



M E M O R A N D U M

TO: Interested Parties  
FROM: David Kronsteiner, President  
DATE: February 10, 2020  
SUBJECT: Port of Coos Bay Commission Meeting Notice

---

---

The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold its Regular Commission Meeting at **6:30 p.m., Tuesday, February 18, 2020**, 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, February 18, 2020, immediately after the Commission Meeting**, in the Port’s Commission Chambers, located at 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420, as authorized under ORS 192.660(2), to:

- (d) conduct deliberations with person designated by the governing body to carry on labor negotiations;
- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (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, February 18, 2020**

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

**T E N T A T I V E   A G E N D A**

**1. CALL MEETING TO ORDER**

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

A. SWOCC Health & Science Building Update.....Elise Hamner, SWOCC Foundation

**3. PUBLIC COMMENT**

**4. CONSENT ITEMS**

**Page**

A. Approval of January 21, 2020 Regular Commission Meeting Minutes ..... 4  
B. Approval of January Invoices..... 10  
C. Approval of January Contracts Awarded ..... 11  
D. Approval of Community Giving Donations ..... 12

**5. MANAGEMENT REPORTS**

**Page**

A. Administration..... 14  
B. Finance ..... 15  
C. Commercial / External Affairs / Marketing..... 41  
D. Infrastructure Support Services ..... 43  
E. Port Operations..... 46  
F. Charleston Operations ..... 48  
G. Railroad Operations..... 50

**6. ACTION ITEMS**

**Page**

A. Charleston Advisory Committee Member Reappointments..... Brandon Collura, 53  
B. Vacation of Alley Way..... Lanelle Comstock, 55  
C. Appointment of FY 2020/21 Budget Officer ..... John Burns, 64  
D. Bay Area Enterprise Zone Agreement Revisions..... John Burns, 65  
E. Lease Agreements – North Spit Transload Facility..... John Burns, 100

**7. OTHER**

**8. INFORMATION ITEMS**

**Page**

A. Coos Bay Rail Revenue Car Loads – January 2020 ..... 103  
B. DRAFT Charleston Advisory Committee Meeting Minutes January 15, 2020..... 104  
C. Digital Communications Analysis 2019..... 110  
D. 2020/21 Budget Planning Calendars ..... 112

**9. COMMISSION COMMENTS**

**10. NEXT MEETING DATE** – Monday, March 16, 2020, 6:30pm

**11. RECESS TO EXECUTIVE SESSION**

**12. ADJOURN**

# Consent Items

**DRAFT**  
**OREGON INTERNATIONAL PORT OF COOS BAY**  
**Coos Bay, Oregon**  
**REGULAR COMMISSION MEETING**  
**6:30 p.m., Tuesday, January 21, 2020**

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

**ATTENDANCE**

**Commission:**

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

**Staff:**

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Mike Dunning, Director of Maritime Operations; Patrick Kerr, Director of Rail Operations; Megan Richardson, Director of Finance; Brandon Collura, Charleston Harbormaster; Margaret Barber, Director of External Affairs; Jake Jacobs, Director of Infrastructure Support Services; and Mike Stebbins, Port Legal Counsel.

**Media & Guests:**

Maeora Mosieur, Tribal One; Amanda McCleary-Moore, Moss Adams; Melissa McMahon, Moss Adams; Curtis Green, Russell's Marine Fuel & Supply; and Jeni Green.

**1. CALL MEETING TO ORDER**

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

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

A. Act of Bravery Recognition: Curtis Green, Russell's Marine Fuel & Supply

President Kronsteiner recognized Curtis Green for his recent act of bravery. On December 26, 2019, Mr. Green acted selflessly to rescue the crew of the F/V Darean Rose. It is an amazing story how he saw the people in the water who were trapped as the vessel capsized. He jumped in the water and swam to the boat, attempting to break the window with a hammer, then eventually using his fist to break the window and complete the rescue. President Kronsteiner presented Mr. Green, on behalf of the Port of Coos Bay and the community of Charleston, with a plaque honoring Mr. Green's act of bravery. The community is grateful for Mr. Green, and his bravery and perseverance.

B. Annual Financial Report for 2018/19: Amanda McCleary-Moore, Moss Adams

Megan Richardson introduced Amanda McCleary-Moore and Melissa McMahon of Moss Adams, to present the annual financial report for the fiscal year 2018/19.

Ms. McMahon began by reviewing the agenda items for discussion, including the services provided, audit areas, reports, communications and new standards.

Audit of the Port financial statements was performed in accordance with generally accepted audit standards (GAAS) and generally accepted government audit standards (GAGAS). This included the addition of the new blended component this year, the Coos Bay Rail Line, Inc. Compliance testing and reporting was conducted, as required under the Oregon Minimum Audit Standards. Also new this year, a single audit was performed as required for the Fastlane grant under uniform guidance. Reports to conclude the audit were prepared, along with all required communications.

Critical audit areas tested included internal controls. A visit was conducted in April to oversee internal controls to ensure the processes in place were working well. Other critical areas include investments, revenues and receivables, capital assets, etc. Most of these items were tested through confirmations with details and analytical procedures. Good coverage was achieved in all areas.

The Oregon Minimum Standards are a different type of testing, focused on budget and contract testing. The Federal Grants compliance portion of the audit was new this year; this is due to spending over a certain threshold. Activity related to the Fastlane was tested to ensure all requirements were met.

Ms. McCleary-Moore spoke of the reports issued after completing testing for internal controls, confirmations, transactions, and year-end. Included within the bound financial statements provided to Commissioners are copies of the four reports issued. The first is the report of the financial statements. As auditors, Moss Adams determines whether the financial statements of the Port are materially correct in accordance with the generally accepted accounting principles for governments. The Port has received clean unmodified opinions in the past, and this is a great achievement. Again, this year's opinion is that the Port's financial statements are clean or unmodified.

The first two reports are the same as issued last year, and the second report is due to additional levels of compliance for Oregon municipalities. The state requires the audit of procurement, contracts, and budget laws. Certain items are tested with respect to those requirements. Based on that testing, there was one item called out in the report. There were four instances of non-compliance, related to budgetary over expenditures on four line items within the general fund. This can be common with audit, due to accruals at year-end despite good controls in place during the year. It is good practice to monitor expenses, especially at year-end.

The next two reports presented are new this year. This includes a single audit, due to spending federal award money of more than \$750,000. That threshold triggers the additional audit, with additional governmental auditing standards related to the Fastlane grant. The first report issued is the GAGAS report, reporting of non-compliance with laws and regulations, or any findings with internal controls. If a significant deficiency is found during audit, such as internal controls not being in place, that would be included in the report. At the next level of reporting is a material weakness, such as when a control is not in place that could lead to a material error in the financial statements. There were no instances of non-compliance or any control deficiencies found.

The last report is related to the compliance with the Fastlane grant. Auditors read the grant agreement, then consult with federal guidelines and requirements for testing. One of the items checked is the allowable costs; money is granted for a specific purpose and auditors must ensure this is what the money was spent on. Procurement rules are checked, as well as reporting, and compliance testing is

performed. Any areas of non-compliance are identified and evaluated. For reporting to occur, it would need to be identified that an internal control was not in place and that identified non-compliance item was likely to continue. There was nothing found to report. After not having a single audit for a number of years, this is a testament to the fact that the Port communicated to auditors, was aware of compliance testing requirements, and was able to put a good plan in place to ensure compliance. Within the report, there is information about internal controls related to the compliance testing.

Overall, the financial statement reporting was very good. Ms. McCleary-Moore asked if there were any questions.

In addition to the reports previously discussed, management is provided with two additional reports. The first is the Communications to Those Charged with Governance. This letter outlines the auditors responsibilities, which is to design the audit to detect whether the financial statements are materially correct. This letter also identifies the planned scope and timing, and whether that timeline was met. There was nothing to report. Changes in the scope from last year were known ahead of time and communicated well. There are notes included in the governance letter related to significant accounting policies, including Note 1, GASB 83 and GASB 88. There were no significant changes this year, other than implementing two new accounting standards related to asset retired obligations and debt disclosures.

During the audit process if items are found, then a proposed adjustment is made. There were four audit adjustments included in the report, and one uncorrected adjustment. There are two different accounting standards followed for budgetary basis. The basis of accounting is different than what is reported in the financial statements. For instance, a loan comes in and is recorded as revenue for a budgetary basis. Then for full accrual, it is a loan payable on the financial statement. Two of the adjustments were related to these standards and entries that had not been made yet. Another adjustment made was related to property tax revenue. Auditors noticed the issue, and management made the necessary adjustment. The last adjustment was related to accrued liability for construction costs on the tunnels. These adjustments were not material and did not rise to the level of being a significant deficiency or material weakness. There was one uncorrected adjustment found at the end of the audit. Standard audit procedures include a letter to attorneys for the Port, to ascertain the probability of legal action that could result in financial liability. One of the questions asked of the attorneys is the amount of legal fees owed. While there was nothing noted as contingent liability, there are some accrued legal fees. These fees owed do not affect the audit opinion but do need to be noted.

The audit observations are included within the management letter regarding best practices and recommendations. There were no disagreements or difficulties with management. This would be communicated if necessary. There were a few areas of late adjustments, and auditors recommend a checklist to ensure everything is reported and accrued in time.

Looking ahead to future accounting standards that will require implementation, the one that will most effect the Port is related to the reporting of leases. Up to this point, anything considered an operating lease was paid and recorded as an expense. In the future, all leases will be included on the balance sheet as an asset to amortize with a liability to pay down. This will become effective for the June 30, 2021 fiscal year. Another changing standard is GASB Statement 89, related to accounting for interest costs incurred before the end of a contract period. Previously, interest on projects was capitalized and this standard eliminates that.

Ms. McCleary-Moore concluded the financial statement presentation. President Kronsteiner thanked finance staff and Moss Adams for their work on this fine report.

**3. PUBLIC COMMENT**

**4. CONSENT ITEMS**

- A. Approval of December 16, 2019 Regular Commission Meeting Minutes
- B. Approval of December 23, 2019 Emergency Commission Meeting Minutes
- C. Approval of December Invoices
- D. Approval of December Contracts Awarded

Upon a motion by Commissioner Martin (second by Commissioner Farm), the Board of Commissioners voted to approve the December 16, 2019 Regular Commission Meeting Minutes, the December 23, 2019 Emergency Commission Meeting Minutes, December Invoices and December Contracts Awarded. **Motion Passed.**

**5. MANAGEMENT REPORTS**

Management Reports were included within the Meeting Packet.

The Accounting and Finance Department management report and monthly financial reports were not available at the time of publication of the meeting packet. These were provided before the January Commission meeting and will be included within February's meeting packet.

**6. ACTION ITEMS/REPORTS**

**A. Annual Financial Report for Fiscal Year 2018/19**

Moss Adams has completed the annual financial report on behalf of the Oregon International Port of Coos Bay for fiscal year ending June 30, 2019.

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.

Ms. Amanda McCleary-Moore of Moss Adams attended this Commission meeting and presented the audit report. A copy of the audit report was provided to Commissioners for review.

Upon a motion by Commissioner Garcia (second by Commissioner Hanson), the Board of Commissioners motioned to approve the annual financial report for Fiscal Year 2018/19. **Motion Passed.**

**B. Assignment of Track Miles for 45G Tax Credit**

Port staff has worked with Mickelson & Company in the past to arrange assignment of the Port's Section 45G tax credit on behalf of its 151 track miles of rail line to a third-party Class II railroad for allowable track mile maintenance tax credits. Mickelson & Company has again proposed to enter into an assignment agreement with the Port for the 2019 tax year.

The Short Line Railroad Rehabilitation and Investment Act of 2013, Section 45G of the Internal Revenue Code, created an incentive for the private sector to invest in rail infrastructure by providing a tax credit of 50 cents for every dollar a railroad spends on track improvements. The credit is based on a track mile formula and is limited to \$3,500 per mile of rail line owned, leased or assigned by Class II or Class III railroads at the end of the railroad's taxable year. Efforts to make the tax credit permanent have not yet succeeded, and the 45G tax credit had been repeatedly extended through December 31, 2022.

For 2019, Mickelson & Company has proposed to assign 151 track miles at a rate of \$2,100 per mile, or \$317,100 total. Mickelson & Company's fee for the 2019 assignation is covered by the current Professional Services agreement we have in place, and will be \$138 per mile, for a total fee of \$20,838. Total revenue to be realized for this assignation will be \$296,262. Funds from these assignations were typically deposited in the Port's General Fund to offset emergency repairs, overhead, and other expenses related to the Port's ownership of the rail line.

Commissioner Garcia asked for clarification on the revenue cleared after expenses. John Burns stated it is close to \$300,000 for each tax year. Commissioner Martin asked if that money is designated for track repair or added to the general fund. Mr. Burns stated it is recorded as revenue in the general fund.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to approve an agreement to assign track miles for the purpose of receiving tax credit revenue under Section 45G of the Internal Revenue Code including signature authority for the Port Chief Executive Officer John Burns to execute the document. **Motion Passed.**

**7. OTHER**

**8. COMMISSION COMMENTS**

**9. NEXT MEETING DATE – Tuesday, February 18, 2020 at 6:30 p.m.**

**10. ADJOURN**

President Kronsteiner adjourned the meeting at 7:04 p.m. and entered into Executive Session to:

(b) consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or hear complaints or charges brought against such a person if that person does not request an open hearing;



- (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.



M E M O R A N D U M

**To:** John Burns, Chief Executive Officer  
**From:** Mary Green, Accounting Clerk  
**Date:** February 10, 2020  
**Subject:** Invoices Paid for Commission Approval through January 2020

---

A/P checks issued per NetSuite financial system	684,946.63
Payroll disbursement per Umpqua Bank statement	152,843.79
Misc electronic disbursements per Umpqua Bank statement	1,451,226.18
<b>Total Disbursements</b>	<b><u>\$ 2,289,016.60</u></b>



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Megan Richardson, Accounting Manager

DATE: February 10, 2020

SUBJECT: January Contracts Awarded

The following are bids that were awarded, and contracts authorized and signed by the Chief Executive Officer during the month of January. 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>
Scott Partney Construction	On Call Bridge Repair Section #1 - MP 650-687	\$150,000.00
Scott Partney Construction	On Call Bridge Repair Section #2 - MP 687-725	\$150,000.00
Scott Partney Construction	On Call Bridge Repair Section #3 - MP 725-763	\$150,000.00
<b>Total Contracts Awarded for this period:</b>		\$450,000.00



M E M O R A N D U M

TO: John Burns, Chief Executive Officer  
FROM: Community Giving Committee  
DATE: February 10, 2020  
SUBJECT: Community Giving Recommendation

---

In January 2019, the Board of Commissioners approved Resolution 2019Res02, adopting the Port Policy Manual Section 12.5: Community Giving. 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.

Community giving donation requests and event sponsorships are reviewed on a quarterly basis and awarded as budget funds allow. The Community Giving Committee makes the following recommendation, to be included in the appropriate fiscal year budget:

<b>Community Giving Donations</b>	<b>Amount</b>
<b>Charleston Merchants Association Crab Feed</b>	<b>\$100</b>
<b>Coos Bay Coast League</b>	<b>\$400</b>
<b>South Coast Food Share</b>	<b>\$250</b>
<b>Total:</b>	<b>\$750</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: February 10, 2020  
SUBJECT: Administrative Services Management Report

---

**Upcoming Scheduled Meetings and Events:**

- President's Day – Offices Closed: Monday, February 17, 2020
- February Commission Meeting: Tuesday, February 18, 2020

**Ice Plant Project:** With our top priority project to rebuild the ice house, much time is being spent on the planning, contracting, and insurance administration of the destruction and disposal of the fire damage and existing dock, and the rebuild of the dock and ice plant. Time is of the essence to continue operations as expeditiously as possible for the Charleston fishing fleet.

**Regularly Scheduled Port Commission Meetings:** Due to a scheduling conflict amongst our Board members, the Regularly Scheduled Port Commission Meetings will be changed from the third Monday of the month. Port Administrative Assistant Krystal Moffett is reaching out to all Commissioners to determine a better day and time for the regularly scheduled meeting. This change in day and time will begin with the March meeting.

**Budget Planning:** We have begun the administrative budget planning process for the 2020/21 fiscal year budget. The administrative budget includes administrative staff personnel and employee development expenses, general administrative office expenses, as well as expenses for Port wide commercial insurance, IT supplies, software licenses and subscriptions, recruitment, and legal services.

The tentative 2020/21 Budget Planning Calendar is included within the Information Section of this packet as a general guideline of the budget process. Please be advised of the following public meetings regarding the Port's budget (exact dates to be determined):

- April 15, 2020 - Charleston Advisory Committee Meeting to discuss proposed rates
- End of May - Budget Committee Site Tour and Budget Committee Meeting(s)
- June - Regularly Scheduled Port Commission Meeting and Budget Hearing

**Statement of Economic Interest Reminder:** The Port of Coos Bay Commissioners are required to file an Annual Verified Statement of Economic Interest with the Oregon Government Ethics Commission by April 15 of each year. Please be prepared to receive a notice from the Oregon Government Ethics Commission and to complete the form by April 15, 2020.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer  
FROM: Megan Richardson, Director of Finance  
DATE: February 10, 2020  
SUBJECT: Accounting & Finance Management Report

---

We hereby present December and December Year-to-Date [6 months] financial results for the Port.

**Operating Revenue:**

Total operating revenues were \$242K or \$17K less than budget. Revenues were lower than budget in the Administration and Rail Ops departments. Administration's shortfall is due to a timing issue in the budget allocation. Revenue associated with the Longevity Credit was allocated evenly across 12 months because it was unknown when it would be received. Charleston revenues are within 1% of where they were last December. This is especially noteworthy considering that Charleston received no ice house revenues in the month of December due to maintenance issues and ultimately the ice plant fire.

**Operating Expense:**

Operating expenses totaled \$408K, which was \$14K less than budget. All departments remained within budget this month with the exception of Rail Ops. This overrun is significant for the period, and Rail Ops will need to consider this overage going forward in order to remain within budget at year end.

**Operating Result:**

The Port ended December with a \$165K deficit against a planned deficit of \$162K which exceeds plan by \$3K. All departments performed better than plan except for Rail Operations. Rail Ops has exceeded budget due to the necessary repairs to the rail line to keep rail traffic open.

**Other Income & Expense:**

Total other revenues totaled \$66K; which is \$481K less than budget. This was anticipated due to the timing of when property taxes were received. Year to date for property tax receipts we are within 4% of the planned budget. Other expenses totaled \$132K in December, which was \$482K less than plan. Debt Service payments are budgeted for December, but due to timing were posted in the November period to be paid by the December 1 due date.

**Net Result & Year to Date:**

Year to date net result amounted to a net loss of \$230K compared to a budgeted net loss of \$517K resulting in a \$286K positive variance. 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 January month end were \$4,040,590 which is an increase of \$1,432,274 from December with interest earnings of \$4,113.85. No interest was earned in the money market account because the balance has been managed to meet the required minimum for banking fees and cashflow needs. The Local Government Investment Pool (LGIP) interest rate remained at 2.25% pa.

Commissioners will be receiving the budget calendar for the upcoming fiscal year 2020/21 in February's commission packet. This will outline the timeline for the budget season. The 2020/21 budget will be the Finance Department's primary focus going forward. We will be working with managers to complete their operating plans and proposed financials first.

There are some new managers this year that have not been through the budget process at the Port. It will be a learning experience for all involved. While they may need to be coached more through the process, Finance looks forward to the fresh perspective these first-timers will bring.



Financial Report - Actual vs. Budget - General Fund  
For Period Ending Dec 2019



	Current Period				Same Month Last Year			Year to Date				Year End					
	Dec 2019				Dec 2018			Jul 2019 - Dec 2019				Jul 2019 - Jun 2020					
	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	2,027	(667)	(33%)	1,350	10	1%	8,159	12,162	(4,003)	(33%)	8,110	49	1%	20,315	24,318	(16%)
3 External Affairs	18	0	18	-	28	(10)	(36%)	446	0	446	-	408	38	9%	446	0	-
5 Port Operations	68,573	63,608	4,965	8%	66,262	2,311	3%	376,621	381,648	(5,027)	(1%)	361,165	15,456	4%	758,269	763,296	(1%)
6 Railroad Operations	46,127	68,048	(21,921)	(32%)	287,882	(241,755)	(84%)	372,207	532,077	(159,870)	(30%)	1,996,307	(1,624,100)	(81%)	914,020	1,073,890	(15%)
<b>8 Charleston Operations</b>																	
9 Building & Dock Leases	16,221	18,348	(2,127)	(12%)	18,374	(2,153)	(12%)	95,589	110,088	(14,499)	(13%)	109,463	(13,874)	(13%)	205,671	220,170	(7%)
10 Property Agreements	0	0	0	-	0	0	-	0	0	0	-	960	(960)	(100%)	0	0	-
11 Marina	63,592	51,512	12,080	23%	55,925	7,667	14%	539,366	493,821	45,545	9%	498,555	40,811	8%	1,013,165	967,620	5%
12 Shipyard	26,473	25,685	788	3%	27,114	(641)	(2%)	121,662	122,507	(845)	(1%)	130,575	(8,913)	(7%)	248,155	249,000	(0%)
13 RV Park	17,480	13,291	4,189	32%	13,133	4,346	33%	215,753	208,767	6,986	3%	201,106	14,647	7%	321,986	315,000	2%
14 Ice Plant	(75)	8,602	(8,677)	(101%)	9,363	(9,438)	(101%)	145,435	197,144	(51,709)	(26%)	216,348	(70,913)	(33%)	248,291	300,000	(17%)
16 Travel Lift	1,138	2,354	(1,216)	(52%)	2,965	(1,827)	(62%)	25,207	20,069	5,138	26%	21,059	4,148	20%	60,138	55,000	9%
17 Other	1,662	6,009	(4,347)	(72%)	173	1,489	863%	17,149	40,251	(23,102)	(57%)	2,268	14,881	656%	51,298	74,400	(31%)
18 <b>Total Charleston Operations</b>	126,491	125,801	691	1%	127,047	(556)	(0%)	1,160,161	1,192,647	(32,486)	(3%)	1,180,334	(20,173)	(2%)	2,148,704	2,181,190	(1%)
19 <b>Total Operating Income</b>	<b>242,569</b>	<b>259,484</b>	<b>(16,914)</b>	<b>(7%)</b>	<b>482,569</b>	<b>(240,000)</b>	<b>(50%)</b>	<b>1,917,594</b>	<b>2,118,534</b>	<b>(200,940)</b>	<b>(9%)</b>	<b>3,546,324</b>	<b>(1,628,730)</b>	<b>(46%)</b>	<b>3,841,754</b>	<b>4,042,694</b>	<b>(5%)</b>
<b>21 Operating Expenses</b>																	
22 Administration	95,260	121,543	26,283	22%	93,955	(1,304)	(1%)	1,308,538	760,645	(547,893)	(72%)	715,346	(593,191)	(83%)	2,069,186	1,521,293	(36%)
23 External Affairs	27,754	40,684	12,930	32%	42,010	14,256	34%	184,538	254,626	70,088	28%	253,594	69,056	(27%)	439,143	509,231	(14%)
24 Port Development	25,075	27,373	2,298	8%	23,070	(2,006)	(9%)	155,167	176,313	21,147	12%	136,894	(18,272)	(13%)	331,489	352,635	(6%)
25 Port Operations	18,530	27,307	8,777	32%	29,260	10,730	37%	131,232	172,611	41,379	24%	138,928	7,696	(6%)	303,851	345,230	(12%)
26 Railroad Operations	75,248	17,429	(57,819)	(332%)	245,583	170,335	69%	367,905	109,653	(258,252)	(236%)	1,711,541	1,343,636	(79%)	477,557	219,305	118%
27 Dredge Operations	0	0	0	-	23,691	23,691	100%	0	0	0	-	78,327	78,327	(100%)	0	0	-
28 Charleston Operations	166,140	187,376	21,236	11%	151,264	(14,876)	(10%)	1,051,323	1,167,092	115,769	10%	1,055,828	4,505	(0%)	2,168,431	2,284,200	(5%)
29 <b>Total Expenses</b>	<b>408,006</b>	<b>421,712</b>	<b>13,706</b>	<b>3%</b>	<b>608,833</b>	<b>200,826</b>	<b>33%</b>	<b>3,198,701</b>	<b>2,640,940</b>	<b>(557,761)</b>	<b>(21%)</b>	<b>4,090,458</b>	<b>891,756</b>	<b>22%</b>	<b>5,789,655</b>	<b>5,231,894</b>	<b>(11%)</b>
<b>31 Operating Results</b>																	
32 Administration	(93,900)	(119,516)	25,616	(21%)	(92,605)	(1,295)	1%	(1,300,379)	(748,483)	(551,896)	74%	(707,236)	(593,143)	84%	(2,048,871)	(1,496,975)	37%
33 External Affairs	(27,736)	(40,684)	12,948	(32%)	(41,982)	14,246	(34%)	(184,092)	(254,626)	70,534	(28%)	(253,186)	69,094	(27%)	(438,697)	(509,231)	(14%)
34 Port Development	(25,075)	(27,373)	2,298	(8%)	(23,070)	(2,006)	9%	(155,167)	(176,313)	21,147	(12%)	(136,894)	(18,272)	13%	(331,489)	(352,635)	(6%)
35 Port Operations	50,043	36,301	13,742	38%	37,002	13,041	35%	245,389	209,037	36,352	17%	222,237	23,152	10%	454,418	418,066	9%
36 Railroad Operations	(29,121)	50,619	(79,740)	(158%)	42,299	(71,420)	(169%)	4,302	422,424	(418,122)	(99%)	284,766	(280,464)	(98%)	436,463	854,585	(49%)
37 Dredge Operations	0	0	0	-	(23,691)	23,691	(100%)	0	0	0	-	(78,327)	78,327	(100%)	0	0	-
38 Charleston Operations	(39,649)	(61,576)	21,927	(36%)	(24,217)	(15,431)	64%	108,838	25,555	83,283	326%	124,506	(15,668)	(13%)	(19,727)	(103,010)	(81%)
39 <b>Totals Operating Results</b>	<b>(165,437)</b>	<b>(162,229)</b>	<b>(3,209)</b>	<b>2%</b>	<b>(126,263)</b>	<b>(39,174)</b>	<b>31%</b>	<b>(1,281,107)</b>	<b>(522,406)</b>	<b>(758,701)</b>	<b>145%</b>	<b>(544,134)</b>	<b>(736,973)</b>	<b>135%</b>	<b>(1,947,901)</b>	<b>(1,189,200)</b>	<b>64%</b>
41 Tax Collected	54,093	392,953	(338,860)	(86%)	386,295	(332,202)	(86%)	1,685,602	1,640,199	45,403	3%	1,621,656	63,946	4%	1,819,403	1,774,000	3%
42 Financial Income	12,034	58,298	(46,264)	(79%)	17,077	(5,043)	(30%)	80,099	132,668	(52,569)	(40%)	90,599	(10,501)	(12%)	169,342	221,911	(24%)
43 Grant Income	0	82,462	(82,462)	(100%)	14,414	(14,414)	(100%)	6,140	357,782	(351,642)	(98%)	86,034	(79,894)	(93%)	77,338	428,980	(82%)
44 Loan Receipts	-	15,000	(15,000)	(100%)	0	0	-	0	90,000	(90,000)	(100%)	0	0	-	0	90,000	(100%)
45 Other Income	750	0	750	-	25,241	(24,491)	(97%)	21,910	0	21,910	-	580,608	(558,698)	(96%)	21,910	0	-
46 <b>Total Other Income</b>	<b>66,877</b>	<b>548,713</b>	<b>(481,836)</b>	<b>(88%)</b>	<b>443,027</b>	<b>(376,150)</b>	<b>(85%)</b>	<b>1,793,751</b>	<b>2,220,649</b>	<b>(426,898)</b>	<b>(19%)</b>	<b>2,378,897</b>	<b>(585,146)</b>	<b>(25%)</b>	<b>2,087,993</b>	<b>2,514,891</b>	<b>(17%)</b>
48 Financial Expenses & Taxes	4,036	6,916	2,880	(42%)	4,005	(31)	1%	29,100	41,496	12,396	(30%)	36,127	7,027	(19%)	70,604	83,000	15%
49 Debt Service	8,036	798,370	790,334	(99%)	1,276	(6,760)	530%	798,166	855,245	57,079	(7%)	780,314	(17,851)	2%	866,416	923,495	6%
50 Capital Outlays	120,344	97,948	(22,396)	23%	0	(120,344)	-	211,134	587,723	376,589	(64%)	31,422	(179,711)	572%	350,136	726,725	52%
51 Interfund Transfers	0	0	0	-	200,000	200,000	(100%)	0	0	0	-	452,500	452,500	(100%)	1,398,000	1,398,000	0%
52 <b>Total Other Expenses</b>	<b>132,416</b>	<b>903,234</b>	<b>770,818</b>	<b>(85%)</b>	<b>205,281</b>	<b>72,865</b>	<b>(35%)</b>	<b>1,038,399</b>	<b>1,484,464</b>	<b>446,065</b>	<b>(30%)</b>	<b>1,300,364</b>	<b>261,964</b>	<b>(20%)</b>	<b>2,685,155</b>	<b>3,131,220</b>	<b>14%</b>
53 <b>Net Result</b>	<b>(230,976)</b>	<b>(516,750)</b>	<b>285,773</b>	<b>(55%)</b>	<b>111,482</b>	<b>(342,458)</b>	<b>(307%)</b>	<b>(525,756)</b>	<b>213,779</b>	<b>(739,534)</b>	<b>(346%)</b>	<b>534,399</b>	<b>(1,060,155)</b>	<b>(198%)</b>	<b>(2,545,063)</b>	<b>(1,805,529)</b>	<b>41%</b>

The Accounting and Finance Department monthly financial reporting, detailed by department, was not available at the time of publication. These will be provided as soon as possible. We apologize for the inconvenience.

**Accounting & Finance Management Report  
and Financial Reports for January 2020**



M E M O R A N D U M

TO: John Burns, Chief Executive Officer  
FROM: Megan Richardson, Director of Finance  
DATE: January 13, 2020  
SUBJECT: Accounting & Finance Management Report

---

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

**Operating Revenue:**

Total operating revenues were \$247K or \$23K less than budget. Revenues were lower than budget across all departments. Charleston revenues decreased by 10% compared to last year due to a slower November. In addition, the Ice Plant was down due to maintenance and repairs at the end of the month.

**Operating Expense:**

Operating expenses totaled \$519K, which was \$98K greater than budget. All departments remained within budget this month with the exception of Administration and Rail Operations. This overrun is significant for the period, and Rail Ops will need to consider this overage going forward in order to remain within budget at year end.

**Operating Result:**

The Port ended November with a \$272K deficit against a planned deficit of \$152K which exceeds plan by \$120K. All departments performed better than plan except for Administration, Rail Ops and Charleston Ops. Rail Ops has exceeded budget due to the necessary repairs to the rail line to keep rail traffic open.

**Other Income & Expense:**

Total other revenues totaled \$1,598,237; which is \$314K greater than budget. Some of the property taxes that were budgeted to be received in December were received in November. This timing issue will show as a deficit for December's property tax income. Other expenses totaled \$810K in November, which was \$694K greater than plan. Debt Service payments are budgeted for December, but due to timing were posted in the November period in order to be paid by the December 1<sup>st</sup> due date.

**Net Result & Year to Date:**

Year to date net result amounted to a net loss of \$293K compared to a budgeted net gain of \$731K resulting in a \$1,023,144 negative variance. This loss can be attributed to the lower revenues received, the unexpected legal fees in Admin, and the necessary repairs to the rail line. 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 \$2,608,315.26 which is a decrease of \$2,986,786.91 from November with interest earnings of \$4,659.82. No interest was earned in the money market account because the balance has been managed to meet the required minimum for banking fees and cashflow needs. The Local Government Investment Pool (LGIP) interest rate dropped from 2.34% pa. to 2.25% pa.

The audit has been finalized as of December 20, 2019, which is on time. The auditors will be present at the January commission meeting to present the audit and the letter to management.

Now that the audit is complete, we will review the processes for preparing for the audit and focus on refining for next year. We are always striving to improve our process and make each year more successful than the last. One of the big takeaways from this year is to be more proactive with enforcing vendors to complete year end billings timelier. This is one issue that we struggled with this year, and it will be not be an oversight that we repeat next year.

Finance will be looking forward and preparing to focus on the upcoming budget. Each year it feels as if we don't have enough time, so this year we will begin the process in February. We look forward to the challenge that new a budget will bring.

