

ANNUAL BUDGET

Fiscal Year 2023-2024

Presented: April 19, 2024

BUDGET COMMITTEE

Board Members

Greg Weast	President
Robert Wallace	Vice-President
Staci Coburn	Treasurer
David A. Griffith	Secretary
John Willer	Asst Sec./Treas.

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Position 1: Steve Kramer	6/30/2024
Position 2: John Amery	6/30/2025
Position 3: Nate Stice	6/30/2025
Position 4: Allen Weast	6/30/2025
Position 5: Ryan Bessette	6/30/2024

Staff

Andrea Klaas - Executive Director
Jennifer Toepke - Executive Assistant

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

RE: Fiscal Year 2023-2024 Budget Message

April 19, 2023

I hereby present the recommended budget for the Port of The Dalles for the fiscal year beginning July 1, 2023 and ending June 30, 2024. I am presenting a balanced budget as required by Oregon State law.

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 guest 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. This fund was reactivated August 2021 due to the fire.

A Look Back:

- 2022-2023 saw the Port, as with many businesses, slowly emerge from the COVID pandemic. Many meetings were still available virtually, but many also offered an in-person option. The Port office was staffed full-time, and commission meetings returned to in-person.
- Unbelievably there was a second, though much smaller, fire in the marina on the B dock. Five boathouses were destroyed, and others damaged.
- While interest rates were low we saw a lot of activity from local businesses looking to expand. Unfortunately as rates started to go up, this cooled interest.
- The Port continued to look for ways to work with the community of Dufur and the businesses there.
- The Port and Wasco County continued to work together to address our concerns about the provisions in the management plan for the Columbia River Gorge National Scenic Area, recently adopted by the Columbia River Gorge Commission. This plan limits The Dalles Urban Growth expansion to a maximum of 50 acres.



- The Port joined with the City of The Dalles and Wasco County Economic Development Commission to help implement a \$600,000 Environmental Protection Agency Brownfield's grant that was awarded to the City of The Dalles. This was well received by property owners and the coalition is now seeking an additional \$1million to continue the work.
- The Port is completing a strategic business plan update as required by the Oregon Legislature by June 30, 2023.

A Look Forward:

Port staff are looking forward to continued normal operations during the 23/24 fiscal year.

The main focus areas for the Port work plan have not changed, they 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 for partnership projects with community partners, but also will look for State and Federal funding opportunities. Projects could include: assist Wasco County and the City of The Dalles in their efforts to expand the urban growth boundary, engage a grant writer, work with the community college, downtown redevelopment, property acquisition.

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. The Port will also work to develop strong partnerships with downtown The Dalles property owners and work with them to bring more businesses to the downtown core.

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 I am again budgeting conservatively and estimating a 2% tax base growth and 90% tax collection rate.

Thank you for your time serving on the budget committee.

Sincerely,

A handwritten signature in blue ink that reads "Andrea Klaas".

Andrea Klaas, Budget Officer
541-298-4148

Table 1: Work Plan 2022-2023


4/7/23		
1	Develop and Implement Marketing Plan for the Port	Notes/Comments
	1.1 Develop marketing partnerships	Airport
★★	1.2 Invite area economic development partners to The Dalles	On-going: include State and Federal legislators
★★	1.3 Continue to update all marketing material	On-going: website; inquiry response material; informational cut sheets and property information, newsletter, Outreach team book
★	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,....
★	1.5 Community Special Districts Day	
★	1.6 Host regional Ports meeting annually	Arlington, Rufus, Klickitat, Hood River, Cascade Locks, Skamania
★★	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.
2	Business Expansion, Retention and Recruitment	Notes/Comments
★★★★	2.1 Contact all Port area businesses	Call/meet with all businesses to check on business health, work force, anything else. Include Port Commissioners as their schedule permits.
★★★★	2.2 Assist with business expansion, retention	On-going: Partner with Main Street, City of The Dalles, Wasco EDC, Small Business Development Center; WorkSourceOR; Rural ag support
★	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
★★★	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
3	Acquire employment property that supports the creation, retention, expansion and recruitment of businesses and jobs that will enhance the economy of the Port	Notes/Comments
★★	3.1 Identify potential private sector partners	On-going: Identify building and land owners that the Port could partner with; identify financial partners
★★★★	3.2 Look at purchasing/investing in real estate	Evaluate on a case-by-case basis; Port's investment should be recouped over time. Deal of the month
★★★	3.3 Explore opportunities in Dufur	Dufur has updated their strategic plan and is working on a waste water facilities update plan; Map industrial land and evaluate opportunities
★★★	3.4 Support UGB expansion through CRGC Management Plan Update process	At this point, completed due to the adoption of the current management plan. May transition to another phase.
★★★	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
★	3.6 County zoning maps with industrial land identified	
★★★★	3.7 Brownfields partnership with City and Wasco EDC	
4	Downtown Involvement	Notes/Comments
★★	4.1 Look for partnership/support opportunities	With City or MCEDD
★★	4.2 Evaluate Electric Vehicle charging options downtown	
5	Port Admin	Notes/Comments
★★	5.1 Update Policies per SDAO recommendations	On-going
★★	5.2 Community Outreach Team Support	Transition from Port to County and MCEDD
★★★	5.3 Update Port Strategic Plan	Apply for PPM funds to cover a portion of the cost.
★★	5.4 Update Employee Handbook to keep current with legislation	Divide up handbook updates to accomplish over multiple years
★★★	5.5 Port emergency preparedness plan	Develop an emergency preparedness plan for Port operations and emergency response.
★★★★	5.6 Complete office building rehab projects	Repaint office - inside.
★★★	5.7 Look for opportunities to leverage Port assets with State and Federal grants	
6	Marina	
★★★★	6.1 Fire recovery	
	6.2 Work with OSMB on funding to update launch ramp	

