

Board of Commissioners

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

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

Regular Session

May 7, 2024 @ 4:00 PM
 10 Pier 1, Suite 209, Astoria, OR*

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling the Port of Astoria at (503) 741-3300.

*This meeting will also be accessible via Zoom. Please see page 2 for login instructions.

Agenda

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COMMISSION REPORTS
5. CHANGES/ADDITIONS TO THE AGENDA
6. PUBLIC COMMENT – for items on the agenda, when not covered by a public hearing
 This is an opportunity to speak to the Commission for 3 minutes regarding any item on the agenda.
 Public comment received by the deadline will be read aloud at the meeting.
7. CONSENT CALENDAR:
 - a. Minutes –
 - Regular Session 3/19/2024...3
 - Regular Session 4/2/2024.....7
 - Workshop Session 4/16/2024 .. 10
 - b. Financials – March 2024..... 15
 - c. Event Calendar – May 2024 21
8. ACTION:
 - a. Astoria Forest Products Settlement..... 22
 - b. Second Reading, ORDINANCE PROVIDING FOR THE CONTROL AND MANAGEMENT OF THE MOORING BASIN FACILITIES AND THE PORT OF ASTORIA, AND REPEALING ORDINANCE 99-01 24
 Copies of the Ordinance are available at the Port Administrative office located at 422 Gateway Ave, Suite 100, Astoria, OR.
 - c. Community Service Fee Distribution 44
 - d. Finance Committee 46
 - e. Resolution 2024-01 Adopting the Supplemental Budget 2023-2024..... 48
9. PUBLIC COMMENT – for non-agenda items
 This is an opportunity to speak to the Commission for 3 minutes regarding Port concerns not on the agenda. Public comment received by the deadline will be read aloud during the meeting.
10. EXECUTIVE DIRECTOR COMMENTS

Please Note:

Agenda packets are available online at: <https://www.portofastoria.com/CommissionMeetings/AgendaMinutes.aspx>

Please allow time for the normal posting procedure for agendas and meeting packets.

Board of Commissioners

11. UPCOMING MEETING DATES:

- a. Budget Committee – May 15, 2024 at 1:00 PM
- b. Workshop Session – May 21, 2024 at 4:00 PM
- c. Budget Committee – May 22, 2024 at 1:00 PM

12. ADJOURN

HOW TO JOIN THE ZOOM MEETING:

Online: Direct link: <https://us02web.zoom.us/j/86905881635?pwd=amhtTTBFcE9NUeIxNy9hYTFFPQTlzQT09>
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.

Please Note:

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Please allow time for the normal posting procedure for agendas and meeting packets.

**MEETING MINUTES
MARCH 19, 2024**

**PORT OF ASTORIA
REGULAR SESSION
PIER ONE BUILDING
#10 PIER 1, SUITE 209
ASTORIA, OR 97103**

Call to Order:

Chairman Stevens called the Regular Session to order at 4:00 PM.

Roll Call:

Commissioners Present: Robert Stevens; Frank Spence; Tim Hill; and Dirk Rohne. Jim Campbell was absent.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance & HR Director Melanie Howard; Terminal and Customer Support Manager Susan Transue; and Executive Assistant/Administrative Coordinator Stacy Bandy.

Port Counsel: Eileen Eakins was absent at this session.

Also Attending: Kelley Brouwer of Precision Approach Engineering; Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Commission Reports:

Commissioner Hill did not have anything to report.

Commissioner Spence did not have anything to report.

Commissioner Rohne reported on the following:

Represented the Port of Astoria on March 13, 2024, to receive a check for \$1 million in Federal Funding from Representative Suzanne Bonamici for the Pier 2 rehabilitation project.

Commissioner Stevens reported the following:

- The Clatsop Community College Foundation dinner and auction date is set for Saturday, April 13, 2024. Commissioners are invited to attend.
- Has contacted Senator Weber and Representative Javidi to arrange a visit to the Port.
- Finance & HR Director Melanie Howard has released the dates for the upcoming budget meetings.

Changes/Additions to the Agenda:

There were no changes to the agenda.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar:

The Consent Calendar consisted of the following:

- Minutes – Regular Session 1/09/2024; Workshop Session 1/23/2024; and Regular Session 2/6/2024
- Financials – January 2024
- Event Calendar – March 2024

Commissioner Spence moved to approve the consent calendar as presented. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.

Action Items:**8a. UCP Agreement**

Deputy Director Matt McGrath shared the nature of the United Certification Program (UCP) agreement. This is an updated tripartite agreement between the State of Oregon, the Oregon Department of Transportation (ODOT), the Oregon Business Development Department, and any agency that will receive federal funding from the ODOT. Approval from the Commission to certify that the Port is a part of the Disadvantaged Business Enterprise (DBE) is requested to continue to receive federal funding. Kelly Brewer from Precision Approach Engineering added that the Port of Astoria is a party to this agreement and is responsible for verifying its position in the DBE.

Commissioner Rohne moved to approve the request to authorize Executive Director Will Isom to sign the UCP agreement. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present.

8b. MSRC Terminal Leases

Terminal and Customer Support Manager Susan Transue presented two lease agreements for the Marine Spill Response Corporation (MSRC). The first is a moorage agreement for the MSRC barge. Per the Port's tariff, the monthly charge is \$8,109.72. The lease is effective April 1st, 2024, through March 31, 2029. The second agreement is a Commercial Lease Agreement for 4,250 square feet of tarmac space. The lease is effective April 1, 2024.

Commissioner Rohne moved to approve the MSRC Barge Moorage Agreement. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present. Commissioner Hill moved to approve the MSRC Commercial Lease Agreement for tarmac space. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.

8c. East Mooring Basin Moorage Rates

Executive Director Will Isom presented the staff recommendation of a retroactive 10% rate reduction and rate freeze for tenants in the East Mooring Basin due to the hardship produced by the recent East Basin collapse in 2023. This change will remain until the Causeway is repaired, access is restored, and utilities are functional again.

Isom notes that the commissioners will soon receive a new resolution outlining the future moorage rates for the West Basin.

Commissioner Rohne moved to approve the temporary change to East Mooring Basin moorage rates. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present.

8d. RFE# 0182 Anchor Recovery

On March 7, 2024, HME Construction was requested to provide emergency services for recovering the discharge anchor. Port Maintenance Director Joe Tadei contacted two additional contractors: Bergerson Construction, which had a two-week wait, and WCT Marine & Construction, which did not have an estimate on the response time frame.

McGrath requested an emergency retroactive expenditure of \$12,895.59 for HME Construction for diving and anchor retrieving services.

Commissioner Spence moved to approve the request for expenditure RFE#0182 Anchor Recovery.

Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.

Public Comment for items not on the agenda:

There were no public comments.

Executive Director Comments:

- Isom and McGrath attended the annual Pacific Northwest Waterways Association (PNWA) Mission to D.C. for the second time. This year was the 90th anniversary of the delegatory. The PNWA has a diverse group of members, including ports, public water transport, private industry companies, and labor representatives. The conference format consisted of various meetings with pre-planned talking key points, selecting a Representative or Senator to engage with, and a moderated discussion with one person to represent each group.
- Monday and Tuesday were spent in presentations by speakers focused on river issues, cargo movement, and dams. Speakers included NOAA fisheries, The Army Corps of Engineers, the Department of Transportation, and federal grant panels.
- Wednesday and Thursday were spent at Capitol Hill with the northwest delegation for the House of Representatives with Representative Suzanne Bonamici. Led the group discussions and had the opportunity to thank Representative Bonamici for her advocacy for the Port, which has brought great support and significant awards for the Pier 2 project.
- On April 14, Representative Bonamici will visit the Port for discussions and a photo op for the ceremonial check exchange for the \$1,000,000 Commission Funding Request awarded for the Pier 2 Rehabilitation Project.
- Calendar items
 - First cruise ship of the spring season: Ruby Princess on Friday, April 12, 2024
 - 2024 Airport Fly-In: Saturday, August 24, 2024 – more information to come.
- Isom recognized and thanked Executive Assistant/Administrative Coordinator Stacy Bandy for her efforts and ability to fulfill two roles until a replacement is found. Also thanked the Commission for allowing him the opportunity to attend the mission to D.C., as it has proved to have been of great value.

- McGrath met with the Maritime Administration (MARAD) members who will administer the Port Infrastructure Development Project grant and scheduled a visit for March 18. The visit focused on the project dynamics, contracting, and pier infrastructure.
- Timeframe for Pier 2 rebuild:
 - Joint permit application submission – April-May
 - Approval expected summer 2025
 - Begin construction phase one out of three – November 2025
- Commissioner Stevens pointed out Port Grant Writer Shane Jensen's influence and efforts in obtaining recent grants.

Upcoming Meeting Dates:

- Regular Session – April 2, 2024 at 4:00 PM
- Workshop Session – April 16, 2024 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 4:43 PM.

APPROVED:**ATTEST:**

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

May 7, 2024
Date Approved by Commission

**MEETING MINUTES
APRIL 2, 2024**

**PORT OF ASTORIA
REGULAR SESSION
PIER ONE BUILDING
#10 PIER 1, SUITE 209
ASTORIA, OR 97103**

Call to Order:

Chairman Stevens called the Regular Session to order at 4:00 PM.

Roll Call:

Commissioners Present: Robert Stevens; Frank Spence; Tim Hill; and Dirk Rohne. Jim Campbell was absent.

Staff Present: Executive Director Will Isom; Finance & HR Director Melanie Howard; and Executive Assistant/Administrative Coordinator Stacy Bandy.

Port Counsel: Eileen Eakins was not present at this session.

Also Attending: Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Commission Reports:

Commissioner Rohne did not have anything to report.

Commissioner Spence reported on the following:

The first cruise ship of the spring season will arrive on Friday, April 12, 2024. This marks the beginning of a successful new season, with 19 other ships expected.

Commissioner Hill did not have anything to report.

Commissioner Stevens reported on the following:

Staff have drafted a briefing book for Senator Suzanne Weber. The commissioner's participation in Senator Weber's visit begins with a private meeting between Commissioner Hill and Commissioner Spence, with a rotation of new commissioners during the briefings.

Changes/Additions to the Agenda:

There were no changes to the agenda.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar:

The Consent Calendar consisted of the following:

- Minutes – Finance Committee Meeting 2/14/2024; Workshop Session 2/20/2024
- Financials – February 2024
- Event Calendar – April 2024

Executive Director Will Isom informed the Commission that the Profit and Loss report through February 2024 shows a trend of 110% of the budget in operating revenue and 108% of the budget in operating expenses due to the increased water usage. From a profit and loss standpoint, the port is ahead of the budget. According to Oregon Budget law, the budget is based only on expenditures, so the Port is trending to overspend the budgeted amount. Staff is likely to recommend a supplemental budget.

Commissioner Spence moved to approve the consent calendar as presented. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.

Action Items:**8a. Business Oregon Pier 2 West Grand Amendment**

Isom explained the Business Oregon Emerging Opportunity Program Grant Agreement for Pier 2 is in need of an extension. Due to how Business Oregon administers its grants and business cycles, the grant is set to expire in June of 2024. When receiving the grant, it was known that permitting, mitigation, and design work would exceed the twelve-month grant period. Through consulting with Business Oregon Regional Representative Melanie Olson, the agreement was signed through June 30, 2024, and Business Oregon would be open to six-month extensions until funds of \$1.2 million have been expended. This is the first amendment for extension.

Commissioner Rohne moved to approve the Business Oregon Emerging Opportunity Program Grant Agreement amendment for Pier 2 West. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present.

8b. AVH Consulting, LLC – Professional Services Contract

Isom presented the new service agreement with AVH Consulting, LLC. Substantive changes are the following

- The agreement is now with AVH Consulting instead of Shane Jensen, as he now operates under an LLC.
- The scope of services expanded to include project work and document reviews.
- The contract can be terminated on 30 days' notice by either party.
- Rate increase.

Commissioner Spence moved to approve the agreement with AVH Consulting, LLC. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.

Public Comment for items not on the agenda:

There were no public comments.

Executive Director Comments:

- Senator Suzanne Weber and Representative Cyrus Javadi will hold a town hall meeting in suite 209 at the Pier 1 building on April 9 at 6:30 PM.
- Senator Jeff Merkley will hold a town hall meeting in the Clatsop Community College gymnasium on Saturday, April 6, at 2:30 PM.
- The Executive Assistant/Administrative Coordinator position has been filled as of April 1.
- Tentatively, the first log ship is scheduled to arrive on April 12.
- The new Marina ordinance, the revised East Mooring Basin moorage rates, and a review of

contracting policies are expected to be items in upcoming agendas.

- Commissioner Spence reminded the Commissioners that they are within the period to file the Statement of Economic Interest and complete the questionnaire required by the Oregon State Ethics Commission.

Upcoming Meeting Dates:

- Workshop Session – April 16, 2024 at 4:00 PM
- Regular Session – May 7, 2024 at 4:00 PM
- Budget Committee – May 15, 2024 at 12:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 4:20 PM.

APPROVED:

ATTEST:

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

May 7, 2024
Date Approved by Commission

**MEETING MINUTES
APRIL 16, 2024**

**PORT OF ASTORIA
WORKSHOP SESSION
PIER ONE BUILDING
#10 PIER 1, SUITE 209
ASTORIA, OR 97103**

Call to Order:

Chairman Stevens called the Workshop Session to order at 4:00 pm.

Roll Call:

Commissioners Present: Robert Stevens; Frank Spence; Jim Campbell; Tim Hill; and Dirk Rohne.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Marina Manager Janice Burk;
Executive Assistant/Administrative Coordinator Stacy Bandy; Executive Assistant Dianna Delgado.

Port Counsel: Eileen Eakins.

Also Attending: Astoria City Councilor Tom Brownson and Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda:

Action item 7b. RFE# 0180 Security Truck was removed from the agenda and postponed for a future meeting.

Commissioner Spence moved to approve the agenda as amended. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment:

No public comment was received.

Advisory:

6a. First Reading. ORDINANCE PROVIDING FOR THE CONTROL AND MANAGEMENT OF THE MOORING BASIN FACILITIES AND THE PORT OF ASTORIA, AND REPEALING ORDINANCE 99-01

Deputy Director Matt McGrath briefly explained the changes and incorporations to Ordinance 99-01, which has not been updated in over twenty years. These include insurance amendments, reservation policies, and language formatting.

- Scheduling and availability issues led to the changes and incorporation of holiday reservations and availability during big events.

Commissioner Campbell inquired about sport fishing boat licensing. Executive Director Will Isom explained that this topic is often discussed as the Port does not have a venue to identify whether a boat has obtained a business license through the city or not. Marina Manager Janice Burk provides background on the topic. For the complete discussion, please see meeting audio.

6b. Review Port Contracting and Purchasing Policy – Port Counsel, Eileen Eakins

Eileen Eakins of Northwest Local Government Legal Advisors shared the Port's current contracting and purchasing policy from 2017 and talked the commission through the current public contracting rules. Presentation highlights include:

- Per the contracting code, the port Commissioners have two hats to wear: the Port Board of Commissioners and the Local Contract Review Board (contracting agency).
- If a contracting agency does not want to create its own contracting and purchasing policy, it can adopt the rules that apply to the State of Oregon, although these tend to be more complex than those of local governments.
- The Executive Director or designee has the authority to enter any contract up to \$25,000 for any single purchase or project within a budget year without approval from the commission or if it is under the adopted budget, and can approve any extensions or renewals to the initial contract as long as the contract does not extend for more than five years. The executive director may authorize real estate leases with an initial term of one year or less and yearly extensions without review. However, the board needs to review and renegotiate if there are significant changes to the lease agreement.
- When purchasing, the contract will fall into one of three categories: Professional services, procurement, and construction or public improvement.
 - Professional Services: Consultants, accountants, lawyers, designers, project managers. There are two ways to choose who the contract is awarded to: competitive and not competitive. Non-competitive awards are usually used on accountants, consultants, and lawyers as they can be based on history and trust. Competitive awards are more common for services such as contracting or project managers. The bidding process uses some of the following criteria to compare: experience, availability, personnel, certifications, price, training, etc. If the competitive process is applied to consulting services, a decision is made on qualifications, and then the contract cost is negotiated.
 - Procurement: Small procurement; price does not exceed \$10,000; it does not require a review by the board. Intermediate procurement, a price range of \$10,000 to \$150,000, requires three competitive bids, but the contract does not have to go to the lowest bidder. However, in construction projects, prevailing wages must be included if the cost exceeds \$50,000. At \$125,000 or more, the bid must be advertised in the Journal of Commerce. If the amount is larger than \$150,000, there must be a competitive bid, and the job must be advertised in the newspaper.
 - Federal contracts are subject to the Davis-Bacon Act (federal prevailing wage), and State contracts are subject to the Little Davis-Bacon Act.
 - Public Improvements are defined as construction, reconstruction, or major renovation on real property. Smaller public improvements are emergency work, minor alterations, ordinary repairs, and maintenance to preserve a public improvement.
 - Eileen Eakins recommended that the rules be revised and updated from \$10,000 to \$25,000 for small procurements as the statute allows.
- Emergency contracting allows the Commission Chair, Executive Director, or designee to select a provider without a formal bid or approval from the board of Commissioners as long as it is made in good faith and there is a record that there was a genuine effort to select the right provider under the circumstances.

- The contract review board can pre-qualify contractors for a bid or refuse/de-bar someone from pre-qualification as long as it is not done unfairly and there is a valid reason.
- Every contracting agency has the ability to decide how to dispose of surplus property, as it is owned by the public. If the estimated value of the item being disposed of does not exceed \$5,000, there does not need to be a commission review. Ways to dispose include sale, transfer, donation, or disposal.
- Isom explains that the Port undergoes an interim audit yearly. Onsite testing is a significant portion of the audit. They ask for a listing of purchases by vendor or amount and will review the largest purchases. Along with that, there will be random testing, where they will select 25-50 random transactions and review the process of how those items or services were procured.
- Isom expressed that during his time at the Port, there have not been any issues in audits. However, considering how complicated the Port's contracting and purchasing policies are, there is a significant area of risk. Bigger organizations often have a dedicated purchasing department, but due to the size of the organization, this responsibility falls on the management or administrative staff. He emphasized that this is an area that requires great concern to ensure it is correct and is reviewed by the Counsel if needed. Isom will be working with Eileen Eakins to present a revised policy for review by the Commissioners.
- Commissioner Stevens asked Eakins if there is additional responsibility and jeopardy when the commission acts as a contract review board. Per Eileen, there would not be any additional liabilities as the decision is made by the governing body in their contract review role.

