



Proposed Budget
Fiscal Year 2020-2021

Budget Committee Members

Citizen Budget Committee Members:

Donna Mohr

Myra Walker

Diana Reedy Vanwinkle

Rob Peterson

Terry Zwanziger

Commission Committee Members:

Jess Groves

Brad Lorang

Joeinne Caldwell

John Stipan

Dean Bump

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Budget Message by GM Kaganova, Budget Officer

Port Priorities 2020-2021

As nearly all other businesses, response to COVID-19 restrictions and spread prevention altered the course the Commission set at its November strategic planning session. Port Priorities were reviewed at a subsequent strategic planning session in early May and the revised priorities directed the development of this budget. At the top of the priorities is the Bridge, as the largest revenue stream for the Port, as well as because of its vital role in the regional transportation. It is followed by COVID-19 response and assistance, critical maintenance of Port properties, and new development (parking lot at Moody Rd, emergency road, and 40,000sqft Flex 6 building). Additionally, the Commission solicited support by continuing to advocate for the Title 23 change, BUILD grant, protecting the appropriated \$2.4mil, and pursuing a partnership with the UPRR. Finally, a scaled community support and generating new revenue streams complete the list of priorities outlined.

2020-2021 Provisional Nature

The initial budget, as proposed, should be viewed as provisional. Typically, the revenues earned in the July and August months are proportionately larger than other months and drive the spending for the remainder of the year. Due to early stages of reopening in the Gorge, only unspecific projections can be made about actual revenues for these months. Revenues from tolls have been reduced in the current year and are projected to be about 25% lower than previous years.

The budget is developed with the understanding that a supplemental budget will be needed in the fall of 2020. The budget committee will be reconvened at that time.

Most capital improvements that are not critical will be postponed until the Supplemental Budget phase. Other improvements, which cannot be identified in the initial budget will be recommended for approval and adoption of the Supplemental Budget.

Scaling down operations and activities. There are several ways this budget is a scaled down version of previous recent budgets. Many of the expenses have been reduced where possible, including travel to DC, maintenance services, and staffing. The Port is supported by some of the most dedicated hard-working employees. This area of reductions has a particularly negative impact on the Port and the community and should be indicative of the particularly significant revenue reduction. This year, the Port will not fund 5 positions: Events Coordinator, Office Assistant, Bridge Manager, and 2 Seasonal Maintenance Workers.

Revenue streams

The Port has two major revenue streams: revenue from bridge tolling and revenues from commercial properties. In addition to the two streams, the Port has other revenue sources including, property taxes, events, campground, marina, and other. The additional streams are to be considered minor,

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however, to the extent that the Port can develop those streams into viable and sustainable enterprise activities, they are important to the overall diversification of revenues and good utilization of assets.

Investment Activities

The Port holds notes for JJJ property and Gorges Brewing due to the Port with the initial payment and 3.75%. The Port holds its reserves in the investment pool, generating 2.08% interest.

Debt Management

The Port acquired an additional loan last year for the purposes of constructing Flex 5 building.

In Spring 2021, \$2.4mil appropriated by the Oregon legislature to the Port of Cascade Locks are scheduled to be disbursed. The funds are restricted to infrastructure development in the Business Park. Upon disbursement, \$492,500 will be immediately relinquished to Business Oregon as pay down on Flex 5 loan to meet the obligations under the loan. The loan balance after this paydown will be just under \$4mil.

As a debt management strategy, Flex 5 loan, being in its earliest stages and one of the highest loans interest wise, should be paid down as much as possible. If applying the entire \$1.9mil additional to the balance, the savings will be \$2.6mil in interest over the 17 years. Adjusting for inflation, it is \$1.6mil savings in today's value of money. In total, the remainder of the loan can be paid off in less than 10 years. While very rewarding, this aggressive debt management strategy has drawbacks. Specifically, financing any additional development due to more limited Port capital for development may not be possible when an opportunity presents itself.

Funds and Activities

There are three Funds: General Fund, Development Fund, and Reserve Fund.