Financial Report - Actual vs. Budget - General Fund  
For Period Ending Nov 2019



	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>1</b>	<b>Operating Income</b>																
2	1,360	2,027	(667)	(33%)	1,360	(0)	(0%)	6,799	10,135	(3,336)	(33%)	6,760	39	1%	20,982	24,318	(14%)
3	30	0	30	-	20	10	50%	428	0	428	-	380	48	13%	428	0	-
5	61,209	63,608	(2,399)	(4%)	58,618	2,591	4%	308,048	318,040	(9,992)	(3%)	294,903	13,145	4%	753,304	763,296	(1%)
6	51,922	53,971	(2,049)	(4%)	214,506	(162,583)	(76%)	326,080	464,029	(137,949)	(30%)	1,708,425	(1,382,345)	(81%)	935,941	1,073,890	(13%)
<b>8</b>	<b>Charleston Operations</b>																
9	16,159	18,348	(2,190)	(12%)	21,139	(4,981)	(24%)	79,368	91,740	(12,372)	(13%)	91,089	(11,721)	(13%)	207,798	220,170	(6%)
10	0	0	0	-	0	0	-	0	0	0	-	960	(960)	(100%)	0	0	-
11	76,612	80,664	(4,052)	(5%)	74,814	1,797	2%	475,774	442,310	33,465	8%	442,629	33,145	7%	1,001,085	967,620	3%
12	21,350	24,728	(3,378)	(14%)	27,373	(6,022)	(22%)	95,189	96,822	(1,633)	(2%)	103,460	(8,272)	(8%)	247,367	249,000	(1%)
13	12,886	13,006	(120)	(1%)	12,546	340	3%	198,273	195,476	2,797	1%	187,973	10,300	5%	317,797	315,000	1%
14	3,013	8,396	(5,384)	(64%)	9,138	(6,125)	(67%)	145,510	188,542	(43,032)	(23%)	206,986	(61,476)	(30%)	256,968	300,000	(14%)
16	1,870	1,454	416	29%	1,831	39	2%	24,069	17,715	6,354	36%	18,094	5,975	33%	61,354	55,000	12%
17	800	3,848	(3,048)	(79%)	24	777	3270%	15,487	34,242	(18,755)	(55%)	2,095	13,392	639%	55,645	74,400	(25%)
18	132,689	150,444	(17,755)	(12%)	146,864	(14,175)	(10%)	1,033,670	1,066,847	(33,177)	(3%)	1,053,287	(19,617)	(2%)	2,148,013	2,181,190	(2%)
19	<b>247,210</b>	<b>270,050</b>	<b>(22,840)</b>	<b>(8%)</b>	<b>421,368</b>	<b>(174,157)</b>	<b>(41%)</b>	<b>1,675,025</b>	<b>1,859,051</b>	<b>(184,026)</b>	<b>(10%)</b>	<b>3,063,755</b>	<b>(1,388,730)</b>	<b>(45%)</b>	<b>3,858,668</b>	<b>4,042,694</b>	<b>(5%)</b>
<b>21</b>	<b>Operating Expenses</b>																
22	124,071	121,543	(2,528)	(2%)	123,309	(762)	(1%)	1,213,278	639,102	(574,176)	(90%)	621,391	(591,887)	(95%)	2,095,469	1,521,293	(38%)
23	38,799	40,684	1,885	5%	36,862	(1,937)	(5%)	156,784	213,942	57,158	27%	211,584	54,800	(26%)	452,073	509,231	(11%)
24	24,436	27,373	2,937	11%	17,481	(6,955)	(40%)	130,091	148,940	18,849	13%	113,825	(16,267)	(14%)	333,786	352,635	(5%)
25	18,758	27,307	8,549	31%	20,617	1,860	9%	112,702	145,304	32,602	22%	109,668	(3,034)	3%	312,628	345,230	(9%)
26	142,954	17,429	(125,525)	(720%)	226,277	83,323	37%	292,657	92,224	(200,433)	(217%)	1,465,958	1,173,301	(80%)	419,738	219,305	91%
27	0	0	0	-	36,365	36,365	100%	0	0	0	-	54,636	54,636	(100%)	0	0	-
28	170,231	187,374	17,143	9%	152,363	(17,868)	(12%)	883,020	979,716	96,696	10%	904,564	21,544	(2%)	2,187,504	2,284,200	(4%)
29	<b>519,249</b>	<b>421,710</b>	<b>(97,539)</b>	<b>(23%)</b>	<b>613,273</b>	<b>94,025</b>	<b>15%</b>	<b>2,788,532</b>	<b>2,219,228</b>	<b>(569,304)</b>	<b>(26%)</b>	<b>3,481,625</b>	<b>693,093</b>	<b>20%</b>	<b>5,801,198</b>	<b>5,231,894</b>	<b>(11%)</b>
<b>31</b>	<b>Operating Results</b>																
32	(122,711)	(119,516)	(3,195)	3%	(121,949)	(762)	1%	(1,206,479)	(628,967)	(577,512)	92%	(614,631)	(591,848)	96%	(2,074,487)	(1,496,975)	39%
33	(38,769)	(40,684)	1,915	(5%)	(36,842)	(1,927)	5%	(156,356)	(213,942)	57,586	(27%)	(211,204)	54,848	(26%)	(451,645)	(509,231)	(11%)
34	(24,436)	(27,373)	2,937	(11%)	(17,481)	(6,955)	40%	(130,091)	(148,940)	18,849	(13%)	(113,825)	(16,267)	14%	(333,786)	(352,635)	(5%)
35	42,451	36,301	6,150	17%	38,000	4,450	12%	195,346	172,736	22,610	13%	185,235	10,111	5%	440,676	418,066	5%
36	(91,031)	36,542	(127,573)	(349%)	(11,771)	(79,260)	673%	33,423	371,805	(338,382)	(91%)	242,467	(209,044)	(86%)	516,203	854,585	(40%)
37	0	0	0	-	(36,365)	36,365	(100%)	0	0	0	-	(54,636)	54,636	(100%)	0	0	-
38	(37,542)	(36,930)	(612)	2%	(5,499)	(32,043)	583%	150,650	87,131	63,519	73%	148,723	1,927	1%	(39,491)	(103,010)	(62%)
39	<b>(272,039)</b>	<b>(151,660)</b>	<b>(120,379)</b>	<b>79%</b>	<b>(191,906)</b>	<b>(80,133)</b>	<b>42%</b>	<b>(1,113,507)</b>	<b>(360,178)</b>	<b>(753,329)</b>	<b>209%</b>	<b>(417,870)</b>	<b>(695,637)</b>	<b>166%</b>	<b>(1,942,529)</b>	<b>(1,189,200)</b>	<b>63%</b>
41	1,585,578	1,199,222	386,356	32%	1,174,019	411,559	35%	1,631,509	1,247,246	384,263	31%	1,235,361	396,148	32%	2,158,263	1,774,000	22%
42	12,659	14,874	(2,215)	(15%)	15,099	(2,440)	(16%)	68,065	74,370	(6,305)	(8%)	73,523	(5,458)	(7%)	215,606	221,911	(3%)
43	0	55,064	(55,064)	(100%)	12,461	(12,461)	(100%)	6,140	275,320	(269,180)	(98%)	71,620	(65,480)	(91%)	159,800	428,980	(63%)
44	-	15,000	(15,000)	(100%)	0	0	-	0	75,000	(75,000)	(100%)	0	0	-	15,000	90,000	(83%)
45	0	0	0	-	523,632	(523,632)	(100%)	21,160	0	21,160	-	555,367	(534,207)	(96%)	21,160	0	-
46	<b>1,598,237</b>	<b>1,284,160</b>	<b>314,077</b>	<b>24%</b>	<b>1,725,211</b>	<b>(126,974)</b>	<b>(7%)</b>	<b>1,726,874</b>	<b>1,671,936</b>	<b>54,938</b>	<b>3%</b>	<b>1,935,870</b>	<b>(208,996)</b>	<b>(11%)</b>	<b>2,569,830</b>	<b>2,514,891</b>	<b>2%</b>
48	2,093	6,916	4,823	(70%)	2,322	230	(10%)	25,064	34,580	9,516	(28%)	32,121	7,058	(22%)	73,484	83,000	11%
49	772,629	11,375	(761,254)	6692%	770,319	(2,310)	0%	790,129	56,875	(733,254)	1289%	779,038	(11,091)	1%	1,656,749	923,495	(79%)
50	35,768	97,955	62,187	(63%)	13,000	(22,768)	175%	90,790	489,775	398,985	(81%)	31,422	(59,368)	189%	327,740	726,725	55%
51	0	0	0	-	250,000	250,000	(100%)	0	0	0	-	252,500	252,500	(100%)	1,398,000	1,398,000	0%
52	<b>810,489</b>	<b>116,246</b>	<b>(694,243)</b>	<b>597%</b>	<b>1,035,641</b>	<b>225,152</b>	<b>(22%)</b>	<b>905,983</b>	<b>581,230</b>	<b>(324,753)</b>	<b>56%</b>	<b>1,095,082</b>	<b>189,099</b>	<b>(17%)</b>	<b>3,455,973</b>	<b>3,131,220</b>	<b>(10%)</b>
53	<b>515,709</b>	<b>1,016,254</b>	<b>(500,545)</b>	<b>(49%)</b>	<b>497,664</b>	<b>18,045</b>	<b>4%</b>	<b>(292,616)</b>	<b>730,528</b>	<b>(1,023,144)</b>	<b>(140%)</b>	<b>422,917</b>	<b>(715,534)</b>	<b>(169%)</b>	<b>(2,828,673)</b>	<b>(1,805,529)</b>	<b>57%</b>

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

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date					Year End				
	Nov 2019		\$ Diff	% Diff	Nov 2018		Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020			
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	360	360	(0)	0%	350	10	3%	1,799	1,800	(1)	0%	1,750	49	3%	4,317	4,318	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	0	667	(667)	-100%	10	(10)	-100%	0	3,335	(3,335)	-100%	10	(10)	-100%	4,665	8,000	-42%
<b>Total Operating Income</b>	<b>1,360</b>	<b>2,027</b>	<b>(667)</b>	<b>-33%</b>	<b>1,360</b>	<b>(0)</b>	<b>0%</b>	<b>6,799</b>	<b>10,135</b>	<b>(3,336)</b>	<b>-33%</b>	<b>6,760</b>	<b>39</b>	<b>1%</b>	<b>20,982</b>	<b>24,318</b>	<b>-14%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	42,130	45,637	3,507	8%	42,339	209	0%	219,055	251,092	32,037	13%	207,162	(11,894)	-6%	561,421	593,458	5%
5015 Overtime	0	0	0	-	107	107	100%	121	0	(121)	-	220	99	45%	121	0	-
5020 Car Allowance	0	0	0	-	462	462	100%	0	0	0	-	2,423	2,423	100%	0	0	-
5050 Merit Pool	0	1,621	1,621	100%	0	0	-	0	8,919	8,919	100%	0	0	-	12,166	21,085	42%
<b>Total Compensation</b>	<b>42,130</b>	<b>47,258</b>	<b>5,128</b>	<b>11%</b>	<b>42,907</b>	<b>778</b>	<b>2%</b>	<b>219,176</b>	<b>260,011</b>	<b>40,835</b>	<b>16%</b>	<b>209,805</b>	<b>(9,372)</b>	<b>-4%</b>	<b>573,708</b>	<b>614,543</b>	<b>7%</b>
5100 Federal Payroll taxes	2,185	3,219	1,034	32%	2,293	108	5%	12,858	17,711	4,853	27%	12,599	(259)	-2%	37,010	41,863	12%
5105 State Payroll taxes	10	0	(10)	-	12	2	20%	53	0	(53)	-	64	12	18%	53	0	-
5110 Unemployment Insurance	260	545	285	52%	235	(24)	-10%	1,386	2,998	1,612	54%	1,186	(200)	-17%	5,473	7,085	23%
5115 Workers compensation	85	93	8	9%	84	(1)	-1%	424	512	88	17%	(212)	(636)	300%	1,123	1,211	7%
<b>Total Payroll Taxes</b>	<b>2,540</b>	<b>3,857</b>	<b>1,317</b>	<b>34%</b>	<b>2,625</b>	<b>85</b>	<b>3%</b>	<b>14,721</b>	<b>21,221</b>	<b>6,500</b>	<b>31%</b>	<b>13,637</b>	<b>(1,084)</b>	<b>-8%</b>	<b>43,659</b>	<b>50,159</b>	<b>13%</b>
5200 Medical insurance	3,927	5,126	1,199	23%	6,009	2,082	35%	15,708	25,630	9,922	39%	21,434	5,725	27%	51,595	61,517	16%
5205 Dental insurance	668	951	283	30%	775	107	14%	3,338	4,755	1,417	30%	3,473	135	4%	9,998	11,415	12%
5215 Term life insurance	303	82	(221)	-270%	263	(40)	-15%	1,882	410	(1,472)	-359%	1,292	(590)	-46%	2,455	983	-150%
5220 Long Term Disability insurance	0	295	295	100%	0	0	-	0	1,475	1,475	100%	0	0	-	2,065	3,540	42%
5225 PERS Employer Contributions	7,930	8,686	756	9%	7,679	(251)	-3%	41,514	47,790	6,276	13%	28,042	(13,472)	-48%	106,673	112,949	6%
5230 PERS Employee Contributions	2,492	2,730	238	9%	3,291	799	24%	13,048	15,020	1,972	13%	12,018	(1,030)	-9%	33,528	35,500	6%
<b>Total Insured Benefits</b>	<b>15,320</b>	<b>17,870</b>	<b>2,550</b>	<b>14%</b>	<b>18,018</b>	<b>2,698</b>	<b>15%</b>	<b>75,490</b>	<b>95,080</b>	<b>19,590</b>	<b>21%</b>	<b>66,258</b>	<b>(9,232)</b>	<b>-14%</b>	<b>206,314</b>	<b>225,904</b>	<b>9%</b>
<b>Total Personnel Services</b>	<b>59,990</b>	<b>68,985</b>	<b>8,995</b>	<b>13%</b>	<b>63,550</b>	<b>3,560</b>	<b>6%</b>	<b>309,387</b>	<b>376,312</b>	<b>66,925</b>	<b>18%</b>	<b>289,700</b>	<b>(19,688)</b>	<b>-7%</b>	<b>823,681</b>	<b>890,606</b>	<b>8%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	2,413	2,413	100%	105	105	100%	1,645	12,065	10,420	86%	655	(990)	-151%	18,530	28,950	36%
6010 Educational reimbursement	0	1,417	1,417	100%	0	0	-	6,582	7,085	503	7%	3,147	(3,435)	-109%	16,497	17,000	3%
<b>Total Staff Training</b>	<b>0</b>	<b>3,830</b>	<b>3,830</b>	<b>100%</b>	<b>105</b>	<b>105</b>	<b>100%</b>	<b>8,227</b>	<b>19,150</b>	<b>10,923</b>	<b>57%</b>	<b>3,802</b>	<b>(4,425)</b>	<b>-116%</b>	<b>35,027</b>	<b>45,950</b>	<b>24%</b>
6020 Travel - airfare	0	250	250	100%	0	0	-	0	1,250	1,250	100%	0	0	-	1,750	3,000	42%
6025 Travel - lodging & transportation	0	333	333	100%	0	0	-	861	1,665	804	48%	271	(590)	-218%	3,196	4,000	20%
6030 Travel - Per Diem & mileage reimbursement	25	292	267	91%	55	30	54%	1,102	1,460	358	25%	656	(446)	-68%	3,142	3,500	10%
6035 Meals & Entertainment	832	567	(265)	-47%	181	(651)	-360%	3,233	2,835	(398)	-14%	914	(2,319)	-254%	7,198	6,800	-6%
<b>Total Travel &amp; Entertainment</b>	<b>857</b>	<b>1,442</b>	<b>585</b>	<b>41%</b>	<b>236</b>	<b>(621)</b>	<b>-263%</b>	<b>5,196</b>	<b>7,210</b>	<b>2,014</b>	<b>28%</b>	<b>1,841</b>	<b>(3,355)</b>	<b>-182%</b>	<b>15,286</b>	<b>17,300</b>	<b>12%</b>

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

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date						Year End			
	Nov 2019		\$ Diff	% Diff	Nov 2018		% Diff	Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget			Actual	\$ Diff		Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6050 Office supplies	520	1,000	480	48%	1,816	1,296	71%	4,400	5,000	600	12%	5,298	898	17%	11,400	12,000	5%
6055 Kitchen supplies	244	417	173	41%	234	(11)	-5%	1,355	2,085	730	35%	1,577	222	14%	4,270	5,000	15%
6060 IT supplies	839	625	(214)	-34%	0	(839)	-	3,526	3,125	(401)	-13%	216	(3,310)	-1533%	7,901	7,500	-5%
6070 Postage & courier services	400	333	(67)	-20%	400	0	0%	1,940	1,665	(275)	-17%	1,267	(673)	-53%	4,275	4,000	-7%
6075 Memberships & dues	0	0	0	-	1,399	1,399	100%	0	0	0	-	1,518	1,518	100%	0	0	-
6080 Office lease	7,726	7,917	191	2%	5,931	(1,796)	-30%	38,632	39,585	953	2%	29,653	(8,979)	-30%	94,047	95,000	1%
6085 Office equipment lease	0	168	168	100%	0	0	-	504	840	336	40%	1,007	504	50%	1,679	2,015	17%
6087 Office equipment repairs & maintenance	292	417	125	30%	564	272	48%	1,656	2,085	429	21%	1,452	(204)	-14%	4,571	5,000	9%
6090 IT SW subscriptions & licenses	14,093	10,417	(3,676)	-35%	7,656	(6,437)	-84%	49,088	52,085	2,997	6%	39,254	(9,834)	-25%	122,003	125,000	2%
6095 Commission expenses	291	375	84	22%	0	(291)	-	1,786	1,875	89	5%	0	(1,786)	-	4,411	4,500	2%
<b>Total Office Expense</b>	<b>24,406</b>	<b>21,669</b>	<b>(2,737)</b>	<b>-13%</b>	<b>17,999</b>	<b>(6,406)</b>	<b>-36%</b>	<b>102,886</b>	<b>108,345</b>	<b>5,459</b>	<b>5%</b>	<b>81,242</b>	<b>(21,644)</b>	<b>-27%</b>	<b>254,556</b>	<b>260,015</b>	<b>2%</b>
6100 Telephone - landline	391	550	159	29%	412	21	5%	1,978	2,750	772	28%	2,303	325	14%	5,828	6,600	12%
6105 Telephone - mobile	593	805	212	26%	573	(21)	-4%	2,898	4,025	1,127	28%	3,065	167	5%	8,533	9,660	12%
6110 Internet services	604	608	4	1%	604	0	0%	3,018	3,040	22	1%	3,999	981	25%	7,278	7,300	0%
6115 Cable TV	50	53	3	6%	43	(7)	-15%	249	265	16	6%	216	(33)	-15%	614	630	3%
6130 Electricity	537	700	163	23%	493	(44)	-9%	2,788	3,500	712	20%	2,470	(318)	-13%	7,688	8,400	8%
<b>Total Utilities</b>	<b>2,174</b>	<b>2,716</b>	<b>542</b>	<b>20%</b>	<b>2,124</b>	<b>(51)</b>	<b>-2%</b>	<b>10,931</b>	<b>13,580</b>	<b>2,649</b>	<b>20%</b>	<b>12,052</b>	<b>1,121</b>	<b>9%</b>	<b>29,941</b>	<b>32,590</b>	<b>8%</b>
6205 Janitorial services	484	485	2	0%	373	(111)	-30%	2,418	2,425	8	0%	1,865	(553)	-30%	5,813	5,820	0%
6215 Payroll services	638	775	137	18%	214	(424)	-199%	2,927	3,875	948	24%	2,487	(440)	-18%	8,357	9,305	10%
6245 Legal advertising	151	250	99	40%	0	(151)	-	387	1,250	863	69%	315	(72)	-23%	2,137	3,000	29%
6250 Legal services	6,499	12,500	6,001	48%	9,928	3,429	35%	732,262	62,500	(669,762)	-1072%	181,536	(550,726)	-303%	819,762	150,000	-447%
6255 Auditing	27,250	4,583	(22,667)	-495%	25,425	(1,825)	-7%	27,250	22,915	(4,335)	-19%	35,200	7,950	23%	59,335	55,000	-8%
6260 Consulting services	0	583	583	100%	0	0	-	275	2,915	2,640	91%	0	(275)	-	4,360	7,000	38%
6265 Recruiting services	0	833	833	100%	10	10	100%	109	4,165	4,056	97%	1,184	1,075	91%	5,944	10,000	41%
6270 Contracted Services	0	0	0	-	13	13	100%	0	0	0	-	29	29	100%	0	0	-
6290 Commercial insurance	1,484	1,526	42	3%	1,367	(117)	-9%	7,445	7,630	185	2%	6,834	(611)	-9%	18,132	18,317	1%
<b>Total Professional Services</b>	<b>36,505</b>	<b>21,535</b>	<b>(14,970)</b>	<b>-70%</b>	<b>37,329</b>	<b>824</b>	<b>2%</b>	<b>773,073</b>	<b>107,675</b>	<b>(665,398)</b>	<b>-618%</b>	<b>229,450</b>	<b>(543,623)</b>	<b>-237%</b>	<b>923,840</b>	<b>258,442</b>	<b>-257%</b>
6351 Awards & Recognitions	0	271	271	100%	1,965	1,965	100%	2,575	1,355	(1,220)	-90%	2,090	(485)	-23%	4,470	3,250	-38%
<b>Total Marketing Expense</b>	<b>0</b>	<b>271</b>	<b>271</b>	<b>100%</b>	<b>1,965</b>	<b>1,965</b>	<b>100%</b>	<b>2,575</b>	<b>1,355</b>	<b>(1,220)</b>	<b>-90%</b>	<b>2,090</b>	<b>(485)</b>	<b>-23%</b>	<b>4,470</b>	<b>3,250</b>	<b>-38%</b>
6425 Operational supplies	0	0	(0)	-	0	(0)	-	0	0	(0)	-	0	(0)	-	0	0	-
6430 Equipment Rental	0	0	0	-	0	0	-	723	0	(723)	-	0	(723)	-	723	0	-
6435 Vehicle Lease	0	600	600	100%	0	0	-	0	3,000	3,000	100%	0	0	-	4,200	7,200	42%
6450 Fuel - Gas	126	250	124	50%	0	(126)	-	207	1,250	1,043	83%	0	(207)	-	1,957	3,000	35%
<b>Total Operational Expense</b>	<b>126</b>	<b>850</b>	<b>724</b>	<b>85%</b>	<b>0</b>	<b>(126)</b>	<b>-</b>	<b>930</b>	<b>4,250</b>	<b>3,320</b>	<b>78%</b>	<b>0</b>	<b>(930)</b>	<b>-</b>	<b>6,880</b>	<b>10,200</b>	<b>33%</b>



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

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date					Year End				
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	0	0	0	-	0	0	-	0	0	0	-	257	257	100%	0	0	-
6505 Repairs & maintenance vehicles	9	120	111	93%	0	(9)	-	12	600	588	98%	0	(12)	-	852	1,440	41%
6510 Repairs & maintenance buildings	3	125	122	97%	0	(3)	-	59	625	566	91%	957	898	94%	934	1,500	38%
<b>Total Repair and Maintenance</b>	<b>12</b>	<b>245</b>	<b>233</b>	<b>95%</b>	<b>0</b>	<b>(12)</b>	<b>-</b>	<b>73</b>	<b>1,225</b>	<b>1,152</b>	<b>94%</b>	<b>1,213</b>	<b>1,141</b>	<b>94%</b>	<b>1,788</b>	<b>2,940</b>	<b>39%</b>
<b>Total Goods &amp; Services</b>	<b>64,081</b>	<b>52,558</b>	<b>(11,523)</b>	<b>-22%</b>	<b>59,759</b>	<b>(4,322)</b>	<b>-7%</b>	<b>903,891</b>	<b>262,790</b>	<b>(641,101)</b>	<b>-244%</b>	<b>331,691</b>	<b>(572,200)</b>	<b>-173%</b>	<b>1,271,788</b>	<b>630,687</b>	<b>-102%</b>
<b>Total Expenses</b>	<b>124,071</b>	<b>121,543</b>	<b>(2,528)</b>	<b>-2%</b>	<b>123,309</b>	<b>(762)</b>	<b>-1%</b>	<b>1,213,278</b>	<b>639,102</b>	<b>(574,176)</b>	<b>-90%</b>	<b>621,391</b>	<b>(591,887)</b>	<b>-95%</b>	<b>2,095,469</b>	<b>1,521,293</b>	<b>-38%</b>
<b>Operating Results</b>	<b>(122,711)</b>	<b>(119,516)</b>	<b>(3,195)</b>	<b>3%</b>	<b>(121,949)</b>	<b>(762)</b>	<b>1%</b>	<b>(1,206,479)</b>	<b>(628,967)</b>	<b>(577,512)</b>	<b>92%</b>	<b>(614,631)</b>	<b>(591,848)</b>	<b>96%</b>	<b>(2,074,487)</b>	<b>(1,496,975)</b>	<b>39%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4405 Property Taxes - Current Year	1,571,717	1,195,141	376,576	32%	1,167,298	404,419	35%	1,589,524	1,221,829	367,695	30%	1,193,364	396,161	33%	2,091,695	1,724,000	21%
4410 Property Taxes - Prior Years	13,861	4,081	9,780	240%	6,721	7,140	106%	41,891	25,417	16,474	65%	41,859	31	0%	66,474	50,000	33%
4505 Interest - Bank	5,285	7,500	(2,215)	-30%	7,726	(2,440)	-32%	31,195	37,500	(6,305)	-17%	36,653	(5,458)	-15%	83,695	90,000	-7%
4506 Interest - Southport Note	2,162	2,162	0	0%	2,316	(154)	-7%	10,941	10,941	0	0%	11,707	(765)	-7%	25,711	25,711	0%
4515 Principal Repayment - Southport Note	5,212	5,212	0	0%	5,058	154	3%	25,928	25,928	0	0%	25,163	765	3%	62,776	62,776	0%
4905 Other	0	0	0	-	0	0	-	2	0	2	-	3,779	(3,777)	-100%	2	0	-
<b>Total Other Income</b>	<b>1,598,237</b>	<b>1,214,096</b>	<b>384,141</b>	<b>32%</b>	<b>1,189,118</b>	<b>409,119</b>	<b>34%</b>	<b>1,699,482</b>	<b>1,321,616</b>	<b>377,866</b>	<b>29%</b>	<b>1,312,524</b>	<b>386,957</b>	<b>29%</b>	<b>2,330,353</b>	<b>1,952,487</b>	<b>19%</b>
<b>Other Expenses</b>																	
<b>Taxes &amp; Misc Expenses</b>																	
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	0	0	0	-	173	173	100%	0	0	-
6740 Merchant fees	2,092	1,833	(259)	-14%	2,322	230	10%	13,735	9,165	(4,570)	-50%	13,710	(25)	0%	26,570	22,000	-21%
6745 Banking fees	0	83	83	100%	0	0	0%	11	415	404	97%	10,104	10,092	100%	596	1,000	40%
6995 Budget Contingency	0	4,167	4,167	100%	0	0	-	0	20,835	20,835	100%	0	0	-	29,165	50,000	42%
<b>Total Taxes &amp; Misc Expenses</b>	<b>2,093</b>	<b>6,083</b>	<b>3,990</b>	<b>66%</b>	<b>2,322</b>	<b>230</b>	<b>10%</b>	<b>13,746</b>	<b>30,415</b>	<b>16,669</b>	<b>55%</b>	<b>23,986</b>	<b>10,240</b>	<b>43%</b>	<b>56,331</b>	<b>73,000</b>	<b>23%</b>
<b>Debt Services</b>																	
9005 Transfers out	0	0	0	-	0	0	-	0	0	0	-	0	0	-	1,398,000	1,398,000	0%
<b>Total Debt Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,398,000</b>	<b>1,398,000</b>	<b>0%</b>
<b>Total Other Expenses</b>	<b>2,093</b>	<b>6,083</b>	<b>3,990</b>	<b>66%</b>	<b>2,322</b>	<b>230</b>	<b>10%</b>	<b>13,746</b>	<b>30,415</b>	<b>16,669</b>	<b>55%</b>	<b>23,986</b>	<b>10,240</b>	<b>43%</b>	<b>1,454,331</b>	<b>1,471,000</b>	<b>1%</b>
<b>Net Other Income</b>	<b>1,596,144</b>	<b>1,208,013</b>	<b>388,131</b>	<b>32%</b>	<b>1,186,796</b>	<b>409,348</b>	<b>34%</b>	<b>1,685,735</b>	<b>1,291,201</b>	<b>394,535</b>	<b>31%</b>	<b>1,288,538</b>	<b>397,197</b>	<b>31%</b>	<b>876,022</b>	<b>481,487</b>	<b>82%</b>
<b>Net Result</b>	<b>1,473,433</b>	<b>1,088,497</b>	<b>384,937</b>	<b>35%</b>	<b>1,064,847</b>	<b>408,586</b>	<b>38%</b>	<b>479,256</b>	<b>662,234</b>	<b>(182,977)</b>	<b>-28%</b>	<b>673,907</b>	<b>(194,651)</b>	<b>-29%</b>	<b>(1,198,465)</b>	<b>(1,015,488)</b>	<b>18%</b>

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

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	16,159	18,348	(2,190)	-12%	21,139	(4,981)	-24%	79,368	91,740	(12,372)	-13%	91,089	(11,721)	-13%	207,798	220,170	-6%
4010 Property Agreements	0	0	0	-	0	0	-	0	0	0	-	960	(960)	-100%	0	0	-
4100 Annual Moorage	39,619	48,407	(8,788)	-18%	41,342	(1,723)	-4%	204,092	229,724	(25,632)	-11%	196,198	7,894	4%	461,568	487,200	-5%
4105 Semi-Annual Moorage	744	1,364	(620)	-45%	2,298	(1,553)	-68%	16,988	10,216	6,772	66%	17,212	(224)	-1%	35,192	28,420	24%
4110 Monthly Moorage	11,954	14,205	(2,251)	-16%	13,747	(1,793)	-13%	90,546	85,479	5,067	6%	82,723	7,824	9%	208,567	203,500	2%
4115 Transient Moorage	5,455	2,000	3,455	173%	(1,112)	6,567	-591%	56,077	42,778	13,300	31%	39,370	16,708	42%	84,800	71,500	19%
4118 Work Dock	5,396	9,078	(3,682)	-41%	10,163	(4,767)	-47%	22,195	19,578	2,617	13%	21,917	278	1%	67,617	65,000	4%
4120 Metered Utilities	356	0	356	-	6	350	5722%	1,757	0	1,757	-	907	850	94%	1,757	0	-
4125 Launch Ramp	1,906	1,626	280	17%	1,535	371	24%	18,415	16,369	2,046	12%	15,448	2,967	19%	39,046	37,000	6%
4135 Storage Yard	3,283	2,876	407	14%	3,059	225	7%	16,017	15,335	682	4%	16,307	(289)	-2%	37,682	37,000	2%
4140 Storage Unit	14,184	14,688	(504)	-3%	14,243	(59)	0%	72,775	74,113	(1,338)	-2%	71,866	909	1%	175,662	177,000	-1%
4145 Long Term Boat Storage	7,778	6,981	797	11%	7,035	743	11%	37,899	34,500	3,399	10%	34,765	3,135	9%	85,399	82,000	4%
4150 Short Term Boat Storage	3,490	3,585	(95)	-3%	4,133	(643)	-16%	11,801	18,150	(6,349)	-35%	20,923	(9,122)	-44%	33,651	40,000	-16%
4155 Boat Wash	66	0	66	-	163	(97)	-59%	777	0	777	-	228	549	241%	777	0	-
4165 Space Rents	11,949	13,006	(1,057)	-8%	12,352	(404)	-3%	191,391	195,476	(4,085)	-2%	185,659	5,732	3%	310,915	315,000	-1%
4173 Laundry	167	131	36	28%	124	43	35%	2,067	2,491	(424)	-17%	2,356	(289)	-12%	3,576	4,000	-11%
4175 Propane	747	261	486	186%	256	491	192%	3,558	4,264	(706)	-17%	4,178	(619)	-15%	9,294	10,000	-7%
4180 Merchandise	28	47	(19)	-40%	36	(8)	-22%	898	2,203	(1,305)	-59%	1,699	(801)	-47%	695	2,000	-65%
4185 Visitor Convention Bureau Fee	96	117	(21)	-18%	0	96	-	1,912	585	1,327	227%	0	1,912	-	2,727	1,400	95%
4190 Ice	3,013	8,396	(5,384)	-64%	9,138	(6,125)	-67%	145,510	188,542	(43,032)	-23%	205,200	(59,690)	-29%	256,968	300,000	-14%
4200 Boat Lifts	1,870	1,454	416	29%	1,680	190	11%	22,852	17,715	5,137	29%	20,470	2,382	12%	60,137	55,000	9%
4230 Environmental Fee	1,805	2,208	(403)	-18%	2,302	(497)	-22%	9,204	9,259	(55)	-1%	9,654	(449)	-5%	24,945	25,000	0%
4235 Customer Discounts	(102)	0	(102)	-	(168)	67	-40%	(2,407)	0	(2,407)	-	(5,704)	3,297	-58%	(2,407)	0	-
4290 Other	2,724	2,083	641	31%	3,394	(669)	-20%	29,977	10,415	19,562	188%	18,995	10,982	58%	44,562	25,000	78%
4295 Bad Debt Expense	0	(417)	417	-100%	0	0	-	0	(2,085)	2,085	-100%	871	(871)	-100%	(2,915)	(5,000)	-42%
<b>Total Operating Income</b>	<b>132,689</b>	<b>150,444</b>	<b>(17,755)</b>	<b>-12%</b>	<b>146,864</b>	<b>(14,175)</b>	<b>-10%</b>	<b>1,033,670</b>	<b>1,066,847</b>	<b>(33,177)</b>	<b>-3%</b>	<b>1,053,287</b>	<b>(19,617)</b>	<b>-2%</b>	<b>2,148,013</b>	<b>2,181,190</b>	<b>-2%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	50,073	61,269	11,196	18%	56,302	6,229	11%	301,990	337,099	35,109	10%	309,300	7,311	2%	761,625	796,734	4%
5010 Other compensation	0	0	0	-	0	0	-	4,988	0	(4,988)	-	2,744	(2,244)	-82%	4,988	0	-
5015 Overtime	437	1,319	882	67%	476	39	8%	9,008	7,257	(1,751)	-24%	12,256	3,247	26%	18,903	17,152	-10%
5020 Car Allowance	0	0	0	-	0	0	-	0	0	0	-	808	808	100%	0	0	-
<b>Total Compensation</b>	<b>50,511</b>	<b>62,588</b>	<b>12,077</b>	<b>19%</b>	<b>56,779</b>	<b>6,268</b>	<b>11%</b>	<b>315,985</b>	<b>344,356</b>	<b>28,371</b>	<b>8%</b>	<b>325,107</b>	<b>9,121</b>	<b>3%</b>	<b>785,515</b>	<b>813,886</b>	<b>3%</b>
5100 Federal Payroll taxes	3,643	4,788	1,145	24%	4,222	579	14%	23,057	26,343	3,286	12%	23,899	842	4%	58,976	62,262	5%
5105 State Payroll taxes	24	0	(24)	-	29	5	17%	129	0	(129)	-	162	33	21%	129	0	-
5110 Unemployment Insurance	667	1,136	469	41%	667	(0)	0%	6,064	6,251	187	3%	5,246	(819)	-16%	14,591	14,778	1%
5115 Workers compensation	2,039	1,865	(174)	-9%	1,906	(133)	-7%	10,195	10,261	66	1%	8,519	(1,676)	-20%	24,182	24,248	0%
<b>Total Payroll Taxes</b>	<b>6,373</b>	<b>7,789</b>	<b>1,416</b>	<b>18%</b>	<b>6,823</b>	<b>450</b>	<b>7%</b>	<b>39,445</b>	<b>42,855</b>	<b>3,410</b>	<b>8%</b>	<b>37,826</b>	<b>(1,620)</b>	<b>-4%</b>	<b>97,878</b>	<b>101,288</b>	<b>3%</b>
5200 Medical insurance	16,529	17,586	1,057	6%	15,004	(1,525)	-10%	81,662	87,930	6,268	7%	73,723	(7,938)	-11%	204,764	211,032	3%
5205 Dental insurance	1,774	2,051	277	14%	1,792	18	1%	8,668	10,255	1,587	15%	8,959	291	3%	23,024	24,611	6%

