



M E M O R A N D U M

TO: Interested Parties
FROM: David Kronsteiner, President
DATE: April 8, 2020
SUBJECT: Port of Coos Bay Commission Meeting Notice

The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold its Regular Commission Meeting at 11:00 a.m., Thursday, April 16, 2020, in the Port's Commission Chambers, located at 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420.

Commissioners may appear in person or via conference call-in. Member of the public may attend; however, attendance may be limited to accommodate the required social distancing.

There will be no Executive Session on Thursday, April 16, 2020, due to COVID-19 safeguards.

DK/km

**OREGON INTERNATIONAL PORT OF COOS BAY
REGULAR COMMISSION MEETING
11:00 a.m., Thursday, April 16, 2020**
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

3. PUBLIC COMMENT

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9. COMMISSION COMMENTS

10. NEXT MEETING DATE – Thursday, May 21, 2020, 11:00 a.m.

11. RECESS TO EXECUTIVE SESSION

12. ADJOURN

Consent Items

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
REGULAR COMMISSION MEETING
11:00 a.m., Thursday, March 19, 2020

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

ATTENDANCE

Commission:

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

Staff:

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Krystal Moffett, Administrative Assistant; and Mike Stebbins, Port Legal Counsel.

Media & Guests:

Greg Demers, Lost Creek Rock Products.

1. CALL MEETING TO ORDER

President Kronsteiner called the meeting to order at 11:01 a.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

3. PUBLIC COMMENT

4. PORT PROJECT UPDATE

A. Coronavirus (COVID-19) Situation Update

John Burns began by thanking Commissioners for their flexibility in conducting this meeting. Mr. Burns stated that only essential staff are in attendance, in accordance with the Governor's directive to hold meetings with no more than 10 people. Staff are also ensuring the appropriate level of social distancing is maintained. Staff will continue to monitor the situation with the coronavirus (COVID-19) as it develops. Staff is in the process of creating contingency plans should it become necessary to shut down Port operations. Security and other essential functions would be maintained. At this time, there is sufficient space to conduct operations as normal; or if needed, staff can work from home if it is appropriate for their position.

B. Charleston Ice Plant Rebuild Project

Mr. Burns stated the Charleston Ice Plant Rebuild Project continues to progress. The fire event happened on December 20, 2019, completely consuming the existing plant and doing considerable damage to the dock, as well as some of the structural members beneath the dock. The emergency was declared on December 23, 2019, giving staff the opportunity to begin rebuilding as expeditiously as possible. Insurance investigators were given the opportunity to inspect the damaged remains. The investigation is complete, and staff continue to move forward. In January, staff traveled to Seattle and met with NorthStar Manufacturing and Highland Refrigeration, essentially the only manufacturers of the needed flake ice equipment. Staff then immediately gathered together the needed team, including the general contractor, engineer, architect, and many others. Staff have been fortunate to have state and federal agencies working closely and assisting to expedite. Federal permits have been secured, and DSL has given assurance their permit will be issued on March 26, 2020. Once that is in hand, work can begin to drive the new piles.

The schedule has been aggressive from the beginning, with the goal to have the new plant operational by June 1, 2020. As with many construction projects, the schedule has slipped somewhat, possibly into July or August. The current situation with COVID-19 will further hinder progress on this project. There are already indications that some of the sub-contractors may struggle with sufficient staffing in the coming months.

The new dock head will have a positive environmental impact when complete. The old structure was made entirely of wood, including the piling and caps. There have been 116 creosote piles removed, which will be replaced with 49 - 24" steel piles equipped with cathodic protection. The old pile caps were pressure treated wood; the new caps will be concrete. The old dock surface was also pressure treated wood, which will be replaced with concrete. This will be in compliance with all regulations.

The new plant will increase in both capacity and production. The old plant had twin-60 ice manufacturing machines which are being replaced with twin-90's, increasing the production capacity by about 50%. It will also have a greater refresh rate, from 2-tons/hour to 5-tons/hour, and the size of the storage bin is being increased from 115-tons to 158-tons. This greater capacity will help to meet demand in the high season peak times, when in the past the plant struggled to keep up.

The new plant will have greater safety features including two separate heating and air conditioning units. It will be equipped with a dry fire suppression system. There will also be an ammonia detection system with an alarm. There will be security cameras both inside and outside of the plant.

Rough price projection at this time is about \$8 million. Fortunately, the Port had the dock and ice plant covered with full replacement insurance. Staff will continue to work with the provider to ensure that all available funding is secured. There will be excess charges, stemming from the increased code requirements, structural changes, and the increased production and capacity. Staff have reached out to Business Oregon and the Oregon Infrastructure Finance Authority to obtain funding should it become necessary. Staff are also looking into several grants to defray the costs of rebuilding. Staff will keep everyone updated and informed as much as possible, as this project continues to move forward.

5. CONSENT ITEMS

A. Approval of February 18, 2020 Regular Commission Meeting Minutes

B. Approval of February Invoices

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners voted to approve the February 18, 2020 Regular Commission Meeting Minutes and February Invoices. **Motion Passed.**

6. MANAGEMENT REPORTS

All Management Reports were included within the Meeting Packet.

7. ACTION ITEMS/REPORTS

A. **2020Res01: Amendments to Port Policy 10.1 Vehicle and Equipment Use**

Over the past year and a half, the Port has acquired a substantial vehicle fleet and large operating equipment. In order to reflect current practices with the Port's vehicle fleet, and to include the use of equipment, Port Policy Manual Section 10.1: Vehicle Use, needed to be majorly revised.

Using the existing policy as a template, Section 10.1 has been completely revised and renamed to Vehicle and Equipment Use. Before being presented to the Port Commission, Section 10.1 has been reviewed, edited, and approved by Port Staff and Port's legal counsel. The original policy (last approved by the Commission in 2004) and the draft version of the recommended policy, were included within the packet.

Upon a motion by Commissioner Farm (second by Commissioner Garcia), the Board of Commissioners motioned to approve resolution 2020Res01 authorizing the amendments to Port Policy Manual Chapter 10: Vehicles and Equipment, Section 10.1: Vehicle and Equipment Use. **Motion Passed.**

B. **2020Res02: Entering into a Financing Contract with IFA**

In 2006, the Oregon State Legislature approved lottery bond funding totaling \$60 million to support the Coos Bay Channel Modification Project in three separate allocations. The first allocation of \$5 million has been entirely utilized. The second allocation of \$15 million (for engineering and permitting of the Channel Modification Project) will be sold in the spring of 2021.

The project is in the final phases of the design and engineering process and working toward completion of the draft EIS, thus it is critical that such work continue uninterrupted until completion of the permitting process which is anticipated for the first half of 2021. To continue the work, additional funding is immediately needed to cover costs, thus Port staff have applied for a \$2,500,000 loan from the Oregon Infrastructure Finance Authority. A portion of the \$15 million will be utilized to repay the \$2.5 million IFA loan as soon as the bonds are sold, and funds are made available.

This project has been in various stages of development for the past 12 years. The Port's project team continue to work closely with the USACE to ensure that all required studies and permit related work is completed as required.

IFA staff is finalizing review of the loan application. If successful, an agreement will be reviewed by Port legal counsel prior to execution by the Port CEO.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to approve resolution 2020Res02 authorizing Oregon International Port of Coos Bay Chief Executive Officer John Burns to execute a \$2,500,000 loan agreement with the Business Oregon Infrastructure Finance Authority (IFA) pending preparation of final agreement by IFA and review by Port legal counsel. **Motion Passed.**

C. 2020Res03: Entering into a Financing Contract with IFA

Following the fire that destroyed the Charleston Ice House, Port staff began exploring financing options to support construction of a new plant to replace facility, dock head and equipment. Although the Ice House had replacement insurance coverage, building code requirements and the desire to increase the capacity of the previous facility will result in a project cost that exceeds the insurance coverage. To bridge the funding gap, Port staff worked to identify potential grant and loan funding sources. Part of the funding package will include the Special Public Works Fund program which allows forgiveness for up to \$500,000 of the total funding package. Funds will be utilized to support the engineering, design, permitting, and construction of the new Ice House facility.

IFA staff is finalizing review of the loan application. If successful, an agreement will be reviewed by Port legal counsel prior to execution by the Port CEO.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to approve resolution 2020Res03 authorizing Oregon International Port of Coos Bay Chief Executive Officer John Burns to execute a \$2,999,000 loan agreement with the Business Oregon Infrastructure Finance Authority (IFA) pending preparation of final agreement by IFA and review by Port legal counsel. **Motion Passed.**

D. Lost Creek Rock Products Industry Track Agreement (ITA)

The Port intends to grant a right and use and operation of track to Lost Creek Rock Products (Industry) at or near Mile Post 653-50, known as Green Hill Facility in Veneta, Oregon. The agreement will allow “Industry” the right to use, operate, maintain, repair and reconstruct the portion of the Spur Track located on the Port’s right of way on the “Industry” side of the clearance point.

Cost and expenses related to the construction and maintenance and repair of the Spur will be the obligation of “Industry”. Fees for use of the Spur and any Port owned property will be negotiated and agreed to prior to Industry utilizing the property.

The agreement term for this ITA will commence with the signing of the agreement by the parties and remain in effect until 30 days’ notice is given by either party.

The ITA has been reviewed and approved by legal counsel.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to approve Chief Executive Officer John Burns to negotiate and execute an Industry Track Agreement between Lost Creek Rock Products and the Oregon International Port of Coos Bay to connect a track spur at the Green Hill Facility. **Motion Passed.**

8. **OTHER**

9. **COMMISSION COMMENTS**

10. **NEXT MEETING DATE** – Thursday, April 16, 2020, 11:00 a.m.

11. **ADJOURN**

President Kronsteiner adjourned the meeting at 11:24 a.m.



M E M O R A N D U M

To: John Burns, Chief Executive Officer
From: Mary Green, Accounting Clerk
Date: April 8, 2020
Subject: Invoices Paid for Commission Approval through March 31, 2020

A/P checks issued per NetSuite financial system	1,128,428.01
Payroll disbursement per Umpqua Bank statement	157,085.28
Misc electronic disbursements per Umpqua Bank statement	1,058,882.81
Total Disbursements	<u>\$ 2,344,396.10</u>



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Megan Richardson, Accounting Manager

DATE: April 8, 2020

SUBJECT: March 2020 Contracts Awarded

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

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

Contract	Description	Cost
Scott Partney	Task Order #1 – On Call Bridge Repair Section #3	\$150,000.00
Schadco Railroad Construction	Gardiner/Beck Walkways and Tie Replacement	\$115,847.00
West Coast Contractors	Ice Plant Rebuild Project	\$7,567,072.00
Total Contracts Awarded for this period:		\$7,832,919.00

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: April 8, 2020
SUBJECT: Administrative Services Management Report

Upcoming Scheduled Meetings and Events:

- Statement of Economic Interest Due: Wednesday, April 15
- April Commission Meeting: Thursday, April 16, 11:00am

The regular meeting of the Charleston Advisory Committee tentatively scheduled for April 15, 2020 at 12:00 p.m. has been cancelled.

Statement of Economic Interest Reminder: The Annual Verified Statement of Economic Interest filing deadline has not changed due to COVID-19. The filing must be completed and submitted by April 15, 2020 as scheduled.

COVID-19 Planning: Effective April 6, 2020, nearly all Managerial and Administrative Staff that can work from home, are working from home. I have been busy setting up telecommuters and ensuring all are fully functioning with all the necessary tools and equipment to successfully and seamlessly work from home. All phones are forwarded to cell phones for an immediate response, and offices continue to have a presence for emergencies, deliveries, appointments, etc., as operations continue as normal in the Charleston Marina and with Coos Bay Rail Line, Inc. Working remotely takes a lot of thinking creatively about how to accomplish daily tasks, but so far everyone seems to be pretty patient and open minded to creating new processes.

Records Management: Krystal and I have met with all Port Directors to propose a new, organized electronic file structure that is easy for all staff to use and understand; minimizes search time, clicking and diving into folders; resolves redundancy; and is not highly affected by personnel turnover or change in Port structure. File structure tends to bring out many different opinions, wants and needs, but our proposed structure was met with much agreement and excitement. Our next steps within the end of the month are to fine tune the structure, set up security permissions, present it to staff interested in learning more, and begin transferring files. This is a much needed, extremely overdue project that will gain extreme efficiency for all users.

Ice Plant Rebuild Project: The administration of insurance reimbursement for the replacement of the ice plant and dock continues.

Budget Planning: The budget process is still moving forward internally at the Port, however public agencies are experiencing difficulties fulfilling the Local Budgeting Law requirements of conducting public budget meetings due to the Governor's Executive Orders addressing COVID-19. This issue is being addressed with the Governor. We will keep the Commission and Budget Committees informed of the status of upcoming Budget Committee meetings as we know more.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer
FROM: Megan Richardson, Director of Finance
DATE: April 8, 2020
SUBJECT: Accounting & Finance Management Report

We hereby present February and February Year-to-Date [8 months] financial results for the Port.

Operating Revenue:

Total operating revenues were \$199K which was \$69K less than budget. Administration finally received the longevity credit from Special Districts Insurance Services which the budget had allocated evenly across the year. Port Operations revenue is decreased and will continue to fall short for the rest of the budget year, due to the termination of the management agreement between the Port and JCEP. Charleston revenues are greater than budget by 4% without receiving any revenues from the ice plant. They had increased revenues from Annual, Semi-Annual, and Transient Moorage, and Boat Storage in the shipyard. Rail Ops had budgeted surcharge and management fee revenues for an average of 580 carloads per month, which February fell short with actual carloads coming in at around 400. Rail did receive 99% of the budgeted revenue for property agreements.

Operating Expense:

Operating expenses totaled \$332K, which was \$81K less than budget. All departments remained within budget this month with the exception of Port Development and Rail Ops. Port Development added an additional staff member to their department, which exceeded the 3 budgeted FTE's for FY 2019/20. Rail Ops overrun is related to engineering services required by the rail.

Operating Result:

The Port ended February with a \$134K deficit against a planned deficit of \$146K, which is better than plan by \$13K. All departments performed better than plan except for Port Development, Port Ops, and Rail Operations. Port Development's operating result is directly related to the previously mentioned personnel costs, Port Ops performance is due to the loss of the management fee revenue, and Rail Ops' was a combination of their lower revenues and higher expenses.

Other Income & Expense:

Total other revenues totaled \$25K, which is \$12K less than budget. This deficit is directly related to the grant revenues for project management that will not be received due to the remaining budget on the grant. Total other expenses totaled \$66K, which is \$27K greater than budget. This overage is directly related to the insurance claim covering the Ice Plant fire.

Net Result & Year to Date:

February net result amounted to a net loss of \$174K compared to a budgeted net loss of \$149K resulting in a \$25K negative variance. Year to date net result amounted to a gain of \$173K compared to a budgeted loss of \$53K resulting in a positive variance of \$226K. 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 March month end were \$ 2,837,207.37, which is an increase of \$66K from February, with interest earnings of \$2,972.10. 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 remained at 2.08% pa. The projected interest rates have fallen short due to the decrease in the Pool's interest rate (0.67% from July) and the decrease of funds reserved in the pool.

Finance continues to work with staff on drafting the Fiscal Year 2020/21 annual budget for the Port, the Rail line and Coos County Urban Renewal Agency. This has been a bigger challenge this year than in years past due to the current COVID-19 situation. Our usual internal budget preparation meetings have been moved virtual. While we are lucky to have the capabilities to continue with our process the new "normal" has added an additional challenge. We will continue to strive to meet our deadlines and conduct finance operations as completely and accurately as we always have.

