

PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
March 18, 2024, 3:00 PM

REMOTE MEETING VIA ZOOM - LINK BELOW

PFPA Board members:

Class A Director: Member of the Portland City Council - Regina Phillips

Class B Director: Representing the fishing industry - Ben Martens, Maine Coast Fishermen's Association

Class B Director: Representing the fishing industry - Vacant

Class C Director: Representing the Commissioner of the Maine DOT - Chris Mayo

Class C Director: Representing the Commissioner of Maine DMR

Meredith Mendelson, Department of Marine Resources, President

Ex-Officio Director: Representing the City Manager - Brendan O'Connell, Finance Director

Ex-Officio Director: President of the Board of Directors of the Portland Fish Exchange - Rob Odlin

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/86534177227?pwd=VStvTVZoMWVlc1ZvYnFCSkldU1Gdz09>

Passcode: 656732

Or One tap mobile :

+19292056099,,86534177227# US (New York)

+13017158592,,86534177227# US (Washington DC)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

Webinar ID: 865 3417 7227

International numbers available: <https://portlandmaine-gov.zoom.us/j/kc6wbyMiPS>

1. Approval of January 8, 2024 Meeting Minutes

- a. Draft Minutes attached.
Action Item - Public Comment

2. Department of Public Works presentation on Combined Sewer Overflow Abatement project impacting the Portland Fish Pier - Justin Pellerin, DPW Water Resources Senior Engineer; Bill Boornazian, Water Resources Manager

- a. DPW staff will brief the Board on planned storm water infrastructure construction on Fish Pier property which will have impacts on the westerly access drive, Lot 1-1, and the Rear Lot parking supply. Construction is planned for autumn 2024 into winter 2025.

3. Increase in Front Lot Parking Rates - John Peverada, Parking Manager

- a. City Parking Manager, John Peverada, recommends raising the monthly and daily parking rates for the Front Lot in order to keep pace with competing public and private parking resources on the Portland peninsula. The suggested changes are:
Monthly: From \$140 to \$150
Daily: From \$10 to \$15 per day
Monthly Seafood Harvester Rates: Unchanged at \$55

Action Item - Public Comment

4. Financial Update- Statement produced by Tonya Mitchell, Senior Admin Officer II, Finance Department is attached and will be presented at the meeting by Bill Needelman, Waterfront Coordinator.

- a. See attached Financial Update as of March 15, 2024.

5. Facilities Update - Phil DiPierro, Project Manager.

- a. Facilities project update will be presented verbally at the meeting.

6. CARES I/CARES II Funding Update - Meredith Mendelson, Bill Needelman, Phil DiPierro

7. Portland Fish Exchange Update - Rob Odlin, PFX President; Robert Vanmeter, PFX Exchange Manager; Bill Needelman, Waterfront Coordinator.

- a. See attached PFX Manager's Landing Report
- b. Ice Machine project update.

8. Merger Status - Bill Needelman, Waterfront Coordinator, Rob Odlin, PFX President. Meredith Mendelson, PFPA President

9. Annual Request to use Portland Fish Pier Authority Funds to Support the Waterfront Coordinator Position in FY2025 - Greg Watson, HED Director.

- a. The Portland Fish Pier Authority (PFPA) is asked to consider and approve using PFPA funds, in the approximate amount of \$37,991.94 to cover thirty (30) percent of the FY2025 annual compensation costs (which includes benefits) for the City

Waterfront Coordinator position.

This is the fifth annual request. For FY2024, the Board approved 50% of the salary and benefits for the Waterfront Coordinator. See attached memorandum.

Action Item - Public Comment

10. Discuss Interest in Potential Development of Lot 1-1

- a. **Note:** The Board is asked to go into Executive Session to review an expression of interest in Lot 1-1 for potential development pursuant to 1 MRS 405(6)(C) & (E) the Board may go into Executive Session to discuss an expression of developer interest in Lot 1-1

Action Item - Public Comment

11. Adjournment

DRAFT Meeting Minutes

**PORTLAND FISH PIER AUTHORITY BOARD OF
DIRECTORS**

January 8, 3:00pm

*The meeting agenda was largely restated from the December 11,
2023 meeting which did not achieve a quorum*

**Remote Meeting Format – ZOOM
Platform**

PFFPA Board members present

Class B Director: *Representing the fishing industry*
Ben Martens, Maine Coast Fishermen's Association