Table 2: Tax Revenue Estimate

2023/2024		
Port of The Dalles tax rate:	\$0.0002007	
	2023/2024 Estimate	<i>2022/23 Actual</i>
Total Assessed Value	\$ 2,571,796,967	\$ 2,521,369,575
UR Excess Value	\$ (106,214,809)	\$ (104,132,166)
Value to Calculate Rate	\$ 2,465,582,157	\$ 2,417,237,409
Taxes	\$ 494,842	\$ 485,140
less M5 Compression	\$ (16,785)	\$ (16,456)
+Additional Taxes		\$116
Taxes to be Received	\$ 478,057	\$ 468,799
County Collection Rate		90.4%
Port estimate based on 90% collection rate:	\$ 430,251	\$ 423,795
(Line 16 General Fund budget)		

Table 3: Historical Tax Receipts

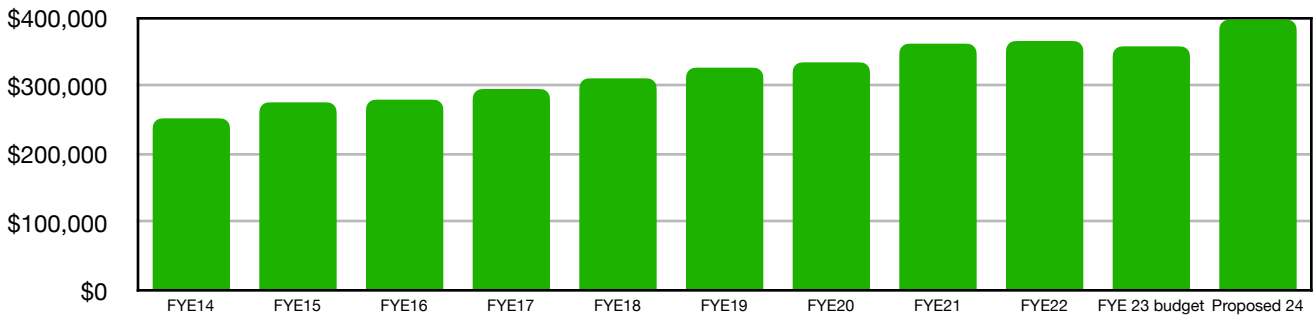
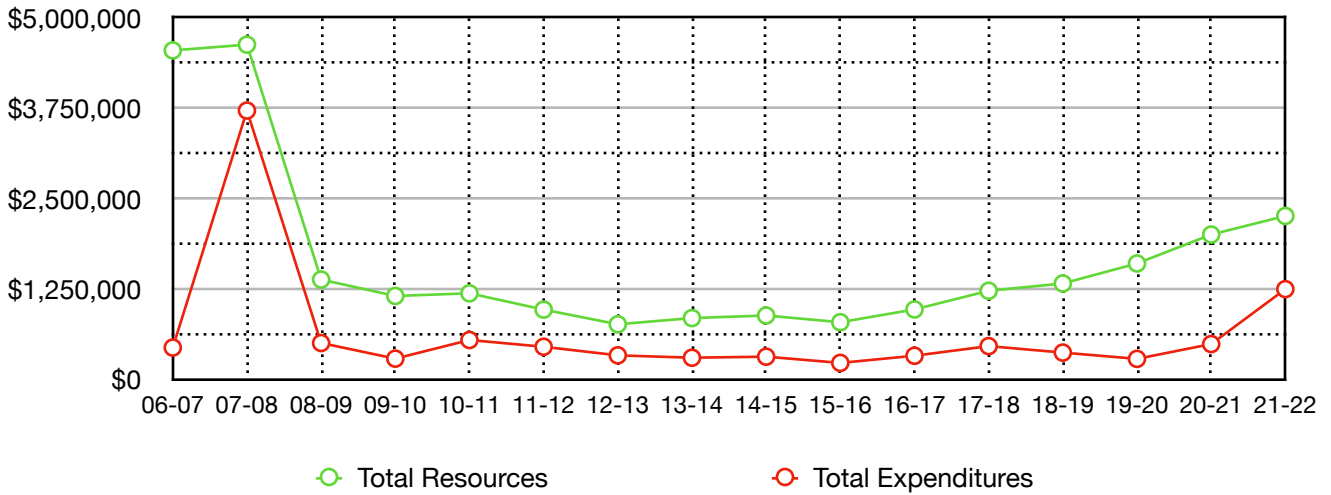


Table 4: Top 10 Wasco County Taxpayers for Tax Year 2022

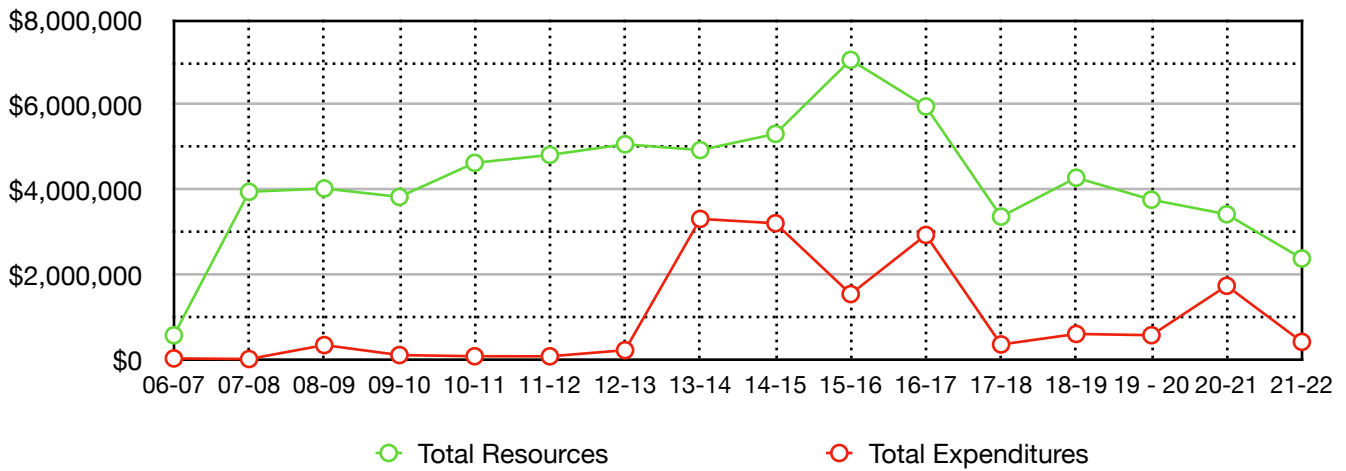
1	Google LLC (new)	6	Lumen Technologies LLC (Century Link and Level 3 Communications) (4)
2	Design LLC (7)	7	Oregon Cherry Growers LLC (new)
3	UPRR (1)	8	FM Dalles F LLC (Fred Meyer) (6)
4	Northern Wasco PUD (2)	9	Gas Transmission Northwest LLC (5)
5	BNSF Railway Company (new)	10	Northwest Natural Gas Company (9)