General Fund contains all revenue generating activities and property taxes, as well as all related expenses. The Development Fund includes loan proceeds and grants for development purposes, as well as related expenses. Finally, the Reserve Fund contains three reserve pools: 1) Bridge reserves – resources and expenditures allocated for future bridge maintenance and preservation activities, 2) Vehicle and Equipment Reserve – resources allocated for future vehicle and equipment purchases, and 3) Debt Service Reserve.

GENERAL FUND: General Operations

General Operations includes the administration, operation of the Marina, Campground, Park, Commission, Sternwheeler, and all other miscellaneous activity. There are 12 staff, who perform a variety of functions, such as executive, administrative, maintenance, and other. Main services to

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support the Port's mission of economic development are legal, engineering, economic development and government relations consulting and others.

GENERAL FUND: Bridge and Tolling

Significant improvements to the tolling operation were completed in 2019. Continuing to keep up with those investments and the service fee to the Port of Hood River, in accordance with the backroom agreement, are reflected. There are 2 Full Time and 6 Part Time Toll Collectors and a Supervisor, making up the staffing for the bridge operation.

The Bridge preservation is an ongoing effort, in which the Port engages in order to keep the bridge in good repair and with current weight limitations and to ensure its longevity. During 2020-2021, it is important to address the gusset plates and repainting on the bridge. This is reflected in the painting contract.

GENERAL FUND: Commercial Properties

Port owns four flexible space buildings (Flex building) in the Herman Creek Complex and one in the Business Park. An additional one is set to be constructed during the 2020-2021 budget year (See Development Fund for project description).

Port's Flex building leases are currently occupied or in the process of being occupied. By Spring of 2021, Flex 6 should be operational, which will cause vacancies in 3 smaller Flex buildings in the Herman Creek complex.

DEVELOPMENT FUND

The Port established the Development Fund to budget for specific development activities funded by property sales, grants, and other special funding sources. Despite the shortfall unfortunately created by the Coronavirus, the Commission and staff are committed to keeping up the great economic development momentum the Port created in the last few years. This year, the Port will be working on two developments – a 40,000 sq ft building in the Business Park and parking lot on Moody Road.

Flex 6 is expected to be financed by the State and is roughly estimated to be \$6mil. This building will support The Renewal Workshop, a business that grew with us from 6 to 25 employees in two years, in reaching their expansion goal and providing 100 jobs within the District.

The Port has been working on the Moody Road development in accord with the Forest Service's project to extend and connect existing trail and add mountain biking to the uses, making the 13-mile trail multi-use. The Port plans to create a paid gated parking lot for hikers and bikers. This will cause pedestrians to avoid crossing the Toll House Road to use the trailhead restrooms and increase safety.

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RESERVE FUND

The reserve fund combines three categories of reserves: 1) Bridge Reserve, 2) Vehicle & Equipment Reserve, and 3) Debt Service Reserve.

- 1) Bridge Reserve – Bridge reserve fund was set up to support the maintenance and perseveration of the Bridge of the Gods in alignment with the 15-year Maintenance and Preservation Plan. The Port sets aside a certain amount of funds for the large maintenance and preservation of the Bridge of the Gods. This year, due to severe reductions of tolling and other revenue, this transfer is not proposed for the initial budget. On the expense side, in accordance with the Maintenance and Preservation Plan, the Painting is recommended at \$200,000.
- 2) Vehicle & Equipment Reserve – is an accumulation of funds for future vehicle and equipment purchases. This year, due to reduction in revenues, no contribution to that fund is proposed.
- 3) Debt Service – This is a new reserve, required by the proposed loan terms with the State for Flex 6. An accumulation of 1 year’s worth of loan payments over first 5 years of the loan is proposed at this time. The Port does not expect this requirement to take place this year, but the terms of the loans should be finalized by the supplemental budget.

Note: The budget is presented in a modified format this year. This format allows for better accounting (standardizing revenue and expense line detail), and ultimately better reporting. Previous years’ expenses were restated on this budget to allow for quick horizontal analysis and to meet state requirements.