Financial Report - Actual vs. Budget - General Fund
For Period Ending Feb 2020



	Current Period				Same Month Last Year			Year to Date				Year End						
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Jul 2019 - Jun 2020						
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Prior FYTD vs Current FYTD Last FY \$ Diff % Diff	Projected	Budget	% Diff			
1	Operating Income																	
2	Administration	9,426	2,027	7,399	365%	1,365	8,062	591%	18,945	16,216	2,729	17%	10,840	8,105	75%	27,047	24,318	11%
3	External Affairs	2	0	2	-	0	2	-	466	0	466	-	428	38	9%	466	0	-
5	Port Operations	14,904	63,608	(48,704)	(77%)	60,987	(46,084)	(76%)	455,048	508,864	(53,816)	(11%)	483,140	(28,091)	(6%)	709,480	763,296	(7%)
6	Railroad Operations	59,312	90,972	(31,660)	(35%)	335,782	(276,470)	(82%)	496,364	735,526	(239,162)	(33%)	2,766,564	(2,270,199)	(82%)	834,728	1,073,890	(22%)
8	Charleston Operations																	
9	Building & Dock Leases	16,925	18,348	(1,423)	(8%)	18,007	(1,082)	(6%)	129,539	146,784	(17,245)	(12%)	143,404	(13,865)	(10%)	202,925	220,170	(8%)
10	Property Agreements	0	0	0	-	0	0	-	0	0	0	-	960	(960)	(100%)	0	0	-
11	Marina	61,264	54,596	6,668	12%	55,320	5,943	11%	667,524	602,342	65,182	11%	611,894	55,630	9%	1,032,802	967,620	7%
12	Shipyards	19,297	15,464	3,833	25%	14,706	4,591	31%	159,015	159,223	(208)	(0%)	167,989	(8,974)	(5%)	248,792	249,000	(0%)
13	RV Park	12,841	10,287	2,554	25%	10,842	1,999	18%	242,305	224,535	17,770	8%	218,300	24,006	11%	332,770	315,000	6%
14	Ice Plant	0	5,559	(5,559)	(100%)	6,050	(6,050)	(100%)	145,435	211,420	(65,985)	(31%)	231,886	(86,451)	(37%)	234,015	300,000	(22%)
16	Travel Lift	2,845	2,285	560	25%	2,878	(33)	(1%)	28,621	26,093	2,528	10%	28,645	(24)	(0%)	57,528	55,000	5%
17	Other	1,779	3,969	(2,190)	(55%)	114	1,664	1455%	20,087	52,224	(32,137)	(62%)	2,432	17,655	726%	42,263	74,400	(43%)
18	Total Charleston Operations	114,951	110,508	4,443	4%	107,917	7,034	7%	1,392,526	1,422,621	(30,095)	(2%)	1,405,510	(12,983)	(1%)	2,151,095	2,181,190	(1%)
19	Total Operating Income	198,594	267,115	(68,521)	(26%)	506,051	(307,457)	(61%)	2,363,350	2,683,227	(319,877)	(12%)	4,666,481	(2,303,131)	(49%)	3,722,817	4,042,694	(8%)
21	Operating Expenses																	
22	Administration	94,192	121,543	27,351	23%	101,548	7,356	7%	1,508,947	1,003,731	(505,216)	(50%)	769,070	(739,876)	(96%)	2,026,509	1,521,293	(33%)
23	External Affairs	31,185	40,684	9,499	23%	38,777	7,592	20%	242,136	335,994	93,858	28%	330,834	88,698	(27%)	415,373	509,231	(18%)
24	Port Development	32,248	27,373	(4,875)	(18%)	20,633	(11,615)	(56%)	217,971	231,059	13,088	6%	175,742	(42,229)	(24%)	339,547	352,635	(4%)
25	Port Operations	12,041	27,307	15,266	56%	19,464	7,423	38%	157,864	227,225	69,361	31%	178,342	20,477	(11%)	275,869	345,230	(20%)
26	Railroad Operations	30,161	17,429	(12,732)	(73%)	268,762	238,601	89%	519,919	144,511	(375,408)	(260%)	2,498,127	1,978,208	(79%)	594,713	219,305	171%
27	Dredge Operations	0	0	0	-	75,752	75,752	100%	0	0	0	-	242,594	242,594	(100%)	0	0	-
28	Charleston Operations	132,424	179,041	46,617	26%	170,935	38,511	23%	1,345,160	1,525,174	180,014	12%	1,331,942	(13,219)	(1%)	2,104,186	2,284,200	(8%)
29	Total Expenses	332,252	413,377	81,125	20%	695,870	363,619	52%	3,991,997	3,467,694	(524,303)	(15%)	5,526,652	1,534,655	28%	5,756,197	5,231,894	(10%)
31	Operating Results																	
32	Administration	(84,766)	(119,516)	34,750	(29%)	(100,183)	15,417	(15%)	(1,490,002)	(987,515)	(502,487)	51%	(758,231)	(731,771)	97%	(1,999,462)	(1,496,975)	34%
33	External Affairs	(31,183)	(40,684)	9,501	(23%)	(38,777)	7,594	(20%)	(241,670)	(335,994)	94,324	(28%)	(330,406)	88,736	(27%)	(414,907)	(509,231)	(19%)
34	Port Development	(32,248)	(27,373)	(4,875)	18%	(20,633)	(11,615)	56%	(217,971)	(231,059)	13,088	(6%)	(175,742)	(42,229)	24%	(339,547)	(352,635)	(4%)
35	Port Operations	2,863	36,301	(33,438)	(92%)	41,524	(38,661)	(93%)	297,184	281,639	15,545	6%	304,798	(7,614)	(2%)	433,611	418,066	4%
36	Railroad Operations	29,150	73,543	(44,393)	(60%)	67,019	(37,869)	(57%)	(23,555)	591,015	(614,570)	(104%)	268,436	(291,991)	(109%)	240,015	854,585	(72%)
37	Dredge Operations	0	0	0	-	(75,752)	75,752	(100%)	0	0	0	-	(242,594)	242,594	(100%)	0	0	-
38	Charleston Operations	(17,474)	(68,533)	51,059	(75%)	(63,018)	45,544	(72%)	47,366	(102,553)	149,919	(146%)	73,568	(26,202)	(36%)	46,909	(103,010)	(146%)
39	Totals Operating Results	(133,657)	(146,262)	12,605	(9%)	(189,819)	56,162	(30%)	(1,628,647)	(784,467)	(844,180)	108%	(860,171)	(768,476)	89%	(2,033,380)	(1,189,200)	71%
41	Tax Collected	11,205	9,654	1,551	16%	10,882	323	3%	2,353,375	1,674,393	678,982	41%	1,659,574	693,801	42%	2,452,982	1,774,000	38%
42	Financial Income	10,955	14,874	(3,919)	(26%)	14,253	(3,298)	(23%)	102,541	162,415	(59,874)	(37%)	122,810	(20,269)	(17%)	162,037	221,911	(27%)
43	Grant Income	0	11,867	(11,867)	(100%)	16,755	(16,755)	(100%)	6,140	381,516	(375,376)	(98%)	109,115	(102,974)	(94%)	53,604	428,980	(88%)
44	Loan Receipts	-	0	0	-	0	0	-	0	90,000	(90,000)	(100%)	0	0	-	0	90,000	(100%)
45	Other Income	3,064	0	3,064	-	276,596	(273,532)	(99%)	526,241	0	526,241	-	857,204	(330,963)	(39%)	526,241	0	-
46	Total Other Income	25,224	36,395	(11,171)	(31%)	318,486	(293,262)	(92%)	2,988,297	2,308,324	679,973	29%	2,748,703	239,595	9%	3,194,864	2,514,891	27%
48	Financial Expenses & Taxes	61,763	6,916	(54,847)	793%	1,679	(60,084)	3579%	103,924	55,328	(48,596)	88%	39,094	(64,831)	166%	131,596	83,000	(59%)
49	Debt Service	4,058	11,375	7,317	(64%)	1,486	(2,572)	173%	808,137	877,995	69,858	(8%)	793,024	(15,112)	2%	853,637	923,495	8%
50	Capital Outlays	0	20,833	20,833	(100%)	44,800	44,800	(100%)	274,650	643,389	368,739	(57%)	108,522	(166,127)	153%	357,986	726,725	51%
51	Interfund Transfers	0	0	0	-	200,000	200,000	(100%)	0	0	0	-	902,500	902,500	(100%)	1,398,000	1,398,000	0%
52	Total Other Expenses	65,821	39,124	(26,697)	68%	247,965	182,144	(73%)	1,186,711	1,576,712	390,001	(25%)	1,843,140	656,429	(36%)	2,741,219	3,131,220	12%
54	Net Result	(174,254)	(148,991)	(25,263)	17%	(119,298)	(54,956)	46%	172,939	(52,855)	225,794	(427%)	45,391	127,548	281%	(1,579,735)	(1,805,529)	(13%)

