

PORT OF CASCADE LOCKS

A Budget meeting of the POCL Budget Committee was held May 16, 2016 at 6:00 pm at the Port of Cascade Locks Community Center, Cascade Locks, Oregon 97014.

1. **MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE:** Commission President Groves called the meeting to order at 6:04 p.m.

2. **ROLL CALL:**

Commission Present: Groves, Lorang Stipan, Lipps.

Budget Members (BM): Wittenberg, Mohr, Walker, Brostoff, Haight.

Others present: Paul Koch, Melissa Warren, Holly Howell, Todd Mohr, Brittany Berge.

3. **PUBLIC COMMENT:** None

4. **SPECIAL BUDGET COMMITTEE REPORT:** GM Koch reviewed items that were discussed in last meeting and addressed the considerable differences in the proposed budget. Staff Warren presented the current budget and spending. She explained that not all of the transfer-in's were accounted for yet as they are based on Bridge revenue. Commissioner Lipps proposed to modify the budget to include percentage change from previous budget.

Commissioner Caldwell arrived at 6:17pm.

5. **DEPARTMENT AND FUND BUDGET REVIEW:**

- a. **Economic Development (ED) Budget:** Staff Howell outlined the structure and key costs in the Economic Development Budget.

- i. **Economic Development:** Commission Lipps asked for clarification on the breakdown of engineering costs. Staff Howell explained the breakdown that HDR is engineering for the Bridge, whereas Bussard Engineering would be for various projects in the Business Park, Herman Creek Complex and Marine Park. BM Walker asked where the funds for Flex Building 2 were coming from. Staff Warren explained that money was included in the \$2 million loan.
- ii. **Marketing:** Staff Howell explained the function of this program to the budget committee. BM Gyda asked what specifically was included in the signage line item. Staff Howell said that the proposed signage in this year's budget will be directional signage at the four way intersection in Marine Park. Staff Howell explained that the Coop Marketing is to assist in advertising Cascade Locks community as a whole and that is a continuation of last year's efforts. Commissioner Lipps asked if any business or agencies were matching funding for the Coop Marketing. Staff Howell responded that the City Tourism Committee has matched funding for an ad in Travel Oregon magazine.
- iii. **Recreation:** Staff Howell noted that the overall budget for this program is down from last year. BM Walker asked if the facility revenue increased from the year before. Staff Howell responded that facility revenue has increased. BM Mohr asked about specifics of how much it increased and

where it was in the budget. BM Walker asked if the number of events increased from the year before. Discussion was had on what the measure of success is for events that came into Cascade Locks.

- b. **Maintenance and Construction Budget:** Staff Mohr presented the Maintenance and Construction budget overview. Staff Mohr noted the \$10,000 Grant for study and design for the new building to house the Oregon Pony in the Marine Park. Commission Lipps asked for a better description of Grounds and Parking line item. GM Koch explained that the roadway throughout Marine Park is in need of enhancements to keep the basic infrastructure in place. Staff Warren explained the difference between the Capital expenses under Capital Roadways as being specific projects resulting in expenses over \$5,000 and that the \$33,000 for Grounds & Parking Lot maintenance are funds that to be dispersed throughout the year.
- c. **Toll Booth Budget:** GM Koch informed the Budget Committee that the operation budget for the toll booth is \$382,642. BM Mohr asked why some funds have beginning and ending funds listed in the budget and some don't. She also asked where the contingency fund goes in the budget. Staff Warren said that those would be questions for QuickBooks Account for the Port, Angie Wilson.
- d. **Bridge Fund Budget:** GM Koch explained that the purpose of this budget is to receive and spend money that implements the 10 Year Bridge Maintenance plan. Total spending on projects in this year is \$254,000.
- e. **Development Fund Budget:** GM Koch explained that \$134,000 will be the balance left in the Development fund at the end of the current budget year. The Port is anticipating \$17,000 from Thunder Island Brewing in loan payments or full sale of property from the move to Wa Na Pa Street. He also noted that in revenue is a potential \$2 million loan for \$800,000 to build Flex Building #2, \$60,000 for its tenants' improvements, \$100,000 for the remodel of the old Maintenance Building. Budget Committee Member Mohr asked why the \$60,000 set aside in 2015-16 from the Special Bridge fund wasn't included in the beginning balance off all departments. Staff Warren explained that it is because that \$60,000 is in its own fund, separate from the General Fund.

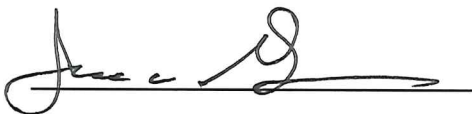
6. **Action on Budget:** None

7. **Next Meeting:** May 26, 2016 at 6:00pm in City Council Chambers

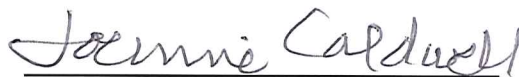
COMMISSION LIPPS MADE A MOTION TO ADJOURN THE MEETING AT 8:43 PM. COMMISSIONER LORAMG SECONDED THE MOTION. Motion passed unanimously.

Port of Cascade Locks:

Attest:



Jess Groves, President



Joenne Caldwell, Secretary

Port Commission

Port Commission

DATE APPROVED: July 21, 2016

Prepared by: Brittany Berge