Class C Director: *Representing the Commissioner of the Maine DOT*
Chris Mayo

Class C Director: *Representing the Commissioner of Maine DMR*
Meredith Mendelson, Department of Marine Resources,
President

Ex-Officio Director: *Representing the City Manager*
Brendan O'Connell, Finance Director

PFFPA Board members absent

Class A Director: *Member of the Portland City Council*
Regina Phillips

Ex-Officio Director: *President of the Board of Directors of the Portland Fish Exchange*
Rob Odlin

PFFPA Staff present

Phil DiPierro, Facilities
Greg Watson, HEDD
Kaela Gonzales, ARPA Coordinator
Bill Needelman, Waterfront Coordinator

Approximately 2 members of the public participated by zoom

1. Approval of October 25, 2023 Meeting Minutes

Draft minutes were attached.

Motion to approve by Martens, 2nd by O'Connell. No Public Comment. No discussion.

Vote 4-0, Odlin, Phillips absent. **Motion passes.**

2. Financial update - *December Statement produced by Tonya Mitchell, Senior Admin Officer II, Finance Department were attached and presented at the meeting by Bill Needelman, Waterfront Coordinator.*

3. **Facilities update** - *Phil DiPierro, Project Manager. Facilities project updates were presented verbally.*
4. **CARES I/CARES II funding update** – *Meredith Mendelson, Bill Needelman, Phil DiPierro*
Mendelson described that in addition to the funds provided to date through the CARES Act, that additional funds were available and proposed for use at the Fish Pier and the Exchange. Pile wrapping, VS Ice machine, seller rebates, Vessel Services Ice Rebates, and pier repair were all included – as well as continuation of the Fishermen Feeding Mainers program.

Motion: The Board approves allocation to the Portland Fish Exchange up to \$60,000 to cover seller fee reimbursements to harvesters landing fish at the Portland Fish Exchange between the dates of January 2 to March 15, 2024. The Board makes this allocation with the expectation that the Department of Marine Resources will reimburse the PFE these funds through the CARES Act program and that the PFE will reimburse the PFPA.

Motion by Martens, 2nd by Mendelson.

Public Comment: Alan Tracy, VS. Support for the CARES Act funds and noted the disconnect between the “fish” budget and fiscal budget for the PFE.

Vote 4-0, Odlin, Phillips absent. **Motion passes.**

5. **Portland Fish Exchange update;** *Bill Needelman, Waterfront Coordinator*
Needelman presented the PFE Manager’s Report on behalf of Exchange Manager, Robert Vanmeter. The December Manager’s report was attached.
6. **Merger status:** *Bill Needelman, Waterfront Coordinatorm Rob Odlin, PFX President. Meredith Mendelson, PFPA President*

Following a vote by the PFPA Board to recommend the Plan of Merger between the Portland Fish Pier Authority and the Portland Fish Exchange on October 25, on November 9, 2023 the PFEX board voted to recommend the same, with clarifying amendments. Attached is the final draft Plan of Merger with amendments, pending legal counsel final review.

To date, the process has utilized outside counsel services based on PFPA Board approval for up to \$15,000. **The Board is asked to authorize up to an additional \$10,000 to pay for completion of the merger process**, including legal filings, and to pay for an employment law specialist to assist with transitioning PFEX employees to the merged entity.

Motion: The Board authorizes up to an additional \$10,000 to pay for completion of the merger process

Moved by O’Connell, 2nd by Mayo

No Public Comment.

Vote 4-0, Odlin, Phillips absent. **Motion passes.**

7. Executive Session

The Board was asked to go into Executive Session to review an expression of interest in Lot 1-1 for potential development. The Board received executive session material by email under confidential cover.

Motion: Consistent with Exec Session statute--1 MRS 405(6)(C) & (E) the Board will go into Executive Session to discuss an expression of developer interest in Lot 1-1.

Moved by Mayo, 2nd by O'Connell

No Public Comment

Vote 4-0, Odlin, Phillips absent. **Motion passes.**

Motion to come out of Executive Session.