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Budget Overview

Budget Categories	General Fund	Development Fund	Reserve Fund	TOTAL	FY 19/20
Resources:					
Beginning Balance	790,393		575,666	1,366,059	1,465,000
Leases & Rentals	830,561			830,561	553,478
Other Resources	50,000	6,000,000		6,050,000	10,162,248
Restricted Revenue/Grants	20,000	2,600,000		2,620,000	4,518,500
Taxes	4,400			4,400	4,000
Tolls	2,025,000			2,025,000	3,000,000
Fund transfers	-			-	-
Resources: Total	3,720,354	8,600,000	575,666	12,896,020	19,703,226
Requirements:					
Capital Outlay	242,261	8,600,000	310,000	9,152,261	12,923,741
Materials & Services	1,251,616		90,000	1,341,616	1,173,885
Personnel Services	1,017,351			1,017,351	1,212,430
Fund transfers	-			-	-
Debt Service	606,113			606,113	140,590
Contingency	150,000			150,000	187,580
Requirements: Total	3,267,341	8,600,000	400,000	12,267,341	15,638,226
Ending (unappropriated) Balance	453,013	-	175,666	628,678	4,065,000

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General Fund Breakdown by Accounting Unit

Budget Categories: Lines	General Operations	BOG	Commercial Properties	General Fund	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budget
Resources:							
Beginning Balance	790,393	-		790,393	1,338,494	362,943	750,000
Leases & Rentals	162,640	-	667,921	830,561	360,964	485,011	553,478
Other Resources	50,000	-		50,000	93,329	116,564	61,000
Restricted Revenue/Grants	20,000	-		20,000	244,816	390,651	18,500
Taxes	4,400	-		4,400	3,711	4,056	4,000
Tolls	-	2,025,000		2,025,000	2,627,172	2,591,426	3,000,000
Transfers In	-	-		-			
Resources: Total	1,027,433	2,025,000	667,921	3,720,354	4,668,486	3,950,651	4,386,978
Requirements:							
Capital Projects	185,261	7,000		192,261	2,296,255	983,711	2,849,295
Community Services	29,600	-		29,600	44,192	35,039	88,800
Contingency	150,000	-		150,000	183,358	383,678	58,332
Contracted Services	36,150	252,635		288,785	18,820	22,794	40,400
Debt Service	-	-	606,113	606,113	74,090	74,090	140,590
Dues & Subscriptions	17,615	-		17,615	12,935	17,460	16,180
Employee Recognition	2,900	-		2,900	1,543	2,623	1,900
Insurance	36,750	126,750	31,500	195,000	160,173	167,849	168,000
IT & Security Services	63,285	4,200	600	68,085	41,677	77,001	61,520
Legal Services	105,000	-		105,000	46,045	83,367	60,000
Licenses & Fees	4,860	30,000		34,860	37,243	42,343	57,580
Maintenance Services	39,100	53,000	7,000	99,100	117,596	106,382	95,000
Marketing & Promotion	16,450	-		16,450	28,922	44,417	15,790
Materials & Supplies	68,615	10,321	12,071	91,007	145,051	108,276	92,900
Personnel: Salaries & Wages	478,820	241,936	30,000	750,756	805,143	926,916	898,566
Personnel Related Costs	168,336	85,959	12,300	266,595	322,785	307,424	313,864
Professional Services	146,500	-	45,000	191,500	361,712	312,337	193,000
Property Lease	11,300	-		11,300	10,946	10,335	11,300

Budget Categories: Lines	General Operations	BOG	Commercial Properties	General Fund	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budget
Telecommunications	25,844	1,500		27,344	25,959	24,103	28,464
Training and Education	12,750	-		12,750	4,903	8,036	10,750
Transfers Out	-	-		-			
Transient Room Tax	3,920	-		3,920	5,267	7,755	6,860
Travel & Meetings	30,500	1,200	600	32,300	36,594	58,117	45,700
Uniforms	500	600		1,100	635	677	1,000
Utilities	67,000	6,000		73,000	62,882	67,568	77,500
Requirements: Total	1,701,055	821,102	745,184	3,267,341	4,844,724	3,872,298	5,333,291
Ending (unappropriated) Balance				453,012			

