



PUBLIC MEETING: Port Budget Orientation

DATE: Tuesday **March 26, 2024, 6 PM**

LOCATION: Cascade Locks City Hall 140 Wa Na Pa St, Cascade Locks, OR 97014

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

AGENDA

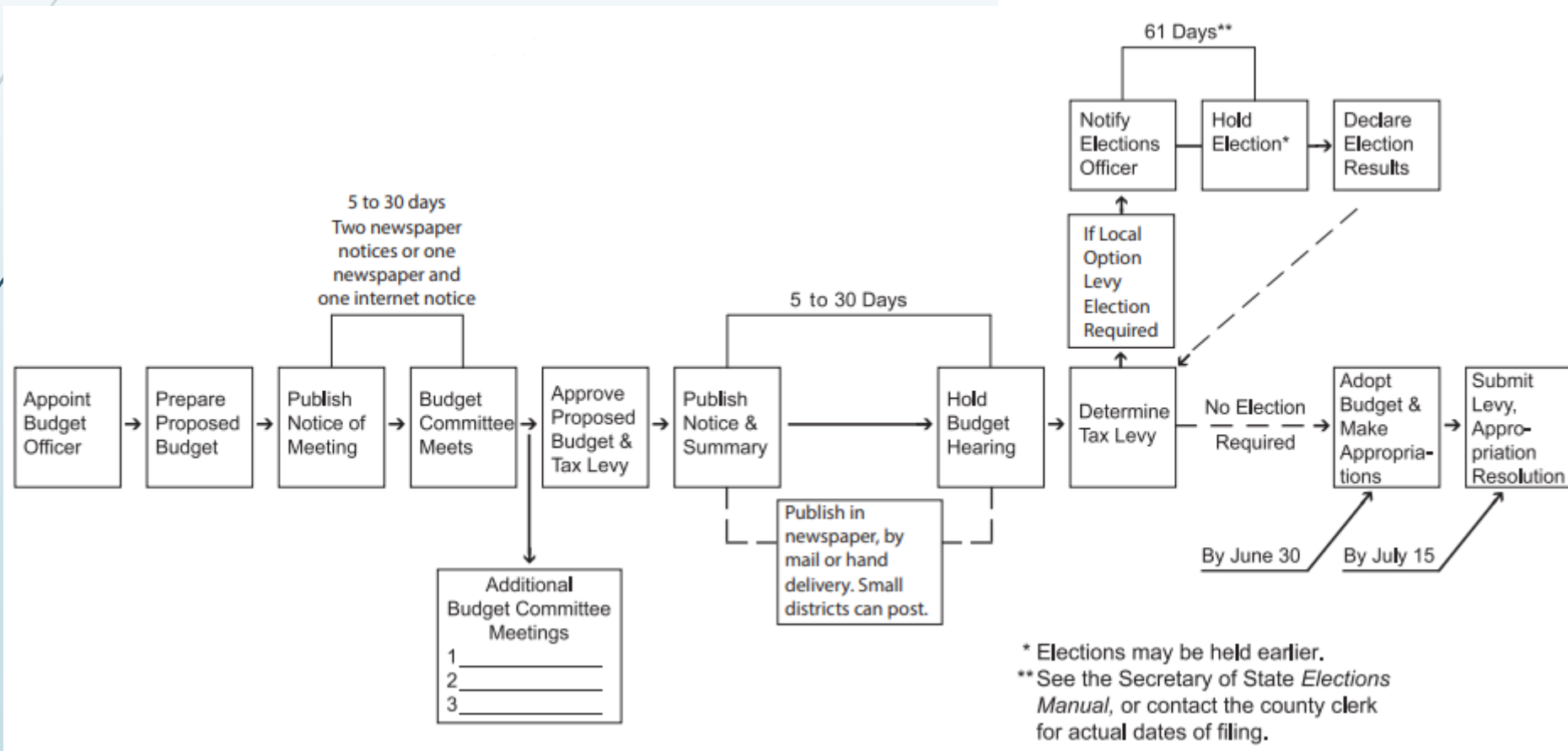
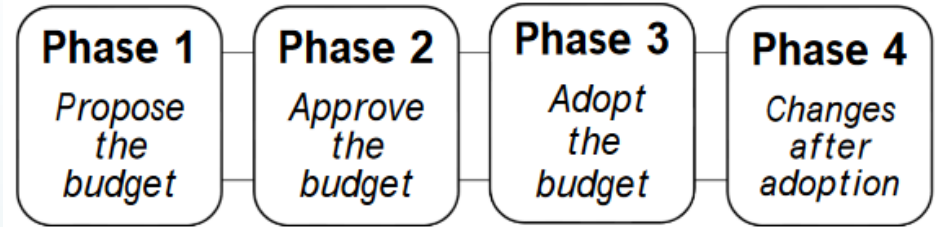
- 1)** Commission meeting called to order
 - a.** Pledge of Allegiance
 - b.** Roll Call
 - c.** Modifications, Additions and Changes to the Agenda
- 2)** Presentations
 - a.** Budget Training
 - b.** Review of the Port's 2023-2024 Budget Format
- 3)** Adjournment



