Res19 revising the Charleston Marina 2019/20 Rate Schedule for the RV Park.

**RESOLUTION 2019Res19**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
OREGON INTERNATIONAL PORT OF COOS BAY**

**RESOLUTION AUTHORIZING RV PARK RATE CHANGES TO THE  
2019/20 CHARLESTON MARINA RATE SCHEDULE**

**WHEREAS**, Charleston Marina RV Park rates are reviewed each year, and

**WHEREAS**, Charleston Marina RV Park rates may be adjusted by the Consumer Price Index and/or by market analysis, and

**WHEREAS**, Charleston Marina RV Park rates are listed on the published Charleston Marina Rate Schedule, and

**WHEREAS**, users of Port services are responsible for the charges outlined in the Charleston Marina Rate and Discount Schedule, and

**WHEREAS**, the Charleston Marina Rate and Discount Schedule may be modified by, and must be reviewed and approved by, the Port's Board of Commissioners.

**THEREFORE, BE IT RESOLVED** the Board of Commissioners of the Oregon International Port of Coos Bay, as authorized by Ordinance No. 143, hereby adopts the Charleston Marina Rate Schedule effective January 1, 2020, identified as Exhibit A, attached hereto and incorporated herein by this reference.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 16th day of December 2019.

\_\_\_\_\_  
David Kronsteiner, President

\_\_\_\_\_  
Eric Farm, Vice President

## Charleston Marina 2019/20 Rate Schedule – effective January 1, 2020

<b>Charleston Marina:</b>	63534 Kingfisher Rd, Charleston, Oregon 97420	(541) 888-2548
<b>Charleston Marina RV Park:</b>	63402 Kingfisher Rd, Charleston, Oregon 97420	(541) 888-9512
<b>Charleston Shipyard:</b>	63131 Troller Rd, Charleston, Oregon 97420	(541) 888-3703

### Marina Services

<p><b><u>Moorage - Boats 15' and Under</u></b></p> <p>Day                 \$7.15 Week                \$38.50 Month               \$110.00</p> <p><b><u>Moorage - Vessels Greater Than 15'</u></b> Moorage Rates for vessels greater than 15 feet are charged by foot length on average. Rates vary based on committed time of stay. Please see attached schedule of rates per foot per day. All rates include electric power and water.</p>	<p><b>Launch Ramp</b>                 \$5.00 Daily Fee \$65.00 Annual Permit</p> <p><b>Ice</b>                               <b><u>Regular Business Hours</u></b> \$75.00 per ton \$50.00 minimum ice order \$60.00 no show fee</p> <p><b><u>After Hours &amp; Holidays</u></b> \$75.00/ton + \$12.50/ton surcharge \$50.00 minimum ice order \$50.00 minimum surcharge \$60.00 no show fee</p> <p><b>Public Buying</b> <b>Dock Hoist</b>                     \$20.00 per hour</p>
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### Shipyard Services

<p><b><u>Short Term Work Area – Utility Services</u></b> Minimum \$50.00 per month</p> <p>1-30 Days           \$.15 per foot, per day 31-90 Days         \$.26 per foot, per day 91-180 Days       \$.38 per foot, per day Over 180 Days     \$.51 per foot, per day</p> <p><b><u>Long Term Work Area – No Utility Services</u></b> \$4.36 per foot per calendar month, \$132.00 minimum</p> <p><b>*A 9% Environmental Service Charge will be added to all Charleston Shipyard invoices.</b></p>	<p><b>Concrete Work Dock</b>       \$.77 per foot, up to 4 hours \$1.28 per foot, per full day</p> <p><b>Floating Work Dock</b>       \$.41 per foot, up to 4 hours \$.66 per foot, per full day</p> <p><b>Boat Travel Lift</b>           \$569.00, two moves <b>(incl. 1 hr Boat Wash)</b>   \$406.00, single move \$264.00 surcharge, after hour move \$66.00 each addtl' hr</p> <p><b>Forklift Service</b>           \$84.00 per hour</p> <p><b>Dustless Sanders</b>         \$13.00 per day, \$61.00 per week</p>
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### Storage Units and Dry Storage