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

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
5215 Term life insurance	614	200	(414)	-207%	571	(42)	-7%	3,179	1,000	(2,179)	-218%	2,888	(291)	-10%	4,576	2,397	-91%
5220 Long Term Disability insurance	0	391	391	100%	0	0	-	0	1,955	1,955	100%	0	0	-	2,733	4,688	42%
5225 PERS Employee Contributions	9,162	11,612	2,450	21%	12,511	3,349	27%	61,884	63,888	2,004	3%	51,970	(9,914)	-19%	148,991	150,995	1%
5230 PERS Employer Contributions	2,621	3,370	749	22%	4,590	1,969	43%	17,719	18,542	823	4%	19,297	1,577	8%	43,005	43,828	2%
<b>Total Insured Benefits</b>	<b>30,699</b>	<b>35,210</b>	<b>4,511</b>	<b>13%</b>	<b>34,468</b>	<b>3,768</b>	<b>11%</b>	<b>173,112</b>	<b>183,570</b>	<b>10,458</b>	<b>6%</b>	<b>156,836</b>	<b>(16,276)</b>	<b>-10%</b>	<b>427,093</b>	<b>437,551</b>	<b>2%</b>
<b>Total Personnel Services</b>	<b>87,583</b>	<b>105,587</b>	<b>18,004</b>	<b>17%</b>	<b>98,069</b>	<b>10,487</b>	<b>11%</b>	<b>528,543</b>	<b>570,781</b>	<b>42,238</b>	<b>7%</b>	<b>519,769</b>	<b>(8,774)</b>	<b>-2%</b>	<b>1,310,487</b>	<b>1,352,725</b>	<b>3%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	2,469	2,469	100%	0	0	-
<b>Total Staff Training</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>2,469</b>	<b>2,469</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6020 Travel - airfare	0	83	83	100%	0	0	-	0	415	415	100%	0	0	-	585	1,000	42%
6025 Travel - lodging & transportation	519	250	(269)	-107%	0	(519)	-	519	1,250	731	59%	0	(519)	-	2,269	3,000	24%
6030 Travel - Per Diem & mileage reimbursement	33	125	92	73%	0	(33)	-	33	625	592	95%	0	(33)	-	908	1,500	39%
6035 Meals & Entertainment	0	21	21	100%	0	0	-	0	105	105	100%	0	0	-	145	250	42%
<b>Total Travel &amp; Entertainment</b>	<b>552</b>	<b>479</b>	<b>(73)</b>	<b>-15%</b>	<b>0</b>	<b>(552)</b>	<b>-</b>	<b>552</b>	<b>2,395</b>	<b>1,843</b>	<b>77%</b>	<b>0</b>	<b>(552)</b>	<b>-</b>	<b>3,907</b>	<b>5,750</b>	<b>32%</b>
6050 Office supplies	0	0	0	-	0	0	-	0	0	0	-	321	321	100%	0	0	-
6055 Kitchen supplies	124	208	84	40%	239	115	48%	1,075	1,040	(35)	-3%	1,266	191	15%	2,535	2,500	-1%
6070 Postage & courier services	0	42	42	100%	59	59	100%	397	210	(187)	-89%	47	(349)	-737%	687	500	-37%
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	34	34	100%	0	0	-
<b>Total Office Expense</b>	<b>124</b>	<b>250</b>	<b>126</b>	<b>50%</b>	<b>298</b>	<b>174</b>	<b>58%</b>	<b>1,471</b>	<b>1,250</b>	<b>(221)</b>	<b>-18%</b>	<b>1,710</b>	<b>238</b>	<b>14%</b>	<b>3,221</b>	<b>3,000</b>	<b>-7%</b>
6100 Telephone - landline	272	180	(92)	-51%	276	3	1%	1,344	900	(444)	-49%	1,071	(273)	-25%	2,604	2,160	-21%
6105 Telephone - mobile	492	780	288	37%	428	(64)	-15%	2,384	3,900	1,516	39%	2,566	182	7%	7,844	9,360	16%
6110 Internet services	1,277	1,145	(132)	-12%	1,872	595	32%	6,555	5,725	(830)	-15%	5,196	(1,359)	-26%	14,570	13,740	-6%
6115 Cable TV	647	583	(64)	-11%	480	(168)	-35%	2,902	2,915	13	0%	8,296	5,394	65%	6,987	7,000	0%
6130 Electricity	18,288	20,833	2,545	12%	17,989	(299)	-2%	96,789	104,165	7,376	7%	106,601	9,812	9%	242,624	250,000	3%
6131 Propane - Operations	91	125	34	27%	0	(91)	-	359	625	266	43%	507	149	29%	1,234	1,500	18%
6135 Water/Sewer	5,188	6,250	1,062	17%	4,810	(378)	-8%	43,244	31,250	(11,994)	-38%	36,819	(6,425)	-17%	86,994	75,000	-16%
6140 Garbage/Sanitation Collection	6,086	6,667	581	9%	9,339	3,253	35%	32,099	33,335	1,236	4%	32,517	418	1%	78,764	80,000	2%
6145 Hazardous material disposal	0	333	333	100%	563	563	100%	2,824	1,665	(1,159)	-70%	1,534	(1,290)	-84%	5,159	4,000	-29%
6150 Derelict boat disposal	0	2,083	2,083	100%	0	0	-	2,160	10,415	8,255	79%	4,907	2,748	56%	16,745	25,000	33%
6155 Environmental Remediation/Mitigation/Monitoring	0	833	833	100%	186	186	100%	1,277	4,165	2,888	69%	930	(347)	-37%	7,112	10,000	29%
<b>Total Utilities</b>	<b>32,342</b>	<b>39,812</b>	<b>7,470</b>	<b>19%</b>	<b>35,942</b>	<b>3,600</b>	<b>10%</b>	<b>191,937</b>	<b>199,060</b>	<b>7,123</b>	<b>4%</b>	<b>200,945</b>	<b>9,008</b>	<b>4%</b>	<b>470,637</b>	<b>477,760</b>	<b>1%</b>
6200 Temporary/Contract help	5,742	5,417	(325)	-6%	3,521	(2,220)	-63%	30,729	27,085	(3,644)	-13%	38,526	7,798	20%	68,644	65,000	-6%
6205 Janitorial services	53	50	(3)	-7%	51	(2)	-4%	292	250	(42)	-17%	282	(11)	-4%	642	600	-7%
6210 Vending machine services	0	125	125	100%	0	0	-	281	625	344	55%	280	(1)	0%	1,156	1,500	23%
6245 Legal advertising	0	83	83	100%	0	0	-	676	415	(261)	-63%	0	(676)	-	1,261	1,000	-26%
6270 Contracted Services	160	0	(160)	-	160	0	0%	3,104	0	(3,104)	-	1,553	(1,552)	-100%	3,104	0	-
6290 Commercial insurance	6,745	6,257	(488)	-8%	6,080	(666)	-11%	33,729	31,285	(2,444)	-8%	30,398	(3,331)	-11%	77,529	75,085	-3%

Financial Report - Actual vs. Budget

For Period Ending Nov 2019

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Total Professional Services</b>	<b>12,700</b>	<b>11,932</b>	<b>(768)</b>	<b>-6%</b>	<b>9,812</b>	<b>(2,888)</b>	<b>-29%</b>	<b>68,811</b>	<b>59,660</b>	<b>(9,151)</b>	<b>-15%</b>	<b>71,038</b>	<b>2,227</b>	<b>3%</b>	<b>152,336</b>	<b>143,185</b>	<b>-6%</b>
6400 Small equipment & tools	213	833	620	74%	784	571	73%	2,629	4,165	1,536	37%	1,796	(834)	-46%	8,464	10,000	15%
6405 Safety/hazardous materials	937	542	(395)	-73%	553	(384)	-69%	3,996	2,710	(1,286)	-47%	3,177	(820)	-26%	7,786	6,500	-20%
6410 Signage	0	125	125	100%	0	0	-	269	625	356	57%	737	467	63%	1,144	1,500	24%
6415 Clothing	0	500	500	100%	533	533	100%	280	2,500	2,220	89%	1,246	966	78%	3,780	6,000	37%
6420 Janitorial supplies	719	833	114	14%	999	279	28%	5,440	4,165	(1,275)	-31%	4,996	(443)	-9%	11,275	10,000	-13%
6425 Operational supplies	1,979	833	(1,146)	-138%	567	(1,412)	-249%	4,950	4,165	(785)	-19%	2,633	(2,317)	-88%	10,785	10,000	-8%
6430 Equipment Rental	1,311	333	(978)	-294%	0	(1,311)	-	1,814	1,665	(149)	-9%	36	(1,778)	-4987%	4,149	4,000	-4%
6450 Fuel - Gas	1,097	1,042	(55)	-5%	1,164	67	6%	3,256	5,210	1,954	37%	4,889	1,633	33%	10,546	12,500	16%
6455 Fuel - Diesel	199	83	(116)	-140%	0	(199)	-	353	415	62	15%	150	(203)	-135%	938	1,000	6%
6481 Propane - Retail	393	500	107	21%	151	(241)	-160%	1,809	2,500	691	28%	2,552	743	29%	5,309	6,000	12%
<b>Total Operational Expense</b>	<b>6,849</b>	<b>7,124</b>	<b>275</b>	<b>4%</b>	<b>4,752</b>	<b>(2,097)</b>	<b>-44%</b>	<b>24,797</b>	<b>35,620</b>	<b>10,823</b>	<b>30%</b>	<b>22,212</b>	<b>(2,585)</b>	<b>-12%</b>	<b>74,677</b>	<b>85,500</b>	<b>13%</b>
6500 Repairs & maintenance equipment	4,136	4,167	31	1%	1,431	(2,705)	-189%	20,875	20,835	(40)	0%	23,159	2,284	10%	50,040	50,000	0%
6505 Repairs & maintenance vehicles	1,834	523	(1,311)	-251%	58	(1,777)	-3079%	4,632	2,615	(2,017)	-77%	531	(4,101)	-772%	8,297	6,280	-32%
6510 Repairs & maintenance buildings	23,022	2,500	(20,522)	-821%	898	(22,124)	-2464%	28,037	12,500	(15,537)	-124%	19,092	(8,945)	-47%	45,537	30,000	-52%
6515 Repairs & maintenance land improvements	0	417	417	100%	100	100	100%	3,165	2,085	(1,080)	-52%	243	(2,922)	-1204%	6,080	5,000	-22%
6520 Repairs & maintenance docks	368	3,333	2,965	89%	18	(350)	-1994%	6,789	16,665	9,876	59%	25,891	19,103	74%	30,124	40,000	25%
6540 Marina dredging	1,813	8,333	6,521	78%	0	(1,813)	-	1,813	41,665	39,853	96%	11,103	9,290	84%	10,148	50,000	80%
6575 Waterway Leases	0	2,500	2,500	100%	0	0	-	0	12,500	12,500	100%	2,548	2,548	100%	17,500	30,000	42%
6580 Permits	219	417	198	47%	985	766	78%	2,909	2,085	(824)	-40%	3,854	945	25%	5,824	5,000	-16%
<b>Total Repair and Maintenance</b>	<b>31,393</b>	<b>22,190</b>	<b>(9,203)</b>	<b>-41%</b>	<b>3,489</b>	<b>(27,903)</b>	<b>-800%</b>	<b>68,220</b>	<b>110,950</b>	<b>42,730</b>	<b>39%</b>	<b>86,421</b>	<b>18,201</b>	<b>21%</b>	<b>173,550</b>	<b>216,280</b>	<b>20%</b>
<b>Total Goods &amp; Services</b>	<b>83,959</b>	<b>81,787</b>	<b>(2,172)</b>	<b>-3%</b>	<b>54,293</b>	<b>(29,666)</b>	<b>-55%</b>	<b>355,788</b>	<b>408,935</b>	<b>53,147</b>	<b>13%</b>	<b>384,795</b>	<b>29,007</b>	<b>8%</b>	<b>878,328</b>	<b>931,475</b>	<b>6%</b>
<b>Total Expenses</b>	<b>171,542</b>	<b>187,374</b>	<b>15,832</b>	<b>8%</b>	<b>152,363</b>	<b>(19,179)</b>	<b>-13%</b>	<b>884,331</b>	<b>979,716</b>	<b>95,385</b>	<b>10%</b>	<b>904,564</b>	<b>20,233</b>	<b>2%</b>	<b>2,188,815</b>	<b>2,284,200</b>	<b>4%</b>
<b>Operating Results</b>	<b>(38,853)</b>	<b>(36,930)</b>	<b>(1,923)</b>	<b>5%</b>	<b>(5,499)</b>	<b>(33,354)</b>	<b>607%</b>	<b>149,339</b>	<b>87,131</b>	<b>62,208</b>	<b>71%</b>	<b>148,723</b>	<b>616</b>	<b>0%</b>	<b>(40,802)</b>	<b>(103,010)</b>	<b>-60%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4450 Lodging Tax	0	0	0	-	0	0	-	94	0	94	-	138	(44)	-32%	94	0	-
4650 Grants Received - MAP	0	0	0	-	0	0	-	5,175	0	5,175	-	0	5,175	-	10,575	5,400	96%
4695 Grants Received - Other	0	43,197	(43,197)	-100%	0	0	-	0	215,985	(215,985)	-100%	18,508	(18,508)	-100%	65,195	281,180	-77%
4700 Loans	0	15,000	(15,000)	-100%	0	0	-	0	75,000	(75,000)	-100%	0	0	-	15,000	90,000	-83%
4905 Other	0	0	0	-	100	(100)	-100%	2,551	0	2,551	-	100	2,451	2451%	2,551	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	25,000	0	25,000	-	25,877	(877)	-3%	25,000	0	-
<b>Total Other Income</b>	<b>0</b>	<b>58,197</b>	<b>(58,197)</b>	<b>-100%</b>	<b>100</b>	<b>(100)</b>	<b>-100%</b>	<b>32,820</b>	<b>290,985</b>	<b>(258,165)</b>	<b>-89%</b>	<b>44,624</b>	<b>(11,803)</b>	<b>-26%</b>	<b>118,415</b>	<b>376,580</b>	<b>-69%</b>
<b>Other Expenses</b>																	
<b>Taxes &amp; Misc Expenses</b>																	
6720 Property Tax - Sublet Facilities	0	0	0	-	-	-	-	9,427	0	(9,427)	-	8,706	(721)	-8%	9,427	-	-
6755 Insurance Claims	0	0	0	-	0	0	-	0	0	0	-	(571)	(571)	100%	0	0	-

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

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Total Taxes &amp; Misc Expenses</b>	-	-	-	-	0	0	-	9,427	-	(9,427)	-	8,135	(1,292)	-16%	9,427	-	-
<b>Debt Services</b>																	
7005 Principal repayment	56,581	0	(56,581)	-	59,973	3,392	6%	56,581	0	(56,581)	-	68,375	11,794	17%	129,387	72,806	-78%
7010 Interest payment	65,152	0	(65,152)	-	61,816	(3,336)	-5%	65,152	0	(65,152)	-	62,133	(3,018)	-5%	134,730	69,578	-94%
8010 CIP Buildings	0	7,500	7,500	100%	0	0	-	168	37,500	37,332	100%	0	(168)	-	7,668	45,000	83%
8011 CIP Docks	0	48,167	48,167	100%	0	0	-	14,352	240,835	226,483	94%	10,421	(3,930)	-38%	62,517	289,000	78%
8015 CIP Land Improvements	0	1,667	1,667	100%	0	0	-	0	8,335	8,335	100%	0	0	-	1,665	10,000	83%
8020 CIP Machinery & Equipment	0	19,788	19,788	100%	0	0	-	0	98,940	98,940	100%	0	0	-	33,785	132,725	75%
8025 CIP Mobile Equipment	0	0	0	-	0	0	-	0	0	0	-	8,001	8,001	100%	0	0	-
<b>Total Debt Services</b>	<b>121,732</b>	<b>77,122</b>	<b>(44,610)</b>	<b>-58%</b>	<b>121,789</b>	<b>57</b>	<b>0%</b>	<b>136,252</b>	<b>385,610</b>	<b>249,358</b>	<b>65%</b>	<b>148,931</b>	<b>12,679</b>	<b>9%</b>	<b>369,751</b>	<b>619,109</b>	<b>40%</b>
<b>Total Other Expenses</b>	<b>121,732</b>	<b>77,122</b>	<b>(44,610)</b>	<b>-58%</b>	<b>121,789</b>	<b>57</b>	<b>0%</b>	<b>145,678</b>	<b>385,610</b>	<b>239,932</b>	<b>62%</b>	<b>157,066</b>	<b>11,387</b>	<b>7%</b>	<b>379,177</b>	<b>619,109</b>	<b>39%</b>
<b>Net Other Income</b>	<b>(121,732)</b>	<b>(18,925)</b>	<b>(102,807)</b>	<b>543%</b>	<b>(121,689)</b>	<b>(43)</b>	<b>0%</b>	<b>(112,858)</b>	<b>(94,625)</b>	<b>(18,233)</b>	<b>19%</b>	<b>(112,442)</b>	<b>(416)</b>	<b>0%</b>	<b>(260,762)</b>	<b>(242,529)</b>	<b>8%</b>
<b>Net Result</b>	<b>(160,585)</b>	<b>(55,855)</b>	<b>(104,730)</b>	<b>188%</b>	<b>(127,188)</b>	<b>(33,398)</b>	<b>26%</b>	<b>36,481</b>	<b>(7,495)</b>	<b>43,975</b>	<b>-587%</b>	<b>36,281</b>	<b>200</b>	<b>1%</b>	<b>(301,564)</b>	<b>(345,539)</b>	<b>-13%</b>

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

amounts in \$US dollars

Fund: General Fund

Department: External Affairs

Location: All

Budget: Adopted



External Affairs	Current Period				Same Month Last Year			Year to Date						Year End			
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD		Jul 2019 - Jun 2020			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4180 Merchandise	30	0	30	-	20	10	50%	428	0	428	-	380	48	13%	428	0	-
<b>Total Operating Income</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>-</b>	<b>20</b>	<b>10</b>	<b>50%</b>	<b>428</b>	<b>0</b>	<b>428</b>	<b>-</b>	<b>380</b>	<b>48</b>	<b>13%</b>	<b>428</b>	<b>0</b>	<b>-</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	10,412	16,229	5,817	36%	18,205	7,794	43%	52,401	89,291	36,890	41%	95,511	43,110	45%	174,151	211,041	17%
5010 Other compensation	0	0	0	-	0	0	-	0	0	0	-	26	26	100%	0	0	-
5020 Car Allowance	0	0	0	-	692	692	100%	0	0	0	-	3,634	3,634	100%	0	0	-
<b>Total Compensation</b>	<b>10,412</b>	<b>16,229</b>	<b>5,817</b>	<b>36%</b>	<b>18,898</b>	<b>8,486</b>	<b>45%</b>	<b>52,401</b>	<b>89,291</b>	<b>36,890</b>	<b>41%</b>	<b>99,172</b>	<b>46,771</b>	<b>47%</b>	<b>174,151</b>	<b>211,041</b>	<b>17%</b>
5100 Federal Payroll taxes	790	1,242	452	36%	1,435	645	45%	3,976	6,833	2,857	42%	7,494	3,518	47%	13,288	16,145	18%
5105 State Payroll taxes	3	0	(3)	-	5	2	33%	18	0	(18)	-	30	13	42%	18	0	-
5110 Unemployment Insurance	83	218	135	62%	78	(6)	-7%	600	1,199	599	50%	457	(142)	-31%	2,231	2,830	21%
5115 Workers compensation	49	34	(15)	-43%	44	(5)	-11%	244	187	(57)	-30%	(36)	(279)	787%	496	439	-13%
<b>Total Payroll Taxes</b>	<b>925</b>	<b>1,494</b>	<b>569</b>	<b>38%</b>	<b>1,562</b>	<b>636</b>	<b>41%</b>	<b>4,838</b>	<b>8,219</b>	<b>3,381</b>	<b>41%</b>	<b>7,946</b>	<b>3,109</b>	<b>39%</b>	<b>16,033</b>	<b>19,414</b>	<b>17%</b>
5200 Medical insurance	1,453	2,770	1,317	48%	2,220	768	35%	7,263	13,850	6,587	48%	11,102	3,839	35%	26,649	33,236	20%
5205 Dental insurance	154	337	183	54%	262	107	41%	772	1,685	913	54%	1,309	536	41%	3,131	4,044	23%
5215 Term life insurance	83	35	(48)	-138%	149	65	44%	344	175	(169)	-97%	744	399	54%	590	421	-40%
5220 Long Term Disability insurance	0	101	101	100%	0	0	-	0	505	505	100%	0	0	-	711	1,216	42%
5225 PERS Employee Contributions	1,988	2,467	479	19%	3,972	1,985	50%	10,495	13,573	3,078	23%	14,536	4,041	28%	28,999	32,077	10%
5230 PERS Employer Contributions	625	775	150	19%	1,702	1,078	63%	3,299	4,264	965	23%	6,230	2,931	47%	9,117	10,082	10%
<b>Total Insured Benefits</b>	<b>4,303</b>	<b>6,485</b>	<b>2,182</b>	<b>34%</b>	<b>8,305</b>	<b>4,003</b>	<b>48%</b>	<b>22,173</b>	<b>34,052</b>	<b>11,879</b>	<b>35%</b>	<b>33,920</b>	<b>11,747</b>	<b>35%</b>	<b>69,197</b>	<b>81,076</b>	<b>15%</b>
<b>Total Personnel Services</b>	<b>15,639</b>	<b>24,208</b>	<b>8,569</b>	<b>35%</b>	<b>28,764</b>	<b>13,125</b>	<b>46%</b>	<b>79,411</b>	<b>131,562</b>	<b>52,151</b>	<b>40%</b>	<b>141,038</b>	<b>61,627</b>	<b>44%</b>	<b>259,380</b>	<b>311,531</b>	<b>17%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	200	200	100%	0	0	-
6010 Educational reimbursement	0	0	0	-	0	0	-	0	0	0	-	3,000	3,000	100%	0	0	-
<b>Total Staff Training</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>3,200</b>	<b>3,200</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6020 Travel - airfare	324	333	9	3%	0	(324)	-	1,437	1,665	228	14%	135	(1,302)	-964%	3,772	4,000	6%
6025 Travel - lodging & transportation	1,029	542	(487)	-90%	345	(684)	-198%	3,236	2,710	(526)	-19%	2,853	(383)	-13%	7,026	6,500	-8%
6030 Travel - Per Diem & mileage reimbursement	48	542	494	91%	407	359	88%	1,498	2,710	1,212	45%	2,034	536	26%	5,288	6,500	19%
6035 Meals & Entertainment	0	417	417	100%	144	144	100%	132	2,085	1,953	94%	618	486	79%	3,047	5,000	39%
<b>Total Travel &amp; Entertainment</b>	<b>1,401</b>	<b>1,834</b>	<b>433</b>	<b>24%</b>	<b>896</b>	<b>(505)</b>	<b>-56%</b>	<b>6,302</b>	<b>9,170</b>	<b>2,868</b>	<b>31%</b>	<b>5,641</b>	<b>(661)</b>	<b>-12%</b>	<b>19,132</b>	<b>22,000</b>	<b>13%</b>
6050 Office supplies	0	42	42	100%	0	0	-	183	210	27	13%	99	(84)	-85%	473	500	5%
6075 Memberships & dues	403	3,333	2,930	88%	881	478	54%	10,926	16,665	5,739	34%	15,596	4,670	30%	34,261	40,000	14%
<b>Total Office Expense</b>	<b>403</b>	<b>3,375</b>	<b>2,972</b>	<b>88%</b>	<b>881</b>	<b>478</b>	<b>54%</b>	<b>11,108</b>	<b>16,875</b>	<b>5,767</b>	<b>34%</b>	<b>15,694</b>	<b>4,586</b>	<b>29%</b>	<b>34,733</b>	<b>40,500</b>	<b>14%</b>

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

amounts in \$US dollars

Fund: General Fund

Department: External Affairs

Location: All

Budget: Adopted



External Affairs	Current Period				Same Month Last Year			Year to Date						Year End			
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD		Jul 2019 - Jun 2020			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6260 Consulting services	0	833	833	100%	0	0	-	0	4,165	4,165	100%	0	0	-	5,835	10,000	42%
6270 Contracted Services	0	0	0	-	0	0	-	16	0	(16)	-	0	(16)	-	16	0	-
<b>Total Professional Services</b>	<b>0</b>	<b>833</b>	<b>833</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>16</b>	<b>4,165</b>	<b>4,149</b>	<b>100%</b>	<b>0</b>	<b>(16)</b>	<b>-</b>	<b>5,851</b>	<b>10,000</b>	<b>41%</b>
6310 Marketing supplies	256	667	411	62%	150	(106)	-71%	3,047	3,335	288	9%	2,067	(981)	-47%	7,712	8,000	4%
6315 Advertising	1,128	1,667	539	32%	542	(586)	-108%	7,375	8,335	960	12%	10,324	2,949	29%	19,040	20,000	5%
6320 Cargo recruitment & development	132	833	701	84%	0	(132)	-	2,235	4,165	1,930	46%	3,024	790	26%	8,070	10,000	19%
6340 Legislative support	7,307	6,667	(640)	-10%	5,628	(1,679)	-30%	33,531	33,335	(196)	-1%	29,596	(3,935)	-13%	80,196	80,000	0%
6345 Community affairs	12,533	600	(11,933)	-1989%	0	(12,533)	-	13,757	3,000	(10,757)	-359%	1,000	(12,757)	-1276%	17,957	7,200	-149%
<b>Total Marketing Expense</b>	<b>21,356</b>	<b>10,434</b>	<b>(10,922)</b>	<b>-105%</b>	<b>6,321</b>	<b>(15,036)</b>	<b>-238%</b>	<b>59,946</b>	<b>52,170</b>	<b>(7,776)</b>	<b>-15%</b>	<b>46,011</b>	<b>(13,935)</b>	<b>-30%</b>	<b>132,976</b>	<b>125,200</b>	<b>-6%</b>
<b>Total Goods &amp; Services</b>	<b>23,160</b>	<b>16,476</b>	<b>(6,684)</b>	<b>-41%</b>	<b>8,098</b>	<b>(15,062)</b>	<b>-186%</b>	<b>77,373</b>	<b>82,380</b>	<b>5,007</b>	<b>6%</b>	<b>70,546</b>	<b>(6,826)</b>	<b>-10%</b>	<b>192,693</b>	<b>197,700</b>	<b>3%</b>
<b>Total Expenses</b>	<b>38,799</b>	<b>40,684</b>	<b>1,885</b>	<b>5%</b>	<b>36,862</b>	<b>(1,937)</b>	<b>-5%</b>	<b>156,784</b>	<b>213,942</b>	<b>57,158</b>	<b>27%</b>	<b>211,584</b>	<b>54,800</b>	<b>26%</b>	<b>452,073</b>	<b>509,231</b>	<b>11%</b>
<b>Operating Results</b>	<b>(38,769)</b>	<b>(40,684)</b>	<b>1,915</b>	<b>-5%</b>	<b>(36,842)</b>	<b>(1,927)</b>	<b>5%</b>	<b>(156,356)</b>	<b>(213,942)</b>	<b>57,586</b>	<b>-27%</b>	<b>(211,204)</b>	<b>54,848</b>	<b>-26%</b>	<b>(451,645)</b>	<b>(509,231)</b>	<b>-11%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
<b>Net Result</b>	<b>(38,769)</b>	<b>(40,684)</b>	<b>1,915</b>	<b>-5%</b>	<b>(36,842)</b>	<b>(1,927)</b>	<b>5%</b>	<b>(156,356)</b>	<b>(213,942)</b>	<b>57,586</b>	<b>-27%</b>	<b>(211,204)</b>	<b>54,848</b>	<b>-26%</b>	<b>(451,645)</b>	<b>(509,231)</b>	<b>-11%</b>

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

amounts in \$US dollars

Fund: General Fund

Department: Port Ops

Location: All

Budget: Adopted



Port Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	9,246	9,395	(149)	-2%	8,944	302	3%	46,342	46,975	(633)	-1%	44,718	1,624	4%	112,112	112,745	-1%
4010 Property Agreements	5,658	6,750	(1,092)	-16%	5,574	84	2%	30,181	33,750	(3,569)	-11%	29,685	496	2%	77,431	81,000	-4%
4240 Project Management Fees	46,305	47,463	(1,158)	-2%	44,100	2,205	5%	231,525	237,315	(5,790)	-2%	220,500	11,025	5%	563,761	569,551	-1%
<b>Total Operating Income</b>	<b>61,209</b>	<b>63,608</b>	<b>(2,399)</b>	<b>-4%</b>	<b>58,618</b>	<b>2,591</b>	<b>4%</b>	<b>308,048</b>	<b>318,040</b>	<b>(9,992)</b>	<b>-3%</b>	<b>294,903</b>	<b>13,145</b>	<b>4%</b>	<b>753,304</b>	<b>763,296</b>	<b>-1%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	13,035	13,031	(4)	0%	12,729	(305)	-2%	67,652	71,696	4,044	6%	65,552	(2,100)	-3%	165,409	169,453	2%
5020 Car Allowance	0	0	0	-	462	462	100%	0	0	0	-	2,423	2,423	100%	0	0	-
<b>Total Compensation</b>	<b>13,035</b>	<b>13,031</b>	<b>(4)</b>	<b>0%</b>	<b>13,191</b>	<b>156</b>	<b>1%</b>	<b>67,652</b>	<b>71,696</b>	<b>4,044</b>	<b>6%</b>	<b>67,975</b>	<b>323</b>	<b>0%</b>	<b>165,409</b>	<b>169,453</b>	<b>2%</b>
5100 Federal Payroll taxes	997	997	(0)	0%	1,009	12	1%	5,175	5,485	310	6%	5,200	25	0%	12,653	12,963	2%
5105 State Payroll taxes	3	0	(3)	-	4	1	18%	17	0	(17)	-	20	3	16%	17	0	-
5110 Unemployment Insurance	0	145	145	100%	0	0	-	71	798	727	91%	557	486	87%	1,160	1,887	39%
5115 Workers compensation	41	30	(11)	-38%	39	(2)	-6%	207	165	(42)	-25%	16	(191)	-1177%	432	390	-11%
<b>Total Payroll Taxes</b>	<b>1,041</b>	<b>1,172</b>	<b>131</b>	<b>11%</b>	<b>1,052</b>	<b>10</b>	<b>1%</b>	<b>5,471</b>	<b>6,448</b>	<b>978</b>	<b>15%</b>	<b>5,794</b>	<b>324</b>	<b>6%</b>	<b>14,263</b>	<b>15,240</b>	<b>6%</b>
5200 Medical insurance	0	0	0	-	0	0	-	3,927	0	(3,927)	-	(945)	(4,872)	516%	3,927	0	-
5205 Dental insurance	204	223	19	8%	206	2	1%	1,021	1,115	94	8%	1,032	10	1%	2,581	2,675	4%
5215 Term life insurance	105	23	(82)	-355%	101	(3)	-3%	524	115	(409)	-355%	507	(17)	-3%	690	281	-145%
5220 Long Term Disability insurance	0	81	81	100%	0	0	-	0	405	405	100%	0	0	-	571	976	41%
5225 PERS Employee Contributions	2,488	2,488	(0)	0%	2,770	282	10%	13,618	13,688	70	1%	7,360	(6,257)	-85%	32,278	32,348	0%
5230 PERS Employer Contributions	782	782	(0)	0%	1,187	405	34%	4,280	4,302	22	1%	3,154	(1,126)	-36%	10,145	10,167	0%
<b>Total Insured Benefits</b>	<b>3,579</b>	<b>3,597</b>	<b>18</b>	<b>0%</b>	<b>4,265</b>	<b>686</b>	<b>16%</b>	<b>23,370</b>	<b>19,625</b>	<b>(3,745)</b>	<b>-19%</b>	<b>11,108</b>	<b>(12,261)</b>	<b>-110%</b>	<b>50,192</b>	<b>46,447</b>	<b>-8%</b>
<b>Total Personnel Services</b>	<b>17,656</b>	<b>17,800</b>	<b>144</b>	<b>1%</b>	<b>18,508</b>	<b>852</b>	<b>5%</b>	<b>96,493</b>	<b>97,769</b>	<b>1,277</b>	<b>1%</b>	<b>84,878</b>	<b>(11,615)</b>	<b>-14%</b>	<b>229,864</b>	<b>231,140</b>	<b>1%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	325	325	100%	0	0	-
<b>Total Staff Training</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>325</b>	<b>325</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6020 Travel - airfare	0	333	333	100%	0	0	-	1,002	1,665	663	40%	25	(977)	-3906%	3,337	4,000	17%
6025 Travel - lodging & transportation	0	1,250	1,250	100%	895	895	100%	4,179	6,250	2,071	33%	7,766	3,586	46%	12,929	15,000	14%
6030 Travel - Per Diem & mileage reimbursement	0	333	333	100%	540	540	100%	2,468	1,665	(803)	-48%	4,582	2,114	46%	4,803	4,000	-20%
6035 Meals & Entertainment	0	21	21	100%	0	0	-	263	105	(158)	-151%	32	(231)	-723%	408	250	-63%
<b>Total Travel &amp; Entertainment</b>	<b>0</b>	<b>1,937</b>	<b>1,937</b>	<b>100%</b>	<b>1,435</b>	<b>1,435</b>	<b>100%</b>	<b>7,913</b>	<b>9,685</b>	<b>1,772</b>	<b>18%</b>	<b>12,405</b>	<b>4,493</b>	<b>36%</b>	<b>21,478</b>	<b>23,250</b>	<b>8%</b>



