

ANNUAL BUDGET Fiscal Year 2021-2022

Presented: April 21, 2021

BUDGET COMMITTEE

Board Members

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Mike Courtney	Vice President
Staci Coburn	Treasurer
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Position 2: John Amery	6/30/2022
Position 3: Dr. John Willer	6/30/2022
Position 4: Jana Webb	6/30/2022
Position 5: Ryan Bessette	6/30/2021

Staff

Andrea Klaas - Executive Director
Jennifer Toepke - Executive Assistant

Angie Macnab - Bookkeeper

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TO: Port of The Dalles Commission, Budget Committee, and Citizens

RE: Fiscal Year 2021-2022 Budget Message

April 21, 2021

I hereby present the recommended budget for the Port of The Dalles for the fiscal year beginning July 1, 2021 and ending June 30, 2022. I am presenting a balanced budget as required by Oregon State law. Overall this budget is not substantially different from last year.

The Port's budget consists of three funds:

- **General Fund** - This fund covers Port administrative functions and day to day operations, including the launch ramp and transient moorage operations at Port of The Dalles marina.
- **Port Development Fund** - This fund is used to accomplish the Port's core mission of creating jobs through land development and sales, property acquisition, and project development.
- **Marina Fund** – Although day-to-day operations of the marina have now been contracted out, the Port will continue to retain a Marina fund in order to have funds available for marina projects, if needed.

A Look Back:

- The work plan tasks were in many ways preempted by the COVID-19 pandemic and subsequent response.
- The Port worked with The Dalles Area Chamber of Commerce to respond to business health and safety needs as they dealt with COVID-19 operational requirements.
- All Port meetings were moved to a virtual platform.
- The V&G development project was finally completed Q2 2021.
- The exterior of the Port office was repaired and painted.
- The Port, Wasco County, and City of The Dalles partnered together to present comments and feedback to the Columbia River Gorge Commission regarding the Gorge 2020 Management Plan update.

- The Port of The Dalles and Wasco County filed a petition for appellate review of the Gorge 2020 Management Plan and are asking for the Columbia River Gorge Commission to reconvene the communities to further discuss how the Urban Area expansion could occur.
- Anna Shank-Root joined the Port team as a RARE participant.
- The Port joined with the City of The Dalles and Wasco County Economic Development Commission to help implement a \$600,000 EPA Brownfield's grant that was awarded to the City of The Dalles.

A Look Forward:

COVID-19 is still impacting the Port and how we operate, but we are looking forward to more normal operations during the 21/22 fiscal year.

The main focus areas of our work plan have not changed, though some of our priorities have changed and some tasks have been completed and removed. Our focus areas continue to be:

- 1) Business expansion, retention, and recruitment
- 2) Acquire employment property to support the jobs that will enhance the economy of the Port District
- 3) Partner with the cities of The Dalles and Dufur on projects of community benefit
- 5) Port Administration
- 6) Marina

The Port will again budget funds to assist Wasco County and the City of The Dalles in their efforts to expand the urban growth boundary.

The Port will continue to partner with the City of Dufur and look for opportunities to assist the community. focus on business recovery efforts in partnership with other economic development organizations in the region, and continue to evaluate economic development and job creation opportunities in the Port District.

This year I used a property valuation growth inline with the County and a collection rate of 90%. Historically the collection rates have hovered around 94%, but due to the economic uncertainty created by the COVID-19 pandemic I am again budgeting conservatively.

Thank you for your time serving on the budget committee.

Sincerely,



Andrea Klaas

Table 1: Work Plan 2021-2022

4/16/21			Target Date(s)
★★★★★		COVID Response	
★★★★	2.1	Contact all Port area businesses	Contact Port area businesses to check on business health, work force, anything else. June, July, August
★★★★	2.2	Assist with business expansion, retention	Partners: Main Street, City of The Dalles, Wasco EDC, Small Business Development Center; WorkSourceOR; Rural ag support on-going
★★★★	3.2	Look at purchasing/investing in real estate	Evaluate on a case-by-case basis; Port's investment should be recouped over time. Port Real Estate committee. Deal of the month. Port real estate committee convened monthly
★★★★	3.3	Explore opportunities in Dufur	Infrastructure projects? Development projects? Business recruitment projects? on-going
★★★	2.5	CORI partnership with Wasco EDC	Wasco EDC and the Port of The Dalles are partnering with Google and Rural Innovation to work on community wide economic development planning, specifically in the technology sector. www.ruralinnovation.us June 2021 - November 2021
★★★	3.9	Brownfields partnership with City and Wasco EDC	(added 01/2021): RARE planner to oversee. Community outreach / project identification in partnership with Wasco EDC and the City of The Dalles May 2021 - May 2024
★★★	5.7	Cross train executive assistant on QB	Start: May 2021
★★	1.2	Invite area economic development partners to The Dalles	On-going: include State and Federal legislators Evaluate feasibility in September 2021
★★	1.3	Continue to update all marketing material	On-going: website; inquiry response material; informational cut sheets and property information, Outreach team book Review and update February & August, or as land supply changes
★★	1.3	Continue to update all marketing material	Website reviewed for updates June, Oct, Jan, April
★★	1.7	Host Wasco County Special Districts brown bag lunch qtrly	Invite district managers. Set aside 1 hour to discuss operations, best practices, collaboration, etc. July '21, Oct '21, Jan '22, April '22
★★	3.1	Identify potential private sector partners	On-going: Identify building and land owners that the Port could partner with; identify financial partners
★★	4.1	Look for partnership/support opportunities	With City or MCEDD
★★	5.1	Update Policies per SDAO recommendations	Review for updates Review for changes in February 2022
★★	5.2	Community Outreach Team Support	Produce team book; Schedule DC meetings Feb/March & Aug/Sept
★	1.4	Develop a presentation; schedule service club talks to keep community informed about Port	On-going: Lions, ORDEQ, Regional Solutions, Infrastructure Finance Authority, Kiwanis, Rotary, City of The Dalles, Wasco County, School Board,.... Schedule annually
★	1.5	Community Special Districts Day/Open house	Late Spring 2022
★	1.6	Host regional Ports meeting annually	Arlington, Rufus, Klickitat, Hood River, Cascade Locks, Skamania September 2021
★	2.3	Respond to State Leads	On-going: Respond in a timely manner when appropriate
★	2.4	Evaluate emerging business opportunities for our region	On-going: look at trends and see if there are opportunities
★	3.4	Support UGB expansion through CRGC Management Plan Update process	On-going with City and County. RARE Planner to assist.
★	3.5	Work with Randy Munsen to move batch plant up to rock pit.	Federal issues-invite Federal legislators/staff for a walking tour to see the problem/solution
	6.2	Work with OSMB on funding to update launch ramp	
	6.5	Riverfront Trail ??	
		Moved off the 2021/22 work plan	
	1.1	Develop marketing partnerships	with Airport Move to 2023 Per Dave Rasmussen

Table 2: Tax Revenue Estimate

2021/2022			
Port of The Dalles tax rate:		\$0.0002007	
		<u>2021/2022 Estimate</u>	<u>2020/21 Actual</u>
Total Assessed Value	\$	2,062,770,425	\$ 2,022,323,946
UR Excess Value	\$	(95,220,092)	\$ (93,353,031)
Value to Calculate Rate	\$	1,967,550,333	\$ 1,928,970,915
Taxes	\$	394,887	\$ 387,260
less M5 Compression	\$	(7,495)	\$ (7,348)
Taxes to be Received	\$	387,393	\$ 380,100
County Collection Rate			90.1%
Port estimate based on 90% collection rate:		\$348,654	
(Line 16 General Fund budget)			

