

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday, May 28, 2019, 6:00 p.m.
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

If you want to comment on a particular agenda item during the meeting, please complete a comment form and submit before the meeting is called to order.

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I. Call to Order	
II. Changes to the Agenda	
III. Public Comment (3 minute limit per person)	
IV. Consent Calendar	
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G. Lease Negotiations with Rondys Inc. For Gear Storage at NIT (including an update on Community Ice planning).....	123
Final 2019 Strategic Business Plan Update for Review Only (Addendum Link) https://www.portofnewport.com/files/cbc37be92/2019.05.28+RM+Addendum+- +PoNewport_SBP+Final_10-May-2019.pdf	
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- VIII. Calendar/Future Considerations
 - ItemDate (2019)
 - Newport Marathon June 1
 - Pacific Northwest Waterway Association (PNWA)
 - Summer Conference June 25 - 27
 - Public Hearing & Adopt Budget ResolutionJune 25
 - Regular Monthly Commission Meeting.....June 25
 - Association of Pacific Ports (APP) Annual Conference* July 14 – 17
 - *Please advise before June 20th if you plan to attend
- IX. Public Comment (3 minutes limit per person)
- X. Adjournment

Regular Monthly Meetings are scheduled for the fourth Tuesday of every month at 6:00 pm.

The Port of Newport South Beach Marina and RV Park Activity Room is accessible to people 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 in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

Link for directions to the RV Park Activity Room:
<https://www.portofnewport.com/recreational-marina-rv-parks-maps>

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PORT OF NEWPORT MINUTES

April 30, 2019

Regular Commission Meeting

This is not an exact transcript. The audio of the session is available on the Port's website.

Agenda Item

Audio Time

0:00

I. CALL TO ORDER

Commission President Stewart Lamerdin called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:01 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon. Lamerdin explained the options for public comments.

Commissioners Present: Walter Chuck (Pos. #1), Secretary/Treasurer; Sara Skamser (Pos. #2), Vice President; Stewart Lamerdin (Pos. #3), President; Jeff Lackey (Pos. #4); and Jim Burke (Pos. #5).

Management and Staff: Teri Dresler, Interim General Manager; Aaron Bretz, Director of Operations; Becca Bishop, Accounting Specialist; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Roy Kinion, Lincoln County Public Works; Tamara Bailey, Western Fireworks Display/Lincoln County Volunteer Fire; Jim Cline, Rogue; Jim Shaw, South Beach resident; Dietmar Goebel, Newport City Council.

II. CHANGES TO THE AGENDA

There were no changes to the Agenda.

III. PUBLIC COMMENT

There was no public comment at this time.

IV. CONSENT CALENDAR.....

0:55

A.	<u>Minutes</u>	<u>Date (2019)</u>
	1. Commission Special Meeting	March 18
	2. Commission Work Session	March 20
	3. Regular Commission Meeting	March 26
	4. Commission Work Session	April 2
	5. 1 st Budget Priorities Work Session	April 9
	6. 2 nd Budget Priorities Work Session	April 23
B.	<u>Special Use Permits</u>	
	1. Rogue Brews on the Bay Coastal Brew Fest	
	2. Newport Marathon	
	3. CSC Barrel to Key Relay	
	4. U-DA-MAN Fishing Tournament	
	5. Newport Fishermen's Wives Blessing of the Fleet	
	6. OSU and Scientific Boating Safety Association (SBSA) Motorboat Operator Training Course (MOTC)	
C.	<u>Committee Minutes</u>	
	1. Commercial Fishing Users Group Draft	April 18

A motion was made by Lackey and seconded by Chuck to approve the Consent Calendar. The motion passed 5 – 0.

V. CORRESPONDENCE/PRESENTATIONS

- A. Roy Kinion, County Public Works Director
Request for Storm Drainage Easement 1:43

Kinion introduced himself and said he was here in lieu of the project engineer who was on vacation. He reviewed the purpose and plan for the parking of the lot as stated in the letter in the meeting packet. He presented an updated drawing of the proposed easement and drainage path, and will later provide an electronic copy for the record. There was discussion about the parking lot plan and the impacts of the drainage easement. Kinion confirmed that Lincoln County would be responsible for maintenance and repair of the facility. Dresler said the Commission would need to approve a final easement; at this time the Commission provided a fundamental agreement to move forward. Lamerdin asked Kinion to interface through Bretz in developing the easement.

- B. Commercial Fishing Users Group Committee, Heather Mann, Chair
Fishing Industry Recommendation on NIT Use and Proposed Rates 23:50

Skamser relayed a message from Mann that she would not be able to attend this Meeting. Chuck asked that Mann be contacted to submit the documents; Dresler will follow up by email.

- C. City of Newport 4th of July Fireworks Display Proposal
..... 25:13

Tamara Bailey introduced herself as the lead pyrotechnician for the Newport 4th of July fireworks, a long-time volunteer fire fighter in Lincoln County,. She explained the issues faced in trying to arrange for this year’s fireworks, and asked the Port to allow the display this year to be set from the western edge of NIT, referring to materials in the meeting packet. There was discussion about the proposed arrangements, options, risks, and clean up. There was also mention on the need for staff to provide a notice the NIT users. Dresler said this was being presented to see if the Commission was in agreement that a Special Use Permit could be prepared so that Western Display could complete planning. The Commission was in fundamental agreement to proceed.

VI. OLD BUSINESS

- A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

- B. Amendment #2 BergerABAM Contract 40:10

Dresler referred to the Staff Report and Contract draft included in the Meeting Packet. She reviewed the material and said this will be the last piece to having a final document on May 10th.

A motion was made by Lackey and seconded by Burke to authorize the Interim General Manager to execute Contract Amendment #2 with BergerABAM for Strategic Planning Services, not to exceed \$1,772.00. The motion passed 5 – 0.

C. Revised Budget Priorities for Review 44:04

Dresler said that at the 2nd Budget Priorities Work Session, the Commission directed staff to reduce capital projects and other expenses to provide an ending fund balance of \$1.2MM, and referred to page 90 in the meeting packet showing a UEFB of \$1,209,091. She reviewed details of the work done by the finance staff to arrive at this balance. There was Commission discussion of some of the items, in particular professional service and funds committed for Commercial Marina electrical upgrades.

D. Resolution Setting Rates, Fees & Charges for Review..... 1:13:30

Dresler commented that it was important to establish rates since they formed the basis for revenue projections in the budget. There was discussion about the rounding of the commercial moorage monthly rates and the dates the rates would go into effect. Lamerdin suggested making no increase to the recreational yearly launch fees for resident seniors and veterans.

VII. NEW BUSINESS

A. Rogue House of Spirits Lease Amendment 1:18:05

Dresler introduced the staff report included in the meeting packet, and said she had spoken with Dharma Tamm at Rogue about facilitating this test concept. There was discussion about the planned area and building changes, the impacts to marina users and the Marina Store, and whether this should be offered for no fee. Lamerdin suggested adding language about returning the property to the previous condition at the end of the six months.

A motion was made by Skamser and seconded by Burke to authorize the Interim General Manager to execute a contract amendment with Oregon Brewing Company to operate a Beer Garden on the west side of the House of Spirits for six months. The motion passed 5 – 0.

B. Skyline Sheet Metal Lease..... 1:34:15

Bretz introduced the Staff report and proposed lease included in the meeting packet, which included improvements to be made by the tenant that could improve the standing of the premises. There was discussion about how the rate was determined and the billing for utilities.

A motion was made by Burke and seconded by Skamser to authorize the GM to enter into a lease with Skyline Sheet Metal under the terms negotiated within the lease. The motion passed 5 – 0.

C. Contract for Asphalt at NIT for Gear Storage 1:41:05

Bretz introduced the staff report and diagram included in the meeting packet. He said this area was currently covered with uncompacted gravel which was difficult to manage with a forklift. There was discussion about the Rondys plans for the area currently leased to the Port used for storage. Bretz said he was making this recommendation based on his conversations with Evan Hall who indicated they would continue to lease the area but would also ask for a portion of the storage revenue. Bretz suggested it would be better for the Port in terms of revenue and control to maximize storage on Port property rather than lease space from Rondys. He commented that this project was originally on the capital improvement list for next fiscal year, but there is money in this year’s budget and a deadline of June 25th for the expiration of the current lease with Rondys. There was discussion about possible negotiations with Rondys for leasing their space and consideration that other projects in the Strategic

Business Plan that should have a priority for capital spending. Staff was directed to negotiate further with Rondys.

No action was taken.

VIII. STAFF REPORTS

A. Accounting Supervisor..... 2:12:35

Dresler introduced the staff report prepared by Harris, who was not in attendance. Dresler commented the finance department was getting back to projects that had been put on hold.

B. Director of Operations..... 2:14:05

1. March Occupancy Report

Bretz introduced the staff report included in the meeting packet. He provided some explanation of squid conditions. Bretz also referred to the letter from EDA confirming receipt and completeness of the grant application for the Port Dock 5 Pier Access project. He introduced an application that had arrived that afternoon from the Port of Toledo for a Special Use Permit for the Teak Lady Sail. Lamerdin gave the go ahead to move forward with the permit process. Chuck commented on the jump in Annex occupancy due to contractors in the area.

C. General Manager..... 2:19:55

Dresler introduced the staff report included in the meeting packet. She added she was talking with Paula Miranda about options for the Director of Finance and Business Services. She said that Branden Criman from MARAD had said they were looking at commercial fishing in a different way than they have in the past. Dresler referred to the attached Board Practices Assessment summary provided by Rob Mills of SDAO. Lackey added he had listened to the recording of the meeting, and said the “soundness of financial practices” rating may be a mistake; Dresler will report that back to Mills.

IX. COMMISSIONER REPORTS/COMMENTS..... 2:26:55

Chuck said he had attended the Fishermen’s Roundtable and Representative Schrader’s meeting with community leaders. Chuck reported Schrader commented that he heard the Port with regard to HB 2284. Skamser said she had gone to Salem for the HB 2284 hearing, and also attended the Fishermen’s Roundtable and Representative Schrader’s Roundtable. Lamerdin added that video was available of the testimony on HB 2284, and thought there was a case made for at least delayed implementation. He also attended the City of Newport Vision 2040 meeting, which focused on a Ford Family Foundation “Vision through Action” tour.

X. CALENDAR/FUTURE CONSIDERATIONS..... 2:29:35

<u>Item</u>	<u>Date (2019)</u>
Loyalty Days Carnival	May 3 - 5
1 st Budget Committee Meeting; 6:00 pm	May 14
2 nd Budget Committee Meeting; 6:00 pm (if needed)	May 21
Rogue Brews on the Bay Brew Fest	May 17 – 18
Memorial Day – Port Office Closed	May 27
Regular Commission Meeting	May 28
Newport Marathon	June 1

There were no changes to the Calendar/Future Considerations.

The Commissioners expressed appreciation and thanks to Dresler for her work as Interim General Manager. They particularly noted her leadership, stabilizing effect, skill set, professionalism, staff management, and positive and effective interaction with the community, stakeholders and the Commission. They presented her with a card and thank you gift. Dresler said she had found this work to be fun, fulfilling and beyond expectations, and appreciated the work of staff. She encouraged the Commission to welcome Miranda and support her moving forward.

2:30:10

XI. PUBLIC COMMENT

2:36:09

Dietmar Goebel joined the Commission in recognizing the job well done by Dresler. He added that her leadership helped calm the waters and refocus legislation regarding HB 2284. Goebel said there will be a video town hall meeting on May 10th, a Newport Town Hall with Representatives Gomberg and Roblan at OCCC.

Jim Cline said he echoed the sentiments regarding Dresler. He said there will be a Brew Festival at Rogue on May 18th celebrating brewer John Maier's 30th anniversary.

XII. ADJOURNMENT

2:38:39

Having no further business, the meeting adjourned at 8:40 pm.

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer

PORT OF NEWPORT MINUTES

May 14, 2019

Budget Committee Meeting

This is not an exact transcript. The audio of the session is available on the Port’s website.

Agenda Item

**Audio
Time**
0:00

I. CALL TO ORDER/INTRODUCTIONS

Commission Vice-President Sara Skamser called the Budget Committee Meeting of the Port of Newport to order at 6:02 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon. Skamser commented on the rigorous process undertaken by staff and the Commission to date in preparing the proposed budget. Staff and Committee Members introduced themselves.

Commissioners Present: Walter Chuck (Pos. #1), Secretary/Treasurer; Sara Skamser (Pos. #2), Vice President; Jeff Lackey (Pos. #4); and Jim Burke (Pos. #5). Stewart Lamerdin (Pos. #3), President, attended by speaker phone (6:07 pm).

Freeholder Members Present: Alan Brown (Pos. #3), and Gil Sylvia (Pos. #4).

Management and Staff: Paula J. Miranda, General Manager and Budget Officer; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; Becca Bishop, Accounting Clerk; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Jim Cline, Rogue.

II. ELECTION OF BUDGET COMMITTEE PRESIDING OFFICER

1:37

There was a brief discussion about choosing the Committee President.

A motion was made by Sylvia and seconded by Chuck to appoint Alan Brown Budget Committee President. The motion passed 6 – 0.

III. RECEIVE BUDGET MESSAGE

3:55

Miranda introduced the Budget Message, included in the Meeting Packet, which had been drafted by Teri Dresler, who had served as Interim General Manager. Miranda noted Dresler’s thanks to staff, and added thanks to Dresler for her work in preparing the budget. Miranda remarked that the Strategic Business Plan, which served as a focus for the budget, was at final draft to be for approval in the near future. Miranda reviewed highlights as included in the Budget Message.

IV. BUDGET OFFICER REVIEWS BUDGET DOCUMENTS WITH COMMITTEE

12:50

Miranda introduced the Budget Documents and asked if the Committee had questions.

V. COMMITTEE DISCUSSION OF BUDGET

13:20

Harris explained how the General Operating Fund (GOF) available cash on hand was projected. Miranda noted that GOF revenue came from several sources, and Harris added this reflected all operations except NOAA. Harris said this budget numbers were based more closely on actual numbers than previously budgeted numbers for more accurate projections. Miranda added that most capital projects budgets already included a contingency, so the separate contingency item of \$150K from FY 18-19 budget was not included in this proposal.

Brown asked about Figs. 1 and 2 on page 9 of the Meeting Packet, showing an approximate \$218K loss for FY 19-20. Lackey referred to the budgeted match that would be required for the PD5 Pier Approach Project. Miranda said that additional grants would be sought, but if the EDA grant were received and other grants were not received, the \$1.2MM match would come out of the general fund. This was also reflected in the projected Unappropriated Ending Fund Balance (UEFB). Bretz said that the EDA grant application was going forward to committee for review, who would also receive input from Cascades West, with whom the Port had been working closely. The Port would also be sending additional information to EDA, and there was additional discussion about grants funding and how they were shown in the documents. There was some discussion about the increase in PERS expense. Bretz explained some of the steps that had been taken in evaluating rate increase, and Burke added the rates also reflected recommendations from the Commercial Fishing Users Group (CFUG) Committee.

Chuck commented that the Port would be reviewing leases this upcoming year. Skamser commented on the fisheries that increased revenue in the current fiscal year, and that there were CFUG discussions about rates and planned electrical updates at Port Docks 5 and 7. Brown asked about the maintenance concerns of the Port. Chuck commented that the new General Manager would be able to address concerns moving forward, and will look to create revenue and address needed projects. Lackey acknowledged there were challenges ahead, and the Port will look for State and Federal grants in addition to the resources currently available.

There was some discussion about the possibility of using unappropriated revenues from the NOAA bond to retire more debt or for other purposes, if allowed. Miranda will research. Sylvia asked about continuing fee increases, and there was discussion about how increases were determined and where additional market research would be useful. Miranda spoke about some of the complex factors in these determinations. There was additional discussion about moorage capacity at the commercial marina. Sylvia asked about the increased DSL fees on page 15, line 16, which Bretz said reflected the royalty payments that would be required when Rondys would be using accumulated fill.

VI. PUBLIC QUESTIONS/COMMENTS

There was no public comment.

VII. APPROVAL OF BUDGET

1:04:55

A motion was made by Sylvia and seconded by Skamser that the Budget Committee approve the proposed budget as presented for the 2019-2020 fiscal year. The motion passed 7 - 0.