Moved by Mendelson, 2nd by O'Connell

Vote 4-0, Odlin, Phillips absent. **Motion passes.**

8. Adjournment at +/-4:26pm.

Attachments provided for the meeting packet:

Agenda Item 1:	Draft Minutes from the October 25, 2023 Meeting
Agenda Item 2:	Financial Update, January 2024
Agenda Item 5:	Portland Fish Exchange December 2023 Manager's Report
Agenda Item 6:	Draft Plan of Merger, as amended and recommended by the PFEX Board

Fish Pier Authority
FY24 Budget Status
As of March 15-2024

Agenda 4
Financial Report

	FY24 Budget				FY23 YTD				FY24 vs. FY23	
		YTD	Balance	%						%
Revenue:										
Miscellaneous	14,395	3,687	10,708	25.6%	720	2,967		412.0%		
Berthing	29,376	24,305	5,071	82.7%	4,208	20,097		477.6%		
Parking	433,024	339,937	93,087	78.5%	76,536	263,401		344.2%		
Ground Rent (Leases)	199,833	158,849	40,984	79.5%	30,611	128,238		418.9%		
Interest Income		0			76	(76)		-100.0%		
Total Revenue	676,628	526,778	149,850	77.9%	112,150	414,627		369.7%		
Expenditures:										
Admin. and Maint. Services	104,331	88,137	16,194	84.5%	27,704	60,433		218.1%		
Travel/Training/Meetings	1,500	0	1,500	0.0%	0	0		#DIV/0!		
Contractual Services	22,263	24,451	(2,188)	109.8%	3,132	21,319		680.7%		
Engineering Services	26,000	20,279	5,721	78.0%	3,007	17,272		574.4%		
Printing/Copying	1,200	892	308	74.3%	0	892		#DIV/0!		
Equipment Repair	12,000	4,999	7,001	41.7%	0	4,999		#DIV/0!		
Land/Pier/Buidling Repair	200,000	158,042	41,958	79.0%	11,148	146,894		1317.6%		
Insurance	15,120	13,875	1,245	91.8%	0	13,875		#DIV/0!		
Supplies	13,500	1,224	12,276	9.1%	0	1,224		#DIV/0!		
Electricity	15,000	9,549	5,451	63.7%	827	8,722		1054.2%		
Debt Service	10,724	856	9,868	8.0%	0	856		#DIV/0!		
Total Expenditures	421,638	322,305	99,333	76.4%	45,818	276,487		603.4%		
Net Revenues Over(Under) Expenditures	254,990	204,472	50,518		66,332	138,141		208.3%		

CITY OF PORTLAND, ME



YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR:	Fish Pier Authority Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
53035301 Pub Bldg & Wtrfrnt - Fish Pier								
53035301 341000	Misc Chgs	-14,395	-14,395	-3,687.32	-611.39	.00	-10,707.68	25.6%*
53035301 341550	Berthing	-29,376	-29,376	-24,305.00	-2,548.00	.00	-5,071.00	82.7%*
53035301 361000	Int Income	0	0	-35,642.85	.00	.00	35,642.85	100.0%*
53035301 363150	Parking In	-79,584	-79,584	-77,277.66	-9,071.94	.00	-2,306.34	97.1%*
53035301 363154	Park Daily	-28,000	-28,000	-20,299.00	-335.00	.00	-7,071.00	74.7%*
53035301 363155	Park Mo	-325,440	-325,440	-241,730.00	-24,720.00	.00	-83,774.00	74.3%*
53035301 363250	Ground Rnt	-199,833	-199,833	-158,848.54	-16,666.47	.00	-40,984.46	79.5%*
53035301 394000	Fnd Bal Ap	254,990	254,990	.00	.00	.00	254,990.00	.0%*
53035301 400110	Salaries	77,683	77,683	60,991.15	.00	.00	16,691.85	78.5%*
53035301 400140	Overtime	4,000	4,000	96.02	.00	.00	3,903.98	2.4%*
53035301 400210	Fringe Ben	13,446	13,446	10,022.25	.00	.00	3,423.75	74.5%*
53035301 400285	MEPers	0	0	3,106.64	742.00	.00	-3,106.64	100.0%*
53035301 400295	Health Ins	0	0	5,936.00	.00	.00	-5,936.00	100.0%*
53035301 402020	Travel/Tra	1,500	1,500	.00	.00	.00	1,500.00	.0%*
53035301 402030	Indirects	9,202	9,202	7,984.94	600.16	.00	-1,217.06	86.8%*
53035301 403500	Contr Svcs	22,263	22,263	24,451.13	.00	.00	-2,188.13	109.8%*
53035301 403520	Arch & Eng	26,000	26,000	20,279.32	.00	5,280.00	440.68	98.3%*
53035301 403560	Printing	1,200	1,200	892.00	.00	.00	308.00	74.3%*
53035301 404020	M&R Oth Eq	12,000	12,000	4,999.38	.00	.00	7,000.62	41.7%*
53035301 404040	M&R Piers/	200,000	339,471	158,042.00	4,995.00	175,238.59	6,190.00	98.2%*
53035301 405010	Gen'l Liab	15,120	15,120	13,875.00	.00	.00	1,245.00	91.8%*
53035301 405520	Supply-Oth	7,000	7,000	1,224.08	.00	.00	5,775.92	17.5%*
53035301 406320	Minor Equi	6,500	6,500	.00	.00	.00	6,500.00	.0%*
53035301 406500	Electricit	15,000	15,000	9,549.32	2,076.10	.00	5,450.68	63.7%*
53035301 407510	Contributi	0	0	105,000.00	.00	.00	-105,000.00	100.0%*
53035301 407510	Interest	1,713	1,713	856.04	.00	.00	856.96	50.0%*
53035301 407520	Principal	9,011	9,011	.00	.00	.00	9,011.00	.0%*
TOTAL Pub Bldg & Wtrfrnt - Fish Pi		0	139,471	-135,115.10	-45,151.21	180,518.59	94,067.10	32.6%
TOTAL Fish Pier Authority Fund		0	139,471	-135,115.10	-45,151.21	180,518.59	94,067.10	32.6%
TOTAL REVENUES		-421,638	-421,638	-562,420.37	-53,952.80	.00	140,782.37	
TOTAL EXPENSES		421,638	561,109	427,305.27	8,801.59	180,518.59	-46,715.27	

