



M E M O R A N D U M

TO: Interested Parties  
FROM: David Kronsteiner, President  
DATE: January 14, 2019  
SUBJECT: Port of Coos Bay Commission Meeting Notice

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The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold its Regular Commission Meeting at **6:30 p.m., Tuesday, January 22, 2019**, in the Port's Commission Chambers, located at 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420.

An **Executive Session** has also been scheduled on **Tuesday, January 22, 2019, immediately after the Commission Meeting**, in the Port's Commission Chambers, located at 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420, as authorized under ORS 192.660(2), to:

- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (h) consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed;
- (i) review and evaluate the job performance of a chief executive officer, other officers, employees and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing; and
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

DK/km

**OREGON INTERNATIONAL PORT OF COOS BAY  
REGULAR COMMISSION MEETING  
6:30 p.m., Tuesday, January 22, 2019**

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

**T E N T A T I V E   A G E N D A**

**1. CALL MEETING TO ORDER**

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

- A. Presentation of 2017/18 Annual Financial Report.....Amanda McCleary-Moore, Moss Adams

**3. PUBLIC COMMENT**

**4. CONSENT ITEMS**

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**9. COMMISSION COMMENTS**

**10. NEXT MEETING DATE – TBD (Monday, February 18, 2019 is a holiday)**

**11. RECESS TO EXECUTIVE SESSION**

**12. RETURN FROM EXECUTIVE SESSION**

**13. ADJOURN**

# Consent Items

**DRAFT**  
**OREGON INTERNATIONAL PORT OF COOS BAY**  
**Coos Bay, Oregon**  
**REGULAR COMMISSION MEETING**  
**6:30 p.m., Monday, December 17, 2018**

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

**ATTENDANCE**

**Commission:**

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

**Staff:**

John Burns, Chief Executive Officer; Anna Soderstrom, Chief Commercial Officer; Lanelle Comstock, Chief Administrative Officer; Patrick Kerr, Director of Rail Operations; Mike Dunning, Director of Maritime Operations; Megan Richardson, Director of Finance and Accounting; Cheryl Charitar, Charleston Office Administrator; and Mike Stebbins, Port Legal Counsel.

**Media & Guests:**

Maeora Mosieur.

**1. CALL MEETING TO ORDER**

President Kronsteiner called the meeting to order at 6:31 p.m.

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

**3. PUBLIC COMMENT**

**4. CONSENT ITEMS**

- A. Approval of November 19, 2018 Regular Commission Meeting Minutes
- B. Approval of November Invoices
- C. Approval of November Contracts Awarded

Upon a motion by Commissioner Garcia (second by Commissioner Farm), the Board of Commissioners voted to approve the November 19, 2018 Regular Commission Meeting Minutes, November Invoices and November Contracts Awarded. **Motion Passed.**

**5. MANAGEMENT REPORTS**

All Management Reports were included within the Meeting Packet. President Kronsteiner thanked Staff for the written management reports.

**6. ACTION ITEMS/REPORTS**

**A. 2018Res22: 2019 RV Park Rate Changes**

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

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

Port Staff compared similar RV Parks in the region and found the Port’s daily and weekly rates continue to be below the market average. Port Staff recommends a CPI rate adjustment of 3% rounded to the nearest whole dollar.

The proposed changes are set forth in the table below:

<b>Rate Type</b>	<b>2018 Rates</b>	<b>Recommended for 2019</b>
Daily - Back In	\$36.00 reg. \$38.00 deluxe	\$37.00 reg. \$39.00 deluxe
Daily - Pull Thru	\$40.00	\$41.00
Weekly - Back In	\$203.00 reg. / \$215.00 deluxe	\$209.00 reg. / \$221.00 deluxe
Weekly - Pull Thru	\$227.00	\$234.00
Monthly - Back In	\$530.00 reg. / \$560.00 deluxe	\$546.00 reg. / \$577.00 deluxe
Monthly - Pull Thru	\$590.00	\$608.00
Yurts - Daily	\$51.00	\$53.00
Yurts - Weekly	\$245.00	\$252.00

Additionally, the proposed revised Charleston Marina 2018/19 Rate Schedule, effective January 1, 2019, was included within the packet. Pursuant to Port Policy, the Rate Schedule must be modified by resolution of the Port Commission. Upon Commission approval of the resolution, the revised Charleston Marina 2018/19 Rate Schedule will be republished with an effective date of January 1, 2019.

Commissioner Martin asked if an increase higher than the CPI would be made if needed. Port Staff confirmed that an increase higher than CPI would be made if needed.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to approve Resolution 2018Res22 revising the Charleston Marina 2018/19 Rate Schedule adjusting rates at the RV Park. **Motion Passed.**

**B. 2018Res23: Emergency Railroad Response and Track Repair Work at Milepost 749.50 on the Coos Bay Rail Line**

On Tuesday, November 27, 2018, at approximately 11:30PM, the Coos Bay Hauler experienced a derailment at MP 749.50 near Lakeside, OR causing 7 loaded rail cars to derail, with 5 of those cars on their side. There were no injuries. After receiving contact from the crew regarding the situation, the Operations Manager, Director of Rail Operations and the Track Inspector met in Lakeside to hiraill into

the location to assess the situation. Due to the remote location, darkness and proximity to Ten Mile lake, safety determined they leave the area and reassess the next day during daylight.

On Wednesday November 28, 2018, Port/CBRL staff immediately began work to clarify and confirm the scope of work necessary to affect the required repairs, and the time required to bring the track back into service. Port/CBRL staff contacted the Rick Franklin Corporation, (RFC) an Oregon based company that specializes in emergency railroad response and construction for over 40 years, providing service for Class 1, Regional and Short line railroads throughout the Pacific Northwest. Staff met with representatives of RFC and hired to the site for additional assessment for clearing the grade of rail cars not on their side and reconstruction of the rail infrastructure. Port/CBRL staff, in conjunction with RFC, immediately began work to clarify and confirm the scope of work necessary to affect the required repairs and the time required to bring the track back into service.

If the identified conditions are not repaired urgently, a prolonged continued rail service shutdown will be required, as it will be unsafe to operate trains on this section of track.

On Saturday, December 1, 2018, Port staff authorized Rick Franklin Corporation (RFC) to complete the necessary emergency railroad response and track repair work. RFC staff are already trained and familiar with emergency railroad response and construction performing similar track work for Class 1 and shortline railroads in the State of Oregon and to track on the national railroad network, which is necessary for safe and continued rail operations. Mobilization of specialized emergency railroad response equipment, materials and labor started December 3, 2018 and began work.

On December 5, 2018, all emergency work operations were completed, turning over the site for track reconstruction. The line is scheduled to returned to service December 11, 2018, with cars delivered to UPRR interchange on December 12, 2018.

Final costs for the repairs are being settled with CBRL, but total project costs for Phase 1 emergency railroad response and Phase II rail reconstruction are estimated at \$180,040 for Phase I and \$239,010 for Phase II. On Friday, November 30, 2018 Port Chief Executive Officer John Burns signed the Declaration of Emergency for the necessary repairs to the track at milepost 749.50.

Port Procurement Rule 6.4.6 allows the Chief Executive Officer or his designee to award emergency contracts up to \$200,000 in value and requires a Commission Resolution to ratify the Declaration of Emergency at its next regularly scheduled meeting or as soon as practical.

Upon a motion by Commissioner Farm (second by Commissioner Garcia), the Board of Commissioners motioned to adopt Resolution 2018Res23 ratifying the Declaration of Emergency by CEO John Burns, including the execution of a contract with Coos Bay Rail Line, Inc and Rick Franklin Corporation, to effect emergency repairs to track at milepost 749.50 on the Coos Bay Rail Line. **Motion Passed.**

### **C. David Miller & Associates Task Order #12**

At the March 28, 2016 Board of Commissioners meeting, the Commission authorized Commission President David Kronsteiner to execute an Amendment, Assignment, Assumption and Consent Agreement of the prime contract for consulting services for the Channel Modification Project from David Evans and Associates (DEA) to David Miller & Associates (DMA).

Much of the work budgeted for calendar year 2019 will be related to engineering design and environmental and regulatory compliance matters. The estimated 2019 annual budget for the project is \$3,548,893.

Task Order DMA #12 in the amount of \$1,458,801 describes the tasks to be undertaken during Q1 2019, along with projected costs including work on the project's Environmental Impact Statement. Many of the task categories will continue through the end of the year. Staff is only requesting authorization for the projected Q1 2019 budget at this time, in order to effectively monitor project spending pursuant to the updated Budget Management Plan for the project.

Funding for this Task Order will be provided through the Port's Reimbursement Agreement with Jordan Cove.

Upon a motion by Commissioner Martin (second by Commissioner Farm), the Board of Commissioners motioned to authorize Commission President David Kronsteiner to execute Task Order DMA #12 for professional services related to the Coos Bay Channel Modification Project in an amount not to exceed \$1,458,801 for work to be performed on the project during the first quarter of 2019. **Motion Passed.**

#### **D. Disposal of Real Property at Aquaculture Facility**

Located at the end of Transpacific Parkway, the property is 32 acres and is developed for industrial use, consisting of 15 acres of tidelands and 17 acres of uplands. Eight acres are fenced and enclose four existing buildings of various sizes. The main administrative building is 94' X 90' and was used as a combination operations and shop area.

The facility was originally constructed by Weyerhaeuser in the late 1970's. The hatchery was later operated by a company called Anadromous Inc., a subsidiary of British Petroleum Nutritional. Some additional improvements to the facility were made during the 1980's to enlarge and improve the overall facility. The Port acquired the property through a purchase of land from Weyerhaeuser and had leased the facility to Anadromous, Inc. for approximately 10 years. The facility was last operated in 1989 and has been inactive since that time. On November 15, 1993, Anadromous, Inc. deeded the capital improvements to the Port and terminated its' lease with the Port for the property. Last assessed value in 1992 for improvements was \$357,143 and land value was \$289,840.

Building structures on the property include:

1. Main building – single story 3,760 sq. feet
2. Pump building – single story with basement 1,040 sq. feet on top level, 546 sq. feet on lower level
3. Feed shed – 476 sq. feet
4. Storage – 1,648 sq. feet

All buildings are wood frame, except the basement of the pump building, which is concrete.

A May 2008 North Spit Salmon Hatchery Rehabilitation Report conducted by The Dyer Partnership Engineers and Planners, Inc., highlights the overall deterioration of the buildings due to the severe weather conditions on the North Spit. The current condition of the buildings has since seen an additional ten years of deterioration, vandalism, theft and lack of maintenance. The cost to rehabilitate the buildings in the 2008 report were significant, the operations/maintenance building required over \$100K, general

upgrade costs were over \$315K and the total project cost to bring the Fish Farm to an operational condition exceeded \$2.8 million.

Koos Environmental will commence asbestos abatement of the maintenance/office building out at the old fish farm (permits have been submitted). This is the first step in preparation for a “Burn to Learn” of the building in cooperation with North Bay Fire Department. This building and the other three structures on the property are in dilapidated condition and experience frequent vandalism. Under considerations of no foreseen future use of the buildings, their condition, extensive and recurring vandalism and the cost to repair and maintain them, staff recommends that all four structures be demolished.

Upon a motion by Commissioner Farm (second by Commissioner Garcia), the Board of Commissioners motioned to authorize Chief Executive Officer John Burns to proceed with demolition of the four identified buildings at the North Spit Aquaculture Facility. **Motion Passed.**

7. **OTHER**

8. **COMMISSION COMMENTS**

President Kronsteiner said over the last 10 months, Port Staff has pulled together to ensure the Port is in a position to begin rail operations. While all Staff played some role in the process, there was a core group that was responsible to make sure that all aspects were covered such as ensuring state and federal agencies regulatory requirements were met, hiring and onboarding new employees, etc., all while maintaining their everyday job. President Kronsteiner thanked Rick Adamek, Margaret Barber, John Buckley, Lanelle Comstock, Thomas Durand, Patrick Kerr, Megan Richardson and Anna Soderstrom for their great work in creating Coos Bay Rail Line, Inc.

9. **NEXT MEETING DATE** – Tuesday, January 22, 2019 at 6:30 p.m.

10. **ADJOURN**

President Kronsteiner adjourned the meeting at 6:46 p.m. and entered into Executive Session to:

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





M E M O R A N D U M

**To:** John Burns, Chief Executive Officer  
**From:** Mary Green, Accounting Clerk  
**Date:** January 14, 2019  
**Subject:** Invoices Paid for Commission Approval through December 2018

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A/P checks issued per NetSuite financial system	1,874,004.16
Payroll disbursement per Umpqua Bank statement	162,932.34
Misc electronic disbursements per Umpqua Bank statement	423,951.19
<b>Total Disbursements</b>	<b><u>\$ 2,460,887.69</u></b>



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Megan Richardson, Accounting Manager

DATE: January 14, 2019

SUBJECT: December 2018 Contracts Awarded

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

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

<b>Contract</b>	<b>Description</b>	<b>Cost</b>
Hardesty and Hanover LLC	Construction Support Design and Engineering Services for Emergency Repairs to Swingspan Bridge	\$75,000.00
Stantec Consulting	Task Order 21: Change Order 1 – Timber Bridge Span Ratings	\$22,072.00
LRL Construction	Change Order 9: Tunnel 17 Revised Contact Grouting Limits	\$82,696.74
Scott Partney Construction	Change Order 10: 2018 Timber Bridge Repairs	\$23,748.00
<b>Total Contracts Awarded for this period:</b>		<b>\$203,516.74</b>

# **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: January 14, 2019  
 SUBJECT: Administrative Services Management Report

**February Port Commission Meeting Date:** The regularly scheduled February Port Commission Meeting is scheduled on a Federal Holiday. Please take a look at your calendar and be prepared to discuss an alternative date at the January Commission Meeting.

**HUB Office Space Expansion:** The Port’s lease at the HUB has been amended to include Suites 210 (office space) & 250 (conference room/storage space). The 3<sup>rd</sup> floor office space has become extremely tight working quarters with too many employees, which brings increased noise levels, decreased storage/working space, and frustrated employees. The Finance & Accounting Department will be moving to the newly acquired office space and the Rail Department will assume the space previously occupied by Finance.

**Insurance Renewals:** The Port has renewed the following insurance policies for the 2019 calendar year:

Insurance Policy (Maritime)	Covered Risks	Expiring Annual Premium	Renewal Annual Premium
Dredge Operations	Errors & Omissions Liability, Commercial Pollution Liability for dredge activities	\$20,418.74	\$17,911.48
Maritime Protection, Indemnity & Hull	Liability & Physical Damage for scheduled watercraft	\$31,310.00	\$31,310.00
Excess Maritime Protection, Indemnity & Hull Coverage	Excess Liability & Physical Damage for scheduled watercraft	\$7,500.00	\$12,000.00
Vessel Pollution	Pollution Liability Indemnity for scheduled vessels	\$3,390.00	\$2,650.00
		\$62,618.74	\$63,871.48

Insurance Policy	Covered Risks	Expiring Annual Premium	Renewal Annual Premium
Commercial	Property & Liability Coverage	\$89,950.00	\$96,158.00*

\*The increase to the commercial insurance package is due to change in exposures (adding additional property - rail vehicles and equipment, dredge equipment, etc.).

### **Training and Development:**

- **SDAO 2019 Annual Conference:** The Special District Association of Oregon's 2019 Annual Conference is in Sunriver, Oregon, February 7-10, 2019. This year's conference (and pre-conference) contains many educational sessions for Board Members and staff. Board specific sessions include:
  - Special District Boards – Roles & Responsibilities
  - Recruiting, Orienting & Retaining a High-Impact Board
  - Board Members & Pitfalls – Are You Likely to Misstep?
  - Port Caucus Meeting
  - Public Meetings Overview and Executive Sessions
  - Priority Planning
  - Stronger Governance Through Collaboration, Compassion and Courtesy

Not only are the sessions very informative, but the conference provides an opportunity to learn and discuss current legislative issues affecting Ports and employment, and a great networking with other Oregon Port employees, Board Members, and vendors. Please contact Lanelle if you are interested in attending.

- **Manager's Boot Camp:** Special District Association of Oregon is hosting a Manager's Boot Camp for Port of Coos Bay managers and supervisors on Thursday, January 24, 2019. This training will cover legal issues such as sexual harassment, discrimination, retaliation, wage and hour rules, leave laws, etc., and managerial topics such as documenting, coaching, and changes in the workplace. Commissioners are welcome to attend the training! Please contact Lanelle for further details if you are interested in attending.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer  
FROM: Megan Richardson, Director of Finance  
DATE: January 14, 2019  
SUBJECT: Accounting & Finance Management Report

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We hereby present November and November Year-to-Date [5 month] financial results for the Port.

**Operating Revenue:**

Total operating revenues were \$421K or \$200K less than budget. Apart from Rail Operations and Dredge Operations, all departments were successful in meeting their projected revenues. Revenues for the Rail Ops were lower than expected due to the lower traffic on the line due to service interruptions. The dredge has not yet begun operations resulting in no revenue in November. This is a timing issue which will be resolved when the dredge begins operations in January.

**Operating Expense:**

Operating expenses totaled \$613K, which was \$200K less than budget. Operating expenses remained within budget except for Administration and Dredge Ops. The greatest contributor to Administration's overrun is directly related to an increase in legal services. Dredge Ops is over the projected budget due to a timing difference. Expenses increased in the latter part of November in preparation for operations and will continue into December when operations begin.

**Operating Result:**

The Port ended November with a \$192K deficit, against a planned deficit of \$192K, which is right on plan. All departments, apart from Administration, Railroad Operations, and Dredge Operations performed better than budget.

**Other Income & Expense:**

Total other revenues were \$1,725,211; which is \$310K greater than budget. This surplus is due to a timing issue. Fund transfers that have been delayed were completed in November to cover annual debt service payments related to the railroad. Other expenses totaled \$1,035,641; which was \$953K greater than budget. This overrun is attributed to timing of debt service payments and transfers made.

**Net Result & Year to Date:**

November Net Result amounted to a surplus of \$498K compared to a budgeted surplus of \$1,140,841 resulting in a \$643K negative variance. If the Port were to maintain this trend, we

could expect a negative net result and fall short of the \$242K positive net result budgeted. 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 December month end were \$7,343,226.48 which is an increase of \$1.76 Million from November with interest earnings of \$9,702.90. 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 increased to 2.56% pa.

The Finance team continues to work through the process of operating Coos Bay Rail Line, Inc. and the Port of Coos Bay as two distinct companies. It has been a learning curve understanding how to balance the additional responsibilities and to maintain a clear line of separation between the two companies when so much of the administrative support is Port based. We continue to identify pinch points and find solutions that increase the departments efficiency and maintain our internal controls.

We are happy to report that Amanda McCleary-Moore, along with members of her team from Moss Adams LLP, will be attending the commission meeting to present the 2017/2018 audited financials for commission approval. The financial reports were issued in December, but the Moss Adams team were unable to present at that commission meeting.

Financial Report - Actual vs. Budget - General Fund  
For Period Ending Nov 2018



	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>1 Operating Income</b>																	
2 Administration	1,360	1,350	10	1%	1,015	345	34%	6,760	6,750	10	0%	5,109	1,651	32%	63,423	63,413	0%
3 External Affairs	20	0	20	-	0	20	-	380	0	380	-	0	380	-	380	0	-
4 Port Development	0	0	0	-	2,065	(2,065)	(100%)	0	0	0	-	7,830	(7,830)	(100%)	0	0	-
5 Port Operations	58,618	58,266	352	1%	56,741	1,877	3%	294,903	292,958	1,945	1%	285,428	9,475	3%	742,275	740,330	0%
6 Railroad Operations	214,506	401,442	(186,936)	(47%)	393,192	(178,686)	(45%)	1,708,425	2,125,085	(416,660)	(20%)	2,092,517	(384,092)	(18%)	4,548,100	4,964,760	(8%)
7 Dredge Operations	0	29,811	(29,811)	(100%)	59,659	(59,659)	(100%)	0	62,121	(62,121)	(100%)	59,659	(59,659)	(100%)	62,121	124,242	(50%)
<b>8 Charleston Operations</b>																	
9 Building & Dock Leases	21,139	17,157	3,982	23%	17,842	3,297	18%	91,089	86,682	4,407	5%	88,598	2,492	3%	209,407	205,000	2%
10 Property Agreements	0	544	(544)	(100%)	704	(704)	(100%)	960	2,089	(1,129)	(54%)	3,522	(2,562)	(73%)	6,871	8,000	(14%)
11 Marina	74,814	71,695	3,120	4%	74,869	(54)	(0%)	442,629	413,191	29,439	7%	453,024	(10,394)	(2%)	991,439	962,000	3%
12 Shipyard	27,373	27,046	326	1%	26,842	531	2%	103,460	116,629	(13,169)	(11%)	98,600	4,861	5%	251,831	265,000	(5%)
13 RV Park	12,546	5,405	7,140	132%	4,033	8,513	211%	187,973	172,525	15,447	9%	180,997	6,975	4%	290,447	275,000	6%
14 Ice Plant	9,138	5,776	3,362	58%	7,408	1,730	23%	206,986	174,039	32,947	19%	164,344	42,642	26%	322,947	290,000	11%
16 Travel Lift	1,831	1,224	607	50%	1,799	33	2%	18,094	18,987	(893)	(5%)	28,187	(10,093)	(36%)	74,107	75,000	(1%)
17 Other	24	1,638	(1,614)	(99%)	487	(464)	(95%)	2,095	27,728	(25,633)	(92%)	(5,720)	7,815	(137%)	35,867	61,500	(42%)
<b>18 Total Charleston Operations</b>	<b>146,864</b>	<b>130,484</b>	<b>16,380</b>	<b>13%</b>	<b>133,983</b>	<b>12,881</b>	<b>10%</b>	<b>1,053,287</b>	<b>1,011,871</b>	<b>41,416</b>	<b>4%</b>	<b>1,011,551</b>	<b>41,735</b>	<b>4%</b>	<b>2,182,916</b>	<b>2,141,500</b>	<b>2%</b>
<b>19 Total Operating Income</b>	<b>421,368</b>	<b>621,352</b>	<b>(199,985)</b>	<b>(32%)</b>	<b>646,655</b>	<b>(225,288)</b>	<b>(35%)</b>	<b>3,063,755</b>	<b>3,498,784</b>	<b>(435,030)</b>	<b>(12%)</b>	<b>3,462,095</b>	<b>(398,340)</b>	<b>(12%)</b>	<b>7,599,215</b>	<b>8,034,245</b>	<b>(5%)</b>
<b>21 Operating Expenses</b>																	
22 Administration	123,309	118,337	(4,972)	(4%)	113,764	(9,545)	(8%)	621,391	628,952	7,562	1%	501,411	(119,980)	(24%)	1,497,211	1,504,772	1%
23 External Affairs	36,862	59,878	23,016	38%	46,040	9,178	20%	211,584	322,846	111,262	34%	230,538	18,954	(8%)	548,031	659,293	(17%)
24 Port Development	17,481	19,876	2,395	12%	33,396	15,915	48%	113,825	107,811	(6,014)	(6%)	116,358	2,534	(2%)	261,430	255,416	2%
25 Port Operations	20,617	28,399	7,782	27%	24,709	4,092	17%	109,668	150,562	40,895	27%	125,276	15,609	(12%)	317,073	357,968	(11%)
26 Railroad Operations	226,277	333,265	106,988	32%	347,155	120,878	35%	1,465,958	1,738,085	272,127	16%	1,684,540	218,582	(13%)	3,875,134	4,147,261	(7%)
27 Dredge Operations	36,365	20,331	(16,034)	(79%)	53,391	17,026	32%	54,636	59,422	4,786	8%	204,455	149,819	(73%)	119,456	124,242	(4%)
28 Charleston Operations	152,363	232,858	80,495	35%	176,481	24,118	14%	904,564	1,083,027	178,463	16%	944,302	39,739	(4%)	2,206,362	2,384,825	(7%)
<b>29 Total Expenses</b>	<b>613,273</b>	<b>812,945</b>	<b>199,671</b>	<b>25%</b>	<b>794,935</b>	<b>181,662</b>	<b>23%</b>	<b>3,481,625</b>	<b>4,090,705</b>	<b>609,080</b>	<b>15%</b>	<b>3,806,881</b>	<b>325,256</b>	<b>9%</b>	<b>8,824,697</b>	<b>9,433,777</b>	<b>6%</b>
<b>31 Operating Results</b>																	
32 Administration	(121,949)	(116,987)	(4,962)	4%	(112,749)	(9,200)	8%	(614,631)	(622,202)	7,572	(1%)	(496,302)	(118,329)	24%	(1,433,787)	(1,441,359)	(1%)
33 External Affairs	(36,842)	(59,878)	23,036	(38%)	(46,040)	9,198	(20%)	(211,204)	(322,846)	111,642	(35%)	(230,538)	19,334	(8%)	(547,651)	(659,293)	(17%)
34 Port Development	(17,481)	(19,876)	2,395	(12%)	(31,331)	13,850	(44%)	(113,825)	(107,811)	(6,014)	6%	(108,528)	(5,296)	5%	(261,430)	(255,416)	2%
35 Port Operations	38,000	29,866	8,134	27%	32,032	5,968	19%	185,235	142,395	42,840	30%	160,152	25,084	16%	425,202	382,362	11%
36 Railroad Operations	(11,771)	68,177	(79,948)	(117%)	46,037	(57,808)	(126%)	242,467	387,000	(144,533)	(37%)	407,977	(165,510)	(41%)	672,966	817,499	(18%)
37 Dredge Operations	(36,365)	9,479	(45,844)	(484%)	6,268	(42,633)	(680%)	(54,636)	2,699	(57,335)	(2124%)	(144,795)	90,160	(62%)	(57,335)	(0)	15926331%
38 Charleston Operations	(5,499)	(102,374)	96,875	(95%)	(42,498)	37,000	(87%)	148,723	(71,156)	219,879	(309%)	67,249	81,474	121%	(23,446)	(243,325)	(90%)
<b>39 Totals Operating Results</b>	<b>(191,906)</b>	<b>(191,592)</b>	<b>(313)</b>	<b>0%</b>	<b>(148,280)</b>	<b>(43,626)</b>	<b>29%</b>	<b>(417,870)</b>	<b>(591,921)</b>	<b>174,051</b>	<b>(29%)</b>	<b>(344,787)</b>	<b>(73,084)</b>	<b>21%</b>	<b>(1,225,482)</b>	<b>(1,399,532)</b>	<b>(12%)</b>
41 Tax Collected	1,174,019	1,262,801	(88,782)	(7%)	1,146,223	27,796	2%	1,235,361	1,314,255	(78,894)	(6%)	1,205,700	29,661	2%	1,672,106	1,751,000	(5%)
42 Financial Income	15,099	53,075	(37,976)	(72%)	55,000	(39,901)	(73%)	73,523	89,805	(16,282)	(18%)	98,307	(24,785)	(25%)	145,218	161,500	(10%)
43 Grant Income	12,461	26,292	(13,832)	(53%)	10,000	2,461	25%	71,620	100,226	(28,606)	(29%)	44,576	27,044	61%	96,994	125,600	(23%)
45 Other Income	523,632	72,449	451,184	623%	0	523,632	-	555,367	362,245	193,122	53%	3,041	552,326	18165%	1,062,509	869,387	22%
<b>46 Total Other Income</b>	<b>1,725,211</b>	<b>1,414,617</b>	<b>310,594</b>	<b>22%</b>	<b>1,211,223</b>	<b>513,989</b>	<b>42%</b>	<b>1,935,870</b>	<b>1,866,530</b>	<b>69,341</b>	<b>4%</b>	<b>1,351,624</b>	<b>584,246</b>	<b>43%</b>	<b>2,976,828</b>	<b>2,907,487</b>	<b>2%</b>
48 Financial Expenses & Taxes	2,322	1,750	(572)	33%	3,372	1,049	(31%)	32,121	8,750	(23,371)	267%	46,430	14,309	(31%)	44,371	21,000	(111%)
49 Debt Service	770,319	14,333	(755,986)	5274%	0	(770,319)	-	779,038	87,489	(691,549)	790%	14,378	(764,661)	5318%	1,666,387	974,838	(71%)
50 Capital Outlays	13,000	66,100	53,100	(80%)	0	(13,000)	-	31,422	126,800	95,378	(75%)	7,142	(24,280)	340%	174,622	270,000	35%
51 Interfund Transfers	250,000	0	(250,000)	-	214	(249,786)	116783%	252,500	0	(252,500)	-	9,979	(242,521)	2430%	252,500	0	-
<b>52 Total Other Expenses</b>	<b>1,035,641</b>	<b>82,183</b>	<b>(953,458)</b>	<b>1160%</b>	<b>3,585</b>	<b>(1,032,056)</b>	<b>28784%</b>	<b>1,095,082</b>	<b>223,039</b>	<b>(872,043)</b>	<b>391%</b>	<b>77,929</b>	<b>(1,017,153)</b>	<b>1305%</b>	<b>2,137,881</b>	<b>1,265,838</b>	<b>(69%)</b>
<b>54 Net Result</b>	<b>497,664</b>	<b>1,140,841</b>	<b>(643,177)</b>	<b>(56%)</b>	<b>1,059,358</b>	<b>(561,694)</b>	<b>(53%)</b>	<b>422,917</b>	<b>1,051,569</b>	<b>(628,652)</b>	<b>(60%)</b>	<b>928,909</b>	<b>(505,991)</b>	<b>(54%)</b>	<b>(386,535)</b>	<b>242,117</b>	<b>(260%)</b>



Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	350	350	0	0%	0	350	-	1,750	1,750	0	0%	0	1,750	-	42,450	42,450	0%
4245 CCURA	1,000	1,000	0	0%	1,000	0	0%	5,000	5,000	0	0%	5,000	0	0%	12,000	12,000	0%
4290 Other	10	0	10	-	15	(5)	-33%	10	0	10	-	109	(99)	-91%	8,973	8,963	0%
<b>Total Operating Income</b>	<b>1,360</b>	<b>1,350</b>	<b>10</b>	<b>1%</b>	<b>1,015</b>	<b>345</b>	<b>34%</b>	<b>6,760</b>	<b>6,750</b>	<b>10</b>	<b>0%</b>	<b>5,109</b>	<b>1,651</b>	<b>32%</b>	<b>63,423</b>	<b>63,413</b>	<b>0%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	42,339	44,634	2,295	5%	44,737	2,398	5%	207,162	245,516	38,355	16%	230,201	23,040	10%	542,061	580,416	7%
5015 Overtime	107	85	(22)	-26%	67	(40)	-60%	220	466	246	53%	395	175	44%	856	1,102	22%
5020 Car Allowance	462	461	(0)	0%	692	231	33%	2,423	2,538	115	5%	3,659	1,236	34%	5,885	6,000	2%
5050 Merit Pool	0	2,440	2,440	100%	0	0	-	0	13,424	13,424	100%	0	0	-	18,311	31,735	42%
<b>Total Compensation</b>	<b>42,907</b>	<b>47,621</b>	<b>4,713</b>	<b>10%</b>	<b>45,496</b>	<b>2,589</b>	<b>6%</b>	<b>209,805</b>	<b>261,944</b>	<b>52,140</b>	<b>20%</b>	<b>234,255</b>	<b>24,451</b>	<b>10%</b>	<b>567,113</b>	<b>619,253</b>	<b>8%</b>
5100 Federal Payroll taxes	2,293	3,285	991	30%	2,568	274	11%	12,599	18,068	5,469	30%	15,039	2,440	16%	37,245	42,714	13%
5105 State Payroll taxes	12	0	(12)	-	12	(0)	0%	64	0	(64)	-	68	3	5%	64	0	-
5110 Unemployment Insurance	235	651	416	64%	172	(63)	-37%	1,186	3,583	2,398	67%	1,394	208	15%	6,073	8,471	28%
5115 Workers compensation	84	92	8	9%	975	892	91%	(212)	505	717	142%	4,876	5,088	104%	476	1,193	60%
<b>Total Payroll Taxes</b>	<b>2,625</b>	<b>4,028</b>	<b>1,403</b>	<b>35%</b>	<b>3,727</b>	<b>1,102</b>	<b>30%</b>	<b>13,637</b>	<b>22,156</b>	<b>8,520</b>	<b>38%</b>	<b>21,377</b>	<b>7,740</b>	<b>36%</b>	<b>43,858</b>	<b>52,378</b>	<b>16%</b>
5200 Medical insurance	6,009	5,929	(80)	-1%	2,632	(3,377)	-128%	21,434	29,644	8,210	28%	16,760	(4,674)	-28%	62,935	71,145	12%
5205 Dental insurance	775	777	2	0%	559	(216)	-39%	3,473	3,887	414	11%	2,841	(632)	-22%	8,914	9,328	4%
5215 Term life insurance	263	74	(189)	-257%	285	22	8%	1,292	406	(886)	-218%	1,399	107	8%	1,846	960	-92%
5220 Long Term Disability insurance	0	272	272	100%	0	0	-	0	1,494	1,494	100%	0	0	-	2,038	3,532	42%
5225 PERS Employee Contributions	7,679	6,667	(1,012)	-15%	9,555	1,876	20%	28,042	36,672	8,630	24%	34,150	6,108	18%	78,066	86,696	10%
5230 PERS Employer Contributions	3,291	2,857	(434)	-15%	4,095	804	20%	12,018	15,717	3,698	24%	14,636	2,618	18%	33,457	37,155	10%
5295 Allocations	0	0	0	-	(640)	(640)	100%	0	0	0	-	(4,185)	(4,185)	100%	0	0	-
<b>Total Insured Benefits</b>	<b>18,018</b>	<b>16,576</b>	<b>(1,442)</b>	<b>-9%</b>	<b>16,486</b>	<b>(1,532)</b>	<b>-9%</b>	<b>66,258</b>	<b>87,820</b>	<b>21,561</b>	<b>25%</b>	<b>65,601</b>	<b>(658)</b>	<b>-1%</b>	<b>187,255</b>	<b>208,816</b>	<b>10%</b>
<b>Total Personnel Services</b>	<b>63,550</b>	<b>68,224</b>	<b>4,674</b>	<b>7%</b>	<b>65,709</b>	<b>2,159</b>	<b>3%</b>	<b>289,700</b>	<b>371,920</b>	<b>82,220</b>	<b>22%</b>	<b>321,233</b>	<b>31,533</b>	<b>10%</b>	<b>798,227</b>	<b>880,447</b>	<b>9%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	105	1,134	1,029	91%	0	(105)	-	655	6,269	5,614	90%	11,774	11,119	94%	9,386	15,000	37%
6010 Educational reimbursement	0	0	0	-	0	0	-	3,147	3,333	186	6%	3,045	(103)	-3%	7,314	7,500	2%
<b>Total Staff Training</b>	<b>105</b>	<b>1,134</b>	<b>1,029</b>	<b>91%</b>	<b>0</b>	<b>(105)</b>	<b>-</b>	<b>3,802</b>	<b>9,602</b>	<b>5,800</b>	<b>60%</b>	<b>14,819</b>	<b>11,016</b>	<b>74%</b>	<b>16,700</b>	<b>22,500</b>	<b>26%</b>
6020 Travel - airfare	0	250	250	100%	180	180	100%	0	1,250	1,250	100%	1,968	1,968	100%	1,750	3,000	42%
6025 Travel - lodging & transportation	0	333	333	100%	410	410	100%	271	1,667	1,396	84%	1,384	1,112	80%	3,604	5,000	28%
6030 Travel - Per Diem & mileage reimbursement	55	333	278	83%	656	601	92%	656	1,667	1,011	61%	1,545	889	58%	2,989	4,000	25%
6035 Meals & Entertainment	181	167	(14)	-9%	223	42	19%	914	1,100	186	17%	1,964	1,050	53%	7,314	7,500	2%
<b>Total Travel &amp; Entertainment</b>	<b>236</b>	<b>1,083</b>	<b>847</b>	<b>78%</b>	<b>1,469</b>	<b>1,233</b>	<b>84%</b>	<b>1,841</b>	<b>5,683</b>	<b>3,842</b>	<b>68%</b>	<b>6,860</b>	<b>5,019</b>	<b>73%</b>	<b>15,658</b>	<b>19,500</b>	<b>20%</b>

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6050 Office supplies	1,816	1,000	(816)	-82%	235	(1,581)	-673%	5,298	5,000	(298)	-6%	1,873	(3,425)	-183%	12,298	12,000	-2%
6055 Kitchen supplies	234	417	183	44%	240	6	3%	1,577	2,083	506	24%	1,423	(154)	-11%	4,494	5,000	10%
6060 IT supplies	0	625	625	100%	157	157	100%	216	3,125	2,909	93%	894	678	76%	4,591	7,500	39%
6070 Postage & courier services	400	500	100	20%	400	0	0%	1,267	2,500	1,233	49%	1,986	719	36%	4,767	6,000	21%
6075 Memberships & dues	1,399	0	(1,399)	-	0	(1,399)	-	1,518	0	(1,518)	-	150	(1,368)	-912%	1,518	0	-
6077 Subscriptions	0	0	0	-	0	0	-	0	0	0	-	331	331	100%	0	0	-
6080 Office lease	5,931	6,000	69	1%	5,860	(71)	-1%	29,653	30,000	347	1%	29,299	(355)	-1%	41,653	42,000	1%
6085 Office equipment lease	0	0	0	-	0	0	-	1,007	1,000	(7)	-1%	504	(504)	-100%	2,007	2,000	0%
6090 IT SW subscriptions & licenses	7,656	8,850	1,194	13%	6,538	(1,117)	-17%	39,254	45,250	5,996	13%	30,827	(8,428)	-27%	105,004	111,000	5%
6095 Commission expenses	0	125	125	100%	0	0	-	0	625	625	100%	265	265	100%	4,375	5,000	13%
<b>Total Office Expense</b>	<b>17,999</b>	<b>17,517</b>	<b>(483)</b>	<b>-3%</b>	<b>13,430</b>	<b>(4,569)</b>	<b>-34%</b>	<b>81,242</b>	<b>89,583</b>	<b>8,341</b>	<b>9%</b>	<b>67,551</b>	<b>(13,691)</b>	<b>-20%</b>	<b>182,159</b>	<b>190,500</b>	<b>4%</b>
6100 Telephone - landline	412	583	171	29%	576	164	28%	2,303	2,917	614	21%	2,149	(153)	-7%	6,386	7,000	9%
6105 Telephone - mobile	573	750	177	24%	618	45	7%	3,065	3,750	685	18%	2,387	(678)	-28%	8,315	9,000	8%
6110 Internet services	604	650	46	7%	604	0	0%	3,999	3,250	(749)	-23%	3,859	(140)	-4%	8,749	8,000	-9%
6115 Cable TV	43	57	14	24%	0	(43)	-	216	286	70	24%	0	(216)	-	330	400	17%
6130 Electricity	493	500	7	1%	0	(493)	-	2,470	2,500	30	1%	1,285	(1,185)	-92%	14,970	15,000	0%
6135 Water/Sewer	0	0	0	-	0	0	-	0	0	0	-	0	0	-	6,000	6,000	0%
6140 Garbage/Sanitation Collection	0	0	0	-	0	0	-	0	0	0	-	0	0	-	3,000	3,000	0%
<b>Total Utilities</b>	<b>2,124</b>	<b>2,540</b>	<b>417</b>	<b>16%</b>	<b>1,797</b>	<b>(327)</b>	<b>-18%</b>	<b>12,052</b>	<b>12,702</b>	<b>650</b>	<b>5%</b>	<b>9,680</b>	<b>(2,373)</b>	<b>-25%</b>	<b>47,750</b>	<b>48,400</b>	<b>1%</b>
6200 Temporary/Contract help	0	0	0	-	750	750	100%	0	0	0	-	8,857	8,857	100%	0	0	-
6205 Janitorial services	373	373	0	0%	373	0	0%	1,865	1,865	0	0%	1,865	0	0%	6,500	6,500	0%
6215 Payroll services	214	538	325	60%	203	(10)	-5%	2,487	2,961	474	16%	2,517	30	1%	6,526	7,000	7%
6245 Legal advertising	0	100	100	100%	0	0	-	315	500	185	37%	655	340	52%	2,815	3,000	6%
6250 Legal services	9,928	12,500	2,572	21%	11,244	1,316	12%	181,536	62,500	(119,036)	-190%	37,691	(143,845)	-382%	269,036	150,000	-79%
6255 Auditing	25,425	4,625	(20,800)	-450%	12,250	(13,175)	-108%	35,200	23,125	(12,075)	-52%	12,788	(22,413)	-175%	67,575	55,500	-22%
6260 Consulting services	0	2,500	2,500	100%	5,542	5,542	100%	0	12,500	12,500	100%	9,142	9,142	100%	17,500	30,000	42%
6265 Recruiting services	10	833	823	99%	0	(10)	-	1,184	4,167	2,983	72%	203	(981)	-483%	7,017	10,000	30%
6270 Contracted Services	13	0	(13)	-	0	(13)	-	29	0	(29)	-	2,317	2,288	99%	29	0	-
6290 Commercial insurance	1,367	1,785	419	23%	392	(975)	-249%	6,834	8,927	2,093	23%	1,958	(4,876)	-249%	19,332	21,425	10%
<b>Total Professional Services</b>	<b>37,329</b>	<b>23,255</b>	<b>(14,074)</b>	<b>-61%</b>	<b>30,754</b>	<b>(6,575)</b>	<b>-21%</b>	<b>229,450</b>	<b>116,545</b>	<b>(112,905)</b>	<b>-97%</b>	<b>77,993</b>	<b>(151,457)</b>	<b>-194%</b>	<b>396,330</b>	<b>283,425</b>	<b>-40%</b>
6310 Marketing supplies	0	0	0	-	0	0	-	0	0	0	-	135	135	100%	0	0	-
6315 Advertising	0	0	0	-	0	0	-	0	0	0	-	665	665	100%	0	0	-
6351 Awards & Recognitions	1,965	0	(1,965)	-	90	(1,875)	-2083%	2,090	0	(2,090)	-	215	(1,875)	-872%	2,090	0	-
<b>Total Marketing Expense</b>	<b>1,965</b>	<b>0</b>	<b>(1,965)</b>	<b>-</b>	<b>90</b>	<b>(1,875)</b>	<b>-2083%</b>	<b>2,090</b>	<b>0</b>	<b>(2,090)</b>	<b>-</b>	<b>1,015</b>	<b>(1,075)</b>	<b>-106%</b>	<b>2,090</b>	<b>0</b>	<b>-</b>

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

amounts in \$US dollars

Fund: General Fund

Department: Administration

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Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date				Year End						
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				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	417	417	100%	514	514	100%	257	2,083	1,827	88%	2,202	1,945	88%	3,173	5,000	37%
6510	Repairs & maintenance buildings	0	0	0	-	0	0	-	957	0	(957)	-	59	(898)	-1527%	5,957	5,000	-19%
	<b>Total Repair and Maintenance</b>	<b>0</b>	<b>417</b>	<b>417</b>	<b>100%</b>	<b>514</b>	<b>514</b>	<b>100%</b>	<b>1,213</b>	<b>2,083</b>	<b>870</b>	<b>42%</b>	<b>2,260</b>	<b>1,047</b>	<b>46%</b>	<b>9,130</b>	<b>10,000</b>	<b>9%</b>
6599	Budget Contingency	0	4,167	4,167	100%	0	0	-	0	20,833	20,833	100%	0	0	-	29,167	50,000	42%
	<b>Total Goods &amp; Services</b>	<b>59,759</b>	<b>50,113</b>	<b>(9,646)</b>	<b>-19%</b>	<b>48,054</b>	<b>(11,704)</b>	<b>-24%</b>	<b>331,691</b>	<b>257,032</b>	<b>(74,659)</b>	<b>-29%</b>	<b>180,178</b>	<b>(151,513)</b>	<b>-84%</b>	<b>698,984</b>	<b>624,325</b>	<b>-12%</b>
	<b>Total Expenses</b>	<b>123,309</b>	<b>118,337</b>	<b>(4,972)</b>	<b>-4%</b>	<b>113,764</b>	<b>(9,545)</b>	<b>-8%</b>	<b>621,391</b>	<b>628,952</b>	<b>7,562</b>	<b>1%</b>	<b>501,411</b>	<b>(119,980)</b>	<b>-24%</b>	<b>1,497,211</b>	<b>1,504,772</b>	<b>1%</b>
	<b>Operating Results</b>	<b>(121,949)</b>	<b>(116,987)</b>	<b>(4,962)</b>	<b>4%</b>	<b>(112,749)</b>	<b>(9,200)</b>	<b>8%</b>	<b>(614,631)</b>	<b>(622,202)</b>	<b>7,572</b>	<b>-1%</b>	<b>(496,302)</b>	<b>(118,329)</b>	<b>24%</b>	<b>(1,433,787)</b>	<b>(1,441,359)</b>	<b>-1%</b>
<b>Other Income &amp; Expenses</b>																		
<b>Other Income</b>																		
4405	Property Taxes - Current Year	1,167,298	1,255,618	(88,320)	-7%	1,138,624	28,674	3%	1,193,364	1,284,031	(90,668)	-7%	1,168,425	24,938	2%	1,609,332	1,700,000	-5%
4410	Property Taxes - Prior Years	6,721	7,183	(462)	-6%	7,599	(878)	-12%	41,859	29,486	12,374	42%	37,194	4,665	13%	62,374	50,000	25%
4505	Interest - Bank	7,726	2,201	5,524	251%	4,202	3,523	84%	36,653	9,435	27,218	288%	18,014	18,639	103%	56,731	29,513	92%
4506	Interest - Southport Note	2,316	2,316	0	0%	2,465	(149)	-6%	11,707	11,707	0	0%	12,449	(743)	-6%	27,564	27,564	0%
4515	Principal Repayment - Southport Note	5,058	5,058	0	0%	4,908	149	3%	25,163	25,163	0	0%	24,420	743	3%	60,923	60,923	0%
4905	Other	0	0	0	-	0	0	-	3,779	0	3,779	-	4	3,775	99600%	3,779	0	-
	<b>Total Other Income</b>	<b>1,189,118</b>	<b>1,272,376</b>	<b>(83,258)</b>	<b>-7%</b>	<b>1,157,799</b>	<b>31,319</b>	<b>3%</b>	<b>1,312,524</b>	<b>1,359,822</b>	<b>(47,297)</b>	<b>-3%</b>	<b>1,260,507</b>	<b>52,018</b>	<b>4%</b>	<b>1,820,703</b>	<b>1,868,000</b>	<b>-3%</b>
<b>Other Expenses</b>																		
<b>Taxes &amp; Misc Expenses</b>																		
6720	Property Tax - Sublet Facilities	0	0	0	-	0	0	-	173	0	(173)	-	0	(173)	-	173	0	-
6740	Merchant fees	2,322	1,667	(656)	-39%	3,342	1,020	31%	13,710	8,333	(5,376)	-65%	13,157	(552)	-4%	25,376	20,000	-27%
6745	Banking fees	0	83	83	100%	29	29	99%	10,104	417	(9,687)	-2325%	210	(9,894)	-4718%	10,687	1,000	-969%
	<b>Total Taxes &amp; Misc Expenses</b>	<b>2,322</b>	<b>1,750</b>	<b>(572)</b>	<b>-33%</b>	<b>3,372</b>	<b>1,049</b>	<b>31%</b>	<b>23,986</b>	<b>8,750</b>	<b>(15,236)</b>	<b>-174%</b>	<b>13,367</b>	<b>(10,619)</b>	<b>-79%</b>	<b>36,236</b>	<b>21,000</b>	<b>-73%</b>
<b>Debt Services</b>																		
7005	Principal repayment	0	2,500	2,500	100%	0	0	-	0	12,500	12,500	100%	0	0	-	17,500	30,000	42%
7010	Interest payment	0	5,000	5,000	100%	0	0	-	0	25,000	25,000	100%	0	0	-	35,000	60,000	42%
	<b>Total Debt Services</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>37,500</b>	<b>37,500</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>52,500</b>	<b>90,000</b>	<b>42%</b>
	<b>Total Other Expenses</b>	<b>2,322</b>	<b>9,250</b>	<b>6,928</b>	<b>75%</b>	<b>3,372</b>	<b>1,049</b>	<b>31%</b>	<b>23,986</b>	<b>46,250</b>	<b>22,264</b>	<b>48%</b>	<b>13,367</b>	<b>(10,619)</b>	<b>-79%</b>	<b>88,736</b>	<b>111,000</b>	<b>20%</b>
	<b>Net Other Income</b>	<b>1,186,796</b>	<b>1,263,126</b>	<b>(76,330)</b>	<b>-6%</b>	<b>1,154,427</b>	<b>32,369</b>	<b>3%</b>	<b>1,288,538</b>	<b>1,313,572</b>	<b>(25,034)</b>	<b>-2%</b>	<b>1,247,140</b>	<b>41,398</b>	<b>3%</b>	<b>1,731,966</b>	<b>1,757,000</b>	<b>-1%</b>
	<b>Net Result</b>	<b>1,064,847</b>	<b>1,146,139</b>	<b>(81,292)</b>	<b>-7%</b>	<b>1,041,679</b>	<b>23,169</b>	<b>2%</b>	<b>673,907</b>	<b>691,369</b>	<b>(17,462)</b>	<b>-3%</b>	<b>750,838</b>	<b>(76,931)</b>	<b>-10%</b>	<b>298,179</b>	<b>315,641</b>	<b>-6%</b>

