

Board of Commissioners

Frank Spence – Chairman
Robert Stevens – Vice-Chair
Dirk Rohne – Secretary
James Campbell – Treasurer
Scott McClaine – Assistant Secretary/Treasurer

422 Gateway Ave, Suite 100
Astoria, OR 97103
Phone: (503) 741-3300
Fax: (503) 741-3345
www.portofastoria.com

STANDING FINANCE ADVISORY COMMITTEE

March 16, 2022 @ 12:00 PM
10 Pier 1, Suite 209, Astoria, OR*

*This meeting will also be available via Zoom. Meeting ID: 869 0588 1635 and Passcode: 422.

Agenda

1. Call to Order
2. Roll Call
3. Staff Update on Budget Timeline – Melanie Howard
4. Update on Waterfront Master Plan – Will Isom
5. Update on Airport Industrial Park – Matt McGrath
6. Status of Connect Oregon and Other Grant Opportunities – Matt McGrath/Shane Jensen
7. Potential Tenants – Matt McGrath
8. General Discussion – Will Isom/Matt McGrath
9. Confirm an Agenda for the Next Meeting
10. Adjourn

HOW TO JOIN THE ZOOM MEETING:

Online: Direct link: <https://us02web.zoom.us/j/86905881635?pwd=amhtTTBFcE9NUElxNy9hYTZFPQTlZQT09>
Or go to [Zoom.us/join](https://zoom.us/join) and enter Meeting ID: 869 0588 1635, Passcode: 422

Dial In: (669) 900-6833, Meeting ID: 869 0588 1635, Passcode: 422

This meeting is accessible to persons with disabilities or persons who wish to attend but do not have computer access or cell phone access. If you require special accommodations, please contact the Port of Astoria at least 48 hours prior to the meeting by calling [\(503\) 741-3300](tel:5037413300) or via email at admin@portofastoria.com.

March 11, 2022

To the Members of the Finance Committee:

The budget cycle for the 2022/23 Fiscal Year is well underway. Jim Grey and I have begun work on the different budget components, with input from Matt, Will, and various department heads.

The highlights from the budget calendar are as follows:

4/19 – the commission appoints the budget committee

4/27 – a proposed budget is sent to the budget committee members (our deadline for preparation of the budget)

5/4 – the first meeting of the budget committee

5/18 – the second meeting of the budget committee

6/7 – the commissioners meet to review and adopt the approved budget

While the budget committee and commission are ultimately responsible for approving the budget content, I would like to provide the finance committee members an opportunity to pose questions regarding the budget preparation process and perhaps discuss various strategies for making estimates and projections.

As always, your involvement and input are appreciated.

Sincerely,

Melanie Howard
Accounting and Business Services Manager, Port of Astoria
(503) 741-3343
mhoward@portofastoria.com

2022-23 PROPOSED BUDGET CALENDAR

<u>DESCRIPTION</u>	<u>DATE/DEADLINE</u>
1) The governing body appoints the budget officer.	Done
2) The governing body appoints the budget committee.	4/19/2022
3) The budget officer prepares the proposed budget.	4/27/2022
4) The budget officer publishes the Notice of Budget Committee Meetings.	4/25/2022
<p>Print a notice in the newspaper no more than 30 days before the meeting and no less than 5 days before the meeting. A notice should also be posted on the website at least 10 days before the meeting.</p>	
5) The budget officer provides a copy of the proposed budget to each member of the budget committee.	4/27/2022
6) The budget officer files a copy of the budget in the Port office.	4/27/2022
7) The executive officer of the Port prepares or directs the preparation of the budget message.	4/29/2022
8) The budget committee meets at the time and place in the notice and receives the proposed budget and budget message.	5/4/2022
9) The budget committee meets at the time and place in the notice for the purpose of hearing public comment and hears questions and comments from any interested person.	5/18/2022
10) The budget committee approval deadline.	5/18/2022
<p>Before approving the budget, the budget committee can make any changes to the budget that a majority of the committee members agrees on.</p>	
11) The budget officer publishes one notice of the Budget Hearing and a summary of the approved budget (Forms LB-1, 2, 3 and 4, if required).	5/30/2022
<p>This notice must be published between 5 and 30 days before the hearing.</p>	
12) The governing body conducts the budget hearing and takes public comment from any interested person.	6/7/2022
<p>The governing body must have a quorum present at the public meeting.</p> <p>The governing body considers the comments of all interested parties about the budget and the fiscal policy decisions reflected in the budget.</p>	
13) If the governing body raises expenditures in any fund more than \$5,000 or 10% or raises the tax at all, they must republish the adjusted budget and notice of a second budget hearing.	n/a
<p>The notice of the second hearing must be published between 5 and 30 days before the second hearing.</p>	
14) After the budget hearing, the governing body enacts resolutions or ordinances to adopt the budget, make appropriations and categorize the tax, if applicable.	6/7/2022
15) The budget officer submits the approved budget and certification documents (LB-50, Resolution Adopting Budget, Resolution Imposing Taxes) to the assessor's office and the county clerk's office by July 15th.	7/8/2022