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4005 Building & Dock Leases	360	360	(0)	0%	360	0	0%	2,878	2,880	(2)	0%	2,820	59	2%	4,316	4,318	0%
4245 CCURA	1,000	1,000	0	0%	1,000	0	0%	8,000	8,000	0	0%	8,000	0	0%	12,000	12,000	0%
4290 Other	8,067	667	7,400	1109%	5	8,062	161230%	8,067	5,336	2,731	51%	20	8,046	40092%	10,731	8,000	34%
Total Operating Income	9,426	2,027	7,399	365%	1,365	8,062	591%	18,945	16,216	2,729	17%	10,840	8,105	75%	27,047	24,318	11%
Expenses																	
Personnel Services																	
5005 Salaries	42,130	45,637	3,507	8%	45,705	3,575	8%	345,444	388,003	42,559	11%	348,136	2,692	1%	550,899	593,458	7%
5015 Overtime	0	0	0	-	89	89	100%	121	0	(121)	-	338	217	64%	121	0	-
5020 Car Allowance	0	0	0	-	462	462	100%	0	0	0	-	3,808	3,808	100%	0	0	-
5050 Merit Pool	0	1,621	1,621	100%	0	0	-	0	13,782	13,782	100%	0	0	-	7,303	21,085	65%
Total Compensation	42,130	47,258	5,128	11%	46,255	4,126	9%	345,565	401,785	56,220	14%	352,282	6,717	2%	558,323	614,543	9%
5100 Federal Payroll taxes	3,182	3,219	37	1%	3,479	297	9%	21,408	27,368	5,960	22%	22,382	974	4%	35,903	41,863	14%
5105 State Payroll taxes	10	0	(10)	-	12	3	22%	80	0	(80)	-	101	21	21%	80	0	-
5110 Unemployment Insurance	1,082	545	(537)	-98%	1,274	192	15%	3,682	4,633	951	21%	3,900	218	6%	6,134	7,085	13%
5115 Workers compensation	85	93	8	9%	84	(1)	-1%	678	791	113	14%	38	(640)	-1670%	1,098	1,211	9%
Total Payroll Taxes	4,358	3,857	(501)	-13%	4,849	491	10%	25,849	32,792	6,943	21%	26,421	573	2%	43,216	50,159	14%
5200 Medical insurance	3,927	5,126	1,199	23%	4,351	424	10%	27,489	41,008	13,519	33%	35,431	7,942	22%	47,998	61,517	22%
5205 Dental insurance	668	951	283	30%	775	107	14%	5,341	7,608	2,267	30%	5,798	457	8%	9,148	11,415	20%
5215 Term life insurance	324	82	(242)	-295%	299	(25)	-8%	2,813	656	(2,157)	-329%	2,117	(695)	-33%	3,140	983	-219%
5220 Long Term Disability insurance	0	295	295	100%	0	0	-	0	2,360	2,360	100%	0	0	-	1,180	3,540	67%
5225 PERS Employer Contributions	8,043	8,686	643	7%	5,827	(2,216)	-38%	65,473	73,848	8,375	11%	46,153	(19,321)	-42%	104,574	112,949	7%
5230 PERS Employee Contributions	2,528	2,730	202	7%	2,497	(31)	-1%	20,578	23,210	2,632	11%	19,780	(798)	-4%	32,868	35,500	7%
Total Insured Benefits	15,489	17,870	2,381	13%	13,749	(1,740)	-13%	121,694	148,690	26,996	18%	109,279	(12,415)	-11%	198,908	225,904	12%
Total Personnel Services	61,977	68,985	7,008	10%	64,853	2,876	4%	493,108	583,267	90,159	15%	487,982	(5,126)	-1%	800,447	890,606	10%
Goods & Services																	
6005 Seminars & training	100	2,413	2,313	96%	25	(75)	-300%	3,051	19,304	16,253	84%	1,639	(1,412)	-86%	12,697	28,950	56%
6010 Educational reimbursement	0	1,417	1,417	100%	0	0	-	6,582	11,336	4,754	42%	3,147	(3,435)	-109%	12,246	17,000	28%
Total Staff Training	100	3,830	3,730	97%	25	(75)	-300%	9,633	30,640	21,007	69%	4,786	(4,847)	-101%	24,943	45,950	46%
6020 Travel - airfare	0	250	250	100%	0	0	-	0	2,000	2,000	100%	0	0	-	1,000	3,000	67%
6025 Travel - lodging & transportation	8	333	325	98%	2,048	2,040	100%	869	2,664	1,795	67%	2,731	1,862	68%	2,205	4,000	45%
6030 Travel - Per Diem & mileage reimbursement	0	292	292	100%	0	0	-	1,116	2,336	1,220	52%	675	(442)	-65%	2,280	3,500	35%
6035 Meals & Entertainment	49	567	518	91%	0	(49)	-	5,775	4,536	(1,239)	-27%	3,418	(2,357)	-69%	8,039	6,800	-18%
Total Travel & Entertainment	57	1,442	1,385	96%	2,048	1,991	97%	7,760	11,536	3,776	33%	6,824	(936)	-14%	13,524	17,300	22%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				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
6050 Office supplies	315	1,000	685	68%	579	264	46%	5,735	8,000	2,265	28%	10,604	4,869	46%	9,735	12,000	19%
6055 Kitchen supplies	193	417	224	54%	261	68	26%	2,039	3,336	1,297	39%	2,387	349	15%	3,703	5,000	26%
6060 IT supplies	30	625	595	95%	0	(30)	-	4,412	5,000	588	12%	694	(3,717)	-536%	6,912	7,500	8%
6070 Postage & courier services	406	333	(73)	-22%	30	(376)	-1251%	2,898	2,664	(234)	-9%	2,320	(577)	-25%	4,234	4,000	-6%
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	1,518	1,518	100%	0	0	-
6080 Office lease	7,927	7,917	(10)	0%	7,726	(201)	-3%	62,012	63,336	1,324	2%	52,941	(9,071)	-17%	93,676	95,000	1%
6085 Office equipment lease	0	168	168	100%	0	0	-	1,007	1,344	337	25%	1,511	504	33%	1,678	2,015	17%
6087 Office equipment repairs & maintenance	349	417	68	16%	182	(167)	-91%	2,492	3,336	844	25%	1,952	(540)	-28%	4,156	5,000	17%
6090 IT SW subscriptions & licenses	9,772	10,417	645	6%	8,000	(1,772)	-22%	77,782	83,336	5,554	7%	64,027	(13,756)	-21%	119,446	125,000	4%
6095 Commission expenses	2,286	375	(1,911)	-510%	0	(2,286)	-	4,654	3,000	(1,654)	-55%	0	(4,654)	-	6,154	4,500	-37%
Total Office Expense	21,278	21,669	391	2%	16,779	(4,499)	-27%	163,031	173,352	10,321	6%	137,954	(25,077)	-18%	249,694	260,015	4%
6100 Telephone - landline	464	550	86	16%	402	(61)	-15%	3,249	4,400	1,151	26%	3,599	350	10%	5,449	6,600	17%
6105 Telephone - mobile	572	805	233	29%	689	117	17%	4,652	6,440	1,788	28%	4,910	258	5%	7,872	9,660	19%
6110 Internet services	604	608	4	1%	604	0	0%	4,879	4,864	(15)	0%	5,810	931	16%	7,315	7,300	0%
6115 Cable TV	50	53	3	6%	44	(6)	-15%	399	424	25	6%	346	(53)	-15%	605	630	4%
6130 Electricity	567	700	133	19%	516	(51)	-10%	4,585	5,600	1,015	18%	4,097	(488)	-12%	7,385	8,400	12%
Total Utilities	2,256	2,716	460	17%	2,255	(1)	0%	17,763	21,728	3,965	18%	18,762	999	5%	28,625	32,590	12%
6205 Janitorial services	594	485	(109)	-22%	484	(111)	-23%	3,868	3,880	12	0%	3,146	(723)	-23%	5,808	5,820	0%
6215 Payroll services	657	775	118	15%	680	23	3%	5,254	6,200	946	15%	4,949	(306)	-6%	8,359	9,305	10%
6245 Legal advertising	0	250	250	100%	0	0	-	387	2,000	1,613	81%	315	(72)	-23%	1,387	3,000	54%
6250 Legal services	5,268	12,500	7,232	58%	6,184	916	15%	744,487	100,000	(644,487)	-644%	33,713	(710,774)	-2108%	794,487	150,000	-430%
6255 Auditing	0	4,583	4,583	100%	5,925	5,925	100%	44,900	36,664	(8,236)	-22%	51,875	6,975	13%	63,236	55,000	-15%
6260 Consulting services	0	583	583	100%	0	0	-	275	4,664	4,389	94%	0	(275)	-	2,611	7,000	63%
6265 Recruiting services	0	833	833	100%	408	408	100%	129	6,664	6,535	98%	2,948	2,819	96%	3,465	10,000	65%
6270 Contracted Services	0	0	0	-	40	40	100%	78	0	(78)	-	69	(9)	-14%	78	0	-
6290 Commercial insurance	1,755	1,526	(229)	-15%	1,481	(275)	-19%	12,462	12,208	(254)	-2%	11,162	(1,300)	-12%	18,571	18,317	-1%
Total Professional Services	8,274	21,535	13,261	62%	15,200	6,926	46%	811,841	172,280	(639,561)	-371%	108,175	(703,665)	-650%	898,003	258,442	-247%
6351 Awards & Recognitions	0	271	271	100%	0	0	-	2,630	2,168	(462)	-21%	2,160	(470)	-22%	3,712	3,250	-14%
Total Marketing Expense	0	271	271	100%	0	0	-	2,630	2,168	(462)	-21%	2,160	(470)	-22%	3,712	3,250	-14%
6415 Clothing	0	0	0	-	190	190	100%	0	0	0	-	190	190	100%	0	0	-
6425 Operational supplies	0	0	0	-	0	0	-	0	0	(0)	-	0	(0)	-	0	0	-
6430 Equipment Rental	0	0	0	-	0	0	-	2,211	0	(2,211)	-	0	(2,211)	-	2,211	0	-
6435 Vehicle Lease	0	600	600	100%	0	0	-	0	4,800	4,800	100%	0	0	-	2,400	7,200	67%
6450 Fuel - Gas	142	250	108	43%	0	(142)	-	639	2,000	1,361	68%	0	(639)	-	1,639	3,000	45%
Total Operational Expense	142	850	708	83%	190	48	25%	2,850	6,800	3,950	58%	190	(2,660)	-1400%	6,250	10,200	39%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	0	0	0	-	198	198	100%	0	0	0	-	870	870	100%	0	0	-
6505 Repairs & maintenance vehicles	108	120	12	10%	0	(108)	-	149	960	811	84%	0	(149)	-	629	1,440	56%
6510 Repairs & maintenance buildings	0	125	125	100%	0	0	-	179	1,000	821	82%	1,366	1,187	87%	679	1,500	55%
Total Repair and Maintenance	108	245	137	56%	198	90	45%	330	1,960	1,630	83%	2,236	1,906	85%	1,310	2,940	55%
Total Goods & Services	32,215	52,558	20,343	39%	36,694	4,479	12%	1,015,839	420,464	(595,375)	-142%	281,088	(734,750)	-261%	1,226,062	630,687	-94%
Total Expenses	94,192	121,543	27,351	23%	101,548	7,356	7%	1,508,947	1,003,731	(505,216)	-50%	769,070	(739,876)	-96%	2,026,509	1,521,293	-33%
Operating Results	(84,766)	(119,516)	34,750	-29%	(100,183)	15,417	-15%	(1,490,002)	(987,515)	(502,487)	51%	(758,231)	(731,771)	97%	(1,999,462)	(1,496,975)	34%
Other Income & Expenses																	
Other Income																	
4405 Property Taxes - Current Year	7,754	7,486	268	4%	7,312	442	6%	1,668,492	1,638,543	29,949	2%	1,600,370	68,122	4%	1,753,949	1,724,000	2%
4410 Property Taxes - Prior Years	3,451	2,168	1,283	59%	3,571	(120)	-3%	50,570	35,850	14,720	41%	59,042	(8,472)	-14%	64,720	50,000	29%
4505 Interest - Bank	3,581	7,500	(3,919)	-52%	6,879	(3,298)	-48%	43,550	60,000	(16,450)	-27%	63,819	(20,269)	-32%	73,550	90,000	-18%
4506 Interest - Southport Note	2,123	2,123	0	0%	2,278	(155)	-7%	17,350	17,350	0	0%	18,579	(1,229)	-7%	25,711	25,711	0%
4515 Principal Repayment - Southport Note	5,251	5,251	0	0%	5,096	155	3%	41,641	41,641	0	0%	40,412	1,229	3%	62,776	62,776	0%
4905 Other	0	0	0	-	0	0	-	18	0	18	-	3,779	(3,761)	-100%	18	0	-
Total Other Income	22,159	24,528	(2,368)	-10%	25,135	(2,976)	-12%	1,821,620	1,793,384	28,236	2%	1,786,001	35,619	2%	1,980,723	1,952,487	1%
Other Expenses																	
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	0	0	0	-	173	173	100%	0	0	-
6740 Merchant fees	1,337	1,833	496	27%	1,718	381	22%	17,780	14,664	(3,116)	-21%	18,172	392	2%	25,116	22,000	-14%
6745 Banking fees	0	83	83	100%	(39)	(40)	101%	12	664	652	98%	65	53	82%	348	1,000	65%
6995 Budget Contingency	0	4,167	4,167	100%	0	0	-	0	33,336	33,336	100%	0	0	-	16,664	50,000	67%
Total Taxes & Misc Expenses	1,337	6,083	4,746	78%	1,679	341	20%	17,792	48,664	30,872	63%	18,410	617	3%	42,128	73,000	42%
Debt Services																	
7020 Principal repayment - Vehicles	789	0	(789)	-	0	(789)	-	1,575	0	(1,575)	-	0	(1,575)	-	1,575	0	-
7025 Interest payment - Vehicles	188	0	(188)	-	0	(188)	-	379	0	(379)	-	0	(379)	-	379	0	-
9005 Transfers out	0	0	0	-	0	0	-	0	0	0	-	0	0	-	1,398,000	1,398,000	0%
Total Debt Services	977	0	(977)	-	0	(977)	-	1,954	0	(1,954)	-	0	(1,954)	-	1,399,954	1,398,000	0%
Total Other Expenses	2,314	6,083	3,769	62%	1,679	(636)	-38%	19,747	48,664	28,917	59%	18,410	(1,337)	-7%	1,442,083	1,471,000	2%
Net Other Income	19,845	18,445	1,400	8%	23,457	(3,612)	-15%	1,801,874	1,744,720	57,153	3%	1,767,591	34,283	2%	538,641	481,487	12%
Net Result	(64,921)	(101,071)	36,150	-36%	(76,726)	11,806	-15%	311,872	757,205	(445,333)	-59%	1,009,360	(697,488)	-69%	(1,460,821)	(1,015,488)	44%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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			
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				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
Operating Income																	
4180 Merchandise	2	0	2	-	0	2	-	466	0	466	-	428	38	9%	466	0	-
Total Operating Income	2	0	2	-	0	2	-	466	0	466	-	428	38	9%	466	0	-
Expenses																	
Personnel Services																	
5005 Salaries	10,412	16,229	5,817	36%	18,187	7,776	43%	83,636	137,978	54,342	39%	153,845	70,209	46%	156,699	211,041	26%
5010 Other compensation	0	0	0	-	0	0	-	0	0	0	-	26	26	100%	0	0	-
5015 Overtime	0	0	0	-	27	27	100%	0	0	0	-	27	27	100%	0	0	-
5020 Car Allowance	0	0	0	-	692	692	100%	0	0	0	-	5,711	5,711	100%	0	0	-
Total Compensation	10,412	16,229	5,817	36%	18,907	8,495	45%	83,636	137,978	54,342	39%	159,609	75,974	48%	156,699	211,041	26%
5100 Federal Payroll taxes	790	1,242	452	36%	1,424	635	45%	6,345	10,559	4,214	40%	12,051	5,706	47%	11,931	16,145	26%
5105 State Payroll taxes	3	0	(3)	-	5	2	37%	27	0	(27)	-	45	18	41%	27	0	-
5110 Unemployment Insurance	268	218	(50)	-23%	521	253	49%	1,137	1,853	717	39%	1,556	420	27%	2,114	2,830	25%
5115 Workers compensation	49	34	(15)	-43%	44	(5)	-11%	390	289	(101)	-35%	97	(293)	-304%	540	439	-23%
Total Payroll Taxes	1,110	1,494	384	26%	1,994	885	44%	7,898	12,701	4,803	38%	13,749	5,851	43%	14,611	19,414	25%
5200 Medical insurance	1,453	2,770	1,317	48%	2,220	768	35%	11,620	22,160	10,540	48%	17,763	6,143	35%	22,696	33,236	32%
5205 Dental insurance	154	337	183	54%	262	107	41%	1,236	2,696	1,460	54%	2,094	858	41%	2,584	4,044	36%
5215 Term life insurance	113	35	(78)	-223%	149	36	24%	624	280	(344)	-123%	1,190	565	48%	765	421	-82%
5220 Long Term Disability insurance	0	101	101	100%	0	0	-	0	808	808	100%	0	0	-	408	1,216	66%
5225 PERS Employee Contributions	1,988	2,467	479	19%	2,647	659	25%	16,458	20,974	4,516	22%	22,997	6,539	28%	27,561	32,077	14%
5230 PERS Employer Contributions	625	775	150	19%	1,134	510	45%	5,173	6,589	1,416	21%	9,856	4,683	48%	8,666	10,082	14%
Total Insured Benefits	4,332	6,485	2,153	33%	6,412	2,080	32%	35,111	53,507	18,396	34%	53,900	18,789	35%	62,680	81,076	23%
Total Personnel Services	15,854	24,208	8,354	35%	27,313	11,459	42%	126,645	204,186	77,541	38%	227,258	100,614	44%	233,990	311,531	25%
Goods & Services																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	1,400	1,400	100%	0	0	-
6010 Educational reimbursement	0	0	0	-	550	550	100%	0	0	0	-	3,550	3,550	100%	0	0	-
Total Staff Training	0	0	0	-	550	550	100%	0	0	0	-	4,950	4,950	100%	0	0	-
6020 Travel - airfare	0	333	333	100%	0	0	-	1,437	2,664	1,227	46%	135	(1,302)	-964%	2,773	4,000	31%
6025 Travel - lodging & transportation	0	542	542	100%	129	129	100%	3,296	4,336	1,040	24%	3,954	657	17%	5,460	6,500	16%
6030 Travel - Per Diem & mileage reimbursement	22	542	520	96%	0	(22)	-	1,750	4,336	2,586	60%	3,039	1,289	42%	3,914	6,500	40%
6035 Meals & Entertainment	0	417	417	100%	0	0	-	523	3,336	2,813	84%	804	282	35%	2,187	5,000	56%
Total Travel & Entertainment	22	1,834	1,812	99%	129	107	83%	7,005	14,672	7,667	52%	7,932	926	12%	14,333	22,000	35%
6050 Office supplies	0	42	42	100%	0	0	-	183	336	153	46%	201	19	9%	347	500	31%
6075 Memberships & dues	3,102	3,333	231	7%	1,503	(1,599)	-106%	19,120	26,664	7,544	28%	20,706	1,586	8%	32,456	40,000	19%
Total Office Expense	3,102	3,375	273	8%	1,503	(1,599)	-106%	19,303	27,000	7,697	29%	20,907	1,605	8%	32,803	40,500	19%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				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	6,664	6,664	100%	0	0	-	3,336	10,000	67%
6270 Contracted Services	0	0	0	-	(16)	(16)	100%	32	0	(32)	-	0	(32)	-	32	0	-
Total Professional Services	0	833	833	100%	(16)	(16)	100%	32	6,664	6,632	100%	0	(32)	-	3,368	10,000	66%
6310 Marketing supplies	333	667	334	50%	13	(320)	-2470%	4,779	5,336	557	10%	3,619	(1,160)	-32%	7,443	8,000	7%
6315 Advertising	4,318	1,667	(2,651)	-159%	2,488	(1,830)	-74%	14,043	13,336	(707)	-5%	12,964	(1,079)	-8%	20,707	20,000	-4%
6320 Cargo recruitment & development	0	833	833	100%	0	0	-	2,661	6,664	4,003	60%	3,024	363	12%	5,997	10,000	40%
6340 Legislative support	6,807	6,667	(140)	-2%	6,797	(9)	0%	53,160	53,336	176	0%	49,179	(3,981)	-8%	79,824	80,000	0%
6345 Community affairs	750	600	(150)	-25%	0	(750)	-	14,507	4,800	(9,707)	-202%	1,000	(13,507)	-1351%	16,907	7,200	-135%
Total Marketing Expense	12,208	10,434	(1,774)	-17%	9,298	(2,910)	-31%	89,151	83,472	(5,679)	-7%	69,787	(19,364)	-28%	130,879	125,200	-5%
Total Goods & Services	15,331	16,476	1,145	7%	11,464	(3,868)	-34%	115,491	131,808	16,317	12%	103,576	(11,915)	-12%	181,383	197,700	8%
Total Expenses	31,185	40,684	9,499	23%	38,777	7,592	20%	242,136	335,994	93,858	28%	330,834	88,698	27%	415,373	509,231	18%
Operating Results	(31,183)	(40,684)	9,501	-23%	(38,777)	7,594	-20%	(241,670)	(335,994)	94,324	-28%	(330,406)	88,736	-27%	(414,907)	(509,231)	-19%
Other Income & Expenses																	
Other Income																	
Net Result	(31,183)	(40,684)	9,501	-23%	(38,777)	7,594	-20%	(241,670)	(335,994)	94,324	-28%	(330,406)	88,736	-27%	(414,907)	(509,231)	-19%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020		\$ Diff	% Diff	Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
Expenses																	
Personnel Services																	
5005 Salaries	23,042	18,551	(4,491)	-24%	11,531	(11,511)	-100%	159,590	157,720	(1,870)	-1%	109,890	(49,700)	-45%	243,110	241,240	-1%
5020 Car Allowance	0	0	0	-	462	462	100%	0	0	0	-	3,634	3,634	100%	0	0	-
Total Compensation	23,042	18,551	(4,491)	-24%	11,993	(11,049)	-92%	159,590	157,720	(1,870)	-1%	113,524	(46,065)	-41%	243,110	241,240	-1%
5100 Federal Payroll taxes	1,753	1,419	(334)	-24%	917	(835)	-91%	12,184	12,065	(119)	-1%	8,566	(3,617)	-42%	18,574	18,455	-1%
5105 State Payroll taxes	6	0	(6)	-	4	(3)	-76%	44	0	(44)	-	30	(13)	-44%	44	0	-
5110 Unemployment Insurance	596	218	(378)	-173%	336	(260)	-77%	2,404	1,853	(551)	-30%	672	(1,732)	-258%	3,381	2,830	-19%
5115 Workers compensation	41	43	2	4%	40	(1)	-3%	331	365	34	9%	147	(185)	-126%	521	555	6%
Total Payroll Taxes	2,396	1,680	(716)	-43%	1,297	(1,099)	-85%	14,962	14,283	(679)	-5%	9,415	(5,548)	-59%	22,519	21,840	-3%
5200 Medical insurance	1,531	2,357	826	35%	945	(586)	-62%	9,184	18,856	9,672	51%	8,834	(349)	-4%	18,608	28,280	34%
5205 Dental insurance	149	277	128	46%	101	(49)	-48%	897	2,216	1,319	60%	966	70	7%	2,008	3,327	40%
5215 Term life insurance	220	35	(185)	-527%	92	(127)	-137%	980	280	(700)	-250%	713	(267)	-37%	1,121	421	-166%
5220 Long Term Disability insurance	0	116	116	100%	0	0	-	0	928	928	100%	0	0	-	462	1,390	67%
5225 PERS Employee Contributions	2,958	2,910	(48)	-2%	1,679	(1,279)	-76%	20,034	24,741	4,707	19%	14,191	(5,843)	-41%	33,136	37,843	12%
5230 PERS Employer Contributions	930	915	(15)	-2%	720	(210)	-29%	6,297	7,779	1,482	19%	6,082	(215)	-4%	10,412	11,894	12%
Total Insured Benefits	5,787	6,610	823	12%	3,537	(2,251)	-64%	37,391	54,800	17,409	32%	30,787	(6,604)	-21%	65,746	83,155	21%
Total Personnel Services	31,225	26,841	(4,384)	-16%	16,826	(14,399)	-86%	211,943	226,803	14,860	7%	153,726	(58,217)	-38%	331,375	346,235	4%
Goods & Services																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	1,137	1,137	100%	0	0	-
Total Staff Training	0	0	0	-	0	0	-	0	0	0	-	1,137	1,137	100%	0	0	-
6020 Travel - airfare	0	83	83	100%	0	0	-	60	664	604	91%	0	(60)	-	396	1,000	60%
6025 Travel - lodging & transportation	586	83	(503)	-606%	57	(529)	-930%	2,111	664	(1,447)	-218%	57	(2,054)	-3614%	2,447	1,000	-145%
6030 Travel - Per Diem & mileage reimbursement	266	250	(16)	-6%	0	(266)	-	2,405	2,000	(405)	-20%	340	(2,065)	-607%	3,405	3,000	-13%
6035 Meals & Entertainment	0	0	0	-	0	0	-	170	0	(170)	-	0	(170)	-	170	0	-
Total Travel & Entertainment	852	416	(436)	-105%	57	(795)	-1398%	4,746	3,328	(1,418)	-43%	397	(4,349)	-1096%	6,418	5,000	-28%
6075 Memberships & dues	75	0	(75)	-	0	(75)	-	450	0	(450)	-	0	(450)	-	450	0	-
Total Office Expense	75	0	(75)	-	0	(75)	-	450	0	(450)	-	0	(450)	-	450	0	-
6260 Consulting services	0	0	0	-	0	0	-	0	0	0	-	15,346	15,346	100%	0	0	-
Total Professional Services	0	0	0	-	3,750	3,750	100%	0	0	0	-	19,096	19,096	100%	0	0	-