Table 3: Historical Tax Receipts

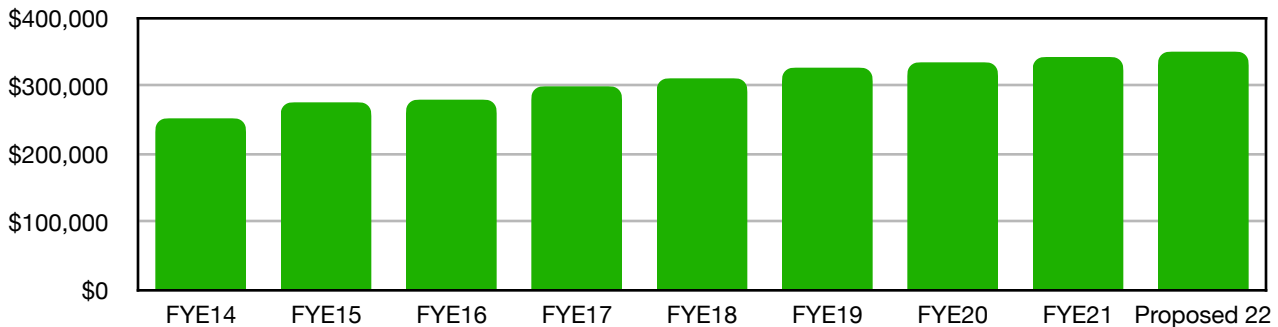
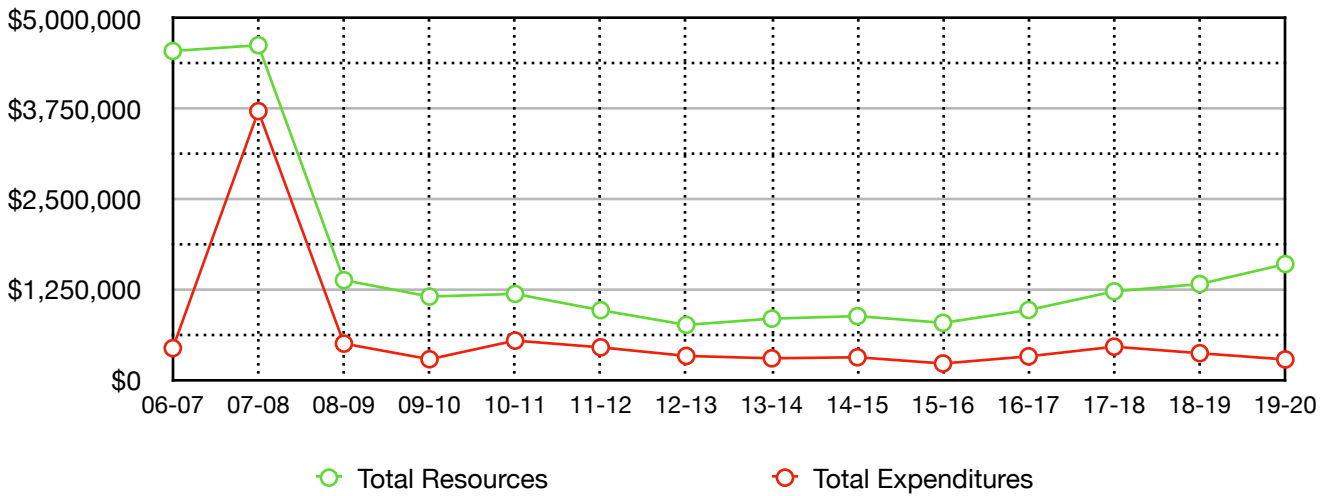


Table 4: Top 10 Taxpayers for Tax Year 2020

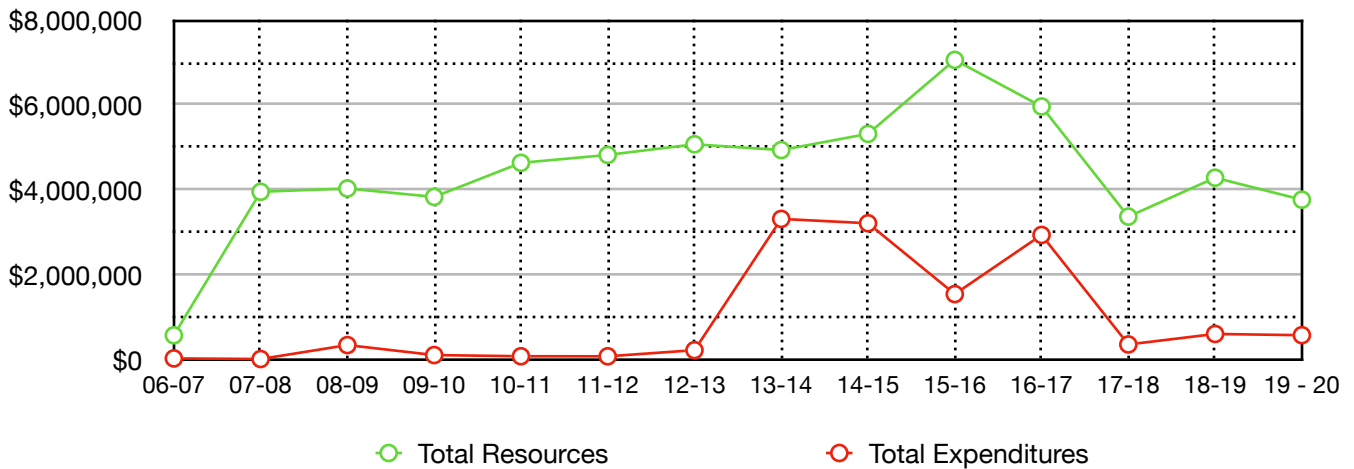
1	UPRR (↑ 2)	6	Metropolitan Life (↓ 5)
2	Northern Wasco PUD (↑ 3)	7	Cascade Square LLC
3	BNSF RR (↓ 1)	8	Design LLC
4	Century Link	9	Home Depot Corporation (new)
5	Gas Transmission NW Corp (new)	10	NW Natural (↓ 6)