PORTLAND FISH EXCHANGE

Management/Financial Report for March 21, 2024

<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
February	223K	175K	48K
FY23 YTD (5/1- 2/29)	1.9M	1.75M	15K
<u>Contract Unloads - GF</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
February	0	0	0
FY23YTD (5/1 – 2/29)	214K	150K	64K
<u>Total GF Land/Unloads</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
FY23YTD (5/1-2/29)	2.15M	1.94M	21K
<u>Pumping</u>	<u>YTD</u>	<u>FY23</u>	<u>Variance</u>
FY23YTD (5/1-2/29)	1.5 M	500K	1M
<u>Financial Report</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
February	\$24K	(\$1K)	\$25K
FY24 YTD (5/1-2/29)	\$41K	(53K)	\$94K

Fishermen Feeding Mainers

February - 41,518 Total 3417 Hake, 14208 Haddock, 19120 Flats, 3735 Cod, Poll-Monk-Reds-Whiting 1038

Fisherman Feeding Mainers YTD (May-Feb) FY23

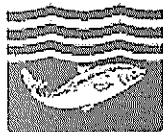
239,482 Total – 121,201 Flats, 40,177 Monk, 41732 Hake, 27283 Haddock, 2110 Cod, 1234 Whiting-Cusk-Reds-Pollock

Financial Notes

- Receivables are \$176K. Checkbook is at \$145K.
- \$250K credit line remains at a zero balance.
- Received \$49,235 reimbursement for Repairs & Upgrades

Operations Notes

- Heavy winds have impacted landings resulting in a couple single auction weeks. Haddock landings have picked up and fresh scallops have made their way onto the last few auctions.



