

Port of Hood River
2024 Spring Planning Work Session
April 9, 2024
1:30PM – 4:00PM
1000 E. Port Marina Drive

AGENDA

- I. Welcome & Introductions** (*Kristi Chapman, Commission President*) (5 min.)
- II. Meeting Overview** (*Kevin Greenwood, Executive Director, Pg. 3*) (10 min.)
- a. *Preparing for FY 24 Budget*
 - b. *Reviewing Commission Goals from Fall Planning*
 - c. *Sustainability Goals*
- III. Current Financial Overview** (*Debbie Smith-Wagar, Finance Director, Pg. 7*) (45 min.)
- Review Port financial policies and current/projected financial conditions.*
Orientation to organization of 10-Yr. Financial Model.
- a. *Fees, Charges, Rates* (*Smith-Wagar, Pg. 49*)

----- BREAK -----

- IV. Key Issues/Projects for FY 2024-25** (90 min.)
- Discuss specific issues that may impact on the FY 24/25 budget. Managers will summarize each topic and seek Commission discussion and direction.*
- a. **Existing Bridge**
 - *NEW – New 8-year CIP* (*Ryan Klapprich, Pg. 57*)
 - *NEW – Proceed with USCG Rule Change* (*Greenwood, Pg. 67*)
 - b. **Marina/Waterfront Recreation**
 - *Policy on Development* (*Daryl Stafford, Pg. 73*)
 - *Waterfront Sustainability* (*Greenwood, Pg. 75*)
 - *Waterfront Access/Parking* (*Greenwood, Pg. 77*)
 - c. **Bridge Replacement**
 - *Prepare for Bridge Construction* (*Greenwood, Pg. 87*)
 - *Admin Building Relocation to Marina East Building* (*Greenwood, Pg. 88*)
 - d. **Airport**
 - *Develop So. Apron T-Hangars* (*Greenwood, Pg. 91*)
 - *No. Apron Progress* (*Greenwood, Pg. 95*)
 - e. **Developable Land**
 - *Workforce Housing Park at Lower Mill Site* (*Greenwood, Pg. 111*)
 - *Roundabout at Second and Riverside/Lot 1* (*Greenwood, Pg. 113*)
 - f. **Existing Buildings**
 - *NEW – Sell Big 7 Building* (*Greenwood, Pg. 117*)

V. Other

Adjourn Work Session and Open Special Meeting

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April 9, 2024
Spring Planning Session

Discussion Topic:
Meeting Overview

Overview:

The purpose of today's planning session is to prepare for the 2024-25 Fiscal Year Budget, review Commission goals from the November 14 Fall Planning Session, and discuss issues related to the Port's long term sustainability.

A key issue related to the Port's financial sustainability surrounds its use of tolls for many non-bridge related activities. Staff has been preparing for July 1, 2026 when all bridge tolls must be used for bridge-only activities. (Res. No. 2022-23-13)

Themes from the Nov. 14 Fall Planning Session

1. Consensus that the Port should continue to exist after the new bridge is operational.
2. The Hood River Waterfront is the gem of the Port's assets; generate new net income to maintain the highest levels of service and quality possible.
3. Approach each cost center with the premise that there will be no longer be bridge toll
Set a goal of getting the airport revenue neutral in three years.
4. Port initiatives should focus on projects that generate positive net income to support deficits.
5. Keep and lease current port-owned property to generate revenue. If a port-owned property is sold, proceeds should be used to generate additional net income and not to cover operational costs.
6. Minimize the wear and tear on the existing bridge until the new bridge is open in Fall 2029.
7. Incorporate solar or other green energy concepts into design.
8. Invest in staff training and update operational policies.

Review of Commission Goals:

The Commission created directives for Staff at Fall Planning. A list of themes was generated from the session, criteria developed for analyzing projects, and recommendations from staff on which projects had the highest priority and/or chance of success.

Directives from (or since) Fall Planning

1. *Develop New Mission/Vision Statement – complete via Res. No. 2023-24-10.*
2. *Update Port Financial Policies – complete via Res. No. 2023-24-07.*
3. *Engage American Cruise Lines for future development of Marina Jetty – complete/not a priority for ACL at this time.*
4. *Update Parking Policy/Fees – complete via Res. No. 2023-24-08.*
5. *Reduce weight loads on bridge/develop risk register – complete via Res. No. 2023-24-09*
6. *Market Analysis for Light Industrial development at Lower Mill – complete. Determined not to be feasible.*
7. *Add Fuel Flowage Fee to FBO amendment – complete.*
8. *Replace Financial Software – underway/complete July 1.*

Criteria consideration

Staff considered the cost of implementation, potential annual net income, time to regain investment, risk of implementation, and leveraging of grant funds.

Projects moved forward for consideration

The following projects were moved forward for consideration. Later in this afternoon's presentation, project managers will address these individual status reports:

1. Prepare for Bridge Construction
2. Remodel Marina East Building for Port Administration
3. North Apron Development
4. South T-Hangars at Airport
5. Lot 1 Phase 1: Roundabout at Lot 1
6. Consideration of creation of waterfront development policy
7. Increased Paid Parking on Waterfront
8. Workforce Housing and/or storage opportunities at Lower Mill
9. Create 8-year Bridge Maintenance/Capital Improvement Plan

Review of Sustainability Goals:

Goal 1 – Improve Financial Transparency

Goal 3 – Establish Goals for Staff; minimize workload not specific to carrying out Commission Goals for sustainability.

Goal 4 – Pursue projects that will generate positive net income for the Port

Goal 5 – Pursue practices/projects that will decrease operational costs for the Port

Goal 6 – Decrease wear and tear on existing bridge; minimize expenditures while ensuring user safety until new bridge is open.

Goal 7 – Increase Employee Training; Review/Improve Port Policies.

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Review of Sustainability Goals:

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April 9, 2024
Spring Planning Session

Discussion Topic:
10-Year Financial Plan

Overview:

The Port uses a 10-year financial model to estimate future revenues and expenses and aid in long-term planning. It is updated annually and serves as an important tool for the Spring Planning Work Session in that it can help to frame issues that are important for the Commission and Budget Committee to consider with preparation of the annual budget. The model this year has been modified to focus more on individual business centers to help identify areas of opportunity for accelerated achievement of Commission goals.

There are 18 reports attached here. The first one is an overview of all of the Port's business centers showing revenues, expenditures, and the resulting change in reserves. The overview is organized the way previous presentations were organized:

- 1. Industrial:**
 - a. Big 7 (assume we are selling it by June 30, 2024)
 - b. Jensen
 - c. Maritime
 - d. Halyard
 - e. Timber Incubator
 - f. Wasco
- 2. Commercial:**
 - a. DMV Building
 - b. Marina Office Building
 - c. Port Office Building
- 3. Marina**
- 4. Waterfront Recreation:**
 - a. Event Site
 - b. The Hook
 - c. The Spit
 - d. Nichols Basin
- 5. Airport**
- 6. Administration**
- 7. Bridge**

A summary is presented for Industrial and Commercial, with data on individual properties following each summary report.

We are beginning to pull together better information for a long-term capital improvement plan (CIP). We have received a draft analysis of what is needed on our facilities, with a focus on industrial properties at this time. In addition, the Waterfront Manager (Daryl) has spent some time pulling together projects that need to be completed in the next few years to keep

the waterfront in great condition.

As always, there are many unknowns. Last year we were expecting a recession. While it looks like we have avoided that, we have been expecting interest rate decreases which the Federal Reserve have so far not been inclined to make. The national economy is strong, and many employers in the Hood River area are still trying to hire employees. The local economy is a bit of an outlier from the national economy due to a higher than average cost of living.

RECOMMENDATION: Discussion.

Summary

	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
ALL INDUSTRIAL PROPERTY	Actual	ADOPTED	EST. ACTUAL										
	FORECAST												
BEGINNING RESERVES				2,000,000	2,697,460	3,080,646	3,660,438	4,477,836	5,351,432	6,198,055	7,168,821	8,187,012	9,228,222
LEASE INCOME	2,441,726	2,578,100	2,397,488	2,371,566	2,454,572	2,540,481	2,616,695	2,695,195	2,776,050	2,859,332	2,945,112	3,033,465	3,124,470
REIMBURSABLE UTILITIES	38,486	60,400	19,906	17,059	17,656	18,274	18,822	19,387	19,969	20,568	21,185	21,821	22,476
PROPERTY TAX	17,908	26,100	-	-	-	-	-	-	-	-	-	-	-
FINANCING SOURCES/INSURANCE	-	-	-	2,484	2,571	2,661	2,741	2,823	2,908	2,995	3,085	3,178	3,273
TOTAL INCOME	2,498,120	2,664,600	2,417,394	2,391,109	2,474,799	2,561,416	2,638,258	2,717,405	2,798,927	2,882,895	2,969,382	3,058,464	3,150,219
PERSONNEL SERVICES													
WAGES & SALARIES	265,260	329,400	313,754	266,955	277,633	288,738	297,400	306,322	315,512	324,978	334,728	344,771	355,114
TAXES & BENEFITS	122,149	161,800	122,344	123,771	129,960	135,159	139,214	143,390	147,691	152,123	156,687	161,388	166,229
TOTAL PERSONNEL SERVICES	\$ 387,409	\$ 491,200	\$ 436,098	\$ 390,726	\$ 407,593	\$ 423,897	\$ 436,614	\$ 449,712	\$ 463,203	\$ 477,101	\$ 491,415	\$ 506,159	\$ 521,343
MATERIALS & SERVICES													
ALL UTILITIES	558,864	588,000	505,286	468,534	484,933	501,906	516,963	532,471	548,444	564,897	581,843	599,298	617,277
FIXED MAINTENANCE	69,417	111,000	84,628	63,144	66,249	68,427	70,479	79,850	75,400	77,662	79,993	82,392	84,865
INSURANCE	45,848	50,970	48,242	32,766	33,914	35,101	36,154	37,239	38,356	39,506	40,691	41,912	43,170
PROPERTY TAX	193,690	213,078	182,309	179,252	184,807	190,536	196,443	202,534	208,812	215,285	221,959	228,840	235,935
PROFESSIONAL SERVICES-Design & Engineering	27,644	24,000	-	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES-Legal	10,000	30,000	11,870	1,967	2,036	2,107	2,170	2,235	2,302	2,371	2,442	2,515	2,590
MISCELLANEOUS REPAIRS & PURCHASES	51,944	70,000	55,404	20,210	20,917	21,649	22,299	22,968	23,657	24,367	25,098	25,850	26,626
TOTAL MATERIAL & SERVICES	\$ 957,407	\$ 1,087,048	\$ 887,739	\$ 765,873	\$ 792,856	\$ 819,726	\$ 844,508	\$ 877,297	\$ 896,971	\$ 924,088	\$ 952,026	\$ 980,807	\$ 1,010,463
CAPITAL OUTLAY													
CAPITAL PURCHASES	327,861	662,901	169,901	37,050	391,164	238,001	39,738	16,800	92,130	10,940	7,750	30,288	9,913
TOTAL CAPITAL OUTLAY	\$ 327,861	\$ 662,901	\$ 169,901	\$ 37,050	\$ 391,164	\$ 238,001	\$ 39,738	\$ 16,800	\$ 92,130	\$ 10,940	\$ 7,750	\$ 30,288	\$ 9,913
DEBT SERVICE			[1]										
PRINCIPAL & INTEREST	156,690	1,640,000	1,637,008	-	-	-	-	-	-	-	-	-	-
TOTAL DEBT SERVICE	\$ 156,690	\$ 1,640,000	\$ 1,637,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency				\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL EXPENDITURES	\$ 1,829,367	\$ 3,881,149	\$ 3,130,746	\$ 1,693,649	\$ 2,091,613	\$ 1,981,624	\$ 1,820,860	\$ 1,843,809	\$ 1,952,304	\$ 1,912,129	\$ 1,951,191	\$ 2,017,254	\$ 2,041,719
REVENUES OVER (UNDER) EXPENDITURES	668,753	(1,216,549)	(713,352)	697,460	383,186	579,792	817,398	873,596	846,623	970,766	1,018,191	1,041,210	1,108,500
ENDING RESERVES	NA	NA	NA	2,697,460	3,080,646	3,660,438	4,477,836	5,351,432	6,198,055	7,168,821	8,187,012	9,228,222	10,336,722

[1] Net income without counting debt service
\$ 923,657

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ASSUME SOLD BY 7/1/2024

	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Big 7 Building	Actual	ADOPTED	EST. ACTUAL	FORECAST									
LEASE INCOME	\$ 287,311	\$ 345,000	\$ 106,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REIMBURSABLE UTILITIES	35,382	50,000	3,424	-	-	-	-	-	-	-	-	-	-
PROPERTY TAX	17,908	20,000	-	-	-	-	-	-	-	-	-	-	-
OCCUPANCY ADJUSTMENT				-	-	-	-	-	-	-	-	-	-
OTHER	22,400	-	2,400	-	-	-	-	-	-	-	-	-	-
TOTAL INCOME	363,001	415,000	111,944	-	-	-	-	-	-	-	-	-	-
PERSONNEL SERVICES													
WAGES & SALARIES	49,486	63,900	57,864	-	-	-	-	-	-	-	-	-	-
TAXES & BENEFITS	22,824	31,100	22,538	-	-	-	-	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 72,310	\$ 95,000	\$ 80,402	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MATERIALS & SERVICES													
ALL UTILITIES	69,086	79,000	52,596	-	-	-	-	-	-	-	-	-	-
FIXED MAINTENANCE	16,662	20,000	26,166	-	-	-	-	-	-	-	-	-	-
INSURANCE	15,761	17,500	16,584	-	-	-	-	-	-	-	-	-	-
PROPERTY TAX	26,401	29,000	8,446	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES-Design & Engineering	9,546	5,000	-	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES-Legal	10,000	4,000	9,970	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS REPAIRS & PURCHASES	36,172	38,000	37,810	-	-	-	-	-	-	-	-	-	-
TOTAL MATERIALS & SERVICES	\$ 183,628	\$ 192,500	\$ 151,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY													
CAPITAL PURCHASES	-	420,000	32,000	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 420,000	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 255,938	\$ 707,500	\$ 263,974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	107,063	(292,500)	(152,030)	-	-	-	-	-	-	-	-	-	-

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	Fiscal Year													
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	
Jensen Property	Actual	ADOPTED	EST. ACTUAL						FORECAST					
LEASE INCOME	\$ 603,865	\$ 620,000	\$ 644,824	\$ 667,393	\$ 690,752	\$ 714,928	\$ 736,376	\$ 758,467	\$ 781,221	\$ 804,658	\$ 828,798	\$ 853,662	\$ 879,272	
REIMBURSABLE UTILITIES	2,125	3,000	-	-	-	-	-	-	-	-	-	-	-	
OCCUPANCY ADJUSTMENT	-	-	(33,370)	(34,538)	(35,746)	(36,819)	(37,923)	(39,061)	(40,233)	(41,440)	(42,683)	(43,964)	(43,964)	
FINANCING SOURCES/INSURANCE	-	10,000	-	-	-	-	-	-	-	-	-	-	-	
TOTAL INCOME	605,990	633,000	644,824	634,023	656,214	679,182	699,557	720,544	742,160	764,425	787,358	810,979	835,308	
PERSONNEL SERVICES														
WAGES & SALARIES	57,491	66,900	66,454	69,454	72,232	75,121	77,375	79,696	82,087	84,550	87,087	89,700	92,391	
TAXES & BENEFITS	26,032	32,600	25,850	32,008	33,608	34,952	36,001	37,081	38,193	39,339	40,519	41,735	42,987	
TOTAL PERSONNEL SERVICES	\$ 83,523	\$ 99,500	\$ 92,304	\$ 101,462	\$ 105,840	\$ 110,073	\$ 113,376	\$ 116,777	\$ 120,280	\$ 123,889	\$ 127,606	\$ 131,435	\$ 135,378	
MATERIALS & SERVICES														
ALL UTILITIES	105,271	107,000	84,682	87,646	90,714	93,889	96,706	99,607	102,595	105,673	108,843	112,108	115,471	
FIXED MAINTENANCE	22,788	25,000	8,306	8,597	8,898	9,209	9,485	9,770	10,063	10,365	10,676	10,996	11,326	
INSURANCE	9,947	11,000	10,466	10,832	11,211	11,603	11,951	12,310	12,679	13,059	13,451	13,855	14,271	
PROPERTY TAX	39,957	49,000	42,908	44,238	45,609	47,023	48,481	49,984	51,534	53,132	54,779	56,477	58,228	
PROFESSIONAL SERVICES-Design & Engineering	10,745	5,000	-	-	-	-	-	-	-	-	-	-	-	
PROFESSIONAL SERVICES-Legal	-	8,000	-	-	-	-	-	-	-	-	-	-	-	
MISCELLANEOUS REPAIRS & PURCHASES	10,268	15,000	6,348	6,570	6,800	7,038	7,249	7,466	7,690	7,921	8,159	8,404	8,656	
TOTAL MATERIAL & SERVICES	\$ 198,976	\$ 220,000	\$ 152,710	\$ 157,883	\$ 163,232	\$ 168,762	\$ 173,872	\$ 179,137	\$ 184,561	\$ 190,150	\$ 195,908	\$ 201,840	\$ 207,952	
CAPITAL OUTLAY														
CAPITAL PURCHASES	-	80,000	-	16,800	299,926	18,648	19,488	16,800	16,800	10,940	-	16,800	-	
TOTAL CAPITAL OUTLAY	\$ -	\$ 80,000	\$ -	\$ 16,800	\$ 299,926	\$ 18,648	\$ 19,488	\$ 16,800	\$ 16,800	\$ 10,940	\$ -	\$ 16,800	\$ -	
DEBT SERVICE														
PRINCIPAL & INTEREST	156,690	1,640,000	1,637,008	-	-	-	-	-	-	-	-	-	-	
TOTAL DEBT SERVICE	\$ 156,690	\$ 1,640,000	\$ 1,637,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ 439,189	\$ 2,039,500	\$ 1,882,022	\$ 276,145	\$ 568,998	\$ 297,483	\$ 306,736	\$ 312,714	\$ 321,641	\$ 324,979	\$ 323,514	\$ 350,075	\$ 343,330	
REVENUES OVER (UNDER) EXPENDITURES	166,801	(1,406,500)	(1,237,198)	357,878	87,217	381,699	392,821	407,830	420,519	439,446	463,844	460,904	491,978	