VIII. APPROVAL OF TAX RATE TO SUBMIT TO ASSESSOR..... 1:05:30

A motion was made by Chuck and seconded by Skamsner that the Budget Committee approve the tax rate of six-point-zero nine cents (0.0609) per \$1,000.00 of assessed value for operating purposes in the General Operating Fund and in the fixed amount of eight-hundred-thousand U.S. Dollars (i.e. \$800,000.00) for payment of general obligation bond principal and interest in the Bonded Debt Fund for the 2019-2020 fiscal year. The motion passed 7 - 0.

IX. ADJOURNMENT 1:06:35

Having no further business, Committee President Brown adjourned the meeting at 7:08 pm.

ATTESTED:

Sara Skamer, Vice-President

Walter Chuck, Secretary/Treasurer

Port of Newport - General Operating Fund

Balance Sheet

As of March 31, 2019

	Mar 31, 19	Mar 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11000 · Cash & Equivalents	2,965,035	2,596,675	368,360
Total Checking/Savings	2,965,035	2,596,675	368,360
Accounts Receivable			
11200 · Accounts Receivable	284,320	317,101	(32,781)
Total Accounts Receivable	284,320	317,101	(32,781)
Other Current Assets			
11250 · AR Property Tax	10,335	10,335	0
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0
11270 · Undeposited Funds	11,135	24,970	(13,835)
11300 · Prepaid Expenses	157,785	96,885	60,900
11400 · Due from Other Funds	125,443	107,726	17,717
11480 · PERS - NPA(L)	(1,070,645)	(635,021)	(435,624)
11485 · PERS - Deferred OF	705,254	369,154	336,100
Total Other Current Assets	(90,693)	(55,951)	(34,742)
Total Current Assets	3,158,663	2,857,826	300,837
Fixed Assets			
11500 · Capital Assets	77,538,301	80,525,304	(2,987,003)
Total Fixed Assets	77,538,301	80,525,304	(2,987,003)
TOTAL ASSETS	80,696,964	83,383,129	(2,686,166)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	180,519	212,700	(32,181)
Total Accounts Payable	180,519	212,700	(32,181)
Other Current Liabilities			
12020 · Lodging/Room Tax Payable	1,466	1,580	(114)
12100 · Payroll Liabilities	107,169	47,248	59,921
12250 · Deferred Revenue	332,386	293,922	38,464
12300 · Accrued Interest Payable	18,037	9,833	8,204
12350 · Current Portion-Long Term Debt	528,337	458,179	70,158
Total Other Current Liabilities	987,394	810,762	176,633
Total Current Liabilities	1,167,914	1,023,462	144,452
Long Term Liabilities			
12380 · 2013 FF&C Bond Premium	107,808	115,146	(7,338)
12400 · Long Term Debt	7,130,463	7,667,618	(537,155)
12900 · PERS - Deferred IF	119,917	109,947	9,970
Total Long Term Liabilities	7,358,187	7,892,711	(534,523)
Total Liabilities	8,526,101	8,916,172	(390,071)

Port of Newport - General Operating Fund

Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>	<u>\$ Change</u>
Equity			
13000 · Fund Balance	64,764,389	67,022,657	(2,258,269)
13050 · FB - Contributed Capital	7,130,788	7,130,788	0
13210 · FB - Loan Proceeds	0	(89,396)	89,396
13400 · FB - Interfund Loans	10,515	0	10,515
13600 · FB - Discount/Premium	7,338	0	7,338
13720 · FB - PERS-Pension Inc/Exp	(109,494)	0	(109,494)
Net Income	367,327	402,908	(35,581)
Total Equity	<u>72,170,863</u>	<u>74,466,957</u>	<u>(2,296,094)</u>
TOTAL LIABILITIES & EQUITY	<u>80,696,964</u>	<u>83,383,129</u>	<u>(2,686,166)</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	526,019	687,000	(160,981)	77%
14100 · Moorage	892,957	1,323,310	(430,353)	67%
14200 · Hoist Dock & Services	613,450	661,370	(47,920)	93%
14300 · Shipping Terminal Revenues	1,572	0	1,572	100%
14400 · RV Parks	765,935	960,000	(194,065)	80%
14500 · Launch Ramp & Trailer Storage	64,012	112,200	(48,188)	57%
14600 · Miscellaneous Revenue	86,861	132,020	(45,159)	66%
Total Income	2,950,806	3,875,900	(925,094)	76%
Gross Profit	2,950,806	3,875,900	(925,094)	76%
Expense				
15000 · Personnel Services	1,026,369	1,530,000	(503,631)	67%
16000 · Materials & Services	1,284,062	1,702,200	(418,138)	75%
17000 · Debt Service	423,248	883,714	(460,466)	48%
Total Expense	2,733,679	4,115,914	(1,382,235)	66%
Net Ordinary Income	217,127	(240,014)	457,141	(90)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	107,006	102,000	5,006	105%
18200 · Interest Income	20,188	8,000	12,188	252%
18300 · Grants	1,800	88,050	(86,250)	2%
18500 · Capital Contributions	0	34,500	(34,500)	0%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	54,679	5,000	49,679	1,094%
Total Other Income	175,299	237,550	(62,251)	74%
Other Expense				
19000 · Capital Outlay	25,099	30,000	(4,901)	84%
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	25,099	1,726,754	(1,701,655)	1%
Net Other Income	150,200	(1,489,204)	1,639,404	(10)%
Net Income	367,327	(1,729,218)	2,096,545	(21)%

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Administration
 July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	20,710	34,800	(14,090)	60%
Total Income	<u>20,710</u>	<u>34,800</u>	<u>(14,090)</u>	<u>60%</u>
Gross Profit	20,710	34,800	(14,090)	60%
Expense				
15000 · Personnel Services	371,500	594,278	(222,778)	63%
16000 · Materials & Services	395,044	518,051	(123,007)	76%
17000 · Debt Service	13,399	121,350	(107,951)	11%
Total Expense	<u>779,943</u>	<u>1,233,679</u>	<u>(453,736)</u>	<u>63%</u>
Net Ordinary Income	(759,233)	(1,198,879)	439,646	63%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	107,006	102,000	5,006	105%
18200 · Interest Income	20,188	8,000	12,188	252%
18500 · Capital Contributions	0	34,500	(34,500)	0%
Total Other Income	<u>127,193</u>	<u>144,500</u>	<u>(17,307)</u>	<u>88%</u>
Other Expense				
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	<u>0</u>	<u>1,696,754</u>	<u>(1,696,754)</u>	<u>0%</u>
Net Other Income	<u>127,193</u>	<u>(1,552,254)</u>	<u>1,679,447</u>	<u>(8)%</u>
Net Income	<u><u>(632,039)</u></u>	<u><u>(2,751,133)</u></u>	<u><u>2,119,094</u></u>	<u><u>23%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - International Terminal
 July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	67,544	100,000	(32,456)	68%
14200 · Hoist Dock & Services	261,936	314,600	(52,664)	83%
14300 · Shipping Terminal Revenues	1,572	0	1,572	100%
14600 · Miscellaneous Revenue	1,485	0	1,485	100%
Total Income	<u>332,538</u>	<u>414,600</u>	<u>(82,062)</u>	<u>80%</u>
Gross Profit	332,538	414,600	(82,062)	80%
Expense				
15000 · Personnel Services	62,095	74,623	(12,528)	83%
16000 · Materials & Services	120,067	143,702	(23,635)	84%
17000 · Debt Service	196,261	506,581	(310,320)	39%
Total Expense	<u>378,423</u>	<u>724,906</u>	<u>(346,483)</u>	<u>52%</u>
Net Ordinary Income	(45,885)	(310,306)	264,421	15%
Other Income/Expense				
Other Income				
18300 · Grants	0	86,250	(86,250)	0%
18700 · Property & Dredge Sales	50,623	0	50,623	100%
Total Other Income	<u>50,623</u>	<u>86,250</u>	<u>(35,627)</u>	<u>59%</u>
Other Expense				
19000 · Capital Outlay	1,200	0	1,200	100%
Total Other Expense	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>100%</u>
Net Other Income	<u>49,423</u>	<u>86,250</u>	<u>(36,827)</u>	<u>57%</u>
Net Income	<u><u>3,537</u></u>	<u><u>(224,056)</u></u>	<u><u>227,593</u></u>	<u><u>(2)%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Commercial Marina
 July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	340,052	454,800	(114,748)	75%
14200 · Hoist Dock & Services	342,392	339,150	3,242	101%
14600 · Miscellaneous Revenue	4,784	3,350	1,434	143%
Total Income	<u>687,229</u>	<u>797,300</u>	<u>(110,071)</u>	<u>86%</u>
Gross Profit	687,229	797,300	(110,071)	86%
Expense				
15000 · Personnel Services	230,518	282,245	(51,727)	82%
16000 · Materials & Services	249,638	326,200	(76,562)	77%
17000 · Debt Service	8,834	11,450	(2,616)	77%
Total Expense	<u>488,990</u>	<u>619,895</u>	<u>(130,905)</u>	<u>79%</u>
Net Ordinary Income	198,238	177,405	20,833	112%
Other Income/Expense				
Other Expense				
19000 · Capital Outlay	12,981	14,000	(1,019)	93%
Total Other Expense	<u>12,981</u>	<u>14,000</u>	<u>(1,019)</u>	<u>93%</u>
Net Other Income	<u>(12,981)</u>	<u>(14,000)</u>	<u>1,019</u>	<u>93%</u>
Net Income	<u><u>185,257</u></u>	<u><u>163,405</u></u>	<u><u>21,852</u></u>	<u><u>113%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - South Beach
 July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	480,762	768,510	(287,748)	63%
14200 · Hoist Dock & Services	6,047	7,620	(1,573)	79%
14400 · RV Parks	765,935	960,000	(194,065)	80%
14500 · Launch Ramp & Trailer Storage	64,012	112,200	(48,188)	57%
14600 · Miscellaneous Revenue	53,128	93,870	(40,742)	57%
Total Income	<u>1,369,884</u>	<u>1,942,200</u>	<u>(572,316)</u>	<u>71%</u>
Gross Profit	1,369,884	1,942,200	(572,316)	71%
Expense				
15000 · Personnel Services	306,919	423,826	(116,907)	72%
16000 · Materials & Services	509,093	714,247	(205,154)	71%
17000 · Debt Service	182,291	214,383	(32,092)	85%
Total Expense	<u>998,303</u>	<u>1,352,456</u>	<u>(354,153)</u>	<u>74%</u>
Net Ordinary Income	371,580	589,744	(218,164)	63%
Other Income/Expense				
Other Income				
18300 · Grants	1,800	1,800	0	100%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	4,056	5,000	(944)	81%
Total Other Income	<u>(2,518)</u>	<u>6,800</u>	<u>(9,318)</u>	<u>(37)%</u>
Other Expense				
19000 · Capital Outlay	10,918	16,000	(5,082)	68%
Total Other Expense	<u>10,918</u>	<u>16,000</u>	<u>(5,082)</u>	<u>68%</u>
Net Other Income	<u>(13,436)</u>	<u>(9,200)</u>	<u>(4,236)</u>	<u>146%</u>
Net Income	<u><u>358,145</u></u>	<u><u>580,544</u></u>	<u><u>(222,399)</u></u>	<u><u>62%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Maintenance Department
 July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
15000 · Personnel Services	55,336	155,028	(99,692)	36%
16000 · Materials & Services	7,547	0	7,547	100%
Total Expense	<u>62,883</u>	<u>155,028</u>	<u>(92,145)</u>	<u>41%</u>
Net Ordinary Income	<u>(62,883)</u>	<u>(155,028)</u>	<u>92,145</u>	<u>41%</u>
Net Income	<u>(62,883)</u>	<u>(155,028)</u>	<u>92,145</u>	<u>41%</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Leased Properties
 July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	526,019	687,000	(160,981)	77%
14100 · Moorage	4,599	0	4,599	100%
14200 · Hoist Dock & Services	3,074	0	3,074	100%
14600 · Miscellaneous Revenue	6,753	0	6,753	100%
Total Income	<u>540,446</u>	<u>687,000</u>	<u>(146,554)</u>	<u>79%</u>
Gross Profit	540,446	687,000	(146,554)	79%
Expense				
16000 · Materials & Services	2,673	0	2,673	100%
17000 · Debt Service	22,463	29,950	(7,487)	75%
Total Expense	<u>25,136</u>	<u>29,950</u>	<u>(4,814)</u>	<u>84%</u>
Net Ordinary Income	<u>515,310</u>	<u>657,050</u>	<u>(141,740)</u>	<u>78%</u>
Net Income	<u><u>515,310</u></u>	<u><u>657,050</u></u>	<u><u>(141,740)</u></u>	<u><u>78%</u></u>

Port of Newport - NOAA Fund

Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,254,193	5,400,420	(146,227)
Total Checking/Savings	5,254,193	5,400,420	(146,227)
Other Current Assets			
51300 · Prepaid Expenses	111,062	61,756	49,306
51480 · PERS - NPA(L)	(37,869)	(45,912)	8,043
51485 · PERS - Derfered OF	18,144	26,690	(8,546)
Total Other Current Assets	91,337	42,534	48,803
Total Current Assets	5,345,530	5,442,954	(97,424)
TOTAL ASSETS	<u>5,345,530</u>	<u>5,442,954</u>	<u>(97,424)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	3,489	11,660	(8,171)
Total Accounts Payable	3,489	11,660	(8,171)
Other Current Liabilities			
52110 · Accrued PTO	7,355	5,704	1,651
52200 · Due to Other Funds	6,229	6,999	(770)
52300 · Accrued Interest Payable	447,306	462,477	(15,171)
52350 · Current Portion Long-Term Debt	945,000	910,000	35,000
Total Other Current Liabilities	1,405,890	1,385,180	20,710
Total Current Liabilities	1,409,379	1,396,840	12,539
Long Term Liabilities			
52400 · Long-Term Debt	18,942,865	19,841,284	(898,419)
52800 · Less Current Portion LT Debt	(945,000)	(910,000)	(35,000)
52900 · PERS - Deferred IF	6,474	7,949	(1,475)
Total Long Term Liabilities	18,004,339	18,939,233	(934,894)
Total Liabilities	19,413,718	20,336,073	(922,355)
Equity			
53000 · Fund Balance	(13396983)	(14534551)	1,137,568
53600 · FB - Discount/Premium	(11,581)	0	(11,581)
53720 · FB - PERS-Pension Inc/Exp	972	0	972
Net Income	(660,596)	(358,568)	(302,028)
Total Equity	(14068188)	(14893119)	824,931
TOTAL LIABILITIES & EQUITY	<u>5,345,530</u>	<u>5,442,954</u>	<u>(97,424)</u>

Port of Newport - NOAA Fund
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	1,908,646	2,544,000	(635,354)	75%
Total Income	1,908,646	2,544,000	(635,354)	75%
Expense				
55000 · Personnel Services	59,629	78,306	(18,677)	76%
56000 · Materials & Services	552,031	750,500	(198,469)	74%
57000 · Debt Service	1,997,271	1,997,271	0	100%
Total Expense	2,608,931	2,826,077	(217,146)	92%
Net Ordinary Income	(700,286)	(282,077)	(418,209)	248%
Other Income/Expense				
Other Income				
58200 · Interest Income	35,697	12,000	23,697	297%
58800 · Miscellaneous Revenue	5,159	950	4,209	543%
Total Other Income	40,856	12,950	27,906	315%
Other Expense				
59000 · Capital Outlay	1,166	86,000	(84,834)	1%
59600 · Contingency	0	100,000	(100,000)	0%
59900 · Reserved for Future Expenditure	0	150,000	(150,000)	0%
59902 · UEFB	0	5,113,023	(5,113,023)	0%
Total Other Expense	1,166	5,449,023	(5,447,857)	0%
Net Other Income	39,690	(5,436,073)	5,475,763	(1)%
Net Income	(660,596)	(5,718,150)	5,057,554	12%