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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			
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD		Jul 2018 - Jun 2019			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4180 Merchandise	20	0	20	-	0	20	-	380	0	380	-	0	380	-	380	0	-
<b>Total Operating Income</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>-</b>	<b>0</b>	<b>20</b>	<b>-</b>	<b>380</b>	<b>0</b>	<b>380</b>	<b>-</b>	<b>0</b>	<b>380</b>	<b>-</b>	<b>380</b>	<b>0</b>	<b>-</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	18,205	18,200	(5)	0%	17,675	(530)	-3%	95,511	100,111	4,599	5%	93,491	(2,020)	-2%	232,069	236,668	2%
5010 Other compensation	0	0	0	-	0	0	-	26	0	(26)	-	0	(26)	-	26	0	-
5015 Overtime	0	138	138	100%	0	0	-	0	761	761	100%	139	139	100%	1,039	1,800	42%
5020 Car Allowance	692	692	(0)	0%	692	0	0%	3,634	3,807	173	5%	3,659	25	1%	8,827	9,000	2%
<b>Total Compensation</b>	<b>18,898</b>	<b>19,030</b>	<b>133</b>	<b>1%</b>	<b>18,367</b>	<b>(530)</b>	<b>-3%</b>	<b>99,172</b>	<b>104,679</b>	<b>5,507</b>	<b>5%</b>	<b>97,290</b>	<b>(1,882)</b>	<b>-2%</b>	<b>241,961</b>	<b>247,468</b>	<b>2%</b>
5100 Federal Payroll taxes	1,435	1,448	14	1%	1,232	(203)	-16%	7,494	7,966	472	6%	7,187	(307)	-4%	18,360	18,832	3%
5105 State Payroll taxes	5	0	(5)	-	5	(0)	-10%	30	0	(30)	-	30	(1)	-2%	30	0	-
5110 Unemployment Insurance	78	227	149	66%	91	14	15%	457	1,247	790	63%	638	180	28%	2,158	2,948	27%
5115 Workers compensation	44	42	(2)	-4%	396	352	89%	(36)	233	269	115%	1,978	2,014	102%	282	551	49%
<b>Total Payroll Taxes</b>	<b>1,562</b>	<b>1,717</b>	<b>156</b>	<b>9%</b>	<b>1,723</b>	<b>162</b>	<b>9%</b>	<b>7,946</b>	<b>9,446</b>	<b>1,500</b>	<b>16%</b>	<b>9,833</b>	<b>1,887</b>	<b>19%</b>	<b>20,831</b>	<b>22,331</b>	<b>7%</b>
5200 Medical insurance	2,220	2,220	(0)	0%	2,115	(106)	-5%	11,102	11,102	(0)	0%	10,573	(529)	-5%	26,644	26,644	0%
5205 Dental insurance	262	219	(43)	-20%	219	(43)	-20%	1,309	1,093	(216)	-20%	1,093	(216)	-20%	2,838	2,622	-8%
5215 Term life insurance	149	30	(119)	-396%	120	(28)	-23%	744	150	(594)	-396%	660	(83)	-13%	954	360	-165%
5220 Long Term Disability insurance	0	106	106	100%	0	0	-	0	581	581	100%	0	0	-	793	1,374	42%
5225 PERS Employee Contributions	3,972	2,664	(1,308)	-49%	3,857	(115)	-3%	14,536	14,655	119	1%	9,777	(4,759)	-49%	34,527	34,646	0%
5230 PERS Employer Contributions	1,702	1,142	(561)	-49%	1,653	(49)	-3%	6,230	6,281	51	1%	4,190	(2,040)	-49%	14,797	14,848	0%
<b>Total Insured Benefits</b>	<b>8,305</b>	<b>6,381</b>	<b>(1,925)</b>	<b>-30%</b>	<b>7,964</b>	<b>(341)</b>	<b>-4%</b>	<b>33,920</b>	<b>33,861</b>	<b>(59)</b>	<b>0%</b>	<b>26,293</b>	<b>(7,627)</b>	<b>-29%</b>	<b>80,553</b>	<b>80,494</b>	<b>0%</b>
<b>Total Personnel Services</b>	<b>28,764</b>	<b>27,128</b>	<b>(1,636)</b>	<b>-6%</b>	<b>28,054</b>	<b>(710)</b>	<b>-3%</b>	<b>141,038</b>	<b>147,986</b>	<b>6,948</b>	<b>5%</b>	<b>133,416</b>	<b>(7,622)</b>	<b>-6%</b>	<b>343,345</b>	<b>350,293</b>	<b>2%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	375	375	100%	210	210	100%	200	1,875	1,675	89%	2,610	2,410	92%	2,825	4,500	37%
6010 Educational reimbursement	0	0	0	-	0	0	-	3,000	3,000	0	0%	0	(3,000)	-	6,000	6,000	0%
<b>Total Staff Training</b>	<b>0</b>	<b>375</b>	<b>375</b>	<b>100%</b>	<b>210</b>	<b>210</b>	<b>100%</b>	<b>3,200</b>	<b>4,875</b>	<b>1,675</b>	<b>34%</b>	<b>2,610</b>	<b>(590)</b>	<b>-23%</b>	<b>8,825</b>	<b>10,500</b>	<b>16%</b>
6020 Travel - airfare	0	0	0	-	1,582	1,582	100%	135	3,000	2,865	96%	809	674	83%	3,135	6,000	48%
6025 Travel - lodging & transportation	345	1,600	1,255	78%	1,454	1,109	76%	2,853	4,160	1,307	31%	3,074	221	7%	6,693	8,000	16%
6030 Travel - Per Diem & mileage reimbursement	407	2,000	1,593	80%	1,899	1,492	79%	2,034	5,000	2,966	59%	2,308	273	12%	7,034	10,000	30%
6035 Meals & Entertainment	144	1,000	856	86%	220	76	35%	618	4,900	4,282	87%	480	(138)	-29%	5,718	10,000	43%
<b>Total Travel &amp; Entertainment</b>	<b>896</b>	<b>4,600</b>	<b>3,704</b>	<b>81%</b>	<b>5,156</b>	<b>4,259</b>	<b>83%</b>	<b>5,641</b>	<b>17,060</b>	<b>11,419</b>	<b>67%</b>	<b>6,670</b>	<b>1,029</b>	<b>15%</b>	<b>22,581</b>	<b>34,000</b>	<b>34%</b>
6050 Office supplies	0	42	42	100%	258	258	100%	99	208	110	53%	258	159	62%	390	500	22%
6060 IT supplies	0	0	0	-	0	0	-	0	0	0	-	2,993	2,993	100%	0	0	-
6075 Memberships & dues	881	3,333	2,453	74%	859	(22)	-3%	15,596	16,667	1,071	6%	14,567	(1,029)	-7%	38,929	40,000	3%

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6077 Subscriptions	0	0	0	-	302	302	100%	0	0	0	-	881	881	100%	0	0	-
6090 IT SW subscriptions & licenses	0	0	0	-	13	13	100%	0	0	0	-	13	13	100%	0	0	-
<b>Total Office Expense</b>	<b>881</b>	<b>3,375</b>	<b>2,494</b>	<b>74%</b>	<b>1,431</b>	<b>550</b>	<b>38%</b>	<b>15,694</b>	<b>16,875</b>	<b>1,181</b>	<b>7%</b>	<b>18,711</b>	<b>3,017</b>	<b>16%</b>	<b>39,319</b>	<b>40,500</b>	<b>3%</b>
6260 Consulting services	0	10,833	10,833	100%	0	0	-	0	54,167	54,167	100%	7,950	7,950	100%	10,833	65,000	83%
6270 Contracted Services	0	0	0	-	0	0	-	0	0	0	-	186	186	100%	0	0	-
6290 Commercial insurance	0	0	0	-	386	386	100%	0	0	0	-	1,932	1,932	100%	0	0	-
<b>Total Professional Services</b>	<b>0</b>	<b>10,833</b>	<b>10,833</b>	<b>100%</b>	<b>386</b>	<b>386</b>	<b>100%</b>	<b>0</b>	<b>54,167</b>	<b>54,167</b>	<b>100%</b>	<b>10,068</b>	<b>10,068</b>	<b>100%</b>	<b>10,833</b>	<b>65,000</b>	<b>83%</b>
6300 Promotional & marketing services	0	0	0	-	0	0	-	0	0	0	-	245	245	100%	0	0	-
6305 Promotional items	0	0	0	-	0	0	-	0	0	0	-	1,046	1,046	100%	0	0	-
6310 Marketing supplies	150	400	250	63%	179	29	16%	2,067	5,200	3,133	60%	4,601	2,534	55%	4,867	8,000	39%
6315 Advertising	542	3,600	3,058	85%	4,025	3,483	87%	10,324	20,000	9,676	48%	11,378	1,054	9%	30,324	40,000	24%
6320 Cargo recruitment & development	0	2,900	2,900	100%	800	800	100%	3,024	10,150	7,126	70%	9,486	6,462	68%	7,374	14,500	49%
6325 Commercial Marketing	0	0	0	-	0	0	-	0	0	0	-	55	55	100%	0	0	-
6340 Legislative support	5,628	6,667	1,038	16%	5,798	169	3%	29,596	33,333	3,737	11%	30,235	639	2%	76,263	80,000	5%
6345 Community affairs	0	0	0	-	0	0	-	1,000	13,200	12,200	92%	2,017	1,017	50%	4,300	16,500	74%
<b>Total Marketing Expense</b>	<b>6,321</b>	<b>13,567</b>	<b>7,246</b>	<b>53%</b>	<b>10,802</b>	<b>4,481</b>	<b>41%</b>	<b>46,011</b>	<b>81,883</b>	<b>35,872</b>	<b>44%</b>	<b>59,063</b>	<b>13,052</b>	<b>22%</b>	<b>123,128</b>	<b>159,000</b>	<b>23%</b>
<b>Total Goods &amp; Services</b>	<b>8,098</b>	<b>32,750</b>	<b>24,652</b>	<b>75%</b>	<b>17,985</b>	<b>9,888</b>	<b>55%</b>	<b>70,546</b>	<b>174,860</b>	<b>104,314</b>	<b>60%</b>	<b>97,123</b>	<b>26,576</b>	<b>27%</b>	<b>204,686</b>	<b>309,000</b>	<b>34%</b>
<b>Total Expenses</b>	<b>36,862</b>	<b>59,878</b>	<b>23,016</b>	<b>38%</b>	<b>46,040</b>	<b>9,178</b>	<b>20%</b>	<b>211,584</b>	<b>322,846</b>	<b>111,262</b>	<b>34%</b>	<b>230,538</b>	<b>18,954</b>	<b>8%</b>	<b>548,031</b>	<b>659,293</b>	<b>17%</b>
<b>Operating Results</b>	<b>(36,842)</b>	<b>(59,878)</b>	<b>23,036</b>	<b>-38%</b>	<b>(46,040)</b>	<b>9,198</b>	<b>-20%</b>	<b>(211,204)</b>	<b>(322,846)</b>	<b>111,642</b>	<b>-35%</b>	<b>(230,538)</b>	<b>19,334</b>	<b>-8%</b>	<b>(547,651)</b>	<b>(659,293)</b>	<b>-17%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4695 Grants Received - Other	0	8,333	(8,333)	-100%	0	0	-	0	41,667	(41,667)	-100%	0	0	-	8,333	50,000	-83%
<b>Total Other Income</b>	<b>0</b>	<b>8,333</b>	<b>(8,333)</b>	<b>-100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>41,667</b>	<b>(41,667)</b>	<b>-100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>8,333</b>	<b>50,000</b>	<b>-83%</b>
<b>Net Other Income</b>	<b>0</b>	<b>8,333</b>	<b>(8,333)</b>	<b>-100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>41,667</b>	<b>(41,667)</b>	<b>-100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>8,333</b>	<b>50,000</b>	<b>-83%</b>
<b>Net Result</b>	<b>(36,842)</b>	<b>(51,545)</b>	<b>14,703</b>	<b>-29%</b>	<b>(46,040)</b>	<b>9,198</b>	<b>-20%</b>	<b>(211,204)</b>	<b>(281,180)</b>	<b>69,975</b>	<b>-25%</b>	<b>(230,538)</b>	<b>19,334</b>	<b>-8%</b>	<b>(539,318)</b>	<b>(609,293)</b>	<b>-11%</b>

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4240 Project Management Fees	0	0	0	-	2,065	(2,065)	-100%	0	0	0	-	7,830	(7,830)	-100%	0	0	-
<b>Total Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>2,065</b>	<b>(2,065)</b>	<b>-100%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>7,830</b>	<b>(7,830)</b>	<b>-100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	11,300	12,515	1,215	10%	12,154	854	7%	71,194	68,839	(2,355)	-3%	64,242	(6,952)	-11%	165,095	162,740	-1%
5020 Car Allowance	462	461	(0)	0%	462	0	0%	2,250	2,538	288	11%	2,439	190	8%	5,712	6,000	5%
<b>Total Compensation</b>	<b>11,761</b>	<b>12,976</b>	<b>1,215</b>	<b>9%</b>	<b>12,615</b>	<b>854</b>	<b>7%</b>	<b>73,444</b>	<b>71,377</b>	<b>(2,067)</b>	<b>-3%</b>	<b>66,681</b>	<b>(6,763)</b>	<b>-10%</b>	<b>170,807</b>	<b>168,740</b>	<b>-1%</b>
5100 Federal Payroll taxes	900	993	93	9%	939	39	4%	5,500	5,460	(40)	-1%	4,871	(629)	-13%	12,949	12,909	0%
5105 State Payroll taxes	4	0	(4)	-	4	(0)	0%	20	0	(20)	-	21	1	4%	20	0	-
5110 Unemployment Insurance	0	151	151	100%	0	0	-	0	831	831	100%	36	36	100%	1,134	1,965	42%
5115 Workers compensation	40	37	(3)	-8%	271	230	85%	26	205	179	87%	1,353	1,327	98%	306	485	37%
<b>Total Payroll Taxes</b>	<b>944</b>	<b>1,181</b>	<b>237</b>	<b>20%</b>	<b>1,213</b>	<b>270</b>	<b>22%</b>	<b>5,546</b>	<b>6,497</b>	<b>951</b>	<b>15%</b>	<b>6,280</b>	<b>734</b>	<b>12%</b>	<b>14,408</b>	<b>15,359</b>	<b>6%</b>
5200 Medical insurance	1,346	1,819	472	26%	1,732	386	22%	6,260	9,094	2,834	31%	8,661	2,401	28%	18,991	21,825	13%
5205 Dental insurance	(312)	172	484	281%	172	484	281%	262	861	600	70%	861	600	70%	1,467	2,067	29%
5215 Term life insurance	53	18	(34)	-186%	83	30	37%	264	102	(162)	-160%	416	152	37%	402	240	-68%
5220 Long Term Disability insurance	0	72	72	100%	0	0	-	0	396	396	100%	0	0	-	541	937	42%
5225 PERS Employee Contributions	2,454	1,817	(637)	-35%	2,649	196	7%	8,580	9,993	1,413	14%	9,714	1,134	12%	22,211	23,624	6%
5230 PERS Employer Contributions	1,052	779	(273)	-35%	1,135	84	7%	3,677	4,283	605	14%	4,163	486	12%	9,519	10,124	6%
5295 Allocations	0	0	0	-	0	0	-	0	0	0	-	(1,160)	(1,160)	100%	0	0	-
<b>Total Insured Benefits</b>	<b>4,592</b>	<b>4,677</b>	<b>84</b>	<b>2%</b>	<b>5,772</b>	<b>1,180</b>	<b>20%</b>	<b>19,042</b>	<b>24,729</b>	<b>5,687</b>	<b>23%</b>	<b>22,655</b>	<b>3,613</b>	<b>16%</b>	<b>53,130</b>	<b>58,817</b>	<b>10%</b>
<b>Total Personnel Services</b>	<b>17,298</b>	<b>18,834</b>	<b>1,536</b>	<b>8%</b>	<b>19,601</b>	<b>2,304</b>	<b>12%</b>	<b>98,032</b>	<b>102,602</b>	<b>4,571</b>	<b>4%</b>	<b>95,617</b>	<b>(2,415)</b>	<b>-3%</b>	<b>238,345</b>	<b>242,916</b>	<b>2%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	208	208	100%	186	186	100%	0	1,042	1,042	100%	264	264	100%	1,458	2,500	42%
6010 Educational reimbursement	0	208	208	100%	0	0	-	0	1,042	1,042	100%	0	0	-	1,458	2,500	42%
<b>Total Staff Training</b>	<b>0</b>	<b>417</b>	<b>417</b>	<b>100%</b>	<b>186</b>	<b>186</b>	<b>100%</b>	<b>0</b>	<b>2,083</b>	<b>2,083</b>	<b>100%</b>	<b>264</b>	<b>264</b>	<b>100%</b>	<b>2,917</b>	<b>5,000</b>	<b>42%</b>
6020 Travel - airfare	0	125	125	100%	0	0	-	0	625	625	100%	0	0	-	875	1,500	42%
6025 Travel - lodging & transportation	0	208	208	100%	412	412	100%	0	1,042	1,042	100%	417	417	100%	1,458	2,500	42%
6030 Travel - Per Diem & mileage reimbursement	183	292	109	37%	370	187	50%	183	1,458	1,275	87%	1,226	1,043	85%	2,225	3,500	36%
6035 Meals & Entertainment	0	0	0	-	0	0	-	0	0	0	-	98	98	100%	0	0	-
<b>Total Travel &amp; Entertainment</b>	<b>183</b>	<b>625</b>	<b>442</b>	<b>71%</b>	<b>782</b>	<b>599</b>	<b>77%</b>	<b>183</b>	<b>3,125</b>	<b>2,942</b>	<b>94%</b>	<b>1,742</b>	<b>1,559</b>	<b>89%</b>	<b>4,558</b>	<b>7,500</b>	<b>39%</b>
6050 Office supplies	0	0	0	-	12	12	100%	0	0	0	-	204	204	100%	0	0	-
6070 Postage & courier services	0	0	0	-	0	0	-	0	0	0	-	8	8	100%	0	0	-
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	634	634	100%	0	0	-
6090 IT SW subscriptions & licenses	0	0	0	-	0	0	-	0	0	0	-	20	20	100%	0	0	-
<b>Total Office Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>12</b>	<b>12</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>866</b>	<b>866</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
	Nov 2018		\$ Diff	% Diff	Nov 2017		% Diff	Jul 2018 - Nov 2018		Prior FYTD vs Current FYTD			Jul 2018 - Jun 2019				
	Actual	Budget			Actual	\$ Diff		Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6155 Environmental Remediation/Mitigation/Monitoring	0	0	0	-	0	0	-	0	0	0	-	1,025	1,025	100%	0	0	-
<b>Total Utilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,025</b>	<b>1,025</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6245 Legal advertising	0	0	0	-	114	114	100%	0	0	0	-	114	114	100%	0	0	-
6250 Legal services	0	0	0	-	0	0	-	0	0	0	-	904	904	100%	0	0	-
6260 Consulting services	0	0	0	-	12,139	12,139	100%	15,346	0	(15,346)	-	12,139	(3,207)	-26%	15,346	0	-
6290 Commercial insurance	0	0	0	-	562	562	100%	0	0	0	-	2,809	2,809	100%	0	0	-
<b>Total Professional Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>12,815</b>	<b>12,815</b>	<b>100%</b>	<b>15,346</b>	<b>0</b>	<b>(15,346)</b>	<b>-</b>	<b>15,966</b>	<b>621</b>	<b>4%</b>	<b>15,346</b>	<b>0</b>	<b>-</b>
6405 Safety/hazardous materials	0	0	0	-	0	0	-	0	0	0	-	280	280	100%	0	0	-
6415 Clothing	0	0	0	-	0	0	-	240	0	(240)	-	8	(232)	-2900%	240	0	-
<b>Total Operational Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>240</b>	<b>0</b>	<b>(240)</b>	<b>-</b>	<b>288</b>	<b>48</b>	<b>17%</b>	<b>240</b>	<b>0</b>	<b>-</b>
6515 Repairs & maintenance land improvements	0	0	0	-	0	0	-	24	0	(24)	-	591	566	96%	24	0	-
<b>Total Repair and Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>24</b>	<b>0</b>	<b>(24)</b>	<b>-</b>	<b>591</b>	<b>566</b>	<b>96%</b>	<b>24</b>	<b>0</b>	<b>-</b>
<b>Total Goods &amp; Services</b>	<b>183</b>	<b>1,042</b>	<b>859</b>	<b>82%</b>	<b>13,795</b>	<b>13,611</b>	<b>99%</b>	<b>15,793</b>	<b>5,208</b>	<b>(10,585)</b>	<b>-203%</b>	<b>20,742</b>	<b>4,949</b>	<b>24%</b>	<b>23,085</b>	<b>12,500</b>	<b>-85%</b>
<b>Total Expenses</b>	<b>17,481</b>	<b>19,876</b>	<b>2,395</b>	<b>12%</b>	<b>33,396</b>	<b>15,915</b>	<b>48%</b>	<b>113,825</b>	<b>107,811</b>	<b>(6,014)</b>	<b>-6%</b>	<b>116,358</b>	<b>2,534</b>	<b>2%</b>	<b>261,430</b>	<b>255,416</b>	<b>-2%</b>
<b>Operating Results</b>	<b>(17,481)</b>	<b>(19,876)</b>	<b>2,395</b>	<b>-12%</b>	<b>(31,331)</b>	<b>13,850</b>	<b>-44%</b>	<b>(113,825)</b>	<b>(107,811)</b>	<b>(6,014)</b>	<b>6%</b>	<b>(108,528)</b>	<b>(5,296)</b>	<b>5%</b>	<b>(261,430)</b>	<b>(255,416)</b>	<b>2%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4605 Grants Received - ODOT Lottery	12,461	0	12,461	-	0	12,461	-	53,112	0	53,112	-	0	53,112	-	53,112	0	-
4810 Transfer - SPF	0	11,933	(11,933)	-100%	0	0	-	0	59,667	(59,667)	-100%	0	0	-	83,533	143,200	-42%
<b>Total Other Income</b>	<b>12,461</b>	<b>11,933</b>	<b>527</b>	<b>4%</b>	<b>0</b>	<b>12,461</b>	<b>-</b>	<b>53,112</b>	<b>59,667</b>	<b>(6,555)</b>	<b>-11%</b>	<b>0</b>	<b>53,112</b>	<b>-</b>	<b>136,645</b>	<b>143,200</b>	<b>-5%</b>
<b>Other Expenses</b>																	
<b>Taxes &amp; Misc Expenses</b>																	
<b>Debt Services</b>																	
7010 Interest payment	3,919	6,833	2,914	43%	0	(3,919)	-	3,919	34,167	30,248	89%	0	(3,919)	-	51,752	82,000	37%
9005 Transfers - GF	0	0	0	-	0	0	-	0	0	0	-	9,765	9,765	100%	0	0	-
9010 Transfers - SPF	0	0	0	-	214	214	100%	0	0	0	-	214	214	100%	0	0	-
8095 CIP Capitalized Labor	0	0	0	-	0	0	-	0	0	0	-	(8,605)	(8,605)	100%	0	0	-
<b>Total Debt Services</b>	<b>3,919</b>	<b>6,833</b>	<b>2,914</b>	<b>43%</b>	<b>214</b>	<b>(3,705)</b>	<b>-1732%</b>	<b>3,919</b>	<b>34,167</b>	<b>30,248</b>	<b>89%</b>	<b>1,374</b>	<b>(2,545)</b>	<b>-185%</b>	<b>51,752</b>	<b>82,000</b>	<b>37%</b>
<b>Total Other Expenses</b>	<b>3,919</b>	<b>6,833</b>	<b>2,914</b>	<b>43%</b>	<b>214</b>	<b>(3,705)</b>	<b>-1732%</b>	<b>3,919</b>	<b>34,167</b>	<b>30,248</b>	<b>89%</b>	<b>1,374</b>	<b>(2,545)</b>	<b>-185%</b>	<b>51,752</b>	<b>82,000</b>	<b>37%</b>
<b>Net Other Income</b>	<b>8,542</b>	<b>5,100</b>	<b>3,442</b>	<b>67%</b>	<b>(214)</b>	<b>8,755</b>	<b>-4093%</b>	<b>49,193</b>	<b>25,500</b>	<b>23,693</b>	<b>93%</b>	<b>(1,374)</b>	<b>50,567</b>	<b>-3680%</b>	<b>84,893</b>	<b>61,200</b>	<b>39%</b>
<b>Net Result</b>	<b>(8,939)</b>	<b>(14,776)</b>	<b>5,837</b>	<b>-40%</b>	<b>(31,545)</b>	<b>22,605</b>	<b>-72%</b>	<b>(64,632)</b>	<b>(82,311)</b>	<b>17,678</b>	<b>-21%</b>	<b>(109,902)</b>	<b>45,270</b>	<b>-41%</b>	<b>(176,538)</b>	<b>(194,216)</b>	<b>-9%</b>



Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	8,944	8,757	186	2%	9,294	(350)	-4%	44,718	45,441	(723)	-2%	48,225	(3,506)	-7%	105,077	105,800	-1%
4010 Property Agreements	5,574	4,150	1,424	34%	5,448	127	2%	29,685	20,726	8,959	43%	27,203	2,481	9%	85,959	77,000	12%
4240 Project Management Fees	44,100	44,108	(8)	0%	42,000	2,100	5%	220,500	220,541	(41)	0%	210,000	10,500	5%	542,489	542,530	0%
4290 Other	0	1,250	(1,250)	-100%	0	0	-	0	6,250	(6,250)	-100%	0	0	-	8,750	15,000	-42%
<b>Total Operating Income</b>	<b>58,618</b>	<b>58,266</b>	<b>352</b>	<b>1%</b>	<b>56,741</b>	<b>1,877</b>	<b>3%</b>	<b>294,903</b>	<b>292,958</b>	<b>1,945</b>	<b>1%</b>	<b>285,428</b>	<b>9,475</b>	<b>3%</b>	<b>742,275</b>	<b>740,330</b>	<b>0%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	12,729	12,725	(4)	0%	12,515	(214)	-2%	65,552	69,998	4,446	6%	66,153	601	1%	161,035	165,481	3%
5020 Car Allowance	462	461	(0)	0%	462	0	0%	2,423	2,538	115	5%	2,439	16	1%	5,885	6,000	2%
<b>Total Compensation</b>	<b>13,191</b>	<b>13,187</b>	<b>(4)</b>	<b>0%</b>	<b>12,977</b>	<b>(214)</b>	<b>-2%</b>	<b>67,975</b>	<b>72,536</b>	<b>4,561</b>	<b>6%</b>	<b>68,592</b>	<b>617</b>	<b>1%</b>	<b>166,920</b>	<b>171,481</b>	<b>3%</b>
5100 Federal Payroll taxes	1,009	1,009	(0)	0%	993	(16)	-2%	5,200	5,549	349	6%	5,247	47	1%	12,769	13,118	3%
5105 State Payroll taxes	4	0	(4)	-	3	(0)	-4%	20	0	(20)	-	21	1	5%	20	0	-
5110 Unemployment Insurance	0	151	151	100%	168	168	100%	557	831	274	33%	890	333	37%	1,691	1,965	14%
5115 Workers compensation	39	32	(8)	-24%	278	239	86%	16	174	158	91%	1,392	1,376	99%	254	412	38%
<b>Total Payroll Taxes</b>	<b>1,052</b>	<b>1,192</b>	<b>140</b>	<b>12%</b>	<b>1,443</b>	<b>391</b>	<b>27%</b>	<b>5,794</b>	<b>6,554</b>	<b>760</b>	<b>12%</b>	<b>7,551</b>	<b>1,757</b>	<b>23%</b>	<b>14,735</b>	<b>15,495</b>	<b>5%</b>
5200 Medical insurance	0	1,346	1,346	100%	450	450	100%	(945)	6,732	7,676	114%	1,800	2,745	153%	8,480	16,156	48%
5205 Dental insurance	206	219	12	6%	130	(76)	-58%	1,032	1,093	61	6%	651	(380)	-58%	2,561	2,622	2%
5215 Term life insurance	101	18	(83)	-449%	85	(16)	-19%	507	102	(405)	-399%	311	(195)	-63%	645	240	-169%
5220 Long Term Disability insurance	0	73	73	100%	0	0	-	0	403	403	100%	0	0	-	550	953	42%
5225 PERS Employee Contributions	2,770	1,846	(924)	-50%	1,546	(1,224)	-79%	7,360	10,155	2,795	28%	5,668	(1,692)	-30%	21,212	24,007	12%
5230 PERS Employer Contributions	1,187	791	(396)	-50%	663	(525)	-79%	3,154	4,352	1,198	28%	2,429	(725)	-30%	9,091	10,289	12%
5295 Allocations	0	0	0	-	0	0	-	0	0	0	-	(1,085)	(1,085)	100%	0	0	-
<b>Total Insured Benefits</b>	<b>4,265</b>	<b>4,294</b>	<b>29</b>	<b>1%</b>	<b>2,874</b>	<b>(1,391)</b>	<b>-48%</b>	<b>11,108</b>	<b>22,836</b>	<b>11,728</b>	<b>51%</b>	<b>9,775</b>	<b>(1,333)</b>	<b>-14%</b>	<b>42,539</b>	<b>54,267</b>	<b>22%</b>
<b>Total Personnel Services</b>	<b>18,508</b>	<b>18,672</b>	<b>165</b>	<b>1%</b>	<b>17,294</b>	<b>(1,214)</b>	<b>-7%</b>	<b>84,878</b>	<b>101,927</b>	<b>17,049</b>	<b>17%</b>	<b>85,918</b>	<b>1,041</b>	<b>1%</b>	<b>224,194</b>	<b>241,243</b>	<b>7%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	417	417	100%	0	0	-	325	2,083	1,758	84%	295	(30)	-10%	3,242	5,000	35%
6010 Educational reimbursement	0	125	125	100%	0	0	-	0	625	625	100%	0	0	-	875	1,500	42%
<b>Total Staff Training</b>	<b>0</b>	<b>542</b>	<b>542</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>325</b>	<b>2,708</b>	<b>2,383</b>	<b>88%</b>	<b>295</b>	<b>(30)</b>	<b>-10%</b>	<b>4,117</b>	<b>6,500</b>	<b>37%</b>
6020 Travel - airfare	0	667	667	100%	1,076	1,076	100%	25	3,333	3,308	99%	1,862	1,837	99%	4,692	8,000	41%
6025 Travel - lodging & transportation	895	1,375	480	35%	645	(250)	-39%	7,766	6,875	(891)	-13%	5,888	(1,878)	-32%	17,391	16,500	-5%
6030 Travel - Per Diem & mileage reimbursement	540	833	293	35%	649	109	17%	4,582	4,167	(416)	-10%	3,870	(712)	-18%	10,416	10,000	-4%
6035 Meals & Entertainment	0	42	42	100%	23	23	100%	32	208	176	85%	23	(9)	-39%	324	500	35%
<b>Total Travel &amp; Entertainment</b>	<b>1,435</b>	<b>2,917</b>	<b>1,482</b>	<b>51%</b>	<b>2,394</b>	<b>958</b>	<b>40%</b>	<b>12,405</b>	<b>14,583</b>	<b>2,178</b>	<b>15%</b>	<b>11,643</b>	<b>(763)</b>	<b>-7%</b>	<b>32,822</b>	<b>35,000</b>	<b>6%</b>



**Financial Report - Actual vs. Budget**  
**For Period Ending Nov 2018**

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6075 Memberships & dues	0	0	0	-	0	0	-	1,885	0	(1,885)	-	1,557	(328)	-21%	1,885	0	-
<b>Total Office Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,885</b>	<b>0</b>	<b>(1,885)</b>	<b>-</b>	<b>1,557</b>	<b>(328)</b>	<b>-21%</b>	<b>1,885</b>	<b>0</b>	<b>-</b>
6115 Cable TV	0	0	0	-	75	75	100%	0	0	0	-	113	113	100%	0	0	-
6130 Electricity	0	317	317	100%	405	405	100%	978	1,583	605	38%	1,863	885	48%	3,195	3,800	16%
6135 Water/Sewer	0	25	25	100%	0	0	-	0	125	125	100%	327	327	100%	175	300	42%
6140 Garbage/Sanitation Collection	0	0	0	-	0	0	-	63	0	(63)	-	0	(63)	-	63	0	-
6155 Environmental Remediation/Mitigation/Monitoring	0	208	208	100%	2,258	2,258	100%	0	1,042	1,042	100%	2,842	2,842	100%	1,458	2,500	42%
<b>Total Utilities</b>	<b>0</b>	<b>550</b>	<b>550</b>	<b>100%</b>	<b>2,739</b>	<b>2,739</b>	<b>100%</b>	<b>1,041</b>	<b>2,750</b>	<b>1,709</b>	<b>62%</b>	<b>5,146</b>	<b>4,105</b>	<b>80%</b>	<b>4,891</b>	<b>6,600</b>	<b>26%</b>
6200 Temporary/Contract help	0	417	417	100%	1,179	1,179	100%	0	2,083	2,083	100%	3,930	3,930	100%	2,917	5,000	42%
6250 Legal services	0	0	0	-	0	0	-	0	0	0	-	8,376	8,376	100%	0	0	-
6260 Consulting services	0	833	833	100%	0	0	-	0	4,167	4,167	100%	1,517	1,517	100%	5,833	10,000	42%
6270 Contracted Services	0	0	0	-	0	0	-	1,770	0	(1,770)	-	0	(1,770)	-	1,770	0	-
6290 Commercial insurance	675	677	2	0%	562	(113)	-20%	3,373	3,385	12	0%	2,809	(564)	-20%	8,113	8,125	0%
<b>Total Professional Services</b>	<b>675</b>	<b>1,927</b>	<b>1,252</b>	<b>65%</b>	<b>1,741</b>	<b>1,066</b>	<b>61%</b>	<b>5,143</b>	<b>9,635</b>	<b>4,492</b>	<b>47%</b>	<b>16,631</b>	<b>11,488</b>	<b>69%</b>	<b>18,633</b>	<b>23,125</b>	<b>19%</b>
6345 Community affairs	0	0	0	-	0	0	-	90	0	(90)	-	175	85	49%	90	0	-
<b>Total Marketing Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>90</b>	<b>0</b>	<b>(90)</b>	<b>-</b>	<b>175</b>	<b>85</b>	<b>49%</b>	<b>90</b>	<b>0</b>	<b>-</b>
6400 Small equipment & tools	0	42	42	100%	0	0	-	0	208	208	100%	225	225	100%	292	500	42%
6405 Safety/hazardous materials	0	42	42	100%	0	0	-	0	208	208	100%	0	0	-	292	500	42%
6410 Signage	0	167	167	100%	0	0	-	10	833	823	99%	681	671	98%	1,177	2,000	41%
6415 Clothing	0	42	42	100%	0	0	-	0	208	208	100%	367	367	100%	292	500	42%
6430 Equipment Rental	0	167	167	100%	0	0	-	0	833	833	100%	0	0	-	1,167	2,000	42%
6450 Fuel - Gas	0	0	0	-	0	0	-	100	0	(100)	-	60	(40)	-67%	100	0	-
<b>Total Operational Expense</b>	<b>0</b>	<b>458</b>	<b>458</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>110</b>	<b>2,292</b>	<b>2,182</b>	<b>95%</b>	<b>1,333</b>	<b>1,222</b>	<b>92%</b>	<b>3,318</b>	<b>5,500</b>	<b>40%</b>
6510 Repairs & maintenance buildings	0	417	417	100%	8	8	100%	160	2,083	1,923	92%	408	248	61%	3,077	5,000	38%
6515 Repairs & maintenance land improvements	0	1,667	1,667	100%	0	0	-	1,443	8,333	6,891	83%	134	(1,308)	-974%	13,109	20,000	34%
6520 Repairs & maintenance docks	0	833	833	100%	535	535	100%	0	4,167	4,167	100%	552	552	100%	5,833	10,000	42%
6575 Waterway Leases	0	208	208	100%	0	0	-	1,102	1,042	(60)	-6%	0	(1,102)	-	2,560	2,500	-2%
6580 Permits	0	208	208	100%	0	0	-	1,086	1,042	(44)	-4%	1,484	398	27%	2,544	2,500	-2%
<b>Total Repair and Maintenance</b>	<b>0</b>	<b>3,333</b>	<b>3,333</b>	<b>100%</b>	<b>542</b>	<b>542</b>	<b>100%</b>	<b>3,790</b>	<b>16,667</b>	<b>12,876</b>	<b>77%</b>	<b>2,578</b>	<b>(1,212)</b>	<b>-47%</b>	<b>27,124</b>	<b>40,000</b>	<b>32%</b>
<b>Total Goods &amp; Services</b>	<b>2,110</b>	<b>9,727</b>	<b>7,617</b>	<b>78%</b>	<b>7,415</b>	<b>5,306</b>	<b>72%</b>	<b>24,790</b>	<b>48,636</b>	<b>23,845</b>	<b>49%</b>	<b>39,358</b>	<b>14,568</b>	<b>37%</b>	<b>92,880</b>	<b>116,725</b>	<b>20%</b>
<b>Total Expenses</b>	<b>20,617</b>	<b>28,399</b>	<b>7,782</b>	<b>27%</b>	<b>24,709</b>	<b>4,092</b>	<b>17%</b>	<b>109,668</b>	<b>150,562</b>	<b>40,895</b>	<b>27%</b>	<b>125,276</b>	<b>15,609</b>	<b>12%</b>	<b>317,073</b>	<b>357,968</b>	<b>11%</b>
<b>Operating Results</b>	<b>38,000</b>	<b>29,866</b>	<b>8,134</b>	<b>27%</b>	<b>32,032</b>	<b>5,968</b>	<b>19%</b>	<b>185,235</b>	<b>142,395</b>	<b>42,840</b>	<b>30%</b>	<b>160,152</b>	<b>25,084</b>	<b>16%</b>	<b>425,202</b>	<b>382,362</b>	<b>11%</b>

**Financial Report - Actual vs. Budget  
For Period Ending Nov 2018**

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Other Income & Expenses																	
Other Income																	
Other Expenses																	
Taxes & Misc Expenses																	
6755 Insurance Claims	0	0	0	-	0	0	-	0	0	0	-	12,993	12,993	100%	0	0	-
Total Taxes & Misc Expenses	0	0	0	-	0	0	-	0	0	0	-	12,993	12,993	100%	0	0	-
Total Other Expenses	0	0	0	-	0	0	-	0	0	0	-	12,993	12,993	100%	0	0	-
Net Other Income	0	0	0	-	0	0	-	0	0	0	-	(12,993)	12,993	-100%	0	0	-
Net Result	38,000	29,866	8,134	27%	32,032	5,968	19%	185,235	142,395	42,840	30%	147,159	38,077	26%	425,202	382,362	11%

**Financial Report - Actual vs. Budget  
For Period Ending Nov 2018**

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	21,139	17,157	3,982	23%	17,842	3,297	18%	91,089	86,682	4,407	5%	88,598	2,492	3%	209,407	205,000	2%
4010 Property Agreements	0	544	(544)	-100%	704	(704)	-100%	960	2,089	(1,129)	-54%	3,522	(2,562)	-73%	6,871	8,000	-14%
4100 Annual Moorage	41,342	36,999	4,344	12%	38,647	2,696	7%	196,198	186,135	10,063	5%	183,249	12,949	7%	490,063	480,000	2%
4105 Semi-Annual Moorage	2,298	351	1,947	554%	1,156	1,142	99%	17,212	2,955	14,257	482%	9,728	7,483	77%	33,257	19,000	75%
4110 Monthly Moorage	13,747	13,952	(205)	-1%	12,293	1,454	12%	82,723	96,756	(14,033)	-15%	87,804	(5,082)	-6%	185,967	200,000	-7%
4115 Transient Moorage	(1,112)	2,993	(4,104)	-137%	2,707	(3,818)	-141%	39,370	49,087	(9,718)	-20%	44,327	(4,958)	-11%	70,282	80,000	-12%
4118 Work Dock	10,163	8,560	1,603	19%	7,737	2,425	31%	21,917	28,670	(6,753)	-24%	26,499	(4,582)	-17%	58,247	65,000	-10%
4120 Metered Utilities	6	545	(539)	-99%	3,482	(3,476)	-100%	907	2,784	(1,877)	-67%	23,760	(22,853)	-96%	4,123	6,000	-31%
4125 Launch Ramp	1,535	633	902	143%	275	1,260	458%	15,448	18,802	(3,354)	-18%	16,720	(1,272)	-8%	39,647	43,000	-8%
4135 Storage Yard	3,059	2,987	72	2%	3,010	49	2%	16,307	15,544	763	5%	15,351	956	6%	35,763	35,000	2%
4140 Storage Unit	14,243	16,855	(2,612)	-15%	13,273	971	7%	71,866	75,474	(3,608)	-5%	69,829	2,036	3%	173,392	177,000	-2%
4145 Long Term Boat Storage	7,035	8,002	(967)	-12%	7,715	(681)	-9%	34,765	38,143	(3,379)	-9%	35,585	(820)	-2%	86,621	90,000	-4%
4150 Short Term Boat Storage	4,133	5,200	(1,066)	-21%	3,880	253	7%	20,923	23,712	(2,790)	-12%	16,446	4,477	27%	47,210	50,000	-6%
4155 Boat Wash	163	0	163	-	0	163	-	228	0	228	-	31	196	625%	228	0	-
4165 Space Rents	12,352	5,405	6,947	129%	3,130	9,223	295%	185,659	172,525	13,134	8%	175,814	9,845	6%	288,134	275,000	5%
4173 Laundry	124	224	(100)	-45%	195	(70)	-36%	2,356	2,425	(69)	-3%	2,069	287	14%	3,931	4,000	-2%
4175 Propane	256	497	(241)	-49%	650	(394)	-61%	4,178	4,054	124	3%	4,197	(20)	0%	10,124	10,000	1%
4180 Merchandise	36	75	(39)	-52%	58	(22)	-38%	1,699	1,406	293	21%	1,615	83	5%	2,293	2,000	15%
4190 Ice	9,138	5,776	3,362	58%	7,233	1,905	26%	205,200	174,039	31,161	18%	164,132	41,068	25%	321,161	290,000	11%
4200 Boat Lifts	1,680	1,224	456	37%	1,650	30	2%	20,470	18,987	1,483	8%	25,600	(5,130)	-20%	76,483	75,000	2%
4230 Environmental Fee	2,302	2,298	4	0%	1,991	311	16%	9,654	10,560	(906)	-9%	9,847	(193)	-2%	24,094	25,000	-4%
4235 Customer Discounts	(168)	0	(168)	-	0	(168)	-	(5,704)	0	(5,704)	-	(2,364)	(3,340)	141%	(5,704)	0	-
4290 Other	3,394	625	2,769	443%	5,968	(2,575)	-43%	18,995	3,125	15,870	508%	14,098	4,898	35%	23,370	7,500	212%
4295 Bad Debt Expense	0	(417)	417	-100%	387	(387)	-100%	871	(2,083)	2,955	-142%	(4,906)	5,777	-118%	(2,045)	(5,000)	-59%
<b>Total Operating Income</b>	<b>146,864</b>	<b>130,484</b>	<b>16,380</b>	<b>13%</b>	<b>133,983</b>	<b>12,881</b>	<b>10%</b>	<b>1,053,287</b>	<b>1,011,871</b>	<b>41,416</b>	<b>4%</b>	<b>1,011,551</b>	<b>41,735</b>	<b>4%</b>	<b>2,182,916</b>	<b>2,141,500</b>	<b>2%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	56,302	68,096	11,794	17%	60,005	3,703	6%	309,300	374,573	65,273	17%	351,303	42,003	12%	820,243	885,516	7%
5010 Other compensation	0	769	769	100%	0	0	-	2,744	4,230	1,487	35%	3,481	737	21%	8,514	10,000	15%
5015 Overtime	476	1,130	654	58%	1,132	656	58%	12,256	6,217	(6,039)	-97%	18,773	6,518	35%	20,736	14,697	-41%
5020 Car Allowance	0	461	461	100%	462	462	100%	808	2,538	1,730	68%	2,439	1,632	67%	4,270	6,000	29%
<b>Total Compensation</b>	<b>56,779</b>	<b>70,457</b>	<b>13,678</b>	<b>19%</b>	<b>61,598</b>	<b>4,820</b>	<b>8%</b>	<b>325,107</b>	<b>387,558</b>	<b>62,451</b>	<b>16%</b>	<b>375,997</b>	<b>50,890</b>	<b>14%</b>	<b>853,762</b>	<b>916,213</b>	<b>7%</b>
5100 Federal Payroll taxes	4,222	5,390	1,168	22%	4,650	429	9%	23,899	29,648	5,749	19%	27,974	4,075	15%	64,341	70,090	8%
5105 State Payroll taxes	29	0	(29)	-	29	(0)	0%	162	0	(162)	-	195	33	17%	162	0	-
5110 Unemployment Insurance	667	1,349	682	51%	674	6	1%	5,246	7,419	2,173	29%	7,129	1,883	26%	15,365	17,538	12%
5115 Workers compensation	1,906	2,484	578	23%	1,563	(343)	-22%	8,519	13,664	5,145	38%	7,813	(706)	-9%	27,157	32,302	16%
<b>Total Payroll Taxes</b>	<b>6,823</b>	<b>9,223</b>	<b>2,400</b>	<b>26%</b>	<b>6,915</b>	<b>92</b>	<b>1%</b>	<b>37,826</b>	<b>50,731</b>	<b>12,905</b>	<b>25%</b>	<b>43,111</b>	<b>5,286</b>	<b>12%</b>	<b>107,025</b>	<b>119,930</b>	<b>11%</b>
5200 Medical insurance	15,004	15,281	277	2%	15,435	431	3%	73,723	76,403	2,679	4%	74,710	987	1%	180,688	183,367	1%

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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			
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD		Jul 2018 - Jun 2019			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
5205 Dental insurance	1,792	1,583	(208)	-13%	1,664	(128)	-8%	8,959	7,917	(1,041)	-13%	7,900	(1,059)	-13%	20,042	19,001	-5%
5215 Term life insurance	571	171	(400)	-234%	481	(90)	-19%	2,888	939	(1,949)	-208%	2,626	(262)	-10%	4,169	2,220	-88%
5220 Long Term Disability insurance	0	414	414	100%	0	0	-	0	2,276	2,276	100%	0	0	-	3,104	5,380	42%
5225 PERS Employee Contributions	12,511	11,020	(1,491)	-14%	14,266	1,755	12%	51,970	60,618	8,648	14%	61,166	9,197	15%	134,656	143,304	6%
5230 PERS Employer Contributions	4,590	4,227	(363)	-9%	5,492	902	16%	19,297	23,254	3,957	17%	23,514	4,217	18%	51,016	54,973	7%
5295 Allocations	0	0	0	-	(5,520)	(5,520)	100%	0	0	0	-	(25,927)	(25,927)	100%	0	0	-
<b>Total Insured Benefits</b>	<b>34,468</b>	<b>32,696</b>	<b>(1,772)</b>	<b>-5%</b>	<b>31,818</b>	<b>(2,650)</b>	<b>-8%</b>	<b>156,836</b>	<b>171,406</b>	<b>14,570</b>	<b>9%</b>	<b>143,990</b>	<b>(12,847)</b>	<b>-9%</b>	<b>393,675</b>	<b>408,245</b>	<b>4%</b>
<b>Total Personnel Services</b>	<b>98,069</b>	<b>112,375</b>	<b>14,306</b>	<b>13%</b>	<b>100,331</b>	<b>2,261</b>	<b>2%</b>	<b>519,769</b>	<b>609,695</b>	<b>89,926</b>	<b>15%</b>	<b>563,098</b>	<b>43,329</b>	<b>8%</b>	<b>1,354,462</b>	<b>1,444,388</b>	<b>6%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	600	600	100%	65	65	100%	2,469	5,400	2,931	54%	1,159	(1,311)	-113%	7,069	10,000	29%
6010 Educational reimbursement	0	208	208	100%	0	0	-	0	1,042	1,042	100%	0	0	-	1,458	2,500	42%
<b>Total Staff Training</b>	<b>0</b>	<b>808</b>	<b>808</b>	<b>100%</b>	<b>65</b>	<b>65</b>	<b>100%</b>	<b>2,469</b>	<b>6,442</b>	<b>3,973</b>	<b>62%</b>	<b>1,159</b>	<b>(1,311)</b>	<b>-113%</b>	<b>8,527</b>	<b>12,500</b>	<b>32%</b>
6020 Travel - airfare	0	83	83	100%	401	401	100%	0	417	417	100%	401	401	100%	583	1,000	42%
6025 Travel - lodging & transportation	0	167	167	100%	0	0	-	0	833	833	100%	673	673	100%	1,167	2,000	42%
6030 Travel - Per Diem & mileage reimbursement	0	125	125	100%	214	214	100%	0	625	625	100%	1,204	1,204	100%	875	1,500	42%
6035 Meals & Entertainment	0	50	50	100%	12	12	100%	0	250	250	100%	246	246	100%	350	600	42%
<b>Total Travel &amp; Entertainment</b>	<b>0</b>	<b>425</b>	<b>425</b>	<b>100%</b>	<b>627</b>	<b>627</b>	<b>100%</b>	<b>0</b>	<b>2,125</b>	<b>2,125</b>	<b>100%</b>	<b>2,524</b>	<b>2,524</b>	<b>100%</b>	<b>2,975</b>	<b>5,100</b>	<b>42%</b>
6050 Office supplies	0	0	0	-	150	150	100%	321	0	(321)	-	1,357	1,037	76%	321	0	-
6055 Kitchen supplies	239	208	(30)	-14%	135	(104)	-77%	1,266	1,042	(224)	-22%	1,275	9	1%	2,724	2,500	-9%
6060 IT supplies	0	0	0	-	31	31	100%	0	0	0	-	31	31	100%	0	0	-
6070 Postage & courier services	59	42	(18)	-42%	0	(59)	-	47	208	161	77%	220	173	78%	339	500	32%
6075 Memberships & dues	0	0	0	-	0	0	-	34	0	(34)	-	324	290	90%	34	0	-
6085 Office equipment lease	0	0	0	-	479	479	100%	0	0	0	-	958	958	100%	0	0	-
<b>Total Office Expense</b>	<b>298</b>	<b>250</b>	<b>(48)</b>	<b>-19%</b>	<b>794</b>	<b>497</b>	<b>63%</b>	<b>1,710</b>	<b>1,250</b>	<b>(460)</b>	<b>-37%</b>	<b>4,165</b>	<b>2,456</b>	<b>59%</b>	<b>3,460</b>	<b>3,000</b>	<b>-15%</b>
6100 Telephone - landline	276	250	(26)	-10%	676	400	59%	1,071	1,250	179	14%	2,405	1,333	55%	2,821	3,000	6%
6105 Telephone - mobile	428	625	197	32%	516	88	17%	2,566	3,125	559	18%	2,050	(516)	-25%	6,941	7,500	7%
6110 Internet services	1,872	1,000	(872)	-87%	782	(1,090)	-139%	5,196	5,000	(196)	-4%	2,821	(2,375)	-84%	12,196	12,000	-2%
6115 Cable TV	480	458	(21)	-5%	449	(31)	-7%	8,296	2,292	(6,005)	-262%	2,429	(5,867)	-242%	11,505	5,500	-109%
6130 Electricity	17,989	20,000	2,011	10%	170	(17,819)	-10486%	106,601	100,000	(6,601)	-7%	84,667	(21,934)	-26%	246,601	240,000	-3%
6131 Propane - Operations	0	101	101	100%	73	73	100%	507	793	286	36%	553	46	8%	1,214	1,500	19%
6135 Water/Sewer	4,810	6,592	1,783	27%	4,618	(191)	-4%	36,819	30,443	(6,377)	-21%	34,236	(2,583)	-8%	81,377	75,000	-9%
6140 Garbage/Sanitation Collection	9,339	7,593	(1,746)	-23%	5,679	(3,661)	-64%	32,517	42,960	10,443	24%	23,450	(9,067)	-39%	64,557	75,000	14%
6145 Hazardous material disposal	563	333	(229)	-69%	115	(448)	-389%	1,534	1,667	133	8%	1,185	(349)	-29%	3,867	4,000	3%
6150 Derelict boat disposal	0	0	0	-	31,330	31,330	100%	4,907	40,000	35,093	88%	34,173	29,266	86%	4,907	40,000	88%
6155 Environmental Remediation/Mitigation/Monitoring	186	642	456	71%	455	269	59%	930	2,074	1,145	55%	4,580	3,650	80%	4,355	5,500	21%
<b>Total Utilities</b>	<b>35,942</b>	<b>37,595</b>	<b>1,653</b>	<b>4%</b>	<b>44,863</b>	<b>8,921</b>	<b>20%</b>	<b>200,945</b>	<b>229,604</b>	<b>28,659</b>	<b>12%</b>	<b>192,550</b>	<b>(8,395)</b>	<b>-4%</b>	<b>440,341</b>	<b>469,000</b>	<b>6%</b>