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

amounts in \$US dollars

Fund: General Fund

Department: Port Ops

Location: All

Budget: Adopted



Port Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6130 Electricity	0	133	133	100%	0	0	-	551	665	114	17%	978	427	44%	1,486	1,600	7%
6140 Garbage/Sanitation Collection	0	0	0	-	0	0	-	0	0	0	-	63	63	100%	0	0	-
<b>Total Utilities</b>	<b>379</b>	<b>133</b>	<b>(246)</b>	<b>-185%</b>	<b>0</b>	<b>(379)</b>	<b>-</b>	<b>930</b>	<b>665</b>	<b>(265)</b>	<b>-40%</b>	<b>1,041</b>	<b>111</b>	<b>11%</b>	<b>1,865</b>	<b>1,600</b>	<b>-17%</b>
6200 Temporary/Contract help	0	208	208	100%	0	0	-	0	1,040	1,040	100%	0	0	-	1,460	2,500	42%
6260 Consulting services	0	833	833	100%	0	0	-	0	4,165	4,165	100%	0	0	-	5,835	10,000	42%
6270 Contracted Services	0	0	0	-	0	0	-	1,694	0	(1,694)	-	1,770	76	4%	1,694	0	-
6290 Commercial insurance	723	702	(21)	-3%	675	(49)	-7%	3,616	3,510	(106)	-3%	3,373	(243)	-7%	8,526	8,420	-1%
<b>Total Professional Services</b>	<b>723</b>	<b>1,743</b>	<b>1,020</b>	<b>59%</b>	<b>675</b>	<b>(49)</b>	<b>-7%</b>	<b>5,311</b>	<b>8,715</b>	<b>3,404</b>	<b>39%</b>	<b>5,143</b>	<b>(167)</b>	<b>-3%</b>	<b>17,516</b>	<b>20,920</b>	<b>16%</b>
6345 Community affairs	0	0	0	-	0	0	-	0	0	0	-	90	90	100%	0	0	-
<b>Total Marketing Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>90</b>	<b>90</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6400 Small equipment & tools	0	42	42	100%	0	0	-	0	210	210	100%	0	0	-	290	500	42%
6405 Safety/hazardous materials	0	1,667	1,667	100%	0	0	-	760	8,335	7,575	91%	0	(760)	-	12,425	20,000	38%
6410 Signage	0	83	83	100%	0	0	-	0	415	415	100%	10	10	100%	585	1,000	42%
6415 Clothing	0	42	42	100%	0	0	-	0	210	210	100%	0	0	-	290	500	42%
6430 Equipment Rental	0	167	167	100%	0	0	-	0	835	835	100%	0	0	-	1,165	2,000	42%
6450 Fuel - Gas	0	208	208	100%	0	0	-	88	1,040	952	92%	100	12	12%	1,548	2,500	38%
<b>Total Operational Expense</b>	<b>0</b>	<b>2,509</b>	<b>2,509</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>848</b>	<b>12,545</b>	<b>11,697</b>	<b>93%</b>	<b>110</b>	<b>(738)</b>	<b>-670%</b>	<b>18,403</b>	<b>30,100</b>	<b>39%</b>
6505 Repairs & maintenance vehicles	0	60	60	100%	0	0	-	0	300	300	100%	0	0	-	420	720	42%
6510 Repairs & maintenance buildings	0	417	417	100%	0	0	-	25	2,085	2,060	99%	160	135	84%	2,940	5,000	41%
6515 Repairs & maintenance land improvements	0	1,667	1,667	100%	0	0	-	0	8,335	8,335	100%	1,443	1,443	100%	11,665	20,000	42%
6520 Repairs & maintenance docks	0	833	833	100%	0	0	-	48	4,165	4,117	99%	0	(48)	-	5,883	10,000	41%
6575 Waterway Leases	0	208	208	100%	0	0	-	1,135	1,040	(95)	-9%	1,102	(33)	-3%	2,595	2,500	-4%
6580 Permits	0	0	0	-	0	0	-	0	0	0	-	1,086	1,086	100%	0	0	-
<b>Total Repair and Maintenance</b>	<b>0</b>	<b>3,185</b>	<b>3,185</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,208</b>	<b>15,925</b>	<b>14,717</b>	<b>92%</b>	<b>3,790</b>	<b>2,582</b>	<b>68%</b>	<b>23,503</b>	<b>38,220</b>	<b>39%</b>
<b>Total Goods &amp; Services</b>	<b>1,102</b>	<b>9,507</b>	<b>8,405</b>	<b>88%</b>	<b>2,110</b>	<b>1,008</b>	<b>48%</b>	<b>16,209</b>	<b>47,535</b>	<b>31,326</b>	<b>66%</b>	<b>24,790</b>	<b>8,581</b>	<b>35%</b>	<b>82,764</b>	<b>114,090</b>	<b>27%</b>
<b>Total Expenses</b>	<b>18,758</b>	<b>27,307</b>	<b>8,549</b>	<b>31%</b>	<b>20,617</b>	<b>1,860</b>	<b>9%</b>	<b>112,702</b>	<b>145,304</b>	<b>32,602</b>	<b>22%</b>	<b>109,668</b>	<b>(3,034)</b>	<b>-3%</b>	<b>312,628</b>	<b>345,230</b>	<b>9%</b>
<b>Operating Results</b>	<b>42,451</b>	<b>36,301</b>	<b>6,150</b>	<b>17%</b>	<b>38,000</b>	<b>4,450</b>	<b>12%</b>	<b>195,346</b>	<b>172,736</b>	<b>22,610</b>	<b>13%</b>	<b>185,235</b>	<b>10,111</b>	<b>5%</b>	<b>440,676</b>	<b>418,066</b>	<b>5%</b>
<b>Taxes &amp; Misc Expenses</b>																	
<b>Net Result</b>	<b>42,451</b>	<b>36,301</b>	<b>6,150</b>	<b>17%</b>	<b>38,000</b>	<b>4,450</b>	<b>12%</b>	<b>195,346</b>	<b>172,736</b>	<b>22,610</b>	<b>13%</b>	<b>185,235</b>	<b>10,111</b>	<b>5%</b>	<b>440,676</b>	<b>418,066</b>	<b>5%</b>

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

amounts in \$US dollars

Fund: General Fund

Department: Port Development

Location: All

Budget: Adopted



Port Development	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	18,402	18,551	149	1%	11,300	(7,102)	-63%	94,524	102,067	7,543	7%	71,194	(23,330)	-33%	233,697	241,240	3%
5020 Car Allowance	0	0	0	-	462	462	100%	0	0	0	-	2,250	2,250	100%	0	0	-
<b>Total Compensation</b>	<b>18,402</b>	<b>18,551</b>	<b>149</b>	<b>1%</b>	<b>11,761</b>	<b>(6,640)</b>	<b>-56%</b>	<b>94,524</b>	<b>102,067</b>	<b>7,543</b>	<b>7%</b>	<b>73,444</b>	<b>(21,080)</b>	<b>-29%</b>	<b>233,697</b>	<b>241,240</b>	<b>3%</b>
5100 Federal Payroll taxes	1,408	1,419	11	1%	900	(508)	-56%	7,231	7,808	577	7%	5,500	(1,731)	-31%	17,878	18,455	3%
5105 State Payroll taxes	5	0	(5)	-	4	(1)	-37%	27	0	(27)	-	20	(7)	-34%	27	0	-
5110 Unemployment Insurance	181	218	37	17%	0	(181)	-	1,031	1,199	168	14%	0	(1,031)	-	2,662	2,830	6%
5115 Workers compensation	41	43	2	4%	40	(1)	-3%	207	236	29	12%	26	(181)	-695%	526	555	5%
<b>Total Payroll Taxes</b>	<b>1,635</b>	<b>1,680</b>	<b>45</b>	<b>3%</b>	<b>944</b>	<b>(692)</b>	<b>-73%</b>	<b>8,496</b>	<b>9,243</b>	<b>747</b>	<b>8%</b>	<b>5,546</b>	<b>(2,950)</b>	<b>-53%</b>	<b>21,093</b>	<b>21,840</b>	<b>3%</b>
5200 Medical insurance	1,020	2,357	1,337	57%	1,346	326	24%	5,102	11,785	6,683	57%	6,260	1,158	18%	21,597	28,280	24%
5205 Dental insurance	100	277	177	64%	(312)	(412)	132%	498	1,385	887	64%	262	(236)	-90%	2,440	3,327	27%
5215 Term life insurance	150	35	(115)	-328%	53	(97)	-184%	449	175	(274)	-157%	264	(185)	-70%	695	421	-65%
5220 Long Term Disability insurance	0	116	116	100%	0	0	-	0	580	580	100%	0	0	-	810	1,390	42%
5225 PERS Employee Contributions	2,279	2,910	631	22%	2,454	174	7%	12,517	16,011	3,494	22%	8,580	(3,937)	-46%	34,349	37,843	9%
5230 PERS Employer Contributions	716	915	199	22%	1,052	335	32%	3,934	5,034	1,100	22%	3,677	(257)	-7%	10,794	11,894	9%
<b>Total Insured Benefits</b>	<b>4,266</b>	<b>6,610</b>	<b>2,344</b>	<b>35%</b>	<b>4,592</b>	<b>327</b>	<b>7%</b>	<b>22,501</b>	<b>34,970</b>	<b>12,469</b>	<b>36%</b>	<b>19,042</b>	<b>(3,459)</b>	<b>-18%</b>	<b>70,686</b>	<b>83,155</b>	<b>15%</b>
<b>Total Personnel Services</b>	<b>24,303</b>	<b>26,841</b>	<b>2,538</b>	<b>9%</b>	<b>17,298</b>	<b>(7,005)</b>	<b>-40%</b>	<b>125,521</b>	<b>146,280</b>	<b>20,759</b>	<b>14%</b>	<b>98,032</b>	<b>(27,489)</b>	<b>-28%</b>	<b>325,476</b>	<b>346,235</b>	<b>6%</b>
<b>Goods &amp; Services</b>																	
6020 Travel - airfare	0	83	83	100%	0	0	-	60	415	355	86%	0	(60)	-	645	1,000	36%
6025 Travel - lodging & transportation	0	83	83	100%	0	0	-	1,526	415	(1,111)	-268%	0	(1,526)	-	2,111	1,000	-111%
6030 Travel - Per Diem & mileage reimbursement	58	250	192	77%	183	125	68%	2,061	1,250	(811)	-65%	183	(1,878)	-1026%	3,811	3,000	-27%
6035 Meals & Entertainment	0	0	0	-	0	0	-	170	0	(170)	-	0	(170)	-	170	0	-
<b>Total Travel &amp; Entertainment</b>	<b>58</b>	<b>416</b>	<b>358</b>	<b>86%</b>	<b>183</b>	<b>125</b>	<b>68%</b>	<b>3,817</b>	<b>2,080</b>	<b>(1,737)</b>	<b>-83%</b>	<b>183</b>	<b>(3,634)</b>	<b>-1984%</b>	<b>6,737</b>	<b>5,000</b>	<b>-35%</b>
6075 Memberships & dues	75	0	(75)	-	0	(75)	-	225	0	(225)	-	0	(225)	-	225	0	-
<b>Total Office Expense</b>	<b>75</b>	<b>0</b>	<b>(75)</b>	<b>-</b>	<b>0</b>	<b>(75)</b>	<b>-</b>	<b>225</b>	<b>0</b>	<b>(225)</b>	<b>-</b>	<b>0</b>	<b>(225)</b>	<b>-</b>	<b>225</b>	<b>0</b>	<b>-</b>
6260 Consulting services	0	0	0	-	0	0	-	0	0	0	-	15,346	15,346	100%	0	0	-
<b>Total Professional Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>15,346</b>	<b>15,346</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>

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

amounts in \$US dollars

Fund: General Fund

Department: Port Development

Location: All

Budget: Adopted



Port Development	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6405 Safety/hazardous materials	0	0	0	-	0	0	-	175	0	(175)	-	0	(175)	-	175	0	-
6415 Clothing	0	33	33	100%	0	0	-	0	165	165	100%	240	240	100%	235	400	41%
6450 Fuel - Gas	0	83	83	100%	0	0	-	354	415	61	15%	0	(354)	-	939	1,000	6%
<b>Total Operational Expense</b>	<b>0</b>	<b>116</b>	<b>116</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>529</b>	<b>580</b>	<b>51</b>	<b>9%</b>	<b>240</b>	<b>(289)</b>	<b>-120%</b>	<b>1,349</b>	<b>1,400</b>	<b>4%</b>
6515 Repairs & maintenance land improvements	0	0	0	-	0	0	-	0	0	0	-	24	24	100%	0	0	-
<b>Total Repair and Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>24</b>	<b>24</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Total Goods &amp; Services</b>	<b>133</b>	<b>532</b>	<b>399</b>	<b>75%</b>	<b>183</b>	<b>50</b>	<b>27%</b>	<b>4,570</b>	<b>2,660</b>	<b>(1,910)</b>	<b>-72%</b>	<b>15,793</b>	<b>11,223</b>	<b>71%</b>	<b>8,310</b>	<b>6,400</b>	<b>-30%</b>
<b>Total Expenses</b>	<b>24,436</b>	<b>27,373</b>	<b>2,937</b>	<b>11%</b>	<b>17,481</b>	<b>(6,955)</b>	<b>-40%</b>	<b>130,091</b>	<b>148,940</b>	<b>18,849</b>	<b>13%</b>	<b>113,825</b>	<b>(16,267)</b>	<b>-14%</b>	<b>333,786</b>	<b>352,635</b>	<b>5%</b>
<b>Operating Results</b>	<b>(24,436)</b>	<b>(27,373)</b>	<b>2,937</b>	<b>-11%</b>	<b>(17,481)</b>	<b>(6,955)</b>	<b>40%</b>	<b>(130,091)</b>	<b>(148,940)</b>	<b>18,849</b>	<b>-13%</b>	<b>(113,825)</b>	<b>(16,267)</b>	<b>14%</b>	<b>(333,786)</b>	<b>(352,635)</b>	<b>-5%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4605 Grants Received - ODOT Lottery	0	11,867	(11,867)	-100%	12,461	(12,461)	-100%	965	59,335	(58,370)	-98%	53,112	(52,146)	-98%	84,030	142,400	-41%
<b>Total Other Income</b>	<b>0</b>	<b>11,867</b>	<b>(11,867)</b>	<b>-100%</b>	<b>12,461</b>	<b>(12,461)</b>	<b>-100%</b>	<b>965</b>	<b>59,335</b>	<b>(58,370)</b>	<b>-98%</b>	<b>53,112</b>	<b>(52,146)</b>	<b>-98%</b>	<b>84,030</b>	<b>142,400</b>	<b>-41%</b>
<b>Other Expenses</b>																	
<b>Taxes &amp; Misc Expenses</b>																	
6745 Banking fees	0	833	833	100%	0	0	-	1,883	4,165	2,282	55%	0	(1,883)	-	7,718	10,000	23%
<b>Total Taxes &amp; Misc Expenses</b>	<b>0</b>	<b>833</b>	<b>833</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,883</b>	<b>4,165</b>	<b>2,282</b>	<b>55%</b>	<b>0</b>	<b>(1,883)</b>	<b>-</b>	<b>7,718</b>	<b>10,000</b>	<b>23%</b>
<b>Debt Services</b>																	
7010 Interest payment	6,285	11,375	5,090	45%	3,919	(2,366)	-60%	23,786	56,875	33,089	58%	3,919	(19,867)	-507%	103,411	136,500	24%
<b>Total Debt Services</b>	<b>6,285</b>	<b>11,375</b>	<b>5,090</b>	<b>45%</b>	<b>3,919</b>	<b>(2,366)</b>	<b>-60%</b>	<b>23,786</b>	<b>56,875</b>	<b>33,089</b>	<b>58%</b>	<b>3,919</b>	<b>(19,867)</b>	<b>-507%</b>	<b>103,411</b>	<b>136,500</b>	<b>24%</b>
<b>Total Other Expenses</b>	<b>6,285</b>	<b>12,208</b>	<b>5,923</b>	<b>49%</b>	<b>3,919</b>	<b>(2,366)</b>	<b>-60%</b>	<b>25,669</b>	<b>61,040</b>	<b>35,371</b>	<b>58%</b>	<b>3,919</b>	<b>(21,750)</b>	<b>-555%</b>	<b>111,129</b>	<b>146,500</b>	<b>24%</b>
<b>Net Other Income</b>	<b>(6,285)</b>	<b>(341)</b>	<b>(5,944)</b>	<b>1743%</b>	<b>8,542</b>	<b>(14,827)</b>	<b>-174%</b>	<b>(24,703)</b>	<b>(1,705)</b>	<b>(22,998)</b>	<b>1349%</b>	<b>49,193</b>	<b>(73,896)</b>	<b>-150%</b>	<b>(27,098)</b>	<b>(4,100)</b>	<b>561%</b>
<b>Net Result</b>	<b>(30,721)</b>	<b>(27,714)</b>	<b>(3,007)</b>	<b>11%</b>	<b>(8,939)</b>	<b>(21,782)</b>	<b>244%</b>	<b>(154,795)</b>	<b>(150,645)</b>	<b>(4,150)</b>	<b>3%</b>	<b>(64,632)</b>	<b>(90,163)</b>	<b>140%</b>	<b>(360,885)</b>	<b>(356,735)</b>	<b>1%</b>

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

amounts in \$US dollars

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



Rail Ops	Current Period				Same Month Last Year			Year to Date						Year End			
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD		Jul 2019 - Jun 2020			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4010 Property Agreements	10,563	10,573	(10)	0%	33,076	(22,513)	-68%	110,450	78,343	32,107	41%	116,418	(5,967)	-5%	193,907	161,800	20%
4235 Customer Discounts	0	0	0	-	0	0	-	0	0	0	-	(3,500)	3,500	-100%	0	0	-
4260 Rail Operations Revenue	19,462	19,216	246	1%	162,084	(142,622)	-88%	99,886	168,562	(68,676)	-41%	1,421,807	(1,321,921)	-93%	337,687	406,363	-17%
4265 Rail Surcharges	21,898	24,182	(2,284)	-9%	19,346	2,552	13%	115,744	217,124	(101,380)	-47%	173,700	(57,956)	-33%	404,347	505,727	-20%
<b>Total Operating Income</b>	<b>51,922</b>	<b>53,971</b>	<b>(2,049)</b>	<b>-4%</b>	<b>214,506</b>	<b>(162,583)</b>	<b>-76%</b>	<b>326,080</b>	<b>464,029</b>	<b>(137,949)</b>	<b>-30%</b>	<b>1,708,425</b>	<b>(1,382,345)</b>	<b>-81%</b>	<b>935,941</b>	<b>1,073,890</b>	<b>-13%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	7,354	7,352	(2)	0%	7,313	(41)	-1%	38,327	40,450	2,123	5%	38,959	633	2%	93,477	95,600	2%
5020 Car Allowance	0	0	0	-	231	231	100%	0	0	0	-	1,211	1,211	100%	0	0	-
<b>Total Compensation</b>	<b>7,354</b>	<b>7,352</b>	<b>(2)</b>	<b>0%</b>	<b>7,544</b>	<b>190</b>	<b>3%</b>	<b>38,327</b>	<b>40,450</b>	<b>2,123</b>	<b>5%</b>	<b>40,171</b>	<b>1,844</b>	<b>5%</b>	<b>93,477</b>	<b>95,600</b>	<b>2%</b>
5100 Federal Payroll taxes	534	562	28	5%	564	30	5%	2,798	3,093	295	10%	2,948	150	5%	7,018	7,313	4%
5105 State Payroll taxes	2	0	(2)	-	2	1	27%	9	0	(9)	-	12	3	26%	9	0	-
5110 Unemployment Insurance	0	73	73	100%	20	20	100%	0	401	401	100%	118	118	100%	543	944	42%
5115 Workers compensation	321	285	(36)	-13%	417	96	23%	1,605	1,568	(37)	-2%	1,992	387	19%	3,746	3,709	-1%
<b>Total Payroll Taxes</b>	<b>857</b>	<b>920</b>	<b>63</b>	<b>7%</b>	<b>1,002</b>	<b>146</b>	<b>15%</b>	<b>4,412</b>	<b>5,062</b>	<b>650</b>	<b>13%</b>	<b>5,070</b>	<b>658</b>	<b>13%</b>	<b>11,316</b>	<b>11,966</b>	<b>5%</b>
5200 Medical insurance	1,454	1,385	(69)	-5%	1,346	(108)	-8%	7,270	6,925	(345)	-5%	7,677	406	5%	16,963	16,618	-2%
5205 Dental insurance	154	169	15	9%	156	2	1%	772	845	73	9%	780	8	1%	1,950	2,023	4%
5215 Term life insurance	58	12	(46)	-380%	52	(5)	-10%	288	60	(228)	-380%	262	(26)	-10%	368	140	-163%
5220 Long Term Disability insurance	0	46	46	100%	0	0	-	0	230	230	100%	0	0	-	321	551	42%
5225 PERS Employee Contributions	1,404	1,403	(1)	0%	1,419	16	1%	7,713	7,720	7	0%	5,152	(2,561)	-50%	18,243	18,250	0%
5230 PERS Employer Contributions	441	441	(0)	0%	608	167	27%	2,424	2,427	3	0%	2,208	(216)	-10%	5,733	5,736	0%
<b>Total Insured Benefits</b>	<b>3,511</b>	<b>3,456</b>	<b>(55)</b>	<b>-2%</b>	<b>3,583</b>	<b>71</b>	<b>2%</b>	<b>18,468</b>	<b>18,207</b>	<b>(261)</b>	<b>-1%</b>	<b>16,080</b>	<b>(2,388)</b>	<b>-15%</b>	<b>43,579</b>	<b>43,318</b>	<b>-1%</b>
<b>Total Personnel Services</b>	<b>11,722</b>	<b>11,728</b>	<b>6</b>	<b>0%</b>	<b>12,129</b>	<b>407</b>	<b>3%</b>	<b>61,206</b>	<b>63,719</b>	<b>2,513</b>	<b>4%</b>	<b>61,320</b>	<b>114</b>	<b>0%</b>	<b>148,371</b>	<b>150,884</b>	<b>2%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	2,206	2,206	100%	0	0	-
<b>Total Staff Training</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>2,206</b>	<b>2,206</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
6020 Travel - airfare	0	83	83	100%	0	0	-	830	415	(415)	-100%	0	(830)	-	1,415	1,000	-42%
6025 Travel - lodging & transportation	0	83	83	100%	13	13	100%	651	415	(236)	-57%	13	(638)	-4904%	1,236	1,000	-24%
6030 Travel - Per Diem & mileage reimbursement	0	42	42	100%	0	0	-	1,119	210	(909)	-433%	808	(311)	-38%	1,409	500	-182%
6035 Meals & Entertainment	29	0	(29)	-	0	(29)	-	95	0	(95)	-	457	362	79%	95	0	-
<b>Total Travel &amp; Entertainment</b>	<b>29</b>	<b>208</b>	<b>179</b>	<b>86%</b>	<b>13</b>	<b>(16)</b>	<b>-126%</b>	<b>2,696</b>	<b>1,040</b>	<b>(1,656)</b>	<b>-159%</b>	<b>1,278</b>	<b>(1,417)</b>	<b>-111%</b>	<b>4,156</b>	<b>2,500</b>	<b>-66%</b>
6050 Office supplies	0	0	0	-	422	422	100%	0	0	0	-	7,682	7,682	100%	0	0	-
6055 Kitchen supplies	0	0	0	-	0	0	-	0	0	0	-	215	215	100%	0	0	-
6060 IT supplies	0	0	0	-	0	0	-	0	0	0	-	100	100	100%	0	0	-
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	16	16	100%	0	0	-
6090 IT SW subscriptions & licenses	0	0	0	-	0	0	-	0	0	0	-	852	852	100%	0	0	-

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

amounts in \$US dollars



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

Rail Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Total Office Expense</b>	0	0	0	-	422	422	100%	0	0	0	-	8,864	8,864	100%	0	0	-
6105 Telephone - mobile	0	0	0	-	0	0	-	0	0	0	-	57	57	100%	0	0	-
6145 Hazardous material disposal	0	0	0	-	0	0	-	4,313	0	(4,313)	-	0	(4,313)	-	4,313	0	-
<b>Total Utilities</b>	0	0	0	-	0	0	-	4,313	0	(4,313)	-	57	(4,256)	-7466%	4,313	0	-
6230 Rail operations service fee	0	0	0	-	145,875	145,875	100%	0	0	0	-	1,248,258	1,248,258	100%	0	0	-
6245 Legal advertising	0	0	0	-	0	0	-	0	0	0	-	98	98	100%	0	0	-
6250 Legal services	0	0	0	-	38,606	38,606	100%	0	0	0	-	38,606	38,606	100%	0	0	-
6260 Consulting services	0	2,917	2,917	100%	0	0	-	765	14,585	13,820	95%	11,972	11,207	94%	21,180	35,000	39%
6265 Recruiting services	0	0	0	-	0	0	-	0	0	0	-	267	267	100%	0	0	-
6270 Contracted Services	0	0	0	-	3,064	3,064	100%	17	0	(17)	-	7,236	7,219	100%	17	0	-
6290 Commercial insurance	2,766	2,008	(758)	-38%	1,919	(847)	-44%	7,701	10,040	2,339	23%	9,595	1,895	20%	21,762	24,101	10%
<b>Total Professional Services</b>	2,766	4,925	2,159	44%	189,464	186,698	99%	8,483	24,625	16,142	66%	1,316,033	1,307,550	99%	42,959	59,101	27%
6400 Small equipment & tools	5,083	0	(5,083)	-	11,157	6,074	54%	5,083	0	(5,083)	-	26,164	21,081	81%	5,083	0	-
6405 Safety/hazardous materials	0	0	0	-	8,797	8,797	100%	0	0	0	-	13,997	13,997	100%	0	0	-
6420 Janitorial supplies	0	0	0	-	734	734	100%	0	0	0	-	734	734	100%	0	0	-
6425 Operational supplies	0	0	0	-	2,351	2,351	100%	0	0	0	-	3,621	3,621	100%	0	0	-
6450 Fuel - Gas	0	208	208	100%	869	869	100%	0	1,040	1,040	100%	1,658	1,658	100%	1,460	2,500	42%
6455 Fuel - Diesel	0	0	0	-	90	90	100%	0	0	0	-	186	186	100%	0	0	-
<b>Total Operational Expense</b>	5,083	508	(4,575)	-901%	23,998	18,915	79%	5,083	2,540	(2,543)	-100%	46,360	41,277	89%	8,643	6,100	-42%
6500 Repairs & maintenance equipment	0	0	0	-	98	98	100%	0	0	0	-	6,944	6,944	100%	0	0	-
6505 Repairs & maintenance vehicles	0	60	60	100%	140	140	100%	275	300	26	9%	788	513	65%	695	720	4%
6510 Repairs & maintenance buildings	67,404	0	(67,404)	-	14	(67,390)	-481356%	85,223	0	(85,223)	-	378	(84,845)	-22446%	85,223	0	-
6515 Repairs & maintenance land improvements	55,950	0	(55,950)	-	0	(55,950)	-	117,577	0	(117,577)	-	21,730	(95,847)	-441%	117,577	0	-
<b>Total Repair and Maintenance</b>	123,354	60	(123,294)	-205490%	252	(123,102)	-48926%	210,875	300	(210,575)	-70192%	29,840	(181,036)	-607%	211,295	720	-29247%
<b>Total Goods &amp; Services</b>	131,232	5,701	(125,531)	-2202%	214,148	82,916	39%	231,451	28,505	(202,946)	-712%	1,404,638	1,173,187	84%	271,367	68,421	-297%
<b>Total Expenses</b>	142,954	17,429	(125,525)	-720%	226,277	83,323	37%	292,657	92,224	(200,433)	-217%	1,465,958	1,173,301	80%	419,738	219,305	-91%
<b>Operating Results</b>	(91,031)	36,542	(127,573)	-349%	(11,771)	(79,260)	673%	33,423	371,805	(338,382)	-91%	242,467	(209,044)	-86%	516,203	854,585	-40%
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4520 Green Hill Debt Service	0	0	0	-	0	0	-	0	0	0	-	0	0	-	43,424	43,424	0%
4805 Transfer - GF	0	0	0	-	523,682	(523,682)	-100%	0	0	0	-	523,682	(523,682)	-100%	0	0	-
4905 Other	0	0	0	-	0	0	-	5,000	0	5,000	-	0	5,000	-	5,000	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	(11,393)	0	(11,393)	-	0	(11,393)	-	(11,393)	0	-
<b>Total Other Income</b>	0	0	0	-	523,682	(523,682)	-100%	(6,393)	0	(6,393)	-	523,682	(530,075)	-101%	37,031	43,424	-15%

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

amounts in \$US dollars

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



Rail Ops	Current Period				Same Month Last Year			Year to Date					Year End				
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD			Jul 2019 - Jun 2020		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Other Expenses</b>																	
6755 Insurance Claims	0	0	0	-	0	0	-	8	0	(8)	-	0	(8)	-	8	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</b>	<b>0</b>	<b>(8)</b>	<b>-</b>	<b>0</b>	<b>(8)</b>	<b>-</b>	<b>8</b>	<b>0</b>	<b>-</b>
<b>Debt Services</b>																	
7005 Principal repayment	338,068	0	(338,068)	-	322,173	(15,895)	-5%	338,068	0	(338,068)	-	322,173	(15,895)	-5%	676,136	338,068	-100%
7010 Interest payment	306,543	0	(306,543)	-	322,438	15,895	5%	306,543	0	(306,543)	-	322,438	15,895	5%	613,086	306,543	-100%
9005 Transfers - GF	0	0	0	-	250,000	250,000	100%	0	0	0	-	252,500	252,500	100%	0	0	-
8013 CIP Construction Bridges	31,268	20,833	(10,435)	-50%	0	(31,268)	-	71,771	104,165	32,394	31%	0	(71,771)	-	217,606	250,000	13%
8020 CIP Machinery & Equipment	4,500	0	(4,500)	-	13,000	8,500	65%	4,500	0	(4,500)	-	13,000	8,500	65%	4,500	0	-
<b>Total Debt Services</b>	<b>680,379</b>	<b>20,833</b>	<b>(659,546)</b>	<b>-3166%</b>	<b>907,611</b>	<b>227,232</b>	<b>25%</b>	<b>720,882</b>	<b>104,165</b>	<b>(616,717)</b>	<b>-592%</b>	<b>910,111</b>	<b>189,229</b>	<b>21%</b>	<b>1,511,328</b>	<b>894,611</b>	<b>-69%</b>
<b>Total Other Expenses</b>	<b>680,379</b>	<b>20,833</b>	<b>(659,546)</b>	<b>-3166%</b>	<b>907,611</b>	<b>227,232</b>	<b>25%</b>	<b>720,890</b>	<b>104,165</b>	<b>(616,725)</b>	<b>-592%</b>	<b>910,111</b>	<b>189,221</b>	<b>21%</b>	<b>1,511,336</b>	<b>894,611</b>	<b>-69%</b>
<b>Net Other Income</b>	<b>(680,379)</b>	<b>(20,833)</b>	<b>(659,546)</b>	<b>3166%</b>	<b>(383,929)</b>	<b>(296,450)</b>	<b>77%</b>	<b>(727,283)</b>	<b>(104,165)</b>	<b>(623,118)</b>	<b>598%</b>	<b>(386,429)</b>	<b>(340,854)</b>	<b>88%</b>	<b>(1,474,305)</b>	<b>(851,187)</b>	<b>73%</b>
<b>Net Result</b>	<b>(771,411)</b>	<b>15,709</b>	<b>(787,120)</b>	<b>-5011%</b>	<b>(395,700)</b>	<b>(375,711)</b>	<b>95%</b>	<b>(693,860)</b>	<b>267,640</b>	<b>(961,500)</b>	<b>-359%</b>	<b>(143,962)</b>	<b>(549,898)</b>	<b>382%</b>	<b>(958,102)</b>	<b>3,398</b>	<b>-28296%</b>

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

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019		\$ Diff	% Diff	Nov 2018		% Diff	Jul 2019 - Nov 2019		% Diff	Prior FYTD vs Current FYTD		Jul 2019 - Jun 2020				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Actual	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4285 Mob/Demob Services	0	0	0	-	0	0	-	0	50,000	(50,000)	-100%	0	0	-	50,000	100,000	-50%
4287 Dredging Services	0	61,667	(61,667)	-100%	0	0	-	0	61,667	(61,667)	-100%	0	0	-	123,333	185,000	-33%
4290 Other	0	0	0	-	0	0	-	(22,482)	250,000	(272,482)	-109%	0	(22,482)	-	(22,482)	250,000	-109%
<b>Total Operating Income</b>	<b>0</b>	<b>61,667</b>	<b>(61,667)</b>	<b>-100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>(22,482)</b>	<b>361,667</b>	<b>(384,149)</b>	<b>-106%</b>	<b>0</b>	<b>(22,482)</b>	<b>-</b>	<b>150,851</b>	<b>535,000</b>	<b>-72%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	2,710	9,765	7,055	72%	0	(2,710)	-	4,576	19,530	14,954	77%	0	(4,576)	-	33,872	48,826	31%
5015 Overtime	0	1,465	1,465	100%	0	0	-	0	2,930	2,930	100%	0	0	-	4,394	7,324	40%
<b>Total Compensation</b>	<b>2,710</b>	<b>11,230</b>	<b>8,520</b>	<b>76%</b>	<b>0</b>	<b>(2,710)</b>	<b>-</b>	<b>4,576</b>	<b>22,460</b>	<b>17,884</b>	<b>80%</b>	<b>0</b>	<b>(4,576)</b>	<b>-</b>	<b>38,266</b>	<b>56,150</b>	<b>32%</b>
5100 Federal Payroll taxes	194	859	665	77%	0	(194)	-	337	1,718	1,381	80%	0	(337)	-	2,914	4,295	32%
5105 State Payroll taxes	1	0	(1)	-	0	(1)	-	2	0	(2)	-	0	(2)	-	2	0	-
5110 Unemployment Insurance	6	270	264	98%	0	(6)	-	13	540	527	98%	0	(13)	-	821	1,348	39%
5115 Workers compensation	0	481	481	100%	0	0	-	0	962	962	100%	0	0	-	1,441	2,403	40%
<b>Total Payroll Taxes</b>	<b>201</b>	<b>1,610</b>	<b>1,409</b>	<b>87%</b>	<b>0</b>	<b>(201)</b>	<b>-</b>	<b>352</b>	<b>3,220</b>	<b>2,868</b>	<b>89%</b>	<b>0</b>	<b>(352)</b>	<b>-</b>	<b>5,178</b>	<b>8,046</b>	<b>36%</b>
5200 Medical insurance	0	3,220	3,220	100%	0	0	-	0	6,440	6,440	100%	0	0	-	9,660	16,100	40%
5205 Dental insurance	0	400	400	100%	0	0	-	0	800	800	100%	0	0	-	1,200	2,000	40%
5215 Term life insurance	0	304	304	100%	0	0	-	0	608	608	100%	0	0	-	912	1,520	40%
5220 Long Term Disability insurance	0	343	343	100%	0	0	-	0	686	686	100%	0	0	-	1,028	1,714	40%
5225 PERS Employee Contributions	645	2,367	1,722	73%	0	(645)	-	1,090	4,734	3,644	77%	0	(1,090)	-	8,191	11,835	31%
5230 PERS Employer Contributions	163	0	(163)	-	0	(163)	-	275	0	(275)	-	0	(275)	-	275	0	-
<b>Total Insured Benefits</b>	<b>807</b>	<b>6,634</b>	<b>5,827</b>	<b>88%</b>	<b>0</b>	<b>(807)</b>	<b>-</b>	<b>1,365</b>	<b>13,268</b>	<b>11,903</b>	<b>90%</b>	<b>0</b>	<b>(1,365)</b>	<b>-</b>	<b>21,266</b>	<b>33,169</b>	<b>36%</b>
<b>Total Personnel Services</b>	<b>3,719</b>	<b>19,474</b>	<b>15,755</b>	<b>81%</b>	<b>0</b>	<b>(3,719)</b>	<b>-</b>	<b>6,293</b>	<b>38,948</b>	<b>32,655</b>	<b>84%</b>	<b>0</b>	<b>(6,293)</b>	<b>-</b>	<b>64,710</b>	<b>97,365</b>	<b>34%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	833	833	100%	0	0	-	0	4,165	4,165	100%	0	0	-	5,835	10,000	42%
<b>Total Staff Training</b>	<b>0</b>	<b>833</b>	<b>833</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>4,165</b>	<b>4,165</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>5,835</b>	<b>10,000</b>	<b>42%</b>
6025 Travel - lodging & transportation	0	5,000	5,000	100%	0	0	-	0	15,000	15,000	100%	0	0	-	15,000	30,000	50%
6030 Travel - Per Diem & mileage reimbursement	0	5,000	5,000	100%	0	0	-	56	15,000	14,944	100%	0	(56)	-	15,056	30,000	50%
<b>Total Travel &amp; Entertainment</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>56</b>	<b>30,000</b>	<b>29,944</b>	<b>100%</b>	<b>0</b>	<b>(56)</b>	<b>-</b>	<b>30,056</b>	<b>60,000</b>	<b>50%</b>
6050 Office supplies	0	42	42	100%	0	0	-	0	210	210	100%	0	0	-	290	500	42%
<b>Total Office Expense</b>	<b>0</b>	<b>42</b>	<b>42</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>210</b>	<b>210</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>290</b>	<b>500</b>	<b>42%</b>