<p><b><u>Storage Unit Rates</u></b></p> <p>5' x 10'   \$57.00 per month 10' x 15' \$119.00 per month 10' x 20' \$139.00 per month 10' x 25' \$157.00 per month 10' x 30' \$173.00 per month 10' x 35' \$186.00 per month</p> <p><b>Dimensions:</b> Door - 9'2" x 10' Inside - 10' x 11'15'</p>	<p><b><u>Marina &amp; Shipyard Dry Storage Rates</u></b></p> <p><b>Boat Trailers</b>               \$24.00 per month</p> <p><b>Boat &amp; Trailer</b>             \$2.35 per foot per month, \$69.00 minimum</p> <p><b>Crab Pots &amp; Fishing Gear</b>   \$14.00 per item, or \$.19 per sq. ft. per month \$5.50 prepaid deposit for all ID tags</p>
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### RV Park

<u>Service</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Service</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
RV Hook Up	\$39.00	\$215.00	\$573.00	Yurts	\$55.00	\$260.00	-
A & D Rows	\$41.00	\$228.00	\$606.00	RV Storage*	\$3.75	\$101.00	-
Row C	\$44.00	\$241.00	\$638.00	RV Dry Storage**	-	-	\$50.00
				RV Dump	\$7.00	-	-

A 1.8% Lodging Tax and 2% Visitor Fee will be added to RV Park rates.  
Extra vehicles charged \$2.00 per day, per vehicle.

\*RV Storage Units may be left plugged in when unoccupied.  
\*\*RV Dry Storage Units must be unplugged with all slides in.  
Winter season only, subject to availability.



**Other**

# **Informational Items**

### Mission

*To promote sustainable development that enhances the economy of Southwest Oregon and the State.*

# Coos Bay Rail Line

## ONE YEAR ANNIVERSARY

On November 1, 2018, the Oregon International Port of Coos Bay initiated operation of the Coos Bay Rail Line. As both owner and operator of the CBRL, the Port is committed to ensuring safe and reliable rail service for shippers moving goods in and out of the region.



## Overview

The Oregon International Port of Coos Bay (Port) purchased the Coos Bay Rail Line (CBRL) in 2010 after the 2007 embargo. Since that time, the Port has continuously invested in rail infrastructure to maintain the long-term vitality of the rail line. Pairing ownership and operation has facilitated a more holistic business approach through dovetailing maintenance and capital investment and providing more customized transportation and logistics solutions.

## Assets Acquired

6

locomotives were acquired and repainted with the CBRL green and blue. These include 4 haulers and 2 switchers. Locomotives were named the CBRL 1859, 1869 2020, 2018, 1909, 1916.

9

rolling stock and pieces of equipment acquired to ensure continuous operation. This includes a gradall hyrail excavator, backhoe/loader, hyrail material handling truck with boom crane and six hyrail pickups.



### Rail Volume

CBRL loaded 6,428 rail cars in 2018 and 4,644 rail car loads as of November 2019. Each rail car equates to 3.3 truck loads.



### People Hired

We welcomed 17 staff members on board in 2019, increasing previous operations staff by 40%.



### Systems

Rail operations logistics require multiple systems working together including NetSuite, Rail Inc., UMLER, Rail Connectivity, and Union Pacific car traffic data.



## Work performed this past year

- Replaced 1,300 Ties
- 12,800 Spikes/Fasteners
- 1,500 Tie Plates
- 3,200 other On Track Material
- 4 Maintenance of Way Crew Members

# Regulatory

In the past year, the Coos Bay Rail Line received 16 visits and inspections from regulatory agencies including the Federal Rail Administration, U.S. Department of Transportation and Oregon Department of Transportation. These inspections are to ensure rail infrastructure and operations compliance. Safety is our number one priority. Feedback from these agencies helps to identify priority segments of track for maintenance and repair work.