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Accounting Unit: General Operations, Further Detail by Group

Budget Lines	Events Group	Admin Group	Commission Group	Campground Group	Marina Group	Sternwheel er Group	General Operations	FY 19/20 Budget
Resources:								
Beginning Balance								
<i>General Fund Balance</i>	-	790,393	-	-	-	-	790,393	750,000
Leases & Rentals								
<i>AWI Lease</i>	-	-	-	-	-	54,000	54,000	54,000
<i>Camping Fees, Showers, Dump Fees</i>	-	-	-	45,000	-	-	45,000	70,000
<i>Docking Fee</i>	-	12,640	-	-	-	-	12,640	7,500
<i>Moorage, Marina Electric</i>	-	-	-	-	34,000	-	34,000	34,000
<i>Rentals & Fees</i>	17,000	-	-	-	-	-	17,000	100,000
Other Resources								
<i>Interest</i>	-	47,000	-	-	-	-	47,000	58,000
<i>Misc. Office</i>	-	3,000	-	-	-	-	3,000	3,000
Restricted Revenue/Grants								
<i>Fireworks</i>	13,500	-	-	-	-	-	13,500	12,000
<i>Marina OSMB Grant</i>	-	-	-	-	6,500	-	6,500	6,500
Taxes								
<i>Taxes</i>	-	4,400	-	-	-	-	4,400	4,000
Resources: Total	30,500	857,433	-	45,000	40,500	54,000	1,027,433	1,099,000
Requirements:								
Capital Projects								
<i>BP Emergency Road</i>	-	5,000	-	-	-	-	5,000	-
<i>Cost Sharing for Infrastructure in BP (completed)</i>	-	156,161	-	-	-	-	156,161	-
<i>Historic Buildings</i>	-	16,000	-	-	-	-	16,000	100,000
<i>Light Pole at the café</i>	-	8,100	-	-	-	-	8,100	-
Community Services								

Budget Lines	Events Group	Admin Group	Commission Group	Campground Group	Marina Group	Sternwheeler Group	General Operations	FY 19/20 Budget
<i>Community Picnic, movies, LIGHTING</i>	3,000	-	-	-	-	-	3,000	1,400
<i>Fireworks</i>	4,000	-	-	-	-	-	4,000	12,000
<i>Grant Program (Energy Council)</i>	-	1,000	-	-	-	-	1,000	-
<i>Grant Program (Museum)</i>	-	10,000	-	-	-	-	10,000	70,000
<i>Grant Program (OneGorge)</i>	-	2,500	-	-	-	-	2,500	-
<i>Grant Program (other)</i>	-	4,000	-	-	-	-	4,000	5,400
<i>Museum Annual Membership</i>	-	1,500	-	-	-	-	1,500	-
<i>Transportation Assistance Program</i>	-	3,600	-	-	-	-	3,600	-
Contingency								
<i>Contingency</i>	-	150,000	-	-	-	-	150,000	58,332
Contracted Services								
<i>Camp Host</i>	-	-	-	3,000	-	-	3,000	6,000
<i>Event sponsorships & Business Recognition</i>	-	500	-	-	-	-	500	-
<i>Grant Writing</i>	-	15,000	-	-	-	-	15,000	15,000
<i>Meeting Broadcast Operator</i>	-	700	-	-	-	-	700	900
<i>Office Equipment Lease & Services: Ricoh, Scan It, shredding</i>	-	5,550	-	-	-	-	5,550	7,100
<i>Portable toilets & Janitorial Services</i>	1,000	9,000	-	1,000	-	-	11,000	11,000
<i>Pre-employment</i>	-	400	-	-	-	-	400	400
Dues & Subscriptions								
<i>Dues: MCEDD \$2250, MCEDD Fac \$1000, OPPA \$3000, OEDA \$250, SDAO \$2500, Tourism Alliance \$1000, PNWA \$4500, Skamania Chamber \$250</i>	-	15,750	-	-	-	-	15,750	14,690