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

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Nov 2019				Nov 2018			Jul 2019 - Nov 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6105 Telephone - mobile	94	0	(94)	-	0	(94)	-	344	0	(344)	-	0	(344)	-	344	0	-
<b>Total Utilities</b>	<b>94</b>	<b>0</b>	<b>(94)</b>	<b>-</b>	<b>0</b>	<b>(94)</b>	<b>-</b>	<b>344</b>	<b>0</b>	<b>(344)</b>	<b>-</b>	<b>0</b>	<b>(344)</b>	<b>-</b>	<b>344</b>	<b>0</b>	<b>-</b>
6200 Temporary/Contract help	0	333	333	100%	0	0	-	0	1,665	1,665	100%	0	0	-	2,335	4,000	42%
6250 Legal services	73	83	10	12%	0	(73)	-	668	415	(253)	-61%	0	(668)	-	1,253	1,000	-25%
6270 Contracted Services	0	1,667	1,667	100%	0	0	-	0	8,335	8,335	100%	0	0	-	11,665	20,000	42%
6290 Commercial insurance	4,282	4,337	55	1%	0	(4,282)	-	21,410	21,685	275	1%	0	(21,410)	-	51,771	52,046	1%
<b>Total Professional Services</b>	<b>4,355</b>	<b>6,420</b>	<b>2,065</b>	<b>32%</b>	<b>0</b>	<b>(4,355)</b>	<b>-</b>	<b>22,079</b>	<b>32,100</b>	<b>10,021</b>	<b>31%</b>	<b>0</b>	<b>(22,079)</b>	<b>-</b>	<b>67,025</b>	<b>77,046</b>	<b>13%</b>
6400 Small equipment & tools	408	0	(408)	-	0	(408)	-	1,581	0	(1,581)	-	0	(1,581)	-	1,581	0	-
6425 Operational supplies	497	10,000	9,503	95%	0	(497)	-	497	20,000	19,503	98%	0	(497)	-	30,497	50,000	39%
6450 Fuel - Gas	0	200	200	100%	0	0	-	0	400	400	100%	0	0	-	600	1,000	40%
6455 Fuel - Diesel	0	1,800	1,800	100%	0	0	-	0	3,600	3,600	100%	0	0	-	5,400	9,000	40%
<b>Total Operational Expense</b>	<b>1,195</b>	<b>12,000</b>	<b>10,805</b>	<b>90%</b>	<b>0</b>	<b>(1,195)</b>	<b>-</b>	<b>2,368</b>	<b>24,000</b>	<b>21,632</b>	<b>90%</b>	<b>0</b>	<b>(2,368)</b>	<b>-</b>	<b>38,368</b>	<b>60,000</b>	<b>36%</b>
6500 Repairs & maintenance equipment	1,255	7,500	6,245	83%	0	(1,255)	-	31,621	37,500	5,879	16%	0	(31,621)	-	84,121	90,000	7%
6505 Repairs & maintenance vehicles	0	833	833	100%	0	0	-	320	4,165	3,845	92%	0	(320)	-	6,155	10,000	38%
<b>Total Repair and Maintenance</b>	<b>1,255</b>	<b>8,333</b>	<b>7,078</b>	<b>85%</b>	<b>0</b>	<b>(1,255)</b>	<b>-</b>	<b>31,941</b>	<b>41,665</b>	<b>9,724</b>	<b>23%</b>	<b>0</b>	<b>(31,941)</b>	<b>-</b>	<b>90,276</b>	<b>100,000</b>	<b>10%</b>
<b>Total Goods &amp; Services</b>	<b>6,900</b>	<b>37,628</b>	<b>30,728</b>	<b>82%</b>	<b>0</b>	<b>(6,900)</b>	<b>-</b>	<b>56,788</b>	<b>132,140</b>	<b>75,352</b>	<b>57%</b>	<b>0</b>	<b>(56,788)</b>	<b>-</b>	<b>232,194</b>	<b>307,546</b>	<b>25%</b>
<b>Total Expenses</b>	<b>10,619</b>	<b>57,102</b>	<b>46,483</b>	<b>81%</b>	<b>0</b>	<b>(10,619)</b>	<b>-</b>	<b>63,080</b>	<b>171,088</b>	<b>108,008</b>	<b>63%</b>	<b>0</b>	<b>(63,080)</b>	<b>-</b>	<b>296,903</b>	<b>404,911</b>	<b>27%</b>
<b>Operating Results</b>	<b>(10,619)</b>	<b>4,565</b>	<b>(15,184)</b>	<b>-333%</b>	<b>0</b>	<b>(10,619)</b>	<b>-</b>	<b>(85,563)</b>	<b>190,579</b>	<b>(276,142)</b>	<b>-145%</b>	<b>0</b>	<b>(85,563)</b>	<b>-</b>	<b>(146,053)</b>	<b>130,089</b>	<b>-212%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4805 Transfer - GF	0	0	0	-	0	0	-	22,482	27,896	(5,414)	-19%	0	22,482	-	22,482	27,896	-19%
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>22,482</b>	<b>27,896</b>	<b>(5,414)</b>	<b>-19%</b>	<b>0</b>	<b>22,482</b>	<b>-</b>	<b>22,482</b>	<b>27,896</b>	<b>-19%</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>22,482</b>	<b>27,896</b>	<b>(5,414)</b>	<b>-19%</b>	<b>0</b>	<b>22,482</b>	<b>-</b>	<b>22,482</b>	<b>27,896</b>	<b>-19%</b>
<b>Net Result</b>	<b>(10,619)</b>	<b>4,565</b>	<b>(15,184)</b>	<b>-333%</b>	<b>0</b>	<b>(10,619)</b>	<b>-</b>	<b>(63,080)</b>	<b>218,475</b>	<b>(281,555)</b>	<b>-129%</b>	<b>0</b>	<b>(63,080)</b>	<b>-</b>	<b>(123,570)</b>	<b>157,985</b>	<b>-178%</b>





M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Margaret Barber, Director of External Affairs

DATE: February 10, 2020

SUBJECT: Commercial/External Affairs/Marketing Management Report

---

---

**Commercial:**

EA/BD staff and CBRL staff met with rail customer Seneca on January 28, 2020 for a quarterly rail operations meeting. Anticipated volume, customer service, and project updates were topics of discussion. Seneca staff reported that communications and customer service have both been working well.

Staff met with potential rail customers interested in construction of a covered facility for offloading product. These would represent smaller volume moves. As such, staff are working to identify other potential users to improve anticipated return on investment for a project of this nature.

Staff continue outreach efforts to stakeholders in the maritime and rail industries to gain insight into pricing at other West Coast ports and competitive advantages of the Port of Coos Bay.

**Marketing and Media:**

Staff has finished the North Bay Marine Industrial overlay video to help market the Port's waterfront industrially zoned property.

PBS did an interview with Port CEO on the Jordan Cove Energy Project as part of video series.

Staff did an analysis of the performance of Digital Communication/Marketing platforms in 2019. The full report is available at <https://bit.ly/2vYScIJ>. An overview is included in the Information section of this meeting packet.

Staff assisted Rail Department in making brochures for rail staff regarding drugs, alcohol, and fatigue issues and best practices.

Press releases gone out this past month include:

- [Port of Coos Bay operated state dredge "Laura" to complete Port of Siuslaw dredging project](#)

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

- [Port of Coos Bay and Siuslaw partner for dredging project](#)
- [Coos Bay: A Port Turned Intermodal Logistics Hub](#)
- [Oregon Lottery – Port of Coos Bay Tunnel Restoration Project](#)

**Legislative/Advocacy Work:**

The 2020 Oregon Legislative session began on February 3, 2020. Cap and Trade continues to garner a great deal of attention. There are several versions of the bill including HB 4159, SB 1530, and SB 1574.

The discussion also continues regarding requirements to pay prevailing wage for Long Term Enterprise Zone and SIP projects. HB 4045 mirrors legislation that was introduced in previous sessions. SB 1525 offers a compromise bill which would require public bidding for any construction within a LTEZ. This bill would also require reporting on wage data to inform future discussions surrounding prevailing wage requirements and Enterprise Zones.

The session will run for five weeks, concluding on March 8, 2020. The number of bills introduced in the short session is reduced to two per legislator due to the abbreviated timeframe.

Staff hosted Amy Amrhein from Senator Merkley's office to provide an update on Port activities and projects, as well as tour Charleston. Staff hosted Kevin Mannix with the Oregon Shipping Group to provide a tour of Port property and operations.

Staff attended a webinar with information about the upcoming INFRA program, as well as participated in a conference call with staff from Representative DeFazio's office to discuss his proposed Moving Forward Framework, which seeks to allocate \$760 billion over a five year period for transportation infrastructure improvement projects.

Staff participated in the Oregon Public Ports Association (OPPA) Legislative Committee meeting to discuss and make position recommendations for OPPA on various pieces of legislation impacting ports.

Staff is working on submitting public comment for the DOT National Freight Strategic Plan and Oregon's Environmental Quality Commission on a Petition for Air Quality Indirect Source Permitting.

**Port Property:**

Staff had two inquiries for Charleston properties but neither resulted in showings.

Verizon continues to work through permitting for the proposed Eastside location. There has been a delay in finalizing the contract because the environmental specialist previously contracted conducted the required wetland delineation report in the wrong area of the property.

There is continued interest in the Point Adams facility as a location for a potential tenant to initiate fresh seafood processing operations.

Staff received a request from a property owner in Barview regarding a requested street vacation adjacent to Port owned property.

**Community Outreach:**

Staff has been assisting with advertising for the annual Charleston Crab Feed Fundraiser happening on Saturday, February 8, 2020 put on by the Charleston Merchants Association. EA/BD staff encourage Port Commission and staff to attend!

Staff will be presenting to a Southwestern Oregon Community College business class giving an overview of the Port and Port operations.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Jake Jacobs, Infrastructure Support Services Director

CC: Mike Dunning, Patrick Kerr, Megan Richardson, Margaret Barber, Lanelle Comstock

DATE: February 10, 2020

SUBJECT: Infrastructure Support Services Division (ISSD) Management Report

---

---

**Coos Bay Rail Line:**

**Tunnel Rehab Phase II, 38% Complete:**

Scott Partney Construction has completed installation of new track, ties, OTM and ballast at tunnel 20. Tamping, alignment and elevation adjustments to the track continue. Tunnel 21 final inspection will be held upon acceptance of track structure and installation of bioswale. Welding of track at tunnel 20 will commence the last week of February. Tunnel 18 track replacement will commence on February 14, 2020.

**Sanding Locomotives:**

CBRL has requested to find a safer alternative to fill the traction sand bins on the locomotives. The current method is to manually load 100# bags of sand on top of the locomotive. ISSD has advertised a Sources Sought to locate a vendor that can deliver the sand to our locomotives and dispense it into the locomotive by mechanical means.

**Grant Funded Rail Equipment Purchase:**

**Hi-Rail Back Hoe:**

The Backhoe is having some hi-rail gear issues and Vancer is due on site on February 11, 2020 to re-air and adjust.

**20 Ton Equipment Trailer:**

The trailer has been placed into rail service and CBRL has repaired the decking that was damaged prior to our purchase.

**Hi-Rail Material Handler:**

ISSD has taken delivery of this equipment. The hi-rail gear and grapple are having some issues passing the current certification, so the vehicle is at Modern Machinery for upgrades/repairs and a trailer hitch, air and light plug will be installed at the same time. The Port did it's due diligence in hiring a third party mechanical inspector to evaluate the vehicle prior to purchase; some of the

items the third party inspector was not certified to inspect, and some risk was assumed by the Port knowing it was a sound mechanical investment of ODOT 2013 Grant Funds.

### **Charleston Marina:**

#### **Ice Plant Replacement:**

The design of the new ice plant and mechanical equipment is currently being designed. West Coast Contractors has been selected as the Prime contractor, McGee engineering is the lead engineer, and the ice making equipment is on order from NorthStar/Highland Refrigeration. GRI is scheduled for February 10-13, 2020 to perform borings to provide needed data to complete the pile/pier design.

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

ISS and Port Operations are currently reviewing the proposals from two vendors. Notice of award is scheduled for this week.

### **Maritime Operations:**

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

Chris Cranford has picked up the SDAO Safety Grant program for a Hazardous material shelter and will work with Maritime Operations and the Charleston Marina to procure the appropriate Hazardous material storage.

### **Admin:**

ISSD has accepted requests for the following:

- Condenser replacement, Ice house, Charleston Marina (Cancelled)
- Ice Making equipment replacement options (Purchase, North Star Ice Corp.)
- Bus. Oregon Grant, Marina Picnic Tables (50% Complete)
- Bridge Repair Task Order Contracts (Complete)
- RFP property acquisition at Vaughn Rail Bridge (On going)
- Marina and Shipyard Camera system upgrades (Reviewing awardee)
- Fleet Management Program (Preparing presentation for awardee)
- Centralized Purchasing (Mid-Point Planning, currently supporting 85% requirements)

### **Crane Training:**

Crane training for use of the knuckle boom grappler crane was anticipated to start in January 2020 but was delayed 45 days due to mechanical concerns.

### **Coalbank Slough Bridge:**

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

### **North Bend Swing Span Bridge:**

Rick Adamek has continued to perform monthly bridge inspections and is using random sampling of sites on the bridge. No new concerns noted for the month of January.

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

The picnic tables have arrived and are currently being assembled.

**On-Call Bridge Repair RFQ:**

Scott Partney Construction has been selected as the contractor for all three sections of the rail line. The contracts have been fully executed and awaiting the first task order to be issued.

**Fleet Management:**

ISSD team has been reaching out to five local automotive shops for RFQs for fleet maintenance and repairs. ISSD has also reached out to 4 heavy equipment shops for RFQs on all the Port's equipment for the service and maintenance of said equipment. Responses have been received, ISSD is developing an administrative presentation of the results for consideration.

**CBRL Power Washer:**

ISS team is researching all options for a hot-water power washer for CBRL. Inspection was done on a used unit in state surplus but needed too many repairs. ISSD is vigorously looking into different options currently.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Director of Maritime Operations

DATE: February 10, 2020

SUBJECT: Port Operations Management Report

---

---

**Channel Modification Project:**

The PDT submitted the draft Risk Management Plan (RMP) to the USACE in early February. The RMP will be used to identify areas of residual risk, how the risks will be monitored, what the triggers are for action, and what the actions look like. In an effort to quickly find common ground and resolution to the goals and objectives of the RMP, the Port will be holding a focused facilitated workshop with the Corps in February. The RMP is essentially the last major piece needed to address the remaining open Dr. Checks comments. Work on the Draft EIS and associated tasks continue to move forward.

**Build Grant (NEPA):**

The agency and tribal consultation letters were signed by MARAD and sent in the beginning of February. The last two major deliverables for the NEPA work are the Environmental Assessment and the Findings of No Significant Impact (FONSI). Both of these deliverables are scheduled to be completed within the next month. The updated project schedule has the NEPA work completed and approved by May 22, 2020.

**Charleston Sediment Characterization:**

The sediment sampling was completed at the beginning of February. All of the samples were successfully obtained and transported to the lab in Portland. Once the lab has the sampling results, Hart Crowser will draft the sediment characterization report for the Portland Sediment Evaluation Team (PSET) to review. After the report is reviewed and accepted by PSET, they will send the Port a Sediment Determination Memo (SDM). This memo will inform the Port of where dredge materials can be placed. This will be in water, upland, or both. Our goal is both.

**Dredging:**

I am working on the Charleston dredging and Unified permit applications. The Unified permit is pretty straight forward, and I do not anticipate any unusual delays. The Charleston permit may require additional conversations concerning disposal (site "G") and where material can be placed (upland or in water).

**Charleston Ice Dock Permitting:**

Permitting for geotechnical surveys and dock head demolition was received during the week of

February 5, 2020. The next phase of permitting will be for the reconstruction of the dock head and ice plant. This can be submitted once we have 30% design drawings for the new dock. I will note that the agencies and tribes did a great job of turn this expedited permit around in short order.

**Charleston Security Cameras:**

Port staff is wrapping up their review of the award package and the camera installation should be completed NLT April 1, 2020. This system will be a significant upgrade in camera quality, play back access, overall complex coverage (more coverage on the docks) and file memory.

MEMORANDUM

TO: John Burns, Chief Executive Officer

FROM: Brandon Collura, Harbormaster

DATE: February 10, 2020

SUBJECT: Charleston Operations Management Report

---

The Marina finished the month of January at 56% capacity, up 1% from December 2019. Of the 443 moorage slips, we had 173 annuals, 21 semi-annuals, 41 monthlies and 439 transients.

No ice was sold in the month of January due to the Charleston Ice Plant fire on December 20, 2019.

The RV Park had 21% capacity in January, down 5% from December. Out of 104 RV Park spaces, we had 24 new check-ins for total sales of \$15,570.

**Dredge Project:**

Operations to dredge the marina at the Port of Siuslaw began on January 16, 2020. The project is progressing and at approximately 50% completion. The Port of Siuslaw's hired engineer has applied for permit extensions to continue operations until the estimated amount of material can be removed. Once the operations phase is complete, the demobilization phase is scheduled to take approximately two additional weeks to conclude the project.





**Ice Plant Project:**

With the fire investigation ending January 30, 2020 the project continues to move forward across all phases. A General Contractor and Engineering firm have been selected at this time as well as the equipment manufacturers. Timelines are currently being drafted and various aspects planned.

**RV Park Picnic Table Project:**

All 55 picnic tables were delivered by January 28, 2020 and approximately six have been assembled at the time of this writing. These tables will provide a great enhancement to the RV Park at the Charleston Marina Complex for years to come. The scheduled completion date for this project is early to mid-April.

**Marina Maintenance:**

Upon completion of the dredge project at the Port of Siuslaw, our crew will have numerous maintenance tasks to complete in the Charleston Marina. Projects include straightening and fixing finger piers, replacing whalers, continual electrical work as well as the removal of derelict vessels. Work will also continue to prepare the RV Park for the upcoming summer season.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer  
FROM: Patrick Kerr, Director of Rail Operations  
DATE: February 10, 2020  
SUBJECT: Railroad Department Management Report

---

**Operations:**

CBRL handled 409 revenue car loadings for January 2020. January 2020 car loadings were above December 2019, by 106 cars and below by 174 cars from the 2019/2020 CBRL forecasted monthly average of 583 cars. January 2020 was below January 2019 of 611 cars by 202 cars.

January 2020 monthly carloads of 409 is below YTD forecast. Customer shipments continued to be sluggish by end of year with holiday customer shutdowns and maintenance. National rail volumes continued their decline due to national export and tariff issues; CBRL customers have expressed 2020 projected volumes to hold steady with 2019 pace. New customer GMA, along with local project moves and additional chip cars accounted for the increased car loadings this month.

ODOT inspector for mechanical equipment/locomotives and track inspector were on property inspecting rolling stock, locomotives, track and grade crossings along the line. CBRL continues to work on ODOT walkway compliance requirements from previous inspections.

CBRL received and on boarded locomotives 1859 and 1909. CBRL will be operating using its own fleet of six (6) locomotives going forward. AERC 5935, WRIX 1415 and WRIX 1360 will all be returned off lease.

Port staff met with existing customers on their forecasted carloads and service plans for 2020.

Port staff attended the ORULE stakeholder meeting in Salem with presentations by Rep. Caddy McKeown-District 9, ODOT staff and discussions on the upcoming short session and changes to ODOT structure.

Port staff attended the monthly SWACT meeting in Coquille discussing area transportation needs and future impacts.

**Coos Bay Rail Line:**

As of February 3, 2020 the CBRL is 136 days' injury free. The CBRL had 0 derailments or injuries

during the month of January. Currently CBRL has 17 employees and 9 locomotives on property. CBRL received 1 recommended violation from ODOT Rail Safety Track Compliance Inspector for failure to maintain the required number of sign(s) at a crossing.

**Tunnel Project Phase II:**

Tunnel 21 – Contractor finalizing track work through tunnel.

Tunnel 20 – Subgrade and track work installed; final rail welding and surface, tamping work is ongoing.

Tunnel 19 – Contractor continued working on tunnel drainage approaches.

Tunnel 18 – Contractor currently planning to begin subgrade and track replacement during long weekend work window February 14-17, 2020.

Tunnel 17 – Contractor continues to load out excavated materials staged outside Northern Portal for disposal at Greenhill Reload.

Tunnel 15 – Contractor continues load out of excavated material for disposal at Greenhill Reload.

Contract Time = 443 Days

NTP = August 16, 2019

Final Completion = November 1, 2020

SPC's estimated completion date = November 5, 2020 per approved updated schedule.

Estimated % Complete by Contract Time = 38% (168 Days / 443 Days), Days left in contract: 273

Estimated % Complete by Actual Work = 29%



Photo: CBRL 2020 and 2018 pull train toward interchange at Penn Rd. in Lane County.

# Action Items

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

**DATE:** February 10, 2020

**PROJECT TITLE:** Charleston Advisory Committee Member Reappointments

**ACTION REQUESTED:** Commission Approval of Reappointments to the Charleston Advisory Committee.

**BACKGROUND:**

The Charleston Advisory Committee was established by the Board of Commissioners of the Oregon International Port of Coos Bay on September 17, 2003 to serve in an advisory capacity to the Port Commission in developing strategies and guidelines for various projects and issues concerning the Charleston Marina Complex. The function of the committee includes but is not limited to:

- Review of proposed projects within or affecting the Charleston Marina, Charleston Marina RV Park and Shipyard.
- Review and monitor project progress.
- Monitor and make recommendations to the Port Commission regarding various issues. Any recommendations or proposals submitted by the committee shall be considered in an advisory nature, and shall be given due consideration by the Port Commission for feasibility and implementation.

Terms for committee members Nick Nylander, Mark Fleck, and Kyle Cox expired in January 2020. All have expressed interest in serving on the Charleston Advisory Committee for another three year term, expiring in January 2023. The proposed roster is attached.

**RECOMMENDED MOTION:**

Approve the reappointment of committee members Nick Nylander, Mark Fleck, and Kyle Cox to the Charleston Advisory Committee with 3-year terms.

**OREGON INTERNATIONAL PORT OF COOS BAY  
 CHARLESTON ADVISORY COMMITTEE  
 2020 ROSTER (PROPOSED)**

**3-year staggered terms**

	<b>Committee Member</b>	<b>Term</b>
1.	Nick Nylander, Chair	3 Year Term – Exp. Jan 2023
2.	Mark Fleck, Vice Chair	3 Year Term – Exp. Jan 2023
3.	Kyle Cox	3 Year Term – Exp. Jan 2023
4.	Michael T. Armstrong	3 Year Term – Exp. Jan 2021
5.	Lou Leberti	3 Year Term – Exp. Jan 2022
6.	Kathleen Hornstuen	3 Year Term – Exp. Jan 2022
7.	Knute Nemeth	3 Year Term – Exp. Jan 2022

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

**DATE:** February 10, 2020

**PROJECT TITLE:** Vacation of Alley Way at Virginia and Broadway, North Bend.

**ACTION REQUESTED:** Approval of City of North Bend request for Oregon International Port of Coos Bay’s consent to a Street Vacation for a portion of the alley way between Virginia Ave and Broadway.

**BACKGROUND:**

Per Oregon Revised Statutes 271.180 and 271.190, municipalities are required to seek approval from Ports and other adjoining property owners for proposed vacation of streets, alleys, and common or public places within 5,000 feet of the harbor or pierhead lines of the Port. Port Policy Manual Section 13.6: Street Vacations in the Cities of Coos Bay and North Bend, states anything within 1,000 feet from the harbor and pierhead lines requires Port Commission approval.

Provident Real Estate Ventures submitted an application to vacate a portion of the unimproved alley way located at Virginia Ave and Broadway in North Bend (see attached map). The alley way is adjacent to their proposed self-serve carwash. The application was filed on November 25, 2019 and on January 27, 2020, the North Bend City Planning Commission voted unanimously to recommend the city council vacate a portion of the alley way. The council is scheduled to hear the recommendation on February 25, 2020. Prior to beginning the public process, the City is requesting the proposed vacation be added to the Port of Coos Bay, Board of Commissioners agenda for review (*As required by Resolution 90 91-14, Port must approve proposed vacations within 1,000 feet of the harbor and pierhead lines of the Port*).

Port staff has reviewed the area of the proposed street vacation and believes the street vacation action will not create a negative impact on rail or marine transportation infrastructure serving the Coos Bay harbor.

Prior to the City of North Bend taking any formal action on the proposed right-of-way, the Port’s Board of Commissioners must approve the vacation.

**RECOMMENDED MOTION:**

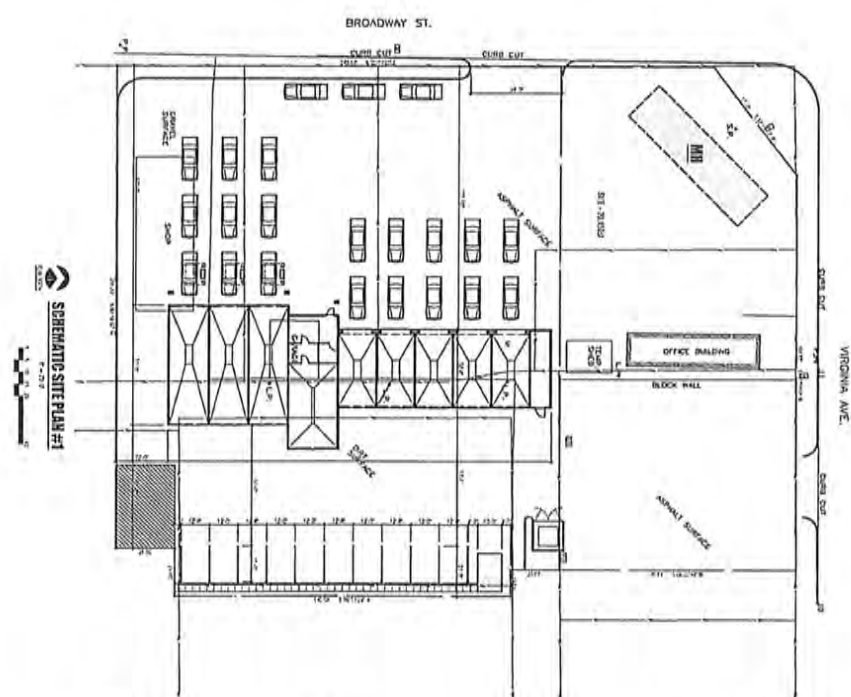
Approve the request for consent from the City of North Bend for a Street Vacation of a portion of the alley way between Virginia Ave and Broadway.

# Rezone & Alley Vacation

Aerial Photo







**6+2 CAR WASH**  
 PRELIMINARY SITE PLAN  
 BROADWAY ST. & VIRGINIA AVE  
 NORTH DEHU, OH

**SP1.1**

DATE	1918
BY	
CHK	
APP	





BEFORE THE NORTH BEND PLANNING COMMISSION  
STATE OF OREGON, CITY OF NORTH BEND

IN THE MATTER OF PLANNING COMMISSION CASE FILE NO. VAC 2-19, PETITION TO VACATE RIGHT-OF-WAY, THE CITY OF NORTH BEND PLANNING COMMISSION FINDS THE FOLLOWING: )  
) RECOMMENDATION  
) TO  
) APPROVE

- 1. Applicant submitted a petition for a more particularly described portion of alleyway to be vacated for the purpose of commercial development on property that would not, otherwise, accommodate the scale of the proposed development;
- 2. Applicant submitted with the petition the written consent of all abutting property owners and of 77-percent of the affected owners;
- 3. The Planning Commission held a properly noticed public hearing on this matter on January 27<sup>th</sup>, 2020;
- 4. The City Planner presented to the Planning Commission the staff report, recommendation, and findings;
- 5. At the public hearing evidence was presented and the public was given an opportunity to comment;
- 6. Upon full review and consideration, the Planning Commission found that the petition meets the criteria for approval to vacate right-of-way, or can meet subject to conditions, as set forth in Chapter 18.84 of the North Bend City Code (“NBCC”) and in the Oregon Revised Statutes (“ORS”) 271.080 through 271.230.

The North Bend Planning Commission recommends approval of the petition for Vacation (VAC 2-19) subject to the following condition(s) of approval:

CONDITION(S) OF APPROVAL:

- 1. The written consent of the port commission in support of the proposed vacation must be submitted to the City prior to City Council approval.
- 2. The vacated alleyway must not change the existing drainage location and direction without compensation (detention or collection).

IT IS HEREBY RECOMMENDED THAT City Council approve the petition for right-of-way vacation and adopt by ordinance the Planning Commission’s recommendation based on the information presented in the Staff Report and Findings of Fact below subject to the above-listed condition(s) of approval:

In the following, any text quoted directly from North Bend City Code, City plans, and State law and goals appears in *italics*; staff findings appear in regular typeface.

{Intentionally Left Blank}

## FINDINGS OF FACT

Approval of this proposal does not constitute approval of Applicant's proposed development and site plan submitted with this application. All future proposals for development of the subject property must be approved according to the rules, regulations, and procedures set forth in North Bend City Code (NBCC).

The procedures for vacating right-of-way are as follows:

### NORTH BEND CITY CODE

#### **NBCC 18.84.040 PUBLIC HEARING.**

*"Before final action is taken by the city council on... a vacation, the city planning commission shall hold a public hearing and forward a recommendation to the city council concerning the proposed... vacation. Procedures for holding hearings on vacations... shall be as provided in the laws of the state of Oregon relating to such procedures, but in any cases where no such laws are applicable, then the hearing shall be held under the procedures provided in this section..."*

ORS 271.080 through 271.230 provide procedures for holding hearings on vacations; therefore, those are the procedures to be followed when acting on this petition for right-of-way vacation. Planning Commission conducted the first public hearing on January 27<sup>th</sup>, 2020 and forwarded to the City Council their recommendation on the matter to be considered at a second public hearing.

### OREGON REVISED STATUTES

#### **ORS 271.080 VACATION IN INCORPORATED CITIES; PETITION; CONSENT OF PROPERTY OWNERS.**

- (1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.*
- (2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing.*

Applicant provides the purpose for the petition is to establish a parcel of size large enough to accommodate a proposal to develop the site with a commercial car wash. Applicant submitted the written consent of all abutting property owners and of 77-percent of owners in the affected area.

#### **ORS 271.090 FILING OF PETITION; NOTICE.**

*The petition shall be presented to the city recorder or other recording officer of the city. If found by the recorder to be sufficient,*

*the recorder shall file it and inform at least one of the petitioners when the petition will come before the city governing body. A failure to give such information shall not be in any respect a lack of jurisdiction for the governing body to proceed on the petition.*

The petition was filed with the City Planning Department and found to be sufficient. Notice of the public hearing(s) was given to the Applicant and owners of abutting property via mail or email, as applicable.

**ORS 271.110 NOTICE OF HEARING.**

- (1) The city recorder or other recording officer of the city shall give notice of the petition and hearing by publishing a notice in the city official newspaper once each week for two consecutive weeks prior to the hearing. If no newspaper is published in such city, written notice of the petition and hearing shall be posted in three of the most public places in the city. The notices shall describe the ground covered by the petition, give the date it was filed, the name of at least one of the petitioners and the date when the petition, and any objection or remonstrance, which may be made in writing and filed with the recording officer of the city prior to the time of hearing, will be heard and considered.*
- (2) Within five days after the first day of publication of the notice, the city recording officer shall cause to be posted at or near each end of the proposed vacation a copy of the notice, which shall be headed, "Notice of Street Vacation," "Notice of Plat Vacation" or "Notice of Plat and Street Vacation," as the case may be. The notice shall be posted in at least two conspicuous places in the proposed vacation area. The posting and first day of publication of such notice shall be at least 14 days before the hearing.*

Notice of the Planning Commission public hearing was published in the January 13<sup>th</sup> and 20<sup>th</sup> editions of The World Newspaper. Notice of the City Council public hearing is scheduled to be published in the February 11<sup>th</sup> and 18<sup>th</sup> editions of The World Newspaper, assuming a tentatively scheduled second public hearing on February 25<sup>th</sup>, 2020. Two "Notice of Street Vacation" signs were posted on January 13<sup>th</sup>, 2020, one at each end of the area to be vacated.