Table 5: Historical Audited Resources and Expenses for years 2006 - 2020

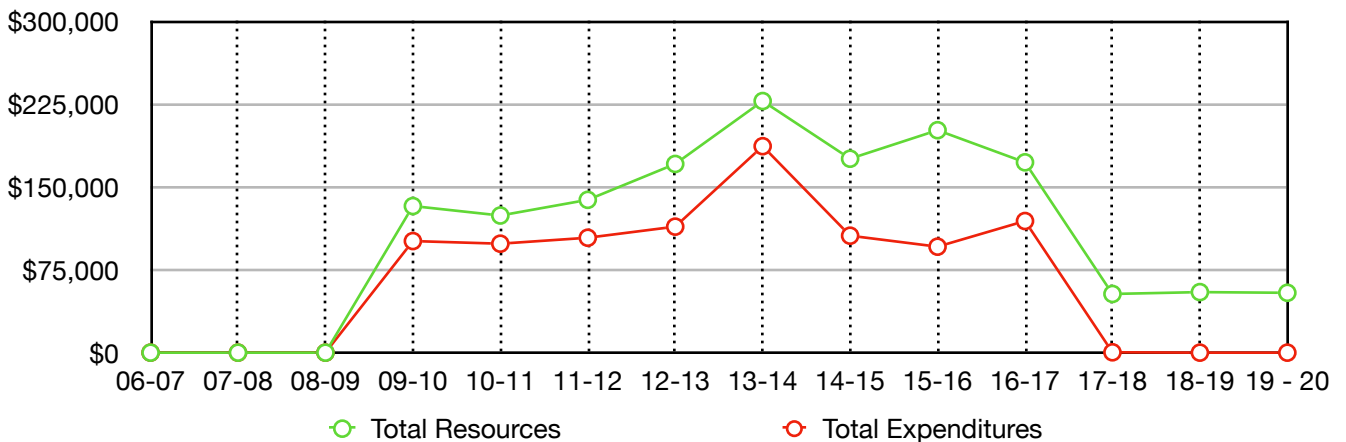
General Fund



Port Development Fund



Marina Fund



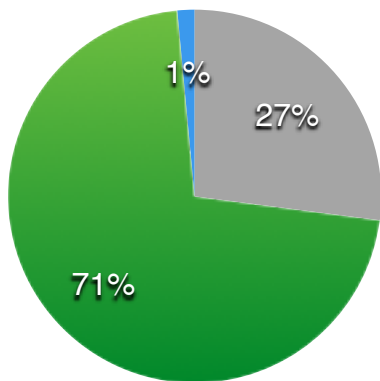
2021/2022 Proposed Budget Summary

Table 5: Summary of all Funds, combines the three Port funds and major category budgeted amounts and compares the totals to the 2020/21 budgeted amounts.

Table 6: Summary of all Funds

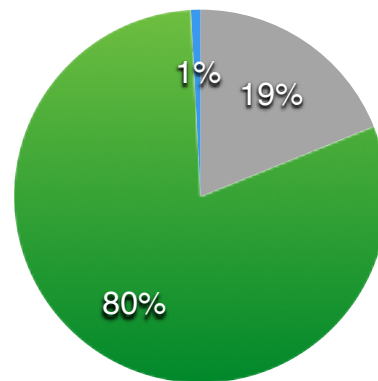
	General Fund	Port Development Fund	Marina Fund	2021/22 Proposed Budget Totals	Adopted 2020/21	Delta
TOTAL RESOURCES	\$ 1,594,704	\$ 12,482,150	\$ 54,738	\$ 14,131,592	\$7,079,097	\$ 7,052,495
REQUIREMENTS						
Personal Services	\$ 320,075	\$ 0	\$ 0	\$ 320,075	\$ 260,200	\$ 59,875
Materials and Services	\$ 216,000	\$ 260,000	\$ 0	\$ 476,000	\$ 473,000	\$ 3,000
Capital Outlay	\$ 75,000	\$ 7,000,000	\$ 0	\$ 7,075,000	\$2,045,000	\$ 5,030,000
Other Expenses	\$ 0	\$ 4,300,000	\$ 0	\$ 4,300,000	\$2,300,000	\$ 2,000,000
Debt Service	\$ 0	\$ 136,560	\$ 0	\$ 136,560	\$ 152,676	\$ (16,116)
Transfers	\$ 500,000	\$ 200,000	\$ 0	\$ 700,000	\$ 650,000	\$ 50,000
Contingencies	\$ 100,000	\$ 200,000	\$ 0	\$ 300,000	\$ 100,000	\$ 200,000
TOTAL EXPENDITURES	\$ 1,211,075	\$ 12,096,560	\$ 0	\$ 13,307,635	\$5,980,876	\$ 7,326,759
Unappropriated Ending Fund Balance	\$ 383,629	\$ 385,590	\$ 54,738	\$ 823,957	\$1,098,221	\$ (274,264)

Total Port Resources



● General Fund ● Port Dev. Fund
● Marina

Total Port Expenditures



● General Fund ● Port Dev. Fund
● Marina

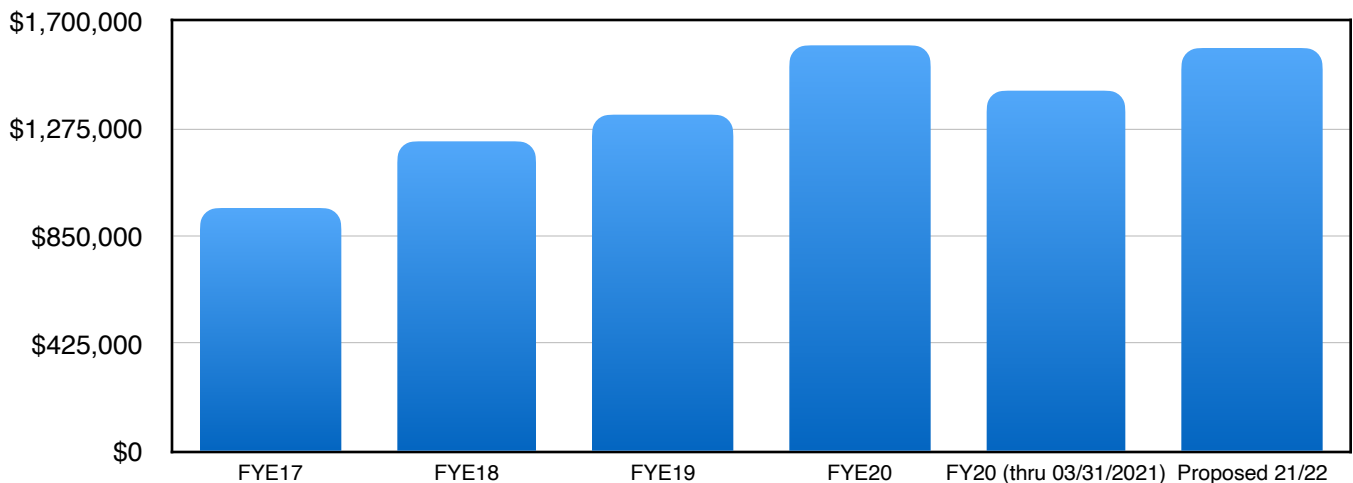
GENERAL FUND:

The General Fund (GF) funds the Port’s day-to-day operating expenses. The GF is supported by the Port’s levy (projected to be \$348,654 this year), leased land, interest, and some grants. Additionally, I have budgeted a transfer of \$200,000 from the Port Development Fund (PDF) to the GF. This is to cover PDF expenses that are now being accounted for in the GF. Continuing with the current philosophy of having the GF be the operating fund you will find that all revenue and expenses related to development and the marina are reflected in the Port Development Fund and Marina Fund respectively.

Resources

- **Line 1. Beginning Cash on Hand** – \$972,081. This number is derived from the projected balance in both Columbia Bank and the LGIP funds (as of 3/31/21), less projected year-end expenses and inter-fund transfers.
- **Line 2. Interest from Cash in Bank** – This number is based on a 0.6% interest rate.
- **Line 7. Launch Ramp and Transient Moorage** – \$3,000 from transient moorage payments.
- **Line 8. Loan Repayments** – This reflects loan payments owed to the Port from the City of The Dalles airport loan and marina loan.
- **Line 9. Leased Land & Facilities** – This represents projected rent from Crestline for Taylor Lake, Meadow Billboard Lease, Whiting-Turner, BPA land leases, and others.
- **Line 16. Taxes Estimated to be Received:** \$348,654
- **Line 18. TOTAL RESOURCES: \$1,594,704**