Commissioner Stevens and Commissioner Rhone thanked Eakins for the policy review.

Action Items:

7a. East Mooring Basin Moorage Rates

Isom briefly explained the action item. During the March 16 workshop meeting, the Board of Commissioners approved a temporary rate reduction of 10% for the tenants in the East Mooring Basin until adequate access and services can be restored. Multiple commissioners asked that this change be reviewed for a more significant rate reduction due to the tenants' feedback. The Port is currently collecting \$25,000 annually in mortgages at the East Mooring Basin. This translates to roughly \$2,500 for every 10% rate change.

Isom turned to the Port Commission for direction and a motion to approve the new 50% rate. Through this motion, he also clarified that the 50% rate change would be retroactive to August 2023.

Commissioner Rhone moved to approve the East Mooring Basin Moorage Retroactive Rate Change. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

Commission Comments:

Commissioner Campbell commented on the following:

The recent incident with the Baltimore Bridge raised the importance of protecting the Port and the Astoria-Megler Bridge.

Commissioner Rohne commented on the following:

Attended the Clatsop Community College Foundation auction with Commissioner Stevens. He recognized that after a challenging year, the foundation is now turning a corner in a positive way.

Commissioner Spence commented on the following:

- Received the spring edition of the Port's newsletter in the mail and complimented Finance & HR Director Melanie Howard on her efforts.
- In the April 16 edition of *The Astorian*, the Port of Astoria was not listed among all public entities meeting that day.

Commissioner Hill commented on the following:

Had the opportunity and honor of visiting the Explora I cruise ship. When he stepped aboard, he was impressed as it was a gorgeous, upscale ship. He feels the Port was represented well, and everyone was very happy with the inaugural and plaque exchange.

Commissioner Stevens commented on the following:

- The town hall meeting with Representative Cyrus Javidi and Senator Suzanne Weber was successful, with a room full of guests.
- State Representative Javidi will not be able to visit the port on April 19 as planned.
- There was a meeting with Senator Weber to update her on the progress of the ongoing projects at the Port.

Executive Director Comments:

- The cruise ship season has started. It is the first time in over five years that the port has had both a log ship and a cruise ship simultaneously.
- A second inaugural cruise ship visit will be held on April 26. Isom extended the invitations to County and City Leadership, among others.
- Based on some of the recent local forums, the recent town hall meeting with Representative Javidi and Senator Weber was very well under control.
- A candidate forum will be held on April 16 at 7:00 PM at the Clatsop Community College gymnasium. Representative Javidi and the candidates for County Commission seats will attend.
- Thanks to Howard for her efforts on the spring edition of the Port's newsletter with the help of McGrath. It is a good representation of the Port.
- Introduced the new Executive Assistant, Dianna Delgado, and expressed his excitement about having filled the position, which will allow Stacy Bandy to focus on her new Environmental Compliance and Permits Manager role.

Upcoming Meeting Dates:

- Regular Session – May 7, 2024 at 4:00 PM
- Budget Committee – May 15, 2024 at 1:00 PM
- Workshop Session – May 21, 2024 at 4:00 PM
- Budget Committee – May 22, 2024 at 1:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:24 PM.

APPROVED:

ATTEST:

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant / Administrative Coordinator

May 7, 2024
Date Approved by Commission

DRAFT



MARCH 2024 FINANCIALS NARRATIVE*

For July 2023 through March 2024, the Port is showing an operating gain of 1,030,500. This operating gain is ahead of budget expectations by \$180,300 and is ahead of prior-year profits by roughly \$505,000. Operating revenue YTD is at 110% and expenses are at 108% of the seasonally trended budget. Non-operating income and expenses are both roughly 100% of budget. Total net profit YTD is \$320,300, which exceeds budget expectations by \$208,000.

Dockage revenues were up \$287,200 and \$360,500 from the budget and prior year, respectively. Lease and rental income was ahead of budget by roughly \$96,000 and up \$371,700 from the prior year, while income from rebilled expenses (tenant utilities, longshore labor, etc.) was roughly \$197,000 above budget and up \$246,800 from prior year. The increase in lease and rental income from FY23 can be partially attributed to the Bornstein warehouse pass-through, which dropped both lease & rental income and non-operating expense by roughly \$187,000 in fiscal year 2022-23. Two new lease agreements, Oregon DHS and NW Forest Link, add roughly \$23,500 a month to lease & rental income.

Gross Marina revenues were 94% of budget but 102% of prior-year. Boatyard gross revenues were at 96% of budget but 102% of the prior year. Net profits from marina fuel sales were down \$32,100 from the prior year, while net profits from airport fuel sales were up by \$24,000.

Personnel services came in under budget by \$63,700 while materials and services were \$517,000 above budget.

Capital spending in March was primarily for Pier 2 West engineering and NEPA compliance, hangar drainage at the Airport, and the Wetlands Bank Feasibility Study project.

Fuel Sales Summary:

Marina Fuel	Unleaded Sales \$	Unleaded Sales Gal	Unleaded COGS	Unleaded Profit	Diesel Sales \$	Diesel Sales Gal	Diesel COGS	Diesel Profit
Jul - Mar 2024	\$ 400,118	61,657	\$ 277,781	\$ 122,337	\$ 148,156	26,164	\$ 98,663	\$ 49,493
Jul - Mar 2023	\$ 446,536	64,856	\$ 316,872	\$ 129,664	\$ 223,957	36,266	\$ 149,656	\$ 74,301
Airport Fuel	Jet A Sales \$	Jet A Sales Gal	Jet A COGS	Jet A Profit	100LL Sales \$	100LL Sales Gal	100LL COGS	100LL Profit
Jul - Mar 2024	\$ 704,598	131,464	\$ 468,266	\$ 236,332	\$ 217,057	37,781	\$ 187,802	\$ 29,255
Jul - Mar 2023	\$ 696,878	117,834	\$ 480,880	\$ 215,998	\$ 114,271	16,473	\$ 88,675	\$ 25,596

*Numbers have been rounded to the nearest hundredth value.

Port of Astoria
Profit & Loss Actual vs. Budget
March 2024

	Actuals Jul 2023 - Mar 2024	Actuals Jul 2022 - Mar 2023	Budget Jul 2023 - Mar 2024	Budget Variance Through Mar	% of Budget Through Mar	Full '23-'24 Budget
<u>Operating Revenues</u>						
Dockage & Vessel Service	774,381	413,834	487,151	287,230	159%	807,555
Lease & Rental Income	2,382,563	2,010,824	2,286,692	95,871	104%	3,060,111
Rebilled Expenses	1,413,704	1,166,897	1,216,846	196,858	116%	1,731,006
Boat Haulout	481,597	470,477	510,842	-29,245	94%	717,840
Marina Revenues	422,693	416,164	441,110	-18,417	96%	691,060
Fuel Sales	1,469,929	1,481,642	1,337,847	132,082	110%	1,748,654
Ticket Revenues	1,860	2,220	2,600	-740	72%	3,600
Other Income	27,293	42,308	57,433	-30,140	48%	70,393
Total Operating Revenues	6,974,021	6,004,366	6,340,521	633,500	110%	8,830,219
<u>Operating Expenses</u>						
Personnel Services	2,178,201	2,028,313	2,241,912	-63,711	97%	2,994,266
Materials and Services	3,765,270	3,450,410	3,248,366	516,904	116%	4,483,128
Total Operating Expenses	5,943,471	5,478,723	5,490,278	453,193	108%	7,477,394
Income from Operations	1,030,550	525,644	850,243	180,307	121%	1,352,825
<u>Non-Operating Revenues</u>						
Property Tax Revenues-Genl Fund	926,397	887,092	919,332	7,065	101%	954,000
Timber Tax Revenues	97,902	111,957	97,902	0	100%	0
Other County Revenues	7,804	177	39,312	-31,508	20%	39,500
Grants*	1,052,941	371,437	1,052,941	0	100%	21,764
Interest Income	22,429	3,208	5,685	16,744	395%	9,780
Total Non-Operating Revenues	2,107,473	1,373,871	2,115,172	-7,699	100%	1,025,044
<u>Total Non-Operating Expenses</u>						
Capital Outlay*	1,627,434	1,925,659	1,627,434	0	100%	113,581
Interest Expense	352,107	145,382	351,260	847	100%	447,114
Principal Expense	838,193	338,845	874,396	-36,203	96%	1,208,513
Total Non-Operating Expenses	2,817,735	2,409,886	2,853,090	-35,356	99%	1,769,208
Net Income (Loss)	320,288	-510,371	112,324	207,964	285%	608,662

**Capital Outlay/Grants year-to-date budget set to match Revenue/Expense, not seasonally adjusted.

Port of Astoria

Balance Sheet

as of March 2024

March 31, 2024

ASSETS

Current Assets

Cash & Cash Equivalents

Cash Funds	745
Operating Account #1442	629,871
Payroll Account #5344	51,682
Bornstein MMA #0004	0
Money Market #1259	268,083
Restricted AOC4 MMA #0760	253,497

Total Clatsop Community Bank 1,203,132

Total Cash & Cash Equivalents 1,203,877

Accounts Receivable 419,089

Other Current Assets 3,446,172

Total Current Assets 5,069,137

Fixed Assets 35,349,762

Other Assets

Long-term Receivables 16,348,476

TOTAL ASSETS 56,767,375

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	430,509
Other Current Liabilities	14,672,791

Total Current Liabilities 15,103,300

Long Term Liabilities

Accrued Vacation Payable	156,798
Accrued Sick Leave	167,614
Notes Payable	13,007,848
Net Pension Liability	1,337,577
OPEB Liability	738,399
Lease Liability	132,494
Pollution Remediation AOC 4 Liability	2,564,338
Less Current Portion LT Debt	<u>-1,342,522</u>

Total Long Term Liabilities 16,762,546

Total Liabilities 31,865,846

Equity

Retained Earnings 24,581,241

Net Income 320,288

Total Equity 24,901,529

TOTAL LIABILITIES & EQUITY 56,767,375



Capital Projects
March 2024
Budget to Actual

DEPARTMENT AND PROJECT		CAPITAL PROJECTS & GRANTS As Budgeted			CAPITAL PROJECTS & GRANTS Actual Spending To-Date			REMAINDER & PRIORITY	
		Adopted Capital Expenditure	Adopted Grant Funding	Adopted POA Expense	Expenses through 03/31/2024	Grants Received through 03/31/2024	Expenses through 03/31/2024 NET OF GRANTS	Budgetary Estimate of Remaining POA Expense	Priority (1-10) 9=Comp 10=Rem
Department	Description								
WFW	P2 West Preconstruction	1,500,000	1,325,000	175,000	535,787	530,671	5,116	169,884	1
Airport	Airport Master Plan	88,885	82,470	6,415	72,356	21,764	50,592	(44,177)	2
Administration	2023-24 IT Upgrades	30,000	-	30,000	7,278	-	7,278	22,722	3
WFW	Security Upgrades: Trident equipment; Pier 1 Generator; Pier 1 Booth; Cyber Security	122,800	92,100	30,700	129,060	96,795	32,265	(1,565)	3
WFW - Boatyard	Boatyard Master Plan	87,500	76,000	11,500	99,194	60,000	39,195	(27,695)	3
Airport	Hangar Maintenance	25,000	-	25,000	6,800	-	6,800	18,200	4
Airport	Vegetation Management	30,000	-	30,000	72,926	-	72,926	(42,926)	4
WFW	Pier 2 East - Repairs based on ODOT reports	50,000	-	50,000	-	-	-	50,000	4
Airport	Industrial Park	300,000	250,000	50,000	-	250,000	(250,000)	300,000	5
Airport	Terminal Building Upgrades	75,000	-	75,000	51,209	-	51,209	23,791	5
Airport	Tide Gate Feasibility Study	49,800	49,800	-	28,319	28,318	1	(1)	5
WFW	Fire Suppression/System Upgrades - Pier 2	20,000	-	20,000	2,104	-	2,104	17,896	5
WFW	Pier 1 Building - New HVAC Outdoor Units (3)	25,000	-	25,000	8,380	-	8,380	16,620	5
WFW	Repave Gateway Avenue / Restripe	110,000	82,500	27,500	-	-	-	27,500	5
WFW - Boatyard	Boatyard Upgrades	150,000	-	150,000	27,974	-	27,974	122,026	5
Airport	Backfill and Site Prep Behind Recology	100,000	-	100,000	2,609	-	2,609	97,391	8
WFE - Marinas	West Basin T-Dock Power	60,000	51,000	9,000	67,962	-	67,962	(58,962)	9
WFW	422 Gateway Building - Remodel/Upgrades	100,000	-	100,000	35,609	-	35,609	64,391	9
WFW	Slip 1 Sampling and Analysis Plan	50,000	-	50,000	53,142	-	53,142	(3,142)	9
WFW	Fender Pile Replacement (25) Pier 1 West, Pier 2 East, Pier 2 West	195,049	-	195,049	286,133	-	286,133	(91,084)	9
WFW	Dredge Repairs - repair dredge pipe/replace cutter head	25,000	-	25,000	19,373	-	19,373	5,628	9
WFW	Link Belt Crane - load cells and wind meter	15,000	-	15,000	9,570	-	9,570	5,430	9
WFW	Waterfront Master Plan - Wayfinding Signage	15,000	-	15,000	-	-	-	15,000	10
WFE - Marinas	Dumpster Enclosure	10,000	-	10,000	-	-	-	10,000	10
Airport	Backfill and Site Prep Behind Overbay	60,000	-	60,000	-	-	-	60,000	10
WFW	413 Gateway Building - Replace Siding/Flooring	55,000	-	55,000	-	-	-	55,000	10
WFW	2023-24 Security Upgrades: Security cameras, Marina security fencing	75,000	56,250	18,750	-	-	-	18,750	10
WFW - Cruise	Gangway Landing Tower	65,000	-	65,000	-	-	-	65,000	10
	Misc	-	-	-	111,650	64,910	46,740	(46,740)	
TOTALS		3,489,034	2,065,120	1,423,914	1,627,434	1,052,458	574,976	848,938	

Port of Astoria
Vouchers Paid -- Operating Acct

Type	Date	Num	Name	Memo	Credit
102-00 - Cash					
102-02 - CCB Operating #1442					
Bill Pmt -Check	04/05/2024	83601	A Coastal Lock & Key, LLC		106.00
Bill Pmt -Check	04/05/2024	83602	Advanced Remediation Technologies, Inc.	Job # OR0203-005.001	875.00
Bill Pmt -Check	04/05/2024	83603	ALS Environmental	Cust # 207691-01	500.00
Bill Pmt -Check	04/05/2024	83604	America's Phone Guys	Acct# 31377 February 2024	408.30
Bill Pmt -Check	04/05/2024	83605	Anchor Graphics		156.00
Bill Pmt -Check	04/05/2024	83606	AT&T	Acct # 019 295 1870 001	24.63
Bill Pmt -Check	04/05/2024	83607	Brandon C Willson		332.50
Bill Pmt -Check	04/05/2024	83608	Business Oregon		23,128.18
Bill Pmt -Check	04/05/2024	83609	Campbell Environmental		19,656.60
Bill Pmt -Check	04/05/2024	83610	Carpet Corner Company		6,441.25
Bill Pmt -Check	04/05/2024	83611	Cartomation, Inc.	Invoice #73	650.00
Bill Pmt -Check	04/05/2024	83612	CenturyLink	Acct # 497163267	106.01
Bill Pmt -Check	04/05/2024	83613	Cintas Corporation	10829	197.30
Bill Pmt -Check	04/05/2024	83614	City Lumber	Cust # 7259	600.24
Bill Pmt -Check	04/05/2024	83615	City of Astoria - utilities		1,303.22
Bill Pmt -Check	04/05/2024	83616	CityServiceValcon	Acct # 0017404	49,633.92
Bill Pmt -Check	04/05/2024	83617	Clean Water Technologies, LLC	January support	3,838.31
Bill Pmt -Check	04/05/2024	83618	Columbia Steel Supply		16.50
Bill Pmt -Check	04/05/2024	83619	Del's OK Point S Tire	POR101	647.93
Bill Pmt -Check	04/05/2024	83620	Drug Screens, Inc.		35.00
Bill Pmt -Check	04/05/2024	83621	Fast Lube & Oil		80.45
Bill Pmt -Check	04/05/2024	83622	Frank Spence, Commissioner	Reimb - March 2024	100.00
Bill Pmt -Check	04/05/2024	83623	HME Construction, Inc.	PORTOFAS	12,895.59
Bill Pmt -Check	04/05/2024	83624	Key Government Finance, Inc.	Acct # 581049019 Inv	50,633.33
Bill Pmt -Check	04/05/2024	83625	Lawson Products	Cust # 10075026	291.35
Bill Pmt -Check	04/05/2024	83626	MarinaWare	Quarterly Software License - March, April and May 20...	450.00
Bill Pmt -Check	04/05/2024	83627	Matthew McGrath (A/P)	Reimbursement - March 2024	260.63
Bill Pmt -Check	04/05/2024	83628	Napa Auto Parts	Cust # 76004	27.20
Bill Pmt -Check	04/05/2024	83629	National Business Furniture LLC	Terminal Building Upgrades - Furniture	1,189.98
Bill Pmt -Check	04/05/2024	83630	North Coast Marine LLC	Airport FBO	3,750.00
Bill Pmt -Check	04/05/2024	83631	Northwest Local Government Legal Advi...	March 2024	1,653.00
Bill Pmt -Check	04/05/2024	83632	NW Marine Terminal Assn	2024 NWMTA Summer Meeting in Port of Vancouver...	250.00
Bill Pmt -Check	04/05/2024	83633	NW Natural	Acct #2737126-9	134.03
Bill Pmt -Check	04/05/2024	83634	Overton Safety Training, Inc.	Mobile Crane/Forklift Refresher Course 2024	4,435.00
Bill Pmt -Check	04/05/2024	83635	P & L Johnson Mechanical, Inc.		1,776.46
Bill Pmt -Check	04/05/2024	83636	Pacific Habitat Services, Inc.	Enviromental Consulting For Industrial Development	3,299.77
Bill Pmt -Check	04/05/2024	83637	PacificSource Administrators	Employer ID: P00431	2,360.32
Bill Pmt -Check	04/05/2024	83638	Pape Machinery, Inc.	Cust # 101890	181.23
Bill Pmt -Check	04/05/2024	83639	Performance Systems Integration, LLC	901626	1,923.40
Bill Pmt -Check	04/05/2024	83640	PetroCard, Inc.	01-0004280	1,005.40
Bill Pmt -Check	04/05/2024	83641	Platt Electric Supply (Rexel)	Acct #135946	94.43
Bill Pmt -Check	04/05/2024	83642	Shane Jensen - Grant Writer	Grant Writing - March 2024	11,850.87
Bill Pmt -Check	04/05/2024	83643	Shred-It	Cust # 16971101	64.20
Bill Pmt -Check	04/05/2024	83644	Sierra Springs	928320221793628	136.39
Bill Pmt -Check	04/05/2024	83645	Special Districts Health Premiums	Cust # 03-0016324	48,052.54
Bill Pmt -Check	04/05/2024	83646	Special Touch Janitorial, Inc.		7,050.00
Bill Pmt -Check	04/05/2024	83647	Spectrio, LLC	Acct # SPX755863	210.00
Bill Pmt -Check	04/05/2024	83648	Spectrum - 5501	8787 14 001 0420590	39.99
Bill Pmt -Check	04/05/2024	83649	Staples Advantage	Cust #LA 1833939	111.92
Bill Pmt -Check	04/05/2024	83650	Terry's Plumbing LLC.	W/O#234515	121.65
Bill Pmt -Check	04/05/2024	83651	ULINE	Cust # 21657453	1,640.51
Bill Pmt -Check	04/05/2024	83652	VenTek International	Cust # PORTASTORIA	475.00
Bill Pmt -Check	04/05/2024	83653	Verizon Wireless #7705-1	270297705-00001	570.52