\$ 399,810

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	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Maritime Building	Actual	ADOPTED	EST. ACTUAL										
LEASE INCOME	387,550	400,000	407,636	\$ 421,903	\$ 436,670	\$ 451,953	\$ 465,512	\$ 479,477	\$ 493,861	\$ 508,677	\$ 523,937	\$ 539,655	\$ 555,845
OCCUPANCY ADJUSTMENT				(21,095)	(21,834)	(22,598)	(23,276)	(23,974)	(24,693)	(25,434)	(26,197)	(26,983)	(27,792)
MISC	1,900	-	2,400	2,484	2,571	2,661	2,741	2,823	2,908	2,995	3,085	3,178	3,273
TOTAL INCOME	389,450	400,000	410,036	403,292	417,408	432,016	444,977	458,326	472,076	486,238	500,825	515,850	531,326
PERSONNEL SERVICES													
WAGES & SALARIES	34,730	44,800	41,642	43,546	45,288	47,100	48,513	49,968	51,467	53,011	54,601	56,239	57,926
TAXES & BENEFITS	16,087	22,200	16,310	20,253	21,266	22,117	22,781	23,464	24,168	24,893	25,640	26,409	27,201
TOTAL PERSONNEL SERVICES	\$ 50,817	\$ 67,000	\$ 38,024	\$ 63,799	\$ 66,554	\$ 69,217	\$ 71,294	\$ 73,432	\$ 75,635	\$ 77,904	\$ 80,241	\$ 82,648	\$ 85,127
MATERIALS & SERVICES													
ALL UTILITIES	40,444	40,000	27,550	28,514	29,512	30,545	31,461	32,405	33,377	34,378	35,409	36,471	37,565
FIXED MAINTENANCE	1,929	3,000	1,000	3,000	4,000	4,000	4,120	11,500	5,000	5,150	5,305	5,464	5,628
INSURANCE	6,706	7,500	7,056	7,303	7,559	7,824	8,059	8,301	8,550	8,807	9,071	9,343	9,623
PROPERTY TAX	18,361	19,700	18,755	19,336	19,935	20,553	21,190	21,847	22,524	23,222	23,942	24,684	25,449
PROFESSIONAL SERVICES-Design & Engineering	1,348	5,000	-	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES-Legal	-	5,000	-	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS REPAIRS & PURCHASES	687	3,000	2,186	2,263	2,342	2,424	2,497	2,572	2,649	2,728	2,810	2,894	2,981
TOTAL MATERIALS & SERVICES	\$ 69,475	\$ 83,200	\$ 46,039	\$ 60,416	\$ 63,348	\$ 65,346	\$ 67,327	\$ 76,625	\$ 72,100	\$ 74,285	\$ 76,537	\$ 78,856	\$ 81,246
CAPITAL OUTLAY													
CAPITAL PURCHASES	297,861	-	-	-	20,988	189,190	-	-	-	-	-	13,488	0
TOTAL CAPITAL OUTLAY	\$ 297,861	\$ -	\$ -	\$ -	\$ 20,988	\$ 189,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,488	\$ -
TOTAL EXPENDITURES	\$ 418,153	\$ 150,200	\$ 84,063	\$ 124,215	\$ 150,890	\$ 323,753	\$ 138,621	\$ 150,057	\$ 147,735	\$ 152,189	\$ 156,778	\$ 174,992	\$ 166,373
REVENUES OVER (UNDER) EXPENDITURES	(28,703)	249,800	325,973	279,077	266,518	108,263	306,356	308,269	324,341	334,049	344,047	340,858	364,953

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	22-23	23-24	23-24	24-25	25-26	26-27	Fiscal Year		28-29	29-30	30-31	31-32	32-33	33-34
	Actual	ADOPTED	EST. ACTUAL				27-28	FORECAST						
Halyard Building														
LEASE INCOME	809,989	835,000	874,800	\$ 905,418	\$ 937,108	\$ 969,907	\$ 999,004	\$ 1,028,974	\$ 1,059,843	\$ 1,091,638	\$ 1,124,387	\$ 1,158,119	\$ 1,192,863	
OCCUPANCY ADJUSTMENT				(45,271)	(46,855)	(48,495)	(49,950)	(51,449)	(52,992)	(54,582)	(56,219)	(57,906)	(59,643)	
TOTAL INCOME	809,989	835,000	874,800	860,147	890,253	921,412	949,054	977,525	1,006,851	1,037,056	1,068,168	1,100,213	1,133,220	
PERSONNEL SERVICES														
WAGES & SALARIES	53,591	63,800	63,628	66,395	69,051	71,813	73,967	76,186	78,472	80,826	83,251	85,749	88,321	
TAXES & BENEFITS	24,508	31,100	24,646	30,493	32,018	33,299	34,298	35,327	36,387	37,479	38,603	39,761	40,954	
TOTAL PERSONNEL SERVICES	\$ 78,099	\$ 94,900	\$ 50,763	\$ 96,888	\$ 101,069	\$ 105,112	\$ 108,265	\$ 111,513	\$ 114,859	\$ 118,305	\$ 121,854	\$ 125,510	\$ 129,275	
MATERIALS & SERVICES														
ALL UTILITIES	299,917	310,000	304,678	315,342	326,379	337,802	347,936	358,374	369,125	380,199	391,605	403,353	415,454	
FIXED MAINTENANCE	11,931	48,000	29,852	30,897	31,978	33,097	34,090	35,113	36,166	37,251	38,369	39,520	40,706	
INSURANCE	5,764	6,400	6,064	6,276	6,496	6,723	6,925	7,133	7,347	7,567	7,794	8,028	8,269	
PROPERTY TAX	69,843	72,078	73,197	75,466	77,805	80,217	82,704	85,268	87,911	90,636	93,446	96,343	99,330	
PROFESSIONAL SERVICES-Design & Engineering	2,599	5,000	-	-	-	-	-	-	-	-	-	-	-	
PROFESSIONAL SERVICES-Legal	-	5,000	-	-	-	-	-	-	-	-	-	-	-	
MISCELLANEOUS REPAIRS & PURCHASES	2,569	5,000	4,776	4,943	5,116	5,295	5,454	5,618	5,787	5,961	6,140	6,324	6,514	
TOTAL MATERIALS & SERVICES	\$ 392,623	\$ 451,478	\$ 418,567	\$ 432,924	\$ 447,774	\$ 463,134	\$ 477,109	\$ 491,506	\$ 506,336	\$ 521,614	\$ 537,354	\$ 553,568	\$ 570,273	
CAPITAL OUTLAY														
CAPITAL PURCHASES	30,000	137,901	137,901			9,913			75,330				9,913	
TOTAL CAPITAL OUTLAY	\$ 30,000	\$ 137,901	\$ 137,901	\$ -	\$ -	\$ 9,913	\$ -	\$ -	\$ 75,330	\$ -	\$ -	\$ -	\$ 9,913	
TOTAL EXPENDITURES	\$ 500,722	\$ 684,279	\$ 607,231	\$ 529,812	\$ 548,843	\$ 578,159	\$ 585,374	\$ 603,019	\$ 696,525	\$ 639,919	\$ 659,208	\$ 679,078	\$ 709,461	
REVENUES OVER (UNDER) EXPENDITURES	309,267	150,721	267,569	330,335	341,410	343,253	363,680	374,506	310,326	397,137	408,960	421,135	423,759	

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	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
	Actual	ADOPTED	EST. ACTUAL										
Timber Incubator Property													
LEASE INCOME	83,203	95,100	84,736	\$ 87,702	\$ 90,772	\$ 93,949	\$ 96,767	\$ 99,670	\$ 102,660	\$ 105,740	\$ 108,912	\$ 112,179	\$ 115,544
REIMBURSABLE UTILITIES	979	7,400	16,482	17,059	17,656	18,274	18,822	19,387	19,969	20,568	21,185	21,821	22,476
PROPERTY TAXES	-	6,100	-	-	-	-	-	-	-	-	-	-	-
OCCUPANCY ADJUSTMENT				(5,238)	(5,421)	(5,611)	(5,779)	(5,953)	(6,131)	(6,315)	(6,505)	(6,700)	(6,901)
OTHER				-	-	-	-	-	-	-	-	-	-
TOTAL INCOME	84,182	108,600	101,218	99,523	103,007	106,612	109,810	113,104	116,498	119,993	123,592	127,300	131,119
PERSONNEL SERVICES													
WAGES & SALARIES	25,265	33,100	30,396	31,951	33,229	34,558	35,595	36,663	37,763	38,896	40,063	41,265	42,503
TAXES & BENEFITS	11,633	16,700	12,032	14,907	15,652	16,278	16,766	17,269	17,787	18,321	18,871	19,437	20,020
TOTAL PERSONNEL SERVICES	\$ 36,898	\$ 49,800	\$ 28,586	\$ 46,858	\$ 48,881	\$ 50,836	\$ 52,361	\$ 53,932	\$ 55,550	\$ 57,217	\$ 58,934	\$ 60,702	\$ 62,523
MATERIALS & SERVICES													
ALL UTILITIES	7,626	15,000	6,578	6,808	7,046	7,293	7,512	7,737	7,969	8,208	8,454	8,708	8,969
FIXED MAINTENANCE	2,455	5,000	1,284	2,000	2,070	2,142	2,206	2,272	2,340	2,410	2,482	2,556	2,633
INSURANCE	784	870	826	855	885	916	943	971	1,000	1,030	1,061	1,093	1,126
PROPERTY TAX	7,956	8,300	7,982	8,229	8,484	8,747	9,018	9,298	9,586	9,883	10,189	10,505	10,831
PROFESSIONAL SERVICES-Design & Engineering	950	2,000	-	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES-Legal	-	5,000	1,900	1,967	2,036	2,107	2,170	2,235	2,302	2,371	2,442	2,515	2,590
MISCELLANEOUS REPAIRS & PURCHASES	-	2,000	-	2,000	2,070	2,142	2,206	2,272	2,340	2,410	2,482	2,556	2,633
TOTAL MATERIALS & SERVICES	\$ 19,771	\$ 38,170	\$ 24,894	\$ 21,859	\$ 22,591	\$ 23,347	\$ 24,055	\$ 24,785	\$ 25,537	\$ 26,312	\$ 27,110	\$ 27,933	\$ 28,782
CAPITAL OUTLAY													
CAPITAL PURCHASES	-	10,000	-	-	-	-	-	-	-	-	7,750	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,750	\$ -	\$ -
TOTAL EXPENDITURES	\$ 56,669	\$ 97,970	\$ 53,480	\$ 68,717	\$ 71,472	\$ 74,183	\$ 76,416	\$ 78,717	\$ 81,087	\$ 83,529	\$ 93,794	\$ 88,635	\$ 91,305
REVENUES OVER (UNDER) EXPENDITURES	27,513	10,630	47,738	30,806	31,535	32,429	33,394	34,387	35,411	36,464	29,798	38,665	39,814

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	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Wasco Street Business Park	Actual	ADOPTED	EST. ACTUAL										
LEASE INCOME	269,808	283,000	279,372	\$ 289,150	\$ 299,270	\$ 309,744	\$ 319,036	\$ 328,607	\$ 338,465	\$ 348,619	\$ 359,078	\$ 369,850	\$ 380,946
OCCUPANCY ADJUSTMENT				(14,458)	(14,964)	(15,487)	(15,952)	(16,430)	(16,923)	(17,431)	(17,954)	(18,493)	(19,047)
TOTAL INCOME	269,808	283,000	279,372	274,693	284,307	294,257	303,084	312,177	321,542	331,188	341,124	351,358	361,899
PERSONNEL SERVICES													
WAGES & SALARIES	44,697	56,900	53,770	55,609	57,833	60,146	61,950	63,809	65,723	67,695	69,726	71,818	73,973
TAXES & BENEFITS	21,065	28,100	20,968	26,110	27,416	28,513	29,368	30,249	31,156	32,091	33,054	34,046	35,067
TOTAL PERSONNEL SERVICES	\$ 65,762	\$ 85,000	\$ 47,631	\$ 81,719	\$ 85,249	\$ 88,659	\$ 91,318	\$ 94,058	\$ 96,879	\$ 99,786	\$ 102,780	\$ 105,864	\$ 109,040
MATERIALS & SERVICES													
ALL UTILITIES	36,520	37,000	29,202	30,224	31,282	32,377	33,348	34,348	35,378	36,439	37,532	38,658	39,818
FIXED MAINTENANCE	13,652	10,000	18,020	18,650	19,303	19,979	20,578	21,195	21,831	22,486	23,161	23,856	24,572
INSURANCE	6,886	7,700	7,246	7,500	7,763	8,035	8,276	8,524	8,780	9,043	9,314	9,593	9,881
PROPERTY TAX	31,172	35,000	31,021	31,983	32,974	33,996	35,050	36,137	37,257	38,412	39,603	40,831	42,097
PROFESSIONAL SERVICES-Design & Engineering	2,456	2,000	-	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES-Legal	-	3,000	-	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS REPAIRS & PURCHASES	2,248	7,000	4,284	4,434	4,589	4,750	4,893	5,040	5,191	5,347	5,507	5,672	5,842
TOTAL MATERIALS & SERVICES	\$ 92,934	\$ 101,700	\$ 38,300	\$ 92,791	\$ 95,911	\$ 99,137	\$ 102,145	\$ 105,244	\$ 108,437	\$ 111,727	\$ 115,117	\$ 118,610	\$ 122,210
CAPITAL OUTLAY													
CAPITAL PURCHASES	-	15,000	-	20,250	70,250	20,250	20,250						
TOTAL CAPITAL OUTLAY	\$ -	\$ 15,000	\$ -	\$ 20,250	\$ 70,250	\$ 20,250	\$ 20,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 158,696	\$ 201,700	\$ 85,931	\$ 194,760	\$ 251,410	\$ 208,046	\$ 213,713	\$ 199,302	\$ 205,316	\$ 211,513	\$ 217,897	\$ 224,474	\$ 231,250
REVENUES OVER (UNDER) EXPENDITURES	111,112	81,300	193,441	79,933	32,897	86,211	89,371	112,875	116,226	119,675	123,227	126,884	130,649

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Summary

	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
All Commercial	ACTUAL	ADOPTED	EST. ACTUAL				FORECAST						
LEASE INCOME	124,433	174,550	166,570	171,328	141,055	135,363	140,777	145,000	149,350	153,830	158,445	163,198	168,094
REIMBURSABLE UTILITIES	2,231	2,100	950	1,007	1,057	1,110	1,154	1,189	1,225	1,262	1,300	1,339	1,379
PROPERTY TAX	1,619	1,700	-	-	-	-	-	-	-	-	-	-	-
TOTAL INCOME	128,283	178,350	167,520	172,335	142,112	136,473	141,931	146,189	150,575	155,092	159,745	164,537	169,473
PERSONNEL SERVICES													
WAGES	55,199	117,600	117,446	119,879	96,086	85,965	89,403	92,085	94,848	97,694	100,625	103,644	106,753
BENEFITS	26,569	59,800	46,434	55,216	44,107	39,571	41,154	42,389	43,661	44,971	46,320	47,710	49,141
TOTAL PERSONNEL SERVICES	\$ 81,768	\$ 177,400	\$ 163,880	\$ 175,095	\$ 140,192	\$ 125,536	\$ 130,557	\$ 134,474	\$ 138,509	\$ 142,665	\$ 146,945	\$ 151,354	\$ 155,894
MATERIALS & SERVICES													
ALL UTILITIES	20,259	37,500	28,486	30,343	23,755	20,948	21,786	22,440	23,113	23,806	24,521	25,257	26,015
FIXED MAINTENANCE	7,239	32,000	5,686	10,774	7,365	6,421	6,678	6,879	7,085	7,298	7,516	7,741	7,973
INSURANCE	6,035	10,100	9,646	10,262	8,290	7,481	7,780	8,013	8,253	8,501	8,756	9,019	9,289
PROPERTY TAX	13,636	15,000	14,214	14,655	4,341	4,476	4,615	4,758	4,905	5,057	5,214	5,376	5,543
PROFESSIONAL SERVICES-Design & Engineering	619	6,000	17,118	202,465	2,595	2,725	2,834	2,919	3,006	3,096	3,189	3,284	3,382
PROFESSIONAL SERVICES-Legal	1,725	7,000	-	20,000	-	-	-	-	-	-	-	-	-
MISCELLANEOUS REPAIRS & PURCHASES	29,198	46,800	32,754	35,234	35,142	35,868	37,302	38,421	39,574	40,762	41,985	43,245	44,542
TOTAL MATERIALS & SERVICES	\$ 78,711	\$ 154,400	\$ 107,904	\$ 323,733	\$ 81,488	\$ 77,919	\$ 80,995	\$ 83,430	\$ 85,936	\$ 88,520	\$ 91,181	\$ 93,922	\$ 96,744
CAPITAL OUTLAY													
CAPITAL PURCHASES	75,000	80,000	-	20,000	21,000	22,050	22,932	23,620	24,329	25,059	25,811	26,585	27,383
TOTAL CAPITAL OUTLAY	\$ 75,000	\$ 80,000	\$ -	\$ 20,000	\$ 21,000	\$ 22,050	\$ 22,932	\$ 23,620	\$ 24,329	\$ 25,059	\$ 25,811	\$ 26,585	\$ 27,383
TOTAL EXPENDITURES	\$ 235,479	\$ 411,800	\$ 271,784	\$ 518,828	\$ 242,680	\$ 225,505	\$ 234,484	\$ 241,524	\$ 248,774	\$ 256,244	\$ 263,937	\$ 271,861	\$ 280,021
REVENUES OVER (UNDER) EXPENDITURES	(107,196)	(233,450)	(104,264)	(346,493)	(100,569)	(89,032)	(92,553)	(95,335)	(98,199)	(101,152)	(104,192)	(107,324)	(110,548)

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	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
State DMV Office Building	ACTUAL	ADOPTED	EST. ACTUAL						FORECAST				
LEASE INCOME	48,782	51,000	49,660	51,000	53,550	56,228	58,477	60,231	62,038	63,899	65,816	67,790	69,824
TOTAL INCOME	48,782	51,000	49,660	51,000	53,550	56,228	58,477	60,231	62,038	63,899	65,816	67,790	69,824
PERSONNEL SERVICES													
WAGES	20,955	28,700	33,384	33,383	35,386	37,155	38,641	39,800	40,994	42,224	43,491	44,796	46,140
BENEFITS	9,966	14,800	13,472	14,011	14,992	15,892	16,528	17,024	17,535	18,061	18,603	19,161	19,736
TOTAL PERSONNEL SERVICES	\$ 30,921	\$ 43,500	\$ 46,856	\$ 47,394	\$ 50,378	\$ 53,047	\$ 55,169	\$ 56,824	\$ 58,529	\$ 60,285	\$ 62,094	\$ 63,957	\$ 65,876
MATERIALS & SERVICES													
ALL UTILITIES	8,651	7,500	6,886	7,447	7,894	8,289	8,621	8,880	9,146	9,420	9,703	9,994	10,294
FIXED MAINTENANCE	1,014	7,000	4,812	5,204	5,516	5,792	6,024	6,205	6,391	6,583	6,780	6,983	7,192
INSURANCE	1,646	1,800	1,732	1,873	1,985	2,084	2,167	2,232	2,299	2,368	2,439	2,512	2,587
PROPERTY TAX	3,916	4,100	4,083	4,210	4,341	4,476	4,615	4,758	4,905	5,057	5,214	5,376	5,543
PROFESSIONAL SERVICES-Design & Engineering	-	2,000	578	625	663	696	724	746	768	791	815	839	864
PROFESSIONAL SERVICES-Legal	-	2,000	-	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS REPAIRS & PURCHASES	22,358	28,000	23,932	25,882	27,435	28,807	29,959	30,858	31,784	32,738	33,720	34,732	35,774
TOTAL MATERIALS & SERVICES	\$ 37,585	\$ 52,400	\$ 42,023	\$ 45,241	\$ 47,834	\$ 50,144	\$ 52,110	\$ 53,679	\$ 55,293	\$ 56,957	\$ 58,671	\$ 60,436	\$ 62,254
CAPITAL OUTLAY													
CAPITAL PURCHASES	75,000	20,000	-	20,000	21,000	22,050	22,932	23,620	24,329	25,059	25,811	26,585	27,383
TOTAL CAPITAL OUTLAY	\$ 75,000	\$ 20,000	\$ -	\$ 20,000	\$ 21,000	\$ 22,050	\$ 22,932	\$ 23,620	\$ 24,329	\$ 25,059	\$ 25,811	\$ 26,585	\$ 27,383
TOTAL EXPENDITURES	\$ 143,506	\$ 115,900	\$ 88,879	\$ 112,635	\$ 119,212	\$ 125,241	\$ 130,211	\$ 134,123	\$ 138,151	\$ 142,301	\$ 146,576	\$ 150,978	\$ 155,513
REVENUES OVER (UNDER) EXPENDITURES	(94,724)	(64,900)	(39,219)	(61,635)	(65,662)	(69,013)	(71,734)	(73,892)	(76,113)	(78,402)	(80,760)	(83,188)	(85,689)

