

PORT OF CASCADE LOCKS

A Budget Orientation meeting of the POCL Commission and Budget Committee was held May 9, 2017 at 6:07 pm at the Community Center, Cascade Locks, Oregon 97014.

1. **MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE:** Budget Committee President Mohr called the meeting to order at 6:07 p.m.
2. **ROLL CALL:**
 - **Commission Present:** Groves, Bump, Lorang were present. Commissioner Caldwell and Stipan were absent.
 - **Budget Members (BM):** Donna Mohr, Gyda Haight, Ken Wittenberg. BM Rob Brostoff was not present. BM Myra Walker arrived at 6:08pm
 - **Others present:** GM Paul Koch, Special Projects Coordinator Brittany Berge, Maintenance and Construction Manager Todd Mohr.
3. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST:** BM Mohr declared potential conflict due to relationship with the Maintenance and Construction Manager.
4. **PRESENTATION OF BUDGET MESSAGE:** GM Koch delivered the budget message highlighting the commission budget priorities. GM Koch then briefed the Budget Committee on the format the proposed budget and its organization. GM Koch noted the importance of the Special Bridge Fund and the Bridge of the Gods to the surrounding communities. GM Koch explained the basic use and revenue sources for the Development Fund. GM Koch explained to the Budget Committee the priorities set by the Commission in their annual work session and how the budget is then designed around those priorities. GM Koch then gave a brief description of each department highlights or changes. BM Mohr asked what the policy is on what the Port keep reserves at. Commission President Groves replied that is \$1 million. *** 54m
5. **REVIEW OF BUDGET DETAIL:**
 - a. **Port Commission:** GM Koch explained that the proposed budget is reduced from the previous year due to the reduced cost for hosting the annual work session in Port facilities, reduced cost in legal services, and a reduced cost the annual DC lobbying trip. GM Haight asked about the legal set aside for the Native American partnerships. GM Koch explained that this is the legal fees for the Port's attorney who attends many meetings throughout the year and assists the staff and Port Commission. In reference to the Native American relationship, it's to assist with the beach expansion project. Commission President Groves gave a brief update on the progress on this project. BM Wittenberg expressed his discontent with public funds paying for a Christmas party. Commissioner Lorang motioned to tentatively approve the Port Commission budget department. Motioned failed. Further discussion was had to review all departments and their LB forms before approving budget sections.
 - b. **Administration:** GM Koch briefed the Budget Committee on the breakdown of revenue sources and expenditures of the administration section of the budget. President Groves asked where the funds for the Special Projects Coordinator and Office Assistant came from. GM Koch explained that the dollars came from the loss the Marketing and Development Manager position. President Groves asked why IT services doubled. GM Koch explained that it is enhancements at the toll booth and Port Offices. BM Mohr asked where the City Emergency Services line item came from. GM Koch explained that Emergency Services was

adopted in the Port Commission Priorities for economic development. The money is meant to strengthen then existing services and will require a proposal from the city.

- c. **Economic Development:** GM Koch explained the proposed budget for this department and its three programs. BM Walker asked why the revenue transfer from Bridge Tolls is so much less than the previous year. GM Koch explained that the reliance on the toll revenue is less due to the revenue from Land Lease and Rentals. BM Mohr asked where that revenue is coming from specifically. GM Koch responded that its lease or property payments from Perceptual Testing, Let's Truck, The Renewal Workshop, Hytorc, Jumpin Jax Java, Thunder Island Brewing Co. and 6 months of lease payments from Flex Buildings 2 and 4.
 - i. **Economic Development:** GM Koch informed the Budget Committee that this department's program includes contracted services for the Economic Development Manager plus the expected materials and services. BM Mohr asked is the \$55,000 for engineer services is the same as the \$50,000 for engineer services under the Special Bridge Fund. GM Koch explained that this \$55,000 is for the engineer services for Bussard Engineering. The Services in the Special Bridge Fund is for special engineering services specifically related to the bridge.
 - ii. **Marketing:** GM Koch gave a brief summary of the marketing Program. BM Mohr noted that the Materials Services on page 11 says \$5,435, but on page 13 the total is \$7,235 and it appears that the postage was left out. It was noted to adjust this.
 - iii. **Event Coordination:** GM Koch gave a brief description of this program. President Groves asked if there was any sort of projected revenue from this program. GM Koch responded not yet, but it will be part of the work plan for the Events Coordinator position.
- d. **Maintenance & Construction:** GM Koch informed the Budget Committee of the revenue sources for the Maintenance and Construction Department. BM Mohr asked what the \$25,000 under Marine Park included. GM Koch responded that number was comprised of all the facility rentals.
 - i. **Maintenance:** GM Koch outlined the cost of personnel services. Discussion was had on general road and curb maintenance projections. BM Mohr asked what the cost of the lease for the two maintenance trucks is out of the \$30,000 in the Vehicle Replacement Program. Staff Mohr responded that the figure was around \$6,000. BM Mohr thought that the funds need to be more specifically set so that they are not spent incorrectly. Agreement was made to break that lease payments out separately.
 - ii. **Campground:** BM Haight asked if the Port had a total of how many campers circulate through the campground in a year. Staff Berge responded that the Port does not have a number of physical campers, but would have totals of reservations placed during the peak season when camp hosts are on staff.
 - iii. **Marina:** GM Koch gave a brief description of the revenue for the marina. BM Haight asked what CGRA pays for. Staff Berge responded that the organization pays for their annual moorage plus participant fees for the year.
- e. **Toll Booth:** GM Koch explained this is the budget where the toll revenues come in and then are dispersed to supplement other budgets. BM Mohr asked why they there is no increase in overall revenue if the tolls increased. Staff Berge explained that the tolls increased at the beginning of the last budget year, but there hasn't been any other increase for this proposed budget year.

- f. **Bridge Fund:** GM Koch describes the function for the Bridge Fund and the set aside for engineering services. Specific bridge work will include spot painting following the recommendations from the anticipated ODOT inspection, lighting and generator replacement. BM Mohr pointed out that the \$50,000 for Engineer Services wasn't shown as an expense on the LB forms. Note was made to make correction.
- g. **Development Fund:** GM Koch explained that the funds from the previous year were used for the tenant improvements for the Flex 1 and 3 buildings. Expected revenue will come from property purchase payments from Jumpin Jax Java and Thunder Island Brewing Co. BM Mohr asked if the ending fund balance will be a separate line item and that money will stay there. GM Koch answered yes.

- 6. **PUBLIC COMMENT:** None
- 7. **NEXT MEETING:** Meeting is scheduled for May 15, 2017 at 6pm in City Hall Council Chambers.
- 8. **ADJOURNMENT**

THE MEETING WAS ADJOURNED THE MEETING AT 8:57 PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joemie Caldwell, Secretary
Port Commission

DATE APPROVED: 9-21-17
Prepared by: Brittany Berge