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents	131,793	72,404	59,389
Total Checking/Savings	<u>131,793</u>	<u>72,404</u>	<u>59,389</u>
Total Current Assets	<u>131,793</u>	<u>72,404</u>	<u>59,389</u>
TOTAL ASSETS	<u>131,793</u>	<u>72,404</u>	<u>59,389</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 · Accounts Payable	119,214	100,727	18,486
Total Accounts Payable	<u>119,214</u>	<u>100,727</u>	<u>18,486</u>
Total Current Liabilities	<u>119,214</u>	<u>100,727</u>	<u>18,486</u>
Total Liabilities	<u>119,214</u>	<u>100,727</u>	<u>18,486</u>
Equity			
33000 · Fund Balance	31,045	22,323	8,722
33020 · FB - Assigned for Future Expend	100,000	50,000	50,000
Net Income	(118,466)	(100,646)	(17,820)
Total Equity	<u>12,579</u>	<u>(28,323)</u>	<u>40,902</u>
TOTAL LIABILITIES & EQUITY	<u>131,793</u>	<u>72,404</u>	<u>59,389</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
38200 · Interest Income	748	100	648	748%
38900 · Transfers In				
38902 · Transfers In from General Fund	<u>0</u>	<u>264,792</u>	<u>(264,792)</u>	<u>0%</u>
Total 38900 · Transfers In	<u>0</u>	<u>264,792</u>	<u>(264,792)</u>	<u>0%</u>
Total Other Income	<u>748</u>	<u>264,892</u>	<u>(264,144)</u>	<u>0%</u>
Other Expense				
39000 · Capital Outlay				
39303 · PD5 Pier Engineering	111,538	111,625	(87)	100%
39306 · PD5 & 7 Pile Replacement	1,223	95,000	(93,777)	1%
39307 · Fuel Dock Solenoid Valve	6,453	15,000	(8,547)	43%
39308 · Electric Load Centers - RM	<u>0</u>	<u>38,000</u>	<u>(38,000)</u>	<u>0%</u>
Total 39000 · Capital Outlay	<u>119,214</u>	<u>259,625</u>	<u>(140,411)</u>	<u>46%</u>
39600 · Contingency	0	10,000	(10,000)	0%
39900 · Reserved for Future Expenditure	<u>0</u>	<u>50,000</u>	<u>(50,000)</u>	<u>0%</u>
Total Other Expense	<u>119,214</u>	<u>319,625</u>	<u>(200,411)</u>	<u>37%</u>
Net Other Income	<u>(118,466)</u>	<u>(54,733)</u>	<u>(63,733)</u>	<u>216%</u>
Net Income	<u>(118,466)</u>	<u>(54,733)</u>	<u>(63,733)</u>	<u>216%</u>

Port of Newport - Construction Fund

Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
41000 · Cash & Cash Equivalents	31,136	44,026	(12,889)
Total Checking/Savings	<u>31,136</u>	<u>44,026</u>	<u>(12,889)</u>
Total Current Assets	<u>31,136</u>	<u>44,026</u>	<u>(12,889)</u>
TOTAL ASSETS	<u>31,136</u>	<u>44,026</u>	<u>(12,889)</u>
LIABILITIES & EQUITY			
Equity			
43000 · Fund Balance	42,412	52,840	(10,428)
43400 · FB - Interfund Loans	(480)	0	(480)
Net Income	<u>(10,796)</u>	<u>(8,814)</u>	<u>(1,982)</u>
Total Equity	<u>31,136</u>	<u>44,026</u>	<u>(12,889)</u>
TOTAL LIABILITIES & EQUITY	<u>31,136</u>	<u>44,026</u>	<u>(12,889)</u>

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
48200 · Interest Income	83	120	(37)	69%
48900 · Transfers In from Other Funds				
48902 · Transfers In from General Fund	<u>0</u>	<u>10,000</u>	<u>(10,000)</u>	<u>0%</u>
Total 48900 · Transfers In from Other Funds	<u>0</u>	<u>10,000</u>	<u>(10,000)</u>	<u>0%</u>
Total Other Income	<u>83</u>	<u>10,120</u>	<u>(10,037)</u>	<u>1%</u>
Other Expense				
49000 · Capital Outlay				
49400 · Construction & Management	879	0	879	100%
49500 · Rogue Brewery Seawall Eval	10,000	10,000	0	100%
49501 · RV Park Annex Upgarde	<u>0</u>	<u>18,000</u>	<u>(18,000)</u>	<u>0%</u>
Total 49000 · Capital Outlay	<u>10,879</u>	<u>28,000</u>	<u>(17,121)</u>	<u>39%</u>
49600 · Contingency	0	10,000	(10,000)	0%
49900 · Unappropriated Ending FB	<u>0</u>	<u>16,175</u>	<u>(16,175)</u>	<u>0%</u>
Total Other Expense	<u>10,879</u>	<u>54,175</u>	<u>(43,296)</u>	<u>20%</u>
Net Other Income	<u>(10,796)</u>	<u>(44,055)</u>	<u>33,259</u>	<u>25%</u>
Net Income	<u>(10,796)</u>	<u>(44,055)</u>	<u>33,259</u>	<u>25%</u>

Port of Newport - Bonded Debt Fund

Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	252,469	582,192	(329,723)
Total Checking/Savings	252,469	582,192	(329,723)
Other Current Assets			
21270 · Property Tax Receivable	86,925	86,925	0
Total Other Current Assets	86,925	86,925	0
Total Current Assets	339,394	669,117	(329,723)
Other Assets			
21800 · Bond Issue costs, net of amort.	2,916	2,916	0
21825 · Advance Refunding Valuation	416,150	416,150	0
Total Other Assets	419,066	419,066	0
TOTAL ASSETS	<u>758,460</u>	<u>1,088,183</u>	<u>(329,723)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
22350 · Bonds Payable - Current	340,000	325,000	15,000
Total Other Current Liabilities	340,000	325,000	15,000
Total Current Liabilities	340,000	325,000	15,000
Long Term Liabilities			
22510 · 2008 Series Bonds	0	125,000	(125,000)
22515 · 2011 Series Bonds	5,018,669	5,083,669	(65,000)
22520 · 2016 Series Bonds	7,313,195	7,455,000	(141,805)
22590 · Bond Premiums	796,865	838,806	(41,941)
22800 · Less Current Portion LTD	(340,000)	(325,000)	(15,000)
22920 · Deferred IF - Refund Valuation	20,808	0	20,808
Total Long Term Liabilities	12,809,537	13,177,475	(367,938)
Total Liabilities	13,149,537	13,502,475	(352,938)
Equity			
23000 · Fund Balance	(12,314,927)	(12,749,003)	434,076
23600 · FB - Discount/Premium	48,746	0	48,746
23800 · Adv. Refunding - Amortization	(20,808)	0	(20,808)
Net Income	(104,087)	334,711	(438,799)
Total Equity	(12,391,077)	(12,414,292)	23,215
TOTAL LIABILITIES & EQUITY	<u>758,460</u>	<u>1,088,183</u>	<u>(329,723)</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
28100 · Bond Levy Proceeds	503,324	513,455	(10,131)	98%
Total Income	503,324	513,455	(10,131)	98%
Gross Profit	503,324	513,455	(10,131)	98%
Expense				
27000 · Debt Service	610,478	880,955	(270,478)	69%
Total Expense	610,478	880,955	(270,478)	69%
Net Ordinary Income	(107,154)	(367,500)	260,346	29%
Other Income/Expense				
Other Income				
28200 · Bank Interest Income	3,066	1,800	1,266	170%
Total Other Income	3,066	1,800	1,266	170%
Other Expense				
29902 · UEFB	0	30,000	(30,000)	0%
Total Other Expense	0	30,000	(30,000)	0%
Net Other Income	3,066	(28,200)	31,266	(11)%
Net Income	(104,087)	(395,700)	291,613	26%

Port of Newport - General Operating Fund

Balance Sheet As of April 30, 2019

	Apr 30, 19	Apr 30, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11000 · Cash & Equivalents	3,119,980	2,709,424	410,556
Total Checking/Savings	3,119,980	2,709,424	410,556
Accounts Receivable			
11200 · Accounts Receivable	367,806	351,060	16,746
Total Accounts Receivable	367,806	351,060	16,746
Other Current Assets			
11250 · AR Property Tax	10,335	10,335	0
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0
11270 · Undeposited Funds	23	14,606	(14,583)
11300 · Prepaid Expenses	161,036	79,409	81,627
11400 · Due from Other Funds	119,214	107,302	11,912
11480 · PERS - NPA(L)	(1,070,645)	(635,021)	(435,624)
11485 · PERS - Deferred OF	705,254	369,154	336,100
Total Other Current Assets	(104,784)	(84,215)	(20,569)
Total Current Assets	3,383,002	2,976,269	406,733
Fixed Assets			
11500 · Capital Assets	77,538,301	80,525,304	(2,987,003)
Total Fixed Assets	77,538,301	80,525,304	(2,987,003)
TOTAL ASSETS	80,921,303	83,501,573	(2,580,270)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	299,098	169,206	129,892
Total Accounts Payable	299,098	169,206	129,892
Other Current Liabilities			
12020 · Lodging/Room Tax Payable	2,016	583	1,434
12100 · Payroll Liabilities	106,748	51,514	55,234
12200 · Due to other Funds	0	9,108	(9,108)
12250 · Deferred Revenue	357,738	306,837	50,901
12300 · Accrued Interest Payable	18,037	9,833	8,204
12350 · Current Portion-Long Term Debt	528,337	458,179	70,158
Total Other Current Liabilities	1,012,876	836,053	176,823
Total Current Liabilities	1,311,974	1,005,259	306,715
Long Term Liabilities			
12380 · 2013 FF&C Bond Premium	107,808	115,146	(7,338)
12400 · Long Term Debt	7,130,463	7,667,618	(537,155)
12900 · PERS - Deferred IF	119,917	109,947	9,970
Total Long Term Liabilities	7,358,187	7,892,711	(534,523)
Total Liabilities	8,670,162	8,897,970	(227,808)

Port of Newport - General Operating Fund

Balance Sheet

As of April 30, 2019

	Apr 30, 19	Apr 30, 18	\$ Change
Equity			
13000 · Fund Balance	64,764,389	67,022,657	(2,258,269)
13050 · FB - Contributed Capital	7,130,788	7,130,788	0
13210 · FB - Loan Proceeds	0	(89,396)	89,396
13400 · FB - Interfund Loans	10,515	0	10,515
13600 · FB - Discount/Premium	7,338	0	7,338
13720 · FB - PERS-Pension Inc/Exp	(109,494)	0	(109,494)
Net Income	447,606	539,554	(91,948)
Total Equity	72,251,142	74,603,603	(2,352,461)
TOTAL LIABILITIES & EQUITY	80,921,303	83,501,573	(2,580,270)

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual

July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	590,351	687,000	(96,649)	86%
14100 · Moorage	1,080,145	1,323,310	(243,165)	82%
14200 · Hoist Dock & Services	729,087	661,370	67,717	110%
14300 · Shipping Terminal Revenues	1,572	0	1,572	100%
14400 · RV Parks	801,112	960,000	(158,888)	83%
14500 · Launch Ramp & Trailer Storage	67,553	112,200	(44,647)	60%
14600 · Miscellaneous Revenue	93,713	132,020	(38,307)	71%
Total Income	<u>3,363,534</u>	<u>3,875,900</u>	<u>(512,366)</u>	<u>87%</u>
Gross Profit	3,363,534	3,875,900	(512,366)	87%
Expense				
15000 · Personnel Services	1,145,437	1,530,000	(384,563)	75%
16000 · Materials & Services	1,487,778	1,702,200	(214,422)	87%
17000 · Debt Service	438,837	883,714	(444,877)	50%
Total Expense	<u>3,072,051</u>	<u>4,115,914</u>	<u>(1,043,863)</u>	<u>75%</u>
Net Ordinary Income	291,482	(240,014)	531,496	(121)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	107,725	102,000	5,725	106%
18200 · Interest Income	25,393	8,000	17,393	317%
18300 · Grants	1,800	88,050	(86,250)	2%
18500 · Capital Contributions	0	34,500	(34,500)	0%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	54,679	5,000	49,679	1,094%
Total Other Income	<u>181,223</u>	<u>237,550</u>	<u>(56,327)</u>	<u>76%</u>
Other Expense				
19000 · Capital Outlay	25,099	30,000	(4,901)	84%
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	<u>25,099</u>	<u>1,726,754</u>	<u>(1,701,655)</u>	<u>1%</u>
Net Other Income	156,124	(1,489,204)	1,645,328	(10)%
Net Income	<u><u>447,606</u></u>	<u><u>(1,729,218)</u></u>	<u><u>2,176,824</u></u>	<u><u>(26)%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Administration
 July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	11,820	0	11,820	100%
14600 · Miscellaneous Revenue	23,177	34,800	(11,623)	67%
Total Income	<u>34,997</u>	<u>34,800</u>	<u>197</u>	<u>101%</u>
Gross Profit	34,997	34,800	197	101%
Expense				
15000 · Personnel Services	414,725	594,278	(179,553)	70%
16000 · Materials & Services	427,341	518,051	(90,710)	82%
17000 · Debt Service	13,399	121,350	(107,951)	11%
Total Expense	<u>855,465</u>	<u>1,233,679</u>	<u>(378,214)</u>	<u>69%</u>
Net Ordinary Income	(820,468)	(1,198,879)	378,411	68%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	107,725	102,000	5,725	106%
18200 · Interest Income	25,393	8,000	17,393	317%
18500 · Capital Contributions	0	34,500	(34,500)	0%
Total Other Income	<u>133,118</u>	<u>144,500</u>	<u>(11,382)</u>	<u>92%</u>
Other Expense				
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	<u>0</u>	<u>1,696,754</u>	<u>(1,696,754)</u>	<u>0%</u>
Net Other Income	<u>133,118</u>	<u>(1,552,254)</u>	<u>1,685,372</u>	<u>(9)%</u>
Net Income	<u><u>(687,350)</u></u>	<u><u>(2,751,133)</u></u>	<u><u>2,063,783</u></u>	<u><u>25%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - International Terminal
July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	75,030	100,000	(24,970)	75%
14200 · Hoist Dock & Services	336,366	314,600	21,766	107%
14300 · Shipping Terminal Revenues	1,572	0	1,572	100%
14600 · Miscellaneous Revenue	1,815	0	1,815	100%
Total Income	<u>414,782</u>	<u>414,600</u>	<u>182</u>	<u>100%</u>
Gross Profit	414,782	414,600	182	100%
Expense				
15000 · Personnel Services	68,547	74,623	(6,076)	92%
16000 · Materials & Services	127,378	143,702	(16,324)	89%
17000 · Debt Service	208,694	506,581	(297,887)	41%
Total Expense	<u>404,619</u>	<u>724,906</u>	<u>(320,287)</u>	<u>56%</u>
Net Ordinary Income	10,163	(310,306)	320,469	(3)%
Other Income/Expense				
Other Income				
18300 · Grants	0	86,250	(86,250)	0%
18700 · Property & Dredge Sales	50,623	0	50,623	100%
Total Other Income	<u>50,623</u>	<u>86,250</u>	<u>(35,627)</u>	<u>59%</u>
Other Expense				
19000 · Capital Outlay	1,200	0	1,200	100%
Total Other Expense	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>100%</u>
Net Other Income	<u>49,423</u>	<u>86,250</u>	<u>(36,827)</u>	<u>57%</u>
Net Income	<u>59,586</u>	<u>(224,056)</u>	<u>283,642</u>	<u>(27)%</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Commercial Marina
 July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	394,490	454,800	(60,310)	87%
14200 · Hoist Dock & Services	382,819	339,150	43,669	113%
14600 · Miscellaneous Revenue	4,890	3,350	1,540	146%
Total Income	<u>782,198</u>	<u>797,300</u>	<u>(15,102)</u>	<u>98%</u>
Gross Profit	782,198	797,300	(15,102)	98%
Expense				
15000 · Personnel Services	254,772	282,245	(27,473)	90%
16000 · Materials & Services	271,924	326,200	(54,276)	83%
17000 · Debt Service	9,494	11,450	(1,956)	83%
Total Expense	<u>536,190</u>	<u>619,895</u>	<u>(83,705)</u>	<u>86%</u>
Net Ordinary Income	246,008	177,405	68,603	139%
Other Income/Expense				
Other Expense				
19000 · Capital Outlay	12,981	14,000	(1,019)	93%
Total Other Expense	<u>12,981</u>	<u>14,000</u>	<u>(1,019)</u>	<u>93%</u>
Net Other Income	<u>(12,981)</u>	<u>(14,000)</u>	<u>1,019</u>	<u>93%</u>
Net Income	<u>233,027</u>	<u>163,405</u>	<u>69,622</u>	<u>143%</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - South Beach
 July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	605,838	768,510	(162,672)	79%
14200 · Hoist Dock & Services	6,431	7,620	(1,189)	84%
14400 · RV Parks	801,112	960,000	(158,888)	83%
14500 · Launch Ramp & Trailer Storage	67,553	112,200	(44,647)	60%
14600 · Miscellaneous Revenue	57,078	93,870	(36,792)	61%
Total Income	<u>1,538,012</u>	<u>1,942,200</u>	<u>(404,188)</u>	<u>79%</u>
Gross Profit	1,538,012	1,942,200	(404,188)	79%
Expense				
15000 · Personnel Services	344,509	423,826	(79,317)	81%
16000 · Materials & Services	649,783	714,247	(64,464)	91%
17000 · Debt Service	182,291	214,383	(32,092)	85%
Total Expense	<u>1,176,583</u>	<u>1,352,456</u>	<u>(175,873)</u>	<u>87%</u>
Net Ordinary Income	361,429	589,744	(228,315)	61%
Other Income/Expense				
Other Income				
18300 · Grants	1,800	1,800	0	100%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	4,056	5,000	(944)	81%
Total Other Income	<u>(2,518)</u>	<u>6,800</u>	<u>(9,318)</u>	<u>(37)%</u>
Other Expense				
19000 · Capital Outlay	10,918	16,000	(5,082)	68%
Total Other Expense	<u>10,918</u>	<u>16,000</u>	<u>(5,082)</u>	<u>68%</u>
Net Other Income	<u>(13,436)</u>	<u>(9,200)</u>	<u>(4,236)</u>	<u>146%</u>
Net Income	<u><u>347,993</u></u>	<u><u>580,544</u></u>	<u><u>(232,551)</u></u>	<u><u>60%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Maintenance Department
 July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
15000 · Personnel Services	62,884	155,028	(92,144)	41%
16000 · Materials & Services	8,252	0	8,252	100%
Total Expense	<u>71,136</u>	<u>155,028</u>	<u>(83,892)</u>	<u>46%</u>
Net Ordinary Income	<u>(71,136)</u>	<u>(155,028)</u>	<u>83,892</u>	<u>46%</u>
Net Income	<u>(71,136)</u>	<u>(155,028)</u>	<u>83,892</u>	<u>46%</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Leased Properties
 July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	578,531	687,000	(108,469)	84%
14100 · Moorage	4,788	0	4,788	100%
14200 · Hoist Dock & Services	3,471	0	3,471	100%
14600 · Miscellaneous Revenue	6,753	0	6,753	100%
Total Income	<u>593,544</u>	<u>687,000</u>	<u>(93,456)</u>	<u>86%</u>
Gross Profit	593,544	687,000	(93,456)	86%
Expense				
16000 · Materials & Services	3,099	0	3,099	100%
17000 · Debt Service	24,959	29,950	(4,991)	83%
Total Expense	<u>28,058</u>	<u>29,950</u>	<u>(1,893)</u>	<u>94%</u>
Net Ordinary Income	<u>565,486</u>	<u>657,050</u>	<u>(91,564)</u>	<u>86%</u>
Net Income	<u>565,486</u>	<u>657,050</u>	<u>(91,564)</u>	<u>86%</u>