Total 102-02 - CCB Operating #1442

265,772.05

Total 102-00 - Cash

265,772.05

TOTAL

265,772.05

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 5 APRIL 24
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Port of Astoria
Vouchers Paid -- Operating Acct

Type	Date	Num	Name	Memo	Credit
102-00 - Cash					
102-02 - CCB Operating #1442					
Bill Pmt -Check	04/19/2024	83655	A-1 Ready Mix		1,042.25
Bill Pmt -Check	04/19/2024	83656	A Coastal Lock & Key, LLC		67.00
Bill Pmt -Check	04/19/2024	83657	Bergerson Construction, Inc	Project # 23101 - POA PIER 2 CMGC	1,750.00
Bill Pmt -Check	04/19/2024	83658	C-TechSolutions LLC	PAST000006	11,832.28
Bill Pmt -Check	04/19/2024	83659	Card Service Center		6,992.29
Bill Pmt -Check	04/19/2024	83660	Carl Paronen (Retiree)	Reimb Medicare Supplement Plan	278.28
Bill Pmt -Check	04/19/2024	83661	Cintas Corporation	10829	195.09
Bill Pmt -Check	04/19/2024	83662	City Lumber	Cust # 7259	208.86
Bill Pmt -Check	04/19/2024	83663	City of Warrenton		18,402.25
Bill Pmt -Check	04/19/2024	83664	Clatsop County Lawn & Tractor	544212	130.17
Bill Pmt -Check	04/19/2024	83665	Columbia Steel Supply		16.50
Bill Pmt -Check	04/19/2024	83666	COSTCO	1985	553.08
Bill Pmt -Check	04/19/2024	83667	Cruise the West, Inc.	2022 Membership Renewal	6,500.00
Bill Pmt -Check	04/19/2024	83668	Del's OK Point S Tire	POR101	250.75
Bill Pmt -Check	04/19/2024	83669	DEQ	Project # 117915-00	393.92
Bill Pmt -Check	04/19/2024	83670	Earthworx Excavation, LLC		17,266.50
Bill Pmt -Check	04/19/2024	83671	Elbowgrease Group, LLC		1,440.00
Bill Pmt -Check	04/19/2024	83672	Englund Marine (Boatyard)	Acct 15589 Closing Date 3/31/2024	62.90
Bill Pmt -Check	04/19/2024	83673	Englund Marine (Marina)	Acct 14130 Closing Date 3/31/2024	860.75
Bill Pmt -Check	04/19/2024	83674	Englund Marine (MX)	Acct 14129 Closing Date 2/29/2024	472.96
Bill Pmt -Check	04/19/2024	83675	Fastenal	ORAST0062	1,102.17
Bill Pmt -Check	04/19/2024	83676	Frank Spence, Commissioner	Reimb - March 2024	100.00
Bill Pmt -Check	04/19/2024	83677	Haglund Kelley LLP	General # 10437.018:Dispute - American Queen Ste...	7,567.50
Bill Pmt -Check	04/19/2024	83678	Harold Culver (Retiree)		278.28
Bill Pmt -Check	04/19/2024	83679	Hauer's Lawn Care & Equip		44.95
Bill Pmt -Check	04/19/2024	83680	Home Depot	6035 3225 3191 4798	223.52
Bill Pmt -Check	04/19/2024	83681	iFocus Consulting, Inc.		8,237.00
Bill Pmt -Check	04/19/2024	83682	J. Burk (A/P)	Reimb for mileage - April 2024	158.79
Bill Pmt -Check	04/19/2024	83683	Larry Jones (Retiree)		1,112.22
Bill Pmt -Check	04/19/2024	83684	Lawson Products	Cust # 10075026	208.42
Bill Pmt -Check	04/19/2024	83685	Lower Columbia Engineering LLC	Proj 3553 Boat Haulout Evaluation	1,338.75
Bill Pmt -Check	04/19/2024	83686	Maul Foster & Alongi, Inc.		4,952.50
Bill Pmt -Check	04/19/2024	83687	Napa Auto Parts	Cust # 76004	145.00
Bill Pmt -Check	04/19/2024	83688	National Business Furniture LLC	Terminal Building Upgrades - Furniture	621.66
Bill Pmt -Check	04/19/2024	83689	Northwest Parking Equipment Co.	Semi-Annual Pay Station Servicing	1,750.00
Bill Pmt -Check	04/19/2024	83690	NW Natural		1,093.09
Bill Pmt -Check	04/19/2024	83691	Oregon DMV	Acct # 60577	0.65
Bill Pmt -Check	04/19/2024	83692	Pacific Northwest Waterways Assn.	Membership renewal - 2024	2,300.00
Bill Pmt -Check	04/19/2024	83693	Pacific Power		40,352.27
Bill Pmt -Check	04/19/2024	83694	PERS Health	AS - Group: 10013822 Subscriber: H80550901	278.28
Bill Pmt -Check	04/19/2024	83695	PetroCard, Inc.	01-0004280	2,024.04
Bill Pmt -Check	04/19/2024	83696	Platt Electric Supply (Rexel)	Acct #135946	170.75
Bill Pmt -Check	04/19/2024	83697	PND ENGINEERS, INC	Project # 234038 Astoria Pier 2 West	105,372.41
Bill Pmt -Check	04/19/2024	83698	Pro-Fresh LLC		447.80
Bill Pmt -Check	04/19/2024	83699	Quadient (postage)	X3391	201.00
Bill Pmt -Check	04/19/2024	83700	Real Estate Service Group, Inc		1,000.00
Bill Pmt -Check	04/19/2024	83701	Recology Western Oregon	Acct # G3001229	2,979.58
Bill Pmt -Check	04/19/2024	83702	Recology Western Oregon (LA)	A1080000232	43.54
Bill Pmt -Check	04/19/2024	83703	Robert D Hanks	Reimb Medicare Supplement Plan	278.28
Bill Pmt -Check	04/19/2024	83704	Shane Jensen - Grant Writer	Grant Writing - April 2024	1,836.25
Bill Pmt -Check	04/19/2024	83705	Solutions YES, LLC	Acct # PO03	137.57
Bill Pmt -Check	04/19/2024	83706	Spectrio, LLC	Acct # SPX755863	210.00
Bill Pmt -Check	04/19/2024	83707	Spectrum - 0901	Acct # 176560901	189.97
Bill Pmt -Check	04/19/2024	83708	Spectrum - 1001	Acct # 176561001	39.99
Bill Pmt -Check	04/19/2024	83709	Spectrum - 6401	Acct # 176526401	2,089.47
Bill Pmt -Check	04/19/2024	83710	State of Washington		0.20
Bill Pmt -Check	04/19/2024	83711	Sweet Septic and Portable Service	March 2024	280.00
Bill Pmt -Check	04/19/2024	83712	The Daily Astorian	Acct # EO12928	122.50
Bill Pmt -Check	04/19/2024	83713	Tim Severson (A/P)	Reimbursement for Raingear & CDL Physical	240.00
Bill Pmt -Check	04/19/2024	83714	Walter E. Nelson Co.	Cust # 1629	1,427.62
Bill Pmt -Check	04/19/2024	83715	Wells Electrical Contracting, Inc.		4,313.25
Total 102-02 - CCB Operating #1442					263,985.10
Total 102-00 - Cash					263,985.10
TOTAL					263,985.10

JRE OK
4-19-24

WW

May 2024

May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1 7PM Gearhart City Council Mtg	2	3	4
5	6 6PM Astoria City Council Mtg	7 4PM Regular Session 6PM CB City Council Mtg	8 4PM Clatsop Cnty Commission	9 10AM Col-Pac EDD Mtg 10AM NWOEA Mtg 1PM NW ACT Clatsop Comm College	10	11
12	13 6PM Seaside City Council Mtg	14 6PM Warrenton City Council Mtg	15 1:00pm Budget Committee	16	17	18
19	20 6PM Astoria City Council Mtg	21 4PM Regular Workshop Session	22 4PM Clatsop Cnty Commission 1:00pm Budget Committee	23	24	25
26	27	28 330PM CEDR Board Mtg 530PM Astoria Planning Commission 6PM Warrenton City Council Mtg 7:45AM AWACC	29	30	31	Jun 1

SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS

This Settlement Agreement and Release of All Claims (“Agreement”) is made by and between the Port of Astoria (“Port”) and Murphy Overseas U.S.A. Astoria Forest Products, LLC (“AFP”). The Port and AFP shall sometimes hereafter be referred to individually as “Party” and collectively as “Parties.”

RECITALS:

On or about December 10, 2021, the Port filed a lawsuit in Clatsop County Circuit Court, Case #21cv47354 (the “Lawsuit”). In its Complaint, the Port alleged that AFP failed to repair two piers owned by the Port after ten years of heavy log handling on those piers by AFP.

AGREEMENT:

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the adequacy of which are hereby acknowledged, the Port and AFP agree as follows:

1. Payment by AFP. In exchange for, and as good and material consideration for, the signing and execution of this Agreement, AFP agrees to pay to the Port Two Hundred and Fifty-Thousand Dollars and no cents (\$250,000.00). Payment shall be made payable to “Port of Astoria” and mailed to Melanie Howard, Port of Astoria, 422 Gateway Suite 100, Astoria, Oregon, 97103. Payment shall be mailed within ten (10) business days of execution of this Agreement.

2. General Release of Claims. In exchange for and in consideration of the promises contained herein, and except with respect to the obligations imposed by this Agreement, the Parties unconditionally release, acquit, and forever discharge each other and their respective agents, representatives, attorneys, employees, officers, directors, businesses, successors, assigns, related entities, and affiliates, of and from any and all claims, in law, equity, or otherwise, known or unknown, suspected or unsuspected, disclosed or undisclosed, that arise from or relate in any way to the Dispute. Each of the Parties further agree not to initiate any claim, charge, complaint, or action against the other Party, in any forum whatsoever, in connection with the claims released by the Parties.

3. Dismissal of Lawsuit. The parties have cancelled the scheduled trial and notified the Court of the resolution of this matter as a result of the agreement reached between the Parties and memorialized herein. Within ten (10) business days of the receipt of payment from AFP, the Port will dismiss the Lawsuit with prejudice and with each party bearing its own fees and costs.

4. Attorney Fees. In the event either Party breaches this Agreement, such Party shall reimburse all reasonable costs and attorney fees incurred by the other as a result of the breach and in connection with any legal action related to the breach, including but not limited to, any action that is necessary in order to collect amounts due under this Agreement.

5. Entire Agreement & Advice of Counsel. This Agreement constitutes the complete, final, and exclusive embodiment of the entire agreement between the Parties with respect to the subject matter hereof and each knowingly and willingly intends to be legally bound by the Agreement. The Parties execute this Agreement without reliance upon any written or oral promise, warranty, or representation not contained herein, and this Agreement supersedes any such promises, warranties, or representations. The Parties acknowledge that they have carefully and fully read this Agreement, that they understand all the provisions of this Agreement, and have been afforded the opportunity to be advised of its meaning and consequences by an attorney, and have signed the same of their own free will. This Agreement may not be amended or modified except in a writing signed by the Parties. Each Party will bear their own costs or fees incurred in connection with the making of this Agreement.

6. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, all of which together shall constitute one and the same instrument.

7. Amendment. This Agreement may not be modified, altered, or changed except upon express written signed consent of all the Parties, wherein specific reference is made to this Agreement.

8. Governing Law. The Parties hereby acknowledge that this Agreement has been negotiated and executed in Oregon. This Agreement will be governed by and construed according to Oregon law, without regard to its conflict of laws principles. Any action or proceeding arising out of this Agreement shall be litigated exclusively in courts located in Clatsop County, Oregon, and each party submits to the jurisdiction of any local, state, or federal court located in Clatsop County, Oregon.

PORT OF ASTORIA.:

MURPHY OVERSEAS U.S.A.
ASTORIA FOREST PRODUCTS, LLC

By:

By:

Its:

Its:

Dated: May ____, 2024

Dated: May ____, 2024

ORDINANCE NO. 2024-01 ADOPTED _____, 2024

**AN ORDINANCE PROVIDING FOR THE CONTROL AND MANAGEMENT OF THE
MOORING BASIN FACILITIES OF THE PORT OF ASTORIA,
AND REPEALING ORDINANCE 99-01**

WHEREAS, the Port of Astoria is the owner of certain mooring basin Facilities (“the Facilities”), located within Clatsop County, Oregon; and

WHEREAS, the Facilities are available for use by the public; and

WHEREAS, the Port of Astoria seeks to update regulations to govern the occupancy and use of the Facilities and to provide for the administration thereof;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE PORT OF ASTORIA
ORDAINS AS FOLLOWS:

GENERAL PROVISIONS

Title. This Ordinance shall be called the “Port of Astoria Mooring Basin Rules and Regulations.”

Purpose and Scope. The purpose of this Ordinance is to provide for the effective control and management of the Facilities.

Severability. If any section or part of this Ordinance is found to be inconsistent with any state or federal law or regulation, such section or part shall be superseded by such law or regulation without invalidating the remainder of this Ordinance. Nothing in this Ordinance shall be construed as a limitation of any rights, privileges, or remedies previously existing under any applicable law, nor as a limitation of the powers and authorities of the Port.

Application. This Ordinance shall apply to all mooring basin Facilities of the Port of Astoria and to all waters subject to its jurisdiction. All Vessels and persons entering or using the Facilities shall be subject to the rules and regulations herein defined.

Repeal. The following ordinance is repealed: ORDINANCE NO. 99-01

**PART 1
DEFINITIONS**

Unless otherwise expressly stated or required by context, the following definitions shall apply to this Ordinance. The use of any gender shall include all genders; the singular shall include the plural and the plural shall include the singular; and the provisions of this Ordinance shall apply to individuals, partnerships, associations, and corporations alike.

1.1 Abandoned.

- A. **Vessels.** The Port may deem a Vessel Abandoned if: (1) It is not registered with the Port within six (6) hours of commencement of use of Port moorage; or (2) it is not removed from Port Facilities as required under provisions of this Ordinance covering Hazardous Vessels and termination of moorage.
- B. **Personal Property.** Personal property other than Vessel shall be deemed Abandoned if: (1) It is left on or in Port Facilities without identification, evidence of ownership, or notification to the Port of ownership for a period of more than five (5) days; or (2) it is identified to a Vessel and is left on or in Port Facilities in excess of thirty (30) days after expiration of the Moorage License Agreement for Resident Vessels or in excess of five (5) days after expiration of the Moorage License Agreement for Transient Vessels and Guest Boats; or (3) it is associated with a Vessel which is deemed Abandoned under this Ordinance.

1.2 Emergency. A condition or event that poses an imminent danger to life, property, navigation, or the environment and for which prompt action is required to address such condition or event.

1.3 Executive Director. The person duly appointed by the Commission of the Port of Astoria as the chief executive officer for the Port. Unless otherwise expressly stated herein, any power granted or duty assigned to the Executive Director may be exercised by his or her duly authorized designee.

1.4 Facilities. All Moorage Facilities owned and operated by the Port of Astoria.

1.5 Fee Schedule. Rates, fees and charges for use of the Facilities as determined from time to time by resolution of the Board of Commissioners of the Port.

1.6 Gear. All manner of fishing accessories, electronics, netting, and other items used or intended to be used for marine activity or such items necessary or convenient for the use of the Vessel.

1.7 Hazardous Vessel. A Vessel determined by the Marina Manager to be unseaworthy or in a state of disability which, if unduly prolonged, could endanger the marine environment, life, or property, or become a hazard to navigation.