Table 5: Historical Audited Resources and Expenditures - 2006 to 2022

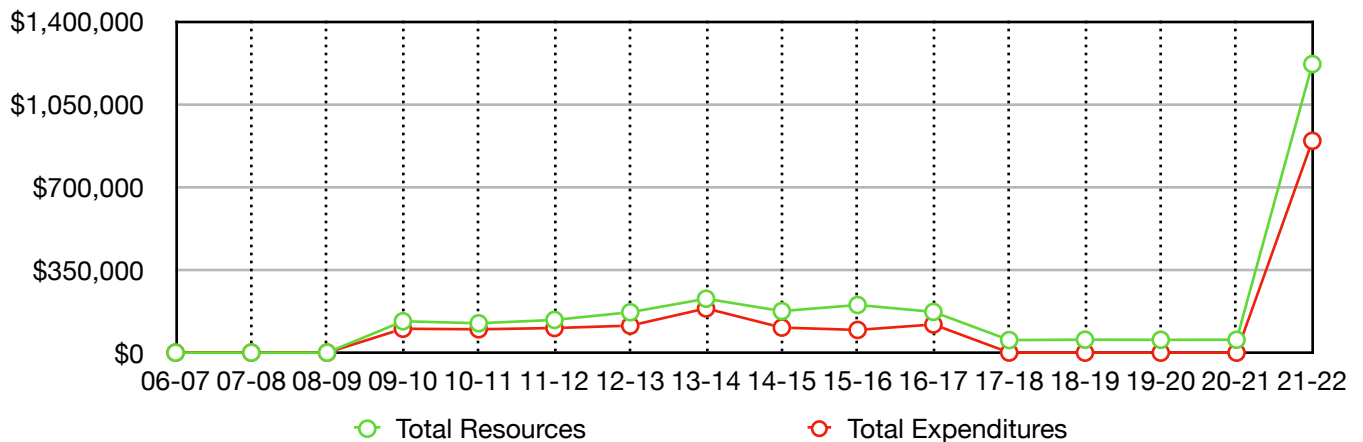
General Fund



Port Development Fund



Marina Fund



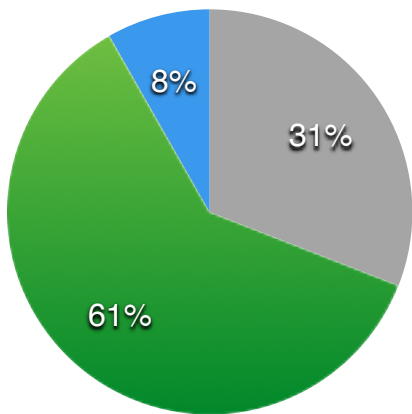
2023/2024 Proposed Budget Summary

Table 5: Summary of all Funds, combines the proposed budget amounts for the three Port funds and and compares the totals to the 2022/23 budgeted amounts.

Table 6: Summary of all Funds

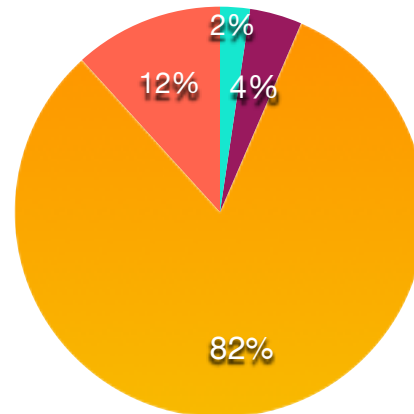
	General Fund	Port Development Fund	Marina Fund	2023/24 Proposed Budget Totals	2022/23 Adopted Budget	Delta
TOTAL RESOURCES	\$ 6,935,688	\$ 14,458,262	\$1,847,272	\$ 23,241,222	\$ 20,459,809	\$ 2,781,413
REQUIREMENTS						
Personal Services	\$ 400,000	\$ 0	\$ 0	\$ 400,000	\$ 330,000	\$ 70,000
Materials and Services	\$ 296,000	\$ 405,000	\$ 0	\$ 701,000	\$ 606,500	\$ 94,500
Capital Outlay	\$ 4,050,000	\$ 9,000,000	\$ 900,000	\$ 13,950,000	\$ 12,850,000	\$ 1,100,000
Special Payments	\$ 0	\$ 2,000,000	\$ 0	\$ 2,000,000	\$ 3,000,000	\$(1,000,000)
Debt Service	\$ 0	\$ 0	\$ 84,466	\$ 84,466	\$ 0	\$ 84,466
Transfers	\$ 1,300,000	\$ 200,000	\$ 808,068	\$ 2,308,068	\$ 700,000	\$ 1,608,068
Contingencies	\$ 100,000	\$ 200,000		\$ 300,000	\$ 300,000	\$ 0
TOTAL EXPENDITURES	\$ 6,146,000	\$ 11,805,000	\$1,792,534	\$ 19,743,534	\$ 17,786,500	\$ 1,957,034
Unappropriated Ending Fund Balance	\$ 789,688	\$ 2,653,262	\$ 54,738	\$ 3,497,688	\$ 2,673,309	\$ 824,379

Resources by Fund



- General Fund
- Port Development Fund
- Marina

Requirements by Allocation



- Personal Services
- Materials and Services
- Capital Outlay
- Special Payments

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 \$430,251 this year), leased land, interest, and some grants. Additionally, I have budgeted a transfer in 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 resources and requirements related to property development and the marina are reflected in the Port Development Fund and Marina Fund (MF) respectively. Of note is \$4 million in both resources and requirements. This is budgeted for a possible redesign and upgrade to the launch ramp and restroom facilities. This will only occur if the Port is able to get grant funding to cover the majority of the associated costs.