Budget Lines	Events Group	Admin Group	Commission Group	Campground Group	Marina Group	Sternwheeler Group	General Operations	FY 19/20 Budget
<i>Periodicals: Hood River News, HR Management, Municipal Recorders, Skamania Pioneer</i>	-	365	-	-	-	-	365	-
<i>Subscription to Databases: SAM \$400, Fed Processing\$300, docuware \$800</i>	-	1,500	-	-	-	-	1,500	1,490
Employee Recognition								
<i>Celebrations</i>	-	2,500	-	-	-	-	2,500	1,500
<i>Flowers, illness, condolences</i>	-	400	-	-	-	-	400	400
Insurance								
<i>Insurance Broker Fee (split with bridge!)</i>	-	1,750	-	-	-	-	1,750	-
<i>Liability</i>	-	35,000	-	-	-	-	35,000	70,500
IT & Security Services								
<i>Building Security</i>	-	4,000	-	-	-	-	4,000	13,994
<i>Software: Keystrokes, CMI, POS, QB, Adobe, Tsheets, Asana, other</i>	-	5,420	-	-	-	-	5,420	7,810
<i>Technology Support (Radcomp)</i>	-	48,000	-	-	-	-	48,000	34,351
<i>Upgrades, Hardware</i>	-	5,000	-	-	-	-	5,000	5,000
<i>Website hosting and consulting</i>	-	865	-	-	-	-	865	365
Legal Services								
<i>Case-based</i>	-	40,000	-	-	-	-	40,000	-
<i>General Counsel</i>	-	-	65,000	-	-	-	65,000	60,000
Licenses & Fees								
<i>Fees: OR Ethics\$560, PERS Reporting\$250, PO Box\$80, Signs on I84\$550, election fees\$144.37</i>	-	560	-	-	-	-	560	-
<i>Permits: Dredging, Dogami \$900, DEQ Stormwater \$1100, Dep of St Lands \$900, State Forestry \$1100, other \$300</i>	-	4,300	-	-	-	-	4,300	17,580

Budget Lines	Events Group	Admin Group	Commission Group	Campground Group	Marina Group	Sternwheeler Group	General Operations	FY 19/20 Budget
Maintenance Services								
<i>Contract Repair/Maintenance Services: electrical, plumbing, painting, mowing, etc.</i>	-	18,000	-	-	-	-	18,000	20,000
<i>Contract Repair/Maintenance Services: Phone Charging Station at RV Park</i>	-	600	-	-	-	-	600	-
<i>Equipment Repair and Maintenance: Pumps</i>	-	10,000	-	-	-	-	10,000	10,000
<i>Equipment Repair and Maintenance: Vehicles, Backhoe, Kubota, Welders</i>	-	7,000	-	-	-	-	7,000	10,000
<i>Milfoil & Dredging</i>	-	-	-	-	3,500	-	3,500	5,000
Marketing & Promotion								
<i>Advertising: HR News \$1500, Col Gorge Guide \$1300, Mult Falls Kiosk \$150, Seasonal Ads \$1000, Skamania Lodge Guest Magazine \$3000, CRG Visitor \$1000</i>	7,950	1,000	-	-	-	-	8,950	11,290
<i>Other Publishing: Hiking Trail Map \$800, Design \$500, Job Ads, Print Media \$3000, Skamania Chamber Visitor Guide \$1500</i>	-	7,000	-	-	-	-	7,000	4,500
<i>Social Media Marketing</i>	-	500	-	-	-	-	500	-
Materials & Supplies								
<i>Asphalt Patching</i>	-	1,000	-	-	-	-	1,000	-
<i>Dock repair, paint, misc.</i>	-	-	-	-	800	-	800	-
<i>Events Supplies</i>	200	-	-	-	-	-	200	-
<i>Fuel</i>	-	7,800	-	-	-	-	7,800	8,000
<i>Janitorial Supplies</i>	-	6,500	-	1,000	-	-	7,500	6,500