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	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
	ACTUAL	ADOPTED	EST. ACTUAL										
Marina Office Building													
LEASE INCOME	75,651	75,000	68,360	71,778	75,367	79,135	82,300	84,769	87,312	89,931	92,629	95,408	98,270
REIMBURSABLE UTILITIES	2,231	2,100	950	1,007	1,057	1,110	1,154	1,189	1,225	1,262	1,300	1,339	1,379
PROPERTY TAX	1,619	1,700	-	-	-	-	-	-	-	-	-	-	-
TOTAL INCOME	79,501	78,800	69,310	72,785	76,424	80,245	83,454	85,958	88,537	91,193	93,929	96,747	99,649
PERSONNEL SERVICES													
WAGES	34,244	45,100	42,554	43,855	46,486	48,810	50,762	52,285	53,854	55,470	57,134	58,848	60,613
BENEFITS	16,603	22,900	16,682	20,878	22,339	23,679	24,626	25,365	26,126	26,910	27,717	28,549	29,405
TOTAL PERSONNEL SERVICES	\$ 50,847	\$ 68,000	\$ 59,236	\$ 64,733	\$ 68,825	\$ 72,489	\$ 75,388	\$ 77,650	\$ 79,980	\$ 82,380	\$ 84,851	\$ 87,397	\$ 90,018
MATERIALS & SERVICES													
ALL UTILITIES	11,608	14,000	10,832	11,482	12,056	12,659	13,165	13,560	13,967	14,386	14,818	15,263	15,721
FIXED MAINTENANCE	6,225	15,000	538	570	599	629	654	674	694	715	736	758	781
INSURANCE	4,389	4,800	4,618	4,895	5,140	5,397	5,613	5,781	5,954	6,133	6,317	6,507	6,702
PROPERTY TAX	9,720	10,900	10,131	10,445	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES-Design & Engineering	619	2,000	1,736	1,840	1,932	2,029	2,110	2,173	2,238	2,305	2,374	2,445	2,518
PROFESSIONAL SERVICES-Legal	1,725	4,000	-	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS REPAIRS & PURCHASES	6,840	13,000	6,042	6,405	6,725	7,061	7,343	7,563	7,790	8,024	8,265	8,513	8,768
TOTAL MATERIALS & SERVICES	\$ 41,126	\$ 63,700	\$ 33,897	\$ 35,637	\$ 26,452	\$ 27,775	\$ 28,885	\$ 29,751	\$ 30,643	\$ 31,563	\$ 32,510	\$ 33,486	\$ 34,490
CAPITAL OUTLAY													
CAPITAL PURCHASES	-	10,000	-	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 91,973	\$ 141,700	\$ 93,133	\$ 100,370	\$ 95,277	\$ 100,264	\$ 104,273	\$ 107,401	\$ 110,623	\$ 113,943	\$ 117,361	\$ 120,883	\$ 124,508
REVENUES OVER (UNDER) EXPENDITURES	(12,472)	(62,900)	(23,823)	(27,585)	(18,853)	(20,019)	(20,819)	(21,443)	(22,086)	(22,750)	(23,432)	(24,136)	(24,859)

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	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Port Office	ACTUAL	ADOPTED	EST. ACTUAL			FORECAST							
LEASE INCOME	48,550	48,550	48,550	48,550	12,138	-	-	-	-	-	-	-	-
REIMBURSABLE EXPENSES	-	50,000	-	200,000									
TOTAL INCOME	48,550	98,550	48,550	248,550	12,138	-	-	-	-	-	-	-	-
PERSONNEL SERVICES													
WAGES	33,383	43,800	41,508	42,641	14,214	-	-	-	-	-	-	-	-
BENEFITS	16,173	22,100	16,280	20,327	6,776	-	-	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 49,556	\$ 65,900	\$ 57,788	\$ 62,968	\$ 20,989	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MATERIALS & SERVICE													
ALL UTILITIES	13,395	16,000	10,768	11,414	3,805								
FIXED MAINTENANCE	16,064	10,000	336	5,000	1,250								
INSURANCE	3,132	3,500	3,296	3,494	1,165								
PROFESSIONAL SERVICES-Design & Engineering	-	2,000	14,804	200,000	-								
PROFESSIONAL SERVICES-Legal	-	1,000	-	20,000	-								
MISCELLANEOUS REPAIRS & PURCHASES	3,552	5,800	2,780	2,947	982								
TOTAL MATERIALS & SERVICES	\$ 36,143	\$ 38,300	\$ 31,984	\$ 242,855	\$ 7,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY													
CAPITAL PURCHASES	-	50,000	-	-	-								
TOTAL CAPITAL OUTLAY	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 85,699	\$ 154,200	\$ 89,772	\$ 305,823	\$ 28,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES OVER (UNDER) EXPENDITURES	(37,149)	(55,650)	(41,222)	(57,273)	(16,054)	-	-	-	-	-	-	-	-

\$50k for relocation study - paid for by the new bridge project

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WATERFRONT RECREATION	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Event Site	Actual	ADOPTED	EST. ACTUAL	FORECAST									
-EVENT SITE ANNUAL PASSES	199,210	185,000	185,000	192,400	199,134	206,104	212,287	218,656	225,216	231,972	238,931	246,099	253,482
-EVENT SITE DAY PASSES	43,054	50,000	45,000	46,800	48,438	50,133	51,637	53,186	54,782	56,425	58,118	59,862	61,658
-EVENT SITE SPECIAL EVENTS	20,900	16,200	19,700	20,488	21,205	21,947	22,605	23,283	23,981	24,700	25,441	26,204	26,990
-SAILING SCHOOLS/CONCESSIONS	26,692	18,000	20,000	20,800	21,528	22,281	22,949	23,637	24,346	25,076	25,828	26,603	27,401
TOTAL INCOME	289,856	269,200	269,700	280,488	290,305	300,465	309,478	318,762	328,325	338,173	348,318	358,768	369,531
PERSONNEL SERVICES													
WAGES	80,847	103,600	104,661	107,744	112,054	116,536	120,032	123,633	127,342	131,162	135,097	139,150	143,325
BENEFITS	32,692	43,600	31,024	45,780	48,069	49,992	51,492	53,037	54,628	56,267	57,955	59,694	61,485
TOTAL PERSONNEL SERVICES	\$ 113,539	\$ 147,200	\$ 135,685	\$ 153,524	\$ 160,123	\$ 166,528	\$ 171,524	\$ 176,670	\$ 181,970	\$ 187,429	\$ 193,052	\$ 198,844	\$ 204,810
MATERIALS & SERVICES													
ALL UTILITIES	26,397	43,000	27,946	29,064	30,081	31,134	32,068	33,030	34,021	35,042	36,093	37,176	38,291
FIXED MAINTENANCE	13,039	15,000	5,916	6,153	6,368	6,591	6,789	6,993	7,203	7,419	7,642	7,871	8,107
INSURANCE	3,787	4,200	3,984	4,143	4,288	4,438	4,571	4,708	4,849	4,994	5,144	5,298	5,457
PROFESSIONAL SERVICES-Design & Engineering	2,056	3,000	1,972	2,051	2,123	2,197	2,263	2,331	2,401	2,473	2,547	2,623	2,702
PROFESSIONAL SERVICES-Legal	4,058	3,000	3,000	3,120	3,229	3,342	3,442	3,545	3,651	3,761	3,874	3,990	4,110
MISCELLANEOUS REPAIRS & PURCHASES	20,526	28,000	23,736	24,685	25,549	26,443	27,236	28,053	28,895	29,762	30,655	31,575	32,522
TOTAL MATERIALS & SERVICES	\$ 69,863	\$ 96,200	\$ 66,554	\$ 69,216	\$ 71,638	\$ 74,145	\$ 76,369	\$ 78,660	\$ 81,020	\$ 83,451	\$ 85,955	\$ 88,533	\$ 91,189
CAPITAL OUTLAY													
CAPITAL PURCHASES	26,572	20,000	20,000	5,000	90,000	5,500	5,700	6,000	6,300	6,615	7,000	7,350	7,700
TOTAL CAPITAL OUTLAY	\$ 26,572	\$ 20,000	\$ 20,000	\$ 5,000	\$ 90,000	\$ 5,500	\$ 5,700	\$ 6,000	\$ 6,300	\$ 6,615	\$ 7,000	\$ 7,350	\$ 7,700
TOTAL WATERFRONT EVENT SITE EXPENDITURES	\$ 209,974	\$ 263,400	\$ 222,239	\$ 227,740	\$ 321,761	\$ 246,173	\$ 253,593	\$ 261,330	\$ 269,290	\$ 277,495	\$ 286,007	\$ 294,727	\$ 303,699
CHANGE IN FUND BALANCE	\$ 79,882	\$ 5,800	\$ 47,462	\$ 52,748	\$ (31,456)	\$ 54,292	\$ 55,885	\$ 57,432	\$ 59,035	\$ 60,678	\$ 62,311	\$ 64,041	\$ 65,832

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WATERFRONT RECREATION	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
***Hook/Spit/Nichols**	Actual	ADOPTED	EST. ACTUAL										
	FORECAST												
SAILING SCHOOLS/CONCESSION/SPECIAL EVENTS	13,244	10,000	17,588	18,292	18,932	19,595	20,183	20,788	21,412	22,054	22,716	23,397	24,099
NICHOLS CONCESSION/SPECIAL EVENTS/LEASE GRANT	2,783	2,600	8,130	8,455	8,751	9,057	9,329	9,609	9,897	10,194	10,500	10,815	11,139
	-	20,000											
TOTAL INCOME	16,027	32,600	25,718	26,747	27,683	28,652	29,512	30,397	31,309	32,248	33,216	34,212	35,238
PERSONNEL SERVICES													
WAGES & SALARIES	41,533	54,700	50,364	52,540	54,642	56,828	58,533	60,289	62,098	63,961	65,880	67,856	69,892
TAXES & BENEFITS	21,012	29,700	20,820	26,309	27,624	28,729	29,591	30,479	31,393	32,335	33,305	34,304	35,333
TOTAL PERSONNEL SERVICES	\$ 62,545	\$ 84,400	\$ 71,184	\$ 78,849	\$ 82,266	\$ 85,557	\$ 88,124	\$ 90,768	\$ 93,491	\$ 96,296	\$ 99,185	\$ 102,160	\$ 105,225
MATERIALS & SERVICES													
ALL UTILITIES	13,322	12,000	50,020	52,021	53,842	55,726	57,398	59,120	60,894	62,721	64,603	66,541	68,537
NICHOLS MAINTENANCE	2,657	6,000	2,636	2,741	2,837	2,936	3,024	3,115	3,208	3,304	3,403	3,505	3,610
HOOK/SPIT MAINTENANCE	13,163	8,000	3,260	3,390	3,509	3,632	3,741	3,853	3,969	4,088	4,211	4,337	4,467
PROFESSIONAL SERVICES-Design & Other	-	5,000	-	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES-Legal	5,205	3,000	-	-	-	-	-	-	-	-	-	-	-
NICHOLS MISCELLANEOUS PURCHASES	8,029	7,000	4,632	4,817	4,986	5,161	5,316	5,475	5,639	5,808	5,982	6,161	6,346
HOOK/SPIT MISCELLANEOUS PURCHASES	13,711	13,000	10,010	10,410	10,774	11,151	11,486	11,831	12,186	12,552	12,929	13,317	13,717
TOTAL MATERIAL & SERVICES	\$ 56,087	\$ 54,000	\$ 70,558	\$ 73,379	\$ 75,948	\$ 78,606	\$ 80,965	\$ 83,394	\$ 85,896	\$ 88,473	\$ 91,128	\$ 93,861	\$ 96,677
CAPITAL OUTLAY													
CAPITAL PURCHASES	35,000	30,000	30,000	2,000	102,000	5,500	5,775	6,000	6,300	6,615	7,000	7,350	7,700
TOTAL CAPITAL OUTLAY	\$ 35,000	\$ 30,000	\$ 30,000	\$ 2,000	\$ 102,000	\$ 5,500	\$ 5,775	\$ 6,000	\$ 6,300	\$ 6,615	\$ 7,000	\$ 7,350	\$ 7,700
TOTAL HOOK/SPIT/NICHOLS EXPENDITURES	\$ 153,632	\$ 168,400	\$ 171,742	\$ 154,228	\$ 260,214	\$ 169,663	\$ 174,864	\$ 180,162	\$ 185,687	\$ 191,384	\$ 197,313	\$ 203,371	\$ 209,602
CHANGE IN FUND BALANCE	\$ (137,605)	\$ (135,800)	\$ (146,024)	\$ (127,481)	\$ (232,531)	\$ (141,011)	\$ (145,352)	\$ (149,765)	\$ (154,378)	\$ (159,136)	\$ (164,097)	\$ (169,159)	\$ (174,364)

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WATERFRONT RECREATION	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Marina Green Park	Actual	ADOPTED	EST. ACTUAL	FORECAST									
SHOP BUILDING #3	8,093	8,000	8,636	9,068	9,431	9,761	10,053	10,355	10,666	10,986	11,315	11,655	12,004
UTILITIES	1,140	1,200	1,140	1,186	1,228	1,271	1,309	1,348	1,388	1,430	1,473	1,517	1,563
TAXES	-	-	-	-	-	-	-	-	-	-	-	-	-
CONCESSIONS/OTHER	10,759	6,000	8,992	9,352	9,679	10,018	10,319	10,629	10,948	11,276	11,614	11,962	12,321
SHOWERS	1,389	1,000	1,432	1,489	1,541	1,595	1,643	1,692	1,743	1,795	1,849	1,904	1,961
SPECIAL EVENTS	2,700	1,200	6,000	6,240	6,458	6,684	6,885	7,092	7,305	7,524	7,750	7,983	8,222
GRANT	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL INCOME	24,081	17,400	26,200	27,335	28,337	29,329	30,209	31,116	32,050	33,011	34,001	35,021	36,071
PERSONNEL SERVICES													
WAGES & SALARIES	126,251	153,900	151,442	152,201	158,289	164,621	169,560	174,647	179,886	185,283	190,841	196,566	202,463
TAXES & BENEFITS	63,452	78,900	61,828	75,903	79,698	82,886	85,373	87,934	90,572	93,289	96,088	98,971	101,940
TOTAL PERSONNEL SERVICES	\$ 189,703	\$ 232,800	\$ 213,270	\$ 228,104	\$ 237,987	\$ 247,507	\$ 254,933	\$ 262,581	\$ 270,458	\$ 278,572	\$ 286,929	\$ 295,537	\$ 304,403
MATERIALS & SERVICES													
ALL UTILITIES	8,903	15,000	8,870	9,225	9,548	9,882	10,178	10,483	10,797	11,121	11,455	11,799	12,153
FIXED MAINTENANCE	12,134	24,000	7,288	7,580	7,845	8,120	8,364	8,615	8,873	9,139	9,413	9,695	9,986
INSURANCE	4,079	4,500	4,292	4,464	4,620	4,782	4,925	5,073	5,225	5,382	5,543	5,709	5,880
PROPERTY TAX	-	1,700	-	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES-Design & Engineering	632	5,000	236	245	254	263	271	279	287	296	305	314	323
PROFESSIONAL SERVICES-Legal	1,835	3,000	-	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS REPAIRS & PURCHASES	13,149	15,000	18,200	18,928	19,590	20,276	20,884	21,511	22,156	22,821	23,506	24,211	24,937
TOTAL MATERIALS & SERVICE	\$ 40,732	\$ 68,200	\$ 38,886	\$ 40,442	\$ 41,857	\$ 43,323	\$ 44,622	\$ 45,961	\$ 47,338	\$ 48,759	\$ 50,222	\$ 51,728	\$ 53,279
CAPITAL OUTLAY													
CAPITAL PURCHASES	6,256	10,000	128,000	-	10,000	10,500	11,000	11,550	12,000	12,600	13,230	13,750	14,500
TOTAL CAPITAL OUTLAY	\$ 6,256	\$ 10,000	\$ 128,000	\$ -	\$ 10,000	\$ 10,500	\$ 11,000	\$ 11,550	\$ 12,000	\$ 12,600	\$ 13,230	\$ 13,750	\$ 14,500
TOTAL MARINA GREEN PARK	\$ 236,691	\$ 311,000	\$ 380,156	\$ 268,546	\$ 289,844	\$ 301,330	\$ 310,555	\$ 320,092	\$ 329,796	\$ 339,931	\$ 350,381	\$ 361,015	\$ 372,182
CHANGE IN FUND BALANCE	\$ (212,610)	\$ (293,600)	\$ (353,956)	\$ (241,211)	\$ (261,507)	\$ (272,001)	\$ (280,346)	\$ (288,976)	\$ (297,746)	\$ (306,920)	\$ (316,380)	\$ (325,994)	\$ (336,111)
Additional Waterfront Capital-other locations:													
Trail - Paving Repairs				10,000									
Footbridge - LED Lighting					65,000								
Footbridge - Deck Replacement					30,000								
Total Recreation Expenditures (over) Revenue	\$ (270,333)	\$ (423,600)	\$ (452,519)	\$ (325,944)	\$ (620,494)	\$ (358,720)	\$ (369,813)	\$ (381,309)	\$ (393,089)	\$ (405,378)	\$ (418,166)	\$ (431,112)	\$ (444,643)

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Waterfront Properties CIP

Project Name	Marina	Total Cost	Current Projected			
			2023-24	Next year 2024-25	2025-26	2026-27
Expenditures by Project:						
Event Site Dock	W1001	45,000.00	-	45,000.00	-	-
Marina Beach Signage	W1002	30,000.00	-	30,000.00	-	-
Nichols Seawall - Pavement Repair	W1003	100,000.00	-	100,000.00	-	-
Event Site Landscaping	W1004	70,000.00	-	20,000.00	20,000.00	30,000.00
Event Site Restroom Rehab	W1005	20,000.00	-	20,000.00	-	-
Nichols Tree Replacement	W1006	20,000.00	-	20,000.00	-	-
TOTAL Expenditures			-	235,000.00	20,000.00	30,000.00
Resources by Type:						
Waterfront Revenue			-	235,000.00	20,000.00	30,000.00
			-	-	-	-
TOTAL Resources			-	235,000.00	20,000.00	30,000.00
Expenditures by Type:						
Design			-	30,000.00	-	-
Construction			-	205,000.00	20,000.00	30,000.00
			-	-	-	-
TOTAL Expenditures			-	235,000.00	20,000.00	30,000.00