Resources

- **Line 1. Beginning Cash on Hand** – \$1,096,994. This is derived from the projected balance in both Umpqua Bank and the LGIP funds (as of 3/31/2023), less projected year-end expenses and inter-fund transfers.
- **Line 2. Interest from Earnings** – \$32,910. This number is based on a 3% interest rate.
- **Line 6. Grants** – \$4,000,000. Possible project: Launch ramp redesign and rebuild
- **Line 7. Launch Ramp and Transient Moorage** – \$3,000 from transient guest moorage payments.
- **Line 8. Loan Repayments** – \$84,466. This reflects marina fire loan payment.
- **Line 9. Leased Land & Facilities** – \$60,000. This represents projected rent from PowerEngineers, Crestline, and Meadow Billboard Lease.
- **Line 16. Taxes Estimated to be Received:** \$430,251
- **Line 18. TOTAL RESOURCES: \$6,935,688**

Requirements

- **Line 1. 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, and administrative support.
- **Line 2. Taxes and Benefits** - Includes Port expenses associated with FICA, PERS, workman's comp, unemployment, health, vision, and dental.
- **Line 8. Maintenance: Supplies and Services**- Building and property upkeep.
- **Line 11. 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 14. Contracted Services** – The Port is contracting for landscaping, lawn care, facilities maintenance, office cleaning. Also contemplated is a grant writer, possibly in partnership with other agencies.
- **Line 15. 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.
- **Line 19. Launch Ramp/Transient Moorage** - Capital outlay to upgrade the existing launch ramp and public restroom facilities.
- **Line 22. Transfer to Other Funds** - \$1,300,000 to be moved into the Port Development Fund if funds are available at year end. This is inline with our policy of returning excess resources to the Port Development Fund.
- **Line 27. TOTAL REQUIREMENTS: \$6,935,688**

The proposed 2023/2024 budget will leave the General Fund with an unappropriated ending fund balance of \$789,688 which is sufficient to cover GF operations from July 1, 2023 - December 1, 2023 at which time we will receive our tax distribution from the County.

Table 7: Year to Year GF Resource Comparison (audited)

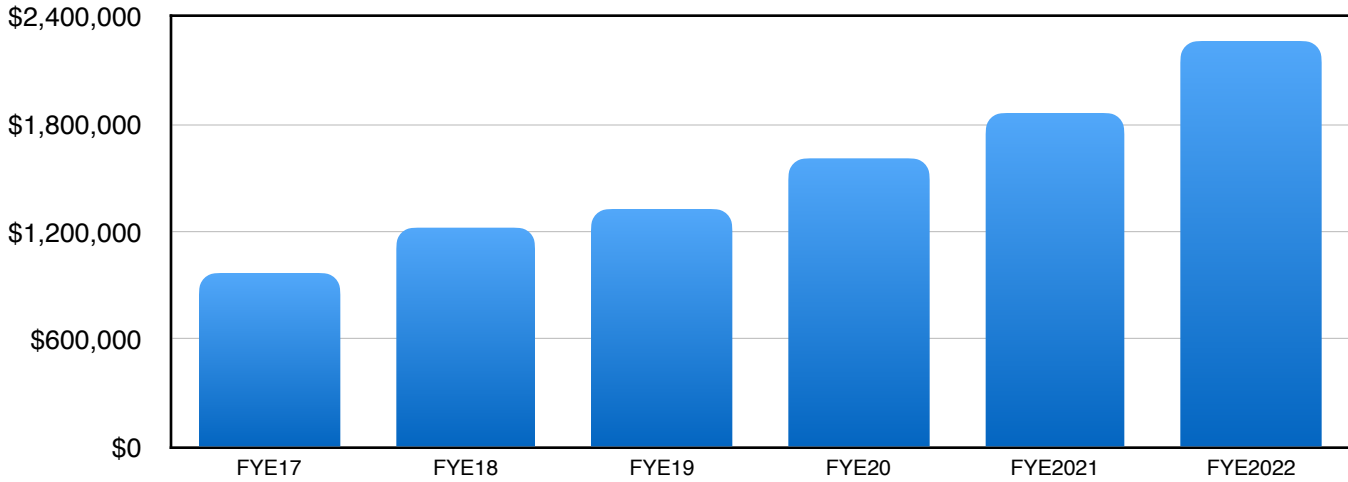
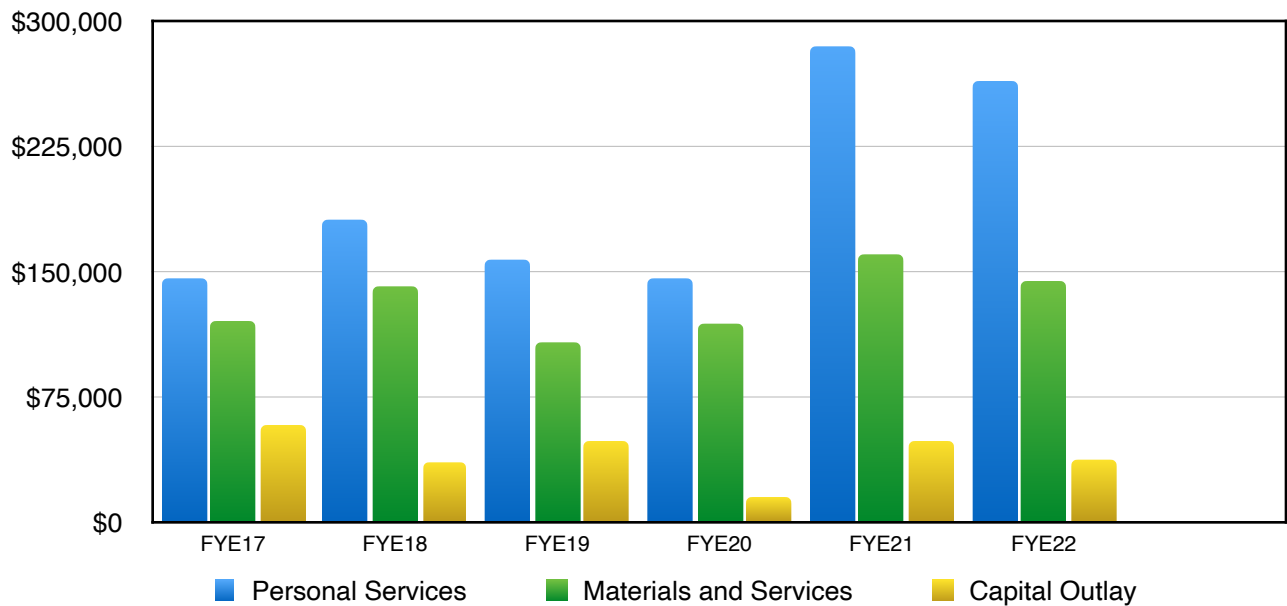