Budget Lines	Events Group	Admin Group	Commission Group	Campground Group	Marina Group	Sternwheeler Group	General Operations	FY 19/20 Budget
<i>Beach access road & parking - UPRR</i>	-	-	-	-	5,650	5,650	11,300	11,300
Telecommunications								
<i>Office, DSL, Cells, Internet, Phones</i>	900	23,000	1,044	900	-	-	25,844	28,464
Training and Education								
<i>Courses & Registration Fees: Conferences, Seminars, Courses, Events</i>	-	10,000	1,750	-	-	-	11,750	10,750
<i>Training/safety issues</i>	-	1,000	-	-	-	-	1,000	-
Transient Room Tax								
<i>8% of camping (1.8%state)</i>	-	-	-	3,920	-	-	3,920	6,860
Travel & Meetings								
<i>Local Travel</i>	500	11,000	5,000	-	-	-	16,500	25,000
<i>Lodging, Airfare, meals: Annual DC Trip \$0, other conventions\$5,000</i>	-	5,000	-	-	-	-	5,000	15,000
<i>Meetings & Events</i>	-	5,000	-	-	-	-	5,000	4,200
<i>Strategic Planning Session</i>	-	-	4,000	-	-	-	4,000	1,500
Uniforms								
<i>Park Employees & Vests for Toll Booth</i>	-	500	-	-	-	-	500	1,000
Utilities								
<i>Electric, Sewer, Garbage, Water</i>	12,000	41,500	-	7,000	6,500	-	67,000	77,500
Requirements: Total	69,781	1,449,157	106,914	46,531	23,022	5,650	1,701,055	1,872,036

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General Fund: Accounting Unit: Commerical Properties

Budget Lines	Commerical Properties	FY 19/20 Budget
Resources:		
Leases & Rentals		
<i>Flex 1 (Renewal Workshop)</i>	60,637	85,024
<i>Flex 2 (Native Cider, Renewal)</i>	62,256	79,884
<i>Flex 3 (GIH)</i>	14,246	27,000
<i>Flex 4 (TRW & Let's Trucking)</i>	47,494	60,255
<i>Flex 5 (pFriem)</i>	350,900	-
<i>Flex 6 (TRW)</i>	120,000	-
<i>Other (TIB, US Cellular, Century Link)</i>	12,388	16,815
Resources: Total	667,921	268,978
Requirements:		
Debt Service		
<i>BP Road Improvements Loan</i>	17,860	17,860
<i>Flex 1 Loan</i>	56,231	56,230
<i>Flex 2 & 4 Loan</i>	107,022	66,500
<i>Flex 5 Loan</i>	425,000	-
Insurance		
<i>Liability</i>	31,500	70,500
IT & Security Services		
<i>Building Security</i>	600	13,994
Maintenance Services		
<i>Contract Repair/Maintenance Services: electrical, plumbing, painting, mowing, etc.</i>	7,000	20,000
Materials & Supplies		
<i>Landscaping & Irrigation Repair: PVC, Bark Dust, plants, trees, fertilizer</i>	6,571	21,000
<i>Maintenance Supplies</i>	3,000	8,000
<i>Roadways</i>	2,500	-
Personnel Related Costs		
<i>Payroll Taxes and Benefits</i>	12,300	313,864
Personnel: Salaries & Wages		
<i>Maintenance Personnel</i>	30,000	189,455
Professional Services		
<i>Econ Dev Manager</i>	45,000	90,000
Travel & Meetings		
<i>Local Travel</i>	600	25,000
Requirements: Total	745,184	892,403

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General Fund: Accounting Unit: Bridge of the Gods