Portland Fish Exchange
6 Portland Fish Pier
Portland, ME 04101

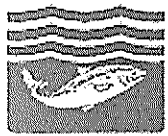
Totalization per Specie

Agenda 7
PFX Landings Report
Date: 3/15/2024

Start Date: 2/1/2024
Stop Date: 3/1/2024

FEBRUARY

Item	Scratch/No Bid Weight	Total Weight	Total Price	Avg. Price
CADL Cod large	611	2,067	4,015.84	2.76
CADM Cod market	5,379	11,012	12,272.78	2.18
CADS Cod scrod	0	527	690.26	1.31
CADU Cod undersized	0	0	0.00	0.00
CKDX Cusk mixed	0	43	38.36	0.89
FADM Halibut, Atlantic 50-85	0	84	786.24	9.36
FADS Halibut, Atlantic 10-50	24	62	422.18	11.11
FNWJ Blackback lemonsole	5	5	0.00	0.00
FNWL Blackback large	0	392	765.07	1.95
FNWS Blackback small	28	399	501.76	1.35
FPWL Dab large	891	9,922	20,254.18	2.24
FPWM Dab medium	3,294	18,427	29,176.56	1.93
FPWS Dab small	3,436	14,097	16,427.57	1.54
FPWU Dab undersized	0	0	0.00	0.00
FWWL Greysole large	0	128	605.98	4.73
FWMW Greysole medium	0	1,012	2,760.74	2.73
FWWS Greysole small	31,197	35,214	4,393.75	1.09
FWWL Greysole undersized	0	0	0.00	0.00
FYWL Yellowtail large	259	377	123.89	1.05
FYWS Yellowtail small	24	627	497.72	0.83
FYWU Yellowtail undersized	0	0	0.00	0.00
HDDL Haddock large	8,030	18,077	18,409.05	1.83
HDDP Haddock snapper	3,075	3,584	695.77	1.37
HDDS Haddock scrod	10,469	58,647	81,149.16	1.68
HDDU Haddock undersized	0	0	0.00	0.00
HSWX Whiting mixed	115	288	99.90	0.58
HWSJ Hake, white sow	3,320	5,315	3,861.02	1.94
HWSL Hake, white large	1,602	6,167	7,257.96	1.59
HWSM Hake, white medium	25	386	487.36	1.35
HWSS Hake, white small	17	36	15.75	0.83
HWSU Hake, white undersized	0	0	0.00	0.00
MKTL Monkfish, tails large	4,257	9,170	14,965.19	3.05
MKTS Monkfish, tails small	3,694	6,341	4,358.60	1.65
PADL Pollock, Atl large	21	6,220	14,704.40	2.37
PADM Pollock, Atl medium	53	9,229	18,810.64	2.05
PADS Pollock, Atl small	3,273	4,582	1,653.45	1.26
PADU Pollock, Atl undersized	0	0	0.00	0.00
POWU Redfish undersized	0	0	0.00	0.00
POWX Redfish mixed	157	364	161.36	0.78
SSBR Scallops - boat run	0	183	2,554.68	13.96
End of Report	83,256	222,984		262,917.17



Portland Fish Exchange
6 Portland Fish Pier
Portland, ME 04101

Totalization per Specie

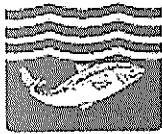
Agenda 7
PFX Landings Report

Page: 1
Date: 3/15/2024

YTD

Start Date: 5/1/2023
Stop Date: 3/15/2024

		Scratch/No Bid			
Item		Weight	Total Weight	Total Price	Avg. Price
CADL	Cod large	1,973	15,338	44,496.09	3.33
CADM	Cod market	13,515	46,283	87,150.74	2.66
CADS	Cod scrod	14	1,125	1,528.77	1.38
CADU	Cod undersized	0	0	0.00	0.00
CKDX	Cusk mixed	432	2,534	1,574.51	0.75
FADJ	Halibut, Atlantic >125	0	134	798.64	5.96
FADL	Halibut, Atlantic 85-125	0	666	4,914.42	7.38
FADM	Halibut, Atlantic 50-85	53	1,263	11,775.14	9.73
FADS	Halibut, Atlantic 10-50	300	2,096	18,264.35	10.17
FNWJ	Blackback lemonsole	5	9	5.20	1.30
FNWL	Blackback large	101	699	1,047.60	1.75
FNWS	Blackback small	245	932	787.96	1.15
FPWL	Dab large	24,301	74,196	113,499.70	2.27
FPWM	Dab medium	60,530	163,837	189,242.28	1.83
FPWS	Dab small	66,887	179,474	155,615.70	1.38
FPWU	Dab undersized	130	130	0.00	0.00
FWWL	Greysole large	190	981	2,540.77	3.21
FWWM	Greysole medium	1,213	7,665	16,132.54	2.50
FWWS	Greysole small	100,219	182,371	123,851.01	1.51
FWWL	Greysole undersized	83	83	0.00	0.00
FYWL	Yellowtail large	451	1,262	855.24	1.05
FYWS	Yellowtail small	2,403	3,914	1,115.38	0.74
FYWU	Yellowtail undersized	0	0	0.00	0.00
HDDL	Haddock large	31,643	122,177	216,534.02	2.39
HDDP	Haddock snapper	5,098	8,351	4,236.40	1.30
HDDS	Haddock scrod	46,289	267,239	429,229.37	1.94
HDDU	Haddock undersized	0	0	0.00	0.00
HSWX	Whiting mixed	5,430	18,445	8,933.25	0.69
HWSJ	Hake, white sow	17,197	45,113	73,356.22	2.63
HWSL	Hake, white large	77,726	213,659	295,326.61	2.17
HWSM	Hake, white medium	8,885	32,132	38,678.95	1.66
HWSS	Hake, white small	1,367	4,588	3,787.23	1.18
HWSU	Hake, white undersized	3	3	0.00	0.00
KUGX	Skatewing unclass. mix	698	760	44.00	0.71
MKTL	Monkfish, tails large	192,446	257,530	163,931.37	2.52
MKTS	Monkfish, tails small	32,661	69,716	62,260.95	1.68
MKTU	Monkfish, tails undersiz	0	0	0.00	0.00
PADL	Pollock, Atl large	21,792	106,987	219,497.97	2.58
PADM	Pollock, Atl medium	34,485	110,685	171,834.21	2.26
PADS	Pollock, Atl small	7,568	26,531	29,269.64	1.54
PADU	Pollock, Atl undersized	0	0	0.00	0.00
POWU	Redfish undersized	3	3	0.00	0.00