Port of Newport - NOAA Fund
Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>	<u>Apr 30, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,460,035	5,593,077	(133,042)
Total Checking/Savings	<u>5,460,035</u>	<u>5,593,077</u>	<u>(133,042)</u>
Other Current Assets			
51300 · Prepaid Expenses	99,570	50,996	48,574
51480 · PERS - NPA(L)	(37,869)	(45,912)	8,043
51485 · PERS - Derfered OF	18,144	26,690	(8,546)
Total Other Current Assets	<u>79,845</u>	<u>31,774</u>	<u>48,071</u>
Total Current Assets	<u>5,539,880</u>	<u>5,624,851</u>	<u>(84,971)</u>
TOTAL ASSETS	<u><u>5,539,880</u></u>	<u><u>5,624,851</u></u>	<u><u>(84,971)</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	4,663	837	3,826
Total Accounts Payable	<u>4,663</u>	<u>837</u>	<u>3,826</u>
Other Current Liabilities			
52110 · Accrued PTO	7,792	5,940	1,852
52200 · Due to Other Funds	0	6,575	(6,575)
52300 · Accrued Interest Payable	447,306	462,477	(15,171)
52350 · Current Portion Long-Term Debt	945,000	910,000	35,000
Total Other Current Liabilities	<u>1,400,098</u>	<u>1,384,992</u>	<u>15,106</u>
Total Current Liabilities	<u>1,404,761</u>	<u>1,385,829</u>	<u>18,932</u>
Long Term Liabilities			
52400 · Long-Term Debt	18,942,865	19,841,284	(898,419)
52800 · Less Current Portion LT Debt	(945,000)	(910,000)	(35,000)
52900 · PERS - Deferred IF	6,474	7,949	(1,475)
Total Long Term Liabilities	<u>18,004,339</u>	<u>18,939,233</u>	<u>(934,894)</u>
Total Liabilities	<u>19,409,100</u>	<u>20,325,062</u>	<u>(915,962)</u>
Equity			
53000 · Fund Balance	(13396983)	(14534551)	1,137,568
53600 · FB - Discount/Premium	(11,581)	0	(11,581)
53720 · FB - PERS-Pension Inc/Exp	972	0	972
Net Income	(461,628)	(165,661)	(295,968)
Total Equity	<u>(13869220)</u>	<u>(14700212)</u>	<u>830,991</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,539,880</u></u>	<u><u>5,624,851</u></u>	<u><u>(84,971)</u></u>

Port of Newport - NOAA Fund
Profit & Loss Budget vs. Actual
 July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	2,120,701	2,544,000	(423,299)	83%
Total Income	2,120,701	2,544,000	(423,299)	83%
Expense				
55000 · Personnel Services	66,345	78,306	(11,961)	85%
56000 · Materials & Services	568,740	750,500	(181,760)	76%
57000 · Debt Service	1,997,271	1,997,271	0	100%
Total Expense	2,632,356	2,826,077	(193,721)	93%
Net Ordinary Income	(511,655)	(282,077)	(229,578)	181%
Other Income/Expense				
Other Income				
58200 · Interest Income	46,034	12,000	34,034	384%
58800 · Miscellaneous Revenue	5,159	950	4,209	543%
Total Other Income	51,193	12,950	38,243	395%
Other Expense				
59000 · Capital Outlay	1,166	86,000	(84,834)	1%
59600 · Contingency	0	100,000	(100,000)	0%
59900 · Reserved for Future Expenditure	0	150,000	(150,000)	0%
59902 · UEFB	0	5,113,023	(5,113,023)	0%
Total Other Expense	1,166	5,449,023	(5,447,857)	0%
Net Other Income	50,027	(5,436,073)	5,486,100	(1)%
Net Income	(461,628)	(5,718,150)	5,256,522	8%

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of April 30, 2019

	<u>Apr 30, 19</u>	<u>Apr 30, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents	132,010	72,413	59,597
Total Checking/Savings	<u>132,010</u>	<u>72,413</u>	<u>59,597</u>
Total Current Assets	<u>132,010</u>	<u>72,413</u>	<u>59,597</u>
TOTAL ASSETS	<u>132,010</u>	<u>72,413</u>	<u>59,597</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 · Accounts Payable	119,214	100,727	18,486
Total Accounts Payable	<u>119,214</u>	<u>100,727</u>	<u>18,486</u>
Total Current Liabilities	<u>119,214</u>	<u>100,727</u>	<u>18,486</u>
Total Liabilities	119,214	100,727	18,486
Equity			
33000 · Fund Balance	31,045	22,323	8,722
33020 · FB - Assigned for Future Expend	100,000	50,000	50,000
Net Income	(118,249)	(100,637)	(17,612)
Total Equity	<u>12,796</u>	<u>(28,314)</u>	<u>41,110</u>
TOTAL LIABILITIES & EQUITY	<u>132,010</u>	<u>72,413</u>	<u>59,597</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
38200 · Interest Income	964	100	864	964%
38900 · Transfers In				
38902 · Transfers In from General Fund	<u>0</u>	<u>264,792</u>	<u>(264,792)</u>	<u>0%</u>
Total 38900 · Transfers In	<u>0</u>	<u>264,792</u>	<u>(264,792)</u>	<u>0%</u>
Total Other Income	964	264,892	(263,928)	0%
Other Expense				
39000 · Capital Outlay				
39303 · PD5 Pier Engineering	111,538	111,625	(87)	100%
39306 · PD5 & 7 Pile Replacement	1,223	95,000	(93,777)	1%
39307 · Fuel Dock Solenoid Valve	6,453	15,000	(8,547)	43%
39308 · Electric Load Centers - RM	<u>0</u>	<u>38,000</u>	<u>(38,000)</u>	<u>0%</u>
Total 39000 · Capital Outlay	<u>119,214</u>	<u>259,625</u>	<u>(140,411)</u>	<u>46%</u>
39600 · Contingency	0	10,000	(10,000)	0%
39900 · Reserved for Future Expenditure	<u>0</u>	<u>50,000</u>	<u>(50,000)</u>	<u>0%</u>
Total Other Expense	<u>119,214</u>	<u>319,625</u>	<u>(200,411)</u>	<u>37%</u>
Net Other Income	<u>(118,249)</u>	<u>(54,733)</u>	<u>(63,516)</u>	<u>216%</u>
Net Income	<u>(118,249)</u>	<u>(54,733)</u>	<u>(63,516)</u>	<u>216%</u>

Port of Newport - Construction Fund

Balance Sheet

As of April 30, 2019

	Apr 30, 19	Apr 30, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
41000 · Cash & Cash Equivalents	31,139	44,039	(12,900)
Total Checking/Savings	31,139	44,039	(12,900)
Total Current Assets	31,139	44,039	(12,900)
TOTAL ASSETS	31,139	44,039	(12,900)
LIABILITIES & EQUITY			
Equity			
43000 · Fund Balance	42,412	52,840	(10,428)
43400 · FB - Interfund Loans	(480)	0	(480)
Net Income	(10,793)	(8,801)	(1,992)
Total Equity	31,139	44,039	(12,900)
TOTAL LIABILITIES & EQUITY	31,139	44,039	(12,900)

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
48200 · Interest Income	86	120	(34)	71%
48900 · Transfers In from Other Funds				
48902 · Transfers In from General Fund	0	10,000	(10,000)	0%
Total 48900 · Transfers In from Other Funds	0	10,000	(10,000)	0%
Total Other Income	86	10,120	(10,034)	1%
Other Expense				
49000 · Capital Outlay				
49400 · Construction & Management	879	0	879	100%
49500 · Rogue Brewery Seawall Eval	10,000	10,000	0	100%
49501 · RV Park Annex Upgarde	0	18,000	(18,000)	0%
Total 49000 · Capital Outlay	10,879	28,000	(17,121)	39%
49600 · Contingency	0	10,000	(10,000)	0%
49900 · Unappropriated Ending FB	0	16,175	(16,175)	0%
Total Other Expense	10,879	54,175	(43,296)	20%
Net Other Income	(10,793)	(44,055)	33,262	24%
Net Income	(10,793)	(44,055)	33,262	24%

Port of Newport - Bonded Debt Fund

Balance Sheet

As of April 30, 2019

	<u>Apr 30, 19</u>	<u>Apr 30, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	257,586	582,414	(324,828)
Total Checking/Savings	257,586	582,414	(324,828)
Other Current Assets			
21270 · Property Tax Receivable	86,925	86,925	0
21400 · Due from Other Funds	0	9,108	(9,108)
Total Other Current Assets	86,925	96,033	(9,108)
Total Current Assets	344,511	678,447	(333,937)
Other Assets			
21800 · Bond Issue costs, net of amort.	2,916	2,916	0
21825 · Advance Refunding Valuation	416,150	416,150	0
Total Other Assets	419,066	419,066	0
TOTAL ASSETS	<u>763,577</u>	<u>1,097,513</u>	<u>(333,937)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
22350 · Bonds Payable - Current	340,000	325,000	15,000
Total Other Current Liabilities	340,000	325,000	15,000
Total Current Liabilities	340,000	325,000	15,000
Long Term Liabilities			
22510 · 2008 Series Bonds	0	125,000	(125,000)
22515 · 2011 Series Bonds	5,018,669	5,083,669	(65,000)
22520 · 2016 Series Bonds	7,313,195	7,455,000	(141,805)
22590 · Bond Premiums	796,865	838,806	(41,941)
22800 · Less Current Portion LTD	(340,000)	(325,000)	(15,000)
22920 · Deferred IF - Refund Valuation	20,808	0	20,808
Total Long Term Liabilities	12,809,537	13,177,475	(367,938)
Total Liabilities	13,149,537	13,502,475	(352,938)
Equity			
23000 · Fund Balance	(12,314,927)	(12,749,003)	434,076
23600 · FB - Discount/Premium	48,746	0	48,746
23800 · Adv. Refunding - Amortization	(20,808)	0	(20,808)
Net Income	(98,971)	344,041	(443,012)
Total Equity	(12,385,960)	(12,404,962)	19,001
TOTAL LIABILITIES & EQUITY	<u>763,577</u>	<u>1,097,513</u>	<u>(333,937)</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
28100 · Bond Levy Proceeds	507,855	513,455	(5,600)	99%
Total Income	507,855	513,455	(5,600)	99%
Gross Profit	507,855	513,455	(5,600)	99%
Expense				
27000 · Debt Service	610,478	880,955	(270,478)	69%
Total Expense	610,478	880,955	(270,478)	69%
Net Ordinary Income	(102,623)	(367,500)	264,877	28%
Other Income/Expense				
Other Income				
28200 · Bank Interest Income	3,652	1,800	1,852	203%
Total Other Income	3,652	1,800	1,852	203%
Other Expense				
29902 · UEFB	0	30,000	(30,000)	0%
Total Other Expense	0	30,000	(30,000)	0%
Net Other Income	3,652	(28,200)	31,852	(13)%
Net Income	(98,971)	(395,700)	296,729	25%