Budget Lines	Bridge Detail	Tolling Detail
Resources:		
Tolls		
<i>Tolls</i>	-	2,025,000
Resources: Total	-	2,025,000
Requirements:		
Capital Projects		
<i>Toll Techonology Hardware</i>	-	7,000
Contracted Services		
<i>Toll Technology Support: Kapsch \$19,035, Psquare \$33,600</i>	-	52,635
<i>Tolling backroom processing</i>	-	200,000
Insurance		
<i>Bridge Liability</i>	120,000	-
<i>Insurance Broker Fee (split with bridge!)</i>	1,750	-
<i>Liability</i>	-	5,000
IT & Security Services		
<i>Building Security</i>	-	600
<i>Software: Keystrokes, CMI, POS, QB, Adobe, Tsheets, Asana, other</i>	-	3,600
Licenses & Fees		
<i>Credit Card Processing Fees</i>	-	30,000
Maintenance Services		
<i>Contract Repair/Maintenance Services: electrical, plumbing, painting, mowing, etc.</i>	3,000	-
<i>Contract Repair/Maintenance Services: Welding</i>	50,000	-
Materials & Supplies		
<i>Landscaping & Irrigation Repair: PVC, Bark Dust, plants, trees, fertilizer</i>	6,571	-
<i>Lights, Safety, Materials</i>	-	1,750
<i>Office Supples: Paper, Toner, Pens, breakroom, postage, conf. table</i>	-	2,000
Personnel Related Costs		
<i>Payroll Taxes and Benefits</i>	17,998	67,961
Personnel: Salaries &Wages		
<i>Maintenance Personnel</i>	43,872	-
<i>Toll Booth Personnel</i>	-	198,064
Telecommunications		
<i>Office, DSL, Cells, Internet, Phones</i>	-	1,500
Travel & Meetings		
<i>Local Travel</i>	600	600
Uniforms		
<i>Park Employees & Vests for Toll Booth</i>	-	600
Utilities		
<i>Electric, Sewer, Garbage, Water</i>	6,000	-
Requirements: Total	249,792	571,310

Port of Cascade Locks

Fiscal Year 2020-2021

Development Fund

Budget Lines	Dev Fund	FY 19/20 Budget
Resources:		
Other Resources		
Loan	6,000,000	9,800,000
Property Sale	-	301,248
Restricted Revenue/Grants		
Grants	-	4,400,000
HB5030	2,400,000	-
HB5201	-	100,000
Parking Lot at Moody	200,000	-
Resources: Total	8,600,000	14,601,248
Requirements:		
Capital Projects		
Capital Projects	-	9,478,446
Flex 5 Loan Payment (Mandatory Pre-payment)	492,500	-
Flex 6 Building	6,000,000	-
Parking Lot at Moody	200,000	-
Pay down Flex 5 Loan	1,907,500	-
Contingency		
Contingency	-	129,248
Requirements: Total	8,600,000	9,607,694
Ending (unappropriated) Balance		-

Port of Cascade Locks

Fiscal Year 2020-2021

Reserve Fund

Budget Lines	Reserve Fund
Resources:	
Beginning Balance	
Bridge Reserve	566,516
Vehicle & Equip Reserve	9,150
Resources: Total	575,666
Requirements:	
Capital Projects	
Electrical Hardening (Loan/Revenue Share)	110,000
Painting	200,000
Professional Services	
BOG Unanticipated	15,000
Engineering (bridge)	75,000
Requirements: Total	400,000
Ending (unappropriated) Balance	175,666

Port of Cascade Locks

Fiscal Year 2020-2021

Loans

	7/1/2021 Balance	
Business Park Road Improvements	\$ 77,325.38	Business Oregon - Loan #L00005
Herman Creek Flex #1	\$ 615,058.91	Business Oregon - Project #525194
Herman Creek Flex #2 & #4	\$ 1,798,942.80	Business Oregon - Project #K17001
Business Park Flex #5 pFriem	\$ 4,309,561.84	Business Oregon - Project #X19005
Total Long Term Debt	\$ 6,800,888.93	