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6405 Safety/hazardous materials	0	0	0	-	0	0	-	175	0	(175)	-	1,031	856	83%	175	0	-
6415 Clothing	0	33	33	100%	0	0	-	155	264	109	41%	240	85	35%	291	400	27%
6450 Fuel - Gas	96	83	(13)	-16%	0	(96)	-	502	664	162	24%	92	(410)	-447%	838	1,000	16%
Total Operational Expense	96	116	20	17%	0	(96)	-	832	928	96	10%	1,363	531	39%	1,304	1,400	7%
6515 Repairs & maintenance land improvements	0	0	0	-	0	0	-	0	0	0	-	24	24	100%	0	0	-
Total Repair and Maintenance	0	0	0	-	0	0	-	0	0	0	-	24	24	100%	0	0	-
Total Goods & Services	1,023	532	(491)	-92%	3,807	2,784	73%	6,028	4,256	(1,772)	-42%	22,016	15,988	73%	8,172	6,400	-28%
Total Expenses	32,248	27,373	(4,875)	-18%	20,633	(11,615)	-56%	217,971	231,059	13,088	6%	175,742	(42,229)	-24%	339,547	352,635	4%
Operating Results	(32,248)	(27,373)	(4,875)	18%	(20,633)	(11,615)	56%	(217,971)	(231,059)	13,088	-6%	(175,742)	(42,229)	24%	(339,547)	(352,635)	-4%
Other Income & Expenses																	
Other Income																	
4605 Grants Received - ODOT Lottery	0	11,867	(11,867)	-100%	16,755	(16,755)	-100%	965	94,936	(93,971)	-99%	85,106	(84,141)	-99%	48,429	142,400	-66%
Total Other Income	0	11,867	(11,867)	-100%	16,755	(16,755)	-100%	965	94,936	(93,971)	-99%	85,106	(84,141)	-99%	48,429	142,400	-66%
Other Expenses																	
Taxes & Misc Expenses																	
6745 Banking fees	0	833	833	100%	0	0	-	3,403	6,664	3,261	49%	12,549	9,146	73%	6,739	10,000	33%
Total Taxes & Misc Expenses	0	833	833	100%	0	0	-	3,403	6,664	3,261	49%	12,549	9,146	73%	6,739	10,000	33%
Debt Services																	
7010 Interest payment	1,571	11,375	9,804	86%	1,486	(84)	-6%	36,818	91,000	54,182	60%	13,545	(23,273)	-172%	82,318	136,500	40%
Total Debt Services	1,571	11,375	9,804	86%	1,486	(84)	-6%	36,818	91,000	54,182	60%	13,545	(23,273)	-172%	82,318	136,500	40%
Total Other Expenses	1,571	12,208	10,637	87%	1,486	(84)	-6%	40,221	97,664	57,443	59%	26,094	(14,127)	-54%	89,057	146,500	39%
Net Other Income	(1,571)	(341)	(1,230)	361%	15,268	(16,839)	-110%	(39,255)	(2,728)	(36,527)	1339%	59,012	(98,268)	-167%	(40,627)	(4,100)	891%
Net Result	(33,819)	(27,714)	(6,105)	22%	(5,365)	(28,454)	530%	(257,227)	(233,787)	(23,440)	10%	(116,730)	(140,497)	120%	(380,175)	(356,735)	7%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4005 Building & Dock Leases	9,246	9,395	(149)	-2%	9,108	138	2%	74,079	75,160	(1,081)	-1%	72,372	1,707	2%	111,664	112,745	-1%
4010 Property Agreements	5,658	6,750	(1,092)	-16%	5,574	84	2%	54,519	54,000	519	1%	53,557	962	2%	81,519	81,000	1%
4240 Project Management Fees	0	47,463	(47,463)	-100%	46,305	(46,305)	-100%	326,450	379,704	(53,254)	-14%	357,210	(30,760)	-9%	516,297	569,551	-9%
Total Operating Income	14,904	63,608	(48,704)	-77%	60,987	(46,084)	-76%	455,048	508,864	(53,816)	-11%	483,140	(28,091)	-6%	709,480	763,296	-7%
Expenses																	
Personnel Services																	
5005 Salaries	7,521	13,031	5,510	42%	12,729	5,208	41%	97,619	110,789	13,170	12%	105,588	7,969	8%	156,283	169,453	8%
5020 Car Allowance	0	0	0	-	462	462	100%	0	0	0	-	3,808	3,808	100%	0	0	-
Total Compensation	7,521	13,031	5,510	42%	13,191	5,670	43%	97,619	110,789	13,170	12%	109,395	11,776	11%	156,283	169,453	8%
5100 Federal Payroll taxes	575	997	422	42%	1,009	434	43%	7,468	8,476	1,008	12%	8,369	901	11%	11,955	12,963	8%
5105 State Payroll taxes	2	0	(2)	-	4	2	57%	23	0	(23)	-	30	8	25%	23	0	-
5110 Unemployment Insurance	196	145	(51)	-35%	369	174	47%	511	1,233	722	59%	1,296	785	61%	1,165	1,887	38%
5115 Workers compensation	41	30	(11)	-38%	39	(2)	-6%	331	255	(76)	-30%	134	(197)	-147%	466	390	-20%
Total Payroll Taxes	814	1,172	358	31%	1,421	607	43%	8,333	9,964	1,631	16%	9,829	1,496	15%	13,609	15,240	11%
5200 Medical insurance	0	0	0	-	0	0	-	3,927	0	(3,927)	-	(945)	(4,872)	516%	3,927	0	-
5205 Dental insurance	105	223	118	53%	206	102	49%	1,335	1,784	449	25%	1,651	316	19%	2,226	2,675	17%
5215 Term life insurance	13	23	10	46%	101	89	88%	746	184	(562)	-305%	811	65	8%	843	281	-200%
5220 Long Term Disability insurance	0	81	81	100%	0	0	-	0	648	648	100%	0	0	-	328	976	66%
5225 PERS Employee Contributions	1,436	2,488	1,052	42%	1,847	411	22%	19,188	21,152	1,964	9%	13,159	(6,029)	-46%	30,384	32,348	6%
5230 PERS Employer Contributions	451	782	331	42%	791	340	43%	6,031	6,648	617	9%	5,640	(391)	-7%	9,550	10,167	6%
Total Insured Benefits	2,004	3,597	1,593	44%	2,946	942	32%	31,227	30,416	(811)	-3%	20,316	(10,911)	-54%	47,258	46,447	-2%
Total Personnel Services	10,339	17,800	7,461	42%	17,558	7,219	41%	137,179	151,169	13,990	9%	139,540	2,361	2%	217,150	231,140	6%
Goods & Services																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	325	325	100%	0	0	-
Total Staff Training	0	0	0	-	0	0	-	0	0	0	-	325	325	100%	0	0	-
6020 Travel - airfare	0	333	333	100%	0	0	-	1,002	2,664	1,662	62%	25	(977)	-3906%	2,338	4,000	42%
6025 Travel - lodging & transportation	771	1,250	479	38%	313	(458)	-147%	4,950	10,000	5,050	50%	9,910	4,959	50%	9,950	15,000	34%
6030 Travel - Per Diem & mileage reimbursement	0	333	333	100%	639	639	100%	2,468	2,664	196	7%	5,993	3,524	59%	3,804	4,000	5%
6035 Meals & Entertainment	0	21	21	100%	0	0	-	263	168	(95)	-57%	32	(231)	-723%	345	250	-38%
Total Travel & Entertainment	771	1,937	1,166	60%	952	181	19%	8,684	15,496	6,812	44%	15,959	7,276	46%	16,438	23,250	29%
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	1,885	1,885	100%	0	0	-
Total Office Expense	0	0	0	-	0	0	-	0	0	0	-	1,885	1,885	100%	0	0	-

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				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	133	133	(0)	0%	206	72	35%	978	1,064	86	8%	1,622	644	40%	1,514	1,600	5%
6140 Garbage/Sanitation Collection	0	0	0	-	0	0	-	0	0	0	-	63	63	100%	0	0	-
6155 Environmental Remediation/Mitigation/Monitoring	0	0	0	-	0	0	-	1,006	0	(1,006)	-	0	(1,006)	-	1,006	0	-
Total Utilities	133	133	(0)	0%	206	72	35%	1,984	1,064	(920)	-86%	1,685	(299)	-18%	2,520	1,600	-57%
6200 Temporary/Contract help	0	208	208	100%	0	0	-	0	1,664	1,664	100%	0	0	-	836	2,500	67%
6260 Consulting services	0	833	833	100%	0	0	-	0	6,664	6,664	100%	0	0	-	3,336	10,000	67%
6270 Contracted Services	0	0	0	-	0	0	-	1,694	0	(1,694)	-	1,770	76	4%	1,694	0	-
6290 Commercial insurance	798	702	(96)	-14%	723	(74)	-10%	5,934	5,616	(318)	-6%	5,494	(440)	-8%	8,738	8,420	-4%
Total Professional Services	798	1,743	945	54%	723	(74)	-10%	7,629	13,944	6,315	45%	7,264	(365)	-5%	14,605	20,920	30%
6345 Community affairs	0	0	0	-	0	0	-	0	0	0	-	90	90	100%	0	0	-
Total Marketing Expense	0	0	0	-	0	0	-	0	0	0	-	90	90	100%	0	0	-
6400 Small equipment & tools	0	42	42	100%	0	0	-	0	336	336	100%	0	0	-	164	500	67%
6405 Safety/hazardous materials	0	1,667	1,667	100%	0	0	-	760	13,336	12,576	94%	0	(760)	-	7,424	20,000	63%
6410 Signage	0	83	83	100%	0	0	-	0	664	664	100%	10	10	100%	336	1,000	66%
6415 Clothing	0	42	42	100%	0	0	-	0	336	336	100%	0	0	-	164	500	67%
6430 Equipment Rental	0	167	167	100%	0	0	-	0	1,336	1,336	100%	0	0	-	664	2,000	67%
6450 Fuel - Gas	0	208	208	100%	0	0	-	88	1,664	1,576	95%	100	12	12%	924	2,500	63%
Total Operational Expense	0	2,509	2,509	100%	0	0	-	848	20,072	19,224	96%	110	(738)	-670%	10,876	30,100	64%
6505 Repairs & maintenance vehicles	0	60	60	100%	0	0	-	0	480	480	100%	0	0	-	240	720	67%
6510 Repairs & maintenance buildings	0	417	417	100%	25	25	100%	25	3,336	3,311	99%	185	160	86%	1,689	5,000	66%
6515 Repairs & maintenance land improvements	0	1,667	1,667	100%	0	0	-	0	13,336	13,336	100%	9,111	9,111	100%	6,664	20,000	67%
6520 Repairs & maintenance docks	0	833	833	100%	0	0	-	48	6,664	6,616	99%	0	(48)	-	3,384	10,000	66%
6575 Waterway Leases	0	208	208	100%	0	0	-	1,135	1,664	529	32%	1,102	(33)	-3%	1,971	2,500	21%
6580 Permits	0	0	0	-	0	0	-	333	0	(333)	-	1,086	753	69%	333	0	-
Total Repair and Maintenance	0	3,185	3,185	100%	25	25	100%	1,541	25,480	23,939	94%	11,483	9,942	87%	14,281	38,220	63%
Total Goods & Services	1,702	9,507	7,805	82%	1,906	204	11%	20,686	76,056	55,370	73%	38,802	18,116	47%	58,720	114,090	49%
Total Expenses	12,041	27,307	15,266	56%	19,464	7,423	38%	157,864	227,225	69,361	31%	178,342	20,477	11%	275,869	345,230	20%
Operating Results	2,863	36,301	(33,438)	-92%	41,524	(38,661)	-93%	297,184	281,639	15,545	6%	304,798	(7,614)	-2%	433,611	418,066	4%
4905 Other	1,000	0	1,000	-	0	1,000	-	3,000	0	3,000	-	0	3,000	-	3,000	0	-
Total Other Income	1,000	0	1,000	-	0	1,000	-	3,000	0	3,000	-	0	3,000	-	3,000	0	-
Taxes & Misc Expenses																	
Net Other Income	1,000	0	1,000	-	0	1,000	-	3,000	0	3,000	-	0	3,000	-	3,000	0	-
Net Result	3,863	36,301	(32,438)	-89%	41,524	(37,661)	-91%	300,184	281,639	18,545	7%	304,798	(4,614)	-2%	436,611	418,066	4%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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						
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				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	
Operating Income																		
4005 Building & Dock Leases	16,925	18,348	(1,423)	-8%	18,007	(1,082)	-6%	129,539	146,784	(17,245)	-12%	143,404	(13,865)	-10%	202,925	220,170	-8%	
4010 Property Agreements	0	0	0	-	0	0	-	0	0	0	-	960	(960)	-100%	0	0	-	
4100 Annual Moorage	15,511	22,534	(7,023)	-31%	19,246	(3,735)	-19%	256,757	286,059	(29,302)	-10%	244,312	12,445	5%	457,898	487,200	-6%	
4105 Semi-Annual Moorage	4,061	1,542	2,519	163%	2,597	1,463	56%	29,475	13,814	15,661	113%	23,272	6,202	27%	44,081	28,420	55%	
4110 Monthly Moorage	13,336	12,909	427	3%	12,492	844	7%	129,839	131,067	(1,229)	-1%	126,840	2,998	2%	202,272	203,500	-1%	
4115 Transient Moorage	6,796	3,121	3,675	118%	2,983	3,813	128%	82,245	53,014	29,231	55%	50,664	31,581	62%	100,731	71,500	41%	
4118 Work Dock	4,302	1,842	2,460	134%	2,062	2,240	109%	37,709	38,506	(797)	-2%	43,107	(5,398)	-13%	64,203	65,000	-1%	
4120 Metered Utilities	2,004	0	2,004	-	58	1,945	3336%	4,323	0	4,323	-	1,046	3,277	313%	4,323	0	-	
4125 Launch Ramp	3,085	1,054	2,031	193%	995	2,090	210%	27,455	25,832	1,623	6%	24,379	3,076	13%	38,623	37,000	4%	
4135 Storage Yard	3,662	3,157	505	16%	3,357	305	9%	26,648	24,564	2,084	8%	26,120	528	2%	39,084	37,000	6%	
4140 Storage Unit	14,273	14,490	(217)	-1%	14,051	222	2%	115,328	118,388	(3,060)	-3%	114,799	529	0%	173,940	177,000	-2%	
4145 Long Term Boat Storage	8,262	6,516	1,746	27%	6,566	1,696	26%	62,485	54,646	7,839	14%	55,065	7,420	13%	89,839	82,000	10%	
4150 Short Term Boat Storage	2,725	2,556	169	7%	2,946	(222)	-8%	21,073	26,481	(5,408)	-20%	30,526	(9,453)	-31%	34,592	40,000	-14%	
4155 Boat Wash	0	0	0	-	0	0	-	777	0	777	-	228	549	241%	777	0	-	
4165 Space Rents	12,009	10,287	1,722	17%	9,770	2,239	23%	231,123	224,535	6,588	3%	213,258	17,865	8%	321,588	315,000	2%	
4173 Laundry	119	148	(29)	-20%	140	(21)	-15%	2,647	2,925	(278)	-10%	2,766	(119)	-4%	3,722	4,000	-7%	
4175 Propane	697	945	(249)	-26%	925	(229)	-25%	6,830	6,925	(95)	-1%	6,784	46	1%	9,905	10,000	-1%	
4180 Merchandise	14	39	(25)	-64%	30	(16)	-53%	954	2,278	(1,324)	-58%	1,757	(803)	-46%	676	2,000	-66%	
4185 Visitor Convention Bureau Fee	45	117	(72)	-61%	0	45	-	2,078	936	1,142	122%	0	2,078	-	2,542	1,400	82%	
4190 Ice	0	5,559	(5,559)	-100%	6,050	(6,050)	-100%	145,435	211,420	(65,985)	-31%	230,100	(84,665)	-37%	234,015	300,000	-22%	
4200 Boat Lifts	2,845	2,285	560	25%	2,640	205	8%	28,074	26,093	1,981	8%	30,150	(2,076)	-7%	56,981	55,000	4%	
4230 Environmental Fee	1,811	1,393	418	30%	1,452	359	25%	14,753	15,026	(273)	-2%	15,690	(937)	-6%	24,727	25,000	-1%	
4235 Customer Discounts	(42)	0	(42)	-	(23)	(19)	81%	(2,581)	0	(2,581)	-	(5,871)	3,289	-56%	(2,581)	0	-	
4290 Other	2,511	2,083	428	21%	1,572	939	60%	39,561	16,664	22,897	137%	25,284	14,277	56%	47,897	25,000	92%	
4295 Bad Debt Expense	0	(417)	417	-100%	0	0	-	0	(3,336)	3,336	-100%	871	(871)	-100%	(1,664)	(5,000)	-67%	
Total Operating Income	114,951	110,508	4,443	4%	107,917	7,034	7%	1,392,526	1,422,621	(30,095)	-2%	1,405,510	(12,983)	-1%	2,151,095	2,181,190	-1%	
Expenses																		
Personnel Services																		
5005 Salaries	40,430	61,269	20,839	34%	40,179	(251)	-1%	431,071	520,906	89,835	17%	444,587	13,515	3%	706,899	796,734	11%	
5010 Other compensation	0	0	0	-	0	0	-	5,011	0	(5,011)	-	2,813	(2,198)	-78%	5,011	0	-	
5015 Overtime	607	1,319	712	54%	1,201	594	49%	10,336	11,214	878	8%	16,667	6,331	38%	16,274	17,152	5%	
5020 Car Allowance	0	0	0	-	0	0	-	0	0	0	-	808	808	100%	0	0	-	
Total Compensation	41,037	62,588	21,551	34%	41,380	343	1%	446,418	532,120	85,702	16%	464,874	18,456	4%	728,184	813,886	11%	
5100 Federal Payroll taxes	2,918	4,788	1,870	39%	3,027	109	4%	32,147	40,707	8,560	21%	34,094	1,948	6%	53,702	62,262	14%	
5105 State Payroll taxes	17	0	(17)	-	19	3	14%	179	0	(179)	-	234	55	24%	179	0	-	
5110 Unemployment Insurance	992	1,136	144	13%	1,108	116	10%	8,528	9,659	1,131	12%	8,032	(496)	-6%	13,647	14,778	8%	
5115 Workers compensation	2,039	1,865	(174)	-9%	1,906	(133)	-7%	16,312	15,856	(456)	-3%	14,236	(2,076)	-15%	24,704	24,248	-2%	
Total Payroll Taxes	5,966	7,789	1,823	23%	6,060	94	2%	57,165	66,222	9,057	14%	56,595	(569)	-1%	92,231	101,288	9%	
5200 Medical insurance	14,134	17,586	3,452	20%	11,290	(2,844)	-25%	128,344	140,688	12,344	9%	106,351	(21,993)	-21%	198,688	211,032	6%	
5205 Dental insurance	1,465	2,051	586	29%	1,241	(223)	-18%	13,416	16,408	2,992	18%	12,797	(619)	-5%	21,619	24,611	12%	