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/27/2019	40933	Mary B II - 274604			
01/31/2019	Refund		Refund moorage - boat sank 1/8/19	Commercial Marina	841.70
					<u>841.70</u>
03/29/2019	40934	Grace Elizabeth - 574095			
03/01/2019	Refund		Refund moorage - sold fishing vessel	Commercial Marina	117.34
					<u>117.34</u>
03/29/2019	40935	ACE Hardware			
03/19/2019	326/1		Discount	Maintenance Dept	(0.84)
			7" Sidecutters	Maintenance Dept	41.98
					<u>41.14</u>
03/29/2019	40936	Airgas USA			
02/26/2019	9085955788		Welding wire rolls for outrigger rack	International Terminal	44.24
03/07/2019	9086377818		Welding wire rolls for outrigger rack	International Terminal	44.24
03/11/2019	9086427013		Oxygen refill for outrigger rack	International Terminal	43.77
					<u>132.25</u>
03/29/2019	40937	Amazon Capital Services			
03/11/2019	1HM3-L7J7-JVJD		First aid kits	International Terminal	23.48
			Laser thermometer	International Terminal	18.69
03/12/2019	1XF9-HQP1-TKPT		Bottled water	Administration	107.85
03/13/2019	134J-L1DH-9H66		Storage cabinet	Administration	131.30
03/18/2019	1TW7-L99H-GG4T		Hoist fuses	Commercial Marina	65.30
					<u>346.62</u>
03/29/2019	40938	Business Oregon - OBDD	Loan payment for April 2019		
03/18/2019	655-36-02Q1001 4-19		Principal for April 2019	International Terminal	5,196.93
			Interest for April 2019	International Terminal	2,603.07
					<u>7,800.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/29/2019	40939	Carson Oil Co			
02/28/2019	CP-00183646		Fuel - Admin	Administration	51.35
			Fuel - NIT	International Terminal	30.50
					<u>81.85</u>
03/29/2019	40940	Century Link			
03/05/2019	5412659651245B-3/19		Telephone - NIT	International Terminal	198.54
03/05/2019	5412657758840B-3/19		Telephone - Admin	Administration	208.93
					<u>407.47</u>
03/29/2019	40941	CenturyLink - Business Service			
02/28/2019	1463450985		Telephone	Administration	35.81
					<u>35.81</u>
03/29/2019	40942	Chris Hoffner			
03/25/2019	7368262		Refund moorage - sold boat	South Beach:SB Marina	758.00
					<u>758.00</u>
03/29/2019	40943	Creative Landscape & Maintenance			
03/25/2019	1145-752 1-3/19		Landscape maintenance	Administration	1,485.00
					<u>1,485.00</u>
03/29/2019	40944	OR DEQ			
02/22/2019	USTC19-0714		Fuel dock cleanup 2014 admin fees	South Beach:SB Operations	415.04
					<u>415.04</u>
03/29/2019	40945	Design Space			
03/08/2019	1070858-IN		Temporary office rental	Administration	877.00
03/15/2019	1071711-IN		Customs office rental	Administration	217.00
					<u>1,094.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/29/2019	40946	GM Candidate	Reimbursement for GM interview expenses		
03/25/2019	Reimbursement		Reimbursement for hotel	Administration	220.38
			Reimbursement for meals	Administration	94.70
			Reimbursement for mileage	Administration	182.12
					<u>497.20</u>
03/29/2019	40947	Fred Meyer Customer Charges			
01/24/2019	76509		Lunch for safety meeting	Administration	32.98
01/24/2019	76510		Lunch for Commission work session	Administration	29.99
01/25/2019	76520		Candy for office	Administration	42.93
02/05/2019	76562		Cleaning supplies for truck	International Terminal	29.65
02/15/2019	726258		Lunch for meeting	Administration	32.49
					<u>168.04</u>
03/29/2019	40948	G & K Floors	Janitorial services - Port office, SB and Customs trailer		
03/20/2019	040119		Janitorial services - SB	South Beach:SB Admin	1,960.00
			Janitorial services - Customs trailer	Administration	120.00
			Janitorial - Port office	Administration	200.00
					<u>2,280.00</u>
03/29/2019	40949	GM Candidate	Reimbursement for GM interview expenses		
03/17/2019	Reimbursement		Reimbursement for hotel	Administration	348.82
			Reimbursement for meals	Administration	64.45
			Reimbursement for mileage	Administration	182.12
					<u>595.39</u>
03/29/2019	40950	GenXsys Solutions			
03/15/2019	10789		365 Business Essential - April 2019	Administration	10.00
					<u>10.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/29/2019	40951	DOF & BS Candidate			
03/25/2019	Reimbursement		Reimbursement for DOF & BS interview expenses - mileage	Administration	406.00
					<u>406.00</u>
03/29/2019	40952	Harvey's Lock & Key			
03/13/2019	20544		Restroom lock repair and make keys	Commercial Marina	120.40
					<u>120.40</u>
03/29/2019	40953	Idea Print Works			
03/08/2019	6676		Port clothing	Administration	8.00
					<u>8.00</u>
03/29/2019	40954	Employee			
03/21/2019	Reimbursement 3/19		Reimbursement for GM interview expenses - food	Administration	72.22
					<u>72.22</u>
03/29/2019	40955	Marine Discovery Tours			
03/24/2019	AG19014		Host tour for PCC Conference	Commercial Marina	1,000.00
					<u>1,000.00</u>
03/29/2019	40956	National Business Solutions			
03/05/2019	IN56494		IT contract charge plus Symantec	Administration	553.96
					<u>553.96</u>
03/29/2019	40957	Newport News-Times			
02/20/2019	336073		Seafood and Wine Festival ad	Administration	269.00
					<u>269.00</u>
03/29/2019	40958	Newport Signs			
03/21/2019	9791		Parking sign for east parking lot	Commercial Marina	168.00
					<u>168.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/29/2019	40959	NW Natural			
03/19/2019	1584561-3 3-19		Gas - SB shop	South Beach:SB Operations	143.36
03/19/2019	1584562-1 3-19		Gas - RV Park	South Beach:Main RV Park	271.36
					<u>414.72</u>
03/29/2019	40960	Papé Material Handling Exchange			
03/12/2019	8159329		Replace tires on forklift	International Terminal	1,976.48
					<u>1,976.48</u>
03/29/2019	40961	Petroleum Compliance Services			
03/12/2019	1475		Fuel dock annual line leak test	South Beach:SB Operations	690.00
					<u>690.00</u>
03/29/2019	40962	Rau Plumbing			
03/12/2019	30583		Fixing 2" waterline in front of shop	International Terminal	230.00
					<u>230.00</u>
03/29/2019	40963	Siuslaw Broadband			
03/14/2019	17104		Replace wireless gear	South Beach:SB Operations	2,609.92
03/19/2019	17136		Web filtering	Administration	200.00
03/20/2019	17147		Installation of 30AMP circuit and socket for new core UPS	South Beach:SB Operations	1,260.00
03/20/2019	17146		Replace core network UPS in main office	Administration	1,799.00
			Labor - 1.5 hrs setup and monitoring configuration	Administration	135.00
03/28/2019	17263		Four cameras with installation and switch	Commercial Marina	2,400.00
					<u>8,403.92</u>
03/29/2019	40964	Steve Cook			
03/29/2019	30942		Music for PCC Conference	Commercial Marina	125.00
					<u>125.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/29/2019	40965	Commissioner	Reimbursement for PNWA expenses		
03/21/2019	Reimbursement		Reimbursement for mileage	Administration	452.40
			Reimbursement for airport parking	Administration	65.00
			Reimbursement for baggage fees	Administration	60.00
			Reimbursement for meals	Administration	51.48
			Reimbursement for Uber	Administration	32.61
			Reimbursement for hotel	Administration	1,534.28
					<u>2,195.77</u>
03/29/2019	40966	Streamline			
03/14/2019	99827		Website monthly fee	Administration	450.00
					<u>450.00</u>
03/29/2019	40967	T & L Septic Tank Service			
02/26/2019	145319		Chemical toilet rental - SB south restroom	South Beach:SB Operations	80.00
02/26/2019	145320		Chemical toilet rental - Marina and RV Park	South Beach:SB Operations	80.00
02/26/2019	145321		Chemical toilet rental - Bay Front	Commercial Marina	236.00
02/26/2019	145322		Chemical toilet rental - Bay Front	Commercial Marina	200.00
02/26/2019	145215		Chemical toilet rental - SB Dry Camp	South Beach:SB Operations	85.00
					<u>681.00</u>
03/29/2019	40968	TCB Security Services			
03/28/2019	226986		Monthly security contract - SB Marina	South Beach:SB Marina	1,852.64
			Monthly security contract - SB RV Park	South Beach:Main RV Park	1,852.64
			Monthly security contract - CM	Commercial Marina	1,852.64
			Monthly security contract - NIT	International Terminal	958.08
					<u>6,516.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/29/2019	40969	Employee	Reimbursement for PNWA expenses		
03/22/2019	Reimbursement 3/19		Reimbursement for cabs	Administration	37.87
			Reimbursement for hotel	Administration	1,328.84
			Reimbursement for baggage fee	Administration	30.00
					<u>1,396.71</u>
03/29/2019	40970	Toyota Industries Commercial Finance			
03/07/2019	4002377524-17		2017 CM forklift - principal	Commercial Marina	558.71
			2017 CM forklift - interest	Commercial Marina	100.84
					<u>659.55</u>
03/29/2019	40971	Toyota Lift NW			
03/14/2019	14126861		Forklift maintenance - 40334	Commercial Marina	561.10
					<u>561.10</u>
03/29/2019	40972	Verizon Wireless	Port cell phones and MiFi		
03/12/2019	9826035585		Monthly cell phone - Admin	Administration	90.43
			Monthly cell phone - CM	Commercial Marina	32.90
			Monthly cell phone - NIT	International Terminal	16.45
			Monthly cell phone - SB	South Beach:SB Operations	66.21
			Monthly MiFi - SB Admin	South Beach:SB Admin	10.02
			Monthly cell phone plan - Admin	Administration	136.50
			Monthly cell phone - MD	Maintenance Dept	36.99
					<u>389.50</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/29/2019	40973	VISA - AB			
02/14/2019	Adobe Acropro		Adobe Acrobat subscription	Administration	89.94
02/14/2019	4imprint		Bags and portfolios for PCC Conference	Commercial Marina	535.25
			Freight	Commercial Marina	87.98
02/22/2019	Power Motors		2009 Ford Edge maintenance	Administration	65.47
02/27/2019	A&W Diner		Lunch for port visit trip	South Beach:SB Admin	27.59
					<u>806.23</u>
03/29/2019	40974	VISA - TD			
02/15/2019	Domino's		Lunch for GM Search Committee meeting	Administration	33.32
02/19/2019	GFOA		Job posting for DOF and Business Services	Administration	150.00
02/20/2019	Newport Florist		Sympathy flowers	Administration	65.00
02/20/2019	Delta Air		Airfare for PNWA in Wasington, DC	Administration	890.99
02/20/2019	Delta Air		Airfare for PNWA in Wasington, DC	Administration	890.99
					<u>2,030.30</u>
04/05/2019	40975	Newport Fishermen's Wives			
04/05/2019	30888		Donation towards the Blessing of the Fleet event	Administration	200.00
					<u>200.00</u>
04/05/2019	40976	OR Department of State Lands			
03/29/2019	20936		Removal fill permit renewal - PD5 pier engineering	Commercial Marina	805.00
					<u>805.00</u>
04/17/2019	40977	ACE Hardware			
02/28/2019	295/1		Set of dead blow hammers	Maintenance Dept	53.98
04/04/2019	354/1		Crescent wrenches	International Terminal	40.98
					<u>94.96</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	40978	Airgas USA			
03/13/2019	9086528417		Mix gas bottle, grinding wheels, and flappers for outrigger rack	International Terminal	166.07
03/19/2019	9086727912		Oxygen refill for outrigger rack	International Terminal	43.77
03/28/2019	9087082367		Rotofile for trash compactor	Commercial Marina	22.69
					<u>232.53</u>
04/17/2019	40979	Alan Brown Tire Center			
03/01/2019	72500343960		Forklift steer tires	South Beach:SB Operations	292.98
					<u>292.98</u>
04/17/2019	40980	Alsco			
03/01/2019	LPOR2277803		SB mats	South Beach:SB Admin	66.64
03/06/2019	LPOR2280082		Shop towels, shirt, and mats	Administration	34.14
03/08/2019	LPOR2281771		SB mats	South Beach:SB Admin	66.64
03/13/2019	LPOR2284040		Shop towels, shirt, and mats	Administration	34.43
03/15/2019	LPOR2285655		SB mats	South Beach:SB Admin	67.67
03/20/2019	LPOR2287988		Shop towels, shirt, and mats	Administration	34.43
03/22/2019	LPOR2289588		SB mats	South Beach:SB Admin	67.67
03/27/2019	LPOR2291908		Shop towels, shirt, and mats	Administration	34.43
03/29/2019	LPOR2293402		SB mats	South Beach:SB Admin	67.67
					<u>473.72</u>
04/17/2019	40981	Amazon Capital Services			
03/27/2019	1L4V-CL7Y-7PGG		SS lifting eye nut, clamps, and turnbuckle for fence repair	Commercial Marina	92.25
04/04/2019	1KQN-JVP3-M3X6		Voice recorder, case, and legal pads	Administration	181.97
04/05/2019	16NV-4X9Q-13HP		Ryobi 6-port battery charger	Maintenance Dept	89.99
04/05/2019	1N9R-3QC1-J1H7		Turnbuckle bodies for fence repair	Commercial Marina	34.64
			Freight	Commercial Marina	12.62
					<u>411.47</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	40982	Applied Industrial Technologies			
03/29/2019	7015899832		Open gear and chain lube for forklifts	Commercial Marina	198.72
					<u>198.72</u>
04/17/2019	40983	Barrelhead Supply			
03/08/2019	265824		Shims for use on outrigger rack	International Terminal	12.29
03/13/2019	266041		Misc drill bits	South Beach:SB Operations	41.44
03/15/2019	266160		Linoleum knives	Commercial Marina	17.97
			Teflon tape	Commercial Marina	6.90
03/26/2019	266723		30 amp twist-lock end	South Beach:SB Operations	27.99
					<u>106.59</u>
04/17/2019	40984	BergerABAM			
03/29/2019	326228		Work on Strategic Business Plan update	Administration	16,604.83
					<u>16,604.83</u>
04/17/2019	40985	Better Bark & More			
03/18/2019	2012585		Shredding	Administration	27.00
					<u>27.00</u>
04/17/2019	40986	Builders FirstSource			
02/28/2019	609-69190495		120V outdoor receptacles	International Terminal	22.97
03/08/2019	609-69190932		Propane heater for shop	International Terminal	159.99
					<u>182.96</u>
04/17/2019	40987	Business Oregon - OBDD	Loan payment for May 2019		
04/16/2019	655-36-02Q1001 5-19		Principal for May 2019	International Terminal	5,293.50
			Interest for May 2019	International Terminal	2,506.50
					<u>7,800.00</u>
04/17/2019	40988	Cardinal Services			
04/15/2019	1164218		Wages for temp services	South Beach:SB Operations	900.48
					<u>900.48</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	40989	Cedar Creek Quarries			
03/25/2019	0115398-IN		3/4"-0 crushed rock for east parking lot	Commercial Marina	177.85
					<u>177.85</u>
04/17/2019	40990	Century Link			
04/05/2019	5412659651245B-4/19		Telephone - NIT	International Terminal	196.73
04/05/2019	5412657758840B-4/19		Telephone - Admin	Administration	204.64
					<u>401.37</u>
04/17/2019	40991	CenturyLink - Business Service			
03/19/2019	1464721669		Telephone	Administration	26.59
03/31/2019	1465534680		Telephone	Administration	26.02
					<u>52.61</u>
04/17/2019	40992	CFO Selections			
04/15/2019	34103		Professional services per contract	Administration	123.75
					<u>123.75</u>
04/17/2019	40993	City of Newport Room Tax			
03/31/2019	Mar 2019 Room Tax		Transient room tax - Mar 2019	South Beach:Main RV Park	2,996.82
					<u>2,996.82</u>
04/17/2019	40994	City of Newport Water/Sewer			
03/31/2019	94861.00-03-19		Water G and H docks	South Beach:SB Marina	206.90
03/31/2019	172421.00-03-19		Water and sewer for new RV dump	South Beach:Main RV Park	65.20
					<u>272.10</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	40995	Coastal Paper & Supply			
03/05/2019	555929		Paper products and cleaning supplies	South Beach:SB Operations	483.57
			Shipping	South Beach:SB Operations	4.00
03/12/2019	556217		Paper products and cleaning supplies	South Beach:SB Operations	270.95
			Shipping	South Beach:SB Operations	4.00
03/19/2019	556537		Paper products and cleaning supplies	South Beach:SB Operations	375.81
			Shipping	South Beach:SB Operations	4.00
03/26/2019	556882		Paper products and cleaning supplies	South Beach:SB Operations	340.22
			Shipping	South Beach:SB Operations	4.00
					<u>1,486.55</u>
04/17/2019	40996	CoastCom			
04/15/2019	0299000117 05-19		Internet - May 2019 and 2/25/19-4/30/19 arrears for upgrade	South Beach:SB Admin	2,479.31
			Internet - May 2019 and 2/25/19-4/30/19 arrears for upgrade	Administration	1,312.50
					<u>3,791.81</u>
04/17/2019	40997	Copeland Lumber Yards			
03/11/2019	1903-195881		3/4" auger bit for PD3 repairs	Commercial Marina	29.44
03/12/2019	1903-196141		Speedsquares	Maintenance Dept	23.58
03/28/2019	1903-204180		Asphalt sealer for parking lot cracks	Commercial Marina	85.96
					<u>138.98</u>
04/17/2019	40998	Dahl & Dahl			
03/18/2019	233193		Take load of recyclable wood to dump	Commercial Marina	267.52
03/29/2019	233714		Take load of recyclable wood and trash to dump	Commercial Marina	197.76
03/29/2019	233729		Take load of pallets to dump	Commercial Marina	145.92
03/29/2019	233736		Take load of recyclable wood to dump	Commercial Marina	205.44
					<u>816.64</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	40999	Design Space			
04/05/2019	1074418-IN		Temporary office rental	Administration	877.00
					<u>877.00</u>
04/17/2019	41000	Direct TV			
03/26/2019	36088516985		Monthly cable at SB RV Park	South Beach:Main RV Park	934.29
			Service fees	Administration	4.25
03/30/2019	36107098544		Monthly cable at SB Annex	South Beach:Annex	613.86
					<u>1,552.40</u>
04/17/2019	41001	Englund Marine Supply Co			
03/04/2019	756293		Victorinox knives, belt, and sheath	International Terminal	83.83
03/06/2019	756406		Screws for dock repairs	Commercial Marina	5.12
03/15/2019	756707		1/2" pulley for dumpster and spools of twine	International Terminal	19.20
03/15/2019	756731		Raingear	Commercial Marina	125.99
03/27/2019	757171		Koroseal primer	Commercial Marina	68.22
					<u>302.36</u>
04/17/2019	41002	Fastenal Company			
04/08/2019	ORNEW134153		Cordless drill batteries	Commercial Marina	99.62
04/11/2019	ORNEW134233		Spray paint for outrigger rack	International Terminal	30.87
					<u>130.49</u>
04/17/2019	41003	Fidelis Screening Solutions			
04/01/2019	4834		Background checks	South Beach:SB Admin	179.40
					<u>179.40</u>
04/17/2019	41004	Fred Meyer Customer Charges			
02/26/2019	125442		Lined coat	Maintenance Dept	79.99
02/27/2019	125447		Boots	International Terminal	54.00
03/12/2019	125510		Bottled water	Administration	27.57
					<u>161.56</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	41005	GenXsys Solutions			
04/15/2019	10873		365 Business Essential - May 2019	Administration	10.00
					<u>10.00</u>
04/17/2019	41006	Harbor Linen			
03/27/2019	R1400-0240091		Shower curtains	South Beach:SB Operations	287.52
					<u>287.52</u>
04/17/2019	41007	Harvey's Lock & Key			
04/09/2019	20717		Fix combo lock on shop door	International Terminal	92.50
					<u>92.50</u>
04/17/2019	41008	IconiPro Security and Alarms			
04/01/2019	28194		NIT and FWT fire and security monitoring	International Terminal	251.94
					<u>251.94</u>
04/17/2019	41009	Industrial Welding Supply			
03/20/2019	28189		Soap stone, welding hat, and round grinding stone	Maintenance Dept	38.42
03/25/2019	28670		Welding wire for outrigger rack	International Terminal	79.86
					<u>118.28</u>
04/17/2019	41010	JC Market			
03/06/2019	002001470922		Coffee	Administration	14.99
					<u>14.99</u>
04/17/2019	41011	Lincoln County Public Works			
03/01/2019	5928		Fuel for trucks - SB	South Beach:SB Operations	169.62
			Fuel for trucks - MD	Maintenance Dept	98.55
			Fuel for trucks - CM	Commercial Marina	45.02
04/01/2019	5940		Fuel for trucks - SB	South Beach:SB Operations	153.93
			Fuel for trucks - MD	Maintenance Dept	35.92
			Fuel for trucks - CM	Commercial Marina	145.93
					<u>648.97</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	41012	MacPherson Gintner & Diaz			
03/31/2019	80503		Professional services	Administration	2,062.50
					<u>2,062.50</u>
04/17/2019	41013	Mascott Equipment			
03/28/2019	455946		Fuel dock gas pump repair	South Beach:SB Operations	305.28
					<u>305.28</u>
04/17/2019	41014	Neofunds			
03/27/2019	7900044060368887	Mar	Postage	Administration	400.00
					<u>400.00</u>
04/17/2019	41015	Newport News-Times			
03/08/2019	336870		Strategic Business Plan open house ad	Administration	187.50
03/08/2019	336912		Strategic Business Plan open house ad	Administration	50.00
03/13/2019	336990		Strategic Business Plan open house ad	Administration	187.50
03/15/2019	337058		Strategic Business Plan open house ad	Administration	187.50
03/15/2019	337109		Strategic Business Plan open house ad	Administration	100.00
					<u>712.50</u>
04/17/2019	41016	Newport Signs			
04/01/2019	9801		Dry camping sign stickers	South Beach:SB Admin	56.00
					<u>56.00</u>
04/17/2019	41017	Pioneer Connect			
04/01/2019	2369400		SB office phone	South Beach:SB Admin	224.55
04/01/2019	2369440		SB shop phone	South Beach:SB Operations	40.67
					<u>265.22</u>
04/17/2019	41018	Pioneer Printing			
04/09/2019	68407		Laminated evacuation maps	Administration	31.75
					<u>31.75</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	41019	Platt Electric Supply			
03/01/2019	U399079		7-watt pagoda light bulbs	South Beach:SB Operations	88.80
03/01/2019	U448581		7-watt pagoda light bulbs	South Beach:SB Operations	59.20
03/01/2019	U546464		7-watt pagoda light bulbs	South Beach:SB Operations	88.80
03/07/2019	U618535		1" x 3/4" bushings and 1" conduit for site lights	South Beach:SB Operations	136.06
03/22/2019	U629368		1" x 3/4" bushings for site lights	South Beach:SB Operations	282.32
03/22/2019	U683888		Load center for dock power pedestals	South Beach:SB Operations	66.12
					<u>721.30</u>
04/17/2019	41020	Power Motors			
03/26/2019	FOCS226132		Ranger oil change	International Terminal	34.99
					<u>34.99</u>
04/17/2019	41021	Road & Driveway Co			
03/25/2019	0025684-IN		Lot grading	Commercial Marina	475.00
					<u>475.00</u>
04/17/2019	41022	Runions Construction			
04/03/2019	31021		Striping and stenciling of SB Marina north parking lot	South Beach:SB Operations	4,198.00
					<u>4,198.00</u>
04/17/2019	41023	Smart Foodservice - Cash & Carry			
03/13/2019	5410540018311		Distilled water and degreaser	South Beach:SB Operations	23.07
			Batteries	South Beach:SB Operations	6.29
			Bottled water, cups, forks, creamer, coffee filters, and dish soap	South Beach:SB Operations	164.53
03/25/2019	5410540010210		Coffee, utensils, cups, and bottled water	International Terminal	84.45
					<u>278.34</u>
04/17/2019	41024	SDAO			
04/05/2019	19HR-042019-0317		Regional HR training	Administration	75.00
					<u>75.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	41025	SDIS			
04/01/2019	May Health-Dental-Lf		Monthly health-dental-life insurance	Administration	3,553.58
			Monthly health-dental-life insurance	Commercial Marina	3,975.42
			Monthly health-dental-life insurance	South Beach:SB Admin	4,872.98
			Monthly health-dental-life insurance	South Beach:SB Operations	3,690.26
			Monthly health-dental-life insurance	International Terminal	956.74
					<u>17,048.98</u>
04/17/2019	41026	Staples			
03/12/2019	2258698751		Snack mix for GM open house	Administration	26.49
					<u>26.49</u>
04/17/2019	41027	Streamline			
04/14/2019	100116		Website monthly fee	Administration	450.00
					<u>450.00</u>
04/17/2019	41028	T-Plus Steel Fabricators			
03/26/2019	13155		Surplus steel for outrigger racks	International Terminal	279.00
					<u>279.00</u>
04/17/2019	41029	Thompson's Sanitary Service			
03/31/2019	13499 3-2019		Trash disposal - CM	Commercial Marina	1,808.99
			Shredding	Administration	90.00
03/31/2019	12514 3-2019		Trash disposal - SB	South Beach:SB Operations	1,599.12
03/31/2019	12058 3-2019		Trash disposal - NIT	International Terminal	1,220.86
					<u>4,718.97</u>
04/17/2019	41030	Tina Jahn			
04/10/2019	7424533		Refund moorage - downsized slip length	South Beach:SB Marina	320.00
					<u>320.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
04/17/2019	41031	TWGW NAPA Auto Parts			
03/01/2019	865-720511		Tire pump attachment for compressor	South Beach:SB Operations	18.88
03/05/2019	865-721211		Starting fluid	International Terminal	6.38
03/13/2019	865-722791		Oil filters and jumper cables for trucks	South Beach:SB Operations	79.54
					<u>104.80</u>
04/17/2019	41032	Valley Fire Control			
03/28/2019	80845		Annual inspection and service	Administration	271.90
					<u>271.90</u>
04/17/2019	41033	Voya (State of Oregon Plan)			
04/01/2019	Mar - 2019		Monthly employee contributions	Administration	50.00
					<u>50.00</u>
04/17/2019	41034	Xerox Corporation			
04/01/2019	096550654		Copier lease and print charges - Port office	Administration	242.45
04/01/2019	096550655		Copier lease and print charges - SB office	South Beach:SB Admin	185.12
					<u>427.57</u>
04/17/2019	41035	Yaquina Bay Communications			
04/02/2019	178892		Banner ad - monthly package	Administration	150.00
			Service charge	Administration	2.25
					<u>152.25</u>
04/30/2019	41036	City of Newport	Bay Front area parking system improvements		
04/30/2019	Parking FY 17-18		Annual contribution FY 17-18	Administration	6,000.00
					<u>6,000.00</u>
05/14/2019	41037	AboveBoard Electric			
05/03/2019	15714		Troubleshoot and restore power to shore power outlets	International Terminal	498.40
					<u>498.40</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41038	Airgas USA			
04/02/2019	9087249722		Electrode clamp	Maintenance Dept	45.52
			Cutoff wheels	Maintenance Dept	35.52
04/03/2019	9087350972		Scribe	Maintenance Dept	3.64
04/09/2019	9087503343		Mix gas bottle	Maintenance Dept	120.75
04/10/2019	9087802045		Scribe	Maintenance Dept	3.64
04/18/2019	9087853906		Mix gas and Argon gas bottles	Maintenance Dept	289.35
04/29/2019	9088195448		Oxygen refill	Maintenance Dept	43.77
					<u>542.19</u>
05/14/2019	41039	Alan Brown Tire Center			
04/04/2019	72500349194		Dumpster axle casters	Commercial Marina	84.00
					<u>84.00</u>
05/14/2019	41040	Alsco			
04/03/2019	LPOR2295507		Shop towels, shirt, and mats	Administration	34.43
04/05/2019	LPOR2297130		SB mats	South Beach:SB Admin	67.67
04/10/2019	LPOR2299544		Shop towels, shirt, and mats	Administration	34.43
04/12/2019	LPOR2301180		SB mats	South Beach:SB Admin	67.67
04/17/2019	LPOR2303527		Shop towels, shirt, and mats	Administration	34.43
04/19/2019	LPOR2305104		SB mats	South Beach:SB Admin	67.67
04/24/2019	LPOR2307292		Shop towels, shirt, and mats	Administration	34.43
04/26/2019	LPOR2308942		SB mats	South Beach:SB Admin	67.67
05/08/2019	421233 7042 4/19		NIT towels - August 2018 - April 2019	International Terminal	455.70
			Finance charges - Oct, Nov, Dec, Jan, Feb, Mar, Apr	International Terminal	21.79
					<u>885.89</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41041	Alsea Bay Power Products			
04/24/2019	286523		Push mower	South Beach:SB Operations	285.00
			Safety glasses	South Beach:SB Operations	5.95
			Oil and trimmer string	South Beach:SB Operations	98.99
04/25/2019	286641		Husqvarna riding mower	South Beach:SB Operations	2,880.00
					<u>3,269.94</u>
05/14/2019	41042	Amazon Capital Services			
04/14/2019	1146-4V4R-6L7P		Gas cans and nozzles	South Beach:SB Operations	117.60
04/16/2019	1KLL-GPWY-L9DR		Wireless mouse, mouse pad, and Microsoft Office 365	Administration	70.98
			Shipping	Administration	1.86
04/16/2019	1KLL-GPWY-3NLV		Laptop and bag	Administration	847.69
			Shipping	Administration	6.14
04/17/2019	19F3-FM4Y-31C6		Site lights for RV Park	South Beach:SB Operations	579.69
04/24/2019	1HXV-WDW6-VVWL		Site lights for RV Park	South Beach:SB Operations	579.69
04/24/2019	1QTY-1YPL-VY7V		Site lights for RV Park	South Beach:SB Operations	252.09
05/08/2019	1M9J-1D9J-PRWJ		Standing desk and chair	Administration	188.97
					<u>2,644.71</u>
05/14/2019	41043	Business Oregon - IFA			
03/15/2019	520161 03/19		Loan 520161 - Principal	Administration	4,332.07
			Loan 520161 - Interest	Administration	130.93
					<u>4,463.00</u>
05/14/2019	41044	Cardinal Services			
04/30/2019	1164880		Wages for temp services	South Beach:SB Operations	1,650.88
04/30/2019	1164923		Wages for temp services	International Terminal	966.20
					<u>2,617.08</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41045	CenturyLink - Business Service			
04/30/2019	1467588839		Telephone	Administration	26.02
					<u>26.02</u>
05/14/2019	41046	City of Newport Room Tax			
04/30/2019	Apr 2019 Room Tax		Transient room tax - Apr 2019	South Beach:Main RV Park	2,759.69
					<u>2,759.69</u>
05/14/2019	41047	City of Newport Water/Sewer			
04/30/2019	94861.00-04-19		Water G and H docks	South Beach:SB Marina	193.40
04/30/2019	172421.00-04-19		Water and sewer for new RV dump	South Beach:Main RV Park	75.33
					<u>268.73</u>
05/14/2019	41048	Coastal Paper & Supply			
04/02/2019	557168		Restroom supplies	South Beach:SB Operations	192.86
04/02/2019	557177		Paper products and cleaning supplies	Commercial Marina	634.90
			Shipping	Commercial Marina	4.00
04/02/2019	557190		Paper products	South Beach:SB Operations	217.78
			Shipping	South Beach:SB Operations	4.00
04/09/2019	557500		Paper products and cleaning supplies	South Beach:SB Operations	399.47
			Shipping	South Beach:SB Operations	4.00
04/16/2019	557814		Paper products and cleaning supplies	South Beach:SB Operations	234.52
			Shipping	South Beach:SB Operations	4.00
					<u>1,695.53</u>
05/14/2019	41049	Copeland Lumber Yards			
04/11/2019	1904-210522		Plywood for steel rack	International Terminal	18.70
04/17/2019	1904-213446		Hinges and latch for hoist hydraulic cover	International Terminal	57.47
					<u>76.17</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41050	Creative Landscape & Maintenance			
05/01/2019	1145-769 4/19		Landscape maintenance	Administration	495.00
05/01/2019	1145-768		Landscaping bark mulch	Commercial Marina	765.00
					<u>1,260.00</u>
05/14/2019	41051	Dahl & Dahl			
04/03/2019	233960		Take load of recyclable wood to dump	Commercial Marina	191.36
04/04/2019	234004		Take load of recyclable wood to dump	Commercial Marina	204.80
04/04/2019	234014		Take load of recyclable wood to dump	Commercial Marina	192.00
04/23/2019	234810		Take load of garbage to dump	Commercial Marina	179.84
					<u>768.00</u>
05/14/2019	41052	OR DEQ			
04/25/2019	USTC19-0938		Fuel dock cleanup 2014 admin fees	South Beach:SB Operations	2,535.72
					<u>2,535.72</u>
05/14/2019	41053	Design Space			
04/19/2019	1076035-IN		Customs office rental	Administration	217.00
05/10/2019	1079483-IN		Temporary office rental	Administration	877.00
					<u>1,094.00</u>
05/14/2019	41054	Direct TV			
04/26/2019	36205377915		Monthly cable at SB RV Park	South Beach:Main RV Park	934.29
			Service fees	Administration	4.25
04/30/2019	36220725374		Monthly cable at SB Annex	South Beach:Annex	618.11
			Service fees	Administration	4.25
					<u>1,560.90</u>
05/14/2019	41055	Edge Analytical			
04/18/2019	19-11580		Stormwater testing	International Terminal	189.00
					<u>189.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41056	Englund Marine Supply Co			
04/08/2019	757622		SS eye bolts for fence repairs	Commercial Marina	40.13
04/11/2019	757794		Rain gear for summer help	South Beach:SB Operations	279.57
04/11/2019	931412		Thimble eye nuts for fence repair	Commercial Marina	23.26
04/25/2019	758592		Box of Victorinox knives	South Beach:SB Operations	46.80
04/26/2019	758676		1/2" SS aircraft cable and swage duplex sleeve for fence repair	Commercial Marina	176.87
04/26/2019	758704		3/8" SS aircraft cable and swage duplex sleeve for fence repair	Commercial Marina	80.24
04/29/2019	758822		Couplers and nipples for air manifold	International Terminal	17.57
04/30/2019	758847		Flag pole clips	Commercial Marina	13.00
					<u>677.44</u>
05/14/2019	41057	Fastenal Company			
05/06/2019	ORNEW134686		Stud epoxy for hoist anchor block	International Terminal	37.10
					<u>37.10</u>
05/14/2019	41058	Fidelis Screening Solutions			
05/01/2019	4899		Background checks	South Beach:SB Admin	209.30
					<u>209.30</u>
05/14/2019	41059	Fred Meyer Customer Charges			
03/15/2019	125525		Meeting supplies - napkins and bulk snacks	Administration	27.96
03/22/2019	125555		Work clothes	Maintenance Dept	289.97
03/22/2019	125556		Work clothes	International Terminal	443.12
03/25/2019	125570		Space heaters	Commercial Marina	119.98
04/06/2019	124810		Candy for front office	Administration	38.46
					<u>919.49</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41060	G & K Floors	Janitorial services - Port office, SB and Customs trailer		
04/18/2019	050119		Janitorial services - SB	South Beach:SB Admin	1,880.00
			Janitorial services - Customs trailer	Administration	120.00
			Janitorial - Port office	Administration	200.00
					<u>2,200.00</u>
05/14/2019	41061	Industrial Welding Supply			
04/25/2019	35485		Replacement bench grinder	International Terminal	315.00
					<u>315.00</u>
05/14/2019	41062	JC Market			
04/09/2019	002001280951		Lunch for budget work session	Administration	79.92
					<u>79.92</u>
05/14/2019	41063	Employee			
04/23/2019	Reimbursement		Reimbursement for PCC Conference expenses - meals	Commercial Marina	68.41
					<u>68.41</u>
05/14/2019	41064	Kimberly Strand			
04/25/2019	7382495		Refund moorage - cancellation due to death in family	South Beach:SB Marina	285.00
					<u>285.00</u>
05/14/2019	41065	LazerQuick			
04/19/2019	46216		Map of water shutoff valves - blow up and laminate	Administration	48.13
05/02/2019	46310		"No Construction Parking" signs	South Beach:SB Operations	44.00
					<u>92.13</u>
05/14/2019	41066	Lincoln County Public Works			
05/01/2019	5950		Fuel for trucks - SB	South Beach:SB Operations	324.51
			Fuel for trucks - MD	Maintenance Dept	71.81
			Fuel for trucks - CM	Commercial Marina	175.36
					<u>571.68</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41067	MacPherson Gintner & Diaz			
04/30/2019	80575		Professional services	Administration	2,407.50
					<u>2,407.50</u>
05/14/2019	41068	Mid-Columbia Bus Company			
04/30/2019	38-5103		PCC Conference charter buses	Commercial Marina	726.25
					<u>726.25</u>
05/14/2019	41069	National Business Solutions			
04/09/2019	IN58169		IT contract charge plus Symantec	Administration	463.96
04/25/2019	IN58979		Copier lease and print charges - Port office	Administration	42.00
			Copier lease and print charges - SB office	Administration	42.00
					<u>547.96</u>
05/14/2019	41070	Neofunds			
04/26/2019	7900044060368887 Apr		Late fee	Administration	39.00
					<u>39.00</u>
05/14/2019	41071	Newport News-Times			
04/19/2019	338290		Employment ad - Marine Operations	Administration	2.00
04/19/2019	338306		Employment ad - Marine Operations	Administration	62.18
04/19/2019	338308		Employment ad - Marine Operations	Administration	50.00
04/24/2019	338440		Employment ad - Marine Operations	Administration	62.18
					<u>176.36</u>
05/14/2019	41072	Newport Signs			
05/06/2019	9853		"Caution - Mowing and Trimming" signs	South Beach:SB Operations	352.00
					<u>352.00</u>
05/14/2019	41073	NW Natural			
04/17/2019	1584561-3 4-19		Gas - SB shop	South Beach:SB Operations	161.02
04/17/2019	1584562-1 4-19		Gas - RV Park	South Beach:Main RV Park	191.03
					<u>352.05</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41074	OR DAS Surplus Property			
05/07/2019	ARG63498		Fireproof file cabinet	Administration	200.00
					<u>200.00</u>
05/14/2019	41075	OR Department of State Lands			
04/30/2019	21044		Annual DSL waterway lease fee	South Beach:SB Marina	12,460.34
					<u>12,460.34</u>
05/14/2019	41076	PayneWest Insurance			
04/11/2019	229242		Commercial storage tank liability coverage - SB	South Beach:SB Operations	7,800.15
					<u>7,800.15</u>
05/14/2019	41077	Petty Cash	Petty cash - SB Marina & RV Park		
03/25/2019	Petty Cash - SB		Copeland - numbers for posts	South Beach:SB Operations	4.25
			Fastenal - bolts	South Beach:SB Operations	6.16
			Barrelhead Supply - 5 keys	South Beach:SB Operations	6.75
			Copeland - numbers for posts	South Beach:SB Operations	7.75
			Copeland - numbers for posts	South Beach:SB Operations	5.96
			Barrelhead Supply - 3 keys, 4 caps, and 4 keyblanks	South Beach:SB Operations	31.40
			Barrelhead Supply - sewer cap retain clip	South Beach:SB Operations	3.99
					<u>66.26</u>
05/14/2019	41078	Pioneer Connect			
05/01/2019	2382660		SB shop phone	South Beach:SB Operations	40.67
05/01/2019	2382619		SB office phone	South Beach:SB Admin	224.55
					<u>265.22</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41079	Pioneer Printing			
04/15/2019	68477		Large copies of Port maps	Administration	98.25
05/01/2019	68745		Photo printing	Administration	2.80
05/01/2019	68549		Business cards	Administration	69.60
05/10/2019	68824		Binding Budget Committee meeting packets	Administration	181.50
					<u>352.15</u>
05/14/2019	41080	Platt Electric Supply			
03/28/2019	U736838		Upper buss bars for dock pedestals	South Beach:SB Operations	99.18
03/28/2019	U781380		PVC pipe cutter	South Beach:SB Operations	24.82
03/29/2019	U787093		M12 batteries for power tools	South Beach:SB Operations	138.00
04/12/2019	U726864		Shore power plugins for vessels	International Terminal	601.20
04/18/2019	U945987		208V pigtail for shore power receptacles	International Terminal	252.51
					<u>1,115.71</u>
05/14/2019	41081	Rau Plumbing			
04/08/2019	30749		Annual water heater maintenance	South Beach:SB Operations	100.00
04/24/2019	30824		Annual water heater maintenance	South Beach:SB Operations	278.50
					<u>378.50</u>
05/14/2019	41082	Sherwin-Williams			
04/23/2019	6593-3		Yellow paint for hoist	International Terminal	61.53
					<u>61.53</u>
05/14/2019	41083	Siuslaw Broadband			
04/18/2019	17497		Web filtering	Administration	200.00
					<u>200.00</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41084	Smart Foodservice - Cash & Carry			
04/08/2019	5410540012580		Coffee, creamer, and filter	Commercial Marina	107.57
			Simple Green cleaner	Commercial Marina	49.56
04/12/2019	5410540013209		PCC Conference supplies - plates, napkins, and raffle tickets	Commercial Marina	13.26
			PCC Conference supplies - bottled water	Commercial Marina	60.90
					<u>231.29</u>
05/14/2019	41085	SDAO			
04/15/2019	Recruitment		Consulting services - recruitment for GM	Administration	1,796.00
					<u>1,796.00</u>
05/14/2019	41086	SDIS			
05/02/2019	Jun Health-Dental-Lf		Monthly health-dental-life insurance	Administration	3,553.58
			Monthly health-dental-life insurance	Commercial Marina	2,608.66
			Monthly health-dental-life insurance	South Beach:SB Admin	2,186.82
			Monthly health-dental-life insurance	South Beach:SB Operations	3,690.26
			Monthly health-dental-life insurance	International Terminal	956.74
					<u>12,996.06</u>
05/14/2019	41087	Staples			
04/04/2019	2271311421		Copy paper and office supplies	Administration	114.51
			Cleaning supplies	Administration	18.43
04/12/2019	2275708731		Printer ink and office supplies	Administration	54.96
04/28/2019	FC 0419		Credit plan finance charge	Administration	33.25
					<u>221.15</u>
05/14/2019	41088	Suburban Propane			
04/30/2019	1568-103903CM 4-19		CM Propane	Commercial Marina	770.48
04/30/2019	1568-103888SB 4-19		SB Propane	South Beach:SB Operations	438.01
					<u>1,208.49</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41089	Summit Public Relations			
05/05/2019	662		Communication support services - April 2019	Administration	3,693.75
					<u>3,693.75</u>
05/14/2019	41090	T & L Septic Tank Service			
03/26/2019	145642		Chemical toilet rental - Bay Front	Commercial Marina	260.00
03/26/2019	145643		Chemical toilet rental - Bay Front	Commercial Marina	250.00
03/26/2019	145644		Chemical toilet rental - SB south restroom	South Beach:SB Operations	80.00
03/26/2019	145645		Chemical toilet rental - Marina and RV Park	South Beach:SB Operations	80.00
03/26/2019	145646		Chemical toilet rental - NIT	International Terminal	80.00
04/09/2019	167094		Pump out FWT and NIT holding tank	International Terminal	450.00
04/10/2019	145647		Chemical toilet rental - NIT squid	International Terminal	330.00
					<u>1,530.00</u>
05/14/2019	41091	TCB Security Services			
05/01/2019	227169		Monthly security contract - SB Marina	South Beach:SB Marina	1,852.64
			Monthly security contract - SB RV Park	South Beach:Main RV Park	1,852.64
			Monthly security contract - CM	Commercial Marina	1,852.64
			Monthly security contract - NIT	International Terminal	958.08
					<u>6,516.00</u>
05/14/2019	41092	Thompson's Sanitary Service			
04/30/2019	12514 4-2019		Trash disposal - SB	South Beach:SB Operations	2,631.13
			Special order drop box for Quickie disposal	South Beach:SB Operations	571.38
04/30/2019	13499 4-2019		Trash disposal - CM	Commercial Marina	1,567.51
04/30/2019	12058 4-2019		Trash disposal - NIT	International Terminal	1,128.24
					<u>5,898.26</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41093	Toyota Industries Commercial Finance			
04/08/2019	4002403413-17		2017 CM forklift - principal	Commercial Marina	560.92
			2017 CM forklift - interest	Commercial Marina	98.63
05/07/2019	4002428973-17		2017 CM forklift - principal	Commercial Marina	563.14
			2017 CM forklift - interest	Commercial Marina	96.41
					<u>1,319.10</u>
05/14/2019	41094	Toyota Lift NW			
03/22/2019	14127104		Make/replace forklift hydraulic hoses - 40193	South Beach:SB Operations	500.36
03/25/2019	14784940		Preventative maintenance for forklift - 4423P	Commercial Marina	128.89
03/25/2019	14784941		Preventative maintenance for forklift - 40334	Commercial Marina	150.60
03/29/2019	14784943		Preventative maintenance for forklift - 65199	Commercial Marina	150.60
03/29/2019	14784944		Preventative maintenance for forklift - 40193	South Beach:SB Operations	85.00
					<u>1,015.45</u>
05/14/2019	41095	Traffic Safety Supply Co			
04/19/2019	INV013048		Reflective barricade panels	South Beach:SB Operations	330.00
			Freight	South Beach:SB Operations	15.00
					<u>345.00</u>
05/14/2019	41096	True Cut Engraving			
04/17/2019	1108		Name plates and tag	Administration	31.50
05/02/2019	1145		5x7 alder frame	Administration	15.00
					<u>46.50</u>
05/14/2019	41097	TWGW NAPA Auto Parts			
04/24/2019	865-730424		Barrel pump	International Terminal	38.99
					<u>38.99</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41098	ULINE			
04/17/2019	107827319		Plastic pallets for float barricades - 48x40	South Beach:SB Operations	440.00
			Freight	South Beach:SB Operations	83.01
04/23/2019	107978808		Sandwich board sign holders	South Beach:SB Operations	320.00
			Freight	South Beach:SB Operations	52.89
					<u>895.90</u>
05/14/2019	41099	US Bank			
04/25/2019	5342671		GO Bonds 2013 administration fees	Administration	660.00
					<u>660.00</u>
05/14/2019	41100	Verizon Wireless	Port cell phones and MiFi		
04/12/2019	9828034518		Monthly cell phone - Admin	Administration	90.28
			Monthly cell phone - CM	Commercial Marina	32.84
			Monthly cell phone - NIT	International Terminal	16.42
			Monthly cell phone - SB	South Beach:SB Operations	66.07
			Monthly MiFi - SB Admin	South Beach:SB Admin	10.02
			Monthly cell phone plan - Admin	Administration	136.50
			Monthly cell phone - MD	Maintenance Dept	36.93
					<u>389.06</u>