Waterfront Other CIP

Project Name	Marina	Total Cost	Current Projected	
			2023-24	Next year 2024-25
Expenditures by Project:				
LED Lighting HR Footbridge	WRc1000	65,000.00	-	65,000.00
Footbridge Deck	WRc1001	30,000.00	-	30,000.00
TOTAL Expenditures			-	95,000.00
Resources by Type:				
Waterfront/Rec Revenue			-	95,000.00
TOTAL Resources			-	95,000.00
Expenditures by Type:				
Design			-	30,000.00
Construction			-	65,000.00
TOTAL Expenditures			-	95,000.00

	Fiscal Year													
	22-23	23-24	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
**MARINA **	ACTUAL	ADOPTED	As of 12/31/2023	EST. ACTUAL	FORECAST									
BEGINNING FUND BALANCE					500,000	510,443	498,053	537,341	583,898	241,851	404,334	21,480	193,431	320,331
MOORAGE SLIP LEASE INCOME	312,480	350,000	303,527	313,527	329,203	342,371	354,354	364,985	375,935	387,213	398,829	410,794	423,118	435,811
MOORAGE ASSESSMENT	83,366	84,900	69,038	70,038	73,540	76,481	79,158	81,533	83,979	86,498	89,093	91,766	94,519	97,355
STATE MARINE BOARD	-	7,000	-	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
REIMBURSABLE UTILITIES	9,056	30,000	5,469	10,938	11,376	11,774	12,186	12,551	12,928	13,316	13,715	14,127	14,550	14,987
MISCELLANEOUS-Transient dock	12,983	24,000	9,946	19,892	20,688	21,412	22,161	22,826	23,511	24,216	24,943	25,691	26,462	27,255
CRUISE SHIPS	13,650	19,000	7,250	19,000	19,760	20,452	21,167	21,802	22,457	23,130	23,824	24,539	25,275	26,033
GRANT	-	20,000	132,300	132,300					500,000					
TOTAL INCOME	431,535	534,900	527,530	572,695	461,566	479,490	496,027	510,698	1,025,809	541,373	557,404	573,916	590,924	608,442
PERSONNEL SERVICES														
WAGES & SALARIES	127,999	153,100	72,899	145,798	149,242	155,212	161,420	166,263	171,251	176,388	181,680	187,130	192,744	198,526
TAXES & BENEFITS	64,039	78,900	31,309	62,618	75,585	79,364	82,539	85,015	87,565	90,192	92,898	95,685	98,556	101,512
TOTAL PERSONNEL SERVICES	\$ 192,038	\$ 232,000	\$ 104,208	\$ 208,416	\$ 224,827	\$ 234,576	\$ 243,959	\$ 251,278	\$ 258,816	\$ 266,581	\$ 274,578	\$ 282,815	\$ 291,300	\$ 300,039
MATERIALS & SERVICES														
ALL UTILITIES	42,839	44,000	16,628	33,256	34,586	35,797	37,050	38,161	39,306	40,485	41,700	42,951	44,239	45,566
FIXED MAINTENANCE	24,147	25,000	14,888	29,776	30,967	32,051	33,173	34,168	35,193	36,249	37,336	38,456	39,610	40,798
INSURANCE	8,405	9,300	4,422	8,844	9,198	9,520	9,853	10,148	10,453	10,766	11,089	11,422	11,765	12,118
PROFESSIONAL SERVICES- Other/Sheriff	8,633	15,000	475	950	988	1,023	1,058	1,090	1,123	1,157	1,191	1,227	1,264	1,302
PROFESSIONAL SERVICES-Legal	3,775	5,000	1,170	2,340	2,434	2,519	2,607	2,685	2,766	2,849	2,934	3,022	3,113	3,206
MISCELLANEOUS REPAIRS & PURCHASES	15,178	25,000	8,545	17,090	17,774	18,396	19,040	19,611	20,199	20,805	21,429	22,072	22,734	23,416
TOTAL MATERIALS & SERVICE	\$ 102,977	\$ 123,300	\$ 46,128	\$ 92,256	\$ 95,946	\$ 99,304	\$ 102,780	\$ 105,863	\$ 109,039	\$ 112,310	\$ 115,680	\$ 119,150	\$ 122,725	\$ 126,406
CAPITAL OUTLAY														
CAPITAL PURCHASES	255,278	60,000	-	20,000	40,000	90,000	40,000	40,000	1,000,000	-	550,000	-	50,000	-
TOTAL CAPITAL OUTLAY	\$ 255,278	\$ 60,000	\$ -	\$ 20,000	\$ 40,000	\$ 90,000	\$ 40,000	\$ 40,000	\$ 1,000,000	\$ -	\$ 550,000	\$ -	\$ 50,000	\$ -
DEBT														
PRINCIPAL & INTEREST	92,375	95,500	87,850	87,850	90,350	68,000	70,000	67,000						
TOTAL DEBT	\$ 92,375	\$ 95,500	\$ 87,850	\$ 87,850	\$ 90,350	\$ 68,000	\$ 70,000	\$ 67,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 642,668	\$ 510,800	\$ 238,186	\$ 408,522	\$ 451,123	\$ 491,880	\$ 456,739	\$ 464,141	\$ 1,367,855	\$ 378,891	\$ 940,258	\$ 401,966	\$ 464,024	\$ 426,445
CHANGE IN FUND BALANCE	\$ (211,133)	\$ 24,100	\$ 289,344	\$ 164,173	\$ 10,443	\$ (12,390)	\$ 39,288	\$ 46,557	\$ (342,046)	\$ 162,482	\$ (382,853)	\$ 171,951	\$ 126,900	\$ 181,996
ENDING FUND BALANCE					510,443	498,053	537,341	583,898	241,851	404,334	21,480	193,431	320,331	502,327

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Project Name	Marina	Total Cost	Current Projected 2023-24	Next year 2024- 25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Expenditures by Project:											
Moorage Float Repair	M1000	160,000.00	40,000.00	40,000.00	40,000.00	40,000.00	-	-	-	-	-
Planning Study - Moorage & Upland	M1001	50,000.00	-	50,000.00	-	-	-	-	-	-	-
Transient Dock	M1002	400,000.00	-	-	-	-	400,000.00	-	-	-	-
South Basin Dock - restore/expand	M1003	600,000.00	-	-	-	-	600,000.00	-	-	-	-
Dinghy Launch Ramp & Dock	M1004	550,000.00	-	-	-	-	-	-	550,000.00	-	-
Marina Way Repave	M1005	50,000.00	-	-	-	-	-	-	-	-	50,000.00
TOTAL Expenditures			40,000.00	90,000.00	40,000.00	40,000.00	1,000,000.00	-	550,000.00	-	50,000.00
Resources by Type:											
Marina Revenue			40,000.00	90,000.00	40,000.00	40,000.00	500,000.00	-	550,000.00	-	50,000.00
Grant			-	-	-	-	500,000.00	-	-	-	-
TOTAL Resources			40,000.00	90,000.00	40,000.00	40,000.00	1,000,000.00	-	550,000.00	-	50,000.00
Expenditures by Type:											
Design			-	50,000.00	-	-	125,000.00	-	75,000.00	-	-
Construction			40,000.00	40,000.00	40,000.00	40,000.00	875,000.00	-	475,000.00	-	50,000.00
TOTAL Expenditures			40,000.00	90,000.00	40,000.00	40,000.00	1,000,000.00	-	550,000.00	-	50,000.00

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	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
	Actual	ADOPTED	EST. ACTUAL	FORECAST									
AIRPORT													
	\$1M from Fund Bal												
BEGINNING RESERVES	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 910,011	\$ 830,783	\$ 811,291	\$ 791,036	\$ 769,980	\$ 748,077	\$ 725,283	\$ 701,547	\$ 676,813
T-HANGARS LEASES INCOME	164,208	172,000	165,072	173,326	180,259	236,568	243,665	250,975	258,504	266,259	274,247	282,474	290,948
HANGAR 1 LEASE INCOME	1 33,335	50,000	34,790	36,530	37,991	39,321	40,501	41,716	42,967	44,256	45,584	46,952	48,361
HANGAR LEASE INCOME	1 39,053	24,000	43,798	45,988	47,828	49,502	50,987	52,517	54,093	55,716	57,387	59,109	60,882
LAND LEASES	1 30,269	35,000	22,956	24,104	25,068	25,945	26,723	27,525	28,351	29,202	30,078	30,980	31,909
REIMBURSED UTILITIES	2 10,730	10,000	8,980	9,339	9,666	10,004	10,304	10,613	10,931	11,259	11,597	11,945	12,303
PROPERTY TAX	3 1,937	2,000	1,370	6,007	6,193	6,385	6,583	6,787	6,997	7,214	7,438	7,669	7,907
GRANT	* 286,200	124,250	74,250	258,100	1,541,900	250,000	275,000	302,500	332,750	366,025	402,628	442,890	487,179
LOANS	* -	-	-	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS	2,025	1,000	6,251	6,563	6,826	7,065	7,277	7,495	7,720	7,952	8,191	8,437	8,690
TOTAL REVENUES	\$ 567,757	\$ 418,250	\$ 357,467	\$ 559,957	\$ 1,855,731	\$ 624,790	\$ 661,040	\$ 700,128	\$ 742,313	\$ 787,883	\$ 837,150	\$ 890,456	\$ 948,179
PERSONNEL SERVICES													
WAGES & SALARIES	4 125,950	121,100	143,418	149,155	155,121	161,326	166,166	171,151	176,286	181,575	187,022	192,633	198,412
TAXES & BENEFITS	4 57,106	63,600	56,250	59,063	62,016	64,497	66,432	68,425	70,478	72,592	74,770	77,013	79,323
TOTAL PERSONNEL SERVICES	\$ 183,056	\$ 184,700	\$ 199,668	\$ 208,218	\$ 217,137	\$ 225,823	\$ 232,598	\$ 239,576	\$ 246,764	\$ 254,167	\$ 261,792	\$ 269,646	\$ 277,735
MATERIALS & SERVICES													
ALL UTILITIES	2 45,680	50,000	50,638	52,664	54,507	56,415	58,107	59,850	61,646	63,495	65,400	67,362	69,383
FIXED MAINTENANCE	2 16,753	70,000	27,254	28,344	29,336	30,363	31,274	32,212	33,178	34,173	35,198	36,254	37,342
INSURANCE	2 14,725	16,300	20,122	20,927	21,659	22,417	23,090	23,783	24,496	25,231	25,988	26,768	27,571
PROPERTY TAX	3 5,354	4,300	6,007	6,193	6,385	6,583	6,787	6,997	7,214	7,438	7,669	7,907	8,152
PROFESSIONAL SERVICES-Design & Engineering	2 7,824	70,000	16,328	16,981	17,575	18,190	18,736	19,298	19,877	20,473	21,087	21,720	22,372
PROFESSIONAL SERVICES-Legal	2 11,048	35,000	21,984	22,863	23,663	24,491	25,226	25,983	26,762	27,565	28,392	29,244	30,121
MISCELLANEOUS REPAIRS & PURCHASES	2 -	10,000	6,710	6,978	7,222	7,475	7,699	7,930	8,168	8,413	8,665	8,925	9,193
TOTAL MATERIALS & SERVICES	\$ 101,384	\$ 255,600	\$ 149,043	\$ 154,950	\$ 160,347	\$ 165,934	\$ 170,919	\$ 176,053	\$ 181,341	\$ 186,788	\$ 192,399	\$ 198,180	\$ 204,134
CAPITAL OUTLAY													
CAPITAL PURCHASES	* 410,953	440,000	96,516	286,778	1,557,475	252,525	277,778	305,556	336,111	369,722	406,694	447,364	492,100
TOTAL CAPITAL OUTLAY	\$ 410,953	\$ 440,000	\$ 96,516	\$ 286,778	\$ 1,557,475	\$ 252,525	\$ 277,778	\$ 305,556	\$ 336,111	\$ 369,722	\$ 406,694	\$ 447,364	\$ 492,100
DEBT													
PRINCIPAL & INTEREST	* -	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL DEBT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 695,393	\$ 880,300	\$ 445,227	\$ 649,946	\$ 1,934,959	\$ 644,282	\$ 681,295	\$ 721,185	\$ 764,216	\$ 810,677	\$ 860,885	\$ 915,190	\$ 973,969
CHANGE IN RESERVES	(127,636)	(462,050)	(87,761)	(89,989)	(79,228)	(19,492)	(20,255)	(21,057)	(21,903)	(22,794)	(23,736)	(24,734)	(25,790)
ENDING RESERVES	NA	NA	NA	\$ 910,011	\$ 830,783	\$ 811,291	\$ 791,036	\$ 769,980	\$ 748,077	\$ 725,283	\$ 701,547	\$ 676,813	\$ 651,023

- * Not inflated - each e Not inflated - each entry individual
- 1 Lease increases generally limited to CPI or 5%, whichever is lower
- 2 General Inflation estimate
- 3 Property taxes are limited to 3% plus growth - used 3.1%
- 4 Wages and benefits used a slightly higher initial CPI

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Administration and Maintenance - Revenue and General Funds
Not otherwise allocated

	Fiscal Year												
	22-23	23-24	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
ADMINISTRATION & MAINTENANCE	Actual	ADOPTED	EST. ACTUAL	FORECAST									
PROPERTY TAXES	93,669	90,000	94,248	97,170	102,029	107,130	111,415	114,757	118,200	121,746	125,398	129,160	133,035
INVESTMENT EARNINGS	17,628	15,000	31,596	33,492	35,167	36,925	38,402	39,554	40,741	41,963	43,222	44,519	45,855
ADMINISTRATION GRANTS	-	2,500	1,874	1,986	2,085	2,189	2,277	2,345	2,415	2,487	2,562	2,639	2,718
CONTRACT SERVICES - IGA	-	200,000	-	-	-	-	-	-	-	-	-	-	-
MISC	22,984	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL INCOME	\$ 134,281	\$ 307,500	\$ 127,718	\$ 132,648	\$ 139,281	\$ 146,244	\$ 152,094	\$ 156,656	\$ 161,356	\$ 166,196	\$ 171,182	\$ 176,318	\$ 181,608
ADMINISTRATION													
PERSONNEL SERVICES													
WAGES & SALARIES	127,275	306,505	123,210	133,252	141,247	148,309	154,241	158,869	163,635	168,544	173,600	178,808	184,172
TAXES & BENEFITS	63,357	142,974	57,224	62,374	66,740	70,745	73,575	75,782	78,055	80,397	82,809	85,293	87,852
TOTAL PERSONNEL SERVICES	\$ 190,632	\$ 449,479	\$ 180,434	\$ 195,626	\$ 207,987	\$ 219,054	\$ 227,816	\$ 234,650	\$ 241,690	\$ 248,941	\$ 256,409	\$ 264,101	\$ 272,024
MATERIALS & SERVICES													
UNALLOCATED PURCHASES	159,614	189,750	136,172	144,342	151,559	159,137	165,503	170,468	175,582	180,849	186,275	191,863	197,619
NSF CHECKS-BAD DEBT	-	1,000	-	-	-	-	-	-	-	-	-	-	-
INSURANCE	6,334	7,200	9,710	10,293	10,807	11,348	11,801	12,156	12,520	12,896	13,283	13,681	14,092
PROFESSIONAL SERVICES-Legal	100,742	65,000	37,278	39,515	41,490	43,565	45,308	46,667	48,067	49,509	50,994	52,524	54,100
PROFESSIONAL SERVICES-Other	19,171	93,500	51,200	54,272	56,986	59,835	62,228	64,095	66,018	67,999	70,038	72,140	74,304
PROFESSIONAL SERVICES-Systems/Accounting	162,875	230,200	141,748	150,253	157,766	165,654	172,280	177,448	182,772	188,255	193,903	199,720	205,711
PROFESSIONAL SERVICES-Lobbying	56,793	15,000	-	-	-	-	-	-	-	-	-	-	-
TRAVEL & MEETING	25,871	28,000	28,870	30,602	32,132	33,739	35,088	36,141	37,225	38,342	39,492	40,677	41,897
DUES AND MEMBERSHIPS	55,948	25,000	54,512	-	-	-	-	-	-	-	-	-	-
ADVERTISING AND PROMOTIONS	7,631	12,000	-	-	-	-	-	-	-	-	-	-	-
TOTAL MATERIALS & SERVICES	\$ 594,979	\$ 654,650	\$ 459,490	\$ 429,277	\$ 450,741	\$ 473,278	\$ 492,209	\$ 506,975	\$ 522,184	\$ 537,850	\$ 553,985	\$ 570,605	\$ 587,723
CAPITAL OUTLAY													
CAPITAL PURCHASES	-	284,000	71,000	35,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 284,000	\$ 71,000	\$ 35,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL ADMINISTRATION EXPENDITURES	\$ 785,611	\$ 1,388,129	\$ 710,924	\$ 659,902	\$ 673,728	\$ 707,331	\$ 735,025	\$ 756,625	\$ 778,874	\$ 801,790	\$ 825,394	\$ 849,706	\$ 874,747
MAINTENANCE													
MATERIALS & SERVICES													
PROFESSIONAL SERVICES	-	140,000	-	-	-	-	-	-	-	-	-	-	-
INSURANCE	17,323	31,500	8,082	8,567	8,995	9,445	9,823	10,118	10,421	10,734	11,056	11,387	11,729
UNALLOCATED PURCHASES	45,534	65,000	77,544	82,197	86,306	90,622	94,247	97,074	99,986	102,986	106,075	109,258	112,535
MACHINERY MAINTENANCE	40,526	65,000	21,522	22,813	23,954	25,152	26,158	26,942	27,751	28,583	29,441	30,324	31,234
TOTAL MATERIALS & SERVICES	\$ 103,383	\$ 301,500	\$ 107,148	\$ 113,577	\$ 119,256	\$ 125,219	\$ 130,227	\$ 134,134	\$ 138,158	\$ 142,303	\$ 146,572	\$ 150,969	\$ 155,498
CAPITAL OUTLAY													
CAPITAL PURCHASES	-	100,000	55,000	75,000	78,750	82,688	85,995	88,575	91,232	93,969	96,788	99,692	102,683
TOTAL CAPITAL OUTLAY	\$ -	\$ 100,000	\$ 55,000	\$ 75,000	\$ 78,750	\$ 82,688	\$ 85,995	\$ 88,575	\$ 91,232	\$ 93,969	\$ 96,788	\$ 99,692	\$ 102,683
TOTAL MAINTENANCE EXPENDITURES	\$ 103,383	\$ 401,500	\$ 162,148	\$ 188,577	\$ 198,006	\$ 207,906	\$ 216,222	\$ 222,709	\$ 229,390	\$ 236,272	\$ 243,360	\$ 250,661	\$ 258,181
TOTAL EXPENDITURES	\$ 888,994	\$ 1,789,629	\$ 873,072	\$ 848,479	\$ 871,733	\$ 915,237	\$ 951,247	\$ 979,334	\$ 1,008,264	\$ 1,038,062	\$ 1,068,754	\$ 1,100,367	\$ 1,132,928
REVENUES OVER (UNDER) EXPENDITURES	\$ (754,713)	\$ (1,482,129)	\$ (745,354)	\$ (715,831)	\$ (732,452)	\$ (768,993)	\$ (799,153)	\$ (822,678)	\$ (846,908)	\$ (871,866)	\$ (897,572)	\$ (924,049)	\$ (951,320)

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April 9, 2024
Spring Planning Session

Discussion Topic:

Rates and Fees Schedule

Overview:

With the goal of becoming self-sustaining without bridge toll subsidies, staff reviewed all of our rates and fees and compared them with similar services in other locations in the Gorge where possible, and also looked at the cost of providing those services compared to the fees charged for the services.