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
5215 Term life insurance	527	200	(327)	-163%	330	(197)	-60%	4,810	1,600	(3,210)	-201%	3,724	(1,086)	-29%	5,607	2,397	-134%
5220 Long Term Disability insurance	0	391	391	100%	0	0	-	0	3,128	3,128	100%	0	0	-	1,560	4,688	67%
5225 PERS Employee Contributions	8,727	11,612	2,885	25%	4,125	(4,602)	-112%	87,972	98,724	10,752	11%	72,727	(15,244)	-21%	140,243	150,995	7%
5230 PERS Employer Contributions	2,541	3,370	829	25%	1,963	(578)	-29%	25,202	28,652	3,450	12%	27,401	2,198	8%	40,378	43,828	8%
Total Insured Benefits	27,393	35,210	7,817	22%	18,949	(8,444)	-45%	259,744	289,200	29,456	10%	222,999	(36,744)	-16%	408,095	437,551	7%
Total Personnel Services	74,396	105,587	31,191	30%	66,390	(8,006)	-12%	763,326	887,542	124,216	14%	744,469	(18,858)	-3%	1,228,509	1,352,725	9%
Goods & Services																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	2,554	2,554	100%	0	0	-
Total Staff Training	0	0	0	-	0	0	-	0	0	0	-	2,554	2,554	100%	0	0	-
6020 Travel - airfare	0	83	83	100%	0	0	-	477	664	187	28%	0	(477)	-	813	1,000	19%
6025 Travel - lodging & transportation	93	250	157	63%	284	191	67%	612	2,000	1,388	69%	284	(328)	-115%	1,612	3,000	46%
6030 Travel - Per Diem & mileage reimbursement	83	125	43	34%	0	(83)	-	116	1,000	884	88%	0	(116)	-	616	1,500	59%
6035 Meals & Entertainment	50	21	(29)	-138%	0	(50)	-	50	168	118	70%	0	(50)	-	132	250	47%
Total Travel & Entertainment	226	479	253	53%	284	59	21%	1,255	3,832	2,577	67%	284	(971)	-342%	3,173	5,750	45%
6050 Office supplies	0	0	0	-	0	0	-	0	0	0	-	340	340	100%	0	0	-
6055 Kitchen supplies	146	208	62	30%	254	108	43%	1,713	1,664	(49)	-3%	2,075	362	17%	2,549	2,500	-2%
6070 Postage & courier services	0	42	42	100%	0	0	-	452	336	(116)	-34%	47	(404)	-853%	616	500	-23%
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	34	34	100%	0	0	-
Total Office Expense	146	250	104	42%	254	108	43%	2,164	2,000	(164)	-8%	2,537	373	15%	3,164	3,000	-5%
6100 Telephone - landline	214	180	(34)	-19%	265	51	19%	2,388	1,440	(948)	-66%	1,866	(522)	-28%	3,108	2,160	-44%
6105 Telephone - mobile	535	780	245	31%	736	201	27%	3,518	6,240	2,722	44%	4,197	679	16%	6,638	9,360	29%
6110 Internet services	1,277	1,145	(132)	-12%	1,372	95	7%	10,387	9,160	(1,227)	-13%	10,513	126	1%	14,967	13,740	-9%
6115 Cable TV	647	583	(64)	-11%	480	(168)	-35%	4,844	4,664	(180)	-4%	9,745	4,901	50%	7,180	7,000	-3%
6130 Electricity	17,624	20,833	3,209	15%	21,125	3,501	17%	154,057	166,664	12,607	8%	172,469	18,412	11%	237,393	250,000	5%
6131 Propane - Operations	37	125	88	71%	34	(3)	-8%	559	1,000	441	44%	707	147	21%	1,059	1,500	29%
6135 Water/Sewer	6,423	6,250	(173)	-3%	4,625	(1,799)	-39%	60,060	50,000	(10,060)	-20%	50,908	(9,152)	-18%	85,060	75,000	-13%
6140 Garbage/Sanitation Collection	6,713	6,667	(46)	-1%	6,444	(269)	-4%	47,608	53,336	5,728	11%	48,871	1,262	3%	74,272	80,000	7%
6145 Hazardous material disposal	115	333	218	65%	150	35	23%	3,389	2,664	(725)	-27%	2,144	(1,245)	-58%	4,725	4,000	-18%
6150 Derelict boat disposal	0	2,083	2,083	100%	0	0	-	2,160	16,664	14,504	87%	4,907	2,748	56%	10,496	25,000	58%
6155 Environmental Remediation/Mitigation/Monitoring	0	833	833	100%	6,936	6,936	100%	1,587	6,664	5,077	76%	8,754	7,168	82%	4,923	10,000	51%
Total Utilities	33,587	39,812	6,225	16%	42,167	8,580	20%	290,556	318,496	27,940	9%	315,081	24,525	8%	449,820	477,760	6%
6200 Temporary/Contract help	8,268	5,417	(2,851)	-53%	4,526	(3,742)	-83%	60,716	43,336	(17,380)	-40%	48,330	(12,386)	-26%	82,380	65,000	-27%
6205 Janitorial services	51	50	(1)	-3%	53	2	4%	456	400	(56)	-14%	441	(15)	-3%	656	600	-9%
6210 Vending machine services	0	125	125	100%	0	0	-	281	1,000	719	72%	280	(1)	0%	781	1,500	48%
6245 Legal advertising	0	83	83	100%	0	0	-	892	664	(228)	-34%	0	(892)	-	1,228	1,000	-23%
6270 Contracted Services	165	0	(165)	-	320	155	49%	3,439	0	(3,439)	-	2,033	(1,407)	-69%	3,439	0	-
6290 Commercial insurance	2,021	6,257	4,236	68%	6,640	4,619	70%	49,546	50,056	510	1%	49,758	212	0%	74,575	75,085	1%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Total Professional Services	10,505	11,932	1,427	12%	11,540	1,035	9%	115,330	95,456	(19,874)	-21%	100,842	(14,488)	-14%	163,059	143,185	-14%
6400 Small equipment & tools	485	833	348	42%	413	(72)	-17%	3,834	6,664	2,830	42%	4,858	1,024	21%	7,170	10,000	28%
6405 Safety/hazardous materials	461	542	82	15%	1,406	946	67%	4,480	4,336	(144)	-3%	4,984	504	10%	6,644	6,500	-2%
6410 Signage	5	125	120	96%	20	16	77%	274	1,000	726	73%	757	483	64%	774	1,500	48%
6415 Clothing	0	500	500	100%	240	240	100%	1,607	4,000	2,393	60%	1,651	45	3%	3,607	6,000	40%
6420 Janitorial supplies	459	833	374	45%	899	439	49%	7,651	6,664	(987)	-15%	7,517	(134)	-2%	10,987	10,000	-10%
6425 Operational supplies	197	833	636	76%	275	78	28%	8,474	6,664	(1,810)	-27%	5,345	(3,129)	-59%	11,810	10,000	-18%
6430 Equipment Rental	0	333	333	100%	0	0	-	2,815	2,664	(151)	-6%	36	(2,779)	-7796%	4,151	4,000	-4%
6450 Fuel - Gas	1,469	1,042	(427)	-41%	1,233	(236)	-19%	5,768	8,336	2,568	31%	10,167	4,399	43%	9,932	12,500	21%
6455 Fuel - Diesel	0	83	83	100%	57	57	100%	353	664	311	47%	286	(66)	-23%	689	1,000	31%
6481 Propane - Retail	600	500	(100)	-20%	365	(235)	-64%	4,188	4,000	(188)	-5%	3,945	(243)	-6%	6,188	6,000	-3%
Total Operational Expense	3,675	7,124	3,449	48%	4,908	1,233	25%	39,443	56,992	17,549	31%	39,546	103	0%	67,951	85,500	21%
6500 Repairs & maintenance equipment	3,211	4,167	956	23%	125	(3,086)	-2469%	42,427	33,336	(9,091)	-27%	39,938	(2,488)	-6%	59,091	50,000	-18%
6505 Repairs & maintenance vehicles	705	523	(182)	-35%	228	(477)	-209%	6,486	4,184	(2,302)	-55%	1,581	(4,906)	-310%	8,582	6,280	-37%
6510 Repairs & maintenance buildings	547	2,500	1,953	78%	707	160	23%	51,421	20,000	(31,421)	-157%	20,241	(31,180)	-154%	61,421	30,000	-105%
6515 Repairs & maintenance land improvements	87	417	330	79%	0	(87)	-	3,252	3,336	84	3%	262	(2,990)	-1142%	4,916	5,000	2%
6520 Repairs & maintenance docks	5,341	3,333	(2,008)	-60%	39,761	34,420	87%	13,153	26,664	13,511	51%	41,463	28,310	68%	26,489	40,000	34%
6540 Marina dredging	0	0	0	-	4,500	4,500	100%	13,438	50,000	36,563	73%	15,603	2,165	14%	13,438	50,000	73%
6575 Waterway Leases	0	2,500	2,500	100%	0	0	-	0	20,000	20,000	100%	2,548	2,548	100%	10,000	30,000	67%
6580 Permits	0	417	417	100%	0	0	-	2,909	3,336	427	13%	4,922	2,013	41%	4,573	5,000	9%
Total Repair and Maintenance	9,890	13,857	3,967	29%	45,393	35,503	78%	133,085	160,856	27,771	17%	126,629	(6,456)	-5%	188,509	216,280	13%
Total Goods & Services	58,028	73,454	15,426	21%	104,546	46,517	44%	581,834	637,632	55,798	9%	587,473	5,639	1%	875,677	931,475	6%
Total Expenses	132,424	179,041	46,617	26%	170,935	38,511	23%	1,345,160	1,525,174	180,014	12%	1,331,942	(13,219)	-1%	2,104,186	2,284,200	8%
Operating Results	(17,474)	(68,533)	51,059	-75%	(63,018)	45,544	-72%	47,366	(102,553)	149,919	-146%	73,568	(26,202)	-36%	46,909	(103,010)	-146%
Other Income & Expenses																	
Other Income																	
4450 Lodging Tax	0	0	0	-	0	0	-	114	0	114	-	162	(48)	-30%	114	0	-
4650 Grants Received - MAP	0	0	0	-	0	0	-	5,175	5,400	(225)	-4%	5,500	(325)	-6%	5,175	5,400	-4%
4695 Grants Received - Other	0	0	0	-	0	0	-	0	281,180	(281,180)	-100%	18,508	(18,508)	-100%	0	281,180	-100%
4700 Loans	0	0	0	-	0	0	-	0	90,000	(90,000)	-100%	0	0	-	0	90,000	-100%
4905 Other	0	0	0	-	0	0	-	2,551	0	2,551	-	2,600	(49)	-2%	2,551	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	525,000	0	525,000	-	24,877	500,123	2010%	525,000	0	-
Total Other Income	0	0	0	-	0	0	-	532,840	376,580	156,260	41%	51,648	481,193	932%	532,840	376,580	41%
Other Expenses																	
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	0	0	0	-	-	-	-	9,427	0	(9,427)	-	8,706	(721)	-8%	9,427	-	-
6755 Insurance Claims	60,425	0	(60,425)	-	0	(60,425)	-	70,980	0	(70,980)	-	(571)	(71,551)	12541%	70,980	0	-