**ORS 271.120 HEARING; DETERMINATION.**

*At the time fixed by the governing body for hearing the petition and any objections filed thereto or at any postponement or continuance of such matter, the governing body shall hear the petition and objections and shall determine whether the consent of the owners of the requisite area has been obtained, whether notice has been duly given and whether the public interest will be prejudiced by the vacation of such plat or street or parts thereof. If such matters are determined in favor of the petition the governing body shall by ordinance make such determination a matter of record and vacate such plat or street; otherwise it shall deny the petition. The governing body may, upon hearing, grant the petition in part and deny it in part, and make such reservations, or either, as appear to be for the public interest.*

The governing body shall grant a petition for vacation and adopt it by ordinance if it is determined that the following three (3) criteria are met:

- 1) Consent of the owners of the affected area has been obtained; and,
- 2) Notice has been duly given; and,
- 3) The public interest will not be prejudiced by the vacation.

**1) CONSENT OF OWNERS**

*ORS 271.080(2) requires consent of "...all abutting property owners and of not less than two-thirds (66.66%) in area of the real property affected thereby. The real property affected is deemed to be the land lying on either side of the street or alley or portion thereof to be vacated and extending to the next street that serves as a parallel street, but in any case not to exceed 200 feet and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated... (t)he consent of the owners of the required amount of property shall be in writing."*

There are six abutting properties identified on Assessor Map Number 25S 13W 15BB and 15BC as current Tax Lots 1400, 4200, 4300, 4400, 4500, and 4600. There are 31 affected properties. The proposed area of vacation is within a port district.

The applicant has petitioned and obtained the written consent of the owners of all abutting properties. Owners of 24 of the 31 affected properties (77%) provided their consent. All consents are in writing. Because the area proposed to be vacated is within a port district, pursuant to ORS 271.190, the written approval of the port commission (Port of Coos Bay) must be obtained. The next meeting of the port commission is scheduled to occur on February 18<sup>th</sup>, 2020. Because the petition includes the written consent of all abutting property owners and of more than two-thirds of the affected property owners, the petition has the consent of all required owners subject to the approval of the port commission. As a condition of approval, the written consent of the port commission in support of the proposed vacation must be submitted to the City prior to City Council approval.

## 2) NOTICE GIVEN

ORS 271.110(1) requires that “... *the city shall give notice of the petition and hearing by publishing a notice in the city official newspaper once each week for two consecutive weeks prior to the hearing...*”

ORS 271.110(2) requires that “*(w)ithin five days after the first day of publication of notice, the city recording officer shall cause to be posted in at least two conspicuous places at or near each end of the proposed vacation a copy of the notice, which shall be headed “Notice of Street Vacation,”... (t)he notice shall be posted in at least two conspicuous places in the proposed vacation area. The posting and first day of publication of such notice shall be at least 14 days before the hearing.*”

Notice of the Planning Commission’s public hearing is published in the January 13<sup>th</sup> and 20<sup>th</sup>, 2020 editions of The World newspaper. Copies of the required notice titled “Notice of Street Vacation” were posted near each end of the proposed vacation area on January 13<sup>th</sup>, 2020, within five days of the first publication. Notice of the City Council public hearing is scheduled to be published in the February 11<sup>th</sup> and 18<sup>th</sup>, 2020 editions of The World newspaper.

## 3) PUBLIC INTEREST

ORS 271.120 sets forth that the public interest must be considered and it determined whether “*the public interest will be prejudiced by the vacation...*”

The area proposed for vacation is alleyway not improved to City standards and without known utilities. All abutting property owners maintain access along a public street. Affected, non-abutting owner of property at 2052 Everett and resident Patrick Ryan commented about his concerns over losing access to his rear yard from the north via the alleyway proposed to be vacated. All affected, non-abutting property owners within Block 3 of the Plat of Vigars Addition to North Bend continue to have the right to utilize the remaining, platted alleyways for access to their properties. The applicant submitted to the Planning Commission that they would be willing to improve that portion of alleyway that will remain platted to alleviate any concerns related to access. When Planning Commission asked Patrick Ryan if conditioning approval upon the applicant improving the remaining alleyway for access would alleviate his concerns, he stated that he did not believe the new property owner should be required to improve the alleyway. Vacating the subject area will transfer, as per State law, fee simple ownership of the land to the abutting property owners, adding property to the City tax rolls and incentivizing the property owners’ maintenance of the land. In theory, the vacation facilitates the future commercial development of the site. Per comments from the Coquille Indian THPO, the Tribe defers comments in this case to the Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians (CTCLUSI); otherwise, the Tribe asks that State

Guidelines are followed and the Tribes are notified if ancestral remains are observed or disturbed. Per the City Department of Public Works comment, regrading of the vacated alleyway must not change the existing drainage location and direction without compensation (detention or collection). As condition of approval, regrading of the vacated alleyway must not change the existing drainage location and direction without compensation (detention or collection).

### CONCLUSION

Because all abutting property owners and not less than two-thirds in area of the real property affected thereby, as defined in ORS 271.080(2), provided their written consent, the consent of the owners of the requisite area has been obtained subject to the above-listed condition(s) of approval.

Because all required notice was given within the required timeframes, notice has been duly given.

Considering the proposed vacation area, all abutting properties will maintain frontage along a public right-of-way for access purposes. Though one owner has expressed concern over losing the ability to access his rear yard from the north, there remains platted alley access from the south available for public use. Though the applicant submitted to the Planning Commission their willingness to make improvements to that portion of alleyway south of the area proposed to be vacated in order to alleviate those concerns related to access, Patrick Ryan stated that he did not agree that the new property owner should be required to make these improvements; therefore, Planning Commission does not find that the public is prejudiced based on this concern and did not recommend approval be subject to any condition related to improving that part of the alleyway that will remain platted and available for public use. There are no known utilities in the area proposed for vacation. It is favorable to the public interest that this land be included on the City tax rolls and that it be utilized for commercial development with due regard for drainage and State historic preservation laws. Because of these reasons, the proposed vacation is favorable to the public interest when subject to the above-listed condition(s) of approval.

**The criteria for petition of vacation are met subject to the above-listed condition(s) of approval.**

---



Brian Gould, Planning Commission Vice Chair

1-27-2020

Date

ATTEST



Chelsea Schnabel, City Planner

1/27/20

Date

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

**DATE:** February 10, 2020

**PROJECT TITLE:** Appointment of FY 2020/21 Budget Officer

**ACTION REQUESTED:** Approve the appointment of Megan Richardson, Director of Finance & Accounting, as the Budget Officer for the FY 2020/21 budget process

**BACKGROUND:**

Oregon Local Budget Law (ORS 294.305 through 294.565) governs the preparation of the Port's annual budget. Pursuant to ORS 294.331, the Port Commission is required to designate one person to serve as the Budget Officer, who shall prepare or be responsible for preparing the budget document under the direction of the Chief Executive Officer. The Budget Officer also presents a balanced budget to the budget committee, publishes all notices required by Local Budget Law, monitors budget expenditures during the budget year and notifies the governing body of the need to make any budget changes required after adoption.

Port staff recommends Megan Richardson, the Port's Director of Finance & Accounting, to be appointed as the Budget Officer for the fiscal year 2020/21 budget process.

**RECOMMENDED MOTION:**

Approve the appointment of Megan Richardson, Director of Finance & Accounting, as the Budget Officer for the FY 2020/21 budget process.



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

**DATE:** February 10, 2020

**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.

The Port's Commission at its January 22, 2019 Regular Commission Meeting voted unanimously to approve the Oregon Long-Term Rural Enterprise Zone Extended Abatement agreement with Jordan Cove Energy Project L.P. that was recommended by the Enterprise Zone Sponsor group. It was discovered that the agreement recommended by the Zone Sponsors and approved by the Port's Commission had several errors. Attorney's representing the Zone Sponsors and Jordan Cove Energy Project L.P. have developed appropriate changes to the language of the contract that meet the true intent of the agreement the parties reached.

The changes recommended by the Zone Sponsors consist of:

1. Dates:

- a. The Agreement execution date between the Zone Sponsors and JCEP L.P. which reflects that the agreement will be entered into in calendar 2020 rather than 2019.
  - b. Construction of the facility will begin following receipt of regulatory approvals rather than 2019.
2. Clarification of millage rates, bond obligations, and CSF payments which ensures that current GO Bonds are paid at the appropriate rate and paid to the appropriate governing body while removing the potential for JCEP L.P. being obligated to make double payment.

**RECOMMENDED MOTION:**

Authorize Commission President David Kronsteiner to rescind the Bay Area Enterprise Zone Agreement with Jordan Cove Energy Project L.P. executed at the January 22, 2019 Port of Coos Bay Regular Commission Meeting, and execute the revised Bay Area Enterprise Zone Agreement with Jordan Cove Energy Project L.P..

## ENTERPRISE ZONE AGREEMENT

This Enterprise Zone Agreement (this “**Agreement**”) is entered into as of ~~October~~ \_\_\_\_\_, ~~2018~~**2020** (the “**Effective Date**”) under ORS 285C.403(3)(c) by and among (a) (i) the City of Coos Bay, a municipal corporation of the State of Oregon, (ii) the City of North Bend, a municipal corporation of the State of Oregon, (iii) Coos County, a municipal corporation of the State of Oregon, and (iv) Oregon International Port of Coos Bay, a municipal corporation of the State of Oregon (collectively, the “**Zone Sponsors**”), (b) CCD Business Development Corporation, an Oregon non-profit corporation (the “**Zone Manager**”), and (c) Jordan Cove Energy Project L.P., a Delaware limited partnership (“**JCEP**”). The Zone Sponsors, the Zone Manager, and JCEP are each referred to herein as a “**Party**” and collectively as the “**Parties.**”

### RECITALS

The Zone Sponsors, the Zone Manager, and JCEP do hereby mutually accept the following facts for purposes of entering into this Agreement:

A. The Zone Sponsors jointly sponsor the enterprise zone known as the Bay Area Enterprise Zone, as depicted on **Exhibit A** (the “**Zone**”);

B. The Zone Manager has been designated as the manager of the Zone by resolution of the Zone Sponsors;

C. JCEP, through one or more affiliates, intends to construct and operate a natural gas liquefaction and export facility, comprising liquefaction trains, liquefied natural gas storage tanks, a marine slip, a loading platform, and related facilities (collectively, the “**Facility**”) on the property depicted on **Exhibit B** (the “**Site**”). The Facility is located within the Zone as configured as of the Effective Date;

D. The Oregon Legislative Assembly has adopted ORS 285C.400 to 285C.420 and 317.124 to 317.131 (collectively, the “**Statutes**”), which provide tax incentives to business firms that invest in a qualifying facility within a rural enterprise zone in a “county with chronically low income or chronic unemployment” as defined in ORS 285C.400(3). Coos County (the “**County**”) satisfies the requirements of ORS 285C.400(3) to be a county with chronically low income or chronic unemployment and the Zone meets the definition of a “rural enterprise zone” set forth in ORS 285C.050(17);

E. Administrative rules OAR 123-690-0001 to 123-690-8500, 150-285-3400, 150-285-3410 and 150-285-3420 adopted by the State of Oregon further define and implement the Statutes;

F. The benefits to a certified business firm under the Statutes include a one hundred percent (100%) property tax exemption on new property (but not any value assessed as land) that is owned or leased by the business firm and is otherwise subject to ad valorem taxation, and that is located at the site of a qualifying facility. The exemption covers the property tax years after construction commences and before the facility is placed in service. The exemption further

applies to all such property for a single period of seven (7) to fifteen (15) consecutive tax years after the facility is placed in service, as determined by a written agreement between the zone sponsors and the business firm under ORS 285C.403(3)(c);

G. In accordance with ORS 285C.403, a business firm must submit the Oregon Department of Revenue's CERTIFICATION APPLICATION Long-Term Rural Oregon Tax Incentive, Form OR-AP-CERT, #150-310-073 (the "**Application**") in order to receive the benefits contemplated hereby. Submission is made to the local zone sponsors (by way of submission to the local zone manager) and to the county assessor, who shall jointly approve the Application, certifying the business firm, provided the business firm satisfies the requirements of ORS 285C.403(3);

H. Under OAR 123-690-5200(2)(a), the county assessor may make his/her approval of the Application contingent on establishing satisfactory administrative arrangements with the business firm. Pursuant to OAR 123-690-5200(2)(b), this Agreement sets forth all of the administrative arrangements between the Coos County assessor (the "County Assessor") and JCEP;

I. The continued eligibility of the business firm for a tax exemption is subject to its continued compliance with ORS 285C.412 and 285C.420. Subject to regulatory and other legal requirements and ongoing project construction, engineering and related optimization efforts, JCEP currently estimates and anticipates that:

1. The Facility will encompass the acreage depicted on **Exhibit B**, comprising one or more buildings and other structures;
2. The total cost of the Facility will be at least \$7,300,000,000;
3. Construction of the Facility will commence ~~in 2019~~ following receipt of regulatory approvals;
4. The Facility will be placed into service within approximately 60 months, but 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 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).

The estimates contained in items 1 through 6 above reflect presently available information and are subject to change without notice.

J. The Zone Sponsors have determined that the construction and operation of the Facility will foster desirable economic development in the Zone and its local area and will be in the best interest of the Zone Sponsors. Accordingly, the Zone Sponsors, the Zone Manager, and JCEP now desire to enter into this Agreement to set forth the terms under which JCEP will be eligible to receive a long-term rural enterprise zone tax exemption.

Now, therefore, as an incentive for JCEP to locate the Facility within the Zone, and in accordance with ORS 285C.403(3)(b) and (c), and in consideration of the covenants, obligations, terms and conditions set forth in this Agreement, the Parties do hereby agree as follows:

## I. DEFINITIONS

A. **Defined Terms.** The following terms shall have the meanings ascribed thereto below.

“**ADR Notice**” has the meaning given to such term in Section II.E.1.

“**Agreement**” has the meaning given to such term in the preamble.

“**Application**” has the meaning given to such term in the Recitals.

“**Arbitrator**” and “**Arbitrators**” has the meaning given to such terms in Section V.M.2.

“**Assessment Date**” means the date on which the value of property is determined for *ad valorem* property tax purposes for a given Tax Year under Oregon law, which date is January 1 of the calendar year in which the applicable Tax Year begins.

“**Business Day**” means a day (other than a Saturday or Sunday) on which commercial banks in Portland, Oregon and Houston, Texas are generally open for business.

“**Confidential Information**” has the meaning given to such terms in Section V.N.1.

“**Construction Phase**” means the period during which the Facility is exempt under ORS 285C.409(1)(a) and (b) (a) commencing on the first July 1 that succeeds the first Assessment Date that occurs after the Construction Start Date and (b) ending on the day immediately preceding the first day of the Operations Phase.

“**Construction Phase CSF**” has the meaning given to such term in Section II.C.1.

“**Construction Start Date**” means the date upon which the latest of the following events occurs: (a) JCEP has provided written notice to the Zone Sponsors that JCEP has made a positive final investment decision (“**FID**”) with respect to the Facility; and (b) JCEP has issued a complete unconditional notice to proceed for the construction of the Facility to its engineering, procurement, and construction contractor.

“**County**” has the meaning given to such term in the Recitals.

“**County Assessor**” has the meaning given to such term in the Recitals.

“**CPA**” has the meaning given to such term in Section II.D.1.

“**CSF**” means the Construction Phase CSF or the Operations Phase CSF.

“**Effective Date**” has the meaning given to such term in the preamble.

“**Expert**” has the meaning given to such term in Section II.E.2.

“**Facility**” has the meaning given to such term in the Recitals.

“**Final Expert**” has the meaning given to such term in Section II.E.3.

“**In-Service**” means the Facility (a) has been commissioned, (b) has received all authorizations necessary for operation, and (c) is producing and delivering liquefied natural gas for export, but shall specifically exclude any processing, handling, or transport of products in connection with the commissioning or performance testing of the Facility.

“**Initial ADR Period**” has the meaning given to such term in Section II.E.3.

“**JCEP**” has the meaning given to such term in the preamble.

“**Operations Phase**” means the period during which the Facility is exempt under ORS 285C.409(1)(a) and (b) (a) commencing on the first July 1 that succeeds the first Assessment Date after the Facility has been placed In-Service, as provided in a written notice given by JCEP to the Zone Sponsors, and (b) ending on the earlier to occur of the end of the fifteenth (15th) Tax Year thereafter or the date on which the Zone Sponsors have received written notice from JCEP that the Facility has been permanently taken out of service. In all instances, the Operations Phase will commence no later than ten (10) years from the date of commencement of the Construction Phase.

“**Operations Phase CSF**” has the meaning given to such term in Section II.C.2. “**Party**” and “**Parties**” has the meaning given to such terms in the preamble.

“**Person**” means any individual, firm, corporation, partnership, limited liability company, joint venture, association, trust, unincorporated organization, governmental authority, or any other entity.

“**Rules**” has the meaning given to such term in Section V.M.2.

“**Site**” has the meaning given to such term in the Recitals.

“**Statutes**” has the meaning given to such term in the Recitals.

“**Subject Persons**” has the meaning given to such terms in Section V.N.1.

“**Tax Year**” means the period beginning on July 1 of a calendar year and ending on June 30 of the following calendar year.

“**Zone Manager**” has the meaning given to such term in the preamble.

“**Zone Persons**” has the meaning given to such terms in Section V.N.I.

“**Zone Sponsors**” has the meaning given to such term in the preamble.

## **B. Rules of Construction**

When a reference is made in this Agreement to Recitals, Sections, paragraphs, or Exhibits, such reference will be to Recitals, Sections, paragraphs, or Exhibits to this Agreement unless otherwise indicated. Whenever the words “include,” “includes” or “including” are used in this Agreement, they will be deemed to be followed by the words “without limitation.” Unless the context otherwise requires, (a) “or” is disjunctive but not necessarily exclusive, (b) words in the singular include the plural and vice versa, (c) the words “herein,” “hereof,” “hereby,” “hereunder” and words of similar nature refer to this Agreement as a whole and not to any particular subdivision unless expressly so limited, and (d) the use in this Agreement of a pronoun in reference to a Party hereto includes the masculine, feminine or neuter, as the context may require. The Exhibits attached to this Agreement incorporated herein by reference and deemed to be a part hereof for all purposes. If the date of performance falls on a day that is not a Business Day, then the actual date of performance will be the next succeeding day that is a Business Day. This Agreement was negotiated at arms’ length by sophisticated parties and shall not be construed against the drafter.

## **II. OBLIGATIONS OF JCEP**

### **A. Conditions**

All obligations of JCEP described in this Agreement arise solely because of, and are expressly conditioned upon, the following:

1. JCEP’s development, and the placement In-Service, of the Facility at the Site; and
2. JCEP’s being exempt from property tax liability as provided under ORS 285C.409 during the entire Construction Phase and the entire Operations Phase.

If any of the foregoing conditions are not satisfied, or if in JCEP’s reasonable opinion will not be satisfied, for any reason, JCEP is excused from performance of its obligations under, and may terminate, this Agreement. In the event JCEP has not made a positive FID on or prior to December 31, 2020, JCEP may terminate this Agreement by written notice to the Zone Sponsors given at any time between December 31, 2020 and the date (if any) upon which JCEP makes a positive FID. JCEP’s obligations hereunder shall fully and finally terminate as of the date it issues a notice of termination in accordance herewith.

### **B. Statutory Obligations**

1. JCEP shall comply with all applicable Statutes, including either ORS 285C.412(3) or ORS 285C.412(5), in each case as in effect on the Effective Date.

2. In accordance with OAR 123-690-2000(1)(b), a concise description of JCEP's proposed investments and the facility site are set forth in Recital C above.

### C. Payment of CSF

1. Subject to the other provisions of this Section II, on or before November 15 of each calendar year during the Construction Phase, JCEP shall pay to the Zone Manager a CSF ("**Construction Phase CSF**") of Twelve Million and No/100 U.S. Dollars (\$12,000,000.00); provided that if the Construction Phase lasts for more than five (5) Tax Years, the Construction Phase CSF will be reduced to (a) Three Million Six Hundred Thousand and No/100 U.S. Dollars (\$3,600,000.00) for each of the sixth (6th), seventh (7th), eighth (8th), ninth (9th) and tenth (10th) Tax Years during the Construction Phase. Notwithstanding the foregoing, the Construction Phase CSF attributable to the first Tax Year of the Construction Phase shall be paid on or before the later of (i) the ninetieth (90th) day following the Construction Start Date or (ii) the first November 15 following the Construction Start Date.

2. Subject to the other provisions of this Section II, on or before November 15 of each calendar year during the Operations Phase, JCEP shall pay to the Zone Manager a CSF ("**Operations Phase CSF**") calculated in accordance with **Exhibit C**.

3. The Parties hereby agree that the Zone Manager shall be solely responsible for disbursing any CSF received from JCEP in accordance with allocation principles determined by the Zone Sponsors, it being understood that no failure by the Zone Manager to disburse all or any portion of any CSF in accordance with the instructions of the Zone Sponsors shall in any way affect the terms and conditions of this Agreement, JCEP's rights hereunder, or the property tax exemption contemplated hereby.

4. Any disqualification under ORS 285C.420 shall occur only if the Zone Sponsors provide written notice of such failure to JCEP, within not more than sixty (60) days after any of the Zone Sponsors receive actual or constructive notice of the occurrence of any such failure, by certified mail to both the County Assessor and JCEP, and JCEP and the Zone Sponsors are unable to in good faith to resolve such matter within sixty (60) days following JCEP's receipt of such notice. Notwithstanding anything to the contrary in this Agreement, the sole remedy of the Zone Sponsors in the event of JCEP's failure to perform or satisfy any of the conditions, terms or provisions of this Agreement shall be the disqualification of JCEP from exemption in accordance with ORS 285C.420 and in no event shall any of the Zone Sponsors or the Zone Manager have any claim for damages or losses, or the right to pursue any other remedy at law or in equity, against JCEP or any of its affiliates. Notwithstanding anything to the contrary in this Agreement, in the event of the disqualification of JCEP from the property tax exemption provided for herein, JCEP's obligation to pay the CSF shall immediately and forever terminate. JCEP expressly acknowledges, pursuant to OAR 123-690-2000(1)(g), that failure to perform or satisfy any material condition, term, or provision of this Agreement shall lead to disqualification of the enterprise zone exemption and termination of the remaining exemption period.



#### **D. Accounting Matters**

1. The calculation of the CSF during the Operations Phase will be made by a certified public accounting firm having not less than ten (10) years of experience in corporate tax accounting (the "CPA"), in all cases in accordance with Exhibit C, which CPA shall be mutually agreed upon by the Parties. As of the Effective Date and subject to the foregoing sentence, the Parties anticipate that the certified public accounting firm Harwood, MacAdam, Wartnik, Fisher & Gorman, LLC, or any acceptable successor organization thereto, will be retained by the Zone Sponsors pursuant to the terms of the agreement set out in the engagement letter set out in Exhibit D, as said engagement letter may be amended or replaced in its entirety from time to time with JCEP's prior written consent. In the event that a change in CPA is deemed necessary by the Zone Sponsors, JCEP's consent to the change shall not be unreasonably withheld. The Zone Sponsors shall use their reasonable efforts to cause the Oregon Department of Revenue and the County Assessor to timely deliver the requisite information to the CPA. The Zone Sponsors shall be solely responsible for ensuring that the CPA calculates each CSF during the Operations Phase in accordance with the terms and requirements set forth in **Exhibit C**.

2. The Zone Manager shall (or shall cause the CPA to) provide the Parties with an invoice setting forth the applicable CSF and reasonable supporting details by no later than September 30 of a Tax Year. If (but only if) the CPA delivers such information by such date, JCEP shall be obligated to pay the applicable CSF by November 15 of such Tax Year, provided that if the CPA does not deliver such information by such date, JCEP shall not be required to pay such CSF until forty-five (45) days after its receipt thereof, and provided further that JCEP shall not be required to pay any invoiced amounts that are in dispute pursuant to the provisions of Section II.E. The Parties acknowledge that the provision by the Zone Manager to the Parties of each invoice setting forth the applicable CSF by no later than September 30 of a Tax Year is dependent on the CPA receiving the necessary inputs from the Oregon Department of Revenue and the County Assessor by August 15 of the same Tax Year. If such inputs are not received by the CPA by August 15, the timelines will be moved forward to reflect the date of receipt by the CPA such that (a) the Zone Manager shall have forty-five (45) days from such receipt date to deliver an invoice setting forth the applicable CSF and reasonable supporting details in accordance with the foregoing, and (b) JCEP shall have forty-five (45) days from the date of receipt of such invoice to make payment of the CSF in accordance herewith. The Zone Sponsors shall be solely responsible for ensuring that the Zone Manager performs its obligations under this Agreement, provided that JCEP shall be entitled to enforce such obligations directly against the Zone Sponsors and/or the Zone Manager on a joint and/or several basis.

#### **E. Disputes Relating to CSF**

1. If JCEP disputes the information provided by the County Assessor or the calculation of the CSF, JCEP shall provide written notice to the Zone Sponsors and the Zone Manager within sixty (60) days following receipt of the determination of the CSF, which notice shall set forth JCEP's basis for disputing the amount of the CSF. If such notice is sent, JCEP and the Zone Sponsors shall conduct good faith negotiations in an effort to resolve the dispute. If JCEP and the Zone Sponsors do not resolve the dispute within thirty (30) days after such notice is sent, either Party, by written notice to the other (an "**ADR Notice**"), may initiate alternative

dispute resolution in accordance with this Section I.I.E. JCEP shall be required to pay only that portion of the invoice that is not in dispute.

2. Within five (5) days following issuance of an ADR Notice, each Party shall (a) with respect to a dispute regarding assessed value of given property, identify as its representative an appraiser having the "MAI" designation from the Appraisal Institute, an Illinois not-for-profit corporation, and having not less than ten (10) years of experience in valuing industrial projects in the State of Oregon or (b) with respect to a dispute regarding the calculation of the CSF, identify as its representative a certified public accountant having not less than ten (10) years of experience in corporate tax accounting (each an "Expert").

3. If only one Party timely selects an Expert, the determination of that Expert shall be binding on the Parties. If two Experts are timely selected by the Parties, such Experts shall use the next thirty (30) days (the "Initial ADR Period") to attempt to resolve the dispute between the Parties. If the two Experts fail to resolve the dispute during the Initial ADR Period, the two Experts shall appoint a third expert having the above qualifications (the "Final Expert") who shall select either the position of JCEP or the position of the Zone Sponsors but shall have no right to propose any other resolution or compromise. The Final Expert shall be named by the two Experts not later than five (5) days after expiration of the Initial ADR Period and the Final Expert shall make his or her determination within ten (10) days following his or her appointment. If the two Experts fail to select the Final Expert within five (5) days after expiration of the Initial ADR Period, either Party may apply to the presiding judge of the Coos County Circuit Court for appointment of the Final Expert. The determination of the Final Expert shall be binding on all of the Parties.

4. Except as expressly provided otherwise herein and subject to completion of the dispute resolution process provided in Sections I.I.E.1-3, nothing in this Section I.I.E shall limit the Parties' rights or remedies at law or in equity.

**F. Provision of Required Documents.** In all cases subject to confidentiality restrictions and related considerations, JCEP shall furnish timely information or documents to the County Assessor, the Zone Sponsors, the Zone Manager, and state agencies, as required by this Agreement and applicable law. All information or documents provided by JCEP or its affiliates to the County Assessor, the Zone Sponsors, or the Zone Manager shall be provided only for use in accordance with this Agreement and JCEP assumes no responsibility arising from any other use or misuse thereof. Except as indicated directly above, no promise or warranty attributable to JCEP or any of its affiliates, whether verbal or written, shall be deemed an obligation or local additional requirement that is in any way incumbent on JCEP for purposes of tax incentives under the Statutes. This provision does not relieve JCEP of any agreed upon obligation under this Agreement.

**G. Treatment of General Obligation Bonds and Local Option Taxes.** If any entity having taxing authority over the Facility or the Site approves or has approved a generally applicable property tax increase, whether in conjunction with a bond issuance, override levy or otherwise, JCEP shall make an additional CSF payment directly to such taxing authority in an amount equal to such increase in property taxes that would have applied if this Agreement were

not in effect. Any such payments shall be used by the taxing authority solely toward the obligation(s) that resulted in such increase.

### III. CERTAIN AGREEMENTS BY ZONE SPONSORS

**A. Designation or Redesignation of Zone.** Each Zone Sponsor hereby represents and warrants that the Zone has been properly designated as an enterprise zone pursuant to ORS Chapter 285C, and that such designation remains in effect as of the Effective Date. If at any time prior to the Effective Date the Zone was terminated as an enterprise zone pursuant to ORS 285C.245, each Zone Sponsor represents and warrants that it has taken all actions necessary for redesignation as an enterprise zone, and that the Zone has been properly redesignated as an enterprise zone, pursuant to ORS 285C.250, and that such redesignation has taken effect prior to the Effective Date.

**B. Resolutions.** Each Zone Sponsor hereby represents and warrants that (1) its governing body has, on or prior to the Effective Date, duly adopted resolutions (not ordinances) to authorize and approve execution of this Agreement and approve the property tax exemptions contemplated hereby, in each case in accordance with all requirements under law, (2) such resolutions constitute the Zone Sponsors' full and, except as expressly set forth herein, unconditional approval of JCEP and the Facility for the property tax exemption under ORS 285C.403(3)(a) and OAR 123-690-2100, and (3) official, executed copies of such adopted resolutions are attached hereto as **Exhibit E**.

**C. Exemption Period.** The Zone Sponsors hereby set the period of the property tax exemption for purposes of ORS 285C.409(1)(c) to be for the entire Operations Phase notwithstanding that applicable law may allow for a shorter tax exemption period.

**D. No Additional Requirements.** None of the Zone Sponsors or the Zone Manager shall impose upon or demand, require, or request of JCEP or any of its affiliates any requirements not expressly set forth herein in order for JCEP to obtain or maintain the exemption contemplated hereunder. Except as expressly set forth herein, none of JCEP or any of its affiliates shall be required to perform any additional act or incur any additional obligation or liability in order to obtain or maintain the exemption contemplated under this Agreement.

### IV. TERM OF AGREEMENT

The term of this Agreement shall commence on the Effective Date and end on the last day of the Operations Phase, unless earlier terminated in accordance herewith.

### V. GENERAL TERMS

**A. Assignment.** This Agreement may not be assigned by any Party without the prior written consent of the other Parties, provided, however, that JCEP may assign this Agreement to any affiliate without consent.

**B. Governing law and Venue.** This Agreement will be construed, applied, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflicts of laws. The parties further agree that, subject to the dispute resolution processes set

forth in Section II.E. and Section V.M., all disputes shall be resolved exclusively in Coos County, Oregon, or the Federal District Court in Eugene, Oregon.

**C. Amendment; No Waiver.** This Agreement may only be amended in writing, signed by all Parties. Waiver of any provision of this Agreement by any Party shall not be considered a future waiver of that provision or any other provisions of this Agreement.

**D. Severability.** If any term or other provision of this Agreement is invalid, illegal or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby are not affected in any adverse manner to any Party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the Parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the Parties as closely as possible in an acceptable manner to the end that the transactions contemplated hereby are fulfilled to the greatest extent possible.

**E. Time of the Essence.** Time is of the essence in the performance of all of the terms and provisions of this Agreement.

**F. No Third Party Beneficiaries.** Nothing in this Agreement, expressed or implied, is intended to or shall confer upon any Person other than the Parties, and their respective successors and permitted assigns, any rights, benefits, or revenues of any nature under or by reason of this Agreement.

**G. Counterparts.** This Agreement may be executed by the Parties in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement. Each counterpart may consist of a number of copies hereof each signed by less than all, but together signed by all, the Parties.

**H. Integration.** This Agreement contains the entire agreement among the Parties with respect to the subject matter hereof and all prior understandings and agreements shall be substituted for and superseded thereby. There are no additional terms, whether consistent or inconsistent, oral or written, which are intended to be part of the Parties' understandings which have not been incorporated (including by reference) into this Agreement.

**I. Section Headings.** The section headings in this Agreement are for convenience of reference only and shall not be deemed to alter or affect the interpretation of any provision hereof.

**J. Costs & Fees.** Except as the Parties may otherwise agree in writing or as otherwise provided herein, each Party shall bear its respective fees, costs and expenses in connection with this Agreement and the transactions contemplated hereby.

**K. No Consequential Damages.** NOTWITHSTANDING ANYTHING CONTAINED HEREIN TO THE CONTRARY, IN NO EVENT SHALL ANY PARTY BE LIABLE TO ANY OTHER PARTY WITH RESPECT TO ANY CLAIM ARISING OUT OF

OR RELATING TO THIS AGREEMENT FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT LOSSES OR DAMAGES FROM ITS PERFORMANCE UNDER THIS AGREEMENT OR ANY FAILURE OF PERFORMANCE HEREUNDER OR RELATED HERETO, WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE.

**L. Notices.** All notices to be given hereunder unless specified to the contrary shall be in writing and provided to the Parties by certified mail, return receipt requested, postage prepaid, or by a nationally recognized national air carrier service at the following addresses:

<p>If to one or more Zone Sponsors or to the Zone Manager:</p> <p>CCD Business Development Corporation 522 SE Washington Ave., Ste. 111A Roseburg, OR 97470</p>	<p>With a copy to:</p> <p>City of Coos Bay 500 Central Ave. Coos Bay, OR 987420</p> <p>City of North Bend P.O. Box B North Bend, OR 97459</p> <p>Coos County, Attn: County Counsel 250 N. Baxter St. Coquille, OR 97423</p> <p>Oregon International Port of Coos Bay P.O. Box 1215 Coos Bay, OR 97420</p> <p>Mike Stebbins P.O. Box 1006 North Bend, OR 97459</p>
<p>If to JCEP:</p> <p>Jordan Cove Energy Project L.P. c/o Jordan Cove LNG LLC 5615 Kirby Drive, Suite 500 Houston, TX 77005 Attn: Legal</p>	<p>With a copy to:</p> <p><a href="mailto:legalnotices@pembina.com">legalnotices@pembina.com</a> Attn: General Counsel</p>

Any notice shall be deemed given:

1. On the first Business Day after the date of delivery if sent by personal delivery or airborne, Federal Express or a comparable national air carrier service, provided such delivery is evidenced in writing by the delivery service; or
2. On the third Business Day following mailing if deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested.