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6200 Temporary/Contract help	3,521	4,813	1,291	27%	11,437	7,916	69%	38,526	20,094	(18,432)	-92%	37,296	(1,230)	-3%	53,432	35,000	-53%
6205 Janitorial services	51	33	(18)	-54%	49	(2)	-5%	282	167	(115)	-69%	265	(16)	-6%	515	400	-29%
6210 Vending machine services	0	125	125	100%	149	149	100%	280	625	345	55%	1,925	1,645	85%	1,155	1,500	23%
6245 Legal advertising	0	167	167	100%	0	0	-	0	833	833	100%	0	0	-	1,167	2,000	42%
6250 Legal services	0	0	0	-	0	0	-	0	0	0	-	1,043	1,043	100%	0	0	-
6260 Consulting services	0	0	0	-	0	0	-	0	0	0	-	(336)	(336)	100%	0	0	-
6270 Contracted Services	160	0	(160)	-	160	0	0%	1,553	0	(1,553)	-	2,683	1,131	42%	1,553	0	-
6290 Commercial insurance	6,080	6,100	20	0%	5,946	(133)	-2%	30,398	30,498	100	0%	30,703	305	1%	73,095	73,195	0%
<b>Total Professional Services</b>	<b>9,812</b>	<b>11,237</b>	<b>1,425</b>	<b>13%</b>	<b>17,742</b>	<b>7,929</b>	<b>45%</b>	<b>71,038</b>	<b>52,217</b>	<b>(18,821)</b>	<b>-36%</b>	<b>73,581</b>	<b>2,542</b>	<b>3%</b>	<b>130,916</b>	<b>112,095</b>	<b>-17%</b>
6400 Small equipment & tools	784	833	49	6%	45	(739)	-1643%	1,796	4,167	2,371	57%	1,934	139	7%	7,629	10,000	24%
6405 Safety/hazardous materials	553	458	(95)	-21%	656	103	16%	3,177	2,292	(885)	-39%	1,329	(1,847)	-139%	6,385	5,500	-16%
6410 Signage	0	83	83	100%	0	0	-	737	417	(320)	-77%	1,666	929	56%	1,320	1,000	-32%
6415 Clothing	533	417	(117)	-28%	0	(533)	-	1,246	2,083	837	40%	1,881	635	34%	4,163	5,000	17%
6420 Janitorial supplies	999	1,000	1	0%	798	(201)	-25%	4,996	5,000	4	0%	5,949	953	16%	11,996	12,000	0%
6425 Operational supplies	567	917	350	38%	180	(386)	-214%	2,633	4,583	1,950	43%	5,256	2,623	50%	9,050	11,000	18%
6430 Equipment Rental	0	333	333	100%	0	0	-	36	1,667	1,631	98%	0	(36)	-	2,369	4,000	41%
6450 Fuel - Gas	1,164	833	(331)	-40%	2,339	1,175	50%	4,889	4,167	(723)	-17%	8,953	4,064	45%	10,723	10,000	-7%
6455 Fuel - Diesel	0	208	208	100%	123	123	100%	150	1,042	892	86%	343	193	56%	1,608	2,500	36%
6481 Propane - Retail	151	500	349	70%	491	340	69%	2,552	2,500	(52)	-2%	2,757	205	7%	6,052	6,000	-1%
6485 Retail items	0	83	83	100%	401	401	100%	0	417	417	100%	401	401	100%	583	1,000	42%
<b>Total Operational Expense</b>	<b>4,752</b>	<b>5,667</b>	<b>915</b>	<b>16%</b>	<b>5,034</b>	<b>283</b>	<b>6%</b>	<b>22,212</b>	<b>28,333</b>	<b>6,121</b>	<b>22%</b>	<b>30,470</b>	<b>8,258</b>	<b>27%</b>	<b>61,879</b>	<b>68,000</b>	<b>9%</b>
6500 Repairs & maintenance equipment	1,431	2,083	652	31%	5,344	3,913	73%	23,159	10,417	(12,742)	-122%	18,604	(4,555)	-24%	37,742	25,000	-51%
6505 Repairs & maintenance vehicles	58	1,000	942	94%	817	760	93%	531	5,000	4,469	89%	6,227	5,696	91%	7,531	12,000	37%
6510 Repairs & maintenance buildings	898	2,700	1,802	67%	395	(503)	-127%	19,092	10,500	(8,592)	-82%	15,070	(4,022)	-27%	38,592	30,000	-29%
6515 Repairs & maintenance land improvements	100	583	483	83%	0	(100)	-	243	2,917	2,674	92%	6,079	5,836	96%	4,326	7,000	38%
6520 Repairs & maintenance docks	18	2,000	1,982	99%	384	366	95%	25,891	18,400	(7,491)	-41%	27,894	2,003	7%	47,491	40,000	-19%
6540 Marina dredging	0	55,909	55,909	100%	0	0	-	11,103	93,182	82,079	88%	0	(11,103)	-	42,163	124,242	66%
6575 Waterway Leases	0	225	225	100%	0	0	-	2,548	12,947	10,398	80%	1,069	(1,479)	-138%	19,602	30,000	35%
6580 Permits	985	0	(985)	-	85	(901)	-1066%	3,854	0	(3,854)	-	1,812	(2,043)	-113%	6,354	2,500	-154%
<b>Total Repair and Maintenance</b>	<b>3,489</b>	<b>64,500</b>	<b>61,011</b>	<b>95%</b>	<b>7,025</b>	<b>3,536</b>	<b>50%</b>	<b>86,421</b>	<b>153,362</b>	<b>66,940</b>	<b>44%</b>	<b>76,756</b>	<b>(9,665)</b>	<b>-13%</b>	<b>203,802</b>	<b>270,742</b>	<b>25%</b>
<b>Total Goods &amp; Services</b>	<b>54,293</b>	<b>120,482</b>	<b>66,189</b>	<b>55%</b>	<b>76,150</b>	<b>21,857</b>	<b>29%</b>	<b>384,795</b>	<b>473,332</b>	<b>88,537</b>	<b>19%</b>	<b>381,204</b>	<b>(3,590)</b>	<b>-1%</b>	<b>851,900</b>	<b>940,437</b>	<b>9%</b>
<b>Total Expenses</b>	<b>152,363</b>	<b>232,858</b>	<b>80,495</b>	<b>35%</b>	<b>176,481</b>	<b>24,118</b>	<b>14%</b>	<b>904,564</b>	<b>1,083,027</b>	<b>178,463</b>	<b>16%</b>	<b>944,302</b>	<b>39,739</b>	<b>4%</b>	<b>2,206,362</b>	<b>2,384,825</b>	<b>7%</b>
<b>Operating Results</b>	<b>(5,499)</b>	<b>(102,374)</b>	<b>96,875</b>	<b>-95%</b>	<b>(42,498)</b>	<b>37,000</b>	<b>-87%</b>	<b>148,723</b>	<b>(71,156)</b>	<b>219,879</b>	<b>-309%</b>	<b>67,249</b>	<b>81,474</b>	<b>121%</b>	<b>(23,446)</b>	<b>(243,325)</b>	<b>-90%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
		Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD			Jul 2018 - Jun 2019		
		Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
4450	Lodging Tax	0	0	0	-	0	0	-	138	738	(600)	-81%	81	57	71%	400	1,000	-60%
4650	Grants Received - MAP	0	0	0	-	0	0	-	0	5,600	(5,600)	-100%	5,500	(5,500)	-100%	0	5,600	-100%
4695	Grants Received - Other	0	17,959	(17,959)	-100%	10,000	(10,000)	-100%	18,508	52,959	(34,451)	-65%	10,000	8,508	85%	35,549	70,000	-49%
4815	Transfer - RF	0	10,417	(10,417)	-100%	0	0	-	0	52,083	(52,083)	-100%	0	0	-	72,917	125,000	-42%
4900	Other Income	0	0	0	-	0	0	-	0	0	0	-	50	(50)	-100%	0	0	-
4905	Other	100	0	100	-	0	100	-	100	0	100	-	46	54	118%	100	0	-
4915	Insurance Reimbursement	0	0	0	-	0	0	-	25,877	0	25,877	-	197	25,680	13032%	25,877	0	-
<b>Total Other Income</b>		<b>100</b>	<b>28,376</b>	<b>(28,276)</b>	<b>-100%</b>	<b>10,000</b>	<b>(9,900)</b>	<b>-99%</b>	<b>44,624</b>	<b>111,380</b>	<b>(66,756)</b>	<b>-60%</b>	<b>15,874</b>	<b>28,750</b>	<b>181%</b>	<b>134,844</b>	<b>201,600</b>	<b>-33%</b>
<b>Other Expenses</b>																		
<b>Taxes &amp; Misc Expenses</b>																		
6720	Property Tax - Sublet Facilities	0	0	0	-	0	0	-	8,706	0	(8,706)	-	7,571	(1,135)	-15%	8,706	0	-
6755	Insurance Claims	0	0	0	-	0	0	-	(571)	0	571	-	12,499	13,069	105%	(571)	0	-
<b>Total Taxes &amp; Misc Expenses</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>8,135</b>	<b>0</b>	<b>(8,135)</b>	<b>-</b>	<b>20,070</b>	<b>11,935</b>	<b>59%</b>	<b>8,135</b>	<b>0</b>	<b>-</b>
<b>Debt Services</b>																		
7005	Principal repayment	59,973	0	(59,973)	-	0	(59,973)	-	68,375	8,742	(59,633)	-682%	13,316	(55,059)	-413%	147,054	87,421	-68%
7010	Interest payment	61,816	0	(61,816)	-	0	(61,816)	-	62,133	7,081	(55,052)	-778%	1,062	(61,071)	-5751%	125,858	70,806	-78%
8005	Construction In Progress	0	0	0	-	0	0	-	0	0	0	-	8,447	8,447	100%	0	0	-
8010	CIP Buildings	0	13,600	13,600	100%	0	0	-	0	23,800	23,800	100%	0	0	-	44,200	68,000	35%
8011	CIP Docks	0	48,500	48,500	100%	0	0	-	10,421	97,000	86,579	89%	0	(10,421)	-	107,421	194,000	45%
8015	CIP Land Improvements	0	0	0	-	0	0	-	0	0	0	-	7,300	7,300	100%	0	0	-
8025	CIP Mobile Equipment	0	4,000	4,000	100%	0	0	-	8,001	6,000	(2,001)	-33%	0	(8,001)	-	10,001	8,000	-25%
<b>Total Debt Services</b>		<b>121,789</b>	<b>66,100</b>	<b>(55,689)</b>	<b>-84%</b>	<b>0</b>	<b>(121,789)</b>	<b>-</b>	<b>148,931</b>	<b>142,623</b>	<b>(6,308)</b>	<b>-4%</b>	<b>30,125</b>	<b>(118,806)</b>	<b>-394%</b>	<b>434,535</b>	<b>428,227</b>	<b>-1%</b>
<b>Total Other Expenses</b>		<b>121,789</b>	<b>66,100</b>	<b>(55,689)</b>	<b>-84%</b>	<b>0</b>	<b>(121,789)</b>	<b>-</b>	<b>157,066</b>	<b>142,623</b>	<b>(14,443)</b>	<b>-10%</b>	<b>50,195</b>	<b>(106,871)</b>	<b>-213%</b>	<b>442,670</b>	<b>428,227</b>	<b>-3%</b>
<b>Net Other Income</b>		<b>(121,689)</b>	<b>(37,724)</b>	<b>(83,964)</b>	<b>223%</b>	<b>10,000</b>	<b>(131,689)</b>	<b>-1317%</b>	<b>(112,442)</b>	<b>(31,243)</b>	<b>(81,199)</b>	<b>260%</b>	<b>(34,321)</b>	<b>(78,121)</b>	<b>228%</b>	<b>(307,826)</b>	<b>(226,627)</b>	<b>36%</b>
<b>Net Result</b>		<b>(127,188)</b>	<b>(140,098)</b>	<b>12,911</b>	<b>-9%</b>	<b>(32,498)</b>	<b>(94,689)</b>	<b>291%</b>	<b>36,281</b>	<b>(102,399)</b>	<b>138,680</b>	<b>-135%</b>	<b>32,928</b>	<b>3,353</b>	<b>10%</b>	<b>(331,272)</b>	<b>(469,952)</b>	<b>-30%</b>

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

amounts in \$US dollars

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



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4285 Mob/Demob Services	0	0	0	-	50,123	(50,123)	-100%	0	2,500	(2,500)	-100%	50,123	(50,123)	-100%	2,500	5,000	-50%
4287 Dredging Services	0	29,811	(29,811)	-100%	0	0	-	0	59,621	(59,621)	-100%	0	0	-	59,621	119,242	-50%
4290 Other	0	0	0	-	9,537	(9,537)	-100%	0	0	0	-	9,537	(9,537)	-100%	0	0	-
<b>Total Operating Income</b>	<b>0</b>	<b>29,811</b>	<b>(29,811)</b>	<b>-100%</b>	<b>59,659</b>	<b>(59,659)</b>	<b>-100%</b>	<b>0</b>	<b>62,121</b>	<b>(62,121)</b>	<b>-100%</b>	<b>59,659</b>	<b>(59,659)</b>	<b>-100%</b>	<b>62,121</b>	<b>124,242</b>	<b>-50%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	0	6,481	6,481	100%	10,851	10,851	100%	589	12,962	12,373	95%	18,923	18,334	97%	13,550	25,923	48%
5010 Other compensation	0	0	0	-	0	0	-	0	0	0	-	37	37	100%	0	0	-
5015 Overtime	0	0	0	-	4,316	4,316	100%	0	0	0	-	6,955	6,955	100%	0	0	-
<b>Total Compensation</b>	<b>0</b>	<b>6,481</b>	<b>6,481</b>	<b>100%</b>	<b>15,167</b>	<b>15,167</b>	<b>100%</b>	<b>589</b>	<b>12,962</b>	<b>12,373</b>	<b>95%</b>	<b>25,915</b>	<b>25,326</b>	<b>98%</b>	<b>13,550</b>	<b>25,923</b>	<b>48%</b>
5100 Federal Payroll taxes	0	496	496	100%	1,129	1,129	100%	44	992	948	96%	1,930	1,886	98%	1,035	1,983	48%
5105 State Payroll taxes	0	0	0	-	6	6	100%	0	0	(0)	-	12	12	97%	0	0	-
5110 Unemployment Insurance	0	162	162	100%	76	76	100%	4	324	320	99%	146	142	97%	328	648	49%
5115 Workers compensation	0	288	288	100%	0	0	-	0	577	577	100%	0	0	-	577	1,154	50%
<b>Total Payroll Taxes</b>	<b>0</b>	<b>946</b>	<b>946</b>	<b>100%</b>	<b>1,211</b>	<b>1,211</b>	<b>100%</b>	<b>48</b>	<b>1,892</b>	<b>1,844</b>	<b>97%</b>	<b>2,088</b>	<b>2,040</b>	<b>98%</b>	<b>1,941</b>	<b>3,785</b>	<b>49%</b>
5200 Medical insurance	0	1,281	1,281	100%	425	425	100%	0	2,563	2,563	100%	3,486	3,486	100%	2,563	5,126	50%
5205 Dental insurance	0	128	128	100%	0	0	-	0	256	256	100%	424	424	100%	256	513	50%
5215 Term life insurance	0	15	15	100%	53	53	100%	0	30	30	100%	115	115	100%	30	60	50%
5220 Long Term Disability insurance	0	3	3	100%	0	0	-	0	6	6	100%	0	0	-	6	12	50%
5225 PERS Employee Contributions	0	1,099	1,099	100%	4,237	4,237	100%	0	2,198	2,198	100%	4,237	4,237	100%	2,198	4,395	50%
5230 PERS Employer Contributions	0	389	389	100%	1,556	1,556	100%	0	778	778	100%	1,556	1,556	100%	778	1,555	50%
5295 Allocations	0	0	0	-	6,160	6,160	100%	0	0	0	-	30,112	30,112	100%	0	0	-
<b>Total Insured Benefits</b>	<b>0</b>	<b>2,915</b>	<b>2,915</b>	<b>100%</b>	<b>12,431</b>	<b>12,431</b>	<b>100%</b>	<b>0</b>	<b>5,831</b>	<b>5,831</b>	<b>100%</b>	<b>39,929</b>	<b>39,929</b>	<b>100%</b>	<b>5,831</b>	<b>11,661</b>	<b>50%</b>
<b>Total Personnel Services</b>	<b>0</b>	<b>10,342</b>	<b>10,342</b>	<b>100%</b>	<b>28,809</b>	<b>28,809</b>	<b>100%</b>	<b>637</b>	<b>20,685</b>	<b>20,048</b>	<b>97%</b>	<b>67,933</b>	<b>67,296</b>	<b>99%</b>	<b>21,321</b>	<b>41,369</b>	<b>48%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	0	0	-	1,577	1,577	100%	0	0	0	-	1,577	1,577	100%	0	0	-
<b>Total Staff Training</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,577</b>	<b>1,577</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,577</b>	<b>1,577</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6025 Travel - lodging & transportation	0	0	0	-	3,812	3,812	100%	0	0	0	-	10,508	10,508	100%	0	0	-
6030 Travel - Per Diem & mileage reimbursement	0	0	0	-	2,708	2,708	100%	156	0	(156)	-	7,878	7,722	98%	156	0	-
<b>Total Travel &amp; Entertainment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>6,520</b>	<b>6,520</b>	<b>100%</b>	<b>156</b>	<b>0</b>	<b>(156)</b>	<b>-</b>	<b>18,386</b>	<b>18,230</b>	<b>99%</b>	<b>156</b>	<b>0</b>	<b>-</b>
6105 Telephone - mobile	94	0	(94)	-	94	0	0%	423	0	(423)	-	376	(47)	-13%	423	0	-
<b>Total Utilities</b>	<b>94</b>	<b>0</b>	<b>(94)</b>	<b>-</b>	<b>94</b>	<b>0</b>	<b>0%</b>	<b>423</b>	<b>0</b>	<b>(423)</b>	<b>-</b>	<b>376</b>	<b>(47)</b>	<b>-13%</b>	<b>423</b>	<b>0</b>	<b>-</b>

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

amounts in \$US dollars

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



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6200 Temporary/Contract help	0	0	0	-	0	0	-	0	0	0	-	1,300	1,300	100%	0	0	-
6255 Auditing	0	375	375	100%	0	0	-	0	1,875	1,875	100%	0	0	-	2,625	4,500	42%
6270 Contracted Services	0	0	0	-	0	0	-	0	5,200	5,200	100%	17,655	17,655	100%	1,300	6,500	80%
6290 Commercial insurance	3,848	4,177	329	8%	3,839	(9)	0%	19,241	20,885	1,644	8%	17,742	(1,499)	-8%	48,481	50,125	3%
<b>Total Professional Services</b>	<b>3,848</b>	<b>4,552</b>	<b>704</b>	<b>15%</b>	<b>3,839</b>	<b>(9)</b>	<b>0%</b>	<b>19,241</b>	<b>27,960</b>	<b>8,719</b>	<b>31%</b>	<b>36,697</b>	<b>17,456</b>	<b>48%</b>	<b>52,406</b>	<b>61,125</b>	<b>14%</b>
6400 Small equipment & tools	3,019	0	(3,019)	-	1,119	(1,900)	-170%	3,554	0	(3,554)	-	1,549	(2,005)	-129%	3,554	0	-
6405 Safety/hazardous materials	0	0	0	-	40	40	100%	0	0	0	-	1,472	1,472	100%	0	0	-
6410 Signage	0	0	0	-	0	0	-	0	0	0	-	109	109	100%	0	0	-
6425 Operational supplies	25,227	1,000	(24,227)	-2423%	3,081	(22,146)	-719%	25,227	2,000	(23,227)	-1161%	32,248	7,021	22%	27,227	4,000	-581%
6450 Fuel - Gas	0	1,013	1,013	100%	(72)	(72)	100%	0	2,025	2,025	100%	324	324	100%	2,025	4,050	50%
6455 Fuel - Diesel	0	1,000	1,000	100%	388	388	100%	0	2,000	2,000	100%	1,054	1,054	100%	2,000	4,000	50%
<b>Total Operational Expense</b>	<b>28,245</b>	<b>3,013</b>	<b>(25,233)</b>	<b>-838%</b>	<b>4,556</b>	<b>(23,690)</b>	<b>-520%</b>	<b>28,780</b>	<b>6,025</b>	<b>(22,755)</b>	<b>-378%</b>	<b>36,756</b>	<b>7,976</b>	<b>22%</b>	<b>34,805</b>	<b>12,050</b>	<b>-189%</b>
6500 Repairs & maintenance equipment	4,178	300	(3,878)	-1293%	7,997	3,819	48%	5,398	588	(4,810)	-818%	41,121	35,723	87%	6,010	1,200	-401%
6505 Repairs & maintenance vehicles	0	2,125	2,125	100%	0	0	-	0	4,164	4,164	100%	1,174	1,174	100%	4,334	8,498	49%
6540 Marina dredging	0	0	0	-	0	0	-	0	0	0	-	435	435	100%	0	0	-
<b>Total Repair and Maintenance</b>	<b>4,178</b>	<b>2,425</b>	<b>(1,753)</b>	<b>-72%</b>	<b>7,997</b>	<b>3,819</b>	<b>48%</b>	<b>5,398</b>	<b>4,752</b>	<b>(646)</b>	<b>-14%</b>	<b>42,730</b>	<b>37,331</b>	<b>87%</b>	<b>10,344</b>	<b>9,698</b>	<b>-7%</b>
<b>Total Goods &amp; Services</b>	<b>36,365</b>	<b>9,989</b>	<b>(26,376)</b>	<b>-264%</b>	<b>24,582</b>	<b>(11,783)</b>	<b>-48%</b>	<b>53,999</b>	<b>38,737</b>	<b>(15,262)</b>	<b>-39%</b>	<b>136,522</b>	<b>82,523</b>	<b>60%</b>	<b>98,135</b>	<b>82,873</b>	<b>-18%</b>
<b>Total Expenses</b>	<b>36,365</b>	<b>20,331</b>	<b>(16,034)</b>	<b>-79%</b>	<b>53,391</b>	<b>17,026</b>	<b>32%</b>	<b>54,636</b>	<b>59,422</b>	<b>4,786</b>	<b>8%</b>	<b>204,455</b>	<b>149,819</b>	<b>73%</b>	<b>119,456</b>	<b>124,242</b>	<b>4%</b>
<b>Operating Results</b>	<b>(36,365)</b>	<b>9,479</b>	<b>(45,844)</b>	<b>-484%</b>	<b>6,268</b>	<b>(42,633)</b>	<b>-680%</b>	<b>(54,636)</b>	<b>2,699</b>	<b>(57,335)</b>	<b>-2124%</b>	<b>(144,795)</b>	<b>90,160</b>	<b>-62%</b>	<b>(57,335)</b>	<b>(0)</b>	<b>15926331%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4695 Grants Received - Other	0	0	0	-	0	0	-	0	0	0	-	29,076	(29,076)	-100%	0	0	-
4915 Insurance Reimbursement	(150)	0	(150)	-	0	(150)	-	1,927	0	1,927	-	2,744	(817)	-30%	1,927	0	-
<b>Total Other Income</b>	<b>(150)</b>	<b>0</b>	<b>(150)</b>	<b>-</b>	<b>0</b>	<b>(150)</b>	<b>-</b>	<b>1,927</b>	<b>0</b>	<b>1,927</b>	<b>-</b>	<b>31,820</b>	<b>(29,893)</b>	<b>-94%</b>	<b>1,927</b>	<b>0</b>	<b>-</b>
<b>Net Other Income</b>	<b>(150)</b>	<b>0</b>	<b>(150)</b>	<b>-</b>	<b>0</b>	<b>(150)</b>	<b>-</b>	<b>1,927</b>	<b>0</b>	<b>1,927</b>	<b>-</b>	<b>31,820</b>	<b>(29,893)</b>	<b>-94%</b>	<b>1,927</b>	<b>0</b>	<b>-</b>
<b>Net Result</b>	<b>(36,515)</b>	<b>9,479</b>	<b>(45,994)</b>	<b>-485%</b>	<b>6,268</b>	<b>(42,783)</b>	<b>-683%</b>	<b>(52,709)</b>	<b>2,699</b>	<b>(55,408)</b>	<b>-2053%</b>	<b>(112,976)</b>	<b>60,267</b>	<b>-53%</b>	<b>(55,408)</b>	<b>(0)</b>	<b>15391053%</b>



Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4010 Property Agreements	33,076	11,507	21,569	187%	2,870	30,206	1052%	116,418	83,884	32,534	39%	72,259	44,159	61%	193,694	161,160	20%
4235 Customer Discounts	0	0	0	-	0	0	-	(3,500)	0	(3,500)	-	0	(3,500)	-	(3,500)	0	-
4260 Rail Operations Revenue	162,084	343,756	(181,672)	-53%	337,151	(175,067)	-52%	1,421,807	1,799,729	(377,922)	-21%	1,765,148	(343,340)	-19%	3,867,678	4,245,600	-9%
4265 Rail Surcharges	19,346	46,179	(26,833)	-58%	45,671	(26,325)	-58%	173,700	241,472	(67,772)	-28%	238,816	(65,116)	-27%	490,228	558,000	-12%
4290 Other	0	0	0	-	7,500	(7,500)	-100%	0	0	0	-	16,294	(16,294)	-100%	0	0	-
<b>Total Operating Income</b>	<b>214,506</b>	<b>401,442</b>	<b>(186,936)</b>	<b>-47%</b>	<b>393,192</b>	<b>(178,686)</b>	<b>-45%</b>	<b>1,708,425</b>	<b>2,125,085</b>	<b>(416,660)</b>	<b>-20%</b>	<b>2,092,517</b>	<b>(384,092)</b>	<b>-18%</b>	<b>4,548,100</b>	<b>4,964,760</b>	<b>-8%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	7,313	6,527	(787)	-12%	6,338	(975)	-15%	38,959	35,901	(3,058)	-9%	33,503	(5,456)	-16%	87,930	84,872	-4%
5020 Car Allowance	231	231	(0)	0%	231	0	0%	1,211	1,269	58	5%	1,220	8	1%	2,942	3,000	2%
<b>Total Compensation</b>	<b>7,544</b>	<b>6,757</b>	<b>(787)</b>	<b>-12%</b>	<b>6,569</b>	<b>(975)</b>	<b>-15%</b>	<b>40,171</b>	<b>37,170</b>	<b>(3,001)</b>	<b>-8%</b>	<b>34,723</b>	<b>(5,448)</b>	<b>-16%</b>	<b>90,873</b>	<b>87,872</b>	<b>-3%</b>
<b>Payroll Taxes</b>																	
5100 Federal Payroll taxes	564	517	(47)	-9%	490	(74)	-15%	2,948	2,843	(105)	-4%	2,537	(412)	-16%	6,827	6,722	-2%
5105 State Payroll taxes	2	0	(2)	-	2	(0)	-17%	12	0	(12)	-	11	(1)	-14%	12	0	-
5110 Unemployment Insurance	20	76	56	74%	0	(20)	-	118	416	298	72%	18	(100)	-564%	685	983	30%
5115 Workers compensation	417	9	(407)	-4303%	141	(276)	-196%	1,992	52	(1,940)	-3728%	705	(1,287)	-183%	2,063	123	-1577%
<b>Total Payroll Taxes</b>	<b>1,002</b>	<b>602</b>	<b>(400)</b>	<b>-67%</b>	<b>633</b>	<b>(370)</b>	<b>-58%</b>	<b>5,070</b>	<b>3,311</b>	<b>(1,759)</b>	<b>-53%</b>	<b>3,270</b>	<b>(1,800)</b>	<b>-55%</b>	<b>9,587</b>	<b>7,828</b>	<b>-22%</b>
<b>Insured Benefits</b>																	
5200 Medical insurance	1,346	1,346	(0)	0%	1,282	(64)	-5%	7,677	6,732	(945)	-14%	6,861	(816)	-12%	17,101	16,156	-6%
5205 Dental insurance	156	130	(26)	-20%	130	(26)	-20%	780	651	(129)	-20%	651	(129)	-20%	1,692	1,563	-8%
5215 Term life insurance	52	9	(43)	-468%	43	(9)	-22%	262	51	(211)	-416%	215	(47)	-22%	331	120	-176%
5220 Long Term Disability insurance	0	38	38	100%	0	0	-	0	207	207	100%	0	0	-	282	489	42%
5225 PERS Employee Contributions	1,419	946	(473)	-50%	1,380	(40)	-3%	5,152	5,204	51	1%	3,828	(1,324)	-35%	12,251	12,302	0%
5230 PERS Employer Contributions	608	405	(203)	-50%	591	(17)	-3%	2,208	2,230	22	1%	1,641	(568)	-35%	5,250	5,272	0%
<b>Total Insured Benefits</b>	<b>3,583</b>	<b>2,875</b>	<b>(708)</b>	<b>-25%</b>	<b>3,426</b>	<b>(156)</b>	<b>-5%</b>	<b>16,080</b>	<b>15,074</b>	<b>(1,005)</b>	<b>-7%</b>	<b>13,196</b>	<b>(2,884)</b>	<b>-22%</b>	<b>36,907</b>	<b>35,902</b>	<b>-3%</b>
<b>Total Personnel Services</b>	<b>12,129</b>	<b>10,234</b>	<b>(1,895)</b>	<b>-19%</b>	<b>10,628</b>	<b>(1,501)</b>	<b>-14%</b>	<b>61,320</b>	<b>55,555</b>	<b>(5,765)</b>	<b>-10%</b>	<b>51,189</b>	<b>(10,131)</b>	<b>-20%</b>	<b>137,367</b>	<b>131,602</b>	<b>-4%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	354	354	100%	0	0	-	2,206	1,771	(435)	-25%	289	(1,917)	-663%	4,685	4,250	-10%
<b>Total Staff Training</b>	<b>0</b>	<b>354</b>	<b>354</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>2,206</b>	<b>1,771</b>	<b>(435)</b>	<b>-25%</b>	<b>289</b>	<b>(1,917)</b>	<b>-663%</b>	<b>4,685</b>	<b>4,250</b>	<b>-10%</b>
<b>Travel &amp; Entertainment</b>																	
6020 Travel - airfare	0	500	500	100%	0	0	-	0	900	900	100%	299	299	100%	1,100	2,000	45%
6025 Travel - lodging & transportation	13	450	437	97%	596	583	98%	13	810	797	98%	1,201	1,188	99%	1,003	1,800	44%
6030 Travel - Per Diem & mileage reimbursement	0	370	370	100%	847	847	100%	808	870	61	7%	1,421	612	43%	1,789	1,850	3%
6035 Meals & Entertainment	0	42	42	100%	0	0	-	457	208	(249)	-119%	75	(382)	-512%	749	500	-50%
<b>Total Travel &amp; Entertainment</b>	<b>13</b>	<b>1,362</b>	<b>1,349</b>	<b>99%</b>	<b>1,443</b>	<b>1,430</b>	<b>99%</b>	<b>1,278</b>	<b>2,788</b>	<b>1,509</b>	<b>54%</b>	<b>2,996</b>	<b>1,717</b>	<b>57%</b>	<b>4,641</b>	<b>6,150</b>	<b>25%</b>
<b>Office Supplies</b>																	
6050 Office supplies	422	0	(422)	-	0	(422)	-	7,682	0	(7,682)	-	0	(7,682)	-	7,682	0	-
6055 Kitchen supplies	0	0	0	-	0	0	-	215	0	(215)	-	0	(215)	-	215	0	-

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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			
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD		Jul 2018 - Jun 2019			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6060 IT supplies	0	0	0	-	0	0	-	100	0	(100)	-	0	(100)	-	100	0	-
6075 Memberships & dues	0	0	0	-	0	0	-	16	0	(16)	-	19	3	16%	16	0	-
6090 IT SW subscriptions & licenses	0	0	0	-	0	0	-	852	0	(852)	-	0	(852)	-	852	0	-
<b>Total Office Expense</b>	<b>422</b>	<b>0</b>	<b>(422)</b>	-	<b>0</b>	<b>(422)</b>	-	<b>8,864</b>	<b>0</b>	<b>(8,864)</b>	-	<b>19</b>	<b>(8,845)</b>	<b>-46702%</b>	<b>8,864</b>	<b>0</b>	-
6105 Telephone - mobile	0	0	0	-	0	0	-	57	0	(57)	-	0	(57)	-	57	0	-
<b>Total Utilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	-	<b>0</b>	<b>0</b>	-	<b>57</b>	<b>0</b>	<b>(57)</b>	-	<b>0</b>	<b>(57)</b>	-	<b>57</b>	<b>0</b>	-
6216 Managed Service Fees	0	292	292	100%	4,324	4,324	100%	0	1,458	1,458	100%	17,550	17,550	100%	2,042	3,500	42%
6230 Rail operations service fee	145,875	302,440	156,565	52%	295,007	149,132	51%	1,248,258	1,583,421	335,162	21%	1,544,504	296,246	19%	3,443,422	3,778,584	9%
6245 Legal advertising	0	0	0	-	0	0	-	98	0	(98)	-	0	(98)	-	98	0	-
6250 Legal services	38,606	0	(38,606)	-	1,979	(36,628)	-1851%	38,606	0	(38,606)	-	14,286	(24,320)	-170%	38,606	0	-
6260 Consulting services	0	0	0	-	0	0	-	11,972	0	(11,972)	-	6,463	(5,509)	-85%	11,972	0	-
6265 Recruiting services	0	0	0	-	0	0	-	267	0	(267)	-	0	(267)	-	267	0	-
6270 Contracted Services	3,064	4,167	1,103	26%	0	(3,064)	-	7,236	20,833	13,597	65%	0	(7,236)	-	36,403	50,000	27%
6290 Commercial insurance	1,919	1,917	(2)	0%	2,260	341	15%	9,595	9,583	(12)	0%	11,302	1,707	15%	23,012	23,000	0%
<b>Total Professional Services</b>	<b>189,464</b>	<b>308,815</b>	<b>119,351</b>	<b>39%</b>	<b>303,570</b>	<b>114,106</b>	<b>38%</b>	<b>1,316,033</b>	<b>1,615,296</b>	<b>299,263</b>	<b>19%</b>	<b>1,594,105</b>	<b>278,072</b>	<b>17%</b>	<b>3,555,821</b>	<b>3,855,084</b>	<b>8%</b>
6400 Small equipment & tools	11,157	0	(11,157)	-	0	(11,157)	-	26,164	0	(26,164)	-	0	(26,164)	-	26,164	0	-
6405 Safety/hazardous materials	8,797	0	(8,797)	-	0	(8,797)	-	13,997	0	(13,997)	-	0	(13,997)	-	13,997	0	-
6415 Clothing	0	0	0	-	0	0	-	0	175	175	100%	0	0	-	0	175	100%
6420 Janitorial supplies	734	0	(734)	-	0	(734)	-	734	0	(734)	-	0	(734)	-	734	0	-
6425 Operational supplies	2,351	0	(2,351)	-	0	(2,351)	-	3,621	0	(3,621)	-	0	(3,621)	-	3,621	0	-
6450 Fuel - Gas	869	0	(869)	-	0	(869)	-	1,658	0	(1,658)	-	0	(1,658)	-	1,658	0	-
6455 Fuel - Diesel	90	0	(90)	-	0	(90)	-	186	0	(186)	-	0	(186)	-	186	0	-
<b>Total Operational Expense</b>	<b>23,998</b>	<b>0</b>	<b>(23,998)</b>	-	<b>0</b>	<b>(23,998)</b>	-	<b>46,360</b>	<b>175</b>	<b>(46,185)</b>	<b>-26391%</b>	<b>0</b>	<b>(46,360)</b>	-	<b>46,360</b>	<b>175</b>	<b>-26391%</b>
6500 Repairs & maintenance equipment	98	0	(98)	-	0	(98)	-	6,944	0	(6,944)	-	0	(6,944)	-	6,944	0	-
6505 Repairs & maintenance vehicles	140	0	(140)	-	0	(140)	-	788	0	(788)	-	0	(788)	-	788	0	-
6510 Repairs & maintenance buildings	14	4,167	4,153	100%	300	286	95%	378	20,833	20,455	98%	1,500	1,122	75%	29,545	50,000	41%
6515 Repairs & maintenance land improvements	0	8,333	8,333	100%	31,214	31,214	100%	21,730	41,667	19,937	48%	34,443	12,713	37%	80,063	100,000	20%
<b>Total Repair and Maintenance</b>	<b>252</b>	<b>12,500</b>	<b>12,248</b>	<b>98%</b>	<b>31,514</b>	<b>31,262</b>	<b>99%</b>	<b>29,840</b>	<b>62,500</b>	<b>32,660</b>	<b>52%</b>	<b>35,943</b>	<b>6,104</b>	<b>17%</b>	<b>117,340</b>	<b>150,000</b>	<b>22%</b>
<b>Total Goods &amp; Services</b>	<b>214,148</b>	<b>323,031</b>	<b>108,883</b>	<b>34%</b>	<b>336,527</b>	<b>122,379</b>	<b>36%</b>	<b>1,404,638</b>	<b>1,682,530</b>	<b>277,892</b>	<b>17%</b>	<b>1,633,352</b>	<b>228,714</b>	<b>14%</b>	<b>3,737,767</b>	<b>4,015,659</b>	<b>7%</b>
<b>Total Expenses</b>	<b>226,277</b>	<b>333,265</b>	<b>106,989</b>	<b>32%</b>	<b>347,155</b>	<b>120,878</b>	<b>35%</b>	<b>1,465,958</b>	<b>1,738,085</b>	<b>272,127</b>	<b>16%</b>	<b>1,684,540</b>	<b>218,582</b>	<b>13%</b>	<b>3,875,134</b>	<b>4,147,261</b>	<b>7%</b>
<b>Operating Results</b>	<b>(11,771)</b>	<b>68,177</b>	<b>(79,948)</b>	<b>-117%</b>	<b>46,037</b>	<b>(57,808)</b>	<b>-126%</b>	<b>242,467</b>	<b>387,000</b>	<b>(144,533)</b>	<b>-37%</b>	<b>407,977</b>	<b>(165,510)</b>	<b>-41%</b>	<b>672,966</b>	<b>817,499</b>	<b>-18%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4520 Green Hill Debt Service	0	43,500	(43,500)	-100%	43,424	(43,424)	-100%	0	43,500	(43,500)	-100%	43,424	(43,424)	-100%	0	43,500	-100%

Financial Report - Actual vs. Budget  
For Period Ending Nov 2018

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					
	Nov 2018				Nov 2017			Jul 2018 - Nov 2018				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
4805 Transfer - GF	523,682	0	523,682	-	0	523,682	-	523,682	0	523,682	-	0	523,682	-	523,682	0	-
4815 Transfer - RF	0	50,099	(50,099)	-100%	0	0	-	0	250,495	(250,495)	-100%	0	0	-	350,692	601,187	-42%
<b>Total Other Income</b>	<b>523,682</b>	<b>93,599</b>	<b>430,084</b>	<b>459%</b>	<b>43,424</b>	<b>480,259</b>	<b>1106%</b>	<b>523,682</b>	<b>293,995</b>	<b>229,688</b>	<b>78%</b>	<b>43,424</b>	<b>480,259</b>	<b>1106%</b>	<b>874,375</b>	<b>644,687</b>	<b>36%</b>
<b>Other Expenses</b>																	
<b>Debt Services</b>																	
7005 Principal repayment	322,173	0	(322,173)	-	0	(322,173)	-	322,173	0	(322,173)	-	0	(322,173)	-	644,346	322,173	-100%
7010 Interest payment	322,438	0	(322,438)	-	0	(322,438)	-	322,438	0	(322,438)	-	0	(322,438)	-	644,876	322,438	-100%
9005 Transfers - GF	250,000	0	(250,000)	-	0	(250,000)	-	252,500	0	(252,500)	-	0	(252,500)	-	252,500	0	-
8020 CIP Machinery & Equipment	13,000	0	(13,000)	-	0	(13,000)	-	13,000	0	(13,000)	-	0	(13,000)	-	13,000	0	-
<b>Total Debt Services</b>	<b>907,611</b>	<b>0</b>	<b>(907,611)</b>	<b>-</b>	<b>0</b>	<b>(907,611)</b>	<b>-</b>	<b>910,111</b>	<b>0</b>	<b>(910,111)</b>	<b>-</b>	<b>0</b>	<b>(910,111)</b>	<b>-</b>	<b>1,554,722</b>	<b>644,611</b>	<b>-141%</b>
<b>Total Other Expenses</b>	<b>907,611</b>	<b>0</b>	<b>(907,611)</b>	<b>-</b>	<b>0</b>	<b>(907,611)</b>	<b>-</b>	<b>910,111</b>	<b>0</b>	<b>(910,111)</b>	<b>-</b>	<b>0</b>	<b>(910,111)</b>	<b>-</b>	<b>1,554,722</b>	<b>644,611</b>	<b>-141%</b>
<b>Net Other Income</b>	<b>(383,929)</b>	<b>93,599</b>	<b>(477,528)</b>	<b>-510%</b>	<b>43,424</b>	<b>(427,353)</b>	<b>-984%</b>	<b>(386,429)</b>	<b>293,995</b>	<b>(680,423)</b>	<b>-231%</b>	<b>43,424</b>	<b>(429,853)</b>	<b>-990%</b>	<b>(680,347)</b>	<b>76</b>	<b>-895294%</b>
<b>Net Result</b>	<b>(395,700)</b>	<b>161,776</b>	<b>(557,476)</b>	<b>-345%</b>	<b>89,461</b>	<b>(485,161)</b>	<b>-542%</b>	<b>(143,962)</b>	<b>680,995</b>	<b>(824,957)</b>	<b>-121%</b>	<b>451,400</b>	<b>(595,362)</b>	<b>-132%</b>	<b>(7,382)</b>	<b>817,575</b>	<b>-101%</b>



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Anna Soderstrom, Chief Commercial Officer

DATE: January 14, 2019

SUBJECT: Commercial/External Affairs/Marketing

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**Commercial:**

The Port has a renewed emphasis on strategic efforts and are working with each line of business to evaluate future opportunities to render additional revenue aligned with the Port's Strategic Goal Initiatives. As such, the Port is identifying metrics serving to increase commercial focus. By establishing priorities collectively, the Port will develop better marketing strategies and plan for implementation around key initiatives.

The Port has several meetings scheduled with existing customers and industry associations to discuss how to achieve combined goals more quickly, cost effectively and with a higher assurance of success.

**Internal and External Communications:**

The Port continues to email weekly messages (Friday pm) to the rail customers. The purpose is to share updates as well as ensuring open channels of communication so that customers can update rail staff with questions or concerns.

EA/BD staff continues to work with all lines of business to provide updates to the public on various Port projects.

Staff worked to update and consolidate multiple contacts lists into one master list to aid in ongoing outreach efforts. It is important to know who is on the receiving end of the Port's quarterly and monthly newsletters and the continued management of all contacts is a priority.

Staff are working to develop a new blog/article series called Port Perspectives, which will provide insight into current industry information as well as educational pieces regarding operations of the Port and related industries.

EA/BD is working with staff from Jordan Cove to cooperate with external communication for the planned LNG project.

**Marketing and Media:**

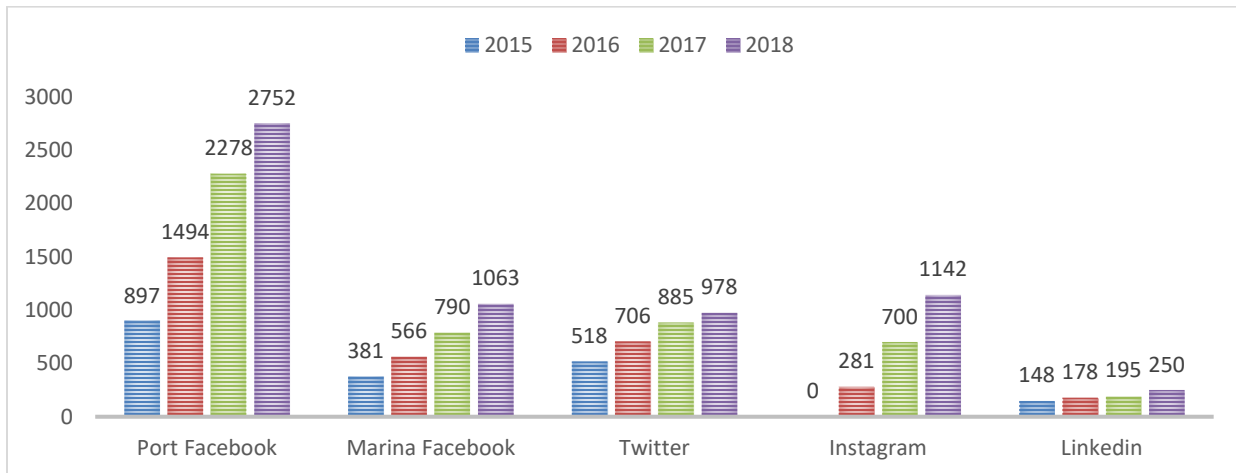
With the help of Administrative staff, Charleston Tide Books and 2019 Event Cards have been distributed to all appropriate external stakeholders. (Event Cards are illustrated below.)



EA/BD staff continues to work with the Charleston Merchants Association and the Coos Bay/North Bend VCB to promote the annual Crab Feed on February 9, 2019.

Final paint colors have been selected for the CBRL locomotives and the appropriate decals have been sent to Western Rail Inc. A new sign was successfully installed at the CBRL rail depot. EA/BD staff continues to work with CBRL in streamlining brand identity.

A brief 2018 social media analysis was completed to provide insight and evaluate levels of success (reach and number of followers including likes). All platforms have grown in the number of followers this year. The graph below (fig. 1) illustrates how the Port's social media followers have increased year over year (2015 – 2018). Three areas of focus for 2019 include producing more videos, growing the Port's LinkedIn platform and writing more educational and informative pieces on Port industries, projects, and other related information. Fig. 2 outlines planned frequency of posts (articles etc.) by Port for each outlet and social media platform.

**Fig. 1****SOCIAL MEDIA FOLLOWERS 2015 - 2018****Fig. 2****OUTREACH SCHEDULE**

FREQUENCY	PLATFORM
Daily	Facebook, Twitter, Website
2-3 Times a Week	Instagram
Once a Week	LinkedIn
Monthly	Internal and External Port Report
Few Times a Year	Business e-newsletter/Press Releases
Annually	Annual Report

**Grants:**

EA/BD staff submitted the January ConnectOregonV grant report for the Coos Bay Rail Line Tunnel Rehabilitation project. Staff are working to update the budget for the 2013 ODOT State Lottery Backed Bond funds to accurately reflect current project timelines. The next quarterly report is due on January 24, 2019 and staff are compiling updates to submit. In tandem, staff is concluding the quarterly report to the United States Maritime Administration (MARAD) reflective of July – September (2018) rail rehabilitation projects, which are funded through FASTlane.

Staff worked with the Oregon Department of Transportation to finalize and execute the contract for the \$10 million 2015 State Backed Lottery Bond allocation. These funds are now available for use to support various ongoing and upcoming rail projects.

**Legislative Work:**

The Port will be following several bills in the upcoming legislative session. Top priority will be to ensure full funding of the \$40 million allocation for the Channel Modification, authorized under House Bill 2278-B Engrossed. Materials (“Leave-Behinds”) are being developed to aid in conversations with legislators in the coming weeks.

The Port is introducing legislation through Senator Roblan’s office that would remove a \$1 million limitation on Ports borrowing from private funding institutions. The Legislative Council recently released draft language for the bill.

It is anticipated that there will be another bill introduced in this session related to Port's role in operating shipyard facilities. Staff are working with Markee and Associates to track this closely.

Staff are also tracking legislation related to railroads.

EA/BD staff will continue to participate this year in the Oregon Public Ports Association Legislative Committee, the PNWA Governmental Affairs Committee, and the American Association of Port Authorities Governmental Affairs Committee.

Staff prepared written and oral comment on the Jordan Cove and Pacific Connector's Department of State Lands Removal Fill Permit application. Staff attended the public hearing on January 10, 2019.

**Port Property:**

EA/BD staff worked with Congressman DeFazio's district office to renew their lease for another two years in the Hub Building.

Staff are actively marketing the Syncon lot in Charleston, which was recently vacated by the previous tenant. The space is fenced storage which would be a good fit for an entity looking to store fishing gear.

Port staff have been working with a company representing Verizon interested in installing a new cell phone tower site in Eastside. Staff received a second draft of the proposed lease agreement the week of January 7, 2019 and are currently reviewing for additional suggested changes.

Staff are drafting a Utility License Agreement with the City of Coos Bay for a sewage line traveling through Port property in Eastside.

An analysis is being completed on previous sales in the Coos Bay area, as well as other Port Authorities to establish comparable cost per acre for industrial development property. This effort is intended to inform land lease rates for Port property.

**Community Outreach:**

Staff attended the Chamber of Commerce Board of Directors meeting, Charleston Community Enhancement Committee meeting, provided a written update to the Business Development Committee, and presented at the Coos Bay North Bend Rotary club providing a general overview of Port operations and current and upcoming projects.





## M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Director of Maritime Operations

DATE: January 14, 2019

SUBJECT: Port Operations Management Report

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### **Channel Modification Project:**

The PDT is working diligently on the 204/408 report and associated appendices. The 204/408 report serves as the next major deliverable for the project. This report will address 60% design comments received from the USACE and provide additional levels of detail for the EIS team to complete the draft Environmental Impact Statement. It is important to note that the Draft 204/408 report is not the first time that the agencies will see responses to their comments. The PDT has been working with the agencies over the past year to ensure they adequately address the comments. As discussed in previous management reports, critical areas of concern are being documented with Memorandums for the Record (MFR's). MFR's are a method of documenting the proponent's and agency perspectives on a given project component or impact.

The validation runs for the second round of water quality modeling are complete and the results are undergoing post processing analysis. The confined blasting analysis is still ongoing. A blasting consultant was hired to evaluate the project and provide the appropriate level of detail for the EIS and 408 review process. This includes a range of charge sizes, calculated overpressure, and other necessary components for confined blasting. This information was provided to another consultant to analyze slope stability and static liquefaction during various confined blasting scenarios.

### **Sewer Line Easement/Utility Agreement:**

The Dyer Partnership is currently designing new sewer force main routes for Sewer Pump Station No. 17 for the City of Coos Bay. The existing force main route must be abandoned due to its shallow bury under the Isthmus Slough, and poor soils along the current pipe route. The City of Coos Bay is requesting an easement over several Port owned properties in Eastside. Staff is reviewing the draft easement and is working with Dyer Partnership and the City on language and utility agreements.

### **Safety and Security:**

Koos Environmental completed asbestos abatement of the maintenance/office building at the old fish farm. This was the first step in preparation for a "Burn to Learn" of the building in cooperation with North Bay Fire Department. Staff are working with steel recyclers to provide bid to remove ferrous/non-ferrous materials from the site. The two diesel generators at the pump house will be



placed up for auction. Staff is working on obtaining a burn permit, shutting off utilities, purging the refrigeration unit and arranging for a dumpster and front-end loader to remove debris from the burn.

Staff developed a Work/Safety Plan for dredging operations at the Charleston Marina. A safety meeting was held on January 2, 2019 with maintenance staff. Discussions were centered around the use of the Maritime Risk Assessment tool and Green-Amber-Red (GAR) model for work associated with dredging operations. A scenario was provided as an example on how the GAR model will be used in the workplace, and opportunity was provided to communicate any concerns or risks associated with the scenario. There was good discussion and participation by staff. As the staff becomes more accustomed to using the Maritime Risk Assessment tool, it will become second nature and part of day to day operational procedures. The GAR model will be presented to the Commission as a part of the Safety Policy Review and Update presentation at a future Commission meeting.