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020		\$ Diff	% Diff	Feb 2019		\$ Diff	% Diff	Jul 2019 - Feb 2020		Prior FYTD vs Current FYTD						
	Actual	Budget			Actual				Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget
Total Taxes & Misc Expenses	60,425.40	-	(60,425.40)	-	0	(60,425)	-	80,407	-	(80,407)	-	8,135	(72,272)	-888%	80,407	-	-
Debt Services																	
7005 Principal repayment	0	0	0	-	0	0	-	56,581	72,806	16,225	22%	72,642	16,062	22%	56,581	72,806	22%
7010 Interest payment	0	0	0	-	0	0	-	65,152	69,578	4,426	6%	62,225	(2,926)	-5%	65,152	69,578	6%
7020 Principal repayment	431	0	(431)	-	0	(431)	-	862	0	(862)	-	0	(862)	-	862	0	-
7025 Interest payment	20	0	(20)	-	0	(20)	-	40	0	(40)	-	0	(40)	-	40	0	-
8010 CIP Buildings	0	0	0	-	0	0	-	168	45,000	44,832	100%	0	(168)	-	168	45,000	100%
8011 CIP Docks	0	0	0	-	44,800	44,800	100%	14,352	289,000	274,648	95%	87,521	73,170	84%	14,352	289,000	95%
8015 CIP Land Improvements	0	0	0	-	0	0	-	0	10,000	10,000	100%	0	0	-	0	10,000	100%
8020 CIP Machinery & Equipment	0	0	0	-	0	0	-	0	132,725	132,725	100%	0	0	-	0	132,725	100%
8025 CIP Mobile Equipment	0	0	0	-	0	0	-	0	0	0	-	8,001	8,001	100%	0	0	-
Total Debt Services	451	0	(451)	-	44,800	44,349	99%	137,154	619,109	481,955	78%	230,390	93,236	40%	137,154	619,109	78%
Total Other Expenses	60,877	0	(60,877)	-	44,800	(16,077)	-36%	217,561	619,109	401,548	65%	238,525	20,964	9%	217,561	619,109	65%
Net Other Income	(60,877)	0	(60,877)	-	(44,800)	(16,077)	36%	315,279	(242,529)	557,808	-230%	(186,877)	502,157	-269%	315,279	(242,529)	-230%
Net Result	(78,350)	(68,533)	(9,817)	14%	(107,818)	29,468	-27%	362,645	(345,082)	707,727	-205%	(113,310)	475,955	-420%	362,188	(345,539)	-205%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Feb 2020		\$ Diff	% Diff	Feb 2019		% Diff	Jul 2019 - Feb 2020		% Diff	Prior FYTD vs Current FYTD		Jul 2019 - Jun 2020				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4285 Mob/Demob Services	0	50,000	(50,000)	-100%	0	0	-	0	100,000	(100,000)	-100%	0	0	-	0	100,000	-100%
4287 Dredging Services	0	0	0	-	0	0	-	0	185,000	(185,000)	-100%	0	0	-	0	185,000	-100%
4290 Other	0	0	0	-	0	0	-	(22,482)	250,000	(272,482)	-109%	0	(22,482)	-	(22,482)	250,000	-109%
Total Operating Income	0	50,000	(50,000)	-100%	0	0	-	(22,482)	535,000	(557,482)	-104%	0	(22,482)	-	(22,482)	535,000	-104%
Expenses																	
Personnel Services																	
5005 Salaries	11,185	9,766	(1,419)	-15%	0	(11,185)	-	30,178	48,826	18,648	38%	0	(30,178)	-	30,178	48,826	38%
5015 Overtime	4,502	1,464	(3,038)	-208%	0	(4,502)	-	9,027	7,324	(1,703)	-23%	0	(9,027)	-	9,027	7,324	-23%
Total Compensation	15,687	11,230	(4,457)	-40%	0	(15,687)	-	39,205	56,150	16,945	30%	0	(39,205)	-	39,205	56,150	30%
5100 Federal Payroll taxes	1,212	859	(353)	-41%	0	(1,212)	-	3,217	4,295	1,078	25%	0	(3,217)	-	3,217	4,295	25%
5105 State Payroll taxes	7	0	(7)	-	0	(7)	-	18	0	(18)	-	0	(18)	-	18	0	-
5110 Unemployment Insurance	412	268	(144)	-54%	0	(412)	-	850	1,348	498	37%	0	(850)	-	850	1,348	37%
5115 Workers compensation	0	479	479	100%	0	0	-	0	2,403	2,403	100%	0	0	-	0	2,403	100%
Total Payroll Taxes	1,631	1,606	(25)	-2%	0	(1,631)	-	4,085	8,046	3,961	49%	0	(4,085)	-	4,085	8,046	49%
5200 Medical insurance	0	3,220	3,220	100%	0	0	-	0	16,100	16,100	100%	0	0	-	0	16,100	100%
5205 Dental insurance	0	400	400	100%	0	0	-	0	2,000	2,000	100%	0	0	-	0	2,000	100%
5215 Term life insurance	0	304	304	100%	0	0	-	0	1,520	1,520	100%	0	0	-	0	1,520	100%
5220 Long Term Disability insurance	0	342	342	100%	0	0	-	0	1,714	1,714	100%	0	0	-	0	1,714	100%
5225 PERS Employee Contributions	3,594	2,367	(1,227)	-52%	0	(3,594)	-	9,209	11,835	2,626	22%	0	(9,209)	-	9,209	11,835	22%
5230 PERS Employer Contributions	992	0	(992)	-	0	(992)	-	2,578	0	(2,578)	-	0	(2,578)	-	2,578	0	-
Total Insured Benefits	4,585	6,633	2,048	31%	0	(4,585)	-	11,787	33,169	21,382	64%	0	(11,787)	-	11,787	33,169	64%
Total Personnel Services	21,903	19,469	(2,434)	-13%	0	(21,903)	-	55,077	97,365	42,288	43%	0	(55,077)	-	55,077	97,365	43%
Goods & Services																	
6005 Seminars & training	0	833	833	100%	0	0	-	0	6,664	6,664	100%	0	0	-	3,336	10,000	67%
Total Staff Training	0	833	833	100%	0	0	-	0	6,664	6,664	100%	0	0	-	3,336	10,000	67%
6025 Travel - lodging & transportation	0	5,000	5,000	100%	0	0	-	0	30,000	30,000	100%	0	0	-	0	30,000	100%
6030 Travel - Per Diem & mileage reimbursement	1,800	5,000	3,200	64%	0	(1,800)	-	5,064	30,000	24,936	83%	0	(5,064)	-	5,064	30,000	83%
Total Travel & Entertainment	1,800	10,000	8,200	82%	0	(1,800)	-	5,064	60,000	54,936	92%	0	(5,064)	-	5,064	60,000	92%
6050 Office supplies	0	42	42	100%	0	0	-	0	336	336	100%	0	0	-	164	500	67%
Total Office Expense	0	42	42	100%	0	0	-	0	336	336	100%	0	0	-	164	500	67%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6105 Telephone - mobile	94	0	(94)	-	0	(94)	-	627	0	(627)	-	0	(627)	-	627	0	-
Total Utilities	94	0	(94)	-	0	(94)	-	627	0	(627)	-	0	(627)	-	627	0	-
6200 Temporary/Contract help	0	333	333	100%	0	0	-	0	2,664	2,664	100%	0	0	-	1,336	4,000	67%
6250 Legal services	0	83	83	100%	0	0	-	2,803	664	(2,139)	-322%	0	(2,803)	-	3,139	1,000	-214%
6270 Contracted Services	0	1,667	1,667	100%	0	0	-	0	13,336	13,336	100%	0	0	-	6,664	20,000	67%
6290 Commercial insurance	4,540	4,337	(203)	-5%	0	(4,540)	-	34,773	34,696	(77)	0%	0	(34,773)	-	52,123	52,046	0%
Total Professional Services	4,540	6,420	1,880	29%	0	(4,540)	-	37,577	51,360	13,783	27%	0	(37,577)	-	63,263	77,046	18%
6400 Small equipment & tools	41	0	(41)	-	0	(41)	-	2,140	0	(2,140)	-	0	(2,140)	-	2,140	0	-
6405 Safety/hazardous materials	0	0	0	-	0	0	-	245	0	(245)	-	0	(245)	-	245	0	-
6420 Janitorial supplies	0	0	0	-	0	0	-	45	0	(45)	-	0	(45)	-	45	0	-
6425 Operational supplies	23	10,000	9,977	100%	0	(23)	-	2,440	50,000	47,560	95%	0	(2,440)	-	2,440	50,000	95%
6430 Equipment Rental	2,023	0	(2,023)	-	0	(2,023)	-	33,131	0	(33,131)	-	0	(33,131)	-	33,131	0	-
6450 Fuel - Gas	199	200	1	1%	0	(199)	-	384	1,000	616	62%	0	(384)	-	384	1,000	62%
6455 Fuel - Diesel	0	1,800	1,800	100%	0	0	-	723	9,000	8,277	92%	0	(723)	-	723	9,000	92%
Total Operational Expense	2,285	12,000	9,715	81%	0	(2,285)	-	39,109	60,000	20,891	35%	0	(39,109)	-	39,109	60,000	35%
6500 Repairs & maintenance equipment	3,544	7,500	3,956	53%	0	(3,544)	-	38,328	60,000	21,672	36%	0	(38,328)	-	68,328	90,000	24%
6505 Repairs & maintenance vehicles	237	833	596	72%	0	(237)	-	689	6,664	5,975	90%	0	(689)	-	4,025	10,000	60%
Total Repair and Maintenance	3,781	8,333	4,552	55%	0	(3,781)	-	39,017	66,664	27,647	41%	0	(39,017)	-	72,353	100,000	28%
Total Goods & Services	12,501	37,628	25,127	67%	0	(12,501)	-	121,393	245,024	123,631	50%	0	(121,393)	-	183,915	307,546	40%
Total Expenses	34,404	57,097	22,693	40%	0	(34,404)	-	176,470	342,389	165,919	48%	0	(176,470)	-	238,992	404,911	41%
Operating Results	(34,404)	(7,097)	(27,307)	385%	0	(34,404)	-	(198,952)	192,611	(391,563)	-203%	0	(198,952)	-	(261,474)	130,089	-301%
Other Income & Expenses																	
Other Income																	
4805 Transfer - GF	0	0	0	-	0	0	-	22,482	27,896	(5,414)	-19%	0	22,482	-	22,482	27,896	-19%
4915 Insurance Reimbursement	0	0	0	-	0	0	-	586	0	586	-	0	586	-	586	0	-
Total Other Income	0	0	0	-	0	0	-	23,068	27,896	(4,828)	-17%	0	23,068	-	23,068	27,896	-17%
6755 Insurance Claims	0	0	0	-	0	0	-	836	0	(836)	-	0	(836)	-	836	0	-
Total Taxes & Misc Expenses	0	0	0	-	0	0	-	836	0	(836)	-	0	(836)	-	836	0	-
Total Other Expenses	0	0	0	-	0	0	-	836	0	(836)	-	0	(836)	-	836	0	-
Net Other Income	0	0	0	-	0	0	-	22,232	27,896	(5,664)	-20%	0	22,232	-	22,232	27,896	-20%
Net Result	(34,404)	(7,097)	(27,307)	385%	0	(34,404)	-	(176,720)	220,507	(397,227)	-180%	0	(176,720)	-	(239,242)	157,985	-251%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4010 Property Agreements	12,865	12,945	(80)	-1%	8,531	4,334	51%	147,966	112,427	35,539	32%	166,396	(18,430)	-11%	197,339	161,800	22%
4235 Customer Discounts	0	0	0	-	0	0	-	0	0	0	-	(3,500)	3,500	-100%	0	0	-
4260 Rail Operations Revenue	21,228	34,686	(13,458)	-39%	292,578	(271,350)	-93%	160,704	275,730	(115,026)	-42%	2,325,771	(2,165,066)	-93%	291,337	406,363	-28%
4265 Rail Surcharges	25,219	43,341	(18,122)	-42%	34,673	(9,454)	-27%	187,694	347,369	(159,675)	-46%	277,897	(90,203)	-32%	346,052	505,727	-32%
Total Operating Income	59,312	90,972	(31,660)	-35%	335,782	(276,470)	-82%	496,364	735,526	(239,162)	-33%	2,766,564	(2,270,199)	-82%	834,728	1,073,890	-22%
Expenses																	
Personnel Services																	
5005 Salaries	7,354	7,352	(2)	0%	7,181	(172)	-2%	60,388	62,506	2,118	3%	62,351	1,963	3%	93,482	95,600	2%
5020 Car Allowance	0	0	0	-	231	231	100%	0	0	0	-	1,904	1,904	100%	0	0	-
Total Compensation	7,354	7,352	(2)	0%	7,412	58	1%	60,388	62,506	2,118	3%	64,255	3,867	6%	93,482	95,600	2%
5100 Federal Payroll taxes	534	562	28	5%	541	7	1%	4,401	4,779	378	8%	4,712	311	7%	6,935	7,313	5%
5105 State Payroll taxes	2	0	(2)	-	2	0	8%	13	0	(13)	-	17	4	23%	13	0	-
5110 Unemployment Insurance	182	73	(109)	-149%	198	16	8%	363	620	257	41%	514	150	29%	687	944	27%
5115 Workers compensation	321	285	(36)	-13%	417	96	23%	2,568	2,423	(145)	-6%	3,241	674	21%	3,854	3,709	-4%
Total Payroll Taxes	1,038	920	(118)	-13%	1,157	119	10%	7,345	7,822	477	6%	8,484	1,139	13%	11,489	11,966	4%
5200 Medical insurance	1,454	1,385	(69)	-5%	1,346	(108)	-8%	11,633	11,080	(553)	-5%	11,716	83	1%	17,171	16,618	-3%
5205 Dental insurance	154	169	15	9%	156	2	1%	1,236	1,352	116	9%	1,248	13	1%	1,907	2,023	6%
5215 Term life insurance	58	12	(46)	-380%	52	(5)	-10%	461	96	(365)	-380%	419	(41)	-10%	505	140	-260%
5220 Long Term Disability insurance	0	46	46	100%	0	0	-	0	368	368	100%	0	0	-	183	551	67%
5225 PERS Employee Contributions	1,404	1,403	(1)	0%	1,038	(366)	-35%	11,925	11,929	4	0%	8,524	(3,400)	-40%	18,246	18,250	0%
5230 PERS Employer Contributions	441	441	(0)	0%	445	4	1%	3,748	3,750	2	0%	3,653	(95)	-3%	5,734	5,736	0%
Total Insured Benefits	3,511	3,456	(55)	-2%	3,037	(474)	-16%	29,001	28,575	(426)	-1%	25,561	(3,440)	-13%	43,744	43,318	-1%
Total Personnel Services	11,903	11,728	(175)	-1%	11,607	(297)	-3%	96,735	98,903	2,168	2%	98,300	1,565	2%	148,716	150,884	1%
Goods & Services																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	2,206	2,206	100%	0	0	-
Total Staff Training	0	0	0	-	0	0	-	0	0	0	-	2,206	2,206	100%	0	0	-
6020 Travel - airfare	0	83	83	100%	0	0	-	830	664	(166)	-25%	0	(830)	-	1,166	1,000	-17%
6025 Travel - lodging & transportation	0	83	83	100%	321	321	100%	651	664	13	2%	523	(128)	-24%	987	1,000	1%
6030 Travel - Per Diem & mileage reimbursement	0	42	42	100%	0	0	-	1,300	336	(964)	-287%	808	(492)	-61%	1,464	500	-193%
6035 Meals & Entertainment	0	0	0	-	0	0	-	95	0	(95)	-	480	385	80%	95	0	-
Total Travel & Entertainment	0	208	208	100%	321	321	100%	2,876	1,664	(1,212)	-73%	1,811	(1,065)	-59%	3,712	2,500	-48%
6050 Office supplies	0	0	0	-	0	0	-	0	0	0	-	7,682	7,682	100%	0	0	-
6055 Kitchen supplies	0	0	0	-	0	0	-	0	0	0	-	215	215	100%	0	0	-
6060 IT supplies	0	0	0	-	0	0	-	0	0	0	-	589	589	100%	0	0	-
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	16	16	100%	0	0	-
6090 IT SW subscriptions & licenses	0	0	0	-	0	0	-	0	0	0	-	905	905	100%	0	0	-
Total Office Expense	0	0	0	-	0	0	-	0	0	0	-	9,407	9,407	100%	0	0	-

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6105 Telephone - mobile	0	0	0	-	0	0	-	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	-
6155 Environmental Remediation/Mitigation/Monitoring	0	0	0	-	0	0	-	0	0	0	-	80	80	100%	0	0	-
Total Utilities	0	0	0	-	0	0	-	4,313	0	(4,313)	-	137	(4,177)	-3051%	4,313	0	-
6230 Rail operations service fee	0	0	0	-	261,941	261,941	100%	0	0	0	-	2,074,741	2,074,741	100%	0	0	-
6245 Legal advertising	0	0	0	-	0	0	-	0	0	0	-	98	98	100%	0	0	-
6250 Legal services	0	0	0	-	0	0	-	0	0	0	-	203,905	203,905	100%	0	0	-
6260 Consulting services	0	2,917	2,917	100%	0	0	-	42,441	23,336	(19,105)	-82%	11,972	(30,469)	-255%	54,105	35,000	-55%
6265 Recruiting services	0	0	0	-	0	0	-	0	0	0	-	267	267	100%	0	0	-
6270 Contracted Services	10,211	0	(10,211)	-	0	(10,211)	-	10,228	0	(10,228)	-	7,236	(2,992)	-41%	10,228	0	-
6290 Commercial insurance	3,107	2,008	(1,099)	-55%	(5,106)	(8,213)	161%	16,882	16,064	(818)	-5%	8,423	(8,459)	-100%	24,919	24,101	-3%
Total Professional Services	13,318	4,925	(8,393)	-170%	256,835	243,517	95%	69,552	39,400	(30,152)	-77%	2,306,642	2,237,091	97%	89,253	59,101	-51%
6400 Small equipment & tools	0	0	0	-	0	0	-	5,083	0	(5,083)	-	26,164	21,081	81%	5,083	0	-
6405 Safety/hazardous materials	0	0	0	-	0	0	-	0	0	0	-	14,001	14,001	100%	0	0	-
6410 Signage	0	0	0	-	0	0	-	0	0	0	-	22	22	100%	0	0	-
6420 Janitorial supplies	0	0	0	-	0	0	-	0	0	0	-	734	734	100%	0	0	-
6425 Operational supplies	0	0	0	-	0	0	-	0	0	0	-	6,089	6,089	100%	0	0	-
6450 Fuel - Gas	0	208	208	100%	0	0	-	60	1,664	1,604	96%	1,724	1,663	96%	896	2,500	64%
6455 Fuel - Diesel	0	0	0	-	0	0	-	0	0	0	-	379	379	100%	0	0	-
Total Operational Expense	0	508	508	100%	0	0	-	5,143	4,064	(1,079)	-27%	49,113	43,970	90%	7,179	6,100	-18%
6500 Repairs & maintenance equipment	0	0	0	-	0	0	-	456	0	(456)	-	6,944	6,487	93%	456	0	-
6505 Repairs & maintenance vehicles	0	60	60	100%	0	0	-	733	480	(253)	-53%	800	67	8%	973	720	-35%
6510 Repairs & maintenance buildings	4,940	0	(4,940)	-	0	(4,940)	-	214,733	0	(214,733)	-	407	(214,325)	-52599%	214,733	0	-
6515 Repairs & maintenance land improvements	0	0	0	-	0	0	-	117,577	0	(117,577)	-	21,730	(95,847)	-441%	117,577	0	-
6580 Permits	0	0	0	-	0	0	-	0	0	0	-	630	630	100%	0	0	-
Total Repair and Maintenance	4,940	60	(4,880)	-8133%	0	(4,940)	-	341,300	480	(340,820)	-71004%	30,511	(310,789)	-1019%	341,540	720	-47336%
Total Goods & Services	18,258	5,701	(12,557)	-220%	257,156	238,898	93%	423,184	45,608	(377,576)	-828%	2,399,827	1,976,643	82%	445,997	68,421	-552%
Total Expenses	30,161	17,429	(12,732)	-73%	268,762	238,601	89%	519,919	144,511	(375,408)	-260%	2,498,127	1,978,208	79%	594,713	219,305	-171%
Operating Results	29,150	73,543	(44,393)	-60%	67,019	(37,869)	-57%	(23,555)	591,015	(614,570)	-104%	268,436	(291,991)	-109%	240,015	854,585	-72%
Other Income & Expenses																	
Other Income																	
4480 Tax Credits	0	0	0	-	0	0	-	634,200	0	634,200	-	0	634,200	-	634,200	0	-
4520 Green Hill Debt Service	0	0	0	-	0	0	-	0	43,424	(43,424)	-100%	0	0	-	0	43,424	-100%
4805 Transfer - GF	0	0	0	-	0	0	-	0	0	0	-	523,682	(523,682)	-100%	0	0	-
4905 Other	0	0	0	-	276,596	(276,596)	-100%	5,000	0	5,000	-	276,596	(271,596)	-98%	5,000	0	-
4915 Insurance Reimbursement	2,064	0	2,064	-	0	2,064	-	(9,329)	0	(9,329)	-	0	(9,329)	-	(9,329)	0	-
Total Other Income	2,064	0	2,064	-	276,596	(274,532)	-99%	629,871	43,424	586,447	1351%	800,279	(170,407)	-21%	629,871	43,424	1351%

