



TO: Columbia River Gorge Commission
FROM: Krystyna U. Wolniakowski, Executive Director
DATE: October 10, 2017
SUBJECT: **Action Item:** 2017-2019 Agency Budget and Expenditure Plan

Background: On June 30, 2017, the Oregon and Washington Legislatures approved the final two-year budget for the Columbia River Gorge Commission. The total for the two-state budget for 2017-2019 is \$1,984,000. Each state agreed to provide \$992,000 for the biennium divided as follows:

Washington:

FY 18 - \$485,000

FY 19 - \$507,000

Total: \$992,000

Includes WA Commissioners fund: \$32,000

WA Joint Expenses: \$960,000

Oregon

FY 18 - \$469,000

FY 19 - \$491,000

Total: \$960,000

In addition - OR Commissioners Fund: \$32,000

OR Joint Expenses: \$960,000

Total Biennium Operating Budget: \$1,920,000

Total Commissioners Funds: \$64,000

Additional Resources to be received in the biennium:

- \$15,000 from the Forest Service Agreement to support 50% of the cost for Tenneson Engineering to complete exterior boundary legal descriptions
- \$155,200 appropriation from the Department of Commerce to Klickitat County, then by Sub-recipient Agreement to the Gorge Commission, to support a full-time planner for Klickitat County development reviews. The planner will be a 2-year limited duration employee with benefits at the Gorge Commission.
- \$9,567 in donations for a 6-month position that will be Nancy's replacement.
- U.S. Forest Service archeologist, to assist the Commission in meeting their obligations for cultural resources.

Proposed Expenditure Plan for 2017-2019 Biennium: The WA Department of Enterprise Services assists the Commission in preparing “allotments” for the funding received to divide the funds for personnel, operating costs/goods and services, contractual services, travel and capital outlay.

Personnel Salaries and Benefits for 6.25 FTE:

FY18 - \$676,167

FY19 - \$756,832

1 FTE Executive Director

2 FTE Senior Planners

1 FTE Land Use Planner (vacant)

1 FTE Legal Counsel

1 FTE Administrative/Budget Analyst

.25 FTE Administrative/Budget Analyst (6-month position to be trained prior to Nancy’s retirement)

Goods and Other Services:

FY18 - \$190,040

FY19 - \$190,040

Professional Service Contracts:

FY18 - \$48,879

FY19 - \$12,214

Travel:

FY18 - \$19,660

FY19 - \$19,660

Capital Outlay:

FY18 - \$3,254

FY19 - \$3,254

Staff Recommendation: The current budget for the 2017-2019 biennium will support 6.25 FTE. In addition, we will receive funding for an additional FTE for Klickitat County planning. The personnel costs include annual pay adjustments for the staff. We will need to upgrade our computers during the biennium and those costs are built in. Many of the good and other services are fixed costs such as rent, equipment leases, supplies etc. We have some flexibility in allocating funds for travel costs.

Finally, contractual services are also flexible, although we know we will need funding this biennium to complete the exterior boundary and SMA/GMA legal descriptions; for photographic services and processing for the Visual Monitoring Points project to document scenic values and landscape settings; and to hire other professionals as needed for “Gorge 2020” Management Plan Review and Update Process. We recommend that the Commission adopt the budget as presented, with the knowledge that some adjustments may be needed as the biennium progresses.

Our budget needs are greater than our current budget, so we will continue to search for other external funding opportunities through foundations, donations and other public and private sources. Conversations have already begun with the Gorge Community Foundation.