Some of our fees, such as event permits, were not covering the cost of the service. Also, the large events impact the ability of our residents to enjoy the amenities offered on the waterfront. Therefore, the decision was made to increase the permit fees to help cover the cost of the impact of these events.

Parking fees were not increased last year; the increase in parking revenue primarily came from expanding the areas where parking fees were collected. This year we are recommending an increase to help with the financial deficit our open space areas create. The increase would take effect January 1, 2025, so it will not impact users of our waterfront this summer.

The attached Rates and Fees Schedule has been updated with most rates recommended to take effect January 1, 2025. The majority of the rates affect annual fees and charges, so implementing them at the beginning of the calendar year makes the most sense.

The attached schedule will be brought back in resolution form in conjunction with the annual budget in June.

Recommendation:

Informational

Attachments:

2024-25 Rates and Fees Master List

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2024-2025 Port Waterfront Rates & Fees				
	2023/2024		2024/2025	
Marina	Moorage /Rental Fees	Increase	Proposed new fee	Effective Date:
Boat Ramp Parking Lot - Parking Fee - per hour; \$15/day maximum	\$ 2.50	\$ 0.25	\$ 2.75	1/1/2025
Boat Ramp Parking Lot - Parking Fee - season pass	\$ 100.00	\$ 25.00	\$ 125.00	1/1/2025
Boat Ramp Parking Lot - Parking Fee - season pass - over 60 years old	\$ 75.00	\$ 25.00	\$ 100.00	1/1/2025
Cruise Ship- Marina Basin North Jetty Commercial Dock fee per stop (rounded)	\$ 350.00	15%	\$ 405.00	1/1/2025
Cruise Ship- Marina Basin North Jetty Commercial Dock Shuttle docking fee per stop	\$ 200.00	15%	\$ 230.00	1/1/2025
Cruise Ship- Marina Basin North Jetty Commercial Dock Maintenance fee - annual	\$ 6,000.00	No Change	\$ 6,000.00	1/1/2023
Cruise Ship- Marina Basin North Jetty Commercial Dock Utility fee per stop	\$ 35.00	No Change	\$ 35.00	1/1/2023
Guest Dock overnight at boat ramp 20-29'	\$ 25.00	\$ 5.00	\$ 30.00	1/1/2025
Guest Dock overnight at boat ramp 30-39'	\$ 30.00	\$ 5.00	\$ 35.00	1/1/2025
Guest Dock overnight at boat ramp 40-49'	\$ 35.00	\$ 10.00	\$ 45.00	1/1/2025
Guest Dock overnight at boat ramp 50-59'	\$ 45.00	\$ 15.00	\$ 60.00	1/1/2025
Guest Dock overnight at boat ramp under 20' per night	\$ 15.00	No Change	\$ 15.00	1/1/2024
Guest North Jetty Commercial Dock Private vessel 60-74' per day	\$ 75.00	10%	\$ 85.00	1/1/2025
Guest North Jetty Commercial Dock Private vessel 75-100' per day	\$ 100.00	10%	\$ 110.00	1/1/2025
Guest North Jetty Commercial Dock Private vessel 100-150' per day	\$ 145.00	10%	\$ 160.00	1/1/2025
Moorage Boathouse Slip Annual Assessment Fee	\$ 1,650.77	Timed Out	\$ -	1/1/2024
Moorage Boathouse Slip annual per square foot	\$ 1.66	No Change	\$ 1.66	1/1/2023
Moorage Boathouse Slip Base Electric- annual fee	\$ 60.00	No Change	\$ 60.00	1/1/2023
Moorage Boathouse Slip Base Water/Garbage- annual fee	\$ 60.00	No Change	\$ 60.00	1/1/2023
Moorage Shell Dock- annual fee	\$ 429.00	10%	\$ 472.00	1/1/2025
Moorage Slips 30' and under A, B, and C North West facing- annual	\$ 1,668.00	10%	\$ 1,834.80	1/1/2025
Moorage Slips 30' and under C-Dock North East facing annual	\$ 1,876.00	10%	\$ 2,063.60	1/1/2025
Moorage Slips all Boat Docks Annual Assessment fee	\$ 442.55	10%	\$ 486.81	1/1/2025
Moorage Slips Over 30'-35'	\$ 2,028.00	10%	\$ 2,230.80	1/1/2025
Moorage Slips Over 35'-40'	\$ 2,240.00	10%	\$ 2,464.00	1/1/2025
Moorage Slips Over 40'-43'	\$ 2,399.00	10%	\$ 2,638.90	1/1/2025
Moorage Slips End Slip C-Dock North 43'-65'	\$ 3,240.00	10%	\$ 3,564.00	1/1/2025
Moorage Slip Sublease fee to the Port- set up fee	\$ 150.00	10%	\$ 165.00	1/1/2025
Moorage Dingy & Jet Ski Fee- must fit in the perimeter of slip with vessel- monthly	\$ 50.00	10%	\$ 55.00	1/1/2025
Moorage Annual Payment Late fee- per month	\$ 75.00	No Change	\$ 75.00	1/1/2023
South Basin Dock- Float plane annual	\$ 1,487.00	20%	\$ 1,784.40	1/1/2025
South Basin Dock- Seasonal Lottery 6 month term	\$ 1,041.00	10%	\$ 1,145.10	1/1/2025
Sublease Initiation Set Up Fee	\$ 150.00	No Change	\$ 150.00	1/1/2023
Sublease Renewal Fee	\$ 35.00	No Change	\$ 35.00	1/1/2023
Marina Key card Moorage	\$ 35.00	No Change	\$ 35.00	1/1/2023
Marina Key South Basin Dock	\$ 50.00	No Change	\$ 50.00	1/1/2023
Marina Wait list- one time fee	\$ 100.00	No Change	\$ 100.00	1/1/2023
Marina Betterment Slip Change	\$ 35.00	No Change	\$ 35.00	1/1/2023
Marina Electrical Service Pedastal repair fee	\$ -		Bill Cost of Service	7/1/2023
Marina Oil Spill Clean Up Fees - charge for each man hour at the established labor rate; equipment charges extra			Actual Cost of Service	7/1/2023
Electrical Service			Current Pacific Power Rate	7/1/2023
Water Service			Current City of Hood River Rate	7/1/2023
Waterfront Event Permits	Event Permit Fees	Increase	Proposed new fee	Effective Date:
Picnic Shelter Up to 50 people exclusive use-per day N/A in 2024-2025	\$ -	\$ -	\$ -	

No change per prior commissioner directive

Marina Park/ Hook/ Spit/ Nichols Basin- not exclusive use up to 50 people per day	\$ 200.00	75%	\$ 350.00	1/1/2025	
Marina Park/ Hook/ Spit/ Nichols Basin- not exclusive use 50-100 people per day	\$ 325.00	75%	\$ 570.00	1/1/2025	
Marina Park/ Hook/ Spit/ Nichols Basin- not exclusive use Over 100- 200 people per day	\$ 800.00	75%	\$ 1,400.00	1/1/2025	
Lot #1 - not exclusive up to 50 people	\$ 200.00	150%	\$ 500.00	1/1/2025	NEW
Lot #1- not exclusive over 50-100 people	\$ 325.00	130%	\$ 750.00	1/1/2025	NEW
Lot #1- not exclusive over 100 -200 people	\$ 800.00	88%	\$ 1,400.00	1/1/2025	NEW
Lot #1 exclusive use over 200 people	\$ 800.00	125%	\$ 1,800.00	1/1/2025	NEW
Marina Green- not exclusive use up to 50 people per day	\$ 200.00	75%	\$ 350.00	1/1/2025	
Marina Green- exclusive use 50-100 people per day	\$ 350.00	75%	\$ 615.00	1/1/2025	
Marina Green- exclusive use over 100-200 people per day	\$ 800.00	75%	\$ 1,400.00	1/1/2025	
Marina Green- exclusive use over 200-500 people per day	\$ 1,300.00	54%	\$ 2,000.00	1/1/2025	
All locations Event Set-up and breakdown days non exclusive use per day	\$ 300.00	100%	\$ 600.00	1/1/2025	
Event Site July & August- exclusive use of grass area & parking lot; 100-999 people per day	\$ 2,700.00	20%	\$ 3,240.00	1/1/2025	
Event Site July & August- exclusive use of grass area and parking lot; more than 1,000 people per day	\$ -		\$ 5,000.00	1/1/2025	
Event Site July & August- not exclusive use 50-100 people per day	\$ 500.00	75%	\$ 875.00	1/1/2025	
Event Site July & August- not exclusive use up to 50 people per day	\$ 300.00	100%	\$ 600.00	1/1/2025	
Event Site September - June- exclusive use of grass area & parking lot; 100-999 people per day	\$ 1,800.00	20%	\$ 2,160.00	1/1/2025	
Event Site September - June- exclusive use of grass area & parking lot; more than 1,000 people per day	\$ 1,800.00	100%	\$ 3,600.00	1/1/2025	
Event Site September - June- not exclusive use 50-100 people per day	\$ 375.00	75%	\$ 650.00	1/1/2025	
Event Site September - June- not exclusive use up to 50 people per day	\$ 200.00	100%	\$ 400.00	1/1/2025	
Waterfront Parking	Parking Fees	Increase	Proposed new fee	Effective Date:	
Event Site/Jensen West Day Pass regular sized vehicle 20' and under - per hour; \$15/day maximum	\$ 2.50	\$ 0.25	\$ 2.75	1/1/2025	
Event Site Daily oversized vehicle over 20' per day	\$ 25.00	\$ 5.00	\$ 30.00	1/1/2025	
Event Site Season Pass regular sized vehicle 20' and under; annual	\$ 200.00	\$ 25.00	\$ 225.00	1/1/2025	
Event Site Season Pass Oversize vehicles over 20' over; annual	\$ 350.00	No Change	\$ 350.00	1/1/2024	
Waterfront Parking fine- hourly overtime	\$ 20.00	No Change	\$ 20.00	1/1/2024	
Waterfront Parking fine- Event Site non payment	\$ 50.00	No Change	\$ 50.00	1/1/2024	
Waterfront Parking fine- all locations parking in an unauthorized space	\$ 50.00	No Change	\$ 50.00	1/1/2024	
Waterfront Parking fine- overnight	\$ 90.00	No Change	\$ 90.00	1/1/2024	
Waterfront Parking fine- Handicap, fire lane, etc.	\$ 75.00	No Change	\$ 75.00	1/1/2024	

2024-2025 Port Administration and Customer Service Fees

Service	2023-2024 Fee	Increase	Fee	Effective Date
Hard copy of Public Improvement Project plans & specs packet	\$ 35.00	NA	\$ 35.00	No Change
Public Information Request - staff time	\$20 per hour, billed in 15 minute increments	NA	\$20 per hour, billed in 15 minute increments	No Change
Public Information Request - hard copies	\$0.25 per printed side	NA	\$0.25 per printed side	No Change
Returned Check Fee		NA	\$ 25.00	7/1/2024

2024-2025 Port Bridge Tolls

Tolls & Fees	2023 Cash Rates / 2023 Breezeby Rates (per crossing)	Increase	Effective Date:
Class 1 - Passenger Autos & Pickups	\$3.50 / 1.75	No Change	9/1/2023
Class 2 - Commercial Trucks and Vans	\$8.00 / \$6.00	No Change	9/1/2023
Class 3 - 3 Axle Trucks	\$12.00 / \$9.00	No Change	9/1/2023
Class 4 - 4 Axle Trucks	\$16.00 / \$12.00	No Change	9/1/2023
Class 5 - 5 Axle Trucks	\$20.00 / \$15.00	No Change	9/1/2023
Class 6 - 6 Axle Trucks	\$24.00 / \$18.00	No Change	9/1/2023
Class 7 - 7 Axle Trucks	\$28.00 / \$21.00	No Change	9/1/2023
Class 8 - 8 Axle Trucks	\$32.00 / \$24.00	No Change	9/1/2023
Class 9 - 9 Axle Trucks	\$36.00 / \$27.00	No Change	9/1/2023
Class 10 - 10 Axle Trucks	\$40.00 / \$30.00	No Change	9/1/2023
Class 11 - 11 Axle Trucks	\$44.00 / \$33.00	No Change	9/1/2023
Class 0 - Motorcycles	\$3.00 / \$1.50	No Change	9/1/2023
License Plate Recognition System Invoice Ancillary Fee	\$3.00	No Change	9/1/2023
License Plate Recognition System Late Fee	\$25.00	No Change	9/1/2023
Breezeby 6C Transponder (Vehicle/Motorcycle)	\$5.00	No Change	9/1/2023
License Plate Transponder	\$27.00	No Change	9/1/2023

2024-2025 Port T-Hangar Rates & Fees

Airport- T-Hangars	2023-2024 Fee	Increase	Proposed new fee	Effective Date
T-Hangar A- annual	\$ 4,399.00	10%	\$ 4,838.90	1/1/2025
T-Hangar B- annual	\$ 4,442.00	10%	\$ 4,886.20	1/1/2025
T-Hangar C-annual	\$ 4,915.00	10%	\$ 5,406.50	1/1/2025
T-Hangar Waitlist fee- one time charge	\$ 100.00	No Change	\$ 100.00	1/1/2025

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April 9, 2024
Spring Planning Session

Discussion Topic:

8 Year Capital Improvement Plan

Background:

With the recent good news on funding for the replacement bridge, there has been interest on the Internal Bridge Committee (IBC) about developing a shorter-term capital plan. Staff worked with HDR and WJE to develop a draft 8-Year Plan and Risk Register.

The establishment of the IBC has been instrumental in reviewing bridge projects and introducing a Risk Register plan. This committee, along with the engineering team, is now able to focus on the realistic concerns for maintaining the old bridge until the new one opens in 2029.

Recognizing the accelerated timeline for the new bridge construction, the Capital Improvement Plan (CIP) structure is being modified to reflect the actual years left to budget on the old bridge. This entails shortening the timeframe for budgeted projects, thereby canceling some projects that would have extended over the 30-year period. This approach saves money and allows for a more focused allocation of resources.

Projects previously included in the 30-year CIP, such as bridge painting, are being reassessed considering the accelerated timeline for the new bridge. Projects that may no longer be necessary or relevant are being removed from the list, allowing for a more streamlined and focused approach to funding allocation.

The rapid progress of the new bridge project has prompted a review of the Bridge Insurance Policy as well. The high premium rates, particularly for a replacement bridge, are being questioned, as it may not be necessary given the impending completion of the new bridge. Staff and the IBC are exploring alternative insurance options that are more cost-effective and aligned with the organization's current needs.

Overall, these actions demonstrate a proactive approach to adapting to changing circumstances and optimizing resources in light of the new bridge project. By reassessing priorities, reallocating funds, and reviewing insurance policies, the organization is ensuring that its resources are effectively utilized and aligned with its evolving requirements.

Discussion Items:

1. Have the IBC work with Columbia Insurance to develop an 8-year insurance program.
2. Any other risks to be considered and evaluated?

Attachments:

Email from Mikal Mitchell

Risk Register

New 8 Year Capital Improvement Plan

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From: [Mitchell, Mikal](#)
To: [Ryan Klapprich](#); [Bandlow, Paul](#); [Kevin Greenwood](#)
Subject: RE: POHR Bridge CIP and I&MP
Date: Wednesday, April 3, 2024 5:05:23 PM
Attachments: [POHR Bridge 8 Year Workplan 20240403 Draft.xlsx](#)
[Bridge Risk Register DRAFT 231002.xlsx](#)

Hi All,

Thanks for a good discussion last week. As discussed, I've taken some time this week to incorporate the revisions we discussed and I've attached the document for your review to confirm that I've captured the discussion correctly. Please let me know if you have any comments or questions. While you are reviewing, I'm also having someone here at HDR do a review of the document to confirm that various costs are adding up correctly, durations are consistently shown, etc.

In addition, I've attached the bridge risk register that was discussed. Please let me know if this is not the correct risk register and if there is another we should be referring to. Based on my review of the risk register it looks like many of the risk items are addressed in the CIP, but there are a few that may not be. Please see my summary below.

- Risk Item 1 – Does not appear to be directly addressed in the CIP or I&MP
- Risk Item 2 – Appears to be addressed by the potential “Speed Camera System” in the CIP
- Risk Item 3 – Does not appear to be directly addressed in the CIP or I&MP
- Risk Item 5 – Appears to potentially be addressed by the “Reaffirm Emergency Operations Plans” item in the I&MP
- Risk Item 6 – Appears to be addressed by the “Lift Span Guardrail Replacement” item in the CIP
- Risk Item 7 – Appear to be addressed by the “Assess Current Operations and Maintenance Procedures” item in the I&MP
- Risk Item 8 – Does not appear to be directly addressed in the CIP or I&MP
- Risk Item 9 – Appears to be addressed by the “Pier Underwater Inspection and Analysis (5-yr cycle)(as needed)” item in the I&MP
- Risk Item 11 – May be addressed by the “Machinery Failure Risk Assessment” item in the I&MP
- Risk Item 12 – Appears to be addressed by the “Grid Deck Crack Welding” item in the I&MP

Please take a look and see if you agree with this assessment. Based on this assessment of the CIP/I&MP versus the risk register, do we need to include additional items in the I&MP? Do we need to get together to discuss?