Table 8: Year to Year GF Expenditure Comparison (audited)



FORM LB-20		RESOURCES GENERAL FUND			Port of The Dalles					
Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023-2024*						
Actual		Adopted Budget This Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 20-21	First Preceding Year 21-22									
1	\$ 1,320,746	\$ 1,521,940	\$ 924,904	1	Beginning cash on hand(1) (cash basis) or	\$ 1,096,994	\$ 0	\$ 0	0	1
2	\$ 12,974	\$ 8,500	\$ 5,549	2	Interest from Cash in Bank	\$ 32,910	\$ 0	\$ 0	0	2
3	\$ 0	\$ 0	\$ 200,000	3	Transfer from Other Funds	\$ 200,000	\$ 0	\$ 0	0	3
4	\$ 2,722	\$ 10,927	\$ 5,000	4	Previously levied taxes estimated to be received	\$ 5,000	\$ 0	\$ 0	0	4
5				5	OTHER RESOURCES					5
6	\$ 65,631	\$ 10,723	\$ 4,000,000	6	Grants (2)	\$ 4,000,000	\$ 0	\$ 0	0	6
7	\$ 3,494	\$ 2,475	\$ 3,000	7	Launch ramp and Transient moorage	\$ 3,000	\$ 0	\$ 0	0	7
8	\$ 26,104	\$ 101,656	\$ 12,000	8	Loan Repayments (3)	\$ 84,466	\$ 0	\$ 0	0	8
9	\$ 44,564	\$ 19,748	\$ 95,000	9	Leased land and Facilities	\$ 60,000	\$ 0	\$ 0	0	9
10	\$ 19,577	\$ 15,824	\$ 2,000	10	Other Income (4)	\$ 15,000	\$ 0	\$ 0	0	10
11	\$ 150,000	\$ 200,000	\$ 200,000	11	Transfer In	\$ 1,008,068				11
12				12						12
13				13						13
14				14						14
15	\$ 1,645,812	\$ 1,891,793	\$ 5,447,453	15	Total resources, except taxes to be levied	\$ 6,505,437	\$ 0	\$ 0	0	15
16			\$ 357,666	16	Taxes estimated to be received	\$ 430,251	\$ 0	\$ 0	0	16
17	\$ 362,040	\$ 367,882		17	Taxes collected in year levied					17
18	\$ 2,007,852	\$ 2,259,675	\$ 5,805,119	18	TOTAL RESOURCES	\$ 6,935,688	\$ 0	\$ 0	0	18

FORM LB-30		REQUIREMENTS SUMMARY GENERAL FUND			Port of The Dalles					
Historical Data			REQUIREMENTS For: <u>Administration</u>	Budget for Next Year 2023-2024*						
Actual		Adopted Budget This Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 20-21	First Preceding Year 21-22									
				PERSONAL SERVICES						
1	\$ 187,533	\$ 181,776	\$ 230,000	1	Wages and Salaries (1)	\$ 300,000	\$ 0	\$ 0	0	1
2	\$ 88,259	\$ 83,165	\$ 100,000	2	Taxes and Benefits (2)	\$ 100,000	\$ 0	\$ 0	0	2
3	\$ 275,792	\$ 264,941	\$ 330,000	3	TOTAL PERSONAL SERVICES	\$ 400,000	\$ 0	\$ 0	0	3
4	2	2	3	4	Total Full-Time Equivalent (FTE)	3.0	3.0	3.0	3.0	4
				MATERIAL AND SERVICES						
6	\$ 22,537	\$ 6,924	\$ 12,000	6	Office Supplies & Equipment (3)	\$ 12,000	\$ 0	\$ 0	0	6
7	\$ 9,890	\$ 9,552	\$ 19,000	7	Utilities (4)	\$ 19,000	\$ 0	\$ 0	0	7
8	\$ 41,604	\$ 7,965	\$ 18,000	8	Maintenance: supplies and services	\$ 20,000	\$ 0	\$ 0	0	8
9	\$ 5,566	\$ 16,181	\$ 35,000	9	Travel, Education, and Meetings (5)	\$ 50,000	\$ 0	\$ 0	0	9
10	\$ 13,874	\$ 15,321	\$ 20,000	10	Insurance- Property and Liability	\$ 25,000	\$ 0	\$ 0	0	10
11	\$ 23,595	\$ 15,095	\$ 24,000	11	Dues and Memberships	\$ 30,000	\$ 0	\$ 0	0	11
12	\$ 4,899	\$ 10,035	\$ 11,000	12	Legal	\$ 20,000	\$ 0	\$ 0	0	12
13	\$ 4,700	\$ 7,250	\$ 10,000	13	Accounting & Audit	\$ 20,000	\$ 0	\$ 0	0	13
14	\$ 16,845	\$ 18,287	\$ 50,000	14	Contracted Services	\$ 75,000	\$ 0	\$ 0	0	14
15	\$ 17,731	\$ 37,613	\$ 17,000	15	Launch Ramp and Transient Moorage	\$ 25,000	\$ 0	\$ 0	0	15
16	\$ 161,241	\$ 144,223	\$ 216,000	16	TOTAL MATERIALS AND SERVICES	\$ 296,000	\$ 0	\$ 0	0	16
				CAPITAL OUTLAY						
18	\$ 48,879	\$ 12,875	\$ 50,000	18	Port Facilities	\$ 50,000	\$ 0	\$ 0	0	18
19	\$ -0	\$ 24,429	\$ 4,000,000	19	Launch Ramp/Transient Moorage	\$ 4,000,000	\$ 0	\$ 0	0	19
20	\$ 48,879	\$ 37,304	\$ 4,050,000	20	TOTAL CAPITAL OUTLAYS	\$ 4,050,000	\$ 0	\$ 0	0	20
				TRANSFER TO OTHER FUNDS & CONTINGENCY						
22	\$ -0	\$ 800,000	\$ 500,000	22	Transfer to other funds	\$ 1,300,000	\$ 0	\$ 0	0	22
23	\$ -0	\$ -0	\$ 100,000	23	General Operating Contingency	\$ 100,000	\$ 0	\$ 0	0	23
24	\$ -0	\$ 800,000	\$ 600,000	24	TOTAL TRANSFER AND CONTINGENCY	\$ 1,400,000	\$ 0	\$ 0	0	24
25	\$ 485,912	\$ 1,246,468	\$ 5,196,000	25	TOTAL EXPENDITURES	\$ 6,146,000	\$ 0	\$ 0	0	25
26	\$ 1,521,940	\$ 1,013,207	\$ 609,119	26	UNAPPROPRIATED ENDING FUND BALANCE	\$ 789,688	\$ 0	\$ 0	0	26
27	\$ 2,007,852	\$ 2,259,675	\$ 5,805,119	27	TOTAL REQUIREMENTS	\$ 6,935,688	\$ 0	\$ 0	0	27