Financial Report - Actual vs. Budget
For Period Ending Feb 2020

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					
	Feb 2020				Feb 2019			Jul 2019 - Feb 2020				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Other Expenses																	
6755 Insurance Claims	0	0	0	-	0	0	-	2,322	0	(2,322)	-	0	(2,322)	-	2,322	0	-
Total Taxes & Misc Expenses	0	0	0	-	0	0	-	2,322	0	(2,322)	-	0	(2,322)	-	2,322	0	-
Debt Services																	
7005 Principal repayment	0	0	0	-	0	0	-	338,068	338,068	0	0%	322,173	(15,895)	-5%	338,068	338,068	0%
7010 Interest payment	0	0	0	-	0	0	-	306,543	306,543	(0)	0%	322,438	15,895	5%	306,543	306,543	0%
7020 Principal repayment - Vehicles	1,040	0	(1,040)	-	0	(1,040)	-	2,079	0	(2,079)	-	0	(2,079)	-	2,079	0	-
7025 Interest payment - Vehicles	20	0	(20)	-	0	(20)	-	40	0	(40)	-	0	(40)	-	40	0	-
9005 Transfers - GF	0	0	0	-	200,000	200,000	100%	0	0	0	-	902,500	902,500	100%	0	0	-
8013 CIP Construction Bridges	0	20,833	20,833	100%	0	0	-	129,849	166,664	36,815	22%	0	(129,849)	-	213,185	250,000	15%
8020 CIP Machinery & Equipment	0	0	0	-	0	0	-	9,938	0	(9,938)	-	13,000	3,062	24%	9,938	0	-
Total Debt Services	1,059	20,833	19,774	95%	200,000	198,941	99%	786,517	811,275	24,758	3%	1,560,111	773,595	50%	869,853	894,611	3%
Total Other Expenses	1,059	20,833	19,774	95%	200,000	198,941	99%	788,839	811,275	22,436	3%	1,560,111	771,272	49%	872,175	894,611	3%
Net Other Income	1,005	(20,833)	21,838	-105%	76,596	(75,591)	-99%	(158,968)	(767,851)	608,883	-79%	(759,833)	600,865	-79%	(242,304)	(851,187)	-72%
Net Result	30,156	52,710	(22,554)	-43%	143,616	(113,460)	-79%	(182,522)	(176,836)	(5,686)	3%	(491,396)	308,874	-63%	(2,288)	3,398	-167%



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Margaret Barber, Director of External Affairs

DATE: April 8, 2020

SUBJECT: Commercial/External Affairs/Marketing Management Report

It is critical to provide timely and accurate information to staff, stakeholders and the public as the situation continues to evolve with COVID-19. Staff is dedicated to working with department heads and monitoring relevant media outlets to keep a “finger on the pulse” in order to ensure the right information gets to the right people.

Staff has started the budget process for FY 2020/21 and is currently working on planning and strategy for the coming year.

Commercial:

Staff is working on market research projects including working with the Rail department to conduct a cost and capacity analysis for rail infrastructure to provide information for future business inquiries and a rate analysis regarding trucking vs. rail costs for shippers.

Lost Creek Rock Products continues efforts to develop its business at the Coast Yard on the North Spit. They have been bringing in rock product from their own quarries and have served as a temporary transload site for GMA Garnet. They are also continuing conversations with various companies to evaluate the benefits of transloading services at the North Spit.

Staff had one inquiry from an existing tenant in good standing for lease rates for the office space adjacent to the Post Office building in Charleston.

Port staff finalized the agreement with Verizon for the new tower in Eastside. This agreement has a five-year term with four (4) five-year renewals. Staff also continue discussions with a company representing AT&T regarding the existing tower on the North Spit. AT&T would like to renegotiate the existing lease to extend the term limit.

Staff held conference calls with two potential new rail customers. Staff also connected with a contact interested in maritime transport of product out of Coos Bay.

Marketing and Media:

Staff has been assisting ISS with documenting the progress on the Ice Plant Rebuild project and Maritime Operations in creating graphics for permitting requirements.

Staff is working with Administrative staff to compile information and coordinate messaging around tips for working from home and staying connected to each other during this time.

Press releases, PSA's and Port Perspective articles distributed this past month include:

- [COVID-19 and Maritime Trade](#)
- [Charleston Marina Administrative Office Closed to Public](#)
- [Work Continues on Charleston Ice Plant Rebuild](#)
- [Seaport: On the COVID-19 Recovery Front Lines](#)

Staff also created a new [COVID-19 Updates and Resources](#) page to update the public on the status of Port operations which also provides links to relevant resources.

The press releases cited above were picked up by a variety of local and national news sources or associations such as The World, Pacific Maritime Magazine and AAPA.

Other articles related to the Port in March also include:

- [Workforce Development: A New Generation](#)
- [Local ports change operations in response to coronavirus](#)

Legislative/Advocacy Work:

Staff have been in contact with the Port's state lobbyist daily to monitor developments in Salem regarding an anticipated upcoming special session to address the State's response to COVID-19. Presently, we anticipate that the special session will take place in late May. Prior to initiating the session, the legislature is hoping to formulate agreement around how to conduct the session (i.e. in person, remotely, whether to allow public testimony, what issues will be covered, etc.). Additionally, by and large the legislature is awaiting revenue projections in May in order to have a better understanding of the state's financial position prior to formalizing a response. Thus far, Oregon has received approximately \$1.2 billion in Federal funds as a result of the stimulus packages, which they anticipate will carry the state over in the coming weeks until a special session is convened.

Staff have also been in contact with the Port's federal lobbyist to determine how to best access funding available through the stimulus packages that have passed to date, as well as future stimulus packages that may move forward in the coming weeks and months.

Port Property:

Port staff finalized the agreement with Verizon for the new proposed cell phone tower at 50 A Street in Eastside on Port property. Staff also continue discussions with the company representing AT&T to extend the term of their existing lease agreement on the North Spit.

Port staff received one inquiry in March from an existing Port tenant interested in occupying one of the small offices adjacent to the Post Office in Charleston.

Staff received a 30-day termination notice from Tyler Long Fisheries for their lease on the old maintenance shop in the Charleston Marina.

Grants:

Staff is working to apply for the Port Infrastructure Development Grant (PIDP) for a CBRL Tie and Surfacing Project. Staff is working closely with Rail and ISS to put together a definitive scope, schedule and budget for the proposed CBRL Tie and Surfacing Program which will be integrated into the application narrative.

Staff continues work with Business Oregon to finalize the Ice Dock Special Public Works Fund application and has submitted a full application package for the Channel Modification Project under the same program.

Staff continues to work with public and private partners to identify Ice Plant Rebuild project funding.

Community Outreach:

The 15th Annual Charleston Oyster Feed was scheduled to be held on Saturday, April 25, 2020 from Noon to 4 PM at the Oregon Institute of Marine Biology but has been cancelled. Staff has assisted in communicating the cancellation and tying up loose ends on this community event.

Staff attended a call with NWMTA Columbia River and Oregon Coast Ports subcommittee. All ports on the call have mandates on working from home and/or social distancing. Many ports are postponing decisions regarding whether to implement an annual tariff increase.



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, Margaret Barber, Lanelle Comstock

DATE: April 8, 2020

SUBJECT: Infrastructure Support Services Division (ISSD) Management Report

Coos Bay Rail Line:

Tunnel Rehab Phase II, 45% Complete:

Track welding at tunnel 20 started, and track replacement at tunnel 18 started. Scott Partney and CBRL continue to work changes to schedule and there have been no impacts regarding car movement for March. Hard rock under the ballast and track above drainage grade has created a changing site condition. Scott Partney, Matt Bartlett (McMillen and Jacobs Engineering), Rick and Jake have established the process for determining the extent of the rock interference and have sought a proposal for removal of the rock. The rock extends from the outside of the tunnel approach to the inside of the tunnel itself creating a confined space challenge.

April Follow up: Tunnel 17 has new track base and track, and it was returned to service after a 5 day planned outage. Drainage control remains to be completed and has been challenged by changing site conditions and the discovery of rock below the flow line. This issue has been staffed, a plan and change order for the removal of rock at tunnel 17 was completed and work will take place in April. This will not delay the planned end date of the contract.

Sanding Locomotives:

ISS has completed the Sources Sought and evaluation of the responses. One vendor can provide on-site sand loading to the locomotives. The vendor currently services Union Pacific with the same service. Other responding vendors offered to provide bagged sand only.

April Follow up: The vendor is performing in a satisfactory manner. This will drop off of next month's report.

Charleston Marina:

Ice Plant Rebuild: (ongoing)

Preliminary design drawings for the Dock and House have been submitted and are being considered. McGee Engineering, WCC, Eric Hall Architects, Reese Electric, and North Star/

Highland have progressed the drawings beyond the 70% design. GRI has provided a piling design and recommendation. Permitting is challenging, however it is still progressing. The team has remained flexible and responsive to requests for support.

April Follow up: Pilings have been driven and are upright in the water on supporting ground. Caps and slabs are in production. North Star has reached 95% completion of the Ice Making units. Highland Refrigeration has delivered several of the condensing and compressor units to the Marina.

Upgrade Security Cameras System at Marina and Shipyard: (ongoing)

ISS and Port Operations have reviewed the proposals from two vendors. Notice of award has been issued to Oregon Satellite and a kickoff meeting was held on March 5, 2020 with work to be started on March 12, 2020. The vendor has been experiencing shipping delays due to the coronavirus impact on logistics in the Pacific and Asia. ISS team will be tracking it closely.

April Follow up: Oregon Alarm has started to run cables in the Marina office. Equipment for the cameras and network is anticipated to be delivered and installed in April. The COVID-19 challenge has caused delays, and may continue to cause delays.

Maritime Operations: (ongoing)

ISSD 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.

Note: This is an ongoing effort that is expected to remain unchanged until the May 2020 report.

Admin:

ISSD has accepted requests for the following:

- Ice Making equipment replacement options (Purchase, North Star Ice Corp.) (Completed)
- Oregon Parks & Recreation Grant, Marina Picnic Tables (98% Complete)
- Bridge Repair Task Order Contracts; First Task order awarded, Coos Bay Swing Span #5, \$150,000.00. The maximum value of this contract has been reached.
- RFP property acquisition at Vaughn Rail Bridge: RFP has requested a re-accomplishment of the property line survey. (Ongoing Project)

Coalbank Slough Bridge:

ISSD has continued inspections of the Coalbank Slough bridge and determined the repairs are holding and performing as required. (Ongoing Project)

Coos Bay Swing Span Bridge:

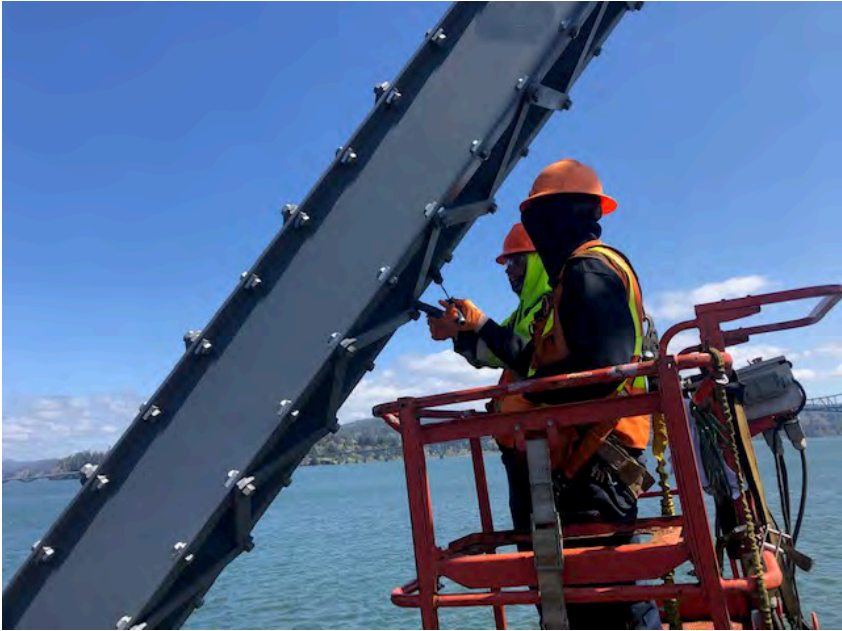
Rick Adamek has continued to perform monthly bridge inspections and is using random sampling of sites on the bridge. The bridge successfully turned to both the use position and returned to the home position.

Fleet Management:

The vendors responses have been reviewed and vetted for capability. ISS is seeking a decision from the CEO to open accounts with three vendors. The accounts are non-committal for duration or minimum/maximum quantities. Each vendor is offering a discount for services or an unchanged

shop rate for after hours work. The accounts will service Non-Warranty Wheeled Vehicle repair, Tire Replacement, and Heavy Equipment Maintenance (Non-Warranty). This will update next month with the vendors names and the details of the accounts if approved.

April Follow up: Positive changes have been made to an agreement with one of our recommended vendors. This delayed a final approval of the program that was planned for March; however, it will be completed in April.



Photos: Span 5 repairs at Coos Bay Swing Span Bridge.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Director of Maritime Operations

DATE: April 8, 2020

SUBJECT: Port Operations Management Report

Channel Modification Project:

The PDT continues to refine the Draft Risk Management Plan (RMP) and the Letter of Authorization (LOA) to NOAA. These are scheduled to be submitted in mid-April. A big piece of the RMP is the monitoring before, during and after the construction project. Most of the residual risk monitoring will be evaluated through bathymetric survey work throughout the project area. The LOA is essential as analysis provided to NOAA that evaluates the different construction techniques, and how they impact marine mammals. The LOA is necessary to ensure the project is in compliance with the Marine Mammal Protection Act (MMPA).

Build Grant (NEPA):

The Port consultant continues to work with MARAD and the agencies to complete this work. MARAD reviewed the Environmental Assessment (EA) and provided comments and direction on areas that need to be pared down to meet maximum page requirements. The page limits became official while the EA was being drafted. Once the consultant makes the necessary changes, it will be resubmitted for final review by MARAD.

Charleston Sediment Characterization:

After receiving the test result, followed by conversations with the Portland Sediment Evaluation Team (PSET), we will need to conduct additional testing of the sample material to move forward. The additional testing is required because Method Detection Limits (MDL) exceeded the threshold for the Sediment Evaluation Framework (SEF). This occurs when other materials interfere with the detection of the target substances. Basically, the sample is “watered down”, increasing the MDL. This work is scheduled for mid-April, and it takes about 10 days to get the results from the lab.

Dredging:

Work on the Unified permit continues. The Coast Zone Management Act (CZMA), City of Coos Bay and North Bend Land Use Review, and DEQ 401 Certification applications are being developed. I will be reaching out to docks and terminals to determine who needs to sign indemnity agreements.

The Charleston dredging permit is ready for submittal, but I am waiting on some additional information from the Coast Guard about the Charleston Motor Life Boat station dredging project. Once this information is in place, I will submit the final JPA to the agencies.

Charleston Ice Dock Permitting:

All of the ice dock permitting is in place and work started on March 26, 2020. The tribes and local, state, federal agencies were very responsive and quickly provided the necessary permits and approvals to move this project forward. I will continue to monitor construction and provide support where necessary.

Port Boundary Project:

The Port received notice from the USACE (Navigation and Civil Works Decision Support Center) concerning Port boundaries. The USACE wants to do a better job of delineating port boundaries based on state legislation, for waterborne commerce statistics.

Background: “USACE’s Navigation Data Center (NDC) is responsible for collecting, processing, distributing and archiving commercial vessel trip and cargo data. As part of that mission, NDC’s Waterborne Commerce Statistics Center (WCSC) produces statistics for tonnage moved on USACE navigation projects, waterways, and ports. WCSC’s existing database, The Oracle Waterborne System (TOWS), is being re-designed. The new database will, to the greatest extent possible, use Geographic Information System (GIS) methods to produce statistics. As part of that effort, a project is underway to generate polygons to geospatially define the area for a port. USACE regulations require that changes in port descriptions use municipality and legislative boundary information, and this project will provide an opportunity to review and validate the statistical port boundaries for all ports and to adjust these boundaries where appropriate. The statistical port boundary project will process port boundary updates using Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) geospatial definitions and make a new PortArea geospatial feature class available to users no later than 16 September 2020.”

