

PORT OF CASCADE LOCKS

A Budget meeting of the POCL Budget Committee was held May 22, 2014 at 6:00 pm at the Cascade Locks City Hall, Council Chambers, Cascade Locks, Oregon 97014.

1. **MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE:** Budget Committee Member President Wittenberg called the meeting to order at 6:00 p.m.
2. **ROLL CALL: Commission Present:** Groves, Caldwell, and Cramblett. Commissioner Mohr will be arriving late.

Budget Members (BM): Don Haight, Ken Wittenberg and Rob Brostoff. Budget Member Myra Walker will be arriving late.

Others present: IGM Koch, Melissa Warren, Angie Wilson, Todd Mohr and Gyda Ann Haight.

3. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST:** Commissioner Caldwell and Commissioner Cramblett both declared potential conflicts of interest.
4. **PUBLIC COMMENT: None**
5. **REVIEW OF BUDGET DETAIL:** IGM Koch presented the budget as follows:

The budget you have tonight does not reflect the additional changes that will take place this budget year. The Commission is still working them out when they are done we will put them in it may be 2 to 3 weeks. At the last meeting the Budget Committee asked about a comparison of last year's budget vs. this year's budget. Melissa and Angie put this packet together so I will ask Angie to walk you through them. Discussion on the new LB-20 forms for the new 5 departments.

- a. Port Commission: Last year's budget was \$54,845 and as you see here it is proposed this year at \$103,950. The changes in the department are 1st putting in the total of the DC trip for the Commission \$10,000. 2nd We have put in a Commission and staff celebration at \$2,000. 3rd we put in the 5 ports coalition at \$3,000. 4th we raised Port Attorneys to \$45,000. 5th we raised DC Lobbyist to \$35,000.

Commissioner Mohr came in at 6:10 pm.

Commission and Budget Member discussion on the proposed charges.

Budget Member Walker came in at 6:45 pm.

- b. Administration: Last year's budget was \$472,216 and as you see here it is proposed this year at \$506,585. The changes in this department are 1st we will go out this year for a RFP for IT and Audit so we put in \$20,000. 2nd contracted services are \$63,248. 3RD travel is \$8,500. 4TH we have the fireworks at \$10,000.

Commission and Budget Member discussion on the proposed charges.

Commissioner Mohr asked about the fireworks, cutting the price and moving it from administration to economic development in the community services line. IGM Koch proposed a policy reducing the cost from \$10,000 this year and in 2015-16 going to \$8,000 and budget year 2016-17 to \$5,000 and staying there.

Commissioner Cramblett asked about the salary study at \$10,000 thinking we were taking it out IGM Koch said that would be up to the Budget Committee. Committee Member Walker asked about the salary adjustments at \$30,000 and merit reward program at \$25,000 what would that consist of? IGM Koch stated it would be a way to reward employees for exceeding expectations. Commission and Budget Committee decided to take it out of the budget saving \$65,000.

- c. Economic Development: Last year's budget was \$423,006 and as you see here it is proposed this budget year at \$330,145. The changes in this department are 1st promotional expense \$23,000. 2nd is contracted services to \$66,756 this is for the engineer, master park plan and SLR. 3rd travel up to \$15,000 and 4th community services to \$82,000.

Commission and Budget Member discussion on the proposed charges.

Changes from the Commission and Budget Members are to take out the Bridge of the Gods bike engineering analysis at \$5,000.00, and to cut the easy climb trail maintenance by 50% and Commission would like a plan before we do anything. Commissioner Mohr would like to know why we host connect Cascade Locks project website and on the event sponsorships is this all we would do and how much did we do last year? Also to take out the 4th of July music and just leaving in the fireworks. The Commission would like to see a plan on the signage/wayfinding budget.

- d. Maintenance and Operations: Last year's budget was \$379,003 and as you see here it is proposed this year at \$546,738. The changes in this department are 1st a new full time maintenance worker to help with the events and to raise the seasonal hours from 1800 to 2400 hours. Commissioners said that they don't have a problem with this as long as we are marketing the park at the same time.

Commission and Budget Member discussion on the proposed charges.

Commissioner Cramblett asked about the vehicle replacement line item and have we looked at a small electrical truck for the park so we don't have to put fuel in it. Todd would like to have 2 small trucks like a Toyota.

- e. Toll Booth Operations: Last year's budget was \$435,039 and you see here \$353,713 proposed for this budget year.

Commission and Budget Member discussion on the proposed charges.

Commissioner Groves asked are we paying our toll takers that work odd shifts differential pay. Commissioner Groves would like to see this worked in to the budget.

- f. Special Bridge Preservation and Repair Fund: IGM Koch went over the 10 year plan with the hiring of a Bridge engineer and the toll booth technology. Commission and Budget Member discussion on the proposed charges.

Commissioner Mohr would like to start a set fund of \$40,000 that would not get spent. Commission and Budget Members think this is a good start. Commissioner Mohr would like whatever is left over from the \$235,000 to get added to the \$40,000.

- g. Development Fund: IGM Koch purposed a new Development Fund aimed at capturing land sales we think we will see this next budget year. This is where we go if we say we need \$300,000 for a water line in the Industrial Park.

Commission and Budget Member discussion on the proposed charges.

6. PUBLIC COMMENT: None

7. APPROVAL OF 2014-2015 BUDGET OR SET ANOTHER MEETING DATE:

Discussion on the next Budget Meeting for June 12, 2014 at 6 pm at City Hall.

IGM Koch thanks the Budget Committee for their time and pointed out that this needs to be your budget not the staff's budget.

8. RECESS/ADJOURNMENT


COMMISSION GROVES MADE A MOTION TO ADJOURN THE MEETING AT 8:45 PM. BUDGET MEMBER BROSTOFF SECONDED THE MOTION. Motion passed unanimously.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Joeline Caldwell, Secretary
Port Commission

DATE APPROVED: 6/19/14

Prepared by: Melissa Warren