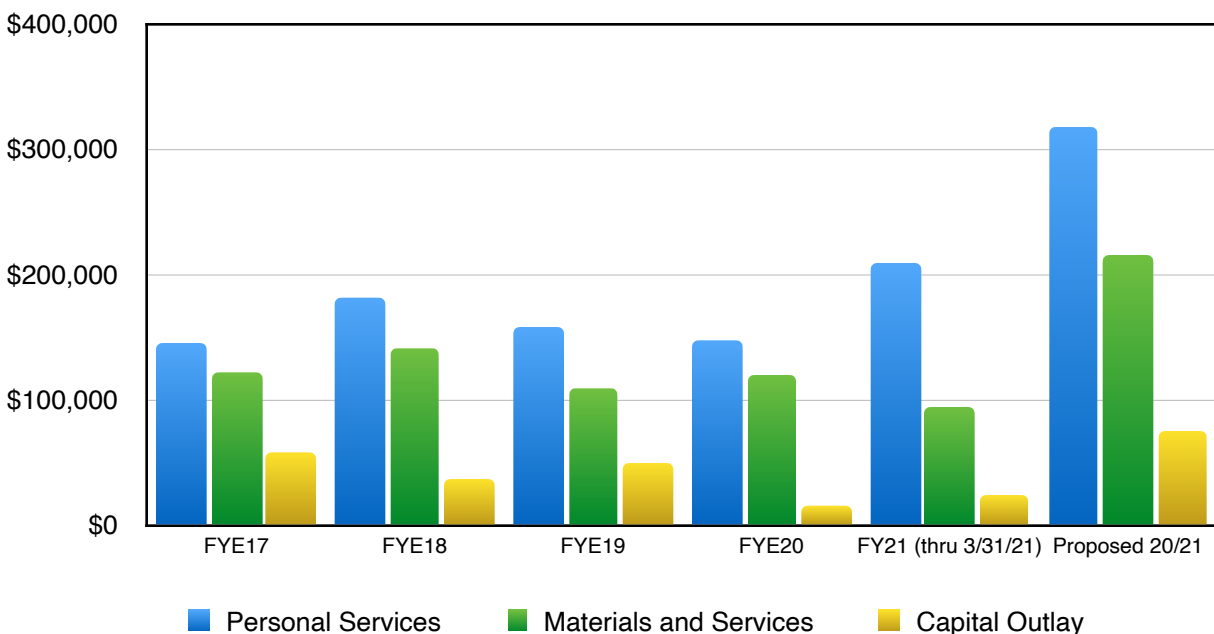
Table 7: Year to Year GF Resource Comparison



Expenses

- **Line 2. Wages and Salaries** - This year the budget includes an additional person to help in the office. Salaries are for executive director, assistant to the director, administrative support, maintenance, and harbormaster. There is also room for a 2.5% COLA increase.
- **Line 3. Taxes and Benefits** - Includes Port expenses associated with FICA, PERS, workman’s comp, unemployment, health, vision, and dental.
- **Line 7. Office Supplies** - This includes funds to replace our existing office copier. We have been notified that service for our current copier will be ending this year.
- **Line 9. Maintenance: Supplies and Services-** Vehicle expenses and property upkeep.
- **Line 12. Dues and Memberships** - This includes membership dues, association fees, and property tax payments. The Port pays the property tax bill on land that is leased, then invoices the lessee for repayment.
- **Line 15. Contracted Services** – The Port will be contracting with Northern Wasco County Parks and Recreation District for general maintenance once Jerry Rundell retires in September. Other planned uses of this fund are for repair work that may need to be done on Port property, continued support of the Urban Growth Boundary expansion, grant writer, etc.
- **Line 16. Launch Ramp and Transient Moorage-** This covers the costs for the launch ramp and transient moorage docks. Items included are restrooms cleaning and maintenance, repairs to facilities, and utility expenses associated with these facilities. The Oregon State Marine Board does reimburse the Port for a portion of these costs.

Table 8: Year to Year GF Expense Comparison



- **Line 24. Transfer to Other Funds** - \$500,000 to be moved into the Port Development Fund if funds are available.
- **Line 27. TOTAL EXPENDITURES: \$1,211,075**

The proposed 2021/2022 budget will leave the General Fund with an unappropriated ending fund balance of \$383,629 which is sufficient to cover GF operations from July 1, 2021 - December 1, 2021 at which time we will receive tax payments from the County.

FORM LB-20		RESOURCES GENERAL FUND				Port of The Dalles			
Historical Data			Adopted Budget This Year 2020-21	RESOURCE DESCRIPTION	Budget for Next Year 2021-2022				
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 18-19	First Preceding Year 19-20								
1	\$ 765,958.00	\$ 957,069.00	\$ 1,236,755.00	1	Beginning cash on hand(1) (cash basis) or	\$ 972,081	\$ -0	\$ -0	1
2	\$ 24,393.00	\$ 29,984.00	\$ 24,735.10	2	Interest from Cash in Bank	\$ 5,832	\$ -0	\$ -0	2
3			\$ 150,000.00	3	Transfer from Other Funds	\$ 200,000	\$ -0	\$ -0	3
4	\$ 11,715.00	\$ 14,449.00	\$ 5,000.00	4	Previously levied taxes estimated to be received	\$ 5,000	\$ -0	\$ -0	4
5				5	OTHER RESOURCES				5
6	\$ 24,721.00	\$ 75,170.00	\$ 20,800.00	6	Grants (2)	\$ 20,000	\$ -0	\$ -0	6
7	\$ 2,146.00	\$ 2,810.00	\$ 2,000.00	7	Launch ramp and Transient moorage	\$ 3,000	\$ -0	\$ -0	7
8	\$ 25,475.00	\$ 25,785.00	\$ 26,771.00	8	Loan Repayments (3)	\$ 23,136	\$ -0	\$ -0	8
9	\$ 129,450.00	\$ 140,552.00	\$ 15,000.00	9	Leased land and Facilities	\$ 15,000	\$ -0	\$ -0	9
10	\$ 15,275.00	\$ 15,342.00	\$ 102,000.00	10	Other Income (4)	\$ 2,000			10
11				11					11
12				12					12
13				13					13
14				14					14
15	\$ 999,133.00		\$ 1,583,061	15	Total resources, except taxes to be levied	\$ 1,246,050	\$ -0	\$ -0	15
16			\$ 331,186	16	Taxes estimated to be received	\$ 348,654	\$ -0	\$ -0	16
17	\$ 325,729.00	\$ 340,606.00		17	Taxes collected in year levied				17
18	\$ 1,324,862	\$ 1,601,767	\$ 1,914,247	18	TOTAL RESOURCES	\$ 1,594,704	\$ -0	\$ -0	18

1.The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year; 2. MAP,SDAO, & OSMB grants are combined; 3. City of The Dalles Airport and marina loans are combined; 4. Contracted services and Other have been combined