Portland Fish Exchange
6 Portland Fish Pier
Portland, ME 04101

Totalization per Specie

Agenda 7
Page: 2
PFX Landings Report
Date: 3/15/2024

Start Date: 5/1/2023
Stop Date: 3/15/2024

Item		Scratch/No Bid Weight	Total Weight	Total Price	Avg. Price
POWX	Redfish mixed	1,351	20,724	15,450.96	0.80
SSBR	Scallops - boat run	2,822	3,948	16,934.25	15.04
End of Report		760,509	1,993,583		2,524,501.44

City of Portland | Housing and Economic Development Department
Gregory P. Watson, Director



MEMORANDUM

To: Portland Fish Pier Authority

From: Gregory P. Watson, Director

Subject: Annual Request to use Portland Fish Pier Authority Funds to Support the Waterfront Coordinator Position in FY2025

Date: February 6, 2024

This memorandum requests the Portland Fish Pier Authority (PFPA) to consider and approve using PFPA funds, in the approximate amount of \$37,991.94 to cover thirty (30) percent of the FY2025 annual compensation costs (which includes benefits) for the City Waterfront Coordinator position.

This is the fifth annual request. For FY2024, the Board approved 50% of the salary and benefits of approximately \$61,476; FY2023, the Board approved 50% of the salary and benefits of approximately \$58,030; FY2022, the Board approved 33.3% of the salary and benefits of approximately \$37,021; and for FY2021, the Board approved 50% of salary and benefits of approximately \$54,500.

BACKGROUND

The City continues to struggle with budget challenges and the impacts of inflation, particularly for the upcoming FY2025 budget process. To prepare the FY2025 City operational budget, the Finance Director has challenged Department Directors to reduce overall Department budget expenditures and to propose creative approaches to fund needed staff to support on-going City service delivery. This is a result of that response for the Waterfront Coordinator position; the remaining funding for this position is from the Waterfront TIF fund.

Examples of Bill's time dedicated to the PFPA include:

- lead staff to prepare and issue all meeting agendas, minutes, and backup;
- liaison between PFPA tenants and fishing industry, as well as the Portland Fish Exchange;
- lease negotiations;
- intra-City departmental coordination;

Agenda 9
Waterfront Coordinator Salary

- press and community relations contact; and, lastly,
- lead on current PFPA/Portland Fish Exchange merger process. Because this process appears to be culminating by FYE2024, the percentage of the Waterfront Coordinator's staff time will also decrease resulting in the funding request for 30% for FY2025 versus 50% in FY2024.

REQUEST FOR CONSIDERATION

I ask that the PFPA consider and vote to approve the request to fund 30% of the City Waterfront Coordinator Position, including benefits.

I will attend your February 12, 2024, PFPA Board meeting to discuss this with you and answer any questions.