* May not sum to total due to rounding 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

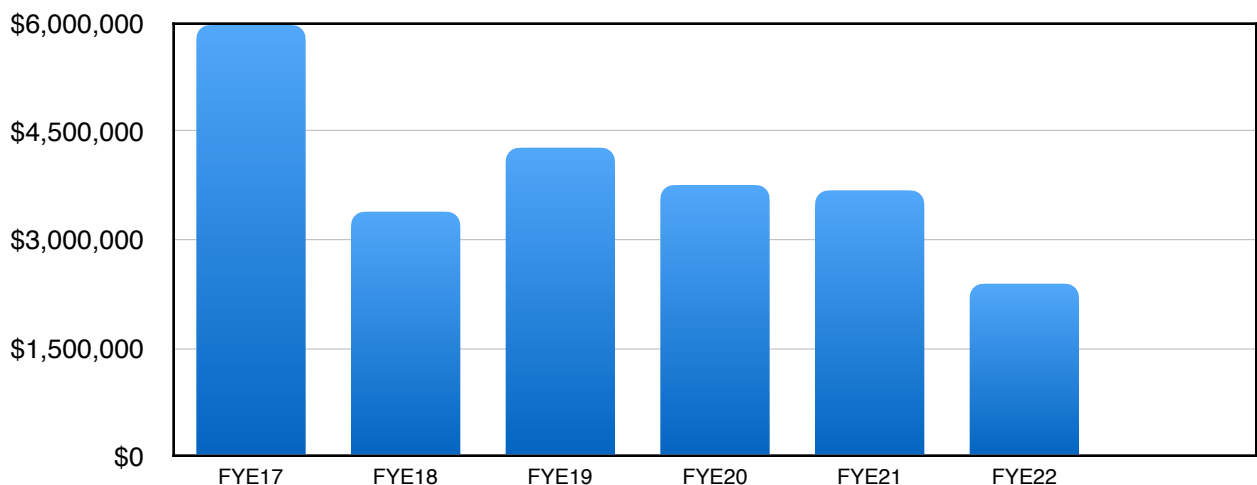
PORT DEVELOPMENT FUND:

This fund is the Port’s “Development” Fund (PDF) and we will be working on leveraging this fund this year. The Port will focus efforts on attaining State and Federal grants and Congressionally marks. This fund is intended to be used for acquisition, development, and marketing of development projects in the 2023/24 year. The Port continues to work with the City of Dufur to assist with needs in their growing community and will look for industrial development opportunities. A strong focus this year will be on property acquisition efforts and identifying ways that the Port can continue to help the economy of the Port District grow.

Resources

- **Line 1. Cash on Hand** – \$2,089,343. This number comes from the projected balance in both Umpqua Bank and the LGIP fund.
- **Line 2. Interest From Earnings** – This is based on a 3% interest rate.
- **Line 3. Transfer From Other Funds** - \$1,300,000. This is a possible transfer in 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 6. Land Sales & Interest From Contracts** – This is based on selling 4 acres at \$500,000/acre, plus existing land contracts.
- **Line 7. Other Income** - Budgeted at \$4,000,000. The Port has applied for \$3million in Congressional directed marks, and there may be other resources pursued this year.
- **Line 8. 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 April 14, 2023 = 5.3%, so the interest rate will increase to 6.6% this year.
- **Line 11. TOTAL RESOURCES: \$14,458,262**

Table 9: Year to Year PDF Resource Comparison (audited)