FORM OR-LB-30		REQUIREMENTS SUMMARY GENERAL FUND						Port of The Dalles		
Historical Data			REQUIREMENTS For: <u>Administration</u>			Budget for Next Year 2021-2022				
Actual		Adopted Budget This Year 2020-21				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 18-19	First Preceding Year 19-20									
1			1	PERSONAL SERVICES						1
2	\$ 124,358	\$ 99,368	\$ 194,000	2	Wages and Salaries (1)	\$ 226,875	0	\$ -0	2	
3	\$ 40,305	\$ 47,284	\$ 66,200	3	Taxes and Benefits (2)	\$ 93,200	0	\$ -0	3	
4	\$ 164,663	\$ 146,652	\$ 260,200	4	TOTAL PERSONAL SERVICES	\$ 320,075	\$ -0	\$ -0	4	
5	2	2	2.75	5	Total Full-Time Equivalent (FTE)	3.0	0	0.0	5	
6			6	MATERIAL AND SERVICES						6
7	\$ 4,805	\$ 6,580	\$ 15,000	7	Office Supplies (3)	\$ 20,000	0	\$ -0	7	
8	\$ 10,453	\$ 10,712	\$ 14,000	8	Utilities (4)	\$ 20,000	0	\$ -0	8	
9	\$ 15,759	\$ 20,354	\$ 18,000	9	Maintenance: supplies and services	\$ 18,000	0	\$ -0	9	
10	\$ 11,734	\$ 13,945	\$ 36,000	10	Travel, Education, and Meetings (5)	\$ 36,000	0	\$ -0	10	
11	\$ 11,243	\$ 12,123	\$ 15,000	11	Insurance- Property and Liability	\$ 16,000	0	\$ -0	11	
12	\$ 28,482	\$ 18,940	\$ 24,000	12	Dues and Memberships	\$ 24,000	0	\$ -0	12	
13	\$ 11,195	\$ 3,195	\$ 5,000	13	Legal	\$ 6,000	0	\$ -0	13	
14	\$ 7,400	\$ 10,000	\$ 10,000	14	Accounting & Audit	\$ 10,000	0	\$ -0	14	
15	\$ 14,790	\$ 12,518	\$ 130,000	15	Contracted Services	\$ 50,000	0	\$ -0	15	
16	\$ 9,597	\$ 10,893	\$ 16,000	16	Launch Ramp and Transient Moorage	\$ 16,000	0	\$ -0	16	
17	\$ 125,458	\$ 119,260	\$ 283,000	17	TOTAL MATERIALS AND SERVICES	\$ 216,000	0	\$ -0	17	
18			18	CAPITAL OUTLAY						18
19	\$ 2,346	\$ 12,135	\$ 40,000	19	Port Facilities	\$ 70,000		\$ -0	19	
20	\$ 72,739	\$ 2,970	\$ -0	20	Marina - Sewer Pump replacement	\$ -0			20	
21	\$ 2,587	\$ -0	\$ 5,000	21	Launch Ramp/Transient Moorage	\$ 5,000		\$ -0	21	
22	\$ 77,672	\$ 15,105	\$ 45,000	22	TOTAL CAPITAL OUTLAYS	\$ 75,000	0	\$ -0	22	
23			23	TRANSFER TO OTHER FUNDS & CONTINGENCY						23
24	\$ -0	\$ -0	\$ 500,000	24	Transfer to other funds	\$ 500,000	0	\$ -0	24	
25	\$ -0	\$ -0	\$ 50,000	25	General Operating Contingency	\$ 100,000	0	\$ -0	25	
26	\$ -0	\$ -0	\$ 550,000	26	TOTAL TRANSFER AND CONTINGENCY	\$ 600,000	0	\$ -0	26	
27	\$ 367,793	\$ 281,017	\$ 1,138,200	27	TOTAL EXPENDITURES	\$ 1,211,075	0	\$ -0	27	
28	\$ 957,069	\$ 1,320,750	\$ 776,047	28	UNAPPROPRIATED ENDING FUND BALANCE	\$ 383,629	\$ -0	\$ -0	28	
29	\$ 1,324,862	\$ 1,601,767	\$ 1,914,247	29	TOTAL REQUIREMENTS	\$ 1,594,704	\$ -0	\$ -0	29	

1. Wages have been combined; 2. Payroll taxes and benefits have been combined; 3. Office supplies and equipment have been combined; 4.All utilities have been combined; 5. Travel, staff development, and communication have been combined;

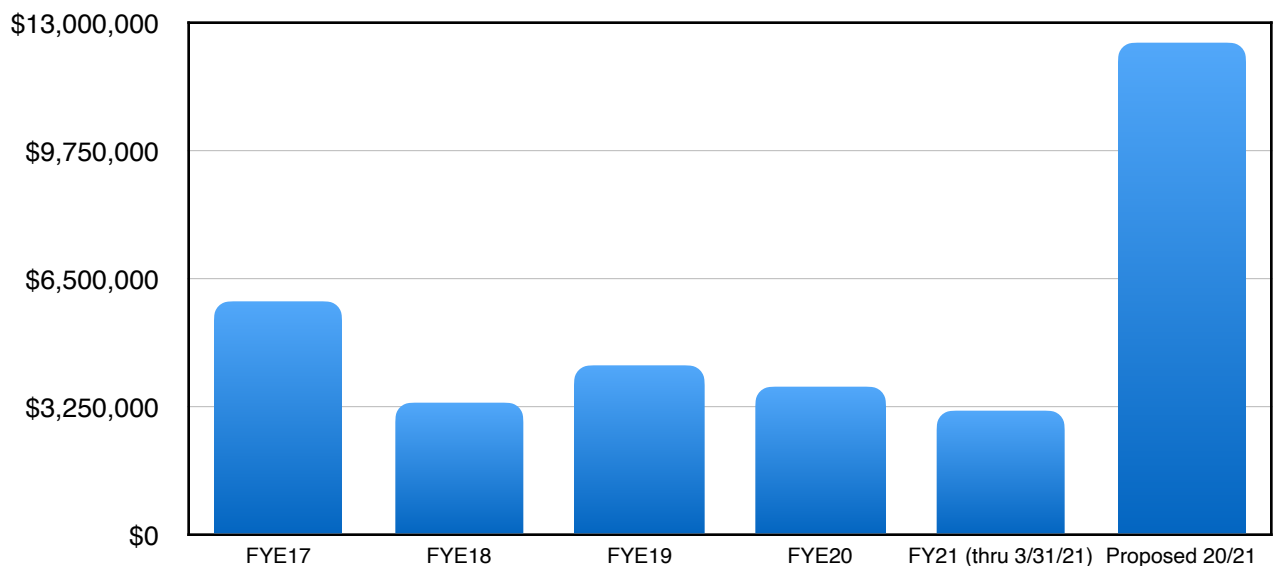
PORT DEVELOPMENT FUND:

This fund is the Port’s “Development” Fund and we are thinking big this year! This fund is intended to be used for acquisition, development, and marketing of development projects that the Port chooses to do in the 2021/22 year. We continue to work with the City of Dufur to see how the Port might assist in their growing community and we continue to look for industrial development opportunities. A strong focus this year will be on business recovery/retention efforts and identifying ways that the Port can continue to help the economy of the Port District grow.

Resources

- **Line 1. Cash on Hand** – \$3,119,622. This number comes from the projected balance in both Columbia Bank and the LGIP fund.
- **Line 2. Interest From Earnings** – This is based on a 0.6% interest rate.
- **Line 3. Transfer From Other Funds** - \$500,000. This is a possible transfer from the General Fund.
- **Line 5. Grants** - This is a budgeted number so that we are able to receive money into this account. Possible grants to help area businesses, purchase property, invest in infrastructure.
- **Line 7. Interest From Contracts** – Interest from land sales contracts.
- **Line 8. Other Income** - Budgeted at \$5,000,000. There may be economic recovery funds or funds available. This is a placeholder for that money.
- **Line 9. Loan Repayment** - The Port has entered into an Intergovernmental Agreement with the City of Dufur to assist with their water system rebuild. The Port is lending Dufur \$175,000 at an interest rate of 1.3% above the 1 year LIBOR rate for a term of 5 years. The interest rate is equal to 4% this year and the agreement provides that the rate may be adjusted annually and will never go below 4%. Current 1 year LIBOR rate as of 4/15/2021 = 0.29%, so the interest rate will remain at 4% this year.
- **Line 11. TOTAL RESOURCES: \$12,482,150**