# Capital Surcharge

The Capital Surcharge Fee (CSF) is collected to help ensure long-term viability of the Coos Bay Rail Line. This fee supports capital improvement projects, emergency repairs and debt service. The CSF has also been used as matching funds for grant applications making the Port more competitive to receive state and federal grant dollars.



## Coos Bay Swing Span

In mid-April 2018, the bridge was rendered inoperable when two center support columns failed. The Port established a temporary transload facility within two weeks of failure. The center columns and electrical mechanical system of the bridge were repaired. Bridge service was re-opens in April 2019.



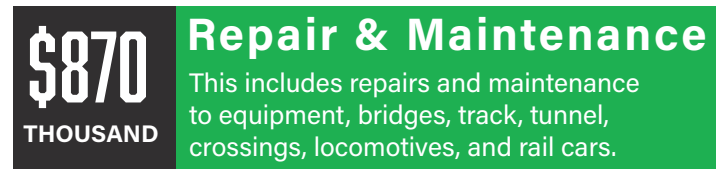
## Timber Bridge Repair

The Port completed the Timber Bridge repair project in May 2019 after a year of construction. This project rehabilitated 37 timber bridge structures along the rail line. Project work included infrastructure replacement, installing ballast, and making structural repairs.



# Finances

Coos Bay Rail Line Inc. was established to house rail operations and finances. As a distinct entity, rail operations has a separate fiscal budget. While capital improvement projects live in the Port budget, all other rail expenditures such as personnel, repairs and maintenance live within the CBRL budget. Grants play a significant role in capital improvement projects.



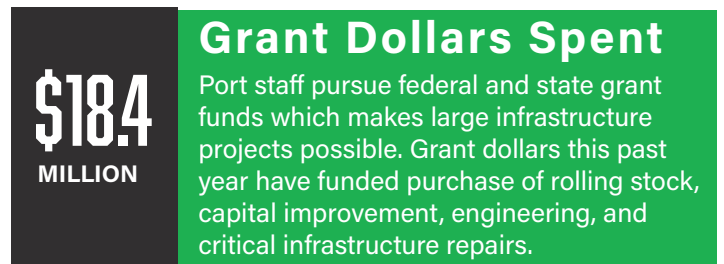
## Repair & Maintenance

This includes repairs and maintenance to equipment, bridges, track, tunnel, crossings, locomotives, and rail cars.



## Capital Improvement

Projects include tunnel rehabilitation, timber bridge repairs, Coos Bay swing span bridge repair, and concrete bridge repairs. Port & CBRL funds, grants, loans and CSF make up funding for these projects.



## Grant Dollars Spent

Port staff pursue federal and state grant funds which makes large infrastructure projects possible. Grant dollars this past year have funded purchase of rolling stock, capital improvement, engineering, and critical infrastructure repairs.



## New Grant Acquired

The Port was awarded a \$20 million BUILD grant in December 2018 for a \$25 million steel bridge rehabilitation project.

# Future Goals

- Tie and Surfacing Program
- Diversify Rail Product Mix
- Increase Rail Volume
- Continued Focus on Customer Service & Communications

**Coos Bay Rail Line serving western Lane, western Douglas and Coos Counties in Southwest Oregon** Owned and Operated by the Oregon International Port of Coos Bay, Operations by the Coos Bay Rail Line Inc.