Thanks,

-Mikal

Mikal Mitchell, PE (OR, CA)
D 503.316.5549

hdrinc.com/follow-us

-----Original Appointment-----

From: Mitchell, Mikal

Sent: Tuesday, March 19, 2024 8:03 AM

To: Mitchell, Mikal; Ryan Klapprich; Bandlow, Paul; Kevin Greenwood

Subject: POHR Bridge CIP

When: Wednesday, March 27, 2024 1:00 PM-2:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Microsoft Teams Meeting

To review and discuss the updated bridge CIP spreadsheet.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 277 313 678 003

Passcode: 6UgUfN

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DRAFT
Risk Register - 2023/10/01

Categories: L - lift span related, S - Superstructure, RB - Road Bed, F - Foundations, O - Operations

Risk		Date	Maj, Med, Mir Significance	H, M, L Probability Occurrence	Title	Description	Impact	Step No	Mitigation Steps	Resp	Due Date
Item	Cat	Id'd									
Corrosion on access ramps											
1	RB, S, L	9/1/23		M to H	Overweight Trucks	Trucks exceeding specified weight traveling across bridge. Currently no way to stop over loaded, overweight trucks from access.	Excessive weight stresses grating welds, other support members. As a minimum causes additional maintenance to some structural failures to eventually overall failure.	1	Develop simple chart to aide toll takers to calculate likely weight of truck. Probably two types; log trucks and fruit trucks. Somehow tag license plate for use later. Develop ways to contact owner.		
								2	Train staff.		
								3	Port Executive to call offenders.		
2	RB, S, L	9/1/23	Min	L	Traffic speed	High percentage of traffic is exceeding speed limit.	Ticketing speeders is a battle for diminished returns, given the impact of speeding. People are driving slower with the reduced speed limit and speed meters. Chasing speeders is not the most effective use of Port resources.	1	Add camera's to speed signs in order to collect both speed and license numbers.		
								2	Develop policy of speed fines to be implemented.		
								3	Train and implement		
3	S	9/1/23		H	Identify hi risk structural members	Inspect hi risk members more frequently, repair earlier	Waiting for an inspection every two years can lead to excessive wear, worse member issues. Catching them earlier could mean less costly fixes.	1	Define criteria of "hi risk structural members"		
								2	Develop inspection plan and approach. Take advantage of planned shutdowns to perform additional inspections.		
								3	Evaluate additional costs of inspections		
								4	Collect data to see if doing so reduces severity and frequency of repairs		
5	O	9/1/23	Maj	M	Bridge Shutdowns communications to users	Numerous cases where due to accidents and other causes the bridge is shut down with traffic on it. There is currently no way to keep traffic from entering southbound as there is no staff or sinage on the WA side.	Traffic on bridge loads up on WA side until police or others can be brought on to shut down access.	1	Look at options to quickly close bridge access in both directions. Perhaps add an electronic message sign controlled from the toll booth to inform incoming traffic of bridge closure before accessing the bridge.		
								2	Define message capability for such a sign.		

DRAFT
Risk Register - 2023/10/01

Categories: L - lift span related, S - Superstructure, RB - Road Bed, F - Foundations, O - Operations

Risk		Date	Maj, Med, Min	H, M, L				Step			
Item	Cat	Id'd	Significance	Probability Occurrence	Title	Description	Impact	No	Mitigation Steps	Resp	Due Date
Corrosion on access ramps											
								3	Get estimate to provide and place in service such an electronic sign at least on the WA approach.		
6	S	9/1/23	Maj	L	Guard rails on lift span	Indications are that a car accident on the lift span may not be contained by existing guard rail system.	Car could punch through guard rail. Unidentified liability.	1	Commission engineering study to determine modifications necessary to strengthen lift span guard rail.		
								2	Evaluate costs for modifications.		
								3	Recommendation to Board		
								4	Implement approved recommendations		
7	All	9/1/23	Min - Maj	M	Lack of maintenance and operational procedures.	Appears that operations has relied upon institutional knowledge in maintaining and operating the bridge.	As new staff come on board or engineering staff change there is a lack of written knowledge available to next generation worker. This can lead to mistakes that cause extra costs to be incurred to potential of worker harm.	1	Have engineering develop list of needed bridge procedures for both operations and maintenance.		
								2	Get the procedures written, reviewed, revised and issued.		
								3	Train staff on procedure use.		
								4	Develop and implement assessment procedure and policy then implement. At least once a year or more often where needed conduct an assessment as to how well the procedures are implemented. Have a formal plan / report issued as to results.		
8	RB, S	9/1/23	Med	M	Ramp Corrosion	Increased corrosion to rebar internal to concrete ramp structures	Chemical reactions from road run-off eventually resulting in concrete spalling and spot degradation.	1	Conduct annual inspections under the ramps and to concrete degradation on top.		
								2	Develop inspection plan to determine severity		
								3	Increase maintenance/capital budget for concrete cap or other remediation.		
9	F	9/1/23	Med	M	Underwater Pier Corrosion	Increased flow corrosion to original pier structure	Flow corrosion from river continuing to degrade pier surface.	1	Develop baseline condition and criteria for determining annual degradation.		

DRAFT
Risk Register - 2023/10/01

Categories: L - lift span related, S - Superstructure, RB - Road Bed, F - Foundations, O - Operations

Risk		Date	Maj, Med, Mir	H, M, L				Step			
Item	Cat	Id'd	Significance	Probability Occurrence	Title	Description	Impact	No	Mitigation Steps	Resp	Due Date
Corrosion on access ramps											
								2	Conduct annual inspections to score conditions		
								3	Increase maintenance/capital budget for repairs		
11	L	9/1/23	Maj	M	AASHTO Compliance	Lift mechanical and electrical components do not meet AASHTO code requirements	Less awareness of out of code elements increases chance of lack of understanding and failure	1	Describe all mechanical and electrical components.		
								2	Evaluate life history of each component including code compliance		
								3	Determine whether component can be inspected and impacts to operations of an inspection		
								4	Determine a replacement or repair plan w budget adoption		
12	RB	9/1/23	Maj	M	Weld Program	Develop a weld program for the bridge's steel grate deck and stringers	Lack of grate program could increase in section failure; ensure that work is conducted by certified welders.	1	Create criteria for evaluating welds		
								2	Inspect deck on regular basis considering criteria		
								3	Monitor and record certifications for welders		
								4	Develop welding plan and maximize when bridge is closed for other maintenance		
								1			
								2			
								3			
								4			

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Capital Maintenance Plan Draft

4/4/2024

HOOD RIVER - WHITE SALMON BRIDGE				SHORT TERM																																								
Capital Improvements Plan			FISCAL	FY 23/24				FY 24/25				FY 25/26				FY 26/27				27	28	29	30	31																				
			CALENDAR	2024				2025				2026				2027				28	29	30	31	32																				
Bridge Component Group	Project (Scope of Work)	Expected Duration	Estimated Cost (Current Dollars)	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J					
Approach Spans																																												
Foundations (Subsurface)	Scour Evaluation COMPLETED	2 mos.	\$ 20,000																																									
	Pier 6 & 8 Concrete Repairs COMPLETED	3 mos.	\$ 500,000																																									
	Rip-Rap scour protection (as needed)	6 mos.	\$ 300,000																																									
Substructure (Piers)	Pier Cap Maintenance COMPLETED	1 mo.	\$ 10,000																																									
Superstructure (Steel Trusses)	Misc. Steel Repairs (biannual) (as needed)	9 mos.	\$ 290,000																																									
Paint Systems	Maintenance Painting	12 mos.	\$ 800,000																																									
Deck Systems & Railing	Lift Span Guardrail Replacement	9 mos.	\$ 200,000																																									
Lift Span M&E	Replace Wire Ropes - Construction COMPLETED	2 mos.	\$ 1,600,000																																									
Misc. Other	Embankment Sloughing at S. Abutment	3 mos.	\$ 40,000																																									
Tolling Systems	Speed Camera System (if approved)	3 mos.	\$ 120,000																																									
Inspection & Maintenance Plan																																												
Approach Structures	Deck and Joint Maintenance	bi-annual	\$ 20,000																																									
Foundations (Subsurface)	ODOT Underwater Inspections (2-yr cycle)	3 mos.	\$ -																																									
	Pier Underwater Inspection and Analysis (5-yr cycle) (as need)	3 mos.	\$ 50,000																																									
	Channel Scan at Pier Foundations (3-yr check)	2 mos.	\$ 40,000																																									
Substructure (Piers)																																												
Superstructure (Steel Trusses)	ODOT Routine & Fracture Critical Insp (2-yr cycle)	2 mos.	\$ -																																									
Paint Systems																																												
Deck Systems & Railing	Grid Deck Crack Welding	Annually	\$ 100,000																																									
	Replace Bolts & Guard Rail Segments (as needed)	Annually	\$ 60,000																																									
	Paint Centerline	1 mos.	\$ 10,000																																									
Lift Span M&E	M&E Maintenance Inspections (5-yr cycle)	1 mos.	\$ 100,000																																									
	Lubricate Wire Ropes	Annually	\$ 10,000																																									
	Shim Live Load Supports	1 mos.	\$ 25,000																																									
	Machinery Failure Risk Assessment	1 mos.	\$ 25,000																																									
	Assess Current Operations and Maintenance Procedures	1 mos.	\$ 5,000																																									
Misc. Other	Reaffirm Emergency Operations Plans	1 mos.	\$ 10,000																																									
Tolling Systems	Speed Camera System Fees and Maintenance	Annually	\$ 70,000																																									
				\$ 1,925,000				\$ 1,260,000				\$ 310,000				\$ 530,000																												
																				\$ 360,000	\$ 780,000	\$ 560,000	\$ 530,000	\$ 260,000																				

WORK IMPORTANCE KEY:		(E = Engineering) (C = Construction)
Capital Impr	Insp & Maint	
<i>Essential</i>	<i>Essential</i>	High probability of occurrence required to continue safe and continuous bridge operation.
<i>Priority</i>	<i>Priority</i>	Medium to high probability needed to prevent bridge service disruption.
<i>Recommend</i>	<i>Recommend</i>	Low to medium probability needed to maintain operating efficiency and ensure safety.

Cumulative Totals \$ 6,515,000

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April 9, 2024
Spring Planning Session

Discussion Topic:

US Coast Guard Rule Change on Bridge Lift Noticing

Overview:

Earlier this year, the Internal Bridge Committee met with USCG Dist. 13 Bridge Manager, Steve Fischer. Fischer stated that the USCG will not allow for a bridge lift to be decommissioned, but that a bridge owner may ask mariners for a period of time in advance of a lift. At the February 20, 2024 meeting, the Commission directed staff to proceed.

- A list of qualifying mariners has been generated.
- A process has been created along with a mariner form to submit the request.
- A script has been generated and reviewed by Fischer.
- Fischer suggested calling key mariners in advance of the notice being released. Those calls have started.
- Port staff has developed a process and form for mariners requesting a lift (see attached).

Recommendation:

Process is underway. Informational.

-###-

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Bridge Lift Procedure

1. At time of call before getting information explain two (2) things to caller
 - a. Vessel must lower all items (within reason) to go under without lift per US Coast guard rules.
 - b. Vessel has to put in a 30 day advanced notice before lift will be granted.
2. Once A and B are OK with Vessel owner, proceed with filling out new sheet completely or take name, number and give to facilities to fill in sheet.
3. Once a date is given and we have information Port must contact WJE to make sure Panetrol is available on lift date and time. (if Panetrol is not available must contact vessel with a date of availability, no lifts without remote login from Panetrol)
4. On day of lift the operator or supervisor must login and verify actual river height off the USGS website for Hood River/White Salmon bridge to determine height required for safe passage.
5. Lift operator MUST fill out Lift Span Record ticket book completely and correctly (verify boat spelling and height of boat)
6. After lift give completed packet to Patty (new paper work for lift and lift ticket) for record keeping.

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BRIDGE LIFT REQUEST

Bridge lift requests should be submitted at least 30 days before the intended date. The vessel is expected to adhere to the requested time within a 30-minute margin. If the vessel requires a bridge lift upon its return, kindly submit a separate request form, ensuring adherence to the same guidelines. The vessel must lower all removable objects obstructing passage before requesting a lift, as per US Coast Guard regulations. Non-compliance with these guidelines may lead to denial of your request.

Requester Information	
Requester Name:	Date:
Phone:	Email:
Company Information	
Company Name:	Phone:
Address:	
Vessel Information	
Name of Vessel:	Height of Vessel:
Requested Date for Lift:	Requested Time for Lift:
Clearance Needed:	Direction of Vessel: <input type="checkbox"/> West <input type="checkbox"/> East
Lift Operator	
Operator Name:	Title:
Time Opened:	Time Closed:

Requester Remarks:

Operator Remarks:

Request Approved by: _____ Date: _____

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April 9, 2024
Spring Planning Session

Discussion Topic:

Waterfront Recreation Development & Concession Permit proposals

Overview:

At the Port's March 19th meeting the Commission directed staff to add a discussion item for waterfront recreation development and new concession proposals to the Spring Planning Agenda. The Port frequently receives proposals from individuals and organizations that are interested in developing businesses or starting concessions on the Waterfront. Currently there is no set policy or direction from the Commission to guide staff.

Waterfront Development Proposals

The Waterfront has undergone unprecedented demand for recreational use and public access over the last 5-years so managing the balance for use of property space and parking between the public and businesses/concessions has become a challenge. People with new ideas who would like to use Port property are encouraged to pitch their plans to the Commission at any Commission meeting. These proposals take up a fair amount of time and effort for both the entrepreneurs and Port staff.

With the Port in the early phases of the Bridge Replacement Project and restructuring its financial model to longer utilize bridge toll revenue to support waterfront recreation, it is difficult for the Commission to enter into new agreements or commitments for use of property due to so much unknown in the pipeline for the next 5-years.

In an effort towards efficiency and the best use of everyone's time during this transitional period, Port staff seeks guidance for a potential policy/resolution for management of these proposals.

A few key takeaways should be considered:

1. Until the Port better understands the needs of the contractors for the bridge project, it doesn't make any sense to enter into new agreements for use of the area surrounding or in the Marina Basin.
2. Until the Port determines the traffic infrastructure of Lot #1 and the potential roundabout (or not), it doesn't make any sense to develop new businesses at the Event Site or Nichols Basin. The Port is at capacity with the existing concessions and adding more to the mix would be a challenge.
3. There is no room for development at the Hook. If anything, there should be less area taken up by concessions.
4. Due to access concerns and upcoming changes to Lot #1 and the surrounding area, it currently isn't feasible to entertain floating development over the water along the waterfront or in Nichols Basin.

Considerations and Potential Actions

Would the Commission prefer status quo to continue receiving proposals as we get them, and to continue with no restrictions for development of waterfront recreation concessions and properties?

If the Commission is open to preparing a resolution to put a policy in place, would the Commission like to:

1. Evaluate the resolution annually at the Commission's Spring Planning Meeting?
2. Dedicate one or two meetings per year for entrepreneurs to pitch their ideas to the Commission if they fit the criteria of the resolution?
3. Put a moratorium on additional waterfront recreation development/concession permits for the area surrounding the Marina Basin?
4. Put a moratorium on waterfront recreation development/concession permits for areas over the water (floating proposals)?
5. Put a moratorium on the waterfront recreation/concession permits for The Hook?

April 9, 2024
Spring Planning Session

Discussion Topic:

Waterfront Plan for Sustainability

Background:

The Port's Waterfront Recreation facilities continue to be in high demand. The 2023 Waterfront Report found in the Special Meeting portion of today's packet shows the huge demand for use of the event space. There is a direct correlation between the increased costs to maintain the grounds, keep up with garbage and restroom facilities with the increase in visitors to the waterfront.

According to the Waterfront Report, the Waterfront Recreation department ran a deficit of \$179k (admin overhead not included). Clearly there have been improvements to this bottom line with the introduction of paid parking and cost cutting measures. Though this has helped, the Port needs to continue to focus on ways to increase net income to support the waterfront.

Options:

1. Creation of new paid parking areas. See additional memo.
2. The Port is looking at long-term contracting for ongoing parks maintenance though it will take some time with turnover in staff. To test contract labor in Hood River, the Port has procured a small contract for landscaping/irrigation with Crystal Green. Crystal Green contracts with the City as well for parks maintenance. There are other contract approaches for airport maintenance and restroom operations as well.
3. Sell Sponsorships. Staff will propose the idea of park sponsorship to the Waterfront Committee at their next meeting to gain feedback and perspectives. We will have examples of other parks that do this with a survey of pricing. Charge a fee for signage/corporate presence on waterfront. This would be unique for Ports in Oregon, but worth keeping as an option.
4. The Commission has discussed an Adopt-A-Beach concept, but there has been limited resources put into the concept.

Discussion items:

1. Other Waterfront net income ideas?
2. Agreement to pursue additional parking facilities?

Attachments:

None

-###-

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April 9, 2024
Spring Planning Session

Discussion Topic:

Waterfront Access/Parking

Background:

At the end of Summer last year, the Commission received a report (attached) showing that the recently implemented paid parking program resulted in positive net income of \$100,000. During Fall Planning there was support for keeping the Spit and the Marina Beach free for parking in 2024 but look at adding new parking opportunities. The city will require any additional parking to be paved and run-off collected. Lot 1, East Maritime, Lot 900 and Lot 5 are all potential sites for parking.

At the March 2024 meeting, the Commission authorized negotiations with SUM Design on a work order to begin developing parking sites on the waterfront. Staff anticipates bringing a Master Services Agreement and Work Order #1 to the April 23rd Commission meeting for approval.

Based upon parking demand, preliminary costs to construct and the revenue generated from last summer, the payback period is conservatively less than five years. In addition, having more paved lots would allow for temporary uses of Lot 1 such as a farmer market or other events. Since the investment would be paid back relatively quickly, parking could serve as an interim use as the community decides on a permanent future development at the site.

Due to recent FEMA changes, there are restrictions as to permanent development within 75-ft. of the river. If the Commission pursues parking at the site just east of the Maritime Building, it may make sense to install a pocket park within the 75-ft. set-back.

It should be noted that in the past, the Commission has agreed to keep the Spit and Jetty areas free for parking.

Discussion items:

1. Possible additional areas for parking development?
2. Areas identified that should not be used for parking?

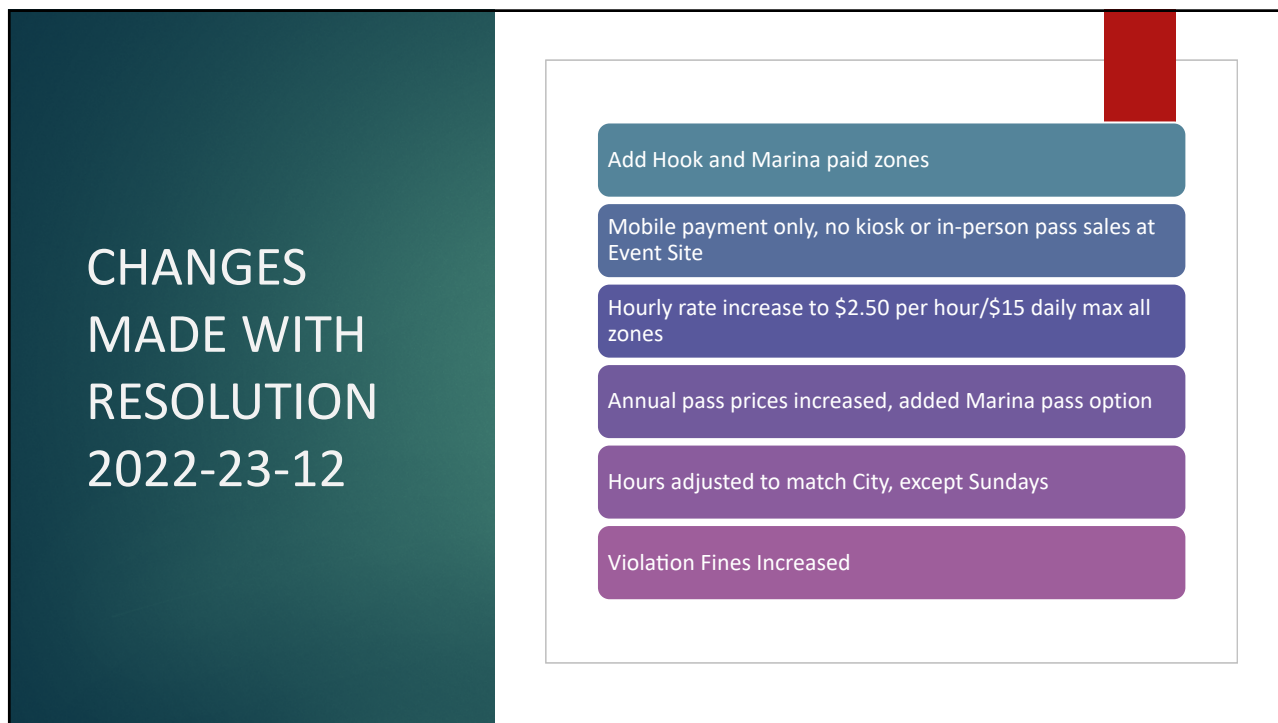
Attachments:

Paid Parking Report

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1



2

Annual Pass Sales

Year	Regular Length	Overlength	Total	Number Sold	Prices
2022	\$177,300	\$47,030	\$224,300	1,227	Regular - \$150 Overlength - \$250
YTD 2023	\$183,800	\$11,900	\$195,700 (-12.7508%)	953 (-22.33%)	Regular - \$200 Overlength - \$350

3

Metered Parking – All Areas

Year	Total	# Transactions	% Change
2022	\$101,392.92	22,554	
YTD 2023	\$191,515.95	28,508	+88.85%*

* Note – Daily pass sales at the Event Site in 2022 totaled \$52,830. This type of transaction switched to metered parking in 2023. Accounting for 2022 Daily Passes makes this only a +24.17% increase year-to-year.