Table 9: Year to Year PDF Resource Comparison

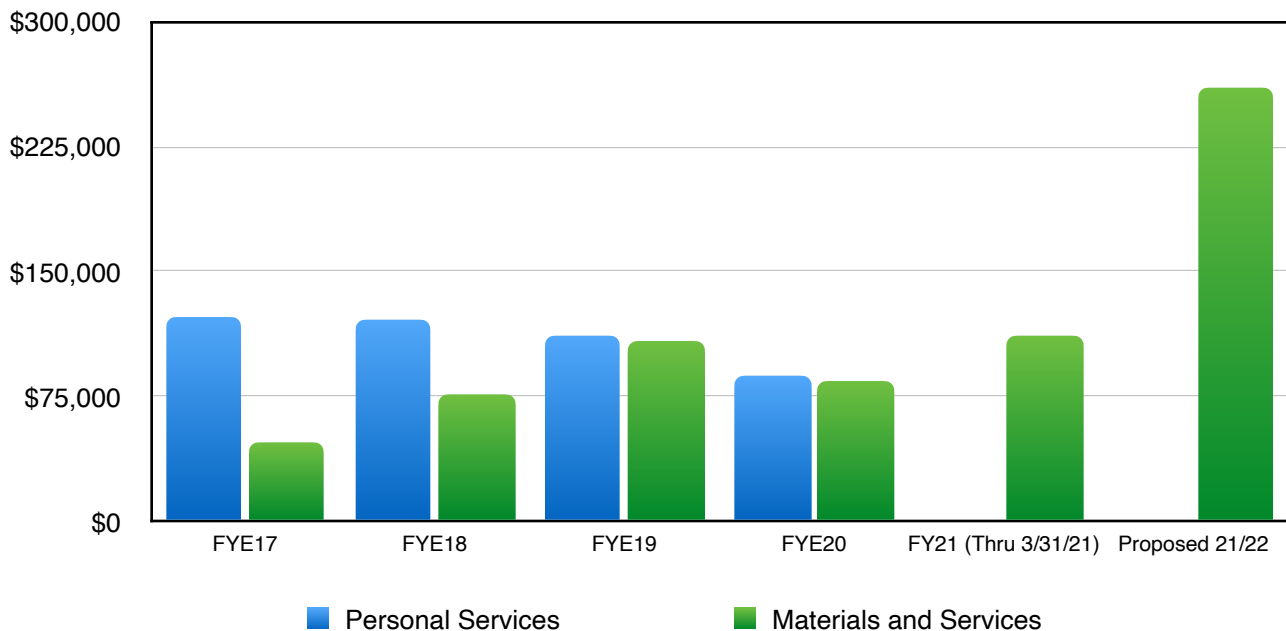


Expenses

- **Lines 4. Total Personal Services** - All Personal Service expenses were moved to the General Fund in the prior year.
- **Line 11. Accounting & Audit** - This fund’s contribution to audit costs.
- **Line 16 Land Acquisition, Development, Improvements** – \$7,000,000 For potential projects.
- **Line 22. Other Expenses** – \$4,300,000. This line item includes \$1,300,000 previously approved loan to the Columbia Gorge Community College. The remaining \$3,000,000 is included to help with business recovery/retention in partnership with the City of The Dalles, the City Dufur, Wasco County, or other district/entity that the Port can legally partner with.
- **Line 25. TOTAL DEBT SERVICE** - The final payment on the Business Oregon Loan related to the Columbia Gorge Industrial Center infrastructure improvements.
- **Line 28. Contingency** - This has been increased to \$200,000 and will be used to cover unanticipated expenses likely related to COVID-19 recovery.
- **Line 30. TOTAL EXPENDITURES: \$12,096,560**

This will leave the Port Development Fund with an unappropriated ending fund balance of \$385,590.

Table 10: Year to Year PDF Expense Comparison



FORM LB-20		RESOURCES PORT DEVELOPMENT FUND (Fund)			Port Of The Dalles				
Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2021-2022					
Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 18-19	First Preceding Year 19-20								
1	\$ 3,011,689	\$ 3,680,306	\$ 3,152,414	1	Beginning cash on hand* (cash basis) or	\$ 3,119,622	\$ -0	\$ -0	1
2	\$ 102,543	\$ 71,356	\$ 63,048	2	Interest from Earnings	\$ 18,718	\$ -0	\$ -0	4
3	\$ -0	\$ -0	\$ 500,000	3	Transfer from Other Funds	\$ 500,000	\$ -0	\$ -0	2
4				4	OTHER RESOURCES				5
5	\$ 23,500	\$ 5,000	\$ 500,000	5	Grants	\$ 3,000,000	\$ -0	\$ -0	6
6	\$ 1,311,379	\$ 4,574	\$ 800,000	6	Land Sales	\$ 800,000	\$ -0	\$ -0	10
7	\$ 4,278	\$ 4,535	\$ 5,000	7	Interest from Contracts	\$ 4,500	\$ -0	\$ -0	11
8	\$ 5,000	\$ -0	\$ -0	8	Other Income	\$ 5,000,000			8
9	\$ -0	\$ -0	\$ 39,310	9	Loan Repayment	\$ 39,310	\$ -0	\$ -0	18
10	\$ (175,000)	\$ -0	\$ -0	10	Special Payments - City of Dufur	\$ 0			22
11	\$ 4,283,389	\$ 3,765,771	\$ 5,059,772	11	TOTAL RESOURCES	\$ 12,482,150	\$ -0	\$ -0	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

FORM LB-30		REQUIREMENTS SUMMARY PORT DEVELOPMENT FUND			Port Of The Dalles		
Historical Data			REQUIREMENTS For: Economic Development and Marketing	Budget for Next Year 2021-2022			
Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 18-19	First Preceding Year 19-20						
			PERSONAL SERVICES				
1			1				
2	\$ 77,452	\$ 70,431	\$ -0	2	Wages and Salaries (1)	\$ -0 \$ -0 \$ -0	
3	\$ 33,479	\$ 16,716	\$ -0	3	Taxes and Benefits (2)	\$ -0	
4	\$ 110,931	\$ 87,147	\$ -0	4	TOTAL PERSONAL SERVICES	\$ -0 \$ -0 \$ -0	
5	1.5	1.5	0	5	Total Full-Time Equivalent (FTE)	0.0 0.0 0.0	
			MATERIAL AND SERVICES				
6				6			
7	\$ 1,333	\$ -0	\$ -0	7	Utilities	\$ 0 \$ 0 \$ 0	
8	\$ 41,261	\$ 19,034	\$ 5,000	8	Travel, marketing promotion, and meetings	\$ 5,000 \$ 0 \$ 0	
9	\$ -0	\$ 8,393	\$ -0	9	Insurance - liability	\$ 0 \$ 0 \$ 0	
10	\$ 9,125	\$ 3,205	\$ 15,000	10	Legal	\$ 15,000 \$ 0 \$ 0	
11	\$ 7,400	\$ 4,980	\$ 10,000	11	Accounting & Audit	\$ 10,000 \$ 0 \$ 0	
12	\$ 45,965	\$ 48,590	\$ 130,000	12	Contracted Services	\$ 200,000 \$ 0 \$ 0	
13	\$ 3,022		\$ 30,000	13	Land Sale Costs (i.e. closing, commisions)	\$ 30,000 \$ 0 \$ 0	
14	\$ 108,106	\$ 84,202	\$ 190,000	14	TOTAL MATERIALS AND SERVICES	\$ 260,000 \$ 0 \$ 0	
			CAPITAL OUTLAYS				
15				15			
16	\$ 136,000	\$ -0	\$ 2,000,000	16	Land Acquisition, Development, Improvements	\$ 7,000,000 \$ -0 \$ -0	
17	\$ 95,370	\$ -0	\$ -0	17	Partnership Projects	\$ -0 \$ -0 \$ -0	
18	\$ 231,370	\$ -0	\$ 2,000,000	18	TOTAL CAPITAL OUTLAYS	\$ 7,000,000 \$ -0 \$ -0	
			OTHER EXPENSES				
19				19			
20	\$ -0	\$ 250,000	\$ 1,300,000	20	CGCC partnership project	\$ 1,300,000 \$ -0 \$ -0	
21	\$ -0	\$ -0	\$ 1,000,000	21	Other partnership projects	\$ 3,000,000 \$ -0 \$ -0	
22	\$ -0	\$ 250,000	\$ 2,300,000	22	TOTAL OTHER EXPENSES	\$ 4,300,000 \$ -0 \$ -0	
			DEBT SERVICE				
23				23			
24	\$ 152,676	\$ 152,676	\$ 152,676	24	Debt Service	\$ 136,560 \$ -0 \$ -0	
25	\$ 152,676	\$ 152,676	\$ 152,676	25	TOTAL DEBT SERVICE	\$ 136,560 \$ -0 \$ -0	