**Monthly Revenue Car Loads and Equivalent Highway Truck Loads / 2015 - 2019**

One (1) revenue car load = 3.3 highway truck loads

Month	2015		2016		2017		2018		2019	
	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads
Jan	633	2,088.9	594	1,960.2	528	1,742.4	580	1,914.0	611	2,016.30
Feb	609	2,009.7	691	2,280.3	520	1,716.0	618	2,039.4	465	1,534.50
March	685	2,260.5	678	2,237.4	536	1,768.8	627	2,069.1	548	1,808.40
April	636	2,098.8	618	2,039.4	582	1,920.6	574	1,894.2	521	1,719.30
May	446	1,471.8	646	2,131.8	727	2,399.1	623	2,055.9	439	1,448.70
June	644	2,225.2	653	2,154.9	721	2,379.3	594	1,960.2	318	1,049.40
July	693	2,286.9	529	1,745.7	593	1,956.9	602	1,986.6	346	1,141.80
Aug	573	1,890.9	645	2,128.5	601	1,983.3	602	1,986.6	329	1,085.70
Sept	555	1,831.5	607	2,003.1	615	2,029.5	472	1,557.6	299	986.70
Oct	662	2,184.6	682	2,250.6	616	2,032.8	469	1,547.7	425	1,402.50
Nov	530	1,749.0	514	1,696.2	565	1,864.5	268	884.4	348	1,148.40
Dec	675	2,227.5	594	1,960.2	569	1,877.7	399	1,316.7		-
<b>Annual</b>	<b>7,341</b>	<b>24,225.30</b>	<b>7,435</b>	<b>24,535.50</b>	<b>7,173</b>	<b>23,670.90</b>	<b>6,428</b>	<b>21,212.40</b>	<b>4,649.00</b>	<b>15,341.70</b>

Start up: 2011 4th Quarter / Oct – Dec: 194 railcar loads / 640.2 equivalent truck loads

2012 Full Year: 2,480 railcar loads / 8,184.0 equivalent truck loads.

2013 Full Year: 4,845 railcar loads / 15,988.5 equivalent truck loads.

The Coos Bay rail line Owned and Operated by the Oregon International Port of Coos Bay, Operations by the Coos Bay Rail Line Inc.

Coos Bay Rail Line-CBRL operates at the U.S. shortline railroad industry standard of 286,000 lbs/143 short tons (weight of car plus commodity weight) per loaded revenue car. The majority of cars currently moving on the rail line weigh 66,000 to 86,000 lbs/33 to 43 short tons, resulting in a carrying capacity of 200,000 to 220,000 lbs/100 to 110 short tons.

Using 200,000 lbs/100 short tons as an average weight of commodity per rail car, the tonnage figures for the years 2011 through year to date 2019 are as follows:

2011-2013:	7,519	revenue car loads =	751,900	short tons
2014:	7,509	revenue car loads =	750,900	short tons
2015:	7,341	revenue car loads =	734,100	short tons
2016:	7,435	revenue car loads =	743,500	short tons
2017:	7,173	revenue car loads =	717,300	short tons
2018:	6,428	revenue car loads =	642,800	short tons
2019:	4,649	revenue car loads =	464,900	Short Tons

\*The Coos Bay rail line was embargoed by the previous owner/operator in September 2007. The Port acquired the 111-miles of the line owned by RailAmerica, Inc. in spring 2009 through an order from the U.S. Surface Transportation Board at the completion of a Feeder Line Application process initiated in July 2008. The Port acquired the Union Pacific (UP) Railroad owned 23-mile section of the line through a negotiated agreement with UP in late December 2010.

**Coos Bay Rail Line-CBRL 73 days injury-free as of December 1st, 2019!**

**OREGON INTERNATIONAL PORT OF COOS BAY  
CHARLESTON MARINA ADVISORY COMMITTEE MEETING  
12:00 p.m., Wednesday, October 21, 2019  
Charleston Marina RV Park, Recreation Room**

**DRAFT MINUTES**

**ATTENDANCE**

**Advisory Members:**

Nick Nylander, Chair; Mark Fleck, Vice Chair; Kyle Cox; Kathleen Hornstuen; and Knute Nemeth.

**Port Staff:**

Brandon Collura, Harbormaster; Mike Stonesifer, Maintenance Manager; Lanelle Comstock, Chief Administrative Officer; and Krystal Moffett, Administrative Assistant.

**Guest:**

Tim Hyatt, Charleston Merchants Association.