1.8 Licensee. The holder of a Moorage License Agreement granted by the Port.

1.9 Litter. Any and all types of debris and substances, whether liquid or solid or a combination thereof, including but not limited to garbage, refuse, rubbish, glass, cans, bottles, paper and paper products, wrappings, decayed wood, sawdust, shavings, bark, cement, lime, cinders, ashes, offal, oil, tar, dyestuffs, acids, chemicals, dead animals or fish carcasses or parts thereof, manure, human or animal wastes, putrid, decaying or deleterious substances or matter, petroleum wastes, or any machinery, appliances or automobiles or parts thereof, or any other substances which may render the harbor properties or waters controlled by the Port unsightly, noxious, or otherwise unwholesome or to the detriment of the public health and welfare.

1.10 Live-Aboard. Any person who lives on a moored Vessel owned by that person, for ten (10) or more days in any one-month period. Live-Aboard Persons must own and have registered in his or her name the Vessel on which he or she resides.

1.11 Marina Manager. The Port-designated manager of the Mooring Basin Facilities.

1.12 Moorage. Any place where a Vessel lies when at anchor, is made fast to a dock, or is laid alongside another Vessel made fast to a dock. “Moorage” shall include side and multi-side ties.

1.13 Mooring Basin Facilities. The East Mooring Basin and West Mooring Basin, including the parking areas contiguous thereto.

1.14 Moorage License Agreement. An agreement between the boat owner or operator and the Port of Astoria providing for the use of and payment for Moorage on a transient (daily or monthly), or annual basis.

1.15 Open Flame Device. Any stove, furnace, lamp, heater, fireplace, barbecue or other similar device operating upon or burning coal, peat, kerosene, fuel oil, diesel oil, gas, gasoline or similar fuel, any candle, fuel burning lamp, open flame lantern, or any similar device which provides light or heat by means of a covered or visible flame or hot coals or embers.

1.16 Owner/Operator, or Owner, or Operator. Any person who claims, expressly or otherwise, lawful care, custody, or control of a Vessel by virtue of legal title, equitable interest, lease or charter therein which entitles that person to possession of or authority over the operation of the Vessel.

1.17 Person. Any individual, partnership, corporation, association or other form of legal entity.

1.18 Port. The Port of Astoria.

1.19 Port Commission or Board of Commissioners. The governing body of the Port of Astoria.

1.20 Resident Vessel. Any Vessel holding a Moorage License Agreement with the Port of Astoria.

1.21 Seafood Product. Fish of all types and species; clams, shrimp, crab and shellfish of all types and species; and all other seafood, or seafood products, whether intended for animal or human consumption.

1.22 Sewage. Water, chemical, or other liquid carried human or animal wastes from Vessels, motor Vehicles, trailers, residences, buildings, industrial or commercial establishments or other places with such ground water infiltration and surface water as may be present.

1.23 Shall and May. “Shall” is mandatory. “May” is permissive.

1.24 Transient Moorage. Short-term berthage for three (3) months or less for use of Moorage Facilities.

1.25 Transient Vessel or Guest Boat. Any Vessel using a Port moorage facility which belongs to an owner who does not have an annual Moorage License Agreement for that Vessel with the Port. Transient Vessels or Guest Boats include but are not limited to: Vessels seeking a harbor of refuge, and day(s) use or overnight(s) use of a Moorage Facility on a space-available basis.

1.26 Vehicle. Any self-propelled or powered device designed for transportation of persons and property. For the purpose of this Ordinance, the word "Vehicle" does not include boats, boat trailers, or travel trailers.

1.27 Vessel. Every description of watercraft used or capable of being used as a means of transportation on the water, including jet skis and seaplanes but not including boathouses or floating homes.

1.28 Violation Vessel. Any Vessel in violation of any portion of this Ordinance.

PART 2 MOORAGE AND HARBOR SERVICES

2.1 Vessel Documentation and Insurance

Registration. The Owner/Operator of any Vessel which is not a Resident Vessel or any person having charge or responsibility therefore must register the Vessel with the Port and receive from the Port an assigned moorage space within six (6) hours after arrival in the Mooring Basin. If arrival time is after regular business hours or otherwise when the Marina Manager is not on duty to assign moorage, registration may be made by completing and depositing the registration form available at the drop-in boxes provided by the Port. Payment for the initial term of moorage and any required deposit is due at the time of registration. The Owner/Operator, or any person having responsibility or charge of the Vessel, are each severally responsible for all Moorage Charges from the time of moorage commences.

The Owner/Operator shall provide to the Port current and valid documentation and/or registration information; current billing information; the owner’s and operator's name, residence and mailing address, telephone number; proof of ownership; and the registrant's valid driver license number. The name, number, type, dimension, description and use of the Vessel shall be provided at the time of registration. If the registering person is someone other than the Owner, the Owner’s authorization for moorage and other charges must be made available upon request of the Port.

Upon registration, the Owner/Operator of the Vessel shall provide written notice to the Port of

any structural concerns which could result in damage if the Vessel is towed or dry docked. This notice shall be immediately updated from time to time by the Owner/Operator if the condition of the Vessel changes.

Registration shall constitute permission for the Port to move or dry dock the Vessel for such purposes as permitted under this Ordinance.

Insurance

Commercial Boats, Guide/Charter boats and all vessels carrying passengers for a fee:

A Certificate of Liability Insurance not less than \$500,000 combined single limit per occurrence covering the outfitter, guide, captain, operator and their employees which result in bodily injury or property damage must be current and on file at the Port of Astoria Marina Office. The certificate must match the name and/or business name on the application; list the Port of Astoria as the certificate holder; list the operations (activities) covered and if applicable, the types and number of boats used.

Recreational Boats:

A Certificate of Liability Insurance, not less than \$300,000 combined single limit per occurrence covering the owner, operator which result in bodily injury or property damage must be current and on file at the Port of Astoria Marina Office. The certificate must match the name and/or business name on the boat registration; list the Port of Astoria as the certificate holder; list the operations (activities) covered and if applicable, the types and number of boats used.

2.2 Moorage License Agreements. No person shall moor a Vessel at Port Facilities for more than six (6) hours without first having entered into a transient or annual Moorage License Agreement with the Port in the form and manner provided by the Port.

The Port may issue or renew a Moorage License Agreement for up to, but not exceeding one (1) year. Upon expiration of the rental term, the Moorage License Agreement and all rights of the Licensee thereunder shall automatically terminate unless payment for an additional term has been accepted by the Port. Prior arrangements must be made with the Marina Manager on any payment plan other than payment in full. Failure to meet the conditions of payment as set forth in an approved installment plan shall be a violation of this Ordinance and may result in a fine and/or immediate removal or seizure and sale of the Vessel. If a long-term Moorage License Agreement is not renewed, moorage shall be charged based on the applicable transient rate. No Moorage License Agreement shall be renewed unless the conditions of the original issuance are met nor shall a Moorage License Agreement be issued or renewed unless all fees and charges due and payable are paid.

A Moorage License Agreement is personal to the applicant and cannot be assigned, sold, or transferred without written permission of the Marina Manager.

Moorage License Agreements shall be issued to a named owner or owners of a Vessel and shall

be valid only for a specific Vessel or a replacement Vessel of the same length in a numbered or Port-designated moorage. The moorage space designated by the Moorage License Agreement may not be sub-let by the Licensee. Nothing within the limitations herein shall restrict the Emergency and/or temporary utilization of any vacant space within the Port Facilities by the Port. However, such utilization shall be managed to provide for minimum impact upon permanently assigned spaces.

To assist in scheduling, annual Moorage License holders shall notify Marina Manager of expected departure and arrival times.

Moorage assignment preference will be given to Annual Moorage License holders over other Mooring Basin users.

Moorage spaces may be reassigned at the option of the Port if the orderly administration of the Facilities so requires. Licensees may apply for reassignment, but reassignment is not guaranteed. If the Owner/Operator does not consent to reassignment by the Port, the Moorage License Agreement shall automatically terminate, the Owner/Operator shall remove the Vessel at Owner's cost from the assigned moorage space, and moorage costs paid shall be issued to the Owner/Operator in accordance with the Port's refund policy, less any payments due to the Port.

A long-term Moorage License Agreement may be canceled by an Owner/Operator upon thirty (30) days written notice to the Port. Refunds, if any, shall be based on the Port's refund policy.

Annual Moorage License Agreement holders may reserve exclusive use of an assigned moorage space on a monthly basis by payment of fees equal to the monthly Transient Moorage rate for the space.

2.3 Refunds. Refunds will be issued upon cancellation of annual moorage by a Licensee only if the cancellation occurs within the first three (3) months of the Moorage License Agreement. Refunds will be prorated as follows: If canceled within the first month, the refund will be the full amount paid less the applicable daily rate fee for the number of days used. In the second month, the refund will be 66.67% of the amount paid, less the daily rate for the number of days used that month. In the third month, the refund is 33.33% of the amount paid, less the daily rate for the number of days used that month.

2.4 Port Charges; Collection Costs and Attorney's Fees. The Vessel, its owner, operator, and the owner and possessor of personal property using Moorage Facilities or purchasing other services, goods or materials from the Port shall be jointly and severably liable for all charges for moorage, storage, and other charges due under this Ordinance, together with all collection costs and expenses, including attorney's fees incurred in collections of the amount due, whether or not suit is filed; or incurred in salvage, termination, removal and/or sale of Vessels or their appurtenances, tackle, apparel and furniture, or any part thereof, or any personal property stored or left at Port premises.

Any account which remains unpaid in whole or in part thirty (30) days after invoice shall be considered delinquent.

If the prepaid Moorage License Agreement for a transient Vessel expires and the transient Vessel remains at Port properties, the Owner/Operator must renew the Moorage License Agreement and prepay further Transient Moorage fees within six (6) hours of the date or time of expiration.

Transient Vessels which return to the Port after expiration of a prior Moorage License Agreement shall re-register and pay for current Transient Moorage. Upon failure to renew the transient Moorage License Agreement or register and obtain a new Agreement within the time required, all Transient Moorage fees and charges due shall be considered delinquent.

Moorage charges apply against Vessels, their owners and operators and are payable in advance unless a payment plan has been agreed upon in writing by the Marina Manager. Invoices issued by the Port for charges other than moorage charges are due and payable upon presentation.

A late fee shall be charged at the rate of 1.5 percent (1.5%) per month on any amounts past-due.

2.5 Limits On Port's Responsibility. The Port is not responsible for any tackle, Gear, equipment or property stored on Vessels or elsewhere on Port property and shall not be liable in any manner for the safekeeping or condition of the same, or for any damage or loss to, or of, any such tackle, Gear, equipment or property. Furthermore, the Port shall not be liable for any harm or injury to the Licensee or any invitees of the Licensee incurred on Port premises or adjacent thereto, except when such harm or injury is due to the negligence of the Port. By application for moorage or making fast to Port property, the Owner/Operator accepts the condition of all Port Facilities as they exist at the time of initial use and continuing thereafter as conditions may change.

2.6 Indemnity. Licensee(s) agrees to indemnify and save the Port harmless from any loss or damage to persons or property from any cause whatsoever, arising out of the Licensee's use of Port Facilities unless such harm or loss is attributable to the negligent acts or omissions of the Port.

The Licensee further shall hold harmless and indemnify the Port harm or damages to persons or property arising out of a service performed on or for a private Vessel moored or located on Port property.

2.7 Removing or Securing Vessels or Property; Public Sale. At its sole option, the Port may employ the following procedures for the collection of delinquent moorage or storage charges, securing or removing Vessels or personal property in cases of delinquency or abandonment, and public sale of Vessels and personal property.

The Port shall in no way be obligated to give the Owner and/or Operator of a Vessel or the owner and/or bailee of personal property, notice prior to the securing or removal of a Vessel or personal property.

In cases of delinquency, or Abandoned Vessels and personal property, the Port may take reasonable measures including, but not limited to, the use of chains, ropes, and locks, removal from the water, or removal to storage areas to secure Vessels and other personal property so that

the same are in the possession and control of the Port and cannot be removed from Port Facilities.

At the time of securing a Vessel or other personal property, an authorized Port representative shall attach to such Vessel or property a notice which shall contain the following information:

- The date and time the notice was attached;
- A statement that if the account, together with all expenses incurred in securing the Vessel or property and the Port's collection costs, is not paid in full within sixty (60) days of the date of such notice, the Vessel or personal property may be sold at public auction with proceeds applied to satisfy the Port charges; and
- The address and telephone number where additional information may be obtained concerning release of the Vessel or personal property.

The notice may also establish the date and time the public auction is to be held and give other information for notices of foreclosure sales under ORS 87.192 (4).

Notice of securing a Vessel or personal property shall be sent to the owner and, if different, to the operator thereof: by certified mail, return receipt requested, at the last address(es) provided to the Port by the owner and/or operator.

The Owner/Operator of a Vessel or personal property secured by the Port may recover possession as follows:

- Making payment to the Port of all Port charges including costs incurred in securing the Vessel or property, notification costs and other collection costs; or
- Entering into a written agreement satisfactory to the Port for installment payments of the unpaid balance, collection costs, etc., in addition to the payment of future charges when due, and, in the case of commercial Vessels or commercial property, execution of a Confession of Judgment in favor of the Port for all sums then due and providing that the Port shall be entitled to judgment for the unpaid sums due at the time of filing of such Confession of Judgment, including costs, collection expenses and attorney fees; or
- By posting with the Port a sufficient cash bond or other acceptable security to be held in trust by the Port pending resolution of any disputed Port charges in a civil action in a court of competent jurisdiction. Upon entry of final judgment in such court, including any appeals, or upon any settlement of such dispute between the parties, the trust shall terminate and the Port shall receive so much of the bond or other security as is agreed or as is necessary to satisfy any judgment, costs and interest as may be awarded to the Port. If personal or real property was pledged as security, it shall be executed upon in the manner provided by law.

If a Vessel or other personal property has been secured and the Owner/Operator does not regain

possession by the above methods, the Port may, at its sole option, elect to sell the Vessel or property at public sale. For all sales of Vessels and other personal property, the Port adopts the procedures for notification, foreclosure and sale provided by Oregon Revised Statutes 87.172 through 87.206, as amended. The Port may bid all or part of its charges and expenses at the sale and may become a purchaser at the sale. Sale proceeds shall be applied first to the costs of sale, including attorney fees, then to discharge of moorage and other charges owed by the Owner/Operator, and the balance shall be paid as provided by ORS 87.206.

The rights and remedies granted under this Ordinance are cumulative with the Port's other rights and remedies existing at law, in equity or admiralty. Each such right and remedy may be exercised, wholly or in part, from time to time and without waiving any other rights or remedies which the Port may have against the Vessel, the Vessel owner or operator, or against the personal property of the same. No delay in the enforcement of any right or remedy shall be deemed to constitute a waiver or election with respect to any rights or remedies.

2.8 Safekeeping of Vessels. Safekeeping of a Vessel is the sole responsibility of the Owner/Operator. The Owner/Operator shall use all reasonable effort and caution to keep the Vessel seaworthy, fully operational, securely moored, and otherwise attended to. A Vessel that is not properly maintained or secured may be deemed a Hazardous Vessel and subject to removal. Any costs incurred in such determination (i.e. marine survey, inspection costs, legal fees) shall be borne by the Owner/Operator.

The Port may, but is not required or obligated to, pump, tow, secure tie lines, board or move any Vessel moored at the Port if such action is determined by the Marina Manager to be necessary for the safety or protection of that Vessel, Vessels nearby, Port Facilities, or navigable waterways, or because the Vessel is not in its assigned moorage location or has exceeded its authorized moorage time. If such action is deemed necessary, the Marina Manager shall give or attempt to give written or verbal notice to the Owner/Operator at the registered address of the need for services to the Vessel.

If an Owner/Operator fails within a reasonable period of time after receipt of notice to provide services needed for the protection of the Vessel or of other Vessels or property, or if the Marina Manager is unable within a reasonable period of time to notify the owner or operator, the Marina Manager may, but is not required or obligated to, replace defective mooring lines, attach additional mooring lines, pump Vessels that are taking on water, move any Vessel for the purpose of protecting that Vessel from fire or other hazard or for the protection of other Vessels or property, or render such other services as the Marina Manager determines in the exercise of his/her discretion may be needed.

A fee, based upon the Fee Schedule in effect at the time of the service, shall be charged to the Owner/Operator for each service the Marina Manager performs or causes to be performed for the protection of a Vessel or adjacent property. All expense and risk of loss or damage resulting therefrom shall be borne by the Owner/Operator, as well as the cost of any salvage services rendered by the Port.

The Marina Manager shall have no obligation or duty to take any action to protect or preserve

any Vessel or property located within the harbor area or utilizing Port Facilities. The Port is not liable for loss or damage to Vessels, equipment, appurtenances, tackle, provisions, mooring lines, Gear, supplies or any other article attached or relating to a Vessel, whether maintained or affixed to a Vessel or separately stored at Port Facilities.

The Marina Manager shall be authorized to enforce the Port rules to ensure security and safety on Port property including requiring appropriate hold harmless agreements, release agreements and evidence of insurance from persons or corporations providing service to Vessels moored at Port property and from Vessel owners/operators engaging persons or corporations to provide services to their Vessels while moored on Port property.

2.9 Removal of Hazardous Vessels. The Port may immediately and without notice move, secure, store, or remove from the Moorage Facilities any Hazardous Vessel whenever reasonably necessary for the protection and safety of the Port property, other Vessels, navigation, or the environment. All risk of loss or damage resulting from such movement, and all costs incurred by the Port therefore, shall be borne by the Owner/Operator. In the event the Vessel is moved to another location or facility, the Owner/Operator shall, in addition, be liable for the prevailing moorage rate and other fees charged at the location or facility to which the Vessel is moved.

The Port shall give written notice requesting removal of Hazardous Vessels within fifteen (15) days of the date of such notice. Such notice shall be given by (1) posting on the Hazardous Vessel, and (2) to the owner, and the operator if different from the owner, by personal delivery or by certified mail, return receipt requested, to the last address provided to the Port.

Unless an Emergency exists, the Port shall make a reasonable effort to give a notice requesting removal prior to moving a Hazardous Vessel; however, the Port may move or remove Hazardous Vessels as it reasonably deems necessary for the protection of Port property, other Vessels, navigation, or the environment. If the Port moves a Hazardous Vessel without prior notice, notice shall be given as soon thereafter as practicable.