## M. Arbitration

1. Other than as expressly set forth in Section II.E above and subject to Sections V.M.5 and V.N.9 below, (a) any controversy or claim arising out of or relating to this Agreement including, without limitation, the making, performance, or interpretation of this Agreement, shall be exclusively and definitively settled by final and binding arbitration, and (b) any Party asserting a claim arising out of or relating to this Agreement may make a written demand for arbitration.

2. The arbitration proceeding shall be governed by the laws of the State of Oregon and shall be conducted in accordance with the Procedural Rules for Arbitration (the “Rules”) of the Arbitration Service of Portland, Inc. To avoid conflict between this Agreement and the Rules, the Parties agree to the Rules except that, with respect to any conflict between the Rules and this Agreement, this Agreement shall apply. The arbitration shall be before a three-person panel of neutral arbitrators (each, an “Arbitrator,” and, collectively, the “Arbitrators”). One person selected by each of (a) JCEP on the one hand and (b) the Zone Sponsors and the Zone Manager on the other hand. The two Party-appointed Arbitrators will select the presiding Arbitrator within thirty (30) days after the latter of the two Arbitrators has been appointed by the Parties. If a Party fails to appoint an Arbitrator or the Party-appointed Arbitrators cannot reach an agreement on the third Arbitrator within the applicable time period, then the remainder of the three Arbitrators will be appointed pursuant to the Rules. The Parties shall use reasonable efforts to select Arbitrators that are attorneys licensed to practice in the State of Oregon. All discovery shall be completed within thirty (30) days of the date of the commencement of the arbitration. The Arbitrators shall conduct a hearing no later than ninety (90) days after submission of the matter to arbitration, and render a written decision within thirty (30) days of the hearing. At the hearing, the Parties shall present such evidence and witnesses as they may choose, with or without counsel. The Parties agree to adhere to the rules of evidence contained within the Rules. Any award entered in the arbitration shall be made by a written opinion stating the reasons and basis for the award made and any payment due under the arbitration shall be made within fifteen (15) days of the Arbitrators’ decision. The final decision may be filed in a court of competent jurisdiction and may be enforced by any Party as a final judgment of such court.

3. The place of arbitration will be Coos Bay, Oregon. Each Arbitrator will be and remain at all times wholly impartial and, once appointed, no Arbitrator may have any ex parte communications with any of the Parties concerning the arbitration or the underlying dispute or controversy. The demand for arbitration and any counterclaims will be deemed properly given if given in accordance with Section V.L. Without limiting the generality of Section V.N, any arbitration or expert determination relating to a dispute or controversy hereunder (including a settlement resulting from an arbitral award, documents exchanged or produced during an arbitration proceeding, witness statements, expert reports, transcripts, and memorials, briefs or other documents prepared for the arbitration) will be confidential and may not be disclosed by the Parties, their employees, officers, directors, counsel, consultants, or expert witnesses, except to the extent necessary to enforce this Section V.M or any arbitration award, to enforce other rights of a Party, or as required by law; *provided, however*, that a breach of this confidentiality obligation will not void any settlement, expert determination or award.

4. The arbitral tribunal shall be permitted to award actual and reasonable costs of the arbitration in its award, including without limitation, the fees and expenses of the Arbitrators, the costs of assistance required by the Arbitrators, including any experts appointed thereby, and reasonable attorneys' costs. The prevailing party in any arbitration shall be entitled to an award of its reasonable attorney and paralegal fees and costs, its accountant and other expert fees and costs, and all other fees, costs, and expenses incurred in connection with the applicable dispute, whether incurred at or prior to the arbitration proceeding or any attempted appeal therefrom. The arbitral panel shall determine which party is the prevailing party.

5. Notwithstanding the foregoing, the power to grant interim measures including injunctions is reserved to a court of competent jurisdiction. Interim measures may be immediately enforced by court order. Hearings on requests for interim measures may be held in person, by telephone, by video conference or by other means that permit the Parties to the dispute or controversy to present evidence and arguments, as the court shall determine in its discretion. **The Parties agree that the Arbitrators shall have no authority to render an award or judgment for any indirect, consequential, incidental, punitive, exemplary, remote or speculative damages, or damages for lost profits, of any kind whatsoever arising under or in connection with this Agreement or the transactions contemplated hereby.** The Parties agree that the decision of the Arbitrators shall be final and binding on the Parties. This Section V.M shall survive the expiration or earlier termination of this Agreement.

6. Any judgment on the arbitration award may be entered in any court having jurisdiction over the subject matter of the dispute or controversy. The Parties agree that service of process for any action to enforce an award shall be effected according to the procedures of Section V.L, as well as any other procedure permitted under applicable law.

## N. Confidentiality

1. Each of the Zone Sponsors and the Zone Manager understands that it may receive or have access to certain Confidential Information relating to the Facility or the Subject Persons. "Confidential Information" means all non-public information of a sensitive nature concerning the Facility or any Subject Person (including information relating to the Facility or any Subject Person acquired prior to the Effective Date), including any and all information relating to business, marketing, sales, financial (including pricing, cost or profit factors), corporate, operating, technical, or environmental matters, methods, techniques, financial condition, operational costs and processes, reports, quality programs, research, development, processes, data (including geophysical), maps, models, interpretations, designs, drawings, compilations, formulae, markets, customer or supplier matters, business plans or agreements, contracts or bids, personnel matters, engineering reports, regulatory requirements (including permitting), cultural resource matters, or archaeological matters, and all other information, material or documents of any kind, in each case which are or may be applicable or related in any way to the Facility or any Subject Person, by any means whatsoever, including by way of oral, written or electronic communication, the provision of information memoranda, or access to a data room, together with analyses, interpretations, compilations, data, studies or any documents prepared by or on behalf of any Zone Person containing such Confidential Information. The fact that any Zone Sponsor or the Zone Manager has received or will receive Confidential Information shall constitute "Confidential Information" for the purposes of this Agreement. The

term "Subject Persons" shall mean JCEP and any of its affiliates and any equity investor or shareholder in the Facility. The term "Zone Persons" shall mean any Zone Sponsor, the Zone Manager, any of their affiliates, and any of its or their respective directors, officers, employees, representatives, contractors, agents, consultants, advisors, and partners.

2. The term "Confidential Information" does not include: (a) information that is or becomes generally available to the public other than as a result of a disclosure by any Zone Person in violation of this Agreement or any other agreement to which any Zone Person is a party; (b) information that becomes available to any Zone Person from a source other than JCEP, provided that such source is not known by any Zone Person to be bound by a contractual, legal or fiduciary obligation of confidentiality; (c) this Agreement; or (d) the amount of the CSF or the parties to whom the CSF will be paid.

3. To the maximum extent permitted under ORS 192.410 through ORS 192.505, a Zone Sponsor and the Zone Manager may make available Confidential Information only to those employees and officers of such Zone Sponsor or the Zone Manager, who, due to their job responsibilities, must have access to the Confidential Information in order to evaluate the subject matter hereof by such Zone Sponsor or the Zone Manager. None of the Zone Sponsors or the Zone Manager shall (and each shall cause each other Zone Sponsor and the Zone Manager not to) disclose, reproduce, copy or otherwise make available to any other Person any Confidential Information. The Zone Sponsors and the Zone Manager agree to be responsible for any breach of the terms and conditions of this paragraph by any such Person receiving Confidential Information.

4. The Zone Sponsors and the Zone Manager agree that they shall not (and shall cause each other Zone Person not to), without the prior written consent of JCEP, use in advertising, publicity or otherwise the name of any Subject Person, or any trademark, service mark, symbol or abbreviation, contraction or simulation thereof owned by the Subject Persons.

5. The Zone Sponsors and the Zone Manager shall immediately notify JCEP in writing of any violation or breach of the commitments made under this Section V.N., regardless of whether the breach or violation is intentional or inadvertent.

6. Any and all Confidential Information disclosed hereunder is provided "AS IS." None of the Subject Persons makes any warranty or representation whatsoever (express or implied) as to the quality, sufficiency, or accuracy of any Confidential Information or any other information it has disclosed or will disclose hereunder or as to the results to be obtained therefrom and assumes no responsibility arising from any use or misuse thereof. None of the Subject Persons shall be liable for any damages of any kind incurred by any Zone Person arising out of any such Person's use of the Confidential Information, howsoever caused, including liability for any direct, indirect, special, or consequential damages.

7. Nothing contained in this paragraph shall be construed as granting or conferring, whether by sale, license or otherwise, to any Zone Person, any right, title or interest in or to any Confidential Information or any other information provided in connection herewith.



8. The disclosure of Confidential Information hereunder is non-exclusive, and nothing contained herein shall restrict any Subject Persons from disclosing the Confidential Information to other Persons at any time, provided that any such disclosure shall not constitute a waiver of, or otherwise diminish, any obligations set forth under this paragraph.

9. The Zone Sponsors and the Zone Manager acknowledge and agree that JCEP may be irreparably harmed by a violation of the Zone Sponsors' and the Zone Manager's commitments and obligations under this Section V.N for which JCEP may not have an adequate remedy at law for monetary damages. Therefore, in the event of a breach or threatened breach of this Section V.N, JCEP shall be entitled, in addition to all other rights and remedies available to it at law or in equity, to seek (a) an injunction restraining such breach, without being required to show any actual damage or to post a security or other bond, and/or (b) a decree for specific performance of the applicable provision(s) of this Section V.N.

10. Notwithstanding the foregoing, in the event any of the Zone Sponsors or the Zone Manager ("**Receiving Party**") is served with a public records request, subpoena, administrative order or court order requiring any information to be disclosed which is Confidential Information, then Receiving Party shall immediately notify JCEP orally and in writing of the fact of such service, the information requested, and the time within which to respond. The Zone Sponsors and the Zone Manager shall cooperate fully with JCEP in challenging any request, subpoena, or order requiring disclosure of Confidential Information. Should JCEP decide not to challenge any such request, subpoena or order, then Receiving Party may disclose only such information that is required to be disclosed pursuant thereto. JCEP shall advise Receiving Party within five (5) business days of receipt and notice of a public records request, subpoena, or order whether it intends to challenge the request, subpoena, or order. If JCEP fails to advise Receiving Party of same within such five (5) business day period, then Receiving Party may disclose only such information that is required to be disclosed pursuant thereto. If JCEP advises Receiving Party that it intends to challenge the request, subpoena, or order, JCEP agrees to indemnify Receiving Party for all reasonable and properly documented costs and expenses incurred by Receiving Party in challenging such request, subpoena, or order seeking disclosure of Confidential Information.

11. Notwithstanding anything contained herein to the contrary, the commitments and obligations set forth in this Section V.N shall continue for a period of three (3) years following the expiration or earlier termination of this Agreement.

[Signature page follows.]

IN WITNESS WHEREOF, JCEP, the Zone Sponsors, and the Zone Manager have caused their duly authorized representatives to execute this Agreement as of the first date set forth above.

**County of Coos**

**Oregon International Port of Coos Bay**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**City of Coos Bay**

**City of North Bend**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Jordan Cove Energy Project L.P.**  
By: Jordan Cove Energy Project, L.L.C.,  
Its General Partner

**CCD Business Development Corporation**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

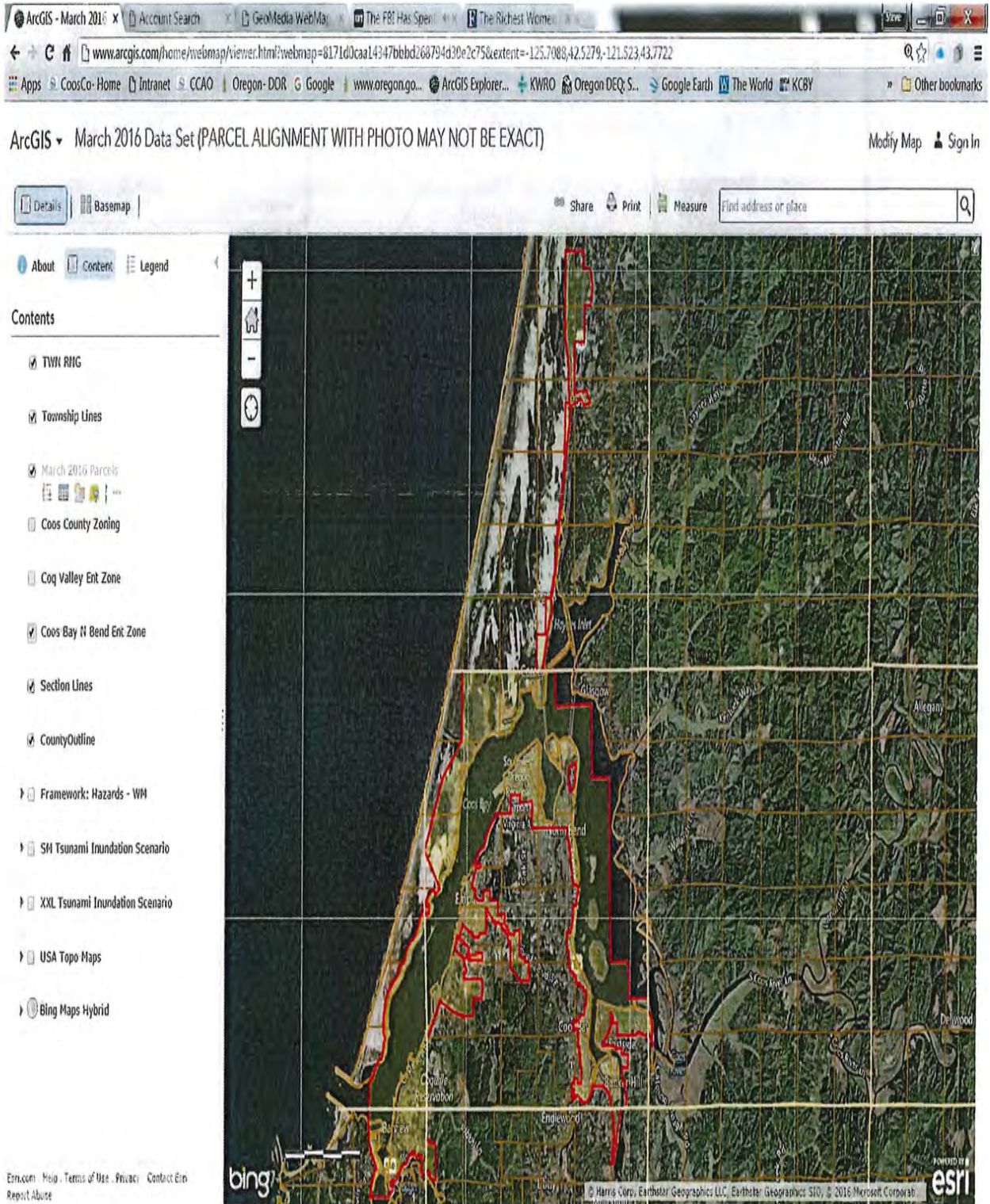
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Signature Page to Enterprise Zone Agreement*

# Exhibit A

## Zone



# Exhibit A

98032960.1 0052432-00010

Exhibit B

Site

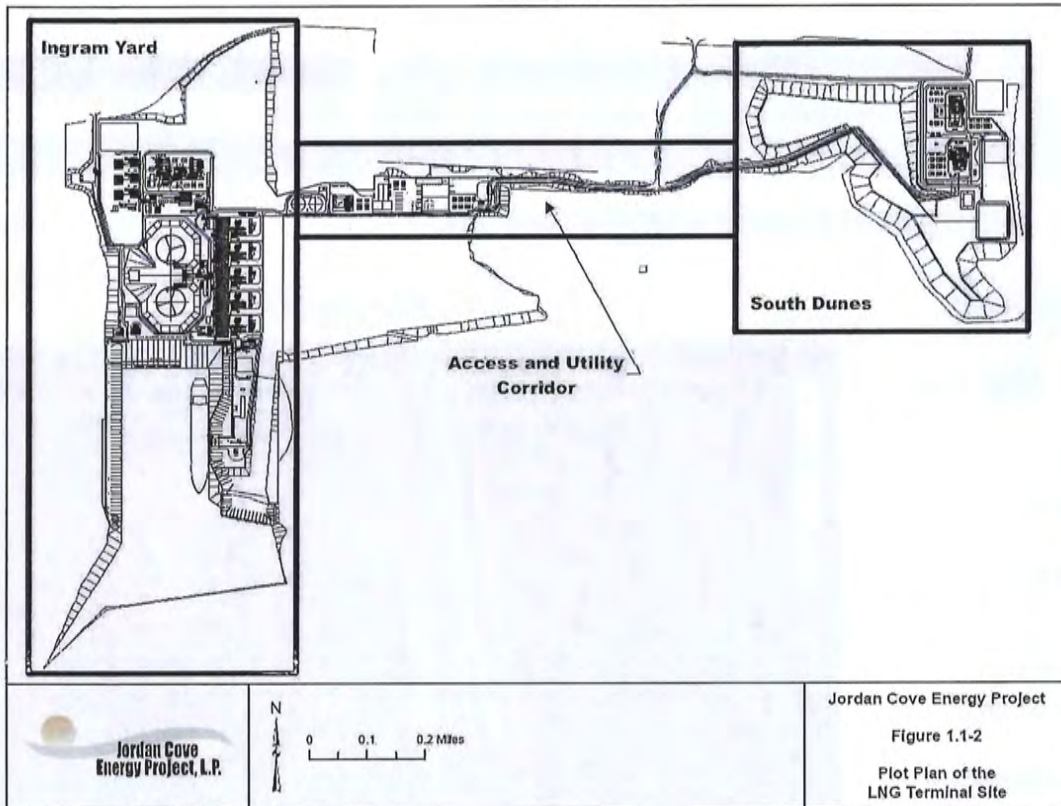


Exhibit B

**Exhibit C**  
**Operations Phase CSF Calculation Methodology**

This Exhibit C provides the calculation methodology to determine the CSF for each Tax Year of the Operations Phase. Capitalized terms used but not otherwise defined below shall have the meanings given to such terms in the Enterprise Zone Agreement (the “**Agreement**”) to which this Exhibit C is attached.

I. Model.

Reference is hereby made to the economic model dated July 19, 2016 (the “**Model**”), which the Parties have agreed upon for purposes of calculating and administering the CSF for each Tax Year of the Operations Phase. The CSF for each such Tax Year will be determined by the automatic functions embedded in the Model, subject to the following provisions of this part I.

For each Tax Year of the Operations Phase, a determination as to the Assessed Value and the Millage Rate will be required to determine the CSF for such Tax Year. The term “**Assessed Value**” or “**AV**” means the dollar value assigned to the Facility for purposes of measuring *ad valorem* property taxes for a given Tax Year, determined by the Oregon Department of Revenue as of the Assessment Date of each such Tax Year. The term “**Millage Rate**” means the amount per \$1,000 used to calculate *ad valorem* property taxes, as determined by the County Assessor, after deducting any amounts for bond issuance, override levy or similar voter approved general tax increases. Any generally applicable property tax increase as set forth above will be paid in accordance with Section II.G. of the ~~Agreement~~The Agreement. The Millage Rate will be a function of the individual millage rates for each taxing district that affects the Facility. Promptly following such determination, the County Assessor shall provide written notice of each of the AV and the Millage Rate to JCEP and its designated affiliate, the Zone Sponsors, and the CPA.

The CPA will input such figures into the following cells within the “Inputs” tab of the Model:

Assessed Value: [Column H] for the applicable Tax Year  
Millage Rate: [Column G] for the applicable Tax Year

The Model will automatically calculate the CSF for each Tax Year. The CPA will conduct all necessary accounting verifications of each CSF so calculated prior to issuing to the Parties a formal notice of CSF for the applicable Tax Year in accordance with the Agreement.

II. Calculation Methodology.

For convenience, the Parties acknowledge that the Model utilizes the calculation methodology set forth below in order to determine the CSF for each Tax Year of the Operations Phase.

A. Following the Construction Phase, the following calculations will be made:

1. For each Tax Year during the Construction Phase, calculate the following figures:

a. Construction Phase CSF (“**CCSF**”)

Each CCSF will be determined in accordance with Section II.C.1 of the Agreement.

b. Assumed Construction Tax (“ACT”)

ACT is the actual (or estimated) amount of *ad valorem* property tax that would have been paid by JCEP during the current Tax Year of the Construction Phase under the exemption from property taxes promulgated under ORS 285C.170 and ORS 285C.175 (the “Standard Exemption”).

ACT is determined by multiplying AV for the applicable Tax Year by the Millage Rate for such Tax Year, applying a three percent (3%) discount (which would have been applied for normal property tax purposes to payments received by November 15th of such Tax Year), as follows:

$$\text{ACT (n)} = [\text{AV (n)} \times \text{Millage Rate (n)}] \times (97\%)$$

*Where:*

ACT (n) = ACT for Tax Year n

AV (n) = AV for Tax Year n

Millage Rate (n) = Millage Rate for Tax Year n

c. Advanced Fee (“AF”)

AF refers to the amount by which the CCSF exceeds, is equal to, or is less than the ACT for such Tax Year, inclusive of any IA generated up to that Tax Year. AF is calculated as follows:

$$\text{AF (n)} = \text{CCSF (n)} - \text{ACT (n)} + \text{IA (n)}$$

*Where:*

AF (n) = AF for Tax Year n

CCSF (n) = CCSF for Tax Year n

ACT (n) = ACT for Tax Year n

IA (n) = IA for Tax Year n

d. Interest Accrual (“IA”)

IA is a theoretical amount of unpaid interest accrual compounded at an agreed upon seven percent (7%) effective annual rate (the “Rate”). For a given Tax Year during the Construction Phase, this is calculated as the aggregate sum of all AFs for all Tax Years occurring prior to such Tax Year multiplied by the Rate.

2. At the end of the Construction Phase, calculate the total Advanced Fees (“TAF”), which is the aggregate sum of all AFs attributable to all Tax Years of the Construction Phase.
3. Calculate the Repayment of Advance (“RPA”), which is the amount each Tax Year necessary to repay the TAF in equal installments at the Rate by the end of the Operations Phase. The RPA is calculated using the PMT function in Microsoft Excel, as follows:

$PMT(RATE, NPER, PV)$

*Where:*

RATE = Rate

NPER = 15 (i.e., the number of Tax Years during the Operations Phase)

PV = TAF

- B. For each Tax Year of the Operations Phase, the following calculations will be made:

1. Millage Rate

The Millage Rate for such Tax Year, which is determined and notified to the applicable Persons in accordance with the foregoing.

2. Forecasted Millage Rate

The forecasted Millage Rate for all Tax Years immediately following the current Tax Year will be assumed to equal the Millage Rate from part II.B.1 above.

3. AV

The AV for such Tax Year, which is determined and notified to the applicable Persons in accordance with the foregoing.

4. Forecasted AVs

Calculate the forecasted AV for each Tax Year commencing with the Tax Year immediately following the current Tax Year and ending on the final Tax Year of the Operations Phase (the “Forecast Years”), assuming an annual reduction of three and



one-half percent (3.5%) applied against the AV for the current Tax Year. Each forecasted AV is calculated as follows:

$$AV (n) = AV \times [(96.5\%)^y]$$

*Where:*

AV (n) = AV for forecasted Tax Year n

AV = AV as determined in accordance with part II.B.3 above

y = number of Tax Years commencing with the Tax Year immediately following the current Tax Year and ending with Tax Year n

#### 5. Assumed Operations Tax (“AOT”)

Calculate AOT for each Tax Year during the Operations Phase, which will be based on the AV for the current Tax Year and all preceding Tax Years during the Operations Phase together with the forecasted AV for each remaining Tax Year during the Operations Phase.

AOT is the actual (or estimated) amount of *ad valorem* property tax that would have been paid by JCEP during the subject Tax Year of the Operations Phase under the Standard Exemption.

AOT is determined by multiplying AV for the applicable Tax Year by the Millage Rate for such Tax Year, applying a three percent (3%) discount (which would have been applied for normal property tax purposes to payments received by November 15th of such Tax Year), as follows:

$$AOT (n) = [AV (n) \times \text{Millage Rate} (n)] \times (97\%)$$

*Where:*

AOT (n) = AOT for Tax Year n

AV (n) = AV for Tax Year n

Millage Rate (n) = Millage Rate for Tax Year n

#### 6. Net Present Value of Total Property Taxes After Standard Exemption (“Standard NPV”)

Calculate the Standard NPV, which is the net present value of all ACT and AOT amounts. The net present value will be calculated using the NPV function in Microsoft Excel and discounted at the Rate. The duration of the cash flow stream used for purposes of calculating the net present value will be set to commence on the date of the first CCSF

payment and end on the date that the last CSF payment during the Operations Phase is due.

7. Net CSF

Calculate the net CSF, which is a levelized amount (the “Net CSF”) for the current Tax Year and all Forecast Years following such Tax Year required for the Standard NPV to equal the “CSF NPV,” which is the net present value of (a) all annual CCSF, (b) all actual annual Net CSF made in the Tax Year(s) occurring prior to the current Tax Year (if any) as determined in accordance with part II.B above, and (c) for the current Tax Year and all Forecast Years, the sum of annual (i) gross CSF (“Gross CSF”), and (ii) RPA. The Net CSF for the current Tax Year is calculated as the sum of Gross CSF and RPA, each as of the current Tax Year. For avoidance of doubt, as of the current Tax Year, the Net CSF determined in accordance with the immediately preceding sentence will be deemed to be the Net CSF for each Forecast Year following the current Tax Year. The net present value will be calculated using the NPV function in Microsoft Excel and discounted at the Rate. The duration of the cash flow stream used for purposes of calculating the net present value will be set to commence on the date of the first CCSF payment and end on the date that the last Net CSF payment is due.

8. The Net CSF determined in part II.B.7 above will be paid by November 15th of the current Tax Year.
9. Repeat the calculations set forth in parts II.B.1 through II.B.8 above for each Tax Year of the Operations Phase until the end of the Operations Phase.

**Exhibit D**

## CPA Engagement Letter



Harwood, MacAdam, Wartnik,  
Fisher & Gorman, LLC

CERTIFIED PUBLIC ACCOUNTANTS

LOREN HARWOOD, CPA    JOE COLO, CPA  
SHIRLEY MACADAM, CPA    KRISTINA GOCHENOUR, CPA  
JAYSON WARTNIK, CPA    SALEY JARGGLI, CPA  
LAURA FISHER, CPA    TINA JONES, CPA  
BOB GORMAN, CPA

September 19<sup>th</sup>, 2018

The Sponsors of the Bay Area Enterprise Zone  
Jordan Cove Energy Project, LP  
c/o Melissa Cribbins  
Commissioner, Coos County Board of Commissioners  
250 N. Baxter  
Coquille, OR 97423

Re: Maintenance and Administration of the Community Service Fee Calculation

To Whom It May Concern:

This letter outlines our understanding of the terms and objectives of our continuing consulting engagement. We anticipate that our work on this project will continue for as long as twenty-one years. This letter is intended to cover our work as the project continues and to provide a means to agree on further work if it is determined necessary.

We will assist the Sponsors of the Bay Area Enterprise Zone and the Jordan Cove Energy Project, LP (JCEP) in the annual calculation of the Community Service Fee (CSF) that will be paid by JCEP directly to the various taxing districts and other entities. The sufficiency of the calculations is solely the responsibility of the Sponsors. Consequently, we make no representation regarding the sufficiency of the calculations used in the schedule. We will maintain and administer the spreadsheet that is referred to in the Enterprise Zone Agreement. We anticipate that our annual work will include the following activity:

- Receive the assessed value and millage rate information
- Review and check the value and millage rate information
- Input the information into the calculation model (Excel spreadsheet)
- Check the calculation for accuracy
- Communicate the results of the calculation to JC LNG and other parties, which could include presentation of the calculation model to the CEP Work Group
- Provide copies of the Excel spreadsheet that has been revised with the current information
- Respond to questions

The Sponsors are responsible for ensuring distribution is performed in accordance with the schedule, selecting the assumptions used in the calculations, and determining that such assumptions are appropriate for the purposes. The Sponsors are responsible for assuming all management responsibilities and overseeing the services we provide by designating an individual who possesses suitable skill, knowledge, and/or experience. In addition, the Sponsors are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

---

3690 BROADWAY • NORTH BEND, OREGON 97459 • TELEPHONE (541) 269-9338 • 1-800-218-5063 • FAX (541) 267-0536

Our fee for the services that are the subject of this engagement letter will be based upon our standard hourly billing rates. We anticipate that our annual fee will not exceed \$15,000, although, if we encounter unusual circumstances that would require us to expand the scope of the engagement, we will discuss this with you prior to doing the additional work. An example of additional work not covered by this engagement letter is programming required to make changes and revisions to the Excel spreadsheet referred to above. Invoices for our fees will be rendered on a monthly basis and are payable upon receipt. We will submit these invoices to JCEP for payment pursuant to the Enterprise Zone Agreement.

We will develop background information and perform research of related laws only as necessary to complete our work on this project as described above.

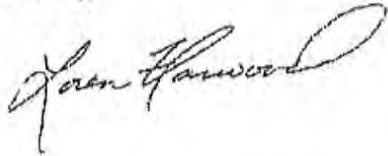
As we do our work, we will consider financial statements, forecasts, and other financial data or records that are provided to assist us, but we will not issue an opinion or any form of assurance as to them, nor will we audit them or any others which exist but are not provided to us. Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that exist.

We have no responsibility to change or update our guidance and advice to you for events and circumstances that occur that are outside the scope of our engagement unless you provide us with additional information and specifically instruct us to do so.

We sincerely appreciate this opportunity to be of service to you. Thank you for your time, and please don't hesitate to call me if you have any questions or need additional information.

If the foregoing is in accordance with your understanding and if you agree to the arbitration and attorney fee provisions as outlined in Attachment I, please sign a copy of this letter in the space provided and return the signed letter to us.

Sincerely,



Loren Harwood  
Partner  
Harwood, MacAdam, Wartnik, Fisher and Gorman, LLC

Accepted: TAX PAYER'S COPY Date: \_\_\_\_\_  
For The City of North Bend

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
For The City of Coos Bay

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
For Coos County

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
For The Port of Coos Bay

### Addendum – Tax Services Engagement Letter

This addendum represents additional terms and conditions relating to services to be provided by Hough, MacAdam, Wartnik, Fisher & Gorman, LLC. The matters set forth by this Addendum are incorporated as part of your engagement with Hough, MacAdam, Wartnik, Fisher & Gorman, LLC. Hereafter, the terms "Hough, MacAdam, Wartnik, Fisher & Gorman, LLC, we, us, and our" will identify Hough, MacAdam, Wartnik, Fisher & Gorman, LLC.

#### Accuracy-Related Penalties; Negligence and Disregard Penalty:

The law provides for a penalty to be imposed where a taxpayer makes a substantial understatement of their tax liability. For taxpayers, a substantial understatement exists when the understatement for the year exceeds the greater of 10 percent of the tax required to be shown on the return, or \$5,000. The penalty is 20 percent of the tax underpayment. Taxpayers other than "tax shelters" may seek to avoid all or part of the penalty by showing (1) that they acted in good faith and there was reasonable cause for the understatement, (2) that the understatement was based on substantial authority, or (3) that the relevant facts affecting the item's tax treatment were adequately disclosed on Form 8275 or 8275-R attached to the return and there was reasonable basis for the position. A taxpayer is considered a "tax shelter" if its principal purpose is to avoid federal income tax. You agree to advise us/me if you wish disclosure to be made in your returns or if you desire us/me to identify or perform further research with respect to any material tax issues for the purpose of ascertaining whether, in our/my opinion there is "substantial authority" for the position proposed to be taken on such issues in your returns.

The law also provides for a penalty of 20 percent to be imposed on any underpayment that results from negligence or disregard of rules or regulations. Negligence "includes any failure to make a reasonable attempt to comply....." with the Code. Disregard "includes any careless, reckless or intentional disregard." Taxpayers may seek to avoid all or part of the penalty by showing they acted in good faith and by demonstrating that they have a reasonable basis for the understatement.

#### Collection Fee Clause:

If it is necessary to refer your account to collections, client (you) agrees to pay Hough, MacAdam, Wartnik, Fisher & Gorman, LLC reasonable attorney fees and collection costs including any collection fees charged by a collection agency, even though no suit or action is filed. If a suit or action is filed, the amount of such reasonable attorney's fees or collection charges shall be fixed by the court or courts in which the suit or action including any appeal therein is tried, heard, or decided.

#### Confidentiality and Privileged Communications:

Certain communications involving tax advice between you and our firm may be privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone or by turning over information about those communications to the government, you may be waiving this privilege. Privileged tax advice does not include communications associated with the preparation of tax returns, tax accrual work papers associated with a financial statement engagement, or in providing general business or accounting recommendations or other non-tax engagements. To protect your right to privileged communication between yourself and our firm, please consult with us or your attorney prior to disclosing any information about our tax advice.

#### Conflicts of Interest:

In general, a conflict of interest exists when, in performing services for two entities, a CPA becomes aware of facts that may be beneficial to one of the entities and the same facts may be detrimental to the other entity. The AICPA, our governing body, prescribes that CPAs are not allowed to take sides when representing both parties in a dispute. Our fiduciary duty to our clients is such that if we become aware of a material event, we are required to make them aware of such event. We can continue to work for both parties in such a circumstance, but we are required to attain a waiver signed by both parties acknowledging our conflict of interest and the desire for our continued objective assistance despite the circumstances. In the event that you want assistance from us and you think or know it may affect one of our other clients (such as a spouse or business partner), be cautious not to divulge information you wouldn't want shared with the other party if we in fact represent them.

#### Dispute Resolution:

If a dispute arises out of or relates to the engagement described herein, and if the dispute cannot be settled through negotiations, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Mediation Rules or other professional mediation service before resorting to arbitration or litigation.

