

**Port of Allyn  
Executive Director's Report  
July 20, 2020**

**Budget Issues:**

We did not include the Capital Budget numbers our the final totals, as that is primarily grant money that is reimbursed to us, so it's "out and back in dollars" - if that makes sense.

With the Ogren project, only 75 percent is reimbursable, but the money we spent on it is noted in the Capital Budget page. The same with Sweetwater Park - which is all legal fees for both the purchase and dealing with the public records requests of one citizen.

If and when this project is funded, those costs are reimbursable as well. There is a typo in the Capital Budget report as well. The 2020 Revised number should be \$7500 for Sweetwater Park, not \$5,000.

While we were pretty close on most of the expenses, revenue from the Gazebo has dipped quite a bit due to the Covid-19 situation. We were starting to book events again until the Governor changed his mind last week, so we've had several cancellations since then. We have made adjustments in our revenue forecast for the Gazebo because of it.

However, there are a couple of things we need to look at. The electricity for the Kayak Park is WAY out of line. We need to make sure no one is poaching electricity from there. Don went out there this morning and everything except for the grinder pump there is turned off and the electrical box is now locked.

Also, I want to see when our contract with the PUD for the street lights is up, as that's \$3600 a year we can spend elsewhere.

Also, while I was on vacation, I got some rate cards from marinas down there, and think we may want to look at our rate structure for next year.

Payroll is up slightly due to the increase in minimum wage, which we didn't factor in when we did the original budget because the state hadn't made any announcement of the change at that time. Also, we budgeted LeAnn based on 2019, but with her working more hours, it adds to that cost as well. However, we did budget for day labor which we haven't used at all this year.

Under Office Expenses, the copier lease is up because when we calculated the expense based on 2019, we didn't factor in the quarterly cost for color copies - just the lease cost. Adding that in, it's about a wash with were we were, if not a slight decrease - but that will depend on the number of things we ultimately print.

Legal fees for everything in general are up significantly. Travel and Education costs are down significantly due to Covid-19.

The bottom line here is that the Water fund saved our bacon in terms of cash flow - especially until we got our property tax payment. We have allocated \$50,000 to go back to the IDD from the water fund, and we'll replenish the \$11,000 we took out of the State Pool as well. We just need to do the transfers. Also, we still have the full \$100,000 line of credit with Kitsap Bank we can draw on if we need it.