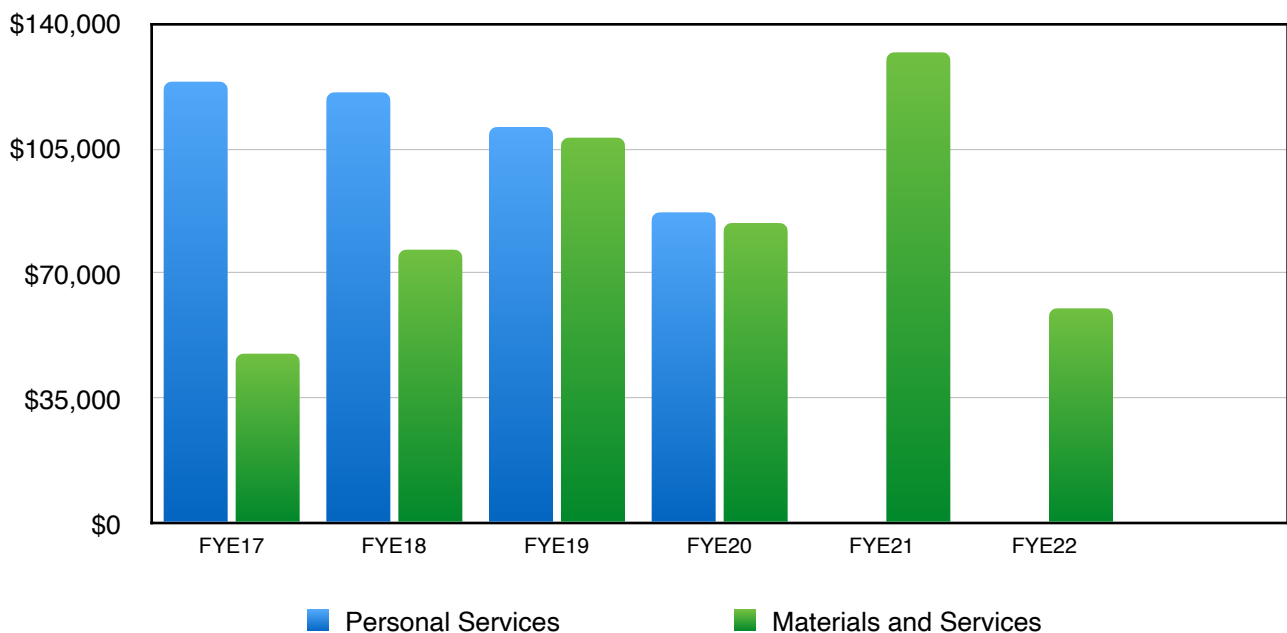


Requirements

- **Line 6. Accounting & Audit** - This fund’s contribution to audit costs.
- **Line 11. Land Acquisition, Development, Improvements** – \$9,000,000 For potential projects.
- **Line 16. Other Partnership Projects** – \$2,000,000. This line item is included to partner with the City of The Dalles, the City Dufur, Wasco County, or other district/entity that the Port can legally partner with.
- **Line 22. Transfer to Other Funds** - \$200,000 to the General Fund to contribute to the cost of Port operations.
- **Line 23. Contingency** - This has been increased to \$200,000 and will be used to cover unanticipated expenses.
- **Line 27. TOTAL REQUIREMENTS: \$14,458,262**

This will leave the Port Development Fund with an unappropriated ending fund balance of \$2,653,262.

Table 10: Year to Year PDF Expenditure Comparison (audited)



FORM LB-20		RESOURCES PORT DEVELOPMENT FUND			Port of The Dalles					
Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023-2024*						
Actual		Adopted Budget This Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 20-21	First Preceding Year 21-22									
1	\$ 3,191,744	\$ 1,916,076	\$ 1,433,744	1	Beginning cash on hand*(1) (cash basis) or	\$ 2,089,343	\$ 0	\$ 0	0	1
2	\$ 23,584	\$ 8,322	\$ 8,602	2	Interest from Earnings	\$ 62,680	\$ 0	\$ 0	0	2
3	\$ 0	\$ 0	\$ 500,000	3	Transfer from Other Funds	\$ 1,300,000	\$ 0	\$ 0	0	3
4				4	OTHER RESOURCES					4
5	\$ 0	\$ 0	\$ 4,000,000	5	Grants	\$ 4,000,000	\$ 0	\$ 0	0	5
6	\$ 9,109	\$ 9,130	\$ 1,505,000	6	Land Sales & Interest from Contracts	\$ 2,500,000	\$ 0	\$ 0	0	6
7	\$ 159,119	\$ 26,525	\$ 5,000,000	7	Other Income	\$ 4,000,000	\$ 0	\$ 0	0	7
8	\$ 39,310	\$ 39,310	\$ 39,310	8	Loan Repayment City of Dufur	\$ 42,225	\$ 0	\$ 0	0	8
9	\$ 231,122	\$ 612,289	\$ 539,310	9	Loan Repayment CGCC	\$ 464,014	\$ 0	\$ 0	0	9
10	\$ 3,653,988	\$ 2,611,652	\$ 13,025,966	10	TOTAL RESOURCES	\$ 14,458,262	\$ 0	\$ 0	0	10

* May not sum to total due to rounding (1) 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 2023-2024*						
Actual		Adopted Budget This Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 20-21	First Preceding Year 21-22									
1				1	MATERIAL AND SERVICES					1
2	\$ 0	\$ 0	\$ 0	2	Utilities	\$ 0	\$ 0	\$ 0	0	2
3	\$ 3,918	\$ 3,931	\$ 15,000	3	Travel, marketing promotion, and meetings	\$ 25,000	\$ 0	\$ 0	0	3
4	\$ 0	\$ 0	\$ 0	4	Insurance - liability	\$ 0	\$ 0	\$ 0	0	4
5	\$ 4,602	\$ 630	\$ 15,000	5	Legal	\$ 15,000	\$ 0	\$ 0	0	5
6	\$ 10,000	\$ 7,265	\$ 10,000	6	Accounting & Audit	\$ 15,000	\$ 0	\$ 0	0	6
7	\$ 113,485	\$ 47,272	\$ 200,000	7	Contracted Services	\$ 200,000	\$ 0	\$ 0	0	7
8	\$ 0	\$ 1,396	\$ 150,500	8	Land Sale Costs (i.e. closing, commisissions)	\$ 150,000	\$ 0	\$ 0	0	8
9	\$ 132,005	\$ 60,494	\$ 390,500	9	TOTAL MATERIALS AND SERVICES	\$ 405,000	\$ 0	\$ 0	0	9
10				10	CAPITAL OUTLAYS					10
11	\$ 0	\$ 0	\$ 8,500,000	11	Land Acquisition, Development, Improvements	\$ 9,000,000	\$ 0	\$ 0	0	11
12	\$ 3,231	\$ 0	\$ 0	12	Partnership Projects	\$ 0				12
13	\$ 3,231	\$ 0	\$ 8,500,000	13	TOTAL CAPITAL OUTLAYS	\$ 9,000,000	\$ 0	\$ 0	0	13
14				14	SPECIAL PAYMENTS					14
15	\$ 1,300,000	\$ 0	\$ 0	15	CGCC partnership project	\$ 0	\$ 0	\$ 0	0	15
16	\$ 0	\$ 0	\$ 3,000,000	16	Other partnership projects	\$ 2,000,000	\$ 0	\$ 0	0	16
17	\$ 1,300,000	\$ 0	\$ 3,000,000	17	TOTAL OTHER EXPENSES	\$ 2,000,000	\$ 0	\$ 0	0	17
18				18	DEBT SERVICE					18
19	\$ 152,676	\$ 156,577	\$ 0	19	Debt Service	\$ 0	\$ 0	\$ 0	0	19
20	\$ 152,676	\$ 156,577	\$ 0	20	TOTAL DEBT SERVICE	\$ 0	\$ 0	\$ 0	0	20
21				21	TRANSFER TO OTHER FUNDS					21
22	\$ 150,000	\$ 200,000	\$ 200,000	22	Transfer to Other Funds	\$ 200,000	\$ 0	\$ 0	0	22
23	\$ 0	\$ 0	\$ 200,000	23	General Operating Contingency	\$ 200,000	\$ 0	\$ 0	0	23
24	\$ 150,000	\$ 200,000	\$ 400,000	24	TOTAL TRANSFERS AND CONTINGENCY	\$ 400,000	\$ 0	\$ 0	0	24
25	\$ 1,737,912	\$ 417,071	\$ 12,290,500	25	TOTAL EXPENDITURES	\$ 11,805,000	\$ 0	\$ 0	0	25
26	\$ 1,916,076	\$ 2,194,581	\$ 735,466	26	UNAPPROPRIATED ENDING FUND BALANCE	\$ 2,653,262	\$ 0	\$ 0	0	26
27	\$ 3,653,988	\$ 2,611,652	\$ 13,025,966	27	TOTAL REQUIREMENTS	\$ 14,458,262	\$ 0	\$ 0	0	27