**Operating Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Class	Amount
05/14/2019	41101	VISA - AB			
03/13/2019	Vehicle Counts		Traffic counters	International Terminal	2,110.84
03/14/2019	Adobe Acropro		Adobe Acrobat subscription	Administration	89.94
03/26/2019	Industrial Safety		Safety vests - SB Ops	South Beach:SB Operations	85.36
			Safety vests - CM	Commercial Marina	256.08
			Safety vests - NIT	International Terminal	42.68
			Safety vests - MD	Maintenance Dept	128.04
			Safety vests - customization fee	Administration	39.00
03/28/2019	Coca Mocha Joes		Lunch for Commission ethics training	Administration	98.90
04/05/2019	Oceanic Arts		Metal artwork - prize for PCC Conference	Commercial Marina	200.00
					<u>3,050.84</u>
05/14/2019	41102	VISA - TD			
03/14/2019	Walmart		Snacks for GM community open house	Administration	30.14
03/17/2019	Fred Meyer		Snacks for GM interviews	Administration	16.18
03/20/2019	Domino's		Lunch for Commission work session	Administration	23.36
03/20/2019	Domino's		Pizza for budget meeting	Administration	17.46
03/29/2019	Nagara		Webinar on records management	Administration	19.00
03/30/2019	OR Employer Council		2019 OEC Annual State Conference	Administration	598.00
03/31/2019	PCC		PCC Spring Conference registration	Commercial Marina	325.00
04/02/2019	Abby's Pizza		Lunch for Board Practices Assessment	Administration	75.20
					<u>1,104.34</u>
05/14/2019	41103	Voya (State of Oregon Plan)			
04/30/2019	Apr - 2019		Monthly employee contributions	Administration	50.00
					<u>50.00</u>
				Total	\$ 233,115.28