**1. CALL MEETING TO ORDER**

Chair Nick Nylander called the meeting to order at 12:10 p.m.

**2. INTRODUCTION OF GUESTS**

**3. REVIEW AND APPROVAL OF MEETING MINUTES**

**A. Approval of July 17, 2019 Meeting Minutes**

Upon a motion by Nick Nylander (Second by Knute Nemeth), the Charleston Advisory Committee Members voted to approve the July 17, 2019 Meeting Minutes. **Motion Passed.**

**4. FINANCIAL DATA REVIEW**

Harbormaster Brandon Collura reviewed the financial data for Charleston Operations. The first quarter actual versus budget was only a 1% difference for the operating income. The RV Park was full most of the summer, the launch ramps were busy and the marina in general did very well. The overall expenses are down slightly from budget, because personnel expenses were low due to being short staffed. The regular operating expenses are also down slightly. The operating results show actual of \$217,644 against a budget of \$167,072. Other income had the greatest variance; the reason for that is income expected from a State Marine Board grant budgeted in this fiscal year was received last year. Charleston Net Results were \$234,928 versus a budget of \$110,297. Most of that is due to projects that have not yet started. Overall, Charleston is doing well.

## **5. DISCUSSION OF BYLAWS AMENDMENT REGARDING QUORUM**

Chair Nick Nylander asked for follow-up information as discussed at the previous meeting regarding the possible amendment of bylaws. Lanelle Comstock stated ORS statutes were consulted and it is permissible to amend quorum; however, it would change from a majority to not less than one-third. With a committee this size the difference would be small. Rather than amend bylaws, it is recommended to encourage attendance by all members as much as possible. Mr. Nylander stated discussion of amending bylaws will be tabled, unless the problem continues. Mike Stonesifer welcomed the two newest members.

## **6. NEW ISSUES/PROJECTS**

Harbormaster Brandon Collura began with discussion of the proposed transient lodging tax. It has been proposed to enact a 9.5% transient lodging tax within Charleston. The cities of Coos Bay and North Bend both pay this type of tax, which was recently raised to 9.5% from approximately 7%. Charleston is within an unincorporated area and therefore does not fall under the cities' tax. The Port would like to see more discussion take place prior to moving forward.

The revenue collected from the tax is proposed to be divided as such: 5% would stay with the merchant, 40% would go to the Coos Bay North Bend Visitors Convention Bureau (VCB), 30% would go to Coos County, and the remaining 25% would go to the Charleston Merchants Association (CMA). The Port is concerned the tax could potentially decrease RV Park occupancy in the Marina as well as for other stakeholders who were not engaged in the process. There are questions and concerns of how much money it will actually bring in and how that money will be spent.

Kathleen Hornstuen asked if there is another County Commissioners meeting coming up. Tim Hyatt confirmed there was a meeting recently, and the next meeting is scheduled October 29, 2019 at 1:30 p.m. Mr. Hyatt shared more background information with the committee, including history of the Charleston visitors center, which began in a temporary building that was towed from place to place with a forklift. Recently, the CMA was instrumental in working to clean up Bastendorff Beach. Currently the visitors center is marginal at best and operates on about \$5,000 per year. It is expected the tax will bring in around \$300,000-500,000 per year. The Port has concern what the County would do with their portion of the tax revenue; discussion has been centered around public safety for the Charleston community and code enforcement of distressed properties.

Mr. Hyatt said the vision of the CMA is to build a new visitors center for Charleston, near the current site or another accessible area, and to build a structure the community can be proud of. The revenue could be utilized to pay for the construction of the visitors center, a staff person, parking and lighting, or other related project. Approval of any funds expended would go through the Oregon Restaurant and Lodging Association (ORLA). Accordingly, there are guidelines to what is permissible. In general terms, if it lasts for ten years and is around the visitors center, it is likely to be approved.