26				26	TRANSFER TO OTHER FUNDS			26	
27	\$ -0	\$ -0	\$ 150,000	27	Transfer to Other Funds	\$ 200,000	\$ -0	\$ -0	27
28	\$ -0	\$ -0	\$ 50,000	28	General Operating Contingency	\$ 200,000	\$ -0	\$ -0	28
29	\$ -0	\$ -0	\$ 200,000	29	TOTAL TRANSFERS AND CONTINGENCY	\$ 400,000	\$ -0	\$ -0	29
30	\$ 603,083	\$ 574,025	\$ 4,842,676	30	TOTAL EXPENDITURES	\$ 12,096,560	\$ 0	\$ 0	30
31	\$ 3,680,306	\$ 3,191,746	\$ 217,096	31	UNAPPROPRIATED ENDING FUND BALANCE	\$ 385,590	\$ -0	\$ -0	31
32	\$ 4,283,389	\$ 3,765,771	\$ 5,059,772	32	TOTAL REQUIREMENTS	\$ 12,482,150	\$ -0	\$ -0	32
1. Wages have been combined; 2. Payroll taxes and benefits have been combined									

MARINA FUND:

This year the Marina budget continues with a similar budget from last year. In 2016 the Port entered into a concessionaire agreement with The Dalles Marina, LLC to handle the day-to-day operations of longterm marina moorage. The Port does retain ownership of the docks and other assets there and will continue to pay for the cost of insurance on the facilities, these costs are then apportioned between the Port of The Dalles and the concessionaire.

Resources

- **Line 1. Cash on Hand** – \$54,412. This number comes from the projected balance in both Columbia Bank and the LGIP fund.
- **Line 2. Interest from Earnings.** Based on 0.6% interest rate
- **Line 5. TOTAL RESOURCES: \$54,738**

Expenses

- **Line 23. TOTAL REQUIREMENTS: \$0**

This will leave the Marina Fund with an unappropriated ending fund balance of \$54,738. We will retain this balance to be used in case the agreement with The Dalles Marina, LLC is terminated. This balance will cover the cost of utilities and staff time to bring the marina back online as a Port function, cover insurance costs, and other fees that are related to the marina.

FORM LB-30			SPECIAL FUND RESOURCES RESOURCES AND REQUIREMENTS			Port Of The Dalles			
Historical Data			RESOURCE DESCRIPTION			Budget for Next Year 2021-2022			
Actual		Adopted Budget This Year 2020-21				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 18-19	First Preceding Year 19-20								
1	\$ 53,468	\$ 54,734	\$ 53,998	1	Beginning cash on hand* (cash basis) or	\$ 54,412	\$ -0	\$ -0	1
2	\$ 1,266	\$ 971	\$ 1,080	2	Interest from Earnings	\$ 326	\$ -0	\$ -0	2
3				3	OTHER RESOURCES				5
4	\$ -0	\$ -0	\$ 50,000	4	Partnership repayment	\$ -0	\$ -0	\$ -0	4
5	\$ 54,734	\$ 55,705	\$ 105,078	5	TOTAL RESOURCES	\$ 54,738	\$ -0	\$ -0	5
6	0.5	0	0	6	Total Full-Time Equivalent (FTE)	\$ -0			6
10				10	REQUIREMENTS- Marina Operations				10
11				11	PERSONAL SERVICES				11
12	\$ -0	\$ -0	\$ -0	12	TOTAL PERSONAL SERVICES	\$ -0	\$ -0	\$ -0	12
13	0	0	0	13	Total Full-Time Equivalent (FTE)	0			13
14				14	MATERIAL AND SERVICES				14
15	\$ -0	\$ -0	\$ -0	15	TOTAL MATERIALS AND SERVICES	\$ -0	\$ -0	\$ -0	15
16				16	CAPITAL OUTLAYS				16
17	\$ -0	\$ -0	\$ -0	17	TOTAL CAPITAL OUTLAYS	\$ -0	\$ -0	\$ -0	17
18				18	OTHER EXPENSES				18
18				18	TOTAL OTHER EXPENSES	\$ -0	\$ -0	\$ -0	18
18				18	TRANSFER TO OTHER FUNDS & DEBT				18
19	\$ -0	\$ -0	\$ -0	19	TOTAL TRANS, DEBT AND CONTINGENCY	\$ -0	\$ -0	\$ -0	19
20	\$ -0	\$ -0	\$ -0	20	TOTAL EXPENDITURES	\$ -0	\$ -0	\$ -0	20
21				21					21
22	\$ 54,734	\$ 55,705	\$ 105,078	22	UNAPPROPRIATED ENDING FUND BALANCE	\$ 54,738	\$ -0	\$ -0	22
23	\$ 54,734	\$ 55,705	\$ 105,078	23	TOTAL REQUIREMENTS	\$ 54,738	\$ -0	\$ -0	23

1. Wages have been combined; 2. Payroll taxes and benefits have been combined; 3. Office su * The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year.

Glossary of Terms

COLA.....	<i>Cost of Living Adjustment</i>
COVID-19	<i>Coronavirus disease 2019</i>
CRGC.....	<i>Columbia River Gorge Commission</i>
EPA.....	<i>US Environmental Protection Agency</i>
FICA.....	<i>Federal Insurance Contributions Act</i>
LGIP.....	<i>Local Government Investment Pool</i>
LIBOR.....	<i>London Inter-bank Offered Rate. A common benchmark for interest rates</i>
MCEDD	<i>Mid-Columbia Economic Development District</i>
ORDEQ.....	<i>Oregon Department of Environment Quality</i>
QB	<i>Quickbooks</i>
PERS	<i>Public Employee Retirement System</i>
PUD	<i>People’s Utility District</i>
RARE	<i>Resource Assistant for Rural Environments, a University of Oregon program</i>
SDAO.....	<i>Special Districts Association of Oregon</i>
UGB	<i>Urban Growth Boundary</i>
Wasco EDC	<i>Wasco Economic Development Commission</i>

The Budget Committee and Approving the Budget

(reprinted from Oregon Department of Revenue-Local Budgeting Manual 150-504-420(Rev. 05-12))

Budget committee members

The budget committee is a local government's fiscal planning advisory committee. The governing body of each local government must establish a budget committee (ORS 294.414, renumbered from 294.336). The budget committee is composed of the governing body and an equal number of electors appointed by the governing body.⁶ An elector is a qualified voter who, for example, has the right to vote for a ballot measure submitted by the local government.

If, after a good faith attempt, the governing body cannot find a sufficient number of registered voters who are willing to serve, the budget committee becomes those who are willing plus the governing body. If no willing electors can be found, the governing body is the budget committee [ORS 294.414(2), renumbered from 294.336(2)].

The appointive members of the budget committee cannot be officers, agents or employees of the local government [ORS 294.414(4), renumbered from 294.336(4)]. An agent, generally, is someone who is authorized to act for the local government, or who can make commitments or sign contracts in the name of the local government. This is sometimes a grey area if an appointee candidate already serves on other advisory committees or commissions of a local government. If you are in doubt about whether a particular person is an agent, consult your legal counsel.