A Hazardous Vessel which remains in or on Port Facilities in excess of fifteen (15) days from the date of a notice requesting removal may, at the option of the Port, be deemed an Abandoned Vessel.

In the event any Vessel shall capsize, sink or otherwise be disabled in such a manner as to be a hazard to navigation or use of Port Facilities, all loss, damage or cost of removing such Vessel shall be chargeable to the Owner/Operator and/or the person lawfully in possession thereof and/or the person bringing the same upon the Port Facilities.

2.10 Abandoned Vessels or Personal Property. Abandoned Vessels may, at the option of the Port, be secured and sold at public auction as provided herein. Abandoned personal property may, at the option of the Port, be secured, moved, placed in storage and sold at public auction as provided by law.

2.11 Denial of Moorage. The Port reserves the right to deny moorage that, in the discretion of the Marina Manager, would present a hazard to the safety of the harbor or the general public;

when moorage space is unavailable; or when the moorage would otherwise interfere with Port operations.

The Port also may deny Moorage Facilities or other services or equipment to any person or Vessel delinquent in the payment of any authorized fee or charge.

Failure to comply with a denial of moorage under this subsection shall result in the assessment of penalties pursuant to Part 5 of this Ordinance.

As soon as possible after the Marina Manager has notified the Owner/Operator that moorage or mooring Facilities are denied, the Owner/Operator shall remove the Vessel from the harbor area and any Port Facilities and may not cause, suffer or permit the Vessel to be moored, tied or affixed to any harbor Facilities in the Port harbor area.

Notice.

- (1) *Denial of Moorage.* In the discretion of the Marina Manager, a denial of moorage, services or equipment may be issued to any non-Resident Vessel seeking to utilize Moorage Basin Facilities. Such denial of moorage may be issued verbally or in writing, and such notice shall be effective immediately.
- (2) *Requests for Services and Use of Equipment.* Notice(s) relating to request for services and use of equipment, whether granted or denied, shall be effective immediately.
- (3) *Termination of Right to Use Moorage Facilities.* Verbal or written notice of termination of an existing right to use Moorage Facilities that is personally delivered to the Owner/Operator shall be effective twenty-four (24) hours after the time of delivery unless a later effective date is specified in writing. Written notice of denial of moorage or mooring Facilities for a registered Vessel may be mailed to the address designated on the registration information or may be posted in a conspicuous place on the Vessel. A written notice that is posted or mailed shall be effective at 4:30 p.m. on the fifth (5th) day following posting or mailing of such notice.

2.12 Termination for Violation of Ordinance. In addition to other penalties as specifically set forth in this ordinance, moorage of any Vessel may be terminated upon thirty (30) days' notice that the Vessel and/or its Owner or Operator has violated of any part of this Ordinance or any other ordinance of the Port of Astoria, and the violation has not ceased or been remedied prior to expiration of the thirty (30) day notice period.

Notice. Notice of termination of moorage shall be by personal delivery or by mailing by certified mail notice to the owner and the operator at the last known addresses provided to Port, and by posting a notice on the Vessel in violation and any other Vessel having the same Owner/Operator as the Violation Vessel. The notice shall state that moorage will be terminated and that the owner and/or operator have thirty (30) days from the date of the notice to remove all Vessels owned by Owner/Operator from the moorage facility unless the owner and/or operator pays to the Port all costs and damages incurred as a result of the violation. Upon termination of the Moorage License

Agreement after such 30-day notice, if the affected Vessels have not been removed from Port properties, the same shall be deemed an Abandoned Vessel and may be disposed of by the Port as provided in this Ordinance.

2.13 Transfer of Vessel. Upon transfer of title of the Vessel, the seller shall notify the Port and pay any unpaid moorage or other charges due to the Port. The Moorage License Agreement shall automatically terminate upon sale of the Vessel unless the Marina Manager has given written consent to the transfer.

2.14 Custodial Care of Vessels. Subject to acceptance by the Marina Manager, any Vessels that may be delivered into the custody of the Port may be assessed custodial charges at the rate set by resolution of the Port Commission.

2.15 Moorage Fees and Charges. Fees and charges for moorage and other services made available by the Port shall be as established by resolution of the Board of Commissioners.

2.16 Utilities and Other Services. The Port does not guarantee the provision of water or services to the Moorage Facilities. Water and other services may be turned off in the discretion of the Port due to weather events or to allow for construction or maintenance activities.

2.17 Reservations. Reservations may be made up to three (3) months in advance. A reservation fee of \$25.00 per slip applies to all reserved slips and is due at the time of reservation. The reservation fee is only refundable if the reservation is cancelled at least thirty (30) days prior to the reservation date.

Slips will be assigned 24 hours prior to arrival date.

Slip assignments may be changed at any time.

A two-day minimum stay is required for all reservations.

Check in time is any time after 12:00 p.m. Check out time is any time before 11:00 a.m.

Payment for all scheduled moorage is due upon arrival. Late arrivals will be required to check in at the Marina Office before 9:00 a.m. the following day. No refund or credit will be given for early departure.

No reservations are guaranteed shore power.

Group Reservations. Group reservations (six or more slips) may be made for any date and time,

For group reservations, a single group reservation contact must be designated at the time of reservation, along with contact information including e-mail and phone number. Marina staff will coordinate and communicate all group reservation information with the group reservation's designated point of contact.

Group reservation slips are not guaranteed to be located together.

Individual Reservations. Individual reservations may be made up to three (3) months in advance. Individual moorage reservations may only be made for the following holidays and special events:

- Memorial Day
- Fourth of July
- Labor Day
- Astoria Seafood and Wine Festival
- Astoria Regatta

**PART 3
RULES AND REGULATIONS RELATING
TO MOORAGE FACILITIES**

3.1 Vessel Identification. All Vessels entering the Port area shall have identification marked as required by law. Documented Vessels must display official documentation numbers issued by the Coast Guard and the name of the Vessel on the hull.

3.2 Seaworthy/Hazardous Vessels. Vessels moored at the Port must, at all times, be completely seaworthy, fully operational and ready for immediate cruising in local waters. Lack of seaworthiness may result in removal of the Vessel as a Hazardous Vessel, unless:

- A. The Vessel is undergoing short-term (thirty (30) days or less) repairs that render the Vessel inoperable; or
- B. The Marina Manager has authorized the Vessel to remain inoperable longer than thirty (30) days.

3.3 Mooring/Cross-Tying. Vessels must be securely moored with bow, stern, and spring lines of adequate size. No cross-tying of Vessels is allowed, except as authorized by the Marina Manager. No fixtures such as antennae, flower pots, lights, etc. will be attached to any float or pile without approval of Marina Manager.

3.4 Fendering/Bumpers. Vessels are required to use fendering. The Owner or Operator of a Vessel assigned moorage space may install standardized premolded rubber or vinyl bumpers of commercial manufacture as approved by the Marina Manager. Dock-affixed fendering shall consist only of materials approved by the Marina Manager and shall not include carpeting, rubber tires, fire hose or similar materials.

3.5 Electrical Service. All electrical Facilities erected on the Port docks for the purpose of providing electrical use shall not be used for any other purpose, and no person shall tie or connect any rope, line or make any attachment to moor any Vessel to any Port electrical stanchion or other electrical facility.

All electrical cords and wiring shall be properly grounded and meet Underwriter's Laboratory approval for marine related service. No person shall make any electrical connection to any electrical outlet of the Port except through the use of Underwriter's Laboratory approved cords and plugs which are in good condition and repair.

Owner/Operator may, with the express consent of the Port, connect to electrical service at the moorage location subject to the following:

- The Port of Astoria does not guarantee continuity of electric service to any Vessel, the characteristics of any service that is provided, or the characteristics of any circuit breaker associated with the service provided.
- Owners/Operators use electrical service at their own risk. The Port shall not be liable for any damages caused or resulting from inadequate or excessive voltage or amperage, or for surges in the electrical supply.
- No person shall permit or allow the drawing of more voltage or amperage than posted at the point of connection.
- The Vessel Owner/Operator shall use properly sized twist lock type electrical plugs.
- The Vessel Owner/Operator shall be responsible for all damage caused to Port electrical infrastructure by the Vessel or the Vessel Owner/Operator.
- No cords or wires shall be placed on the dock or fingers in such a manner to cause or contribute to damage or injury to persons, or to Facilities or property of the Port.
- The Owner/Operator shall pay to Port all electrical charges based upon the current fee schedule adopted by resolution by the Port Commission.
- No cord will be immersed in water.

3.6 Electrical Connections. The Marina Manager or designee shall be authorized to measure the electrical power leads to any Vessel connected to the Port's electrical power outlets, and may disconnect the Vessel if it does not meet the following criteria:

- The A.C. current in the two conductors of the 120 volt, single- phase power leads are equal.
- The A.C. currents in the three conductors of a 120V/208V-240V single-phase electrical circuit balance.
- The A.C. currents in the four conductors of a 120V/208V-240V three-phase electrical circuit balance.
- No. A.C. electrical current is flowing in the ground wire.
- No D.C. electrical current is flowing in the ground wire or A.C. conductors.
- The ground wire is connected on board the Vessel to the interface termination as required by the National Electrical Code.

- The power cord shall be the U.S. Coast Guard-approved three conductor Number 10 wire marine cable for 120 volt A.C. single-phase circuits.
- Power cords for 120V/208V-240 volt single-phase and 120V/208V-240 volt three-phase currents shall be of conductor size and insulation type to meet the U.S. Coast Guard requirements for marine application.
- Power plugs and sockets used for 120V/208V-240 volt single phase currents shall be sized for 30 and 50 ampere currents.
- Power plugs and sockets used for 120V/208V-240 volt three phase currents shall be sized for 30 and 50 ampere or greater currents.
- No Vessel shall be wired to the Port's electrical system in any other manner than with an approved power plug.
- Any Vessel in violation of this Section shall be deemed a Hazardous Vessel and shall be subject to termination of moorage if the Owner/Operator fails to correct or demonstrate actions to correct the violation(s) within thirty (30) days after notification from the Port.
- The Vessel Owner/Operator shall be responsible for all damage caused to Port electrical infrastructure by faulty Vessel wiring.

3.7 Fire Extinguishers. All Vessels must carry on board U.S. Coast Guard approved and operable fire extinguishers. Fire hoses and other fire-fighting equipment are to be used for fire control only.

3.8 Sewage/Waste Disposal From Vessels. No person on a Vessel equipped with a toilet shall use or permit the use of such toilet while using Moorage Facilities or within the harbor area unless the Vessel is equipped with Facilities in good operating condition adequate to treat, hold, incinerate or otherwise handle Sewage in a manner to prevent pollution. For the purposes of this Ordinance, any water pollution control device which has been approved by the U.S. Coast Guard for this purpose is acceptable.

3.9 Compliance With Regulations, Laws, Safety Standards. Any person using Port properties shall obey all applicable regulations and laws and comply with generally accepted safety standards and requirements. The Port retains the right to prevent, restrict, or suspend any activity deemed by the Marina Manager to be hazardous to any person, Vessel, Port facility or operation.

3.10 Vessel Movement/Speed Limits/Water Skis/Jet Skis. All Vessels within the moorage area shall comply with the posted speed limits and with any directions or instructions issued by the Marina Manager. Use of water skis or jet skis within the moorage area is prohibited.

3.11 Fueling. No person shall fuel or cause to be fueled, a Vehicle or Vessel on Port properties except at areas designated by the Fire Marshall and approved by the Port for that

purpose.

No person shall store or cause to be stored, any fuel for any Vehicle or Vessel in or upon any Vehicle or Vessel located on Port properties or in the harbor area except in tanks or containers designed for that purpose, and in areas where such tanks or containers shall not come into contact with sparks or excess heat or other conditions which may cause fuel to ignite.

No combustible or hazardous materials shall be left unattended in any type of storage container without approval of the Marina Manager.

3.12 Combustibles/Waste Oil. Combustible materials shall be stored in a place and manner as to prevent accidental combustion and fire, except that rags and waste materials saturated with combustible fluids must be removed from Port property immediately after use.

No person shall dump, discharge, or pump, or allow to be dumped, discharged, or pumped, any oil, spirits, gasoline, distillate, any petroleum products, or any other flammable materials onto Port properties or into the waters of the Port, or into any public sewer or drainage system.

No person may smoke on the fuel dock.

No combustible materials or waste oil shall be disposed of in mooring basin Facilities except in the manner and at disposal sites established by the Marina Manager.

3.13 Explosives. No person shall knowingly transport, carry, convey, store, stow, load or unload, or use on board any Vessel within the jurisdiction of the Port any explosives or other dangerous articles except in accordance with the regulations of the United States Coast Guard, as set forth in Title 46, Code of Federal Regulations, Part 146, "Shipping," or as authorized by the State Fire Marshal.

The Owner/Operator of any Vessel carrying explosives or dangerous devices is required to notify the Port not less than five (5) days prior to arrival in the Port.

3.14 Waste/Litter/Sewage Disposal. No person shall throw, place, leave, deposit, or abandon, or cause or permit to be thrown, placed, left, deposited or abandoned, any industrial waste, Litter, or Sewage on any Port properties or harbor area, except in designated receptacle areas designated by the Port for the disposal of such materials or substances.

No person shall use refuse or waste containers provided by the Port for other than wastes, Litter, or Sewage generated on Port properties or waters controlled by the Port, except for those wastes, Litter or Sewage generated from a Vessel's voyage.

Owners/Operators shall be held personally liable for any and all costs associated with cleanup outside of designated receptacle areas of wastes, Litter or Sewage generated on Port properties by their Vessel, crew or guests.

3.15 Interference with Utilities. No person may tap or interfere with any utility infrastructure, including but not limited to any water outlet, water pipe, water connection, telephone equipment, TV cable, electrical outlet or electrical device maintained or operated by the Port.

3.16 Seafood Product Sale or Purchase. No person shall set up buying stations or any other commercial activity for the sale or purchase of Seafood Products without first obtaining a permit from the Port and all licenses and permits required by law for such activities, and paying all required fees in advance of such activities.

3.17 Fish Processing. No person shall clean or process fish or shellfish in the Mooring Basin Facilities except in Facilities and equipment specifically designated and posted for that purpose.

3.18 Supervision Of Children. Children under 12 years of age shall not be allowed on the Port docks unless supervised by a parent or responsible adult.

3.19 Open Flame Devices/Cooking. No person having charge of or access to a Vessel in the Mooring Basin Facilities shall leave such Vessel unattended while an Open Flame Device is in operation. No cooking or open flames of any sort shall be allowed in Mooring Basin Facilities except on private Vessels.

The Port shall be deemed to have been granted consent and permission to board any Vessel which is reasonably believed to be in violation of this Section, to extinguish any Open Flame Device, and to take any action reasonably necessary to ensure the safety of persons and property.

3.20 Flares/Firearms. It shall be unlawful for any person to discharge flares or firearms in the harbor area, on walkways, wharves, docks, barges, piers or any properties owned, managed or otherwise controlled by the Port, or while moored to Port Facilities.

3.21 Swimming/SCUBA Diving/Related Activities. Swimming, SCUBA diving, skin diving, snorkeling, and related activities are not allowed in Mooring Basin Facilities except when required for Vessel maintenance. Marker flags are required at the location of such underwater maintenance activity and prior notification must be made to the Marina Manager.

3.22 Operation of Wheeled Vehicles. Bicycling, skateboarding or use of motorcycles or any other wheeled Vehicle, except for dock-carts, hand-carts, wagons, or wheelbarrows used for transporting supplies to and from a Vessel, is prohibited, unless said Vehicle or device is designed for and used by a physically handicapped person or the use is approved by Marina Manager.

3.23 Walkways, Steps And Stairways. All Owner/Operators, crew or guests using the Facilities shall keep the pier or finger in the vicinity of the Vessel neat, clean, orderly, and shipshape. No Gear, materials, tackle, dock boxes, or other storage or debris shall be left on Port docks or other Facilities except as provided by this Ordinance.

Steps and stairways shall be of a size and construction acceptable to the Marina Manager and

shall be marked with owner identification and Vessel name. Steps and stairways shall not be used as storage areas. The placement of steps and stairways shall not create an obstruction. It shall be the responsibility of the Owner/Operator to meet all applicable state and federal standards.

3.24 Repair Work. Welding, metal cutting and/or fabrication, sandblasting or spray painting are prohibited in Mooring Basin Facilities except in designated areas and with the express permission of the Marina Manager.

3.25 Gear Repair. The Marina Manager or designee must authorize any Gear repair in the Mooring Basin Facilities unless the repair is taking place on a Vessel. All Gear repair on Mooring Basin Facilities must be done within the area and during the time period authorized by the Marina Manager.

All Gear being repaired on the Facilities must be marked with readily visible owner name, Vessel name and Official Number issued by the U. S. Coast Guard or registration number.

3.26 Noise/Offensive Behavior No person shall engage in behavior which creates a disturbance or nuisance or disturbs the tranquility of any person in the Mooring Basin. Owner/Operators are responsible for the behavior of their guests at all times. Use of generators after 9:00 p.m. requires the prior permission of the Marina Manager.

3.27 Animal Control. No animal shall be allowed on Port properties or on Port floats unless on a leash and controlled by the owner, or on or in private property.

Animals shall not be allowed on the floats except to go directly to or from a boat and must be on a leash and controlled by the owner. No animal shall be tied to any portion of the Port floats or properties.

No person having control of any animal on Port Facilities shall allow waste or droppings of that animal to remain on any wharf, float, barge, pier or walkway of the Port. Animal waste or droppings shall be immediately removed and placed in the nearest waste receptacle.

All persons shall comply with applicable City of Astoria ordinances and Oregon law regarding control of dogs.

PART 4 LIVE-ABOARDS

4.1 Permitted Use. Only legal owners and family members residing with them may live aboard Vessels. Live-Aboards are required to have a current live-aboard agreement registration on file in the Marina Manager's office at all times. The registration shall be kept current and renewed annually on the anniversary of the moorage agreement.

Live-Aboards must maintain their Vessels in operational order such that they are capable of

being used as transportation on the water.