Mr. Hyatt stated transient lodging taxes are in place nearly everywhere now. Some of the lowest are around 6%, and the average up and down the coast is more than 9.5%. Coos Bay and North Bend picked 9.5% because that is the lowest on average of the communities around us. The CMA sees this as an opportunity lost. Someone from out of the area expects to pay this tax here as they do elsewhere.

Mr. Hyatt stated the CMA has tried to keep this an open process with everyone involved as much as possible.

Mr. Hyatt stated the VCB (as Oregon's Adventure Coast) spends close to \$1 million per year advertising the area, and this tax would put them over that threshold. In recent years, there was talk of cutting Charleston from the advertisement and just promoting Coos Bay and North Bend, due to the lack of funding provided to the VCB from Charleston. This tax would provide that funding and give Charleston a seat on the board to determine the direction of spending.

Ms. Hornstuen asked who owns the Charleston visitors center now, stating the County owns the property. Mr. Hyatt confirmed there is a 99-year lease in place from the County to the CMA. Kyle Cox asked where the proposed percentages came from, and who determines how the revenue is divided. Knute Nemeth stated it is still open and the numbers are rough. Mr. Hyatt stated these numbers were negotiated between the County Commissioners and the VCB. Mr. Nemeth asked who will administrate the program. Mr. Hyatt confirmed the County will be the administrator, collecting and then distributing the funds. Mr. Cox asked whether the money going to the County will come back to Charleston. Mr. Hyatt stated the County Commissioners want Charleston to succeed and could put the money to use in code enforcement and public safety. Mr. Cox stated it would be nice to have enhanced patrol within the community, especially at night. Ms. Hornstuen asked if it could be negotiated with the County for improved maintenance, such as trash patrol. Mr. Hyatt stated that is a good question for the County, as he is not sure that would qualify through ORLA for use of the funding. Ms. Hornstuen stated since Charleston is not a city, there is no city maintenance department. Mr. Hyatt stated ORLA has strict guidelines of what the money can be spent on. The CMA's priority is on the visitors center, as it is people's first impression of Charleston and needs a substantial upgrade.

Mark Fleck asked how this is being perceived in the local lodging community. Mr. Hyatt stated the overall goal of the tax is to bring more people into Charleston and improve the community, and most of the people directly affected are in favor of the tax. Mr. Fleck shared his doubt the tax would discourage visitors from coming to Charleston. Mr. Nylander asked who will make the final decision and Mr. Hyatt confirmed it will be the County Commissioners. Mr. Hyatt stated the preliminary boundary is from Old Seven Devils Road to the city limits and will include all of Charleston, county and state parks, as well as vacation rentals. Mr. Fleck asked whether the County Commissioners are looking for public input. Mr. Hyatt confirmed, stating there is not a template form but suggesting anyone who would like to express support or concerns to draft a free-form email to the County Commissioners.

Ms. Hornstuen asked the CCEC sent a letter of support when this process was in the beginning stages; and asked how the Port feels about the issue. Mr. Collura stated the stance of the Port at this time is not supportive of the 9.5% tax. The Port is concerned the tax would decrease the competitiveness of the Charleston RV Park against places like Winchester Bay where the tax is only 6%. The Port wants more of an active discussion with all stakeholders. Ms. Comstock stated in the past that customers have balked at a 3% cost of living rate increase, and this increase of nearly 10% will effect all of the customers and ultimately businesses in the community. That is the Port's biggest concern. Mr. Cox stated that an increase of any amount will result in some pushback, and most places now have this tax which people expect to pay.



Mr. Hyatt stated that Charleston is a great place to visit and has a lot to offer. The difference in tax here and elsewhere is not enough to deter visitors. Mr. Cox stated that when choosing lodging the destination is chosen first, then all accommodations in the area have the same tax. Tax is not part of the decision. Ms. Comstock stated concern for the Port's regular customers who will notice the rate increase. Mr. Cox stated it is unlikely they would not return because of the tax. Ms. Hornstuen asked if the Port felt the 5% retained with the merchant would not offset the potential loss of customers. Mr. Cox asked if the Port would be more in favor of a lower tax. Mr. Collura stated the Port wants to be included as part of the conversation, and perhaps not have the tax start so high. Mr. Hyatt stated initially a 7% tax was discussed, but Commissioners felt since the communities of Coos Bay and North Bend are at 9.5%, Charleston should be as well.