4

New Revenue from Hook & Marina

Zone	YTD Total	# Transactions
Hook	\$41,229.58*	7,157*
Marina	\$14,955.40	1,946

*Note: This total does not include transactions made via kiosk on W. Portway to reflect changes made after passage of Resolution and implementation of new system. Total kiosk transactions was \$5,093.43 in 847 transactions.

5

Metered Parking – Total by Zone

Year	Hook & West Portway	West Jensen	Event Site	WF Streets & Nichols Basin	Marina	Total
2022	\$9,457.39	\$27,280.97	\$12,341.60	\$52,312.96	\$0	\$101,392.92
YTD 2023	\$46,323.01	\$20,773.86	\$59,243.77*	\$50,219.91	\$14,970.80	\$191,515.95

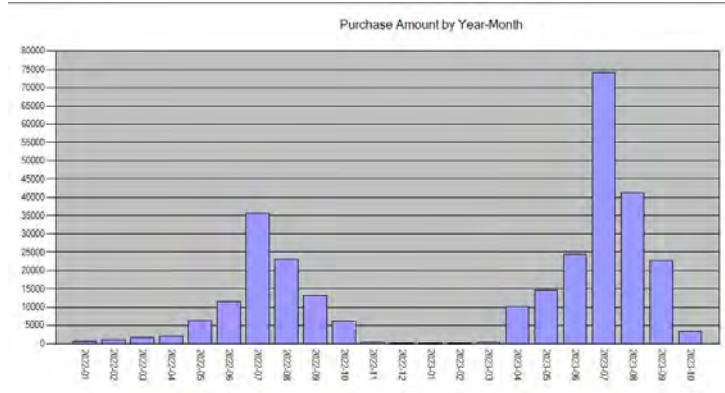
+88.85%
increase

* Note – Daily pass sales at the Event Site in 2022 totaled \$52,830. This type of transaction switched to metered parking in 2023.

6

Metered Parking – By Month

7



7

Citations Issued Comparison

8

Year	After Hours	Non-Payment	Overtime	Unauthorized Space	Total
2022	\$360 (9)	\$4,446.00 (252)	\$20.00 (2)	\$3,840.00 (205)	\$8,666.00
YTD 2023	\$720.00 (18)	\$52,970 (1,372)	\$740.00 (37)	\$2,605 (91)	\$57,035

+558.15%
increase

* Note – Total number of citations for each violation shown in parentheses.

8

Citation Payments Received Comparison

Year	Total
2022	\$9,932.00
YTD 2023	\$34,995.00

+252.35%
increase

Includes payment for late fees.

9

Parking Staff Expenditures Comparison

Year	Total
2022	\$34,879.38
YTD 2023	\$43,091.65

+23.55%
increase

Total Expenditures (including taxes, PERS, Worker's Comp for
Event Site parking booth and parking enforcement personnel only.

10

Parking Services Agreements Expenditure Comparison

11

	CALE/Flowbird	Duncan Solutions
2022	\$43,842.66	\$13,545.56
YTD 2023	\$13,759.31	\$23,520.36
% Change	-68.6%	+73.63%

CALE/Flowbird decrease reflects removal of kiosks and related maintenance expense.
Duncan increase reflects new enforcement hardware and increased citation volume.

11

Parking System Net Income Year to Year Comparison

12

Year	Total
2022	\$141,994.40
YTD 2023	\$341,839.63

+140.74%
increase

12

Key questions for 2024

1. Should we lower prices for Marina parking lot?
2. Should we offer alternate pay method at Boat Launch?
3. Should we offer a Senior discount?
 - a) Verification process?
 - b) Specify only Marina lot, leave Event Site and Jensen as is?
4. Should we return to selling daily and annual passes at the Event Site booth?

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April 9, 2024
Spring Planning Session

Discussion Topic:

Prepare for Bridge Construction

Background:

Much has been accomplished since Fall Planning on this front. In March of this year, the Port and the Hood River White Salmon Bridge Authority (HRWSBA or BA) signed an Intergovernmental Agreement (IGA) to assign all contracts and authority for the replacement effort to the HRWSBA. This is a significant agreement that hands the policy setting responsibilities to the BA. The Port – for the interim – will continue to provide administrative support to the project as the BA currently has no employees aside from the management contract with HNTB. The Port’s Finance Director and Executive Director will continue to serve as the Interim positions for the HRWSBA until their Commissions decides to employ others for those roles.

Remaining Project Issues:

1. Transition of Port property (ROW) to the Bridge Authority. Relocation aside, the HRWSBA will need to acquire approximately 3 acres of Port-owned property for the new bridge. Finalization of the design footprint in Phase 1A will be critical in quantifying the needed land. ROW transactions will also include Temporary and Permanent easements for maintenance and operations of facilities owned by both agencies. Also, an easement for the trail under the new bridge will be needed. The Port also owns property in Washington that will need to be addressed.
2. Boat Launch Impacts. Initial discussion with Kiewit has indicated they can keep the existing boat ramp open to marina traffic. However, parking would likely be impacted and additional parking area may be needed for boat trailers. Keeping the boat ramp open would be similar to how they keep businesses open that are within an active work zone, and would avoid the need to mitigate loss of use.
3. Identifying property for Recreational Mitigation. The National Park Service (NPS) provided grants in the early 1970s to develop much of the marina and surrounding property for recreational purposes. Oregon Parks and Recreation Dept. (OPRD) determined earlier this year that there will be a “take” of recreational lands. Port property on the waterfront that is not currently being used for recreation could be used to mitigate the take. The mitigation could be as simple as converting lands to parking to access the waterfront trail or the river.

Next Steps:

1. Monitor progress on FEIS/ROD.
2. Monitor progress on Federal Grant Agreements and Agreements for the use of non-federal funding as match funding.
3. Prepare draft work order for remodel of Marina East building. Execute work order

once funding source is known.

Attachment:

none.

-###-

April 9, 2024
Spring Planning Session

Discussion Topic:

Relocation of Administration Building/Maintenance Yard

Background:

Another key topic related to bridge construction is the Commission decision at Fall Planning to relocate the Port's administrative functions – at least temporarily – into the Marina East Building (700 E. Port Marina Dr.) As part of the architectural procurement, the second round exercise included scoping and preparing a draft work order for the remodel of the Marina East Building. This exercise allowed for a considerable head start in finalizing a work order and was key in the selection of SUM Design. Staff is currently completing negotiations with SUM Design and will bring a Master Services Agreement (MSA) to the Commission at the April 23rd meeting. There has, however, been a delay in executing the remodel work order until the Port receives a Notice to Proceed (NTP) from the Federal Highways Administration (FHWA) to start the relocation process. The recently approved IGA states that the project will reimburse the Port for the costs related to the relocation following federal calculations. Staff is monitoring progress on federal grant agreements and the Final EIS/ROD which are key in receiving the NTP. The IGA does allow the Port to be reimbursed from remaining fund balances in the Bridge Repair Fund. Though this is not preferred, it is an option if there are continued delays. As of Spring Planning, the construction start date is 18-months away, so this continues to be a high priority.

Remaining Project Issues:

1. Determine funding for relocation. Options include:
 - a. Federal Grant Proceeds – will need to wait until FEIS/ROD and Grant Agreements are finalized which could take as long as twelve months.
 - b. State Grant Proceeds – use non-federal grants that are not dependent on the FEIS/ROD. There is some concern as to whether the use on relocation before NEPA is complete will eliminate the funds from being a non-federal match to the project.
 - c. Use of Bridge Repair Cash Reserves – another option is to use some portion of current bridge repair reserves toward the relocation. The IGA states that remaining bridge reserves would be transferred to the HRWSBA to be used toward dismantling of the existing bridge. There is concern that the Port protect those reserves for any potential capital repairs before decommissioning starts in 2029.
2. Location of Maintenance Yard. Options will be better known once Kiewit Construction has identified their laydown needs in 6-12 months.

Next Steps:

1. Prepare draft work order for remodel of Marina East building. Execute work order once funding source is known.

Attachment: none.

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April 9, 2024
Spring Planning Session

Discussion Topic:

South Apron T-Hangar Development

Background:

Tracy May, PAE, is meeting with Mary Vargas, FAA, in Seattle this week to discuss this project. Though there have been delays in funding asphalt-related projects due to National Marine Fisheries (NMFS) rule changes, the Port can proceed with the construction of the T-Hangars themselves.

The original project (vertical plus asphalt) was \$2.052M with Port out of pocket contribution of between \$715k to \$396k. Ten T-hangars would result in \$50k in gross revenue annually. The return would be between 8 and 14 years, respectively.

The Port did receive two state grants (COAR) this February totaling \$16k but are matching funds for a larger \$190k federal grant (BIL) that the project is hoping to receive in June. A draft schedule is included. A number of other grants and entitlements were identified as part of the funding package.

The current schedule shows construction contract being awarded in March 2025.

Staff will share progress as new information is obtained.

Attachment:

Project Schedule through start of construction

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Description/Project	Task	Start	Due Date	Status
So. Apron T-Hangar Development Consultant: Tracy May, PAE Lead: K. Greenwood	Two COAR Applications Submitted		11/3/2023	\$8100 x 2 for design
	Both COAR Applications Approved		2/2/2024	Agreement cannot be executed until BIL award
	Design/Bidding/SOW		4/30/2024	This document needs to be reviewed and approved by FAA. TM will draft and send to Port and FAA
	FAA Review	5/1/2024	5/7/2024	Mary Vargas to review
	Design/Bidding Fee Proposal from PAE	5/8/2024	5/17/2024	Completed after FAA's approval of SOW. PAE will prepare then proposal needs FAA review/approval. Formal Letter to be signed and sent to FAA.
	FAA Review	5/18/2024	5/25/2024	Mary Vargas to review
	BIL Grant Application Submitted	5/26/2024	5/31/2024	PAE will draft, Port review and submit to FAA.
	BIL Grant Agreement Execution	6/1/2024	6/30/2024	PAE will coordinate approvals with FAA. Could be July.
	Execute COAR Agreements (x2)	2/1/2024	7/7/2024	Successful COAR grant cannot be executed until BIL agreement is executed.
	Submit 3rd COAR Grant	8/1/2024	8/31/2024	For construction costs
	Project Design from SOW	7/8/2024	10/31/2024	
	Bid Documents Prepared	11/1/2024	11/30/2024	
	Bid Opening	12/1/2024	1/15/2025	
	2nd COAR Grant Award		2/28/2025	for construction costs
	Construction Contract Awarded		3/15/2025	
	Construction Starts		6/1/2025	

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April 9, 2024
Spring Planning Session

Discussion Topic:

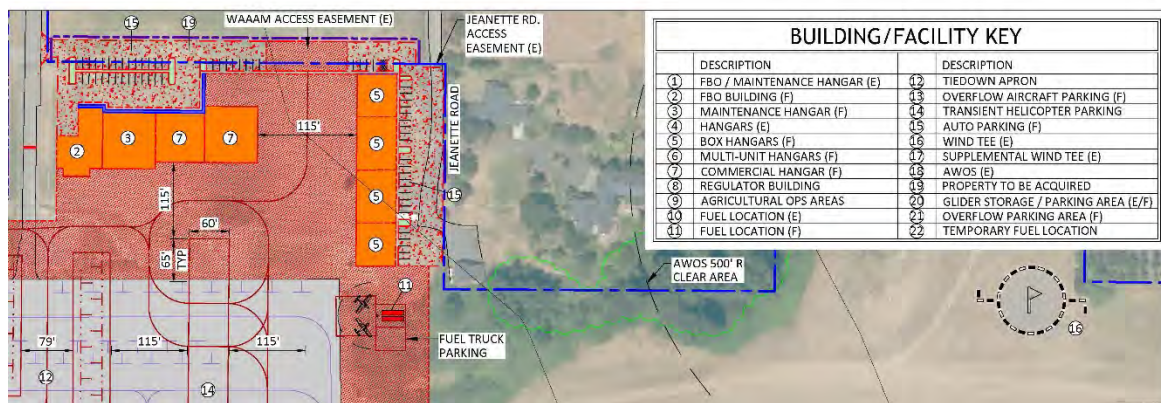
North Apron Development

Background:

The Port signed a Memorandum of Understanding (MOU) with Aircraft Storage LLC (AS) in January 25, 2024 to prepare a development agreement and land lease for hangar development on the North Apron.

The Port signed a Land Use Application on behalf of ASLLC on February 14, 2024 for the installation of two 60' x 120' box hangars on the east-west alignment of the North Apron. Since that time the County and Port received a number of comments from community members including WAAAM (Air Museum), a neighbor and the Chair of the Port's Airport Advisory Committee (AAC) objecting that the application does not conform with the Airport Master Plan (AMP), adopted in March 2018.

The Airport Layout Plan (ALP) clearly shows that the sites ASLLC identified in their application are placed on sites identified in the ALP as an FBO Building, Maintenance Hangar, and Commercial Hangars. A recent review of the hangars shows that the proposal is more in line with the Box Hangars identified in the north-south alignment of the No. Apron.



In conversations with the County and the Federal Aviation Administration (FAA), the Port has some flexibility in proposing alternatives to the ALP as long as the use is aviation related. However, conversations with WAAAM and the AAC have shown a many years' planning effort to move the FBO to the northwest corner of the site as a public entry way to the airport. A parking lot was developed just to the north of this site on the public side of the passcode protected gate supporting that the parking lot would provide access to the public.

The Port proposed to ASLLC that the two hangars be moved to the north-west alignment and there was push-back from the developer primarily due to west winds. Others felt that the alignment conformed more closely to the AMP and the ALP. Moving the hangars to the east side would not be without complications. For example, a fence or sight-obscuring vegetation (e.g. arbor vitae or shrubbery) would be required between the eastside parking

and the access drive.

Other Background Elements:

1. The Port provided a 200-ft. easement to WAAAM in the 1990s. The AMP shows a 115-ft. easement. WAAAM has initially agreed to work with the Port to modify the easement when construction planning is confirmed.
2. In 2018, the Port commissioned architectural drawings for a 285-ft x 95-ft hangar structure from Aron Faegre. This appears to be bigger than the proposed footprint in the ALP. As part of the 2018 effort, Terra Surveying produced key measurements for establishing the easternmost construction point (Jeanette Rd. side).
3. It will be more efficient for the Port to amend the current County application compared to starting over.
4. Box Hangars are typically 60' x 60'. The proposed hangars are 60' x 120' with an internal demising wall.
5. Neighbor Ron Kurahara lives at the end of Jeanette Rd. and has concerns about the lack of a fire truck turnaround at the end of the road.

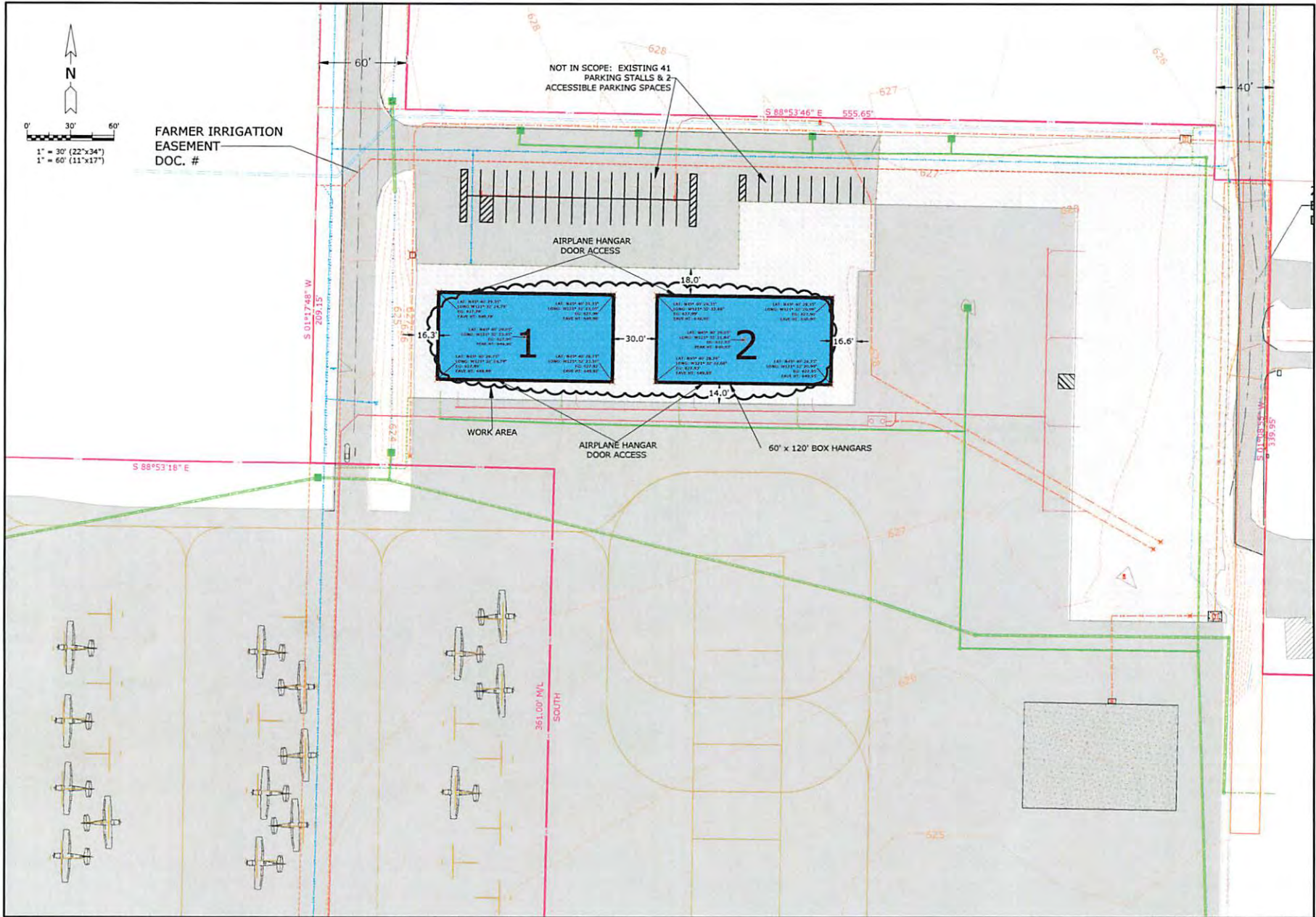
Options:

1. Proceed with Land Use process as applied. Likely does not conform with the AMP; a “pen and ink” process with FAA would allow for a modification to the ALP.
2. Amend the application to show the two box hangars located on the north-south alignment of the apron with hangar doors faced west/parking on east side.
3. Amend the application to allow for one box hangar to be built on the easternmost site of the east-west alignment and another on the north-south alignment.