Fiscal Year Debt Service - Payment Details

	Interest	Principal	Total
<u>Business Park Road Improvements</u>			
12/1/2021	\$ 4,532.65	\$ 13,327.56	\$ 17,860.21
<u>Herman Creek Flex #1</u>			
9/15/2020	\$ 7,449.39	\$ 6,608.15	\$ 14,057.54
12/15/2020	\$ 7,376.70	\$ 6,680.84	\$ 14,057.54
3/15/2021	\$ 7,303.21	\$ 6,754.33	\$ 14,057.54
6/15/2021	\$ 7,228.91	\$ 6,828.63	\$ 14,057.54
Estimated Debt Service:	\$ 29,358.21	\$ 26,871.95	\$ 56,230.16
<u>Herman Creek Flex #2 & #4</u>			
9/15/2020	\$ 6,055.60	\$ 20,699.92	\$ 26,755.52
12/15/2020	\$ 6,055.60	\$ 20,699.92	\$ 26,755.52
3/15/2021	\$ 5,988.25	\$ 20,767.27	\$ 26,755.52
6/15/2021	\$ 5,920.69	\$ 20,834.83	\$ 26,755.52
Estimated Debt Service:	\$ 24,020.14	\$ 83,001.94	\$ 107,022.08
<u>Business Park Flex #5 pFriem</u>			
1/1/2021	\$ 170,000.00	\$ -	\$ 170,000.00
1/1/2021	\$ 50,559.49	\$ 23,388.54	\$ 73,948.03
3/15/2021	\$ 50,559.49	\$ 23,388.54	\$ 73,948.03
6/15/2021	\$ 50,285.95	\$ 23,662.08	\$ 73,948.03
Estimated Debt Service:	\$ 321,404.93	\$ 70,439.16	\$ 391,844.09
<u>Total Revenue Fund</u>	\$ 379,315.93	\$ 193,640.61	\$ 572,956.54

Port of Cascade Locks

Fiscal Year 2020-2021

Additional Items for Budget Committee to Consider

Budget Lines	Sum of All FUNDS
Resources:	
<i>Port Planning Grant</i>	25,000
Resources: Total	25,000
Requirements:	
<i>BP Emergency Road</i>	35,000
<i>BP Security camera at entrance</i>	4,000
<i>Columbia Gorge Tourism Alliance</i>	1,000
<i>Commission and Port Meetings</i>	1,000
<i>Container Lease</i>	1,500
<i>Continued Café building repairs (roof)</i>	35,000
<i>Credit Card Processing Fees</i>	15,000
<i>Dodge 3500 w dump box and plow</i>	80,000
<i>Government Relations</i>	20,000
<i>Government Relations (Comprehensive Federal Services)</i>	61,000
<i>Grant Program (Museum)</i>	62,000
<i>Grant Writing (BUILD)</i>	40,000
<i>Grant Writing (strategic planning)</i>	25,000
<i>Historic Buildings (House 2 flooring)</i>	7,500
<i>Install railing at House 3 entrance to prevent falls</i>	1,000
<i>Lodging, Airfare, meals: Annual DC Trip \$15000</i>	15,000
<i>Magazine Ads</i>	1,600
<i>MPI Membership</i>	1,000
<i>ORPA</i>	500
<i>Park Bark Dust and Playground Chips</i>	1,200
<i>Park Roadways, Seal</i>	30,000
<i>Photography, videography & Drone Filming</i>	1,000
<i>Picnic Tables Repair</i>	3,000
<i>Pump station Rebuild</i>	40,000
<i>Rebuild Stage</i>	5,600
<i>Reserved for vehicles replacement</i>	25,000
<i>Seasonal Maintenance</i>	49,988
<i>Set Aside Bridge Fund</i>	200,000
<i>Snow Removal Service - Flex Roofs</i>	5,000
<i>Steps at TI entry</i>	5,000
<i>VMS Signs</i>	3,000
Requirements: Total	775,888

Port of Cascade Locks
Organizational Chart
2020-2021



*Management Team

FUNCTIONAL CHART