4.2 Limits. The number of Live-Aboards within a Mooring Basin shall not exceed four percent (4%) of total slips available within that Mooring Basin. In the event that this limit of is reached, the Marina Manager will keep a waiting list with priority assigned by date of request of persons desiring to live aboard their Vessels.

4.3 Privilege. Living aboard a Vessel on Port property is a privilege. The Port reserves the right to deny, suspend or cancel this privilege in its sole discretion if, in the opinion of the Marina Manager, the arrangement interferes with or disturbs the operations of the Marina or the use thereof.

4.4 Fees. Live-Aboards shall pay such fees as may be established by the Board of Commissioners.

4.5 Vehicles. Live-Aboards are limited to two (2) Vehicles within the Mooring Basin property. All Vehicles parked within the Mooring Basin property must be operable and must be legally registered, licensed and insured to the slip holder. Automotive work/repair is strictly prohibited within the Mooring Basin property.

4.6 Sanitation. Live-Aboards are required to pump their Sewage waste tanks a minimum of every fourteen (14) days and provide proof thereof to the Marina Manager. Signature by the Owner/Operator and verification by the Marina Manager or designee in the Mooring Basin facility pump-out station log shall be proof of compliance.

4.7 No Floating Homes. A Live-Aboard shall be deemed a Vessel at all times. Notwithstanding a Live-Aboard arrangement, no Vessel shall be deemed a “floating home“ as defined by ORS 830.700, and the provisions of ORS 90.505, *et seq.*, regarding ”floating home“ space rental shall not apply.

PART 5 ENFORCEMENT AND PENALTIES

5.1 The Marina Manager, the Executive Director, and their authorized designees shall have the authority to enforce the provisions of this Ordinance, orally or in writing, in accordance with ORS 777.190.

5.2 The Marina Manager, Executive Director, or their authorized designees may direct any person in violation of this Ordinance to leave Port premises and may obtain the assistance of law enforcement officers in enforcing this Ordinance.

5.3 Violation of this Ordinance shall be grounds for immediate termination of any Moorage License Agreement.

5.4 In addition to any other penalties described herein, for each violation of this Ordinance the Port may assess a penalty of not less than \$25 nor more than \$500 for each day the violation

occurs and thereafter continues.

5.5 In addition to the assessment of penalties under this section, the Port may charge to the offender the costs incurred by the Port to enforce this Ordinance against such person, including but not limited to the costs for seizure, impoundment, and storage of vessels or equipment as provided in Section 2.4 of this Ordinance; and the Port's legal costs and reasonable attorneys' fees incurred in such enforcement action.



CLATSOP COUNTY, OREGON

800 Exchange Street, Suite 410

Astoria, Oregon 97103

An Equal Opportunity Employer

**STRATEGIC INVESTMENT PROGRAM
COMMUNITY SERVICE FEE DISTRIBUTION AGREEMENT
GEORGIA PACIFIC – WAUNA MILL 2024**

Whereas, Clatsop County, Port of Astoria and Georgia Pacific have formalized a Strategic Investment Program (SIP) Agreement for an estimated \$152 million capital investment at the Wauna Mill per ORS 285C.600-285C.635 and OAR 123-623; and

Whereas, the Oregon Business Development Commission approved the agreement on April 5, 2024; and

Whereas, the Agreement includes the statutorily required Community Service Fee, which equates to 25% of the annually calculated tax savings; and

Whereas, OAR 123-623-1950 provides a process for the County and other local taxing jurisdictions (in subject tax code) to agree to a Community Service Fee distribution methodology; and

Whereas, local approval of distribution methodology requires consensus of entities representing a minimum of 75 percent of tax authority in subject tax code area; and

Whereas, the Oregon Business Development Commission (Commission), will adopt a distribution methodology if the County and affected local taxing jurisdictions fail to formalize a methodology within three months of the Commission approval of the SIP Agreement; and

Therefore, Clatsop County and the undersigned local taxing jurisdictions agree to distribute the Georgia Pacific SIP Community Service Fee based on proportional share of the permanent tax rate in the subject tax code as memorialized in Table 1:

Table 1: Community Service Fee Distribution

Taxing Jurisdiction	Perm. Tax Rate	% of Annual Distribution
Clatsop County	1.5338	40.5%
Road District #1	1.0175	26.9%
Rural Law Enforcement	0.7195	19.0%
Clatsop Care	0.1763	4.7%
Sunset Transportation	0.1620	4.3%
Port of Astoria	0.1256	3.3%
4-H/Extension	0.0534	1.4%
Total	3.7881	100.0%

Authorized by:

Mark Kujala, Chair, Clatsop County

On behalf of: Clatsop County, Road District #1, Rural Law Enforcement District and 4-H/Extension District

Mark Remley

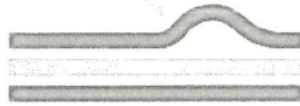
On behalf of: Clatsop Care District

Debbie Boothe-Schmidt, Chair

On behalf of: Sunset Empire Transportation District

Will Isom, Executive Director

On behalf of: Port of Astoria



PORT OF ASTORIA **FINANCE COMMITTEE**
APPLICATION

Please submit the completed application form to:

Commission President Robert Stevens
Port of Astoria
422 Gateway Ave, Suite 100
Astoria, OR 97103
Or email to: admin@portofastoria.com

Mark on Envelope: Finance Committee Application

Name MIKE RISSMAN

Home Address [REDACTED]

City HAMMOND Zip Code 97121

Phone Number [REDACTED]

Email _____

Name of Employer PRIVATE INVESTOR

Work Address _____

City _____ Zip Code _____

Number of Years Residence Clatsop County 2 yrs 4 mths } HAMMOND
PROPERTY OWNER
18 YEARS

In the space provided, please provide a brief statement describing why you are interested in serving on the Port of Astoria Finance Committee.

Please describe your skills, training and experience in finance and any additional qualifications, experience, or expertise that qualifies you for membership on this committee. (You may attach an additional page, if needed.)

FORMER MEMBER?

NATIONAL FUTURE ASSOCIATION
PACIFIC STOCK EXCHANGE

REGISTERED WITH NYSE AND NASDAQ FOR 48 YEARS
- NO LONGER OPEN FOR BUSINESS

MEMBERSHIP RESTRICTIONS

- Are you a vendor, contractor, tenant or paid consultant of the Port of Astoria?

YES

NO

- Are you able to complete at least one term (two years) as a member of the committee, and refrain from becoming an employee, vendor, contractor, tenant or paid consultant of the Port of Astoria?

YES

NO

- If selected, would you anticipate any potential personal or professional conflicts of interest associated with your membership on the committee? If so, please describe:

Certification of the Applicant

I certify that the answers and statements in this document are true and correct to the best of my knowledge and belief.

Signature of Applicant

Mike Rissman

Date

4/13/24

If you have any questions regarding the finance committee or application process, please contact the Port of Astoria at (503) 741-3300 or admin@portofastoria.com

RESOLUTION
NO. 2024-01

RESOLUTION TO ADOPT SUPPLEMENTAL BUDGET
FOR FISCAL YEAR 2023-24

WHEREAS, the Port of Astoria adopted a budget for the fiscal year 2023-24 through resolution 2023-01, and

WHEREAS the original adopted budget for Materials and Services for the fiscal year 2023-24 was \$4,483,128, and

WHEREAS the Port of Astoria Finance Department has determined that the following factors have affected the year-to-date actuals and projected budget:

- Fuel sales at the Airport for July 1 through March 31 have exceeded budget estimates by roughly \$224,000 due to increased volumes of sales. Fuel costs have likewise increased by roughly \$178,200.
- Water/sewer costs and rebilled income through March were over budget by roughly \$109,000 and \$135,000, respectively.
- Outside services costs exceeded budget estimates by roughly \$104,500 through March, primarily due to unanticipated repair costs and preparation for new building and pier tenants.
- Longshore labor costs and rebilled income through March were over budget by roughly \$79,000 and \$67,000, respectively, due to unanticipated visits by large vessels and the addition of logging vessels.
- Other misc increases are a result of increased activity in various departments.

WHEREAS the Port of Astoria is limited in their spending authority by the total adopted budget for Materials & Services, and a supplemental budget is necessary to appropriate additional funds to Materials and Services in the amount of \$837,766, the entirety of which will be exceeded by increases to various resources, and the excess added to Total Unappropriated and Reserve Amounts, now therefore,

BE IT RESOLVED THAT THE Board of Commissioners for the Port of Astoria hereby adopts a supplemental budget for the 2023-2024 fiscal year as shown in Exhibit A and as stated below:

General Fund

Materials & Services	4,483,128
Materials & Services	5,320,894
Total Appropriations, All Funds	12,811,219
Total Appropriations, All Funds	13,648,985
Total Unappropriated and Reserve Amounts, All Funds	
	1,051,040
Total Unappropriated and Reserve Amounts, All Funds	
	1,709,722

Adopted this 7th day of April, 2024 by the Port of Astoria Commission.

Robert Stevens, President
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

EXHIBIT A

FORM
LB-20

RESOURCES General Fund

Port of Astoria
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023/24			
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020/21	First Preceding Year 2021/22						
1	517,104	766,757	634,099	1 Net working capital*	816,069	816,069	816,069	1
2	559,296	165,508	198,811	2 Transfer in from Special Revenue Fund	189,164	189,164	189,164	2
3				3 OTHER RESOURCES				3
4				4 Administration				4
5	1,275	0	0	5 Labor Rebilled	0	0	0	5
6	86,202	43,994	90,800	6 Other Income	35,000	35,000	35,000	6
7	833,566	856,144	890,248	7 Property Tax Revenues-Genl Fund	954,000	954,000	954,000	7
8	42,931	36,258	39,500	8 Other County Revenues	39,500	39,500	39,500	8
9	1,331	290	480	9 Interest Income - Interest Operating Account	480	480	480	9
10	0	64	250	10 Interest Income - Other	0	0	0	10
11	95,599	0	0	11 Grant Revenue	0	0	0	11
12				12 Security				12
13	0	2,050	350	13 Equipment Rentals	350	350	350	13
14	112,515	20,338	5,000	14 Security Labor Rebilled	0	0	0	14
15	2,317	0	0	15 Grant Revenue	0	0	0	15
16				16 Waterfront West - Piers & Properties				16
17	219,654	259,819	245,100	17 Dockage	250,044	250,044	604,151	17
18	0	0	0	18 Wharfage	0	0	35,244	18
19	0	0	0	19 Service/Facility Charge	0	0	20,000	19
20	45,770	18,128	43,000	20 Flowage Fees	24,000	24,000	24,000	20
21	399,300	344,400	363,200	21 Harbor Fee on Passing Vessels	0	0	0	21
22	1,012,331	1,135,256	2,070,657	22 Lease & Rental Income	1,987,364	1,987,364	2,188,824	22
23	10,845	(5,972)	4,000	23 Storage Rental Income	1,500	1,500	1,500	23
24	26,035	34,548	31,400	24 Equipment Rentals	32,506	32,506	32,506	24
25	31,149	31,887	32,468	25 Rebilled Utilities - Electric	32,468	32,468	32,468	25
26	786,275	792,412	796,477	26 Rebilled Utilities - Water/Sewer	901,500	901,500	1,126,064	26
27	0	1,019	0	27 Rebilled Utilities - Garbage	8,490	8,490	8,490	27
28	5,076	3,044	4,000	28 Rebilled Utilities - Phone/Data	1,308	1,308	1,308	28
29	13,655	16,422	18,108	29 Rebilled Utilities - Bundle	27,884	27,884	27,884	29
30	21,640	18,926	33,318	30 Labor Rebilled	25,004	25,004	25,004	30
31	19,943	38,391	80,795	31 Longshore Labor Rebilled	18,122	18,122	134,503	31
32	1,143	25,951	80,794	32 Security Labor Rebilled	79,340	79,340	79,340	32
33	32,784	35,684	35,000	33 Other Rebilled	46,991	46,991	46,991	33
34	3,832	21,135	10,000	34 Other Income	240	240	240	34

RESOURCES
General Fund

Port of Astoria
(Name of Municipal Corporation)

(Fund)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023/24			
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020/21	First Preceding Year 2021/22						
35	72,247	0	260,000	35 Grant Revenue	1,555,850	1,555,850	1,555,850	35
36	0	(18,465)	14,573	36 Interest Income - Other	600	600	600	36
37	0	38	0	37 Interest Income - Interest Operating Accounts	0	0	0	37
38				38 Waterfront West - Cruise				38
39	327,145	521,900	558,557	39 Dockage	525,511	525,511	525,511	39
40	0	1,288	0	40 Flowage Fees	8,000	8,000	8,000	40
41	300	1,200	16,800	41 Harbor Fee on Passing Vessels	0	0	0	41
42	0	0	0	42 Lease & Rental Income	2,250	2,250	2,250	42
43	3,580	167	0	43 Storage Rental Income	300	300	300	43
44	16,710	17,274	19,604	44 Equipment Rentals	2,250	2,250	2,250	44
45	4,520	7,352	16,643	45 Rebilled Utilities - Water/Sewer	11,250	11,250	11,250	45
46	0	286	0	46 Rebilled Utilities - Garbage	16,335	16,335	16,335	46
47	1,191	3,958	0	47 Labor Rebilled	4,500	4,500	4,500	47
48	30,999	70,538	45,563	48 Longshore Labor Rebilled	65,348	65,348	65,348	48
49	2,840	117,380	71,077	49 Security Labor Rebilled	26,250	26,250	26,250	49
50	6,879	16,718	15,120	50 Other Rebilled	5,400	5,400	5,400	50
51	0	112,878	297,714	51 Cruise Ship Rebill Bundle	268,077	268,077	268,077	51
52	75	250	0	52 Other Income	0	0	0	52
53	0	21,292	1,500	53 Interest Income - Other	7,200	7,200	7,200	53
54				54 Waterfront West - Boatyard				54
55	17,292	1,646	0	55 Lease & Rental Income	0	0	0	55
56	2,100	425	2,100	56 Equipment Rentals	21,535	21,535	21,535	56
57	434,763	617,760	665,527	57 Boat Haulout	717,840	717,840	717,840	57
58	1,205	330	1,200	58 Labor Rebilled	21,450	21,450	21,450	58
59	1,172	654	0	59 Other Income	0	0	0	59
60	0	45,000	455,000	60 Grant Revenue	76,000	76,000	76,000	60
61				61 Waterfront East - Properties				61
62	125,186	110,825	111,807	62 Lease & Rental Income	116,203	116,203	116,203	62
63	200	0	0	63 Storage Rental Income	0	0	0	63
64	185,884	200,677	200,000	64 Lease Income - % Revenues	207,200	207,200	207,200	64
65	2,351	0	0	65 Rebilled Utilities - Electric	0	0	0	65
66	61,770	60,363	58,390	66 Rebilled Utilities - Water/Sewer	62,500	62,500	62,500	66
67	1,565	0	0	67 Rebilled Utilities - Bundle	0	0	0	67
68	290	0	0	68 Labor Rebilled	0	0	0	68
69	16,673	17,173	24,353	69 DSL Lease Rebilled	18,219	18,219	18,219	69

RESOURCES
General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
70	4,782	7,885	1,500	70	Other Rebilled	0	0	0	70
71	6,511	0	0	71	Grant Revenue	0	0	0	71
72	3,506	0	0	72	Interest Income - Interest Operating Accounts	0	0	0	72
73				73	Waterfront East - Marinas				73
74	5,380	5,094	0	74	Lease & Rental Income	6,451	6,451	6,451	74
75	518,931	565,752	563,300	75	Moorage	596,750	596,750	596,750	75
76	10,834	10,041	11,480	76	Marina Other	5,300	5,300	5,300	76
77	7,195	6,495	9,540	77	Ticket Revenues	3,600	3,600	3,600	77
78	83,065	97,500	106,000	78	Marina Parking	89,010	89,010	89,010	78
79	58,896	55,759	55,000	79	Rebilled Utilities - Electric	43,920	43,920	43,920	79
80	277	125	360	80	Rebilled Utilities - Bundle	150	150	150	80
81	118	42	0	81	Other Rebilled	0	0	0	81
82	272,912	453,924	519,060	82	Marina Gas Sales	520,150	520,150	520,150	82
83	155,182	249,363	280,690	83	Marina Diesel Sales	222,658	222,658	222,658	83
84	10,675	11,369	15,200	84	Finance Charges	8,204	8,204	8,204	84
85	1,200	17,612	350,000	85	Grant Revenue	51,000	51,000	51,000	85
86				86	Airport				86
87	547,316	631,681	677,106	87	Lease & Rental Income	679,802	679,802	679,802	87
88	1,017	882	1,200	88	Storage Rental Income	2,400	2,400	2,400	88
89	14,359	13,699	14,000	89	Rebilled Utilities - Electric	10,800	10,800	10,800	89
90	30,118	33,165	25,000	90	Rebilled Utilities - Water/Sewer	34,500	34,500	255,837	90
91	0	1,270	0	91	Labor Rebilled	0	0	0	91
92	2,852	782	1,500	92	Other Rebilled	1,200	1,200	1,200	92
93	86,224	111,855	99,287	93	Airport Fuel Sales - Av Gas	130,168	130,168	313,845	93
94	407,845	700,559	983,243	94	Airport Fuel Sales - Jet A	875,678	875,678	1,015,356	94
95	3,550	3,857	3,800	95	Other Income	10,733	10,733	10,733	95
96	0	7,823	28,466	96	Airport Fees	16,216	16,216	16,216	96
97	1,008,448	2,227,205	875,763	97	Grant Revenue	382,270	382,270	382,270	97
98	3	1,099	1,500	98	Interest Income	1,500	1,500	1,500	98
99	9,439,700	11,806,203	13,166,378	99	TOTAL RESOURCES	12,903,852	12,903,852	14,400,300	99

The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

FORM
LB-30

**REQUIREMENTS SUMMARY
ALLOCATED AND NON-ALLOCATED REQUIREMENTS**

General Fund

Port of Astoria

(Fund)