Spouses of officers, agents or employees of the local government may serve on the budget committee if they are qualified electors and not themselves officers, agents, or employees.

Appointive members of the budget committee are appointed for three-year terms. The terms must be staggered so that about one-third of the terms end each year [ORS 294.414(5), renumbered from 294.336(5)]. When a new local government is appointing its first budget committee, the terms may be for one year, two years and three years for each third of the appointive members. After the first two years, the local government will then be able to appoint all new members to three-year terms.

If a local government prepares a biennial budget, the appointive members have four-year terms, with about one-fourth of the terms ending each year.

Appointed budget committee members may be reappointed for additional terms, at the discretion of the governing body.

If an appointive member of the budget committee is unable to complete the term, or resigns before the term is over, the governing body must appoint another elector to serve out the unexpired portion of the term [ORS 294.414(6), renumbered from 294.336(6)].

There is no provision in budget law for "stand-by" or "alternate" appointed members.

All members of the budget committee have equal authority. Each member's vote counts the same. Any member can be elected by the committee as its chair.

No member of the budget committee (including governing body members) may receive any compensation for their services as a member of the budget committee [ORS 294.414(3), renumbered from 294.336(3)].

Budget committee members should develop a general understanding of the budget process, the departments or programs included in the budget document, and the legal constraints imposed on the local government's tax levy after budget committee approval. "Local Budgeting in Oregon" (150-504-400) is recommended as a good resource for budget committee members for information on the basics of taxation and budget law. This publication can be found at <http://www.oregon.gov/dor/ptd/pages/localb.aspx>. You can also request copies of the booklet by calling the Finance and Taxation analysts at 503-945-8293.

Duties of the budget committee

The budget committee meets publicly to review the budget document as proposed by the budget officer. The committee receives the proposed budget and the budget message and holds at least one meeting in which the public may ask questions about and comment on the budget. Notice of the first meeting held for these purposes must be published in a specific way (See "Chapter 9 – Publication Requirements"). The committee must eventually approve the budget and, if ad valorem property taxes are required, approve the amount of tax or the rate per \$1,000 of assessed value for each levy that will be certified to the assessor.

The budget committee may meet from time to time throughout the year at the governing body's discretion for purposes such as training. All of these meetings are open to the public and notice of the meeting must be given in the same manner as notice for meetings of the governing body, or through one of the local budget law publication methods [ORS 294.428(2), renumbered from 294.406(2)]. Take care not to discuss specifics of the ensuing year's budget at these informal meetings until the notice requirements for the first budget committee meeting have been satisfied.

Copies of the budget

The budget officer may make the proposed budget available to the budget committee at any time before the first budget committee meeting advertised in the notice. Alternatively, the budget officer may choose to make the budget available at the first budget committee meeting [ORS 294.426(6)(b), renumbered from 294.401(6)(b)]. Immediately following the release of the proposed budget to the budget committee, the budget officer must file a copy of the budget in the office of the governing body. This copy becomes a public record. The governing body must provide copies of this budget, or a means of quickly duplicating it, to any interested person. A local government may charge a fee for the copy [OAR 150-294.401(7), implementing ORS 294.426].

Budget committee meetings

The budget committee must have a quorum present to hold a meeting [OAR 150-294.336-(B), implementing ORS 294.414]. A quorum is a majority of the total membership of the committee. For example, if the budget committee has 10 members, six must be present to hold a meeting.

The budget committee elects a presiding officer from among the members at the first meeting [ORS 294.414(9), renumbered from 294.336(9)]. The budget committee also hears the budget message at its first meeting. One of the committee's most important duties is to hear and consider any testimony presented by the public about the budget.

The budget committee reviews and, if a majority of the committee feels it is necessary, revises the proposed budget submitted by the budget officer. The committee generally studies the budget by comparing the two previous years' actual data, the current budgeted data, and the figures proposed by the budget officer. The budget committee may reduce or increase the estimates of resources and requirements proposed by the budget officer. Among the most common items discussed are the questions of taxation (how much?) and allocating revenues and expenditures (where will the spending occur?). If the amount of tax revenue needed to balance the budget exceeds the local government's existing taxing authority, the committee may decide that the additional amount needed should be requested from the voters in the form of a local option tax. If the committee decides to stay within its existing taxing authority, and other resources cannot be found, then the committee must reduce budgeted requirements to balance the budget. The committee must ultimately balance each fund and approve the budget. Committee members may not discuss or deliberate on the budget outside of a public meeting.

The committee may ask questions of the executive officer or other staff, and request additional information. The committee is entitled to receive any information it needs to make decisions about the budget (ORS 294.428, renumbered from 294.406).

Any budget committee action requires the affirmative vote of a majority of the total budget committee membership [OAR 150-294.336-(B), implementing ORS 294.414]. For example, if only six members of a 10-member committee are present, they have the quorum necessary to meet, but they all must vote in favor of any proposed action to achieve the required majority.

The budget committee may approve the budget at the first meeting. However, it could take several meetings to do so. When the budget officer prepares the budget calendar, several budget committee meetings can be scheduled. The public notice then can include the date, time and place of each of the meetings. If more meetings are needed than were scheduled, give notice of those meetings in the same manner as notice of meetings of the governing body or by one or more of the publication methods used for the initial budget committee meetings [ORS 294.428(2), renumbered from 294.406(2)].

Approving the taxes

The budget committee sets and approves the amount or rate of property taxes to be imposed. This is a

very important responsibility of the budget committee. Less than the full amount of the available tax revenue may be needed to balance the budget. In that event, the budget committee may choose to impose less tax than the local government's full taxing authority. If that is the budget committee's decision, then the amount or rate of tax the committee approves can only be increased later by the governing body after additional process steps. That is, to increase the tax above the rate or amount approved by the budget committee, the governing body must republish the financial summary and hold a second budget hearing (ORS 294.456, renumbered from 294.435). To enforce this requirement, a statement certifying that the approved tax has not been increased unless the governing body held a second hearing is included on the tax certification form filed with the county assessor.

The committee's motion to approve taxes under the district's permanent rate authority may state either the tax rate per \$1,000 of assessed value or the amount of taxes that the budget committee wants to impose. It must state separately the tax rate or amount to be imposed under any voter-approved local option authority. It must also state separately the amount of tax for any qualifying bonded debt levy. These statements should be recorded in the minutes of the meeting.

Once the budget committee has approved the budget, it has completed all of the duties required of it by Local Budget Law. However some local governments have a policy of including the budget committee in other parts of the process, such as adopting a supplemental budget. These are local policy decisions that are up to the discretion of the governing body.

After the budget committee approves the budget, it is turned over to the governing body and the process enters into the adoption stage. The governing body has the final responsibility for allocating the resources of the budget to the programs and departments of the local government. This authority is part of the responsibility given the governing body to adopt the budget and to make the appropriations by which the budget is administered [ORS 294.456(1), renumbered from 294.435(1)]. Chapter 11 has more details on adopting the budget and making appropriations.

If any changes are necessary after the budget committee approves the budget, the governing body may make the revisions after the budget hearing and before adopting the budget. The governing body's authority to change the approved budget is limited. It cannot increase expenditures in a fund by more than \$5,000 or 10 percent, whichever is greater, unless it publishes a revised financial summary and hearing notice, and holds another budget hearing. For a biennial budget, this limit is \$10,000 or 10 percent, whichever is greater. Also, it cannot increase the tax amount approved by the budget committee unless it publishes a revised financial summary and hearing notice, and holds another budget hearing.