**NOAA Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Amount
03/29/2019	13512	Bergerson Construction	Dredging 2018-19	
02/28/2019	219.212		Mobilization, disposal site prep/maint, and dredging	116,707.65
				<u>116,707.65</u>
03/29/2019	13513	Bill's Pest Control		
11/30/2018	3366		Regular service for 11/18	135.00
03/12/2019	3311		Regular service for 3/19	135.00
				<u>270.00</u>
03/29/2019	13514	Verizon Wireless	Phone charges and MiFi	
03/12/2019	9826035585		Phone charges and MiFi	26.47
				<u>26.47</u>
03/29/2019	13515	Vertiv Services	Make-up valve for Leibert AC unit	
03/08/2019	57679599		Make-up valve for Leibert AC unit	75.00
				<u>75.00</u>
04/17/2019	13516	AVS Elevator	Perform quarterly service	
04/10/2019	3452		Perform quarterly service	551.62
				<u>551.62</u>
04/17/2019	13517	Lincoln County Public Works		
03/01/2019	5928		Gas for truck	24.31
04/01/2019	5940		Gas for truck	30.60
				<u>54.91</u>
04/17/2019	13518	Pacific Habitat Services	Eelgrass monitoring report preparation	
03/27/2019	1-4549-65		Eelgrass monitoring report preparation	1,622.25
				<u>1,622.25</u>
04/17/2019	13519	Pioneer Connect		
04/01/2019	2369857		Telephone	238.62
				<u>238.62</u>



**NOAA Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Amount
04/17/2019	13520	Special Districts Insurance Services	Monthly health-dental-life insurance	
04/01/2019	May Health-Dental-Lf		Monthly health-dental-life insurance	683.38
				<u>683.38</u>
04/17/2019	13521	Thompsons Sanitary Service	Mar service	
03/31/2019	22644 3-2019		Mar service	535.20
				<u>535.20</u>
05/14/2019	13522	Associated Cleaning Services	Clean outside windows and outside surface of gutters	
05/02/2019	42126		Clean outside windows and outside surface of gutters	1,245.00
				<u>1,245.00</u>
05/14/2019	13523	Bill's Pest Control		
04/09/2019	4320		Regular service for 4/19	135.00
				<u>135.00</u>
05/14/2019	13524	Clima-Tech Corporation	Replace ALC Webctrl system PC server	
04/29/2019	S64525		Replace ALC Webctrl system PC server	1,700.00
				<u>1,700.00</u>
05/14/2019	13525	Ground FX Landscape Management	Landscaping services	
05/13/2019	18183		Landscaping services	1,850.00
				<u>1,850.00</u>
05/14/2019	13526	Kings III of America		
05/01/2019	1649789		Elevator emergency phone connection	129.00
				<u>129.00</u>
05/14/2019	13527	Lincoln County Public Works	Gas for truck	
05/01/2019	5950		Gas for truck	35.84
				<u>35.84</u>
05/14/2019	13528	Pacific Habitat Services	Eelgrass monitoring report preparation	
04/26/2019	1-4549-66		Eelgrass monitoring report preparation	1,691.00
				<u>1,691.00</u>