Mr. Nemeth brought up the issue of cleanup, stating concern the community cannot keep up with cleanup and maintenance as it is now, and if more visitors come it will exacerbate the problem. If the money is all spent on advertising, then it will not address the problem of maintenance to keep the visual appeal up to standard. It's more than just paying for weekly sanitary service to dump the trash bins; crews are needed to mow and weed eat, pressure wash, etc. Mr. Nemeth suggested taking 20% of the revenue and devoting it to a maintenance fee, either through the Port or the County. Mr. Cox stated the County has more maintenance staff and equipment than the Port. Mr. Nemeth stated all organizations in Charleston would like to do more and have been absorbing the increasing costs while balancing the manpower needed with finances available. The extra touch provided by the tax revenue would raise the bar of the community, but some of it must be set aside for maintenance and upkeep or visitors will not return.

Mr. Cox stated along with needed maintenance, there is a lack of family oriented and kid-friendly places. There are numerous sport fishing and recreational opportunities, but no playgrounds for families. This would bring more traffic into the community. Ms. Hornstuen suggested petitioning the County for a park near the visitors center. Mr. Hyatt stated the new visitors center could potentially be moved to a new location. Mr. Cox stated if built in the current location a park would need to be fenced, since it is so close to the highway.

Mr. Hyatt shared there are different financing options being considered, such as grants, loans, or a bond. Either way, construction could happen quickly after implementation of the tax. There is some stringent oversight of what could be approved with the ORLA group, and since the CMA is a 501c4 there are restrictions with that as well. Mr. Cox stated those restrictions should be considered when determining the percentages. If the CMA would only be allowed to build a visitors center then 25% seems high; perhaps 10% of that should go to parks or another cause. Mr. Hyatt stated they are still looking into those restrictions.

Mr. Hyatt stated this is the first step in Charleston establishing a taxing district as some type of municipality to help better the community. Mr. Cox stated he is in favor of the 9.5% as it will match Coos Bay and North Bend, and the benefits outweigh the potential loss of customers.

Mr. Fleck asked as the advisory committee for Charleston, whether it would be advisable to encourage Port staff and Commissioners to be in favor. Mr. Nylander stated it would be prudent to attend the upcoming County Commissioners meeting. Mr. Nemeth stated Port Commissioners and staff should be involved with the planning and scheduling, and it would be in the Port's favor if the tax is passed.

**7. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS**

Ms. Hornstuen asked if there has been any recent discussion about needed improvements to Troller Road. Mr. Cox stated a few years back there was an effort to fix the road and people on the road had pledged money to help. A temporary fix went into place, and then people forgot. The road is County owned, though it was vacated. The biggest users of the road are the Port and Port tenants. Ms. Hornstuen stated the improvements were included in the master plan projects. Mr. Stonesifer stated maintenance crews have spent time trying to patch holes. Mr. Cox agreed that portions have been fixed, but more needs to be done. Ms. Hornstuen asked if the County could be brought back on as a partner. Mr. Cox asked how the decision was made to vacate the maintenance of the road, stating the County should be approached. Mr. Nemeth stated the Shipyard is a big part of the economic vitality of Charleston and all users depend on good access to it. Mr. Cox asked the Port to put pressure on the County. Mr. Collura stated he will reach out to the County and report back to the committee.

**8. PUBLIC COMMENT**

**9. COMMITTEE COMMENT**

**10. NEXT MEETING DATE**

The next Charleston Advisory Committee Meeting is scheduled for Wednesday, January 15, 2020 at 12:00 p.m.

**11. ADJOURN**

Chair Nick Nylander adjourned the meeting at 1:35 p.m.