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2023/24			
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020/21	First Preceding Year 2021/22						
				PERSONNEL SERVICES				
2	2,557,551	2,596,281	2,820,442	2 Personnel Services	2,994,266	2,994,266	2,994,266	2
3				3				3
4				4				4
5	2,557,551	2,596,281	2,820,442	5 TOTAL PERSONNEL SERVICES	2,994,266	2,994,266	2,994,266	5
6			24.6	6 Total Full-Time Equivalent (FTE)	23.6	23.6	23.6	6
				MATERIALS AND SERVICES				
8	3,465,629	4,090,093	4,481,684	8 Materials and Services	4,483,128	4,483,128	5,320,894	8
9				9				9
10				10				10
11	3,465,629	4,090,093	4,481,684	11 TOTAL MATERIALS AND SERVICES	4,483,128	4,483,128	5,320,894	11
				CAPITAL OUTLAY				
13	2,803,347	3,436,582	3,959,368	13 Capital Outlay	3,489,034	3,489,034	3,489,034	13
14				14				14
15				15				15
16	2,803,347	3,436,582	3,959,368	16 TOTAL CAPITAL OUTLAY	3,489,034	3,489,034	3,489,034	16
				DEBT SERVICE				
18	282,200	291,172	1,610,664	18 Debt Service	1,655,627	1,655,627	1,655,627	18
20				20				20
21	282,200	291,172	1,610,664	21 TOTAL DEBT SERVICE	1,655,627	1,655,627	1,655,627	21
				22 Ending Balance (Prior Years)				
23			294,220	23 Unappropriated Ending Fund Balance (UEFB)	281,797	281,797	940,479	23
24	9,108,727	10,414,128	13,166,378	24 TOTAL REQUIREMENTS	12,903,852	12,903,852	14,400,300	24

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RESOURCES AND REQUIREMENTS
Special Revenue Fund
(Fund)

Port of Astoria
(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
1				1	RESOURCES				1
2	1,113,343	752,911	669,243	2	Net working capital*	669,243	669,243	669,243	2
3	198,864	165,508	198,811	3	Timber Tax Revenues	189,164	189,164	189,164	3
4				4					4
5				5					5
6	1,312,207	918,419	868,054	6	TOTAL RESOURCES	858,407	858,407	858,407	6
7				7	REQUIREMENTS				7
8	559,296	165,508	198,811	8	Transferred OUT to General Fund	189,164	189,164	189,164	8
9				9					9
10				10					10
11	752,911	752,911	669,243	11	UNAPPROPRIATED ENDING FUND BALANCE	669,243	669,243	669,243	11
12	1,312,207	918,419	868,054	12	TOTAL REQUIREMENTS	858,407	858,407	858,407	12

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

RESOURCES AND REQUIREMENTS

Reserve Fund

Port of Astoria

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023/24			
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020/21	First Preceding Year 2021/22						
				RESOURCES				
2	100,000	100,000	100,000	2 Net working capital*	100,000	100,000	100,000	2
3				3				3
4				4				4
5				5				5
6	100,000	100,000	100,000	6 TOTAL RESOURCES	100,000	100,000	100,000	6
				REQUIREMENTS				
8								8
9								9
10				10				10
11	100,000	100,000	100,000	11 UNAPPROPRIATED ENDING FUND BALANCE	100,000	100,000	100,000	11
12	100,000	100,000	100,000	12 TOTAL REQUIREMENTS	100,000	100,000	100,000	12

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

FORM

LB-30

General Fund

Port of Astoria

(Fund)

(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2023/24				
Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2020/21	First Preceding Year 2021/22							
			DEBT SERVICE					
139,262	206,962	1,135,728	2	Principal	1,208,513	1,208,513	1,208,513	2
142,939	84,210	474,936	3	Interest	447,114	447,114	447,114	3
282,200	291,172	1,610,664	4	TOTAL DEBT SERVICE	1,655,627	1,655,627	1,655,627	4
282,200	291,172	1,610,664	5	Total Requirements NOT ALLOCATED	1,655,627	1,655,627	1,655,627	5

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DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: ADMINISTRATION	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
2	439,707	483,578	484,986	2	Salary & Wages - Admin	527,435	527,435	527,435	2
3	17,575	19,949	21,250	3	Salary & Wages - Maintenance	32,831	32,831	32,831	3
4	31,249	37,346	38,848	4	Payroll Taxes	45,101	45,101	45,101	4
5	168,771	192,050	203,066	5	Health & Welfare	188,414	188,414	188,414	5
6	63,175	66,750	78,364	6	Pension	95,313	95,313	95,313	6
7	3,765	4,567	3,304	7	Workers Compensation	4,242	4,242	4,242	7
8	724,243	804,240	829,818	8	TOTAL PERSONNEL SERVICES	893,336	893,336	893,336	8
9			5.6	9	Total Full-Time Equivalent (FTE)	5.6	5.6	5.6	9
					MATERIALS AND SERVICES				
11	178,674	177,563	198,252	11	Insurance Expense	198,240	198,240	198,240	11
12	131	166	115	12	Property & Other Taxes	116	116	116	12
13	300	300	1,250	13	Permits, Licenses & Fees	360	360	360	13
14	585	978	903	14	Advertising and Promotion	1,980	1,980	1,980	14
15	122,695	91,992	114,000	15	Outside Services	86,920	86,920	86,920	15
16	29,978	25,305	31,181	16	Dues & Subscriptions	30,240	30,240	30,240	16
17	7,500	8,300	8,550	17	Janitorial Services	8,544	8,544	8,544	17
18	360	1,935	1,200	18	Gifts	2,100	2,100	2,100	18
19	2,235	2,438	2,339	19	Equipment Rental Expenses	2,340	2,340	2,340	19
20	70	72	100	20	Fuel & Oil	0	0	0	20
21	0	117	0	21	Miscellaneous	0	0	0	21
22	2,182	2,238	2,400	22	Office Supplies	3,600	3,600	3,600	22
23	2,414	2,299	2,400	23	Postage & Shipping	2,400	2,400	2,400	23
24	138	351	165	24	Bank & Credit Card Fees	180	180	180	24
25	1,552	3,117	3,100	25	Printing and Copy Services	3,300	3,300	3,300	25
26	195	185	240	26	Materials & Parts	240	240	240	26
27	3,996	4,033	6,593	27	Furniture & Office Equipment	6,360	6,360	6,360	27
28	40	58	120	28	Tools & Equipment	120	120	120	28
29	1,329	1,749	1,500	29	Operating Supplies	1,500	1,500	1,500	29
30	0	0	0	30	Software & Online Subscriptions	19,371	19,371	19,371	30
31	454	474	480	31	Utilities - Electricity	480	480	480	31
32	2,125	2,126	2,300	32	Utilities - Telephone	2,400	2,400	2,400	32
33	3,186	3,053	3,120	33	Utilities - Internet	3,120	3,120	3,120	33
34	49,494	54,806	52,120	34	Audit & Accounting Fees	52,950	52,950	52,950	34
35	9,956	9,889	10,000	35	Legal Fees	10,200	10,200	10,200	35
36	8,240	7,990	8,240	36	Other Professional Fees	8,230	8,230	8,230	36
37	520	134	790	37	Training, Seminars, Employee Development	2,400	2,400	2,400	37

DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

		Historical Data			REQUIREMENTS FOR: <u>ADMINISTRATION</u>	Budget for Next Year 2023/24			
		Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020/21	First Preceding Year 2021/22								
38	4,000	3,300	4,800	38	Commission Stipend	4,800	4,800	4,800	38
39	6,156	615	7,615	39	Commission Expenses	3,000	3,000	3,000	39
40	843	2,283	1,800	40	Travel & Meal Expense	11,500	11,500	11,500	40
41	0	0	1,470	41	Trade Show & Convention Fees	3,910	3,910	3,910	41
42	371	94	360	42	Staff & Commission Mileage	1,005	1,005	1,005	42
43	740	1,214	3,673	43	Event Expenses	6,600	6,600	6,600	43
44	440,459	409,174	471,176	44	TOTAL MATERIALS AND SERVICES	478,506	478,506	478,506	44
					CAPITAL OUTLAY				
46	12,139	9,999	30,000	46	Capital Outlay - Furniture, Fixtures, & Office Eq	30,000	30,000	30,000	46
47	12,139	9,999	30,000	47	TOTAL CAPITAL OUTLAY	30,000	30,000	30,000	47
48	1,176,841	1,223,413	1,330,994	48	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,401,842	1,401,842	1,401,842	48

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DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>SECURITY</u>	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
2	159,269	183,078	181,504	2	Salary & Wages – General	154,364	154,364	154,364	2
3	33,925	30,312	15,393	3	Salary & Wages – Admin	11,897	11,897	11,897	3
4	16,176	14,856	14,765	4	Payroll Taxes	13,384	13,384	13,384	4
5	51,112	52,660	46,332	5	Health & Welfare	55,538	55,538	55,538	5
6	27,089	27,442	24,482	6	Pension	26,842	26,842	26,842	6
7	5,269	6,899	4,721	7	Workers Compensation	5,758	5,758	5,758	7
8	292,840	315,247	287,197	8	TOTAL PERSONNEL SERVICES	267,783	267,783	267,783	8
9			3.2	9	Total Full-Time Equivalent (FTE)	2.8	2.8	2.8	9
					MATERIALS AND SERVICES				
11	125	230	125	11	Permits, Licenses & Fees	225	225	225	11
12	9,133	17,134	12,831	12	Outside Services	7,500	7,500	7,500	12
13	6,460	9,416	7,000	13	Fuel & Oil	9,600	9,600	9,600	13
13	0	0	0	13	Gifts	1,200	1,200	1,200	13
14	727	264	840	14	Office Supplies	900	900	900	14
15	895	1,961	1,200	15	Materials & Parts	1,800	1,800	1,800	15
16	455	35	600	16	Tools & Equipment	600	600	600	16
17	67	279	250	17	Operating Supplies	600	600	600	17
18	63	324	1,200	18	Coveralls/ Uniforms	240	240	240	18
19	316	429	360	19	Utilities - Electricity	540	540	540	19
20	1,799	1,977	1,800	20	Utilities – Telephone	1,980	1,980	1,980	20
21	920	970	970	21	Utilities – Internet	972	972	972	21
22	16	0	120	22	Travel & Meal Expense	300	300	300	22
23	0	153	120	23	Staff & Commission Mileage	120	120	120	23
24	580	1,248	1,248	24	Event Expense	0	0	0	24
25	21,558	34,421	28,664	25	TOTAL MATERIALS AND SERVICES	26,577	26,577	26,577	25
					CAPITAL OUTLAY				
27	0	0	0	27	TOTAL CAPITAL OUTLAY	0	0	0	27
28	314,398	349,668	315,861	28	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	294,360	294,360	294,360	28

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DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

Port of Astoria

(Fund)

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>WATERFRONT WEST - PIERS & PROPERTIES</u>	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
2	3,959	13,317	8,031	2	Salary & Wages – General	18,200	18,200	18,200	2
3	88,796	79,040	68,681	3	Salary & Wages – Admin	107,072	107,072	107,072	3
4	131,766	134,272	153,679	4	Salary & Wages – Maintenance	167,652	167,652	167,652	4
5	53,014	66,527	57,019	5	Salary & Wages – Dredge	79,898	79,898	79,898	5
6	44,505	13,493	22,836	6	Payroll Taxes	30,012	30,012	30,012	6
7	93,796	100,309	114,871	7	Health & Welfare	137,810	137,810	137,810	7
8	66,469	56,953	40,631	8	Pension	56,976	56,976	56,976	8
9	4,823	4,339	4,806	9	Workers Compensation	9,699	9,699	9,699	9
10	487,127	468,249	470,554	10	TOTAL PERSONNEL SERVICES	607,319	607,319	607,319	10
11			5.3	11	Total Full-Time Equivalent (FTE)	4.5	4.5	4.5	11
					MATERIALS AND SERVICES				
13	40,577	31,330	35,092	13	Insurance Expense	34,146	34,146	34,146	13
14	59,141	55,816	60,821	14	DSL Land Rent	1,008	1,008	59,270	14
15	3,168	3,257	4,232	15	Permits, Licenses & Fees	5,604	5,604	5,604	15
16	92	0	(180)	16	Advertising and Promotion	240	240	240	16
17	122,260	163,642	112,852	17	Outside Services	126,000	126,000	230,574	17
18	12,155	5,907	6,998	18	Dues & Subscriptions	6,600	6,600	6,600	18
19	24,085	19,180	17,400	19	Janitorial Services	21,000	21,000	21,000	19
20	0	0	(120)	20	Gifts	336	336	336	20
21	2,185	2,115	2,150	21	Equipment Rental Expenses	4,848	4,848	4,848	21
22	26,678	21,856	29,700	22	Fuel & Oil	24,400	24,400	24,400	22
23	166	238	216	23	Office Supplies	210	210	210	23
24	274	68	300	24	Postage & Shipping	300	300	300	24
25	1,145	157	0	25	Bank & Credit Card Fees	0	0	0	25
26	22	470	300	26	Printing and Copy Services	240	240	240	26
27	27,817	34,731	30,850	27	Materials & Parts	39,000	39,000	39,000	27
28	112	0	0	28	Furniture & Office Equipment	180	180	180	28
29	395	3,991	6,600	29	Tools & Equipment	3,660	3,660	3,660	29
30	7,355	9,378	7,460	30	Operating Supplies	9,960	9,960	9,960	30
31	1,464	2,525	3,000	31	Coveralls/ Uniforms	2,100	2,100	2,100	31
32	78,161	75,853	82,200	32	Utilities - Electricity	82,200	82,200	82,200	32
33	1,012,724	1,051,620	1,017,623	33	Utilities - Water/Sewer	1,253,000	1,253,000	1,253,000	33
34	4,800	6,971	4,800	34	Utilities - Gas	7,500	7,500	7,500	34
35	14,900	19,336	28,101	35	Utilities - Garbage	20,490	20,490	20,490	35
36	17,906	18,181	16,800	36	Utilities – Telephone	18,000	18,000	18,000	36
37	10,157	9,845	10,000	37	Utilities – Internet	9,600	9,600	9,600	37

DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

Port of Astoria

(Fund)

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>WATERFRONT WEST - PIERS & PROPERTIES</u>	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
38	0	0	464	38	Utilities - Other	0	0	0	38
39	78,153	93,833	89,950	39	Legal Fees	75,000	75,000	75,000	39
40	16,248	6,928	17,128	40	Other Professional Fees	9,000	9,000	9,000	40
41	17,343	24,404	21,000	41	Special Environmental Services	7,200	7,200	43,265	41
42	14,195	29,318	61,856	42	Longshore Labor Wages	16,200	16,200	158,732	42
43	8,445	25,282	9,835	43	Longshore Labor Workers Comp	2,969	2,969	2,969	43
44	193	167	80	44	Travel & Meal Expense	264	264	264	44
45	0	685	200	45	Trade Show & Convention Fees	685	685	685	45
46	457	395	720	46	Staff & Commission Mileage	600	600	600	46
47	168	318	346	47	Event Expenses	0	0	0	47
48	1,602,941	1,717,795	1,678,774	48	TOTAL MATERIALS AND SERVICES	1,782,540	1,782,540	2,123,973	48
					CAPITAL OUTLAY				
50	16,819	48,584	175,000	50	Capital Outlay - Land & Land Improvements	1,920,049	1,920,049	1,920,049	50
51	15,640	51,809	541,875	51	Capital Outlay - Buildings & Structures	200,000	200,000	200,000	51
52		8,400	215,000	52	Capital Outlay - Machinery & Equipment	237,800	237,800	237,800	52
53			31,500	53	Capital Outlay - Vehicles & Boats				53
54	185,834	355,989		54	Capital Outlay - Construction in Progress				54
55	218,293	464,782	963,375	55	TOTAL CAPITAL OUTLAY	2,357,849	2,357,849	2,357,849	55
56	2,308,361	2,650,826	3,112,703	56	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	4,747,708	4,747,708	5,089,141	56

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DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: WATERFRONT WEST - CRUISE	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
2	52,571	21,429	60,348	2	Salary & Wages – General	29,923	29,923	29,923	2
3	0	0	8,200	3	Salary & Wages – Admin	8,200	8,200	8,200	3
4	23,482	(2,654)	4,828	4	Payroll Taxes	3,069	3,069	3,069	4
5	0	0	3,226	5	Health & Welfare	4,257	4,257	4,257	5
6	0	0	8,569	6	Pension	5,578	5,578	5,578	6
7	100	100	2,047	7	Workers Compensation	1,162	1,162	1,162	7
8	76,153	18,874	87,218	8	TOTAL PERSONNEL SERVICES	52,189	52,189	52,189	8
9			0.1	9	Total Full-Time Equivalent (FTE)	0.8	0.8	0.8	9
					MATERIALS AND SERVICES				
11	0	0	240	11	Advertising and Promotion	240	240	240	11
12	7,915	3,510	15,120	12	Outside Services	8,000	8,000	8,000	12
13	(6,500)	0	6,500	13	Dues & Subscriptions	6,500	6,500	6,500	13
14	0	500	0	14	Janitorial Services	0	0	0	14
15	0	0	0	15	Gifts	400	400	400	15
16	22	8	0	16	Postage & Shipping	0	0	0	16
17	200	383	0	17	Bank & Credit Card Fees	560	560	560	17
18	15	468	350	18	Materials & Parts	350	350	350	18
19	0	481	140	19	Operating Supplies	140	140	140	19
20	0	0	0	20	Utilities - Water/Sewer	11,250	11,250	11,250	20
21	0	7,715	11,733	21	Utilities - Garbage	16,335	16,335	16,335	21
22	0	250	0	22	Legal Fees	0	0	0	22
23	25,200	25,200	25,200	23	Other Professional Fees	25,200	25,200	25,200	23
24	26,943	92,778	138,144	24	Longshore Labor Wages	130,792	130,792	130,792	24
25	0	0	21,965	25	Longshore Labor Workers Comp	23,974	23,974	23,974	25
26	0	6,924	4,000	26	Travel & Meal Expense	1,500	1,500	1,500	26
27	4	10	0	27	Staff & Commission Mileage	0	0	0	27
28	0	28	0	28	Event Expenses	0	0	0	28
29	53,798	138,256	223,392	29	TOTAL MATERIALS AND SERVICES	225,241	225,241	225,241	29
					CAPITAL OUTLAY				
31				31	Capital Outlay - Buildings & Structures	65,000	65,000	65,000	31
32	0	0	0	32	TOTAL CAPITAL OUTLAY	65,000	65,000	65,000	32
33	129,951	157,130	310,610	33	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	342,430	342,430	342,430	33

DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

Port of Astoria

(Fund)

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>WATERFRONT WEST - BOATYARD</u>	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
2	168,070	117,173	132,627	2	Salary & Wages – General	140,724	140,724	140,724	2
3	13,009	8,978	10,178	3	Payroll Taxes	11,328	11,328	11,328	3
4	65,424	75,349	79,337	4	Health & Welfare	78,066	78,066	78,066	4
5	0	0	16,578	5	Pension	18,522	18,522	18,522	5
6	4,701	3,386	5,199	6	Workers Compensation	6,079	6,079	6,079	6
7	251,204	204,885	243,919	7	TOTAL PERSONNEL SERVICES	254,719	254,719	254,719	7
8			2.0	8	Total Full-Time Equivalent (FTE)	2.0	2.0	2.0	8
					MATERIALS AND SERVICES				
10	0	22	0	10	Insurance Expense	0	0	0	10
11	125	550	290	11	Permits, Licenses & Fees	145	145	145	11
12	195	0	180	12	Advertising and Promotion	180	180	180	12
13	4,191	38,907	7,800	13	Outside Services	13,225	13,225	13,225	13
14	0	125	0	14	Dues & Subscriptions	565	565	565	14
15	0	0	0	15	Janitorial Services	5,850	5,850	5,850	15
16	280	0	120	16	Gifts	10	10	10	16
17	53	0	120	17	Equipment Rental Expenses	450	450	450	17
18	1,686	4,173	1,800	18	Fuel & Oil	530	530	530	18
19	136	332	144	19	Office Supplies	125	125	125	19
20	34	45	60	20	Postage & Shipping	210	210	210	20
21	0	4,885	26,621	21	Bank & Credit Card Fees	8,700	8,700	8,700	21
22	34	47	60	22	Printing and Copy Services	100	100	100	22
23	6,419	6,582	4,800	23	Materials & Parts	2,550	2,550	2,550	23
24	832	1,085	1,200	24	Furniture & Office Equipment	1,150	1,150	1,150	24
25	375	2,067	600	25	Tools & Equipment	1,750	1,750	1,750	25
26	11,969	14,582	14,400	26	Operating Supplies	20,150	20,150	20,150	26
27	1,068	1,007	1,200	27	Coveralls/ Uniforms	600	600	600	27
28	0	0	0	28	Software & Online Subscriptions	600	600	600	28
29	9,931	11,374	9,800	29	Utilities - Electricity	11,625	11,625	11,625	29
30	6,775	8,794	8,400	30	Utilities - Garbage	8,300	8,300	8,300	30
31	651	661	660	31	Utilities – Telephone	672	672	672	31
32	2,176	1,676	2,176	32	Utilities - Other	1,680	1,680	1,680	32
33	12,119	4,973	6,000	33	Legal Fees	3,475	3,475	3,475	33
34	290	100	120	34	Travel & Meal Expense	1,300	1,300	1,300	34
35	0	0	0	35	Trade Show & Convention Fees	1,060	1,060	1,060	35
36	339	6	240	36	Staff & Commission Mileage	488	488	488	36
37	193	227	227	37	Event Expenses	750	750	750	37

DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>WATERFRONT WEST - BOATYARD</u>	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
38	59,873	102,221	87,018	38	TOTAL MATERIALS AND SERVICES	86,240	86,240	86,240	38
					CAPITAL OUTLAY				
40			650,000	40	Capital Outlay - Land & Land Improvements	150,000	150,000	150,000	40
41	159,198		10,000	41	Capital Outlay - Buildings & Structures				41
42	21,729	9,810	16,390	42	Capital Outlay - Machinery & Equipment				42
43		73,627		43	Capital Outlay - Intangible Assets	87,500	87,500	87,500	43
44	180,927	83,436	676,390	44	TOTAL CAPITAL OUTLAY	237,500	237,500	237,500	44
45	492,003	390,542	1,007,327	45	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	578,459	578,459	578,459	45

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DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>WATERFRONT EAST - PROPERTIES</u>	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
2	249	0	3,872	2	Salary & Wages – General	0	0	0	2
3	74,306	68,234	60,939	3	Salary & Wages – Admin	55,604	55,604	55,604	3
4	87,108	80,344	68,898	4	Salary & Wages – Maintenance	63,180	63,180	63,180	4
5	29,493	6,140	10,261	5	Payroll Taxes	9,562	9,562	9,562	5
6	69,439	68,788	51,777	6	Health & Welfare	45,480	45,480	45,480	6
7	48,833	45,563	19,651	7	Pension	18,691	18,691	18,691	7
8	2,835	2,319	2,236	8	Workers Compensation	2,120	2,120	2,120	8
9	312,262	271,387	217,633	9	TOTAL PERSONNEL SERVICES	194,637	194,637	194,637	9
10			1.9	10	Total Full-Time Equivalent (FTE)	1.6	1.6	1.6	10
					MATERIALS AND SERVICES				
12	13,638	10,443	11,697	12	Insurance Expense	11,382	11,382	11,382	12
13	35,021	28,289	35,797	13	DSL Land Rent	18,219	18,219	18,219	13
14	44	36	150	14	Permits, Licenses & Fees	60	60	60	14
15	52,636	4,257	1,800	15	Outside Services	3,756	3,756	3,756	15
16	7,700	4,025	3,255	16	Janitorial Services	0	0	0	16
17	0	0	0	17	Gifts	144	144	144	17
18	827	331	971	18	Equipment Rental Expenses	792	792	792	18
19	2,108	2,418	4,493	19	Fuel & Oil	3,000	3,000	3,000	19
20	89	70	108	20	Office Supplies	90	90	90	20
21	109	14	108	21	Postage & Shipping	120	120	120	21
22	37	0	0	22	Bank & Credit Card Fees	0	0	0	22
23	12	75	0	23	Printing and Copy Services	60	60	60	23
24	3,934	3,625	5,579	24	Materials & Parts	9,000	9,000	9,000	24
25	60	0	0	25	Furniture & Office Equipment	0	0	0	25
26	213	415	232	26	Tools & Equipment	540	540	540	26
27	4,001	4,108	3,980	27	Operating Supplies	3,840	3,840	3,840	27
28	788	1,082	1,103	28	Coveralls/ Uniforms	900	900	900	28
29	10,867	8,273	2,377	29	Utilities - Electricity	7,000	7,000	7,000	29
30	65,121	73,813	55,409	30	Utilities - Water/Sewer	76,300	76,300	76,300	30
31	2,229	2,654	1,617	31	Utilities - Gas	1,800	1,800	1,800	31
32	14,760	11,480	1,204	32	Utilities - Garbage	1,169	1,169	1,169	32
33	1,683	1,477	1,555	33	Utilities – Telephone	1,500	1,500	1,500	33
34	476	408	480	34	Utilities – Internet	408	408	408	34
35	8,858	7,633	17,142	35	Legal Fees	3,000	3,000	3,000	35
36	0	0	360	36	Special Environmental Services	0	0	0	36
37	0	0	60	37	Training, Seminars, Employee Development	0	0	0	37

DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>WATERFRONT EAST - PROPERTIES</u>	Budget for Next Year 2023/24				
Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2020/21	First Preceding Year 2021/22							
38	0	123	38	Travel & Meal Expense	36	36	36	38
39	3	2	39	Staff & Commission Mileage	0	0	0	39
40	90	136	40	Event Expense	0	0	0	40
41	225,304	165,188	41	TOTAL MATERIALS AND SERVICES	143,116	143,116	143,116	41
				CAPITAL OUTLAY				
43		13,500	43	Capital Outlay - Vehicles & Boats				43
44	0	0	44	TOTAL CAPITAL OUTLAY	0	0	0	44
45	537,566	436,574	45	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	337,753	337,753	337,753	45

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DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

Port of Astoria

(Fund)

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>WATERFRONT EAST - MARINAS</u>	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
2	188,055	201,040	203,510	2	Salary & Wages – General	211,631	211,631	211,631	2
3	22,335	13,302	15,617	3	Payroll Taxes	17,036	17,036	17,036	3
4	71,657	79,551	82,153	4	Health & Welfare	80,821	80,821	80,821	4
5	0	0	25,439	5	Pension	28,461	28,461	28,461	5
6	5,177	5,650	6,335	6	Workers Compensation	9,142	9,142	9,142	6
7	287,225	299,543	333,053	7	TOTAL PERSONNEL SERVICES	347,091	347,091	347,091	7
8			3.0	8	Total Full-Time Equivalent (FTE)	3.0	3.0	3.0	8
					MATERIALS AND SERVICES				
10	32,062	35,608	46,935	10	DSL Land Rent	48,604	48,604	48,604	10
11	2,095	2,184	2,481	11	Property & Other Taxes	330	330	330	11
12	403	278	278	12	Permits, Licenses & Fees	330	330	330	12
13	260	369	260	13	Advertising and Promotion	335	335	335	13
14	22,883	34,093	67,210	14	Outside Services	64,060	64,060	64,060	14
15	365	490	365	15	Dues & Subscriptions	400	400	400	15
16	21,620	13,903	13,306	16	Janitorial Services	17,475	17,475	17,475	16
17	0	0	0	17	Gifts	350	350	350	17
18	119	32	151	18	Equipment Rental Expenses	1,040	1,040	1,040	18
19	1,645	6,773	3,507	19	Fuel & Oil	3,050	3,050	3,050	19
20	1,619	765	1,692	20	Office Supplies	2,155	2,155	2,155	20
21	67	74	252	21	Postage & Shipping	291	291	291	21
22	41,621	41,232	59,144	22	Bank & Credit Card Fees	29,352	29,352	29,352	22
23	340	1,261	1,325	23	Printing and Copy Services	1,995	1,995	1,995	23
24	12,992	16,773	18,421	24	Materials & Parts	19,246	19,246	19,246	24
25	1,200	2,633	2,400	25	Furniture & Office Equipment	1,100	1,100	1,100	25
26	1,989	690	2,168	26	Tools & Equipment	2,300	2,300	2,300	26
27	6,050	5,639	6,020	27	Operating Supplies	7,084	7,084	7,084	27
28	1,357	2,216	1,897	28	Coveralls/ Uniforms	1,832	1,832	1,832	28
29	0	0	0	29	Software & Online Subscriptions	1,200	1,200	1,200	29
30	174,686	299,142	339,255	30	Gas COS	339,967	339,967	339,967	30
31	96,789	163,797	183,458	31	Diesel COS	145,529	145,529	145,529	31
32	44,660	38,892	47,623	32	Utilities - Electricity	38,025	38,025	38,025	32
33	5,219	4,500	19,591	33	Utilities - Water/Sewer	7,400	7,400	7,400	33
34	919	951	883	34	Utilities - Gas	1,370	1,370	1,370	34
35	9,291	8,902	23,496	35	Utilities - Garbage	20,658	20,658	20,658	35
36	1,227	1,205	1,200	36	Utilities – Telephone	1,215	1,215	1,215	36
37	580	630	600	37	Utilities – Internet	624	624	624	37

DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

Port of Astoria

(Fund)

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>WATERFRONT EAST - MARINAS</u>	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
38	4,879	10,585	408	38	Legal Fees	15,000	15,000	15,000	38
39	315	0	0	39	Special Environmental Services	0	0	0	39
40	35	60	0	40	Training, Seminars, Employee Development	0	0	0	40
41	0	1,128	2,400	41	Travel & Meal Expense	2,200	2,200	2,200	41
42	60	385	1,265	42	Trade Show & Convention Fees	1,860	1,860	1,860	42
43	70	188	600	43	Staff & Commission Mileage	750	750	750	43
44	193	340	477	44	Event Expense	100	100	100	44
45	487,611	695,718	849,069	45	TOTAL MATERIALS AND SERVICES	777,227	777,227	777,227	45
					CAPITAL OUTLAY				
47	389,880		1,129,750	47	Capital Outlay - Land & Land Improvements	60,000	60,000	60,000	47
48	93,992			48	Capital Outlay - Buildings & Structures	10,000	10,000	10,000	48
49	113,444	787,881		49	Capital Outlay - Construction in Progress				49
50	597,316	787,881	1,129,750	50	TOTAL CAPITAL OUTLAY	70,000	70,000	70,000	50
51	1,372,152	1,783,143	2,311,872	51	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,194,318	1,194,318	1,194,318	51

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DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: AIRPORT	Budget for Next Year 2023/24			
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020/21	First Preceding Year 2021/22						
				PERSONNEL SERVICES				
2	57,334	97,964	109,473	2 Salary & Wages – General	116,364	116,364	116,364	2
3	34,679	52,455	86,991	3 Salary & Wages – Admin	82,911	82,911	82,911	3
4	0	0	21,250	4 Salary & Wages – Maintenance	10,944	10,944	10,944	4
5	8,424	12,835	16,707	5 Payroll Taxes	16,923	16,923	16,923	5
6	11,519	28,091	81,454	6 Health & Welfare	113,431	113,431	113,431	6
7	12,647	19,690	31,079	7 Pension	31,267	31,267	31,267	7
8	1,894	2,820	4,095	8 Workers Compensation	5,352	5,352	5,352	8
9	126,496	213,856	351,049	9 TOTAL PERSONNEL SERVICES	377,192	377,192	377,192	9
10			3.5	10 Total Full-Time Equivalent (FTE)	3.3	3.3	3.3	10
				MATERIALS AND SERVICES				
12	5,500	5,500	5,500	12 Insurance Expense	5,500	5,500	5,500	12
13	2,261	2,270	2,270	13 Property & Other Taxes	2,280	2,280	2,280	13
14	3,048	4,410	3,092	14 Permits, Licenses & Fees	4,380	4,380	4,380	14
15	697	243	240	15 Advertising and Promotion	240	240	240	15
16	123,052	70,421	72,900	16 Outside Services	84,000	84,000	84,000	16
17	478	758	478	17 Dues & Subscriptions	1,535	1,535	1,535	17
18	1,500	2,000	2,050	18 Janitorial Services	3,000	3,000	3,000	18
19	80	0	0	19 Gifts	240	240	240	19
20	12,001	12,365	12,581	20 Equipment Rental Expenses	27,000	27,000	27,000	20
21	2,986	4,250	3,500	21 Fuel & Oil	4,200	4,200	4,200	21
22	502	395	600	22 Office Supplies	480	480	480	22
23	153	151	240	23 Postage & Shipping	240	240	240	23
24	13,117	21,597	24,209	24 Bank & Credit Card Fees	27,661	27,661	27,661	24
25	24	140	360	25 Printing and Copy Services	240	240	240	25
26	10,262	17,139	12,000	26 Materials & Parts	16,800	16,800	16,800	26
27	344	636	600	27 Furniture & Office Equipment	2,400	2,400	2,400	27
28	2,575	5,033	3,600	28 Tools & Equipment	4,800	4,800	4,800	28
29	6,442	8,568	7,500	29 Operating Supplies	7,500	7,500	7,500	29
30	44	404	120	30 Coveralls/ Uniforms	720	720	720	30
30	0	0	0	30 Software & Online Subscriptions	2,400	2,400	2,400	30
31	67,148	92,195	79,429	31 AV Fuel COS	104,810	104,810	270,768	31
32	215,304	496,015	655,495	32 JET A Fuel COS	583,785	583,785	674,790	32
33	33,089	30,228	35,000	33 Utilities - Electricity	27,000	27,000	27,000	33
34	25,359	29,132	25,000	34 Utilities - Water/Sewer	30,000	30,000	251,337	34
35	1,579	1,592	1,650	35 Utilities - Gas	1,650	1,650	1,650	35
36	2,578	2,565	2,400	36 Utilities - Garbage	2,650	2,650	2,650	36

DETAILED REQUIREMENTS

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(Fund)

Port of Astoria

(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>AIRPORT</u>	Budget for Next Year 2023/24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020/21	First Preceding Year 2021/22							
37	2,260	2,180	2,400	37	Utilities – Telephone	2,160	2,160	2,160	37
38	1,400	1,525	1,380	38	Utilities – Internet	1,560	1,560	1,560	38
39	1,536	1,548	1,600	39	Utilities - Other	2,210	2,210	2,210	39
40	13,835	8,655	6,500	40	Legal Fees	6,000	6,000	6,000	40
41	24,248	4,568	30,000	41	Special Environmental Services	5,040	5,040	23,073	41
42	0	156	0	42	Training, Seminars, Employee Development	0	0	0	42
43	4	47	600	43	Travel & Meal Expense	480	480	480	43
44	100	0	325	44	Trade Show & Convention Fees	0	0	0	44
45	438	381	720	45	Staff & Commission Mileage	720	720	720	45
46	143	255	255	46	Event Expense	0	0	0	46
47	574,086	827,322	994,594	47	TOTAL MATERIALS AND SERVICES	963,681	963,681	1,460,014	47
					CAPITAL OUTLAY				
49	942,445	326,634	464,600	49	Capital Outlay - Land & Land Improvements	564,800	564,800	564,800	49
50	47,538	15,895	250,000	50	Capital Outlay - Buildings & Structures	75,000	75,000	75,000	50
51	31,228		20,000	51	Capital Outlay - Machinery & Equipment				51
52			22,500	52	Capital Outlay - Vehicles & Boats				52
53			389,253	53	Capital Outlay - Intangible Assets	88,885	88,885	88,885	53
54	773,461	1,747,955		54	Capital Outlay - Construction in Progress				54
55	1,794,673	2,090,484	1,146,353	55	TOTAL CAPITAL OUTLAY	728,685	728,685	728,685	55
56	2,495,254	3,131,661	2,491,997	56	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	2,069,558	2,069,558	2,565,891	56

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