Budget Orientation

Port of Cascade Locks 2024 – Adapted from State Training

The Budget Process



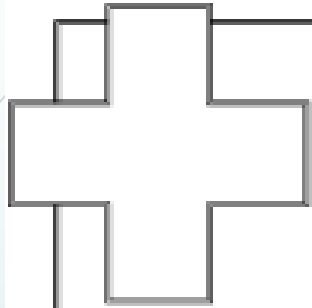


What is a budget?

- ✓ A financial plan
- ✓ For one fiscal year (July 1 – June 30), or biennial budget period (July 1, 2018 – June 30, 2020)
- ✓ Based on estimates of revenues & expenditures and other requirements

The budget is the basis for appropriations, which create the authority to spend public money.

Resources vs. Requirements



Resources -
Cash on hand
and anticipated
receipts

Requirements -
Expenditures
going out, other
budget
transactions, or
money being
held for future
use



Estimating

- ✓ Estimate resources & requirements in line item detail.
- ✓ All resources & requirements must be budgeted.
- ✓ Resources & requirements must balance.
- ✓ Estimates of resources & requirements must be made in “*good faith*.”



Budget Committee Meeting

- ✓ All meetings are subject to Public Meetings Law
- ✓ Presiding officer must be elected at first meeting
- ✓ Quorum is required to conduct business
- ✓ Majority of committee is required to take action
- ✓ Committee may request and receive additional information from district officials

Quorum

Governing Body



If your full budget committee is 10 people, quorum = 6



Vacancies on the governing body side still count toward the quorum. Quorum = 6

Electors



Vacancies on the electors side are not counted. Quorum = 4



What does the budget committee do?

1. **Receives the budget document**
2. **Hears the budget message**
3. **Hears & considers public comment**
4. **Discusses and revises the budget as needed**
5. **Approves the budget**
6. **Approves the property taxes**

A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

1. Receives the Budget

- ✓ Budget is a public document when released to committee
- ✓ Available to the public at the same time as the committee
- ✓ Public has right to inspect
- ✓ Must provide means for public to copy (can also charge for copies)



The Budget Message

- ✓ Prepared by or under direction of executive officer
- ✓ Explains budget document
- ✓ Describes financial policies
- ✓ Explains any changes since last year
- ✓ Must be in writing
- ✓ Anyone can deliver it

ORS 294.403



Hear Public Comment

- ✓ On the date and time in the published notice
- ✓ Any person may ask questions about and comment on the budget *ORS 294.426(4)(c)*
- ✓ Can establish time limits and other policies for public comment period
- ✓ Add additional meetings
if desired



Next Meeting

➡ **April 23, 2024 6pm**





Discuss and Revise the Budget

- ✓ Discuss and (if a majority feels necessary) revise the proposed budget.
- ✓ May reduce or increase the estimate of resources and requirements.
- ✓ May approve budget at first meeting or it may take several meetings.

May provide same notice as a regular meeting of governing body for additional meetings following the meeting at which budget message is read and public comment is heard

ORS 294.428(2)



Approve the Budget

Sample Motion to Approve Budget:

“I move that the budget committee of Sample City approve the budget for the 2020-21 fiscal year in the amount of \$13,910,076.”

(motion and vote recorded in the minutes)



Approve Each Tax Levy

Sample Motion to Approve Taxes:

“I move that the budget committee of Sample City approve property taxes for the 2020-21 fiscal year at the rate of \$4.4143 per \$1,000 of assessed value for the permanent rate tax levy, in the amount of \$0.1213 for the local option tax levy, and in the amount of \$496,315 for the general obligation bond levy.”

(motion and vote recorded in the minutes)

The Budget Committee is now finished!!!