**North Spit Drainage:**

Staff received two quotes (three were requested) for engineering and permitting services to develop alternatives to address the flooding issues on the Transpacific Parkway. Staff are reviewing the quotes.



MEMORANDUM

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Director of Maritime Operations

DATE: January 14, 2019

SUBJECT: Charleston Operations Management Report

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Of the 443 moorage slips for the month of December we had 184 annuals, 15 semi-annuals, 50 monthlies and 166 transients. We sold over 125 tons of ice or \$9,362.00. Out of the 104 RV Park spaces, we had 52 check-ins for total sales of over \$12,623.00.

**Dredging:**

We received our 401 certification from DEQ to dredge the travel lift slip in the shipyard. All permits and authorizations are in place to begin work. Staff is coordinating with the contractor and scheduling the work. The scope of work should only take one day to complete. Dredging the slip to its authorized depths greatly increases the efficiency of travel lift operations. Staff currently works around the tides to haul out vessels. The slip was last dredged in 2013.

Dredging at the Marina has commenced. Over 3,000 feet of pipe was welded, connected and towed in place to reach site "G". Dredging operations are expected to conclude by February 15, 2019. This is the end of the In-Water Work Period (IWWP). If more time is need, the Port may request a variance to complete the 20,000 CY project.

**Launch Ramp Floating Docks:**

The Marina launch ramp is funded through an agreement with the Oregon State Marine Board (75/25 OSMB/Port). The ramp was completely rebuilt in 2006 and since that time, the boarding floats have deteriorated significantly. In cooperation with the OSMB, the Port attempted to remove and repair the existing floats. Once the first set of floats were removed from the water, it was immediately apparent that they are in much worse condition than expected. Staff repaired the initial set of floats and placed them back in the water. The initial repair plans will not be sufficient to extend the service life of the docks and all three dock sections need to be replaced with new.

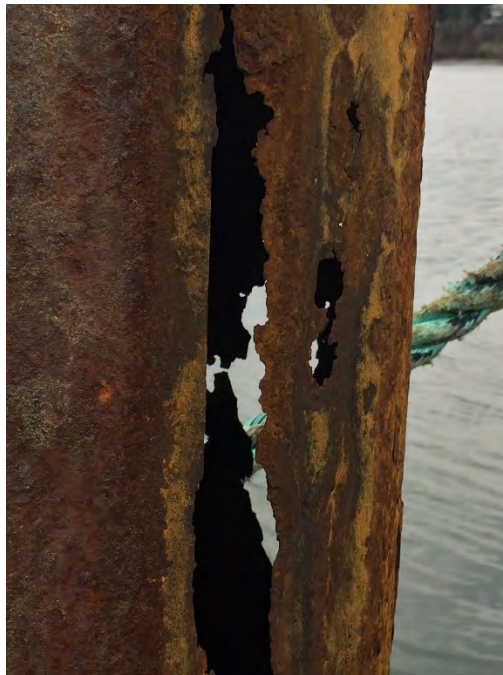
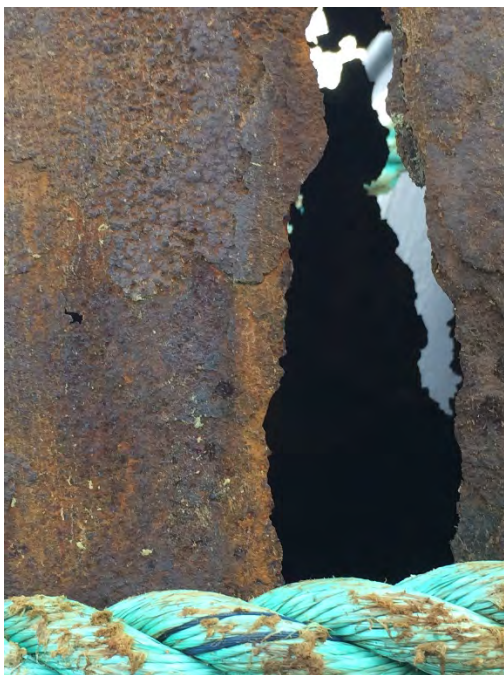
The OSMB has moved away from a wood-based design, and now uses an aluminum hull structure as boarding floats. Staff is working with the OSMB to develop a replacement plan and budget for the project. Like the original agreement, there will be a 75/25 match for the project. The Port will propose in kind match for removal and installation, permitting, and contract administration towards the 25% match.



Photos: Floating Dock

**Piling Work:**

Staff is working with contractors and piling suppliers to obtain quotes for the replacement of up to 18 pilings at the Charleston Marina. All permits and permissions are obtained for the work, and the work must be completed during the in-water work window, or a variance must be obtained from the agencies. Funding for this work is in the FY 18/19 Budget.



Photos: Pilings to be replaced.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Patrick Kerr, Director of Rail Operations

DATE: January 14, 2019

SUBJECT: Railroad Department Management Report

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**Operations:**

CBRL handled 399 revenue car loadings for December 2018. December 2018 car loadings were above November 2018, by 131 cars and off 211 cars from the 2018/2019 CBR forecasted monthly average of 610 cars. December 2018 was lower than December 2017 of 569 cars by 170 cars.

CBRL finished 2018 with 6,428 car loads (759 cars, 11% below) 2017 total of 7,187. Fiscal year 2017/18 car loads were 7,154 averaging 596 cars per month on a plan of 7,103 and 592 cars per month, about 1% above plan.

CBRL's 2018/19 budget has 7,320 car loads at 610 per month. The estimated 2018/19 run rate using current carloads is about 5,616 cars, which is 1,704 cars or 23% below calendar yearly forecast budget. The 2018/19 mid-year car loadings are 2,812 averaging 468 cars per month. 2017/18 mid-year was 3,574.

December 2018 monthly carloads of 399 falls below forecast due to issues with locomotive power availability to effectively service rail customers and interchange consistently. The Christmas and New Year's holidays also impacted car loadings as customers were shut down for maintenance and the holidays. Current lumber market is soft, prices are down, mill production has been curbed.

Port and CBRL staff started railroad operations under the Coos Bay Rail Line Inc. on November 1, 2018. Currently CBRL has 16 employees and 6 locomotives on property.

Port staff and team continue to work on repair plans for the North Bend Swing Span bridge, Scofield Creek bridge, Tunnel Phase I, Phase II and ongoing Port timber bridge rehab projects.

**Coos Bay Rail Line December 2018:**

As of Thursday, January 10, 2019, the CBRL is 71 days' injury free. The CBRL had 1 incident during the month of December.

- On December 31, 2018 CBRL experienced a service interruption with a derailment on the Vaughn Spur at Vaughn, OR. No injuries, 1 empty rail car derailed, no track damage occurred and the car was re-railed.

### **Scofield Creek Br740.84 in Reedsport Bridge Rehab project:**

For the month of December 2018, the following was accomplished:

- The driving of the last two batter piles are scheduled for January 4-6<sup>th</sup>. This work will include SPC, Knutson, Stantec, GRL Engineering, and CBRL.
- December 19, 2018 – The Contract was sent to Scott Partney Construction for review/signing.
- December 12, 2018 - The Port received final pricing from SPC for contract.
- Scheduled bridge monitoring and surveying continues.

Stantec prepared a revised design option for this structure for ease of construction in line with existing bents and pilings. Engineers estimate for previous design concept was 100% below actual bids received by contractors. Design is currently being finalized for construction drawings and stamp plans.

### **Tunnel Project Phase 1:**

Entire contract percent complete: 31%

In Tunnel 15, crews drilled and grouted 223 rock bolts in the existing concrete footing walls, for a total of 383 installed to date. This activity is about 70% complete.

Tunnel 17:

- Drilled and grouted 5 micropiles, for a total of 139 micropiles installed to date. This activity is about 95% complete.
- Prepared and placed the first lift of the new concrete footing walls in two of the four stabilization areas. Placed 2 CY of concrete, for a total of 89 CY placed to date. This activity is about 85% complete.
- Drilled the remaining 20 grout holes required inside the South Portal concrete barrel and injected a total of 1,095 CWT (73 sacks) of sanded cement grout into the void space behind the concrete barrel and in the tunnel crown.

In Tunnel 18, remaining work includes repair of non-conforming work, installation of galvanized steel kickers, and final clean-up.

### **Tunnel Project Phase II:**

Contractor bids were opened on January 11, 2019 at 4PM in the Port Commission room.

### **2018 Timber Bridge Repair Project:**

For the month of December 2018, the following was accomplished:

- Project 78% completed. Of the 40 bridges 9 bridges remain to be completed.
- Bridges 25, 27, 30, 33, and #37 were completed this month.
- Bridge 24 is underway and work will continue for another two weeks.
- Bridges completed (Base Contract): 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 19, 20, 21, 23, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, & 37.

- Change Orders 3, 4, 5, 8, and 9 are billed complete. Bridges 10, 15, 16, 20, and 26 were completed this month.
- Change Order 10 was signed this month. This included work on bridge #2 and Saunders Lake Bridge at MP 756.55. The materials have been ordered for 756.55 and a temporary shim has been installed as a stop-gap measure. These materials have a 3-5 week lead time.

**Swing Span Bridge MP-763.55:**

For the month of December 2018, the following was accomplished:

- The Port authorized Stantec to move forward with the SHPO documentation, as required by SHPO.
- The first load of center shoring steel is on site, and the second load is due to arrive on or about January 3-4, 2019.
- We lost two days of work due to severe winds. (30-90 mph)
- The old drive motor has been delivered to the Oregon Coast Historical Railway Museum.
- The mechanical house and the old motor were removed from the bridge.
- The bridge end jacking structures were completed and have begun taking load.
- All of the pilings and related bracing has been installed.
- The contracts for Koppers Railroad Structures and H&H Engineering have been finalized this month.
- All of the pilings for the end jacking structures have been installed.

# Action Items

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

**DATE:** January 14, 2019

**PROJECT TITLE:** Fiscal Year-end June 30, 2018 Financial Report

**ACTION REQUESTED:** Approval of the annual financial report for Fiscal Year 2017/2018.

**BACKGROUND:**

Moss Adams has completed the annual financial report on behalf of the Oregon International Port of Coos Bay for fiscal year ending June 30, 2018.

The financial statements are presented in accordance with the financial reporting model in the Governmental Accounting Standard Board (GASB) Statement No.34.

There were no adjustments that had a material effect on the Port's reporting process. There were also no material weaknesses or reportable conditions for internal control, or any instances of non-compliance to the general-purpose financial statements. There are suggestions to management on areas for Port staff to strengthen their internal control.

Ms. Amanda McCleary-Moore of Moss Adams will attend this Commission meeting to present the audit. A copy of the audit has been provided to Commissioners for review.

**RECOMMENDED MOTION:**

Approve the annual financial report for Fiscal Year 2017/2018.



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

**DATE:** January 14, 2019

**PROJECT TITLE:** Bay Area Enterprise Zone Agreement with GMA Garnet

**ACTION REQUESTED:** Approve and authorize the Port’s CEO John Burns to execute the Oregon Enterprise Zone Extended Abatement agreement with GMA Garnet.

**BACKGROUND:**

In 1986, the governing bodies of the Cities of Coos Bay and North Bend, Coos County, and the Oregon International Port of Coos Bay entered into an Intergovernmental Agreement (IGA) with the approval of the State of Oregon which created an enterprise zone within Coos County. That enterprise zone is now known as the Bay Area Enterprise Zone. The Bay Area Enterprise Zone is approximately 10.24 square miles with areas in and adjacent to the Cities of Coos Bay and North Bend. As part of the IGA, the CCD Business Development Corporation serves as the Bay Area Enterprise Zone Manager. Representatives from Coos Bay, North Bend, Port, and County serve on the Bay Area Enterprise Zone Committee which evaluates applications for tax abatement incentives as allowed under Oregon law.

An Enterprise Zone program or zone is designed to encourage businesses of all sizes to make new or additional investments that will improve employment opportunities, spur economic growth, and diversify business activity within the communities each zone encompasses. The primary benefit to qualifying businesses is 100 percent abatement from local property taxes for at least three years; and in some cases, five years on plant and equipment newly invested in the zones. Property tax exemptions of 7 to 15 years may be available to businesses making a sizeable investment and bringing well-paying jobs.

GMA Garnet began operations at the former ORC site in Bunkerhill. GMA is a worldwide Garnet mining company which started with a single mine in Geraldton, Australia. They currently have three processing facilities in the United States and a mining operation in Montana. Garnet is primarily used for blasting as well as waterjet cutting. Raw material is mined in South Africa and transported by vessel to Coos Bay where it is being stored at GMA's site in Bunkerhill. At their facility, GMA will be washing the raw material to eliminate Chlorides. Once the material is washed and dried, the Garnet is separated from other materials. The end products are then bagged and shipped out. GMA's plant includes both wet processing and dry processing. GMA's plant will employ 20 full-time employees.

GMA has met the statutory requirements for an initial three-year abatement from local property taxes. They have submitted an application to receive an extended abatement (additional two years). To receive the extended abatement, an applicant or business firm and its property must satisfy and remain in compliance with their application, employment, and other requirements necessary for the normal three-year exemption during the entire four- or five-year period. The business must achieve the following which are specific to the extended abatement:

1. Compensation Standard – established under state statutes – during each of the four- or five-years of an extended enterprise zone abatement, average compensation for all new employees must be at least 150 percent (or 1.5 times) the average annual wage, based on the zone's high-wage county – Coos County's average annual wage based on 2015 (the latest report) is \$35,949 and 150% is \$53,924. This compensation includes not only wages and salary but also overtime, bonuses, insurance, and other financial benefits not mandated by federal, state, or local law. All eligible full-time and permanent "employees" are averaged for each year and businesses need count only NEW positions that are created.
2. Written Agreement – all eligible business firms seeking an extended abatement must have a written agreement between it and the local enterprise zone sponsor that confirms the aforementioned compensation standard, grants either "one" or "two" extra years, and specifies any additional requirements requested by the sponsor. Each city, county, or port government that sponsors the zone must approve this agreement, either separately or through a common action or body. This written agreement is valid only if concluded before the business firm is approved for authorization. An authorization application must be submitted prior to the commencement of any physical work on the property. The approval for authorization is not required for such work to proceed and usually entails little more than a technical determination by the local enterprise zone manager and the county assessor. Approval for authorization might even be delayed to accommodate official endorsement of the agreement for an extended abatement.
3. Local Requirements – The sponsoring jurisdictions may make the extended abatement contingent on certain additional requirements jointly requested by each city or county. The zone sponsor as opposed to the county assessor is primarily responsible for monitoring and enforcing such requirements during the exemption period. The requirements could have a very broad reach and special consequences, although state statutes insist on reasonableness. These requirements are ADDITIONAL to statutory compensation and employment levels and may not effectively lower or raise the stringency of such levels. Once a track record has been established, local governments might become somewhat bound by the nature of requirements previously requested in a particular zone.

As GMA meets the statutory compensation standard requirements the Enterprise Zone Committee has recommended approval of two-year Enterprise Zone Extension which would provide GMA Garnet a total of five-year local property tax exemption, with a local requirement that they provide \$15,000 a year to the Bunkerhill Sanitary District. GMA Garnet has agreed to the local requirement contribution.

**RECOMMENDED MOTION:**

Authorize CEO John Burns to execute the Oregon Enterprise Zone Extended Abatement agreement with GMA Garnet.

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

**DATE:** January 14, 2019

**PROJECT TITLE:** Bay Area Enterprise Zone Agreement with Jordan Cove Energy Project L.P. (JCEP)

**ACTION REQUESTED:** Approve and authorize Commission President David Kronsteiner to execute the Oregon Long-Term Rural Enterprise Zone Extended Abatement agreement with Jordan Cove Energy Project L.P.

**BACKGROUND:**

In 1986, the governing bodies of the Cities of Coos Bay and North Bend, Coos County, and the Oregon International Port of Coos Bay entered into an Intergovernmental Agreement (IGA) with the approval of the State of Oregon which created an enterprise zone within Coos County. That enterprise zone is now known as the Bay Area Enterprise Zone. The Bay Area Enterprise Zone is approximately 10.24 square miles with areas in and adjacent to the Cities of Coos Bay and North Bend. As part of the IGA, the CCD Business Development Corporation serves as the Bay Area Enterprise Zone Manager. Representatives from Coos Bay, North Bend, Port, and County serve on the Bay Area Enterprise Zone Committee which evaluates applications for tax abatement incentives as allowed under Oregon law.

An Enterprise Zone program or zone is designed to encourage businesses of all sizes to make new or additional investments that will improve employment opportunities, spur economic growth, and diversify business activity within the communities each zone encompasses. The primary benefit to qualifying businesses is 100 percent abatement from local property taxes for at least three years; and in some cases, five years on plant and equipment newly invested in the zones. Property tax exemptions of 7 to 15 years may be available to businesses making a sizeable investment and bringing well-paying jobs.

JCEP is in the process of securing permits to construct and operate a Liquefied Natural Gas (LNG) facility at the Jordan Cove site on the North Spit of Coos Bay. JCEP will secure natural gas from locations in both the United States of America and Canada which will be transported via pipeline from its source to the North Spit facility. Once the natural gas is liquified, it will be loaded on oceangoing LNG tankers for markets in Asia. It is anticipated that JCEP will employ approximately 200 regular full-time employees at the LNG Facility, Pipeline and Office.

JCEP has submitted an application to receive a Long-Term Rural Enterprise Zone abatement for 7 – 15 years. To receive the Long-Term abatement, an applicant or business firm and its property must satisfy and remain in compliance with their application, employment, and other requirements necessary for the normal exemption and during the entire seven- or fifteen-year period. The business must achieve the following which are specific to the extended abatement:

1. The Facility will encompass acreage in the Bay Area Enterprise Zone comprising one or more buildings and other structures;
2. The Total Cost of the Facility will be at least \$7,300,000,000.00 (\$7.3B);
3. Construction of the Facility will commence in 2019;
4. The Facility will be placed into Service within approximately 60 months, by in any event no later than 120 months, following the commencement of construction;
5. The proposed workforce that will be engaged by or on behalf of JCEP or its affiliates will consist of not less than fifty (50) high-paying permanent jobs to support the operation and maintenance of the Facility, provided that the actual number of employees may vary from time to time; and
6. At the commencement of operations, the average annual compensation (including benefits as determined under OAR 123-690-4600 (1)) for all workers at the Facility will be at least 150% of the County average annual wage as of the start of the construction, as published in the State of Oregon Employment Department's Labor Market Information – Coos County Economic Indicators, at which point the minimum for the rest of the exemption period will be established, subject to adjustment only if and to the minimum extent required by OAR 123-690-4600 (4).

As JCEP has agreed to meet the statutory requirements, the Enterprise Zone Committee has recommended approval of the Long-Term Rural Enterprise Zone Extension which would provide JCEP a seven to fifteen year local property tax exemption, with local requirements. JCEP has agreed to the local requirement of a Community Service Fee contribution.

**RECOMMENDED MOTION:**

Authorize Commission President David Kronsteiner to execute the Oregon Long Term Rural Enterprise Zone Extended Abatement agreement with Jordan Cove Energy Project L.P.

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

**DATE:** January 14, 2019

**PROJECT TITLE:** Bay Area Enterprise Zone Community Service Fee Distribution Intergovernmental Agreement

**ACTION REQUESTED:** Approve and authorize Commission President David Kronsteiner to execute the Intergovernmental Agreement between the Bay Area Enterprise Zone Sponsors addressing the Distribution of the Community Service Fee associated with the Jordan Cove Enterprise Zone Agreement

**BACKGROUND:**

In 1986, the governing bodies of the Cities of Coos Bay and North Bend, Coos County, and the Oregon International Port of Coos Bay entered into an Intergovernmental Agreement (IGA) with the approval of the State of Oregon which created an enterprise zone within Coos County. That enterprise zone is now known as the Bay Area Enterprise Zone. The Bay Area Enterprise Zone is approximately 10.24 square miles with areas in and adjacent to the Cities of Coos Bay and North Bend. As part of the IGA, the CCD Business Development Corporation serves as the Bay Area Enterprise Zone Manager. Representatives from Coos Bay, North Bend, Port, and County serve on the Bay Area Enterprise Zone Committee which evaluates applications for tax abatement incentives as allowed under Oregon law.

The Zone Sponsors have been working with community stakeholders for several years and conducted numerous public meetings to develop a sensible distribution process regarding Community Service Fees that will be collected during both construction and operational phases of the Jordan Cove Energy Project.

On December 6, 2018, a public meeting was held at the City of Coos Bay Council Chambers and was attended by designated representatives from each of the four Zone Sponsors. At that meeting, a vote was taken of the members and the recommendation made that the Plan for Distribution of Community Service Fee, Intergovernmental Agreement be presented to each governing body for ratification.

The IGA which the representatives of the Zone Sponsors endorsed to be brought before each governing body included:

1. TERM of the Agreement, which will remain in effect from the date of execution until unanimous ratification for termination.
2. PAYMENT CALCULATION will be performed by a CPA firm (the current firm of record is Harwood, MacAdam, Wartnik, Fisher, and Gorman) pursuant to the terms of their engagement letter.

3. PAYMENT PROCESSING will be made pursuant to the Enterprise Zone Agreement. CCD Business Development Corporation shall be the Agent for handling the collection and distribution of funds.
4. PAYMENT DISTRIBUTION will be conducted in two phases. The first is the Construction Phase and the second will be the Operations Phase. The distribution percentage are to be found in section 8 of the IGA.
5. AMENDMENTS can be made by unanimous consent of the Zone Sponsors after being so moved by at least two of the Zone Sponsors.

This process has been one that is born from the true sense of building consensus through a process of give and take. The intent of the IGA has always been to find the best path forward for the entire community and to look to creating a mechanism to focus on the future of our schools, the community and our citizens and this agreement delivers on that desired outcome.

**RECOMMENDED MOTION:**

Authorize Commission President David Kronsteiner to execute the Intergovernmental Agreement between the Bay Area Enterprise Zone Sponsors addressing the Distribution of the Community Service Fee associated with the Jordan Cove Enterprise Zone Agreement.

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

**DATE:** January 14, 2019

**PROJECT TITLE:** 2019Res01 - Amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.6: Performance Reviews

**ACTION REQUESTED:** Approve Resolution 2019Res01 Authorizing the Amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.6: Performance Reviews

**BACKGROUND:**

Over the last few months, the Port of Coos Bay Leadership Team has been discussing replacing annual performance reviews with One-on-One meetings. One-on-Ones are frequent (once a week), informal, documented discussions between managers and employees to review projects and workloads, prioritize projects, set goals and expectations, discuss new/important information, provide feedback on performance, and coach.

One-on-Ones are favored over annual performance reviews because:

- Performance reviews tend to be generalized and based on recent activity (unless we're doing a really good job documenting, we don't always recall specific examples from throughout the last year);
- Managers spend a lot of time on performance reviews (and we don't get much out of them);
- Performance Reviews sometimes end up causing more harm than good (in the past, some employees did not want to sign and accept their performance review, which means the discussion didn't go very well, which leads to poor morale, disgruntled employees, and poor performance);
- Sometimes employees feel blindsided by their performance review (if the employee is surprised by the feedback this means the manager pretty much failed at communicating with the employee throughout the year);
- Pay increases tend to be expected with performance reviews (combining pay increases with performance reviews ultimately defeats the purpose of a performance review. The employee, who is eagerly awaiting a compensation adjustment, largely tunes out the feedback part. Then if the employee does not receive the compensation adjustment they expect, they will tie it to their "bad" review.);
- The upcoming work force thrives on more frequent feedback (but really, who doesn't thrive on more feedback?); and
- Frequent feedback provides more timely information that employees can use to learn and be more effective.

The Leadership Team has received a presentation on how to effectively conduct One-on-Ones (regularly and consistently, without interruptions, etc.); effectively document action items, goals, dialogue, decisions, and coaching from the One-on-Ones; and how to make One-on-Ones successful (be prepared, use specific examples, actively listen, provide clear and relevant feedback, etc.).

Section 14.6: Performance Reviews has been revised to replace Annual Performance Evaluations with One-on-Ones and has been renamed as Performance Discussions. The Port's Leadership Team and legal counsel have reviewed and revised the proposed policy before being presented to the Port Commission.

The red lined tracked version of the changes, as well as an accepted track version of the recommended revisions, are included within the packet following this backgrounder.

**RECOMMENDED MOTION:**

Approve Resolution 2019Res01 authorizing the amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.6: Performance Reviews (Performance Discussions).



**RESOLUTION 2019Res01**

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

**RESOLUTION AUTHORIZING THE AMENDMENTS TO  
PORT POLICY MANUAL CHAPTER 14: PERSONNEL POLICY  
SECTION 14.6: PERFORMANCE REVIEWS**

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

**WHEREAS**, the Port Policy Manual Chapter 14: Personnel Policy Section 14.6: Performance Reviews shall be modified to replace the Annual Performance Review process with more frequent, informal One-on-One meetings between employees and their manager, and

**WHEREAS**, the Port Policy Manual Chapter 14: Personnel Policy Section 14.6: Performance Reviews shall be renamed to Performance Discussions, and

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

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts the amendments to Chapter 14: Personnel Policy Section 14.6: Performance Discussions of the Port's Policy Manual, identified as Exhibit A, attached hereto and incorporated herein by reference.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 22<sup>nd</sup> day of January, 2019.

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David Kronsteiner, President

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Eric Farm, Vice President

## **POLICY 14.6 PERFORMANCE DISCUSSIONS**

### **A. PURPOSE – COMMUNICATION**

Managers and employees are required to participate in frequent, informal, One-on-One discussions (in place of annual Performance Evaluations).