* May not sum to total due to rounding 1. Wages have been combined; 2. Payroll taxes and benefits have been combined

MARINA FUND:

This was another extraordinary year at the Marina. In 2021 the General Fund loaned the Marina Fund money to cover the costs of fire clean up and debris disposal. This budget reflects replacement projects as well as resources that may be received in this fiscal year.

Resources

- **Line 1. Cash on Hand** – \$337,157. This number comes from the projected balance in both Umpqua Bank and the LGIP fund.
- **Line 2. Interest from Earnings.** Based on 3% interest rate
- **Line 4. Fire Emergency. \$1,500,000** reimbursement receipts
- **Line 5. TOTAL RESOURCES: \$1,847,272**

Requirements

- **Line 14. Capital Outlays.** \$900,000 for construction projects in the marina, i.e new dock.
- **Line 17. Debt Service. \$84,466** Loan payment to the General Fund.
- **Line 20. TOTAL REQUIREMENTS: \$1,847,272**

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 concessionaire 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-20		SPECIAL FUND RESOURCES			Port of The Dalles				
		MARINA FUND							
Historical Data			Adopted Budget This Year 2022-23	RESOURCE DESCRIPTION	Budget for Next Year 2023-2024*				
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 20-21	First Preceding Year 21-22								
1	\$ 54,114	\$ 54,498	\$ 127,956	1	Beginning cash on hand(1) (cash basis) or	\$ 337,157	\$ 0	\$ 0	1
2	\$ 384	\$ 284	\$ 768	2	Interest from Earnings	\$ 10,115	\$ 0	\$ 0	2
3				3	OTHER RESOURCES				5
4	\$ 0	\$ 1,162,641	\$ 1,500,000	4	Fire Emergency	\$ 1,500,000	\$ 0	\$ 0	4
5	\$ 54,498	\$ 1,217,423	\$ 1,628,724	5	TOTAL RESOURCES	\$ 1,847,272			5
6	0.5	0	0	6	Total Full-Time Equivalent (FTE)	0	0	0	6

FORM LB-30		SPECIAL FUND REQUIREMENTS			Port of The Dalles				
		MARINA FUND							
Historical Data			Adopted Budget This Year 2022-23	REQUIREMENTS FOR: <u>Marina</u>	Budget for Next Year 2023-2024*				
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 20-21	First Preceding Year 21-22								
7				7	MATERIAL AND SERVICES				7
8	\$ 0	\$ 0	\$ 0	8	TOTAL MATERIALS AND SERVICES	\$ 0	\$ 0	\$ 0	8
9				9	CAPITAL OUTLAYS				9
10		\$ 893,717	\$ 300,000	10	Fire Emergency	\$ 900,000	\$ 0	\$ 0	10
11	\$ 0	\$ 893,717	\$ 300,000	11	TOTAL CAPITAL OUTLAYS	\$ 900,000	\$ 0	\$ 0	11
12				12	OTHER EXPENSES				12
13				13	TOTAL OTHER EXPENSES	\$ 0	\$ 0	\$ 0	13
14				14	TRANSFER TO OTHER FUNDS & DEBT				14
15	\$ 0	\$ 0	\$ 0	15	TOTAL TRANSFER AND CONTINGENCY	\$ 808,068	\$ 0	\$ 0	15
16				16	Debt Service	\$ 84,466		\$ 0	16
17	\$ 0	\$ 893,717	\$ 300,000	17	TOTAL EXPENDITURES	\$ 1,792,534	\$ 0	\$ 0	17
18				18					18
19	\$ 54,498	\$ 323,706	\$ 1,328,724	19	UNAPPROPRIATED ENDING FUND BALANCE	\$ 54,738	\$ 0	\$ 0	19
20	\$ 54,498	\$ 1,217,423	\$ 1,628,724	20	TOTAL REQUIREMENTS	\$ 1,847,272	\$ 0	\$ 0	20

* May not sum to total due to rounding (1) The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year.

Glossary of Terms

COVID-19*Coronavirus disease 2019*

CRGC.....*Columbia River Gorge Commission*

EPA.....*US Environmental Protection Agency*

FICA.....*Federal Insurance Contributions Act*

LGIP.....*Local Government Investment Pool*

LIBOR.....*London Inter-bank Offered Rate. A common benchmark for interest rates*

MCEDD*Mid-Columbia Economic Development District*

ORDEQ.....*Oregon Department of Environment Quality*

QB*Quickbooks*

PERS*Public Employee Retirement System*

PUD*Northern Wasco County People's Utility District*

SDAO.....*Special Districts Association of Oregon*

UGB*Urban Growth Boundary*

Wasco EDC*Wasco Economic Development Commission*

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.