



PUBLIC MEETING: Port Commission Meeting

DATE: Monday **June 3, 2023, 6 PM**

LOCATION: House 3 503 SW Portage Rd, Cascade Locks, OR 97014

<https://us02web.zoom.us/j/85806615790>

AGENDA

- 1) Commission meeting called to order
 - a. Roll Call
 - b. Modifications, Additions and Changes to the Agenda
- 2) Public Comment (Speakers may be limited to three (3) minutes)
- 3) Business Action Items
 - a. Adopt Resolution 2024-3
- 4) Executive Session under ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection and ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions
- 5) Executive Director Report
- 6) Commission Comments and Sub-Committee Reports
- 7) Adjournment

IMPORTANT DATES

June 4–6, 2024

PNWA Summer Conference

Saturday, June 15, 2024

Festival of Nations

Tuesday, June 18, 2024

Port Commission Meeting

Wednesday, June 19, 2024

Port Office closed in observance of Juneteenth

PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: MATT APKEN, FINANCIAL CONSULTANT AND GENEVIEVE SCHOLL,
DEPUTY EXECUTIVE DIRECTOR

SUBJECT: BUDGET TRANSFER RESOLUTION

DATE: JUNE 3, 2024

Introduction:

Oregon law permits the transfer of budget appropriations within different categories without increasing the total budgeted amount.

Management has decided to revise the payout method for event commissions. Under the new system, half of the 10% commission will be paid when the event is scheduled and the deposit is received, with the remaining half paid after the event concludes. This change necessitates a one-time payment for all currently scheduled events that have yet to take place.

As wedding and event booking sales have exceeded expectations for the 2023-24 fiscal year, the budget for event commissions was not adequately planned during the budget process, and this commission payment schedule change consolidates the reasoning for the budget transfer for the Events department. Funds for this transfer are available within the Parking budget due to enforcement personnel expenditures being under budget and not expected to increase before the end of the fiscal year.

This budget transfer ensures that the events department remains within its budget for the year despite the increased number of events and the revised commission payment structure.

Recommendation:

Approve Resolution 2024-3 transferring allocations within the 2023-2024 budget.

THE PORT OF CASCADE LOCKS
BOARD OF PORT COMMISSIONERS
CASCADE LOCKS, OREGON

RESOLUTION 2024-3

**A RESOLUTION TRANSFERRING ALLOCATIONS WITHIN THE 2023-2024
BUDGET**

WHEREAS it is necessary to make budget adjustments in the 2023-24 budget to make sure that Port expenditures stay within the legal authority of the Port, and;

WHEREAS the number of events has exceeded the estimates for the current budget and the methodology for paying the event commissions has changed, resulting in the need to increase the budget for events,

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Port of Cascade Locks does hereby authorize the following transfers of appropriations for the 2023-2024 budget year:

1. MPRA - Events budget increased by \$25,000 to a total of \$112,209.
2. MPRA - Parking budget decreased by \$25,000 to a total of \$46,300.

ADOPTED, this 3rd day of June 2024.

BY: _____

Brad Lorang, Commission President

BY: _____

Albert Nance, Secretary