The objectives of One-on-Ones are to:

- Review and discuss progress of assigned projects and workload;
- Prioritize projects;
- Set goals and discuss expectations;
- Ensure effective communication between the supervisor and employee;
- Share important information;
- Provide feedback on performance; and
- Coach on any issues that need to be addressed.

This is the most critical tool in managing day to day performance of Port staff and in guiding the Port's overall performance of its mission.

### **B. GOAL – FORM DESIRABLE BEHAVIORS**

The goal of the One-on-One process is to establish a pattern of expected work performance and habits. The review process gives employees and supervisors an opportunity to identify and discuss outcomes, review and establish goals, reward or acknowledge good performance, create incentives, and to discuss and correct undesirable behavior or activity and/or substandard work performance.

### **C. ONE-ON-ONE PROCESS**

One-on-Ones should be scheduled regularly and consistently. Action items, goals, important dialogue, decisions, and coaching shall be documented by the Manager and be kept in a Management Documentation folder separate from the employee's personnel file.

Both employees and supervisors are expected to equally participate in the One-on-One. In addition, employees are encouraged to:

- Inquire about their performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist in improving skills or qualifying for a promotion or lateral transfer.

The Chief Executive Officer shall be evaluated by the Board of Commissioners based upon the consensus of the Board.

## **POLICY 14.6 PERFORMANCE ~~REVIEWS~~ DISCUSSIONS**

### **A. PURPOSE – COMMUNICATION**

Managers and employees are required to participate in frequent, informal, One-on-One discussions (in place of annual Performance Evaluations).

~~The formal performance review is an essential communication process between the employee and the immediate supervisor.~~

The objectives of ~~the formal performance review process~~ One-on-Ones are to:

- ~~• Ensure each employee understands the essential functions as outlined within their job description;~~
- ~~• Ensure each employee knows how they are performing against the essential functions as outlined within their job description;~~
- Review and discuss progress of assigned projects and workload;
- Prioritize projects;
- Set goals and discuss expectations;
- ~~• Determine how well CBRL is assisting with the employee's work performance and objectives;~~
- Ensure effective communication between the supervisor and employee;
- Share important information;
- Provide feedback on performance; and
- Coach on any issues that need to be addressed.
- ~~• Provide a consistent, objective, and fair method for compensation decisions;~~
- ~~• Provide a formal setting for career planning; and,~~
- ~~• Provide a permanent record of employee performance and organizational contributions.~~

~~Employees should receive frequent informal feedback from their supervisor regarding their performance.~~ This is the most critical tool in managing day to day performance of Port staff and in guiding the Port's overall performance of its mission.

### **B. GOAL – FORM DESIRABLE BEHAVIORS**

The goal of the ~~employee performance review~~ One-on-One process is to establish a pattern of expected work performance and habits. The review process gives employees and supervisors an opportunity to identify and discuss outcomes, review and establish goals, reward or acknowledge good performance, create incentives, and to discuss and correct undesirable behavior or activity and/or substandard work performance.

C. REVIEW ONE-ON-ONE PROCESS

~~Human Resources administers the Performance Review process. Formal reviews shall be completed at least annually around the employee's anniversary date of hire. Less formal quarterly updates should be completed in between in accordance with the guidelines and instructions set forth below. Employees and supervisors are required to sign the completed performance review forms. All performance reviews will be approved by the supervisor of the one performing the review, then reviewed by the Chief Financial and Administrative Officer (CFAO) before being placed in the employee's personnel file. Employees will be provided with a copy of performance reviews.~~

~~The Chief Executive Officer (CEO) shall be evaluated by the Board of Commissioners based upon the consensus of the Board.~~

One-on-Ones should be scheduled regularly and consistently. Action items, goals, important dialogue, decisions, and coaching shall be documented by the Manager and be kept in a Management Documentation folder separate from the employee's personnel file.

~~In addition to all other duties assigned, managers and supervising personnel will also be evaluated by the extent to which quality performance reviews are performed in a timely manner.~~

~~A supplemental performance review may be completed on any occasion deemed appropriate by a supervisor to clarify performance deficiencies and goals or plans for improvement.~~

Both employees and supervisors are expected to equally participate in the ~~employee's performance review process~~One-on-One. In addition, Eemployees are encouraged to:

- Inquire about their performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist in improving skills or qualifying for a promotion or lateral transfer.

~~Performance reviews may serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions and retention.~~

The Chief Executive Officer (CEO) shall be evaluated by the Board of Commissioners based upon the consensus of the Board.

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

**DATE:** January 14, 2019

**PROJECT TITLE:** 2019Res02 - Port Policy Manual Section 12.5: Community Giving

**ACTION REQUESTED:** Approve Resolution 2019Res02 Adopting Port Policy Manual Section 12.5: Community Giving

**BACKGROUND:**

Each year, the Port of Coos Bay budgets funds for Community Giving in the form of scholarships, community events, and donations to support the Port's mission of promoting sustainable development that enhances the economy of Southwest Oregon and the State.

To oversee the budgeted funds for donations, the Port has created a Community Giving Committee comprised of Port Staff. The Committee will develop donation and scholarship recipient criteria, review and evaluate donation and scholarship requests, and recommend donation and scholarship recipients. The Committee also created a Community Giving policy and process, establishing the guidelines of the committee and the donation request process.

Port's legal counsel has reviewed the proposed policy before being presented to the Port Commission. The draft policy and internal process are included within the packet following this backgrounder.

**RECOMMENDED MOTION:**

Approve Resolution 2019Res02 adopting Port Policy Manual Section 12.5: Community Giving.

**RESOLUTION 2019Res02**

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

**RESOLUTION ADOPTING PORT POLICY MANUAL CHAPTER 12: FINANCIAL  
MANAGEMENT SECTION 12.5: COMMUNITY GIVING**

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

**WHEREAS**, each year, the Port of Coos Bay budgets funds for Community Giving in the form of scholarships, community events, and donations to support the Port’s mission of promoting sustainable development that enhances the economy of Southwest Oregon and the State, and

**WHEREAS**, the Port has created a Community Giving Committee comprised of Port Staff to develop donation and scholarship recipient criteria, review and evaluate donation and scholarship requests, and recommend donation and scholarship recipients, and

**WHEREAS**, the Committee also created a Community Giving policy and process, establishing the guidelines of the committee and the donation request process, and

**WHEREAS**, the policy has been reviewed by the Port’s legal counsel before being presented to the Port Commission.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts the amendments to Chapter 12: Financial Management Section 12.5: Community Donations of the Port’s Policy Manual, identified as Exhibit A, attached hereto and incorporated herein by reference.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 22<sup>nd</sup> day of January, 2019.

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David Kronsteiner, President

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Eric Farm, Vice President

## **POLICY 12.5            COMMUNITY GIVING**

### **A.     POLICY**

The Oregon International Port of Coos Bay may budget funds for Community Giving in the form of scholarships, community events, and donations that support the Port's mission of promoting sustainable development that enhances the economy of Southwest Oregon and the State.

### **B.     COMMUNITY GIVING COMMITTEE**

The Port will create a Community Giving Committee, comprised of Port Staff, to establish an annual budget, develop donation and scholarship recipient criteria, review and evaluate donation and scholarship requests, and recommend donation and scholarship recipients. The Committee will meet on a quarterly basis to review and evaluate donation and scholarship requests and develop a recommendation for the Chief Executive Officer's approval. All approved donation requests will be brought to the Commission as a Consent item. Scholarship recipients will be presented with their scholarships at a Commission meeting.



### Overview of Community Giving

The Port may budget funds for Community Giving in the form of scholarships, community events, and donations that support the Port's mission of promoting sustainable development that enhances the economy of Southwest Oregon and the State.

### Community Giving Committee

The Port will create a Community Giving Committee comprised of Port Staff to establish an annual budget, develop donation and scholarship recipient criteria, review and evaluate donation and scholarship requests, and recommend donation and scholarship recipients.

The Community Giving Committee will meet on the following quarterly schedule to review and evaluate donation and scholarship requests and develop a recommendation for the Chief Executive Officer's approval:

- First week of November (community requests)
- First week of March (community requests and scholarship recipient selection)
- First week of June (community requests)
- First week of September (community requests)

### Community Events / Donations

- The Community Giving Committee will aim to identify appropriate events or projects equating to roughly 25% of the budget amount for this category, however, if there are not appropriate applications, the group does not have to make a recommendation. If there are multiple applications that are appropriate and qualified, the group may recommend to allocate more than 25% of the budgeted amount, but no more than 40%.
- Instructions for how to request a donation from the Port will be placed on the website
  - Format for request: one-page letter request
  - Applicants must provide a description of their event or project, amount requested and total project/event budget, how their event ties into the Port's mission and/or one of the six guiding principles, and how the Port will be recognized for our donation.
- All approved donation requests will be brought to the Commission as a Consent item.

### Scholarships

- Two scholarships given each year (\$500 each), with application period starting in February/March and closing in May. Applicant awards announced by the end of May.
- Application form and brief writeup about the scholarship are posted on the Port's website for applicants to access
- Scholarship Recipients Criteria:
  - High school seniors
  - Live or go to school within the Port district
  - Seeking advanced education (trade school, community college, or university in Oregon)
  - Special consideration given to students seeking trades or skills related to the maritime, trade and logistics, or rail industries
- External Communications:
  - Staff will reach out to guidance counsellors at each High School
  - Social media blast
  - Website
  - Press Release
- Scholarship recipients will be presented with their scholarships at a Commission meeting.



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

**DATE:** January 14, 2019

**PROJECT TITLE:** Representative Peter DeFazio District Office Sublease  
Renewal

**ACTION REQUESTED:** Consent to renew Sub Lease Agreement with Representative  
Peter DeFazio for District Office Space

**BACKGROUND:**

The Port's sublease agreement with Representative Peter DeFazio expired on January 2, 2019. Port staff worked with Representative DeFazio's district office staff to begin the process of completing a new sublease agreement for the 2019-2021 biennium. The Port subleases approximately 200 square feet of office space to Representative DeFazio for use as a District Office. The renewed lease has a two-year term and will expire on January 2, 2021. The Port has provided office space for Representative DeFazio's district office since 1997. Terms and conditions of the renewed lease are consistent with the most recent executed lease for the space.

**RECOMMENDED MOTION:**

Approve a renewed sub lease agreement with Representative Peter DeFazio for office space located at 125 Central Avenue, Suite 350 for use as a district office.

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

**DATE:** January 14, 2019

**PROJECT TITLE:** Negotiate and Execute a Contract for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project

**ACTION REQUESTED:** Authorization for Chief Executive Officer John Burns to Negotiate and Execute a Contract for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project.

**BACKGROUND:**

Under previous Commission authorization, Port staff solicited proposals for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project. The work will improve the drainage and extend the life of tunnels 15, 17, 18, 19, 20 and 21. The project will be funded by state and federal grants.

A Request for Proposals (RFP) for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project was originally submitted via two pre-qualified contractors on November 17, 2018 with the deadline for proposals as January 11, 2019. Both of the two pre-qualified contractors submitted proposals by the due date. Both proposals were opened January 11, 2019 and full bid prices were read aloud. The initial bid results are listed in the table below:

<b>Firm Name</b>	<b>Total Price</b>
Stacy and Witbeck	\$20,616,695
Strider Construction	\$17,149,980

The lowest price proposal is being reviewed for responsiveness to the ITB. A copy of Strider Construction Company proposal is available to the Commission for review.

Strider Construction Company is a full-service heavy civil project contractor with over 30 years of experience specializing in Roadway and Underground Utilities work. Strider Construction is using Railworks Track Systems, Inc. as a subcontractor to perform the new rail installation. The proposed price includes drainage repairs to tunnels 15, 17, 18, 19, 20 and 21 on the Coos Bay Rail Line.

Port procurement rule 4.5 states the Port Commission, acting in its role as the Local Contract Review Board, may award a contract for services by competitive sealed bids. Port staff requests the Commission authorize execution of a contract with Strider Construction Company for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project for the total price of \$17,149,980.00 pending final review.

**RECOMMENDED MOTION:**

Authorize Chief Executive Officer John Burns to negotiate and execute a contract with Strider Construction Company for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project in the amount of \$17,149,980.00.

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

**DATE:** January 14, 2019

**PROJECT TITLE:** 2019Res03: Emergency Repairs to Track at Milepost 734.48 on the Coos Bay Rail Line in November 2018

**ACTION REQUESTED:** Adoption of resolution 2019Res03 ratifying the Declaration of Emergency for necessary repairs to track at milepost 734.48 on the Coos Bay Rail Line in November 2018.

**BACKGROUND:**

The rail bed on the north end of, and inside, tunnel 18 at about MP-734.48 currently has a 5 MPH slow order placed on it due to poor track conditions. On Tuesday, November 13, 2018 the CBRL Track Inspector determined that the track condition had deteriorated to a point where the train had a high probability of a derailment. The Track Inspector has placed this repair item at the top of his list, however the magnitude and location of the repair is outside the capability of CBRL staff. CBRL staff indicated an immediate repair of the identified condition was necessary to maintain safe continued rail service on the line. Port/CBRL staff immediately began work to clarify and confirm the scope of work necessary to affect the required repairs, and the time required to bring the track back into service.

Port/CBRL Staff believe continued use of the degraded track has a high probability of a derailment which is a threat to property, rail service, welfare and safety; and a risk of injury to Contract Maintenance and Operations staff. If the identified conditions are not repaired urgently, a rail service shutdown will be required, as it will be unsafe to operate trains on this section of track.

On Thursday, November 15, 2018, Port staff contacted H&S Construction Railroad & Salvage. H&S Construction has the experience working within the CBRL tunnels, the equipment and schedule availability necessary to complete the repairs. Port staff reviewed H&S Construction's estimated cost and schedule for the identified work to ensure the contract with H&S Construction will be the most-timely and cost-effective means to address the emergency repairs on the track at milepost 734.48 inside tunnel 18.

On Friday, November 30, 2018, H&S Construction began work. On December 2, 2018, all emergency work operations were completed. The line was returned to service on December 2, 2018, with cars delivered to Roseburg Forest Products.

Total project costs were \$21,400. Port cost share for the project is expected to be between \$4,000 and \$6,000 and will be funded from the Rail Department General Fund repairs and maintenance budget. On Friday, November 16, 2018 Port Chief Executive Officer John Burns signed the Declaration of Emergency for the necessary repairs to the track at milepost 734.48.

Port Procurement Rule 6.4.6 allows the Chief Executive Officer or his designee to award emergency contracts up to \$200,000 in value and requires a Commission Resolution to ratify the Declaration of Emergency at its next regularly scheduled meeting or as soon as practical.

**RECOMMENDED MOTION:**

Adopt resolution 2019Res03 ratifying the Declaration of Emergency by CEO John Burns, including the execution of a contract with Coos Bay Rail Line, Inc and H&S Construction Railroad and Salvage to effect emergency repairs to track at milepost 734.48 on the Coos Bay Rail Line in November 2018.

**RESOLUTION 2019Res03**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
OREGON INTERNATIONAL PORT OF COOS BAY  
ACTING IN ITS CAPACITY AS ITS OWN LOCAL CONTRACT REVIEW BOARD  
RATIFYING THE DECLARATION OF AN EMERGENCY BY PORT STAFF  
FOR REPAIRS TO THE COOS BAY RAIL LINE TRACK AT MILEPOST 734.48**

**WHEREAS**, the Board of Commissioners of the Oregon International Port of Coos Bay (hereinafter “Port”), pursuant to ORS 279A.060 is the Local Contract Review Board (hereinafter LCRB) for the Oregon International Port of Coos Bay; and

**WHEREAS**, the LCRB on June 16, 2005 adopted Permanent Public Contracting Rules and Rules of Procedure for Public Contracting for the Oregon International Port of Coos Bay; and

**WHEREAS**, the Chief Executive Officer of the Port or his designee has authority under ORS 279C.320, ORS 279B.080, and Sections 4.6 and 8.3 of its local public contracting rules to declare the existence of an emergency and authorize entry into emergency public improvement contracts in an amount up to \$200,000.00; and

**WHEREAS**, in making the findings required by ORS 279B.080 and OAR 137-049-0150 the Chief Executive Officer of the Port may consider the circumstances creating the Emergency and the anticipated harm from failure to enter into Emergency Repair Contracts and such other factors as may be deemed appropriate; and

**WHEREAS**, the Board of Commissioners of the Oregon International Port of Coos Bay, acting in its capacity as its own LCRB, has determined that emergency circumstances existed which required the Port to promptly execute a contract for immediate repairs to the Coos Bay Rail Line (hereinafter CBRL) track at Milepost 734.48.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The recitals above are true and accurate and are incorporated herein by this reference.
2. The findings contained in the Declaration of Emergency by Port Chief Executive Officer John Burns, identified as Exhibit “A” to this resolution, attached hereto and incorporated herein by this reference, documenting the nature of the emergency and describing the methods used by the Port for the solicitation of contractors for the identified repairs to CBRL track at MP 734.48, are hereby adopted and ratified by the LCRB for the Oregon International Port of Coos Bay.
3. Based upon the contents of Exhibit “A”, the LCRB hereby ratifies the declaration of an emergency by the Chief Executive Officer of the Port and further authorizes and/or ratifies the Chief Executive Officer’s award of a contract by Sole Source for emergency repairs to CBRL track at MP 734.48.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 22nd day of January 2019.

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David Kronsteiner, President

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Eric Farm, Vice President

**DECLARATION OF EMERGENCY CIRCUMSTANCES  
REGARDING THE SOLE SOURCE EMERGENCY REPAIRS TO COOS BAY RAIL  
LINE TUNNEL 18 TRACK AT ABOUT MILEPOST 734.48  
BY COOS BAY RAIL LINE, INC.**

RECITALS

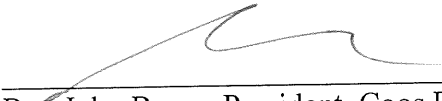
1. Coos Bay Rail Line, Inc. (CBRL) is a nonprofit corporation and 100% wholly owned subsidiary of the Oregon International Port of Coos Bay (Port).
2. The Port owns the Coos Bay rail line, which is a railroad with rail lines from Eugene, Oregon to Coquille, Oregon. Coos Bay Railroad Operating Company, LLC, doing business as Coos Bay Rail Link (“CBR”) has provided rail service on the rail line for the Port since September 2011.
3. On September 14, 2018, CBR gave notice of intent to end operations effective October 31, 2018. The Port will begin operations on November 1, 2018 as Coos Bay Rail Line, Inc. (“CBRL”).
4. The rail bed on the north end of and inside tunnel 18 about MP-734.48 currently has a 5 MPH slow order placed on it due to poor tack conditions. On Tuesday November 13, 2018 the CBRL Track Inspector determined that the track condition had deteriorated to a point where the train had a high probability of a derailment. The Track Inspector has placed this repair item at the top of his list, however the magnitude and location of the repair is outside the capability of CBRL staff. CBRL staff indicated an immediate repair of the identified condition was necessary to maintain safe continued rail service on the line. Port/CBRL staff immediately began work to clarify and confirm the scope of work necessary to affect the required repairs, and the time required to bring the track back into service.
5. Port/CBRL Staff believe continued use of the degraded track has a high probability of a derailment which is a threat to property, rail service, welfare and safety; a risk of injury to Contract Maintenance and Operations staff. If the identified conditions are not repaired urgently, a rail service shutdown will be required, as it will be unsafe to operate trains on this section of track.
6. On Thursday, November 15th, 2018, Port staff contacted H&S Construction Railroad & Salvage. H&S Construction has the experience working within the CBRL tunnels, the equipment and schedule availability necessary to complete the repairs. H&S Construction will develop a cost estimate for the identified scope of work and will initiate repairs on the track repair. Port staff will review H&S Construction’s estimated cost and schedule for the identified work to ensure the contract with H&S Construction will be the most-timely and cost-effective means to address the emergency repairs on the track at milepost 735 inside tunnel 18, current work window scheduled for weekend of November 30-December 2, 2018.
7. Port staff has determined it is in the public’s best interest to sole source H&S Construction Railroad & Salvage (H&S) track repair services, pursuant to ORS 279B.075, based on the following:
  - a. There is a limited timeline to make repairs due to the high probability of a derailment,
  - b. H&S staff are already trained and familiar with the CBRL track and structure system, which is necessary for safe and continued rail operations, and
  - c. H&S is an industry rail contractor performing similar track work for Class 1 and shortline railroads in the State of Oregon and to track on the national railroad network.

Therefore, pursuant to ORS 279B.080:

1. I find the above recitals are true and accurate and are incorporated herein by this reference.
2. I declare an emergency exists that requires the Port to initiate sole source procurement.
3. I hereby authorize Port staff to initiate sole source procurement of H&S Construction Railroad & Salvage to complete the necessary track repair work.

This declaration shall be placed before the Board of Directors for ratification by Resolution at its next regularly scheduled meeting.

Executed, November 16, 2018

  
\_\_\_\_\_  
By: John Burns, President, Coos Bay Rail Line, Inc.

**H & S CONSTRUCTION • RAILROAD and SALVAGE**

3588 Carnes Road • Roseburg, Oregon 97471

Phone: (541) 679-4858 Cell: (541) 643-5815

Registry No. 758459-83 - Federal I.D. No. 93-1000890 - Insured

**PROPOSAL AND ACCEPTANCE**

PROPOSAL SUBMITTED TO <i>International Port of Coos Bay,</i>	Patrick Kerr - Cell# 541 294 6075	PHONE Office 267-7678 Fax 269-1475	DATE <i>NOV-16-2018</i>
STREET <i>125 Central Avenue Suite# 300</i>		JOB NAME <i>Ties. + surface,</i>	
CITY, STATE AND ZIP CODE <i>Coos Bay Ore 97420</i>		JOB LOCATION <i>Tunnel 18</i>	
ARCHITECT	DATE OF PLANS	Email: PKerr@PortOfCoosBay.com	JOB PHONE

We hereby submit specifications and estimates for:

*Install cross ties. + haul ties.  
Repair joints,  
Surface track,  
Clean mud.*

*Day rate 4 men + machines per day # 5550.00  
"App" 3 Days.  
Mob + Demob. # 4750.00*

*Ties + rock supplied by others.*

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: \_\_\_\_\_ dollars (\$ \_\_\_\_\_ ).

Payment to be made as follows: \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature *Melvin Sheets*

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_



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

**DATE:** January 14, 2019

**PROJECT TITLE:** Change Order 1 to Stantec Consulting Task Order 26 – Reedsport Bridge Stabilization Plan Engineering and Monitoring at MP 740.84

**ACTION REQUESTED:** Authorization for Chief Executive Officer John Burns to execute Change Order 1 to Stantec Consulting Services, Inc. Task Order 26 in the amount of \$81,000.

**BACKGROUND:**

In April 2018, the Port Commission authorized Stantec Task Order 26, Reedsport Bridge (MP740.84) Stabilization Plan Engineering and Monitoring Project, to monitor, develop a repair plan, provide construction management, and provide post construction monitoring for this bridge, including general tasks or requests to accomplish administrative assignments that did not warrant independent task orders for the not to exceed fee of \$107,170.

Stantec designed a repair plan that went out to bid. Due to the higher than anticipated cost of the bids received, the Port canceled the project. The Port decided to “Sole Source” the repair and asked Stantec to work with the Contractor’s suggestions to redesign the repair, perform PDA pile testing, continue the monitoring of the bridge, and to provide construction management support throughout the remainder of the project.

Staff requests the Port Commission authorize Change Order 1 for Stantec Task Order 26 for an additional not to exceed amount of \$81,000.

The requested change order amount exceeds the 25% cumulative total amendment threshold allowed by Port Procurement rule 5.2.3, and therefore requires Commission authorization.

**RECOMMENDED MOTION:**

Authorize Chief Executive Officer John Burns to execute Change Order 1 to Stantec Consulting Services, Inc. Task Order 26 for Stabilization Plan Engineering and Monitoring on the Reedsport Bridge at MP 740.84 for the additional not to exceed amount of \$81,000.

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

**DATE:** January 14, 2019

**PROJECT TITLE:** Change Order 1 to Stantec Consulting Task Order 28 –  
Emergency Repair Plan Engineering for Coos Bay  
Swingspan Bridge at MP 763.55

**ACTION REQUESTED:** Authorization for Chief Executive Officer John Burns to  
execute Change Order 1 to Stantec Consulting Services, Inc.  
Task Order 28 in the amount of \$170,000.

**BACKGROUND:**

In May 2018, the Port Commission authorized Stantec Task Order 28, Repair Plan Engineering for Emergency Repairs to the Coos Bay Rail Line Bridge at MP 763.55, to develop a repair plan, provide construction management, support contractor selection, provide environmental permitting, and provide non-destructive testing (NDT) of the pins and eye bars, including general tasks or requests to accomplish administrative assignments that did not warrant independent task orders for the not to exceed fee of \$172,000.

After the initial repair plan went out to bid, it was determined to authorize Koppers Railroad Structures to perform the repairs. Koppers offered an alternative solution that did not require the replacement of the pins and eye bars, but would require additional NDT, a second more detailed inspection of the two truss components (requiring a safety boat), all of which extended the duration to approximately 10 months.

Staff requests the Port Commission authorize Change Order 1 for Stantec Task Order 28 for an additional not to exceed amount of \$170,000.

The requested change order amount exceeds the 25% cumulative total amendment threshold allowed by Port Procurement rule 5.2.3, and therefore requires Commission authorization.

**RECOMMENDED MOTION:**

Authorize Chief Executive Officer John Burns to execute Change Order 1 to Stantec Consulting Services, Inc. Task Order 28 for emergency repair plan engineering for the Coos Bay Swingspan Bridge at MP 763.55 for the additional not to exceed amount of \$170,000.

**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 / 2015 - 2018**

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

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

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 2018 are as follows:

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

\*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 71 days of injury-free as of January 10, 2019!**