Attachments:

Land Use Application Map

Letters in Response to Application



HRK ENGINEERING & FIELD SERVICES
 489 N 4TH STREET - SUITE 201
 HOOD RIVER, OREGON 97113
 541-388-8488 - WWW.HRKUS.COM

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CLIENT _____

PROJECT NAME
**HOOD RIVER AIRPORT
 NORTH APRON**

DATE
 AUGUST 2023

PROJECT NO.
 23-049

PHASE
 SITE PLAN REVIEW



REVISION		DATE	BY	DESCRIPTION

SHEET NAME
PROPOSED SITE PLAN

SHEET NO. **4** OF 4

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Nick Kraemer

From: Ron Kurahara <ron@hoodrivermortgage.com>
Sent: Thursday, March 7, 2024 4:33 PM
To: Nick Kraemer
Cc: cyndee@copperwest.com; Margaret Strasser
Subject: Land Use permit comments - #415-24-0024

Nick

We received the application for the hangers at the airport, we have a few concerns we would like addressed.

We currently live at 1700 Jeanette Rd and 1697 Jeanette RD, directly East of the proposed structure.

Questions / Concerns

- 1) Tarmac Improvement – When the Tarmac was improved several years ago, **the turnaround for Fire trucks and service vehicles was removed**, due to the elevation difference between the finished height of the tarmac and Jeanette rd – Approximately 18-24 Inches.
 - a. We addressed this concern at the time but was told to bring this up when new structures/permits were being issued.
 - b. Previous Port contact persons, - Mike Doke then Ann Medenbach, both had made commitments to provide the following. Can this be required as part of this project?
 - i. Planter strip to act as a buffer between the airport hangers and our homes
 - ii. Continued access to parking for guest overflow, **the port has since erected temporary fencing blocking access to parking.**
- 2) Proposed land use permit mentions a restaurant, but no detail is provided on the exterior elevations provided by the von Flowtow.
- 3) Your notice mentions access to additional documents, how do we get access to see this?
- 4) exterior lighting plan, we would like to see their plan, dark sky measures to reduce the impact on the neighborhood. Can this be mandated or designed into their plan
- 5) Jeanette rd access – Jeanette Rd is an underdeveloped road 40 ft road service, want to limit street volume

I can be reached at 541-490-4077, I am sure Cyndee and Margaret my have additional comments that I forgot to mention

Thank you

Ron



Broker / SR Loan Officer, Hood River Mortgage Group, LLC

Ron Kurahara

[541-716-0228](tel:541-716-0228) | [5414904077](tel:5414904077) | www.hoodrivermortgage.com

11 3rd street, # 101, Hood River, OR 97031

ron@hoodrivermortgage.com | nmls #38028 | nmls #1851593 | assistant - Chloe Kurahara

chloe@hoodrivermortgage.com

[Get Started with Ron - Apply Now](#)



Nick Kraemer

From: Mike Matthews
Sent: Tuesday, February 27, 2024 9:10 AM
To: Nick Kraemer
Subject: RE: NOTICE OF APPLICATION - Airport Development Industrial Land Use Permit (# 415-24-0024); 2N 10E 11B Tax Lot 2501

Nick,
EH has no comment.
Regards,

Mike Matthews, REHS, Supervisor
Hood River County Environmental Health
1109 June Street
Hood River, OR 97031
541-387-7129

From: Nick Kraemer <nick.kraemer@hoodrivercounty.gov>
Sent: Monday, February 26, 2024 11:55 AM
To: Brian Beebe <brian.beebe@hoodrivercounty.gov>; Margaret Maldonado <margaret.maldonado@hoodrivercounty.gov>; Building <building@hoodrivercounty.gov>; Kim Paulk <kim.paulk@hoodrivercounty.gov>; Mike Matthews <mike.matthews@hoodrivercounty.gov>; Chris Harrell <chris.harrell@hoodrivercounty.gov>; LUPermits <LUPermits@hoodrivercounty.gov>; a.schmid@cityofhoodriver.gov; 'Doug Kelly' <doug.kelly@westsidefire.com>; 'ifwater@hrecn.net' <ifwater@hrecn.net>; 'megan@fidhr.org' <megan@fidhr.org>; ODOT_R1_DevRev <ODOT_R1_DevRev@odot.oregon.gov>; DANIELSON Marah B <Marah.B.DANIELSON@odot.oregon.gov>; frankelaw@hrecn.net
Subject: NOTICE OF APPLICATION - Airport Development Industrial Land Use Permit (#415-24-0024); 2N 10E 11B Tax Lot 2501

See attached.

Response: If you have comments regarding this application, please respond to me by **5:00 pm, Monday March 18, 2024.**

Let me know if you have any questions.

Thanks

Nick Kraemer, Principal Planner
Hood River County Community Development
601 State Street - Hood River, OR 97031
541-387-6875
nick.kraemer@hoodrivercounty.gov

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Nick Kraemer

From: Megan Saunders <megan@fidhr.org>
Sent: Friday, March 1, 2024 12:03 PM
To: Nick Kraemer
Subject: Re: NOTICE OF APPLICATION - Airport Development Industrial Land Use Permit (# 415-24-0024); 2N 10E 11B Tax Lot 2501

Hi Nick,
As proposed, there are no impacts to FID water rights or infrastructure.
Have a great weekend!
Megan

On Mon, Feb 26, 2024 at 11:55 AM Nick Kraemer <nick.kraemer@hoodrivercounty.gov> wrote:

See attached.

Response: If you have comments regarding this application, please respond to me by **5:00 pm, Monday March 18, 2024.**

Let me know if you have any questions.

Thanks

Nick Kraemer, Principal Planner
Hood River County Community Development
601 State Street - Hood River, OR 97031
541-387-6875
nick.kraemer@hoodrivercounty.gov

--
Megan Saunders

Watershed Project Manager
Farmers Irrigation District
541-387-5261

Nick Kraemer

From: DANIELSON Marah B <Marah.B.DANIELSON@odot.oregon.gov>
Sent: Monday, March 18, 2024 2:05 PM
To: Nick Kraemer
Cc: R1 DevRev Crew
Subject: RE: NOTICE OF APPLICATION - Airport Development Industrial Land Use Permit (#415-24-0024); 2N 10E 11B Tax Lot 2501

Hi Nick,

Thanks for providing ODOT the opportunity to review and comment on this land use application. We have determined that there will not be any impacts on State highway facilities and have no further comment.

Marah Danielson, Senior Planner

Development Review Program

Oregon Department of Transportation, Region 1

Marah.b.danielson@odot.oregon.gov

503.731.8258

Cell: 503.979.7628

Please note: This email, related attachments and any response may be subject to public disclosure under state law.

From: Nick Kraemer <nick.kraemer@hoodrivercounty.gov>

Sent: Monday, February 26, 2024 11:55 AM

To: Brian Beebe <brian.beebe@hoodrivercounty.gov>; Margaret Maldonado <margaret.maldonado@hoodrivercounty.gov>; Building <building@hoodrivercounty.gov>; Kim Paulk <kim.paulk@hoodrivercounty.gov>; Mike Matthews <mike.matthews@hoodrivercounty.gov>; Chris Harrell <chris.harrell@hoodrivercounty.gov>; LUPermits <LUPermits@hoodrivercounty.gov>; a.schmid@cityofhoodriver.gov; 'Doug Kelly' <doug.kelly@westsidefire.com>; 'ifwater@hrecn.net' <ifwater@hrecn.net>; 'megan@fidhr.org' <megan@fidhr.org>; ODOT_R1_DevRev <ODOT_R1_DevRev@odot.oregon.gov>; DANIELSON Marah B <Marah.B.DANIELSON@odot.oregon.gov>; frankelaw@hrecn.net
Subject: NOTICE OF APPLICATION - Airport Development Industrial Land Use Permit (#415-24-0024); 2N 10E 11B Tax Lot 2501

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

See attached.

Response: If you have comments regarding this application, please respond to me by **5:00 pm, Monday March 18, 2024.**

Let me know if you have any questions.

Thanks

Nick Kraemer, Principal Planner

Hood River County Community Development

601 State Street - Hood River, OR 97031

541-387-6875

nick.kraemer@hoodrivercounty.gov

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MAR 11 2024

March 12, 2024

The Board of Directors of the Western Antique Aeroplane & Automobile Museum (WAAAM), on behalf of the Western Antique Aeroplane & Automobile Museum are fully against the request made by Claudia von Flowtow on behalf of Aircraft Storage, LLC "RE: Airport Development Industrial Land Use Permit (#415-24-0024); 2N 10E 11B Tax Lot 2501" as described by the mailed notice to adjacent property owners on February 26, 2024, hereby referred to as the proposed airport development.

Our issues are three-fold:

1. The proposed airport development violates the Airport Master Plan. For the past 30+ years significant funds have been spent in keeping this Airport Master Plan up-to-date and relevant to the current issues facing the airport. The proposed airport development does not fit with the Airport Master Plan which has been publicly vetted by the community at large and the various constituents impacted by airport operations.
2. The proposed airport development violates the terms of at minimum five multimillion dollar Federal and State Grants over the last decade that have been used to establish the Air Museum Road access grant easement, North ramp prep for the Airport Master Plan FBO relocation site, and other airport development that follows the Airport Master Plan.
3. The proposed airport development violates the deeded access agreement from WAAAM's adjacent North AD zone property (02N 10E 11B Tax Lot 1603) to the airport granted at the time of the establishment of the easement of Air Museum Road.

While we at WAAAM fully acknowledge that the Ken Jernsted Airfield (4S2) is in need of more hangar space, the location and proposed airport development put forth with the submitted proposal is unacceptable. We are prepared to take legal action on this matter.

Sincerely,

Terry R Brandt
Founder & Board President
Western Antique Aeroplane & Automobile Museum

John M Benton
Board Secretary
Western Antique Aeroplane & Automobile Museum

Brian T Brandt
Board Vice President
Western Antique Aeroplane & Automobile Museum

Judy Newman
Board Member
Western Antique Aeroplane & Automobile Museum

Stephanie A Hatch
Museum Director
Signed on behalf of the remaining Board of Directors
Western Antique Aeroplane & Automobile Museum



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March 12, 2024



I am against the request made by Claudia von Flowtow on behalf of Aircraft Storage, LLC "RE: Airport Development Industrial Land Use Permit (#415-24-0024); 2N 10E 11B Tax Lot 2501" as described by the mailed notice to adjacent property owners on February 26, 2024.

There are three big problems with the new development proposal:

1. The proposed airport development violates the deeded access agreement for 02N 10E 11B Tax Lot 1603 on the North AD zone property to the airport granted at the time of the establishment of the easement of Air Museum Road. I worked very hard to make this agreement
2. The proposed airport development flies in the face the Airport Master Plan. Myself, along with many Hood River based aircraft owners, local pilots, and others with aviation concerns have worked tirelessly to work on an acceptable Federally required Airport Master Plan. The Airport Master Plan has been updated many times to keep it current at great cost. That the proposed airport development so utterly disregard the Airport Master Plan is a huge insult.
3. Thanks to the Airport Master Plan, the airport has been able to get grants form both the federal government and the state government for improvements. The proposed airport development invalidates all the grant work done which means that this money, millions of dollars' worth of work, may need to be paid back as a misuse of funds.

I understand the airport needs more hangar space. This problem is nothing new. The Airport Master Plan details steps to help with this. Steps that the proposed airport plan totally ignores. This proposal is unacceptable and I am prepared to let all impacted parties from the federal and state levels to the pilot communities know about your gross negligence should it go forward.

Sincerely,

A handwritten signature in black ink, appearing to read 'Terry R Brandt', written over a light blue horizontal line.

Terry R Brandt
1615 Tucker Road
Hood River, OR 97031

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April 4, 2024
Spring Planning Session

Discussion Topic:

Workforce Housing at Lower Mill

Overview:

Since Fall Planning of 2023, the Commission has expressed interest in providing workforce housing at the 12-acre Lower Mill Site.

- In January, a \$5.7M planning level cost estimate was prepared for 110 spaces. The operational costs were \$550k annually with an average monthly rent of \$600 and did not include debt service.
- The Hood River County Commission, on March 18th, authorized the Community Development Department to work with the Port on a *temporary* text amendment to the land use code.
- The Odell Sanitary District will discuss the matter at their April 9th board meeting including whether to charge only a temporary development charge and to allow a discounted rate per RV hook up. The System Development Charge (SDC) per hook-up is approximately \$7k.
- Port staff met with Geoff Owen, Kiewitt, Business Development Manager, on April 1st about workforce housing opportunities. Owen's thoughts were:
 - 100 workers is more likely.
 - Workers are willing to drive one to 1.5 hours to work site.
 - Will have a better sense of workforce needs in 12 to 18 months.
 - Unlikely that Kiewit would build a park site.
 - Kiewitt will build fenced lay down yards and those often serve as sites for dry camping.
- Though County staff has the authority to work on this project, the Port would need to hire a land use planner to draft the amendment language. An initial contract was \$20k, not including legal review. Process could take as much as a year.

Key Questions:

1. Should the Port proceed with the temporary land use application?

Pros & Cons Considerations:

There is mixed interest by the County Commission in having the park be permanent. If it was permanent, the Odell Sanitary District would expect full SDCs per hook up. The County Community Development Manager indicated that a more comprehensive planning effort to serve the entire Odell community will be taking place in one to three years where issues like this could be addressed.

Staff is supportive of a permanent RV Park at the space that allows for a longer period to regain the initial investment back.

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April 9, 2024
Spring Planning Session

Discussion Topic:

Roundabout at Second and Riverside/Lot 1

Background:

At the Port's Fall Planning session in 2023, staff was directed to pursue financing and construction of a roundabout at Second and Riverside. KPFF was already under contract to help with the E. Anchor Way (EAW) extension but was re-directed to pursue the roundabout.

In March 2024, Scott Keillor (WSP) was hired to manage the project primarily to write grants in the first year. Materials were produced asking for a \$1.75M earmark request, but ODOT blocked the request since the project wasn't explicitly in the State Transportation Improvement Plan (STIP). The E. Anchor Way project had been in the STIP, but ODOT felt that the EAW project was too much of a deviation from the proposed roundabout.

Since that time, WSP and KPFF have been working with ODOT to gain their acceptance of the roundabout plan which will remove traffic barriers to development on the waterfront for years to come. Once the ODOT team approves the project, a process will be developed to amend the STIP which will allow the project to receive additional federal funding. The next key meeting with ODOT is pending for mid-April.

Other issues:

- Once ODOT has approved the design concept, a number of actions will take place:
 - EDA Grant Agreement will be amended.
 - STIP will be amended.
 - A contract amendment with KPFF will need to be approved.
 - Grant writing will pick back up.
- Keillor and Greenwood met with Brian Polson, Operations Manager with Hood River Distillers in early April to discuss the project and learn more about their transportation usage.
- The Port continues to receive calls from developers or other interested parties about Lot 1 and 900. Lot 900 is zoned Commercial and as the project develops, it will be key to ensure that there's an equal amount of acreage of commercially zoned land to increase opportunities for future development.

Attachments:

Task Schedule.

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4/2/2024
DRAFT

Port of Hood River	2024												2025												2026																	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
Plans and Construction	Plans and Construction																																									
Design	ODOT Review and confirmation of Design Acceptability			Preliminary Design (30%)				ODOT/ City Review	60% Design				ODOT/ City Review	90% Design				WSP Review	Finalize 90% Design	ODOT / City Review	100% Design	Submit Final PS&E (9/8/2025)																				
Permitting																			Permitting																							
Bidding																			Bidding																							
Construction																			Optional Task 9 Construction Management Contingent Task																							
Port, WSP, & KPFF Meetings			T1	PMT1	PMT2	T2	PMT3	PMT4	T3	PMT5	PMT6	T4	PMT7	PMT8	T6	PMT9	PMT10	T6	PMT11	PMT12	T7	PMT13	PMT14	T9	PMT15	PMT16	T10	PMT17	PMT18	T11	PMT19	PMT20	T12	PMT21	PMT22	T13						
Funding Strategy	Funding Strategy																																									
Grant Writing and Strategy	Prepare Funding Strategy; Congressionally Directed Spending (Grant No 1)			Grant No 2				Grant No 3																																		
EDA & ODOT Grant Management				Terra G1			KPFF G1			Terra G2			KPFF G2			Optional Task 8 NEPA Contingent Task																										
Quarterly Reports and Closeout				R1			R2			R3			R4			R5			R6																		Closeout all Grants					
NEPA / ROW Needs	NEPA / ROW Needs																																									
Agency Coordination	Agency Coordination																																									
Port Commission Port, City, ODOT Coordination Meetings				PC1 4/23			PC2			PC3			PC4			PC5			PC6			PC7			PC8			PC9														
				Agency 1			Agency 2			Agency 3																																
Communications	Communications																																									
Fact Sheet Update				FS1			FS2			FS3			FS4			FS5			FS6																							
Website Update				Web1			Web2			Web3			Web4			Web5			Web6																							

- PMT1 Port-WSP meetings
- T1 Team meetings
- R1 EDA, ODOT and new grants Management and quarterly reporting
- PC1 Port Commission briefings
- A1 Agency Partner meetings
- FS1 Fact Sheet
- Web1 Website Update
- Design KPFF / Design Phase

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April 9, 2024
Spring Planning Session

Discussion Topic:

Big 7 Sale

Background:

The Port wishes to sell Big 7 in order to generate funds to support the Port's mission. The Port has listed the property with Anne Medenbach of Copper West Real Estate. The anticipated time to market and sell the building is 3-6 months.

The Property will be listed on the open market the week of April 15. In the meantime, Anne will put together the following:

Week of April 8:

- Pricing proposal for approval
- Photos taken
- Draft marketing materials for approval
- Touring and key access plan for approval
- Final materials and data sent from staff to Anne.
- Approval of sign placement and size

Week of April 15:

- List property on all sites including: RMLS, Loopnet, Crexi, craigs list, Company website, social media sites, Vertical email (1000+ brokers),
- Sign posted

Anne will keep staff up to date on any showings and give a weekly report on activity.

Discussion items:

1. Should Copper West be hired to fill vacancies in Port buildings?
2. Should Copper West be hired to work on lease renewals until the property development position is filled?
3. Where should proceeds from the sale be applied?

Attachment:

none.

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