(Source: Information Paper (USACE), Statistical Port Boundary Project, Dated October 29, 2019)

I will be working with the project manager to ensure the Port of Coos Bay is properly represented in the database.



MEMORANDUM

TO: John Burns, Chief Executive Officer

FROM: Brandon Collura, Harbormaster

DATE: April 8, 2020

SUBJECT: Charleston Operations Management Report

The Marina finished the month of March at 56% capacity. Of the 443 moorage slips, there were 171 annuals, 23 semi-annuals, 44 monthlies and 338 transients.

No ice was sold in March.

The RV Park had 17% capacity in March. Out of 104 RV Park spaces, we had 17 new check-ins for total sales of \$11,473.84. Per the recent Coos County Commission order, only 30+ day reservations are being accepted at this time due to the continued threat from COVID-19.

Dredge Project:

Operations at the Port of Siuslaw ended on March 31, 2020 per the end of the in-water work window. Demobilization is currently under way and is scheduled to be complete by Thursday, April 9, 2020. Preventative maintenance efforts will resume once all equipment has returned to Charleston to ensure it is prepared for any upcoming projects. Debriefs have been done both internally and with the client at this time. The project is considered a success and provided great value to the client.

Marina Maintenance:

The inner and outer basins have several dock fingers that need maintenance. A project is currently being established to address this needed work in the coming weeks. New planks, rods and hardware will be affixed to the finger piers to straighten and re-strengthen each one.

Ice Plant Rebuild Project:

The installation of new piling began on March 17, 2020 and approximately three rows have been completed to date. Cement pile caps are due to begin installation on April 8, 2020 and will coincide with the continuation of the final rows of pile driving. Building permits are submitted and the contractors await input from various agencies. The new rooftop condenser arrived on April 6, 2020 and will be stored indoors at the Charleston Marina Complex until needed during construction of the plant.



RV Park Picnic Table Project:

All fifty-five poly material picnic tables have been assembled and located in the RV Park. The project was completed the last week of March. There remain twenty-two old wooden picnic tables left and grant options are being researched to replace the remaining inventory with new poly material tables to match.





M E M O R A N D U M

TO: John Burns, Chief Executive Officer
FROM: Patrick Kerr, Director of Rail Operations
DATE: April 8, 2020
SUBJECT: Railroad Department Management Report

Operations:

CBRL handled 432 revenue car loadings for March 2020. March 2020 car loadings were above February 2020, by 32 cars and below by 151 cars from the 2019/20 CBRL forecasted monthly average of 583 cars. March 2020 was below March 2019 of 547 cars by 115 cars.

The month of March 2020 carloads of 432 is the most CBRL has moved so far, in one month, during the 2019/20 FY; however, is below YTD forecast as customer shipments continue to be down in line with national rail volumes. Local aggregate shipments contributed to the uptick in March carloads.

The Port and Lost Creek Rock Products opened the Coast transload yard on the North Spit. Aggregate cars and covered hoppers were unloaded this month.

Staff is working on Port Rail and CBRL 2020/21 budget and planning efforts.

Staff attended the LaneAct meeting in Springfield discussing regional transportation initiatives and upcoming programs.

CBRL crews are working on the movable Umpqua bridge in Reedsport, maintaining, servicing turn mechanism, and replacing navigation lights.

The Coos Bay Swing Span bridge is out of service due to cross bracing and gusset plates requiring replacement on the north end approach section. Contractor is working on repairs.

FRA Track Inspector was on property hydrailing track and reviewing MOW crews. CBRL MOW crews continue to work on ODOT walkway compliance requirements as well as ongoing track repairs along the line with ditching, and hazard tree and brush removal using Gradall and backhoe.

CBRL locomotive department continues to work diligently on keeping our units available and in service. 92 day and annual inspections are being completed on required units.

Port and CBRL staff continue to work on crossing sign audits, inspections and signage program.

Coos Bay Rail Line:

As of April 7, 2020 the CBRL is 203 days' injury free. The CBRL had 1 incident in March, a UPRR vehicle backed up into the CBRL parked crew vehicle at very low speed in the Eugene rail yard, no injuries. Currently, CBRL had 17 employees and 6 locomotives on property.

CBRL received no recommended violations from FRA or ODOT Rail Safety Track Compliance Inspectors.

Tunnel Project Phase II:

Tunnel 18 – Contractor finalizing track work through tunnel.

Tunnel 17 – Contractor continues to load out excavated materials staged outside the northern portal for disposal at Greenhill Reload. Port, CBRL and Contractor staff planned next work window for subgrade and track work on April 1-8, 2020.



Photo: Covered hoppers being unloaded at the Coast Transload yard, North Spit

Action Items

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

DATE: April 8, 2020

PROJECT TITLE: 2020Res04: Approval of Loan Agreement with the Business Oregon Infrastructure Finance Authority (IFA) for a \$6,000,000 loan to support the Charleston Ice Plant Rebuild Project.

ACTION REQUESTED: Approval of Resolution 2020Res04 entering into a financing contract with the Oregon Infrastructure Finance Authority

BACKGROUND:

Following the fire that destroyed the Charleston Ice Plant, Port staff began exploring financing options to support construction of a new plant to replace the facility, dock head, equipment and housing structure. Although the Ice Plant had replacement insurance coverage, building code requirements and the cost of materials, design and construction will result in a project cost that exceeds insurance coverage. To bridge the funding gap, Port staff worked to identify potential grant and loan funding sources. The Port has been working with Business Oregon on funding options to support construction of the new facility. Total funding requested has been amended to \$6,000,000 from the previous action item brought before the Board of Commissioners in March for a loan of \$2,999,000. The updated loan amount, action item, and resolution are due to Business Oregon agreeing to expedite and bring the application before their commission to obviate the need to process two smaller loans of approximately \$3,000,000 to cover the delta between the total project cost and what is anticipated to be covered by insurance for reconstruction. Funds secured through Business Oregon will be utilized to support the engineering, design, permitting, and construction of the new Ice Plant facility.

IFA staff is finalizing the loan application and it was brought before Business Oregon's commission on April 9, 2020. Any agreement will be reviewed by Port legal counsel prior to execution by the Port CEO.

RECOMMENDED MOTION:

Approve resolution 2020Res04 authorizing Oregon International Port of Coos Bay Chief Executive Officer John Burns to execute a \$6,000,000 loan agreement with Business Oregon Infrastructure Finance Authority (IFA) pending preparation of final agreement by IFA and review by Port legal counsel.

RESOLUTION 2020Res04

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

**AUTHORIZING A LOAN FROM BUSINESS OREGON BY
ENTERING INTO A FINANCING CONTRACT WITH THE
OREGON INFRASTRUCTURE FINANCE AUTHORITY**

WHEREAS, the Port of Coos Bay is a “Port District” within the meaning of Oregon Revised Statutes 285A.666(3); and

WHEREAS, Oregon Revised Statutes 285B.410 to 285B.482 (the “Act”) authorize any municipality to file an application with the Oregon Infrastructure Finance Authority of the Business Development Department (“the IFA”) to obtain financial assistance; and

WHEREAS, the Port of Coos Bay has filed an application with the IFA to obtain financial assistance for a “development project” within the meaning of the Act; and

WHEREAS, the IFA has approved the Port of Coos Bay’s application for financial assistance; and

WHEREAS, the Port of Coos Bay is required, as a prerequisite to the receipt of financial assistance from the IFA, to enter into a Financing Contract with the IFA, and

WHEREAS, the project described within the Financing Contract (the “Project”) is within the meaning of the Act, and is needed by, and is in the public interest of the Port of Coos Bay; and

WHEREAS, notice relating to the Port of Coos Bay’s consideration of the adoption of this Resolution was published in full accordance with the Port of Coos Bay’s Policies and Laws for public notification; and

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Oregon International Port of Coos Bay as follows:

1. Financing Loan Authorized. The Port Commission authorizes the Port Chief Executive Officer John Burns to execute the Financing Contract and the Promissory Note (the “Financing Documents”) and such other documents as may be required to obtain financial assistance including a loan from the IFA, not to exceed a principal loan amount of \$6,000,000, with an interest rate of 2.44% per annum, and a term of 25 years. The proceeds of the loan from the IFA will be applied solely to the “Costs of the Project” as such term defined in the Financing Contract.
2. Security. Amounts payable by the Port of Coos Bay shall be payable from the sources described in the Financing Contract and the Oregon Revised Statutes Section 285B.437(3) which include:

- (a) The revenues of the project, including special assessment revenues;
 - (b) Amounts withheld under ORS 285B.449(1);
 - (c) The general fund of the Port of Coos Bay; or
 - (d) Any other source.
3. Tax-Exempt Status. The Port of Coos Bay covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Port of Coos Bay pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. The Chief Executive Officer of the Port of Coos Bay may enter into covenants to protect the tax-exempt status of the interest paid by the Port of Coos Bay pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the IFA or its bond counsel to protect the tax-exempt status of such interest.
4. Reimbursement Bonds. The Port of Coos Bay may make certain expenditures on the Project prior to the date the Financing Contract is executed with IFA or the date the State of Oregon issues any bonds to fund the loan. The Port of Coos Bay hereby declares its intent to seek reimbursement of such expenditures with amounts received from the IFA pursuant to the Financing Contract, but only as permitted by IFA policy, the Financing Contract, and federal tax regulations. Additionally, the Port of Coos Bay understands that the IFA may fund or reimburse itself for the funding of amounts paid to the Port of Coos Bay pursuant to the Financing Documents with the proceeds of bonds issued by the State of Oregon pursuant to the Act. This resolution constitutes “official intent” within the meaning of 26 C.F.R. §1.150-2 of the income tax regulations promulgated by the United States Department of the Treasury.
5. Additional Documents. The Chief Executive Officer for the Oregon International Port of Coos Bay is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the IFA for the Project pursuant to the Financing Documents.

APPROVED and ADOPTED, by the Board of Commissioners of the Oregon International Port of Coos Bay this 16th day of April, 2020.

David Kronsteiner, President

Eric Farm, Vice President

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

DATE: April 8, 2020

PROJECT TITLE: Verizon Tower Ground Lease in Eastside

ACTION REQUESTED: Conditional Commission Approval to enter into a lease agreement with Verizon Wireless for a new tower located on Port property at 50 A Street in Coos Bay, Oregon.

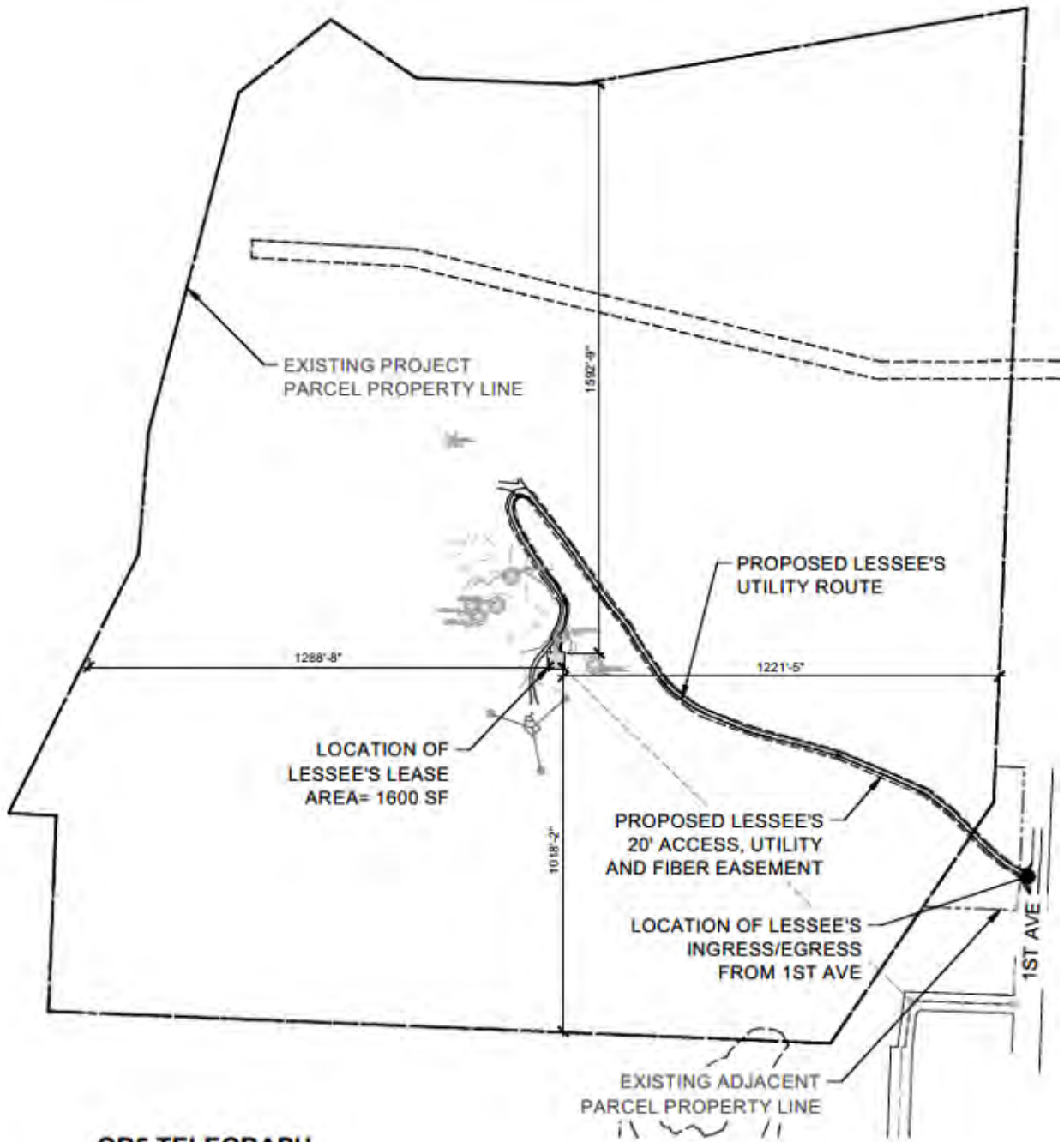
BACKGROUND:

Port staff have been working with Acom Consulting Inc., an entity that represents and negotiates on behalf of Verizon Wireless for a new cell tower ground lease for approximately 1,600 square feet of land located in Eastside. Also located on the parcel is a radio tower owned by Coos Bay School District for the KMHS radio station. The lease has an initial 5-year term, with four (4) five-year extensions. Verizon will pay the Port a one-time \$2,000 signing bonus and annual payments of \$10,800 with a 2% annual escalation. Verizon has also agreed to pay an additional \$500 per month for each additional user that they sublet use of the tower. Where this is an area in the Port district that has less reliable cell service, Verizon feels it is likely that other carriers will want to access the use of the proposed tower.

RECOMMENDED MOTION:

Conditional approval to enter into a new lease agreement with Verizon Wireless for approximately 1,600 square feet of land on Port property in Eastside.

Proposed Site Plan – 50 A Street, Coos Bay, Oregon



OR5 TELEGRAPH

Other

Informational Items

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 / 2016 - 2020

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

Month	2016		2017		2018		2019		2020	
	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	594	1,960.2	528	1,742.4	565	1,864.5	611	2,016.30	409	1,349.70
Feb	691	2,280.3	520	1,716.0	618	2,039.4	465	1,534.50	400	1,320.00
March	678	2,237.4	536	1,768.8	580	1,914.0	547	1,805.10	432	1,425.60
April	618	2,039.4	582	1,920.6	574	1,894.2	521	1,719.30		-
May	646	2,131.8	727	2,399.1	623	2,055.9	438	1,445.40		-
June	653	2,154.9	582	1,920.6	594	1,960.2	318	1,049.40		-
July	529	1,745.7	727	2399.1	602	1,986.6	346	1,141.80		-
Aug	645	2,128.5	721	2379.3	602	1,986.6	329	1,085.70		-
Sept	607	2,003.1	593	1,956.9	472	1,557.6	299	986.70		-
Oct	682	2,250.6	601	1,983.3	469	1,547.7	425	1,402.50		-
Nov	514	1,696.2	615	2,029.5	268	884.4	348	1,148.40		-
Dec	594	1,960.2	569	1,877.7	399	1,316.7	303	999.90		-
Annual	7,435	24,535.50	7,301	24,093.30	6,366	21,007.80	4,950.00	16,335.00	1,241.00	4,095.30

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 2020 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:	7,301	revenue car loads =	730,100	short tons
2018:	6,366	revenue car loads =	636,600	short tons
2019:	4,950	revenue car loads =	495,000	Short Tons
2020:	1,241	revenue car loads =	124,100	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 197 days injury-free as of April 1, 2020!
Coos Bay Rail Line-CBRL Started service November 1, 2018.