**Document Retention Policy:**

At the conclusion of this engagement, we will return to you all original records you supplied to us. Your records comprise the primary backup and support for your tax returns. Our records and files, including our working papers, whether kept on paper or electronic media, are the property of Hough, MacAdam, Wartnik, Fisher & Gorman, LLC and are not a substitute for your own records. Our firm policy is to destroy our annual tax return engagement files and all pertinent working papers after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

**Fees and Expenses:**

Billings are due upon presentation and become delinquent if not paid within 30 days of the invoice date. Any past due fee under this agreement shall bear interest of 1.0% per month on any unpaid balance. You acknowledge and agree we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered by Hough, MacAdam, Wartnik, Fisher & Gorman, LLC as provided by this engagement letter, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

**Program of Peer Review and Disclosure of Confidential Information Under that Program:**

We subscribe to a program of peer review for maintenance of quality control in our office. As part of this program, your return may be selected for review by other CPAs under strict rules of confidentiality. Your acceptance constitutes your agreement for disclosure under the program.

**Record keeping – Tax Return(s):**

It is your responsibility to maintain in your records, as required by law, the documentation necessary to support the data used in preparing your tax returns, including but not limited to, vehicle use, travel, meals, entertainment, business gifts, dues and memberships, and the required documents to support charitable contributions. We will not verify the information you give to us; however, we may ask you for clarification of some of the information. If you have any questions as to the type of records required, please ask us for advice in that regard. It is also your responsibility to carefully examine and approve your completed tax returns before signing and mailing them to the tax authorities. We are not responsible for disallowed doubtful deductions or inadequately supported documentation.

**Tax Return Positions:**

We will use our judgment to resolve questions in your favor where a tax law is unclear if there is a reasonable justification for doing so. Whenever we believe applicable tax law is unclear or there are conflicting interpretations of the law by the authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. We will follow whatever position you request, so long as it is consistent with applicable tax laws. If the IRS or other tax authority should later contest the position taken, there may be an assessment of additional tax, plus interest and penalties. We assume no liability for any such additional penalties or assessments.

**Use of Electronic Communication:**

In the interest of facilitating our services for you, we may communicate by facsimile transmission or send electronic mail over the internet. Such communications may include information that is confidential to you. Our firm employs measures in the use of facsimile machines and computer technology designed to provide reasonable assurance that data security is maintained. While we use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume that you consent to our use of facsimile transmissions to your representatives and other use of these electronic devices during this engagement as we deem appropriate.

**U.S. Filing Obligations Related to Foreign Financial Assets**

As part of your filing obligations, you are required to report the maximum value of specified foreign financial assets, which include financial accounts with foreign institutions and certain other foreign non-account investment assets that exceed certain thresholds. You are responsible for informing us of all foreign financial assets, so we may properly advise you regarding your tax filing obligations.

These assets include any ownership interests you directly or indirectly hold in businesses located in a foreign country, and any assets or financial accounts located in a foreign country over which you have signatory authority. Based upon the information you provide, this information will be used to calculate any applicable foreign tax credits. We will also use this data to inform you of any additional filing requirements, which may include Form 8938, Statement of Specified Foreign Assets, and FinCEN Form 114, Report of Foreign Bank and Financial Accounts ("FBAR"). Failure to file required forms can result in the imposition of both civil and criminal penalties, which may be significant. The FBAR is not a tax return and its preparation is not within the scope of the engagement. If you ask us to prepare the FBAR, we will confirm this matter in a separate engagement letter and delineate the additional charges for this service.

You are responsible for complying with tax filing requirements of any other country. You acknowledge and agree that we have no responsibility to raise these issues with you and that foreign filing obligations are not within the scope of this agreement.



**Exhibit E**  
**Zone Sponsors' Resolutions**

~~[To be added.]~~ See attached

Document comparison by Workshare 9.5 on Sunday, February 2, 2020 12:01:47 PM

Input:	
Document 1 ID	file://S:\LEGAL1 - CURRENT FILING SYSTEM\JC - JORDAN COVE\JC-001 - General\Tax Exemption\Enterprise Zone Agreement Millage rate issue 1 31 2020 (response to Pembina comments).docx
Description	Enterprise Zone Agreement Millage rate issue 1 31 2020 (response to Pembina comments)
Document 2 ID	S:\LEGAL1 - CURRENT FILING SYSTEM\JC - JORDAN COVE\JC-001 - General\Tax Exemption\Enterprise Zone Agreement 2020 - EXECUTION VERSION.docx
Description	S:\LEGAL1 - CURRENT FILING SYSTEM\JC - JORDAN COVE\JC-001 - General\Tax Exemption\Enterprise Zone Agreement 2020 - EXECUTION VERSION.docx
Rendering set	Standard

Legend:	
<u>Insertion</u>	
<del>Deletion</del>	
<del>Moved from</del>	
<u>Moved to</u>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	5
Deletions	5
Moved from	0

Moved to	0
Style change	0
Format changed	0
Total changes	10

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

**DATE:** February 10, 2020

**PROJECT TITLE:** North Spit/Coast Yard Transload Facility

**ACTION REQUESTED:** Commission Approval of lease agreements for the North Spit/ Coast Yard Transload Facility.

**BACKGROUND:**

Port staff were approached by Lost Creek Rock Products, LLC, regarding the establishment of a transload facility on the North Spit. The Port is able to secure exclusive use of property owned by Jordan Cove. This property is part of the old Weyerhaeuser mill site. This site was formally used as a transload facility for Georgia Pacific and K2 when the Coos Bay Swing Span bridge was out of commission.

Port staff worked with the landowner and Lost Creek Rock Products to create an appropriate operational plan and site preparation plan. The plans outline the type of work that will be carried out by the tenants, as well as work that is required to be completed in order to satisfy the property owners requirements to uphold standards for safety and environmental and regulatory compliance.

The parties plan to open the transload facility as soon as practical to begin moving materials into and out of the facility. The current agreement period is for 1 year and 6 months with the possibility of an extension should the property not be required by Jordan Cove.

**RECOMMENDED MOTION:**

Approve Oregon International Port of Coos Bay executing lease agreements between the Port and Jordan Cove and the Port and Lost Creek Rock Products, LLC for the Coast Yard Transload Facility located on the North Spit.

# Other

# **Informational Items**

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

**Monthly Revenue Car Loads and Equivalent Highway Truck Loads / 2016 - 2020**

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

Month	2016		2017		2018		2019		2020	
	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads
Jan	594	1,960.2	528	1,742.4	565	1,864.5	611	2,016.30	409	1,349.70
Feb	691	2,280.3	520	1,716.0	618	2,039.4	465	1,534.50		-
March	678	2,237.4	536	1,768.8	580	1,914.0	547	1,805.10		-
April	618	2,039.4	582	1,920.6	574	1,894.2	521	1,719.30		-
May	646	2,131.8	727	2,399.1	623	2,055.9	438	1,445.40		-
June	653	2,154.9	582	1,920.6	594	1,960.2	318	1,049.40		-
July	529	1,745.7	727	2399.1	602	1,986.6	346	1,141.80		-
Aug	645	2,128.5	721	2379.3	602	1,986.6	329	1,085.70		-
Sept	607	2,003.1	593	1,956.9	472	1,557.6	299	986.70		-
Oct	682	2,250.6	601	1,983.3	469	1,547.7	425	1,402.50		-
Nov	514	1,696.2	615	2,029.5	268	884.4	348	1,148.40		-
Dec	594	1,960.2	569	1,877.7	399	1,316.7	303	999.90		-
<b>Annual</b>	<b>7,435</b>	<b>24,535.50</b>	<b>7,301</b>	<b>24,093.30</b>	<b>6,366</b>	<b>21,007.80</b>	<b>4,950.00</b>	<b>16,335.00</b>	<b>409.00</b>	<b>1,349.70</b>

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

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

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

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

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

Using 200,000 lbs/100 short tons as an average weight of commodity per rail car, the tonnage figures for the years 2011 through year to date 2020 are as follows:

2011-2013:	7,519	revenue car loads =	751,900	short tons
2014:	7,509	revenue car loads =	750,900	short tons
2015:	7,341	revenue car loads =	734,100	short tons
2016:	7,435	revenue car loads =	743,500	short tons
2017:	7,301	revenue car loads =	730,100	short tons
2018:	6,366	revenue car loads =	636,600	short tons
2019:	4,950	revenue car loads =	495,000	Short Tons
2020:	409	revenue car loads =	40,900	Short Tons

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

**Coos Bay Rail Line-CBRL 136 days injury-free as of February 3, 2020!**  
**Coos Bay Rail Line-CBRL Started service November 1, 2018.**

**OREGON INTERNATIONAL PORT OF COOS BAY  
CHARLESTON MARINA ADVISORY COMMITTEE MEETING  
12:00 p.m., Wednesday, January 15, 2020  
Charleston Marina RV Park, Recreation Room**

**DRAFT MINUTES**

**ATTENDANCE**

**Advisory Members:**

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

**Port Staff:**

John Burns, Chief Executive Officer; Brandon Collura, Harbormaster; Mike Stonesifer, Maintenance Manager; Margaret Barber, Director of External Affairs; and Krystal Moffett, Administrative Assistant.

**Guests:**

Nick Edwards, F/V Carter Jon; John Payne; and Ed Fleming.

**1. CALL MEETING TO ORDER**

Chair Nick Nylander called the meeting to order at 12:00 p.m.

**2. INTRODUCTION OF GUESTS**

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

**A. Approval of October 16, 2019 Meeting Minutes.**

Upon a motion by Nick Nylander (Second by Knute Nemeth), the Charleston Advisory Committee Members voted to approve the October 16, 2019 Meeting Minutes. **Motion Passed.**

**4. FINANCIAL DATA REVIEW**

Harbormaster Brandon Collura, prior to beginning the financial review, stated he will need to leave the meeting by 1:00 p.m. in order to catch a flight to Seattle to meet with NorthStar Manufacturing regarding a solution to rebuild the Ice Plant.

Mr. Collura stated that most present are aware of a series of unfortunate incidents taking place recently in Charleston, beginning with the fire on December 20, 2019 in which the Ice Plant was a total loss. The Port has every intention of rebuilding a commercial grade ice plant at the Charleston Marina Complex. Temporary and permanent solutions are being aggressively pursued, and the



location and specifications are still being determined. The Port is well aware of the shrimp season beginning April 1<sup>st</sup> and the albacore season beginning June 1<sup>st</sup> which are both important dates for the fleet. Details will be communicated as quickly as possible once more is known. The investigative team will hopefully conclude their investigation by the end of January; then more will be known as far as timelines and other details.

The other issue is dredging of the Charleston Marina. Mr. Collura stated as soon as resources are available, all avenues for dredging the marina will be pursued. These resources include manpower, access to dredging equipment currently under contract in Siuslaw, funding, permitting and an available in-water work window. There are hurdles that exist, including regulatory. There are options being discussed with the Army Corps about different prisms that exist as well as the disposal sites. Site G has typically been used, and as a flow lane requires the Army Corps approval. Approval to move any sizable amount of material to Site G can be difficult.

Kyle Cox asked where Site G is located. Mr. Collura stated it is in the outflow lane just out from the bar. Other sites further offshore are for clamshell disposal. Mark Fleck asked if there are any available sites shore side. Mr. Collura stated the Barview site is available as an upland disposal site, though the amount of material and the length of transport make it a non-viable option for this project. Mr. Cox stated the Shipyard is an option, to mitigate the mudflat area. Mr. Collura stated more research is needed and permits would be required. John Burns stated the Barview site has about an 88,000 CY capability. That needs to be maintained as much as possible for materials that cannot be disposed of in the water. Kathleen Hornstuen asked how much longer the dredging in Siuslaw will take. Mr. Burns stated it will likely run the entire season. Ed Fleming asked about a topographical/engineering study done years ago to look at rebuilding the upland site and building a pipe to the channel in order to drain water from that site. Mr. Burns stated the work has not been scheduled, and it will likely need to be re-engineered to be more cost effective.

Mr. Collura continued the meeting forward with the financial data review. At the half-year mark, Charleston is showing a gain of \$3,475 compared to a budgeted loss of \$202,974. This is due in part to the following factors: revenues were within 3% of plan, personnel services are under budget because Charleston has not been at full staff, and other revenues and expenses are below plan due to the timing of capital projects planned this year. Based on current information, operating results are projected to end the year at approximately \$91,000 better than budget.

Mr. Collura asked if there were any questions on the financial data presented.

Mr. Cox asked if there was an estimate available on the cost to build a new ice plant. Mr. Collura stated it is difficult to say at this early point. The Port does have pricing for some of the components, but still needs information on others such as the refrigeration and the actual building structure. It is unknown the extent of damage to the dock, so it is too early to estimate the cost of replacement. Mr. Burns stated that the Ice Plant was covered by insurance for full replacement value, so essentially it will be replaced without regard to depreciation on the equipment. The dock is also insured separately for full replacement. The current declared value placed on the Ice Plant for 2020 is \$4 million. Even if the replacement cost is more than that value, it will be covered by the full replacement insurance. Mr. Burns stated there was money set aside in the budget to replace the condenser and if the Ice Plant can be replaced with something bigger, better or newer, then that

possibility is there to utilize those funds in addition to the insurance. Mr. Fleck asked if the insurance would allow for a different location. Mr. Burns confirmed it will not.

Mr. Burns stated that just prior to this meeting, he spoke with the insurance agent. The next steps to be taken include an engineering firm, contracted by the insurance company and the Port, who will come out next week to look at the dock to ensure it is safe for investigators to access. While the engineers are here, they will be doing a structural analysis of that pier as it is today, to ascertain whether it can be reused or needs to be rebuilt. They will also be looking at Point Adams, as an alternative site. The week after that, there will be investigators here, including those sent by the insurance company. Once those inspections are completed in the final week of January, the Port can begin demolition. In the meantime, staff are traveling to Seattle this week to meet with NorthStar, a company who manufactures the necessary components to make flake ice. Staff will work with NorthStar to get this done as expeditiously as possible. Critical decisions will be made as early as next week, as to what equipment to purchase and to begin that manufacturing process.

Mr. Burns stated as a component of the insurance, there is a provision for business interruption. This means that as long as the plant is down, the insurance company has to compensate for the loss of business. The Port is not looking to make money off of this but will utilize the leverage provided to expedite the work needed in order to get up and running again. Discussions today with the insurance company centered on communicating with NorthStar for expedited service and how much that would cost; the insurance company is receptive. Communications will be provided as soon as decisions are made, so that everyone is aware. Ms. Hornstuen asked if the loss of business provision covered the cost of an interim solution. Mr. Burns confirmed it does; the issue being where to get ice from and alternatives are being evaluated. Mr. Fleck asked if there was a way for NorthStar to get the equipment here prior the facility being built and using that equipment in some type of mobile capacity. Mr. Burns stated it is possible but the question is where to set it up.

Ms. Hornstuen asked if any of the existing facilities are being utilized to cover some of the extra need. Mr. Burns stated that Port staff have reached out to those facilities and they have indicated they are at max already and not able to provide extra. Mr. Burns stated he has spoken to a facility in Reedsport but their system is unreliable. Discussions with them will continue and if the possibility of a partnership presents, it will be evaluated. Mr. Cox asked if the local Reddy Ice facility makes the right type of ice. Mr. Burns stated they do not. They were among the first to reach out to the Port. Reddy Ice makes block and crushed ice, which is not ideal.

Mr. Fleming asked if there is any refrigeration technology that doesn't require the use of ammonia. Mr. Burns stated there is, but it is not economically viable for the Port's use. Knute Nemeth asked what type of ice the fisherman need. Nick Edwards stated flake ice is needed, and there is no alternative. Crushed ice can damage the product and freezes into large chunks which could potentially damage the vessel.

Mr. Fleck asked if the Port were to use Point Adams for the new ice plant facility, whether the old ice dock would be repaired and if that could be turned into another public hoist. Mr. Burns confirmed the dock will be repaired, stating the dock is covered by insurance. Mr. Burns stated the decking used on the docks has been an issue with the Army Corps, and using pressure treated decking over water doesn't work anymore. To the insurance carrier, the decking has to be replaced

and if a different product needs to be used, then that is what will be used. The end result will be better than it was. Mr. Nemeth stated the use of Point Adams will be greatly limited unless dredging is completed. Mr. Fleming stated the ice dock is critical as a breakwater. Mr. Burns confirmed there are no plans to remove the structure. As plans move forward, the Port will enlist input from users of the facilities.

Mr. Nemeth asked if there should be a hazardous marker placed in the water near the spit by Point Adams. Mr. Cox stated it needs to be dredged. Mr. Nemeth confirmed, stating the marker should be placed until dredging can be completed. Mr. Collura stated that preliminary discussions with Senator Merkley have taken place, as well as with the Army Corps. Prior to August, that spit was much larger but the last bit of it fell outside of the prism. Due to obligations with the state owned equipment, the Port is not able to dredge in Charleston at this time. Moving forward, that is a priority as soon as resources are available. Mr. Cox asked if the in-water work window could be by-passed for safety reasons. Mr. Burns stated that an extension can be applied for. The Army Corps may give a short grace period but will not often grant permission too far outside of the window. The work window is in place due to fish spawning seasons.

Mr. Nemeth asked about the Port's plan to recognize Curtis Green for his act of bravery in saving the individuals on the capsized F/V Darean Rose. Mr. Burns confirmed this will take place at the upcoming Commission meeting. Mr. Nemeth stated there was another heroic rescue last night. The Hauser and North Bend Fire Departments rescued individuals trapped in the capsized F/V Pacific Miner. These people should also be honored. Mr. Burns agreed, stating that the response of the fire departments have been outstanding, from the recent Ice Plant fire to the rescue of individuals on the capsized fishing vessels. These first responders display courage and dedication.

Mr. Edwards shared that he is one of the only fishing vessels on the West Coast to have a portable fire suppression system on board. It is a hand-held aerosol system; to use, pull the cord and throw it into the fire. There is no water damage and it is quick to use. Mr. Edwards recommended the Port have two of these on hand, and shared information on where to find it.

## **5. NEW ISSUES/PROJECTS**

Mr. Collura stated the two largest projects have already been discussed, but there are always new maintenance needs. Ms. Hornstuen stated there have been complaints the electricity on D dock keeps going out. Mike Stonesifer stated he had not heard this and will look into it. Mr. Edwards stated on the end of D dock there are two large bolts sticking out. Mr. Stonesifer stated this will be checked as well. Ms. Hornstuen asked about boats tying up to the dock and using tires as bumpers. Mr. Collura stated that Port Policy Ordinance 143 would need to be consulted, though the use of tires is not encouraged. Boats should be tied to the dock with room to move a little with weather; use boat bumpers if needed. Old tires could end up in the water, and that is a concern.

Mr. Edwards stated he is encouraged to hear of the direction things are moving in for the Ice Plant. Mr. Nylander asked if there is an estimated timeline for reconstruction. Mr. Burns stated it is too early to tell and more will be known next week. Mr. Cox asked the likelihood of an April completion. Mr. Burns stated it depends on the structural integrity of the dock and what needs to

be done to repair it. Mr. Burns stated the speed of the insurance company should not be an issue; they have already issued a check to keep the process moving forward.

Mr. Edwards asked if NorthStar has equipment available for lease. Mr. Collura stated at this time they do not lease equipment. It is not economically viable to buy a temporary system, then soon after buy a permanent system. Negotiations this week will include the possibility of leasing.

## **6. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS**

Mr. Nylander asked if there were any additional facilities maintenance needs. Mr. Fleming shared that on F & E docks there are quite a few power pedestals missing lids, exposing the socket to possible water damage. Also with the light posts there seems to be a continuing problem of the conduits getting broken. The last light post on F dock is in bad condition. Mr. Collura stated that many of these issues are on the current list. Mobilization to Siuslaw is now complete and manpower will return to Charleston and begin to tackle that list. Mr. Fleming offered to email pictures. Mr. Collura asked that Mr. Stonesifer be included in that email.

Mr. Burns stated part of the reason Charleston has been short staffed with the dredging project in Siuslaw, is that several of the maintenance staff have been out for medical reasons and not fit for duty. That has been a challenge to optimize available resources. Ms. Hornstuen asked if all positions are currently filled. Mr. Burns confirmed they are, as well as temporary positions.

Mr. Fleming thanked the Port for replacing the piling rings on E dock. Mr. Fleming also thanked Port staff for putting the draft Advisory minutes into the Commission packet. Mr. Fleming asked for a status update on the Shipyard dock replacement. Mr. Burns stated the Port is currently looking at different alternatives for that project. Ms. Hornstuen stated it would be good time to reevaluate the master plan and look at updating it. The last update was in 2013. Mr. Burns stated that will be looked at in the 2020/21 budget cycle.

## **7. PUBLIC COMMENT**

Mr. Nylander stated he is encouraged by the discussions regarding the Ice Plant and the positive working relationship the Port has with the insurance provider. Mr. Burns stated that Lanelle Comstock has done a great job working with the carriers to ensure the proper coverage and valuation for all Port assets.

Mr. Fleming asked whether dredging for the Channel Modification Project will be limited to the in-water work window. Mr. Burns confirmed, stating that it will be subject to the same window the Army Corps has, which is approximately June through February. It will take three years, if all goes according to plan. The mobilization and demobilization costs for those three years add to the overall cost of the project. Mr. Fleming asked if Pembina would cover those costs. Mr. Burns stated that the Port of Coos Bay has invested about \$60 million into this project and will look to all beneficial users to contribute to the cost. If Pembina is here, they will be solicited to cover a portion of the costs. All users need to contribute to support the beneficial increased depth of the

channel. Mr. Burns stated that Roseburg Forest Products currently has their chip exports limited to Japan because they can't get large enough ships in to be competitive in the Chinese market. If they could bring in a ship with 45' draft as opposed to 37' draft, they would be open to a much larger market, which would give them a greater competitive advantage. Mr. Fleming asked if money the Port receives in benefit from the increased vessel traffic could be directed to Charleston. Mr. Burns stated that the Port will look to the highest and best use of dollars received and that includes Charleston.

Mr. Fleming asked about the management hours and billing of wages for time spent on the Channel Modification Project. Mr. Burns stated that has come from two sources. One of which was a \$5 million grant from the State of Oregon, and the other a reimbursement agreement with Pembina for certain project related costs. Not to be confused, Pembina has their own dredging project for Jordan Cove. That is what the recent hearings with the City of Coos Bay have been about. They are widening a portion of the channel at the behest of the pilots. That dredging is independent from the dredging for the Port's Channel Modification Project. As the non-federal sponsor of the navigation channel, the Port is required to engage with the Army Corps, as a private business cannot directly engage.

Mr. Fleming asked if the Port has been going into debt, citing the large grants that require matching funds. Mr. Burns stated the recent BUILD grant for \$20 million from the federal government did require a \$5 million match, but the Port was fortunate to get a grant from the State to cover that. Mr. Burns stated the Port will do everything possible to ensure solvency as well as look out for today, and the future.

## **8. COMMITTEE COMMENT**

Mr. Nemeth thanked the Port for printing event cards that encourage people to visit and recreate in Charleston. The Oyster Feed is coming up on Saturday, April 25, 2020 from 12-4 p.m. This is a fundraiser for CCEC and various organizations and projects. Mr. Burns stated the Port is part of the community.

## **9. NEXT MEETING DATE**

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

## **10. ADJOURN**

Chair Nick Nylander adjourned the meeting at 1:09 p.m.

## DIGITAL COMMUNICATIONS ANALYSIS - 2019 REPORT

The Oregon International Port of Coos Bay uses a variety of digital tools and platforms to reach constituents and monitor port related media coverage. The Port utilizes both active and passive media platforms. Active platforms are used to interface with constituents directly while passive platforms are used internally to push information out to port stakeholders.



### Active

- **Port Facebook:** By far the most popular social media account with the most followers. A lot of information is pushed out to the general public on everyday Port operations on this platform.
- **Charleston Facebook:** Aimed towards Charleston Marina stakeholders including recreational and commercial fishermen and tourists.
- **Instagram:** The visual platform showcasing the beautiful aspects of the Port and our region. This is not meant as a primary information hub.
- **Twitter:** A blend of B2B and consumer audiences. Twitter is a place to inform the public what the Port or Port staff is doing right now and the primary platform for any crisis communication.
- **LinkedIn:** Reaches the professional and business community. Information posted here is more related to Port staff, big business announcements and behind the scenes of internal Port operations.
- **Meltwater Influencer Outreach:** Used to send out press releases and public service announcements to local, state and national media, strategic business partners and other Port stakeholders.
- **Annual Report:** An annual update and year-in-review of the Port's progress to the general public and stakeholders. This is available as both a website and hard copy.
- **E-newsletter:** Monthly e-newsletter is sent to people who sign up for the e-newsletter on the Port website. The e-newsletter is more local community focused and recaps the Port news and updates in the past month. Occasionally, the Port will send out a e-newsletter to industry contacts if relevant.

### Passive

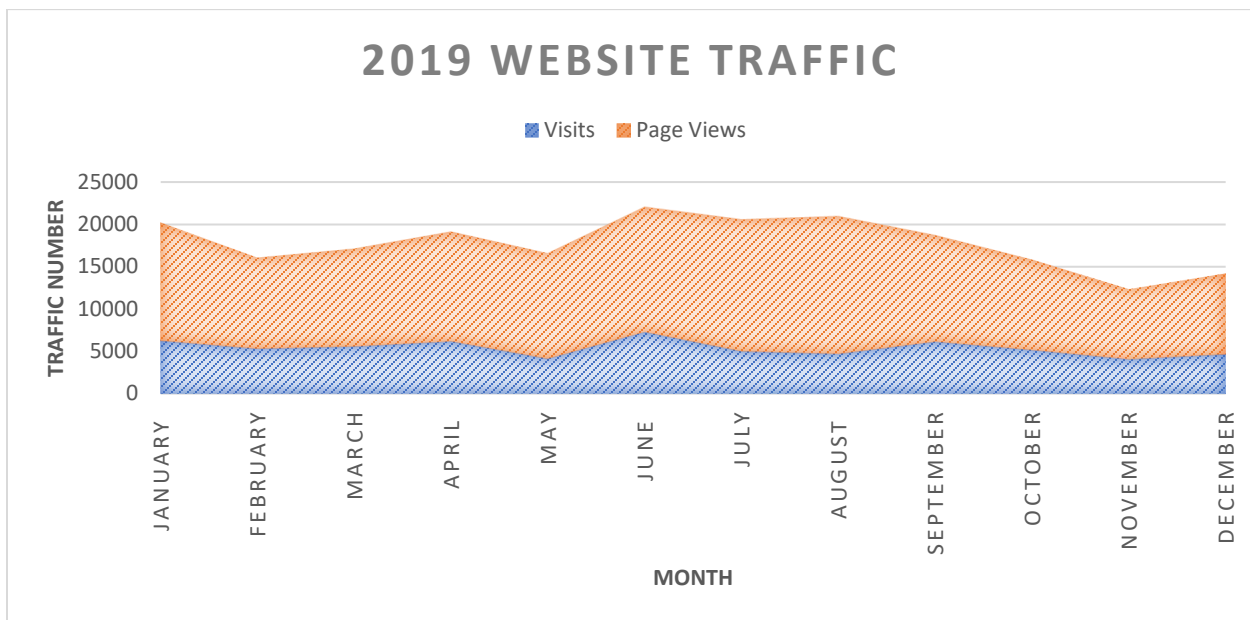
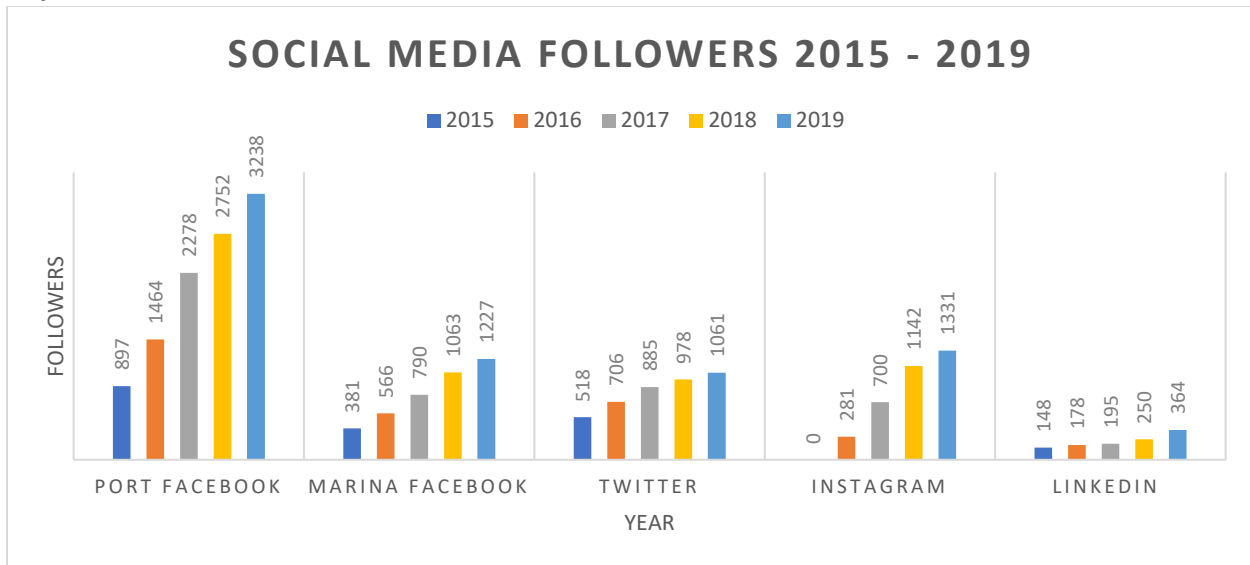
- **YouTube:** Used to post Port videos and serves as a video library. Since we do not make videos consistently, Port YouTube videos are used for the purpose of sharing on other platforms rather than drawing more followers to the Port's YouTube platform.
- **Meltwater:** Used to monitor Port and Port related media coverage on a daily and monthly basis. It helps Port staff to keep a finger on the pulse locally and statewide.
- **Archive Social:** Used to document all social media posts and comments per public records request law.
- **Port Report:** Internal e-newsletter sent monthly highlighting one staff member and informational article related to Port staff.

### Outreach Schedule

FREQUENCY	PLATFORM
Daily	Facebook, Twitter, Website

2-3 Times a Week	Instagram, LinkedIn
Monthly	Internal and External Port Report
Few Times a Year	Business e-newsletter/Press Releases
Annually	Annual Report

### Key Statistics



### CONCLUSION

Looking across the digital platforms, the Port can reach more people than ever. However, there is also a lot more noise from other organizations doing the same thing. It's important to continue to evolve with the changing technology and further customize communications to fit each stakeholder group. 2020 goals include growing follower count on each platform and using unique ways to engage a younger audience. For the full report, go to: <https://bit.ly/399C1Xa>.

# 2020/21 Port Budget Planning Calendar

<b>Budget Planning</b>	
February 18	Appoint Budget Officer Megan Richardson
February 24	Operating Plan Prep Instructions & Budget Calendar Distributed to Department Heads
March 9	Operating Plans Due from Department Heads, Work Papers Distributed to Begin Budget Plan
February 24 – March 23	Finance Staff Provides Support for Operation Plans and Budget Plans
March 23	Budget Plans Due from Department Heads
March 24 – 27	Finance Builds Draft Budget
March 30 – April 17	Review Draft Budget & Edit
April 20 – 22	Review final draft of proposed budget
April 20 - 24	Create and Finalize Budget Message
April 29	Complete Proposed Budget
<b>Charleston Advisory Committee Meetings</b>	
April 15	Regular Charleston Advisory Committee Meeting – Proposed Rates
<b>Budget Committee Meetings</b>	
TBD (week of May 4)	Post Notice of Budget Committee Meeting on Port website (posted at least 10 days prior)
TBD (week of May 4)	Publish Notice / Legal Ad of Budget Committee Meeting in the World (published at least 5 days prior)
TBD (week of May 4)	Provide Proposed Budget to Budget Committee (2 weeks prior to Budget Committee Meeting)
TBD (week of May 11)	Budget Committee Site Visit
TBD (week of May 18)	1 <sup>st</sup> Budget Committee Meeting
TBD (week of May 18)	Publish Notice / Legal Ad (if needed) (published at least 5 days prior)
TBD (week of May 25)	2 <sup>nd</sup> Budget Committee Meeting (if needed)
<b>Budget Hearing</b>	
June TBD (12 days prior to mtg)	Submit LB-1 Notice of Hearing & Budget Summary to The World for publication (published at least 5 days prior)
June TBD	Port Commission / Budget Hearing
June TBD (Tentative 1wk following commission mtg)	Port Commission Budget Approval (if needed)
<b>Post Adoption</b>	
July 6	Submit LB-50 to Tax Assessor by July 15
September 21	Submit complete budget document to County Clerk by September 30



# 2020/21 CBRL Budget Planning Calendar

<b>Budget Planning</b>	
TBD	Appoint Budget Officer Megan Richardson
February 24	Operating Plan Prep Instructions & Budget Calendar Distributed to Department Heads
March 9	Operating Plans Due from Department Heads, Work Papers Distributed to Begin Budget Plan
February 24 – March 23	Finance Staff Provides Support for Operation Plans and Budget Plans
March 23	Budget Plans Due from Department Heads
March 24 – 27	Finance Builds Draft Budget
March 30 – April 17	Review Draft Budget & Edit
April 20 – 22	Review final draft of proposed budget
April 20 - 24	Create and Finalize Budget Message
April 29	Complete Proposed Budget
<b>Budget Committee Meetings</b>	
TBD (week of May 4)	Post Notice of Budget Committee Meeting on Port website (posted at least 10 days prior)
TBD (week of May 4)	Publish Notice / Legal Ad of Budget Committee Meeting in the World (published at least 5 days prior)
TBD (week of May 4)	Provide Proposed Budget to Budget Committee (2 weeks prior to Budget Committee Meeting)
TBD (week of May 18)	1 <sup>st</sup> Budget Committee Meeting
TBD (week of May 18)	Publish Notice / Legal Ad (if needed) (published at least 5 days prior)
TBD (week of May 25)	2 <sup>nd</sup> Budget Committee Meeting (if needed)
<b>Budget Hearing</b>	
June TBD (12 days prior to mtg)	Submit LB-1 Notice of Hearing & Budget Summary to The World for publication (published at least 5 days prior)
June TBD	CBRL Board of Directors Meeting / Budget Hearing
June TBD (Tentative 1wk following Board mtg)	CBRL Board of Directors Budget Approval (if needed)
<b>Post Adoption</b>	
September 21	Submit complete budget document to County Clerk by September 30