**NOAA Fund
March 16, 2019 through May 15, 2019**

Date	Num	Name	Memo	Amount
05/14/2019	13529	Pioneer Connect		
05/01/2019	2383075		Telephone	238.62
				<u>238.62</u>
05/14/2019	13530	Smart Foodservice - Cash & Carry		
04/01/2019	5410540011284		Breakroom supplies - water, creamer, and paper plates	58.12
				<u>58.12</u>
05/14/2019	13531	Special Districts Insurance Services	Monthly health-dental-life insurance	
05/02/2019	Jun Health-Dental-Lf		Monthly health-dental-life insurance	683.38
				<u>683.38</u>
05/14/2019	13532	Thompsons Sanitary Service	Apr service	
04/30/2019	22644 4-2019		Apr service	410.20
				<u>410.20</u>
05/14/2019	13533	Verizon Wireless	Phone charges and Mifi	
04/12/2019	9828034518		Phone charges and Mifi	26.44
				<u>26.44</u>
05/14/2019	13534	VISA - AB		
03/26/2019	Industrial Safety		Safety vests	42.68
04/02/2019	Climatch		WebCtrl training	600.00
				<u>642.68</u>
05/14/2019	13535	Amazon Capital Services		
05/07/2019	1XJN-PK6V-L6QW		Sprinkler bases	72.00
			Freight	10.09
				<u>82.09</u>
			Total	<u>\$ 129,692.47</u>

**PORT OF NEWPORT
RESOLUTION NO. 2019-xx**

**A RESOLUTION UPDATING THE PORT OF NEWPORT’S CAPITAL IMPROVEMENT
PROJECT PRIORITIZATION LIST**

WHEREAS, the Port of Newport (Port) adopted a Strategic Business Plan (SBP) and a Capital Facility Sub-plan (CFP) January 14, 2013; and

WHEREAS, the Port of Newport expects to adopt a Strategic Business Plan and Capital Facilities Plan 2019 Update; and

WHEREAS, the Port of Newport By-laws for the Port of Newport Board of Commissioners created by Ordinance No. 100 adopted May 22, 2014 requires the Commission to annually review components and goals stated within the SBP; and

WHEREAS, the Board of Commissioners last updated the Capital Improvement Project Prioritization List with Res. No. 2018-13 on September 25, 2018; and

WHEREAS, the Board of Commissioners as part of its annual budget work sessions on April 9, 2019 and April 23, 2019 reviewed the Capital Improvement Project Prioritization List, including completed projects, and re-visited the list with the Port’s Budget Committee on May 14, 2019; and

WHEREAS, the 5-year Capital Improvement Plan includes approximately \$27.32 million worth of capital projects; and

WHEREAS, the Port of Newport Board of Commissioners finds that the capital improvement projects meet the goals and objectives stated within the Strategic Business Plan; NOW THEREFORE

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS
FOLLOWS:**

Section 1. The following projects are identified as the top priorities for fiscal year 2019-20:

Location	Project	Cost Estimate
Commercial Marina	Port Dock 5 Pier Construction	\$ 2,400,000
Commercial Marina	Replace 6 Pilings on Port Dock 5 and 7	120,000
International Terminal	Shipping Facility Semi-annual Grading Work	10,000
	TOTAL	\$ 2,530,000

Section 2. The Port of Newport’s 5-year Capital Improvement Plan is attached as Attachment “A”.

Section 3. Res. No. 2018-13 and other Previous Capital Improvement Prioritization Lists are hereby repealed.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 28th day of May, 2019.

ATTEST:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer

**PORT OF NEWPORT
RESOLUTION NO. 2019-xx**

A RESOLUTION ADOPTING A COMPENSATION PLAN FOR PORT EMPLOYEES

WHEREAS, the Port of Newport (Port) By-laws for the Port of Newport Board of Commissioners (Commission) created by Ordinance No. 100, adopted May 22, 2014, Section 6(E) states that the Commission shall determine employee compensation and reimbursement amounts; and

WHEREAS, Resolution No. 2016-12 adopted a Personnel Manual for the Port of Newport; and

WHEREAS, Section 4.1 of the Personnel Manual for the Port of Newport states that the General Manager shall annually recommend a compensation plan for adoption by resolution by the Board of Commissioners; and

WHEREAS, the Plan shall include rates of pay, entrance salaries, step increases and other employee benefits; and,

WHEREAS, elements of this plan were reviewed by the Port Commission at their 1st Budget Priorities Work Session on April 9, 2019, and again by the Budget Committee at their May 14, 2019, meeting; and,

WHEREAS, the Budget Committee approved the FY 2019-2020 budget as presented;
NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Purpose. The purpose of this resolution is to establish a Compensation Plan for employees in the career service of the Port beginning July 1, 2019, and shall appear as an appendix in the Personnel Manual of the Port of Newport along with other supporting documentation.

Section 2. Cost of Living Adjustment (COLA). The Port shall use a COLA of 2.0% for Fiscal Year 2019-2020 which shall take effect on January 1, 2020. The state's standard minimum wage is scheduled to increase to \$11.25 perhour on July 1, 2019.

Section 3. Rates of Pay. Each employee shall be paid an hourly rate of pay within the hourly salary range for the class in which he/she is employed. Hourly rates of pay include twelve steps for eligible employees pursuant to the Personnel Manual. The percent increase between steps shall be two percent (2.0%). Temporary or part-time employment rates shall start at Oregon's standard state minimum wage unless approved at a higher rate by the General Manager.

Port of Newport Wage Steps Effective 1/1/2019		Port of Newport													
		1	2	3	4	5	6	7	8	9	10	11	12	Annual Range	
Cost of Living Adjustment	2.0%														
Step Increment (%)	2.0%														
Administration															
General Manager	\$55.66	\$56.77	\$57.91	\$59.07	\$60.25	\$61.45	\$62.68	\$63.94	\$65.22	\$66.52	\$67.85	\$69.21	\$70.58	\$71.95	\$73.32
Administrative Supervisor	\$17.66	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.37	\$22.80	\$23.23
Finance															
Director of Finance	\$37.75	\$38.51	\$39.28	\$40.06	\$40.86	\$41.68	\$42.51	\$43.36	\$44.23	\$45.11	\$46.02	\$46.94	\$47.87	\$48.81	\$49.75
Accounting Supervisor	\$24.66	\$25.15	\$25.66	\$26.16	\$26.69	\$27.22	\$27.76	\$28.32	\$28.89	\$29.46	\$30.05	\$30.65	\$31.25	\$31.86	\$32.47
Accounting Specialist I	\$17.64	\$17.99	\$18.35	\$18.72	\$19.09	\$19.47	\$19.86	\$20.26	\$20.66	\$21.08	\$21.50	\$21.93	\$22.37	\$22.80	\$23.23
Accounting Specialist II	\$13.91	\$14.18	\$14.47	\$14.76	\$15.05	\$15.35	\$15.66	\$15.97	\$16.29	\$16.62	\$16.95	\$17.29	\$17.63	\$17.97	\$18.31
Accounting Specialist III	\$11.25	\$11.48	\$11.70	\$11.94	\$12.18	\$12.42	\$12.67	\$12.92	\$13.18	\$13.44	\$13.71	\$13.99	\$14.27	\$14.55	\$14.83
Operations															
Director of Operations	\$37.32	\$38.07	\$38.83	\$39.61	\$40.40	\$41.21	\$42.03	\$42.87	\$43.73	\$44.60	\$45.50	\$46.40	\$47.31	\$48.23	\$49.15
Project Engineer	\$26.64	\$27.18	\$27.72	\$28.27	\$28.84	\$29.42	\$30.00	\$30.60	\$31.22	\$31.84	\$32.48	\$33.13	\$33.78	\$34.44	\$35.10
MOC-P Manager	\$23.32	\$23.78	\$24.26	\$24.74	\$25.24	\$25.74	\$26.26	\$26.78	\$27.32	\$27.87	\$28.42	\$28.99	\$29.56	\$30.14	\$30.72
Commercial Harbormaster	\$23.04	\$23.50	\$23.97	\$24.45	\$24.94	\$25.44	\$25.95	\$26.47	\$27.00	\$27.54	\$28.09	\$28.65	\$29.21	\$29.78	\$30.35
Recreational Harbormaster	\$21.29	\$21.71	\$22.15	\$22.59	\$23.04	\$23.50	\$23.97	\$24.45	\$24.94	\$25.44	\$25.95	\$26.47	\$26.99	\$27.52	\$28.05
NIT Supervisor	\$22.48	\$22.93	\$23.39	\$23.86	\$24.33	\$24.82	\$25.32	\$25.82	\$26.34	\$26.87	\$27.40	\$27.95	\$28.49	\$29.04	\$29.59
RV Park Supervisor	\$15.52	\$15.83	\$16.15	\$16.47	\$16.80	\$17.14	\$17.48	\$17.83	\$18.19	\$18.55	\$18.92	\$19.30	\$19.68	\$20.06	\$20.44
Maintenance I	\$19.15	\$19.53	\$19.92	\$20.32	\$20.72	\$21.14	\$21.56	\$21.99	\$22.43	\$22.88	\$23.34	\$23.81	\$24.28	\$24.75	\$25.22
Maintenance II	\$15.10	\$15.40	\$15.71	\$16.02	\$16.34	\$16.67	\$17.00	\$17.34	\$17.69	\$18.04	\$18.40	\$18.77	\$19.14	\$19.51	\$19.88
Maintenance III	\$11.90	\$12.14	\$12.38	\$12.63	\$12.88	\$13.14	\$13.41	\$13.67	\$13.95	\$14.23	\$14.51	\$14.80	\$15.08	\$15.37	\$15.65

Port of Newport		Annual Range												
Wage Steps		1	2	3	4	5	6	7	8	9	10	11	12	Annual Range
Effective 1/1/2020														
Cost of Living Adjustment	2.0%													
Step Increment (%)	2.0%													
Administration														
General Manager	\$56.77	\$57.91	\$59.07	\$60.25	\$61.45	\$62.68	\$63.94	\$65.21	\$66.52	\$67.85	\$69.21	\$70.59	\$71.96	\$118,088.26
Administrative Supervisor	\$18.00	\$18.36	\$18.73	\$19.10	\$19.49	\$19.88	\$20.27	\$20.66	\$21.09	\$21.52	\$21.95	\$22.38	\$22.81	\$37,446.24
Finance														
Director of Finance	\$38.51	\$39.28	\$40.06	\$40.86	\$41.68	\$42.51	\$43.36	\$44.23	\$45.11	\$46.02	\$46.94	\$47.88	\$48.81	\$60,090.40
Accounting Supervisor	\$25.14	\$25.65	\$26.16	\$26.68	\$27.22	\$27.76	\$28.32	\$28.88	\$29.46	\$30.05	\$30.65	\$31.26	\$31.87	\$52,287.44
Accounting Specialist I	\$17.99	\$18.35	\$18.72	\$19.09	\$19.48	\$19.87	\$20.26	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.81	\$37,425.02
Accounting Specialist II	\$14.19	\$14.47	\$14.76	\$15.06	\$15.36	\$15.66	\$15.98	\$16.30	\$16.62	\$16.96	\$17.30	\$17.64	\$18.00	\$29,511.46
Accounting Specialist III	\$11.19	\$11.41	\$11.64	\$11.87	\$12.11	\$12.35	\$12.60	\$12.85	\$13.11	\$13.37	\$13.64	\$13.91	\$14.20	\$23,273.95
Operations														
Director of Operations	\$38.07	\$38.83	\$39.60	\$40.40	\$41.20	\$42.03	\$42.87	\$43.73	\$44.60	\$45.49	\$46.40	\$47.33	\$48.28	\$79,178.11
Project Engineer	\$27.17	\$27.72	\$28.27	\$28.84	\$29.41	\$30.00	\$30.60	\$31.21	\$31.84	\$32.47	\$33.12	\$33.79	\$34.47	\$56,519.42
MOC-P Manager	\$23.79	\$24.26	\$24.75	\$25.24	\$25.75	\$26.26	\$26.79	\$27.32	\$27.87	\$28.43	\$29.00	\$29.58	\$30.17	\$49,475.71
Commercial Harbormaster	\$23.50	\$23.97	\$24.45	\$24.94	\$25.44	\$25.95	\$26.47	\$27.00	\$27.53	\$28.09	\$28.65	\$29.22	\$29.80	\$48,881.66
Recreational Harbormaster	\$21.72	\$22.15	\$22.59	\$23.04	\$23.51	\$23.98	\$24.46	\$24.94	\$25.44	\$25.95	\$26.47	\$27.00	\$27.54	\$46,168.86
NIT Supervisor	\$22.93	\$23.39	\$23.86	\$24.33	\$24.82	\$25.32	\$25.82	\$26.34	\$26.87	\$27.40	\$27.95	\$28.51	\$29.08	\$47,693.57
RV Park Supervisor	\$15.83	\$16.15	\$16.47	\$16.80	\$17.14	\$17.48	\$17.83	\$18.18	\$18.55	\$18.92	\$19.30	\$19.68	\$20.07	\$32,927.23
Maintenance I	\$19.53	\$19.92	\$20.32	\$20.73	\$21.14	\$21.57	\$22.00	\$22.44	\$22.89	\$23.34	\$23.81	\$24.29	\$24.78	\$40,628.64
Maintenance II	\$15.40	\$15.71	\$16.02	\$16.34	\$16.67	\$17.01	\$17.35	\$17.69	\$18.05	\$18.41	\$18.77	\$19.15	\$19.53	\$32,036.16
Maintenance III	\$12.14	\$12.38	\$12.63	\$12.88	\$13.14	\$13.40	\$13.67	\$13.94	\$14.22	\$14.51	\$14.80	\$15.09	\$15.39	\$25,247.04





**Recommended Personnel Services
Fiscal Year 2019-2020**

	General Operating Fund							NOAA Fund			Combined GOF + NOAA % +/-	
	Admin	South Beach		Commercial	International	Maintenance	2018-2019 Final Budget	2019-2020 Proposed	GOF % +/-	2018-2019 Final Budget		2019-2020 Proposed
	RV Park	Operations	Marina	Terminal	Department							
Salaries and Wages												
<i>Port Administration</i>												
General Manager	\$ 130,563											
Administrative Supervisor	39,738											
Director of Finance & Business Services	88,428											
Accounting Supervisor	55,501											
Accounting Specialist I	38,931											
Accounting Specialist II	35,961											
Accounting Specialist III	35,961											
Director of Operations	89,171											
Overtime	5,000											
	519,255						\$ 462,460	\$ 519,255	12.3%			
<i>South Beach RV Park</i>												
RV Park Supervisor	\$ 41,753											
Accounting Specialist II	35,261											
Accounting Specialist III	27,263											
Overtime	5,000											
	109,277						104,394	109,277	4.7%			
<i>South Beach Marina</i>												
Recreational Harbormaster		\$ 57,283										
Maintenance II		35,367										
Maintenance II		34,667										
Maintenance II		34,667										
Maintenance II		32,673										
Overtime		3,000										
		197,657					187,085	197,657	5.7%			
<i>Commercial Marina</i>												
Commercial Harbormaster			\$ 57,283									
Maintenance II			38,274									
Maintenance II			34,667									
Maintenance II			33,330									
Maintenance II			33,330									
Maintenance II			33,330									
Overtime			6,000									
			236,215				192,877	236,215	22.5%			
Salaries and Wages (continued)												
<i>International Terminal</i>												
NIT Supervisor				\$ 53,719								
Overtime				8,000								
				61,719			54,619	61,719	13.0%			
<i>Maintenance Department</i>												
Maintenance Supervisor					\$ 41,435							
Maintenance II					34,667							
Overtime					1,000							
					77,102		106,168	77,102	-27.4%			
<i>NOAA</i>												
MOC-P Manager										\$ 55,713	\$ 57,962	4.0%
<i>Salary and Wage Adjustments per Market Study</i>												
Phase I								50,000	n/a			
Total Salaries and Wages	519,255	109,277	197,657	236,215	61,719	77,102	1,107,603	1,251,224	13.0%	55,713	57,962	4.0%
Personnel Count (FTE)	8.0	3.0	5.0	6.0	1.0	2.0	22.0	25.0		1.0	1.0	
Payroll Taxes and Benefits												
Total Payroll Tax Expense	46,282	10,597	18,865	22,611	5,558	7,474	103,109	111,387	8.0%	5,048	5,271	4.4%
Retirement - PERS	31,882	6,710	19,409	19,000	3,790	4,734	62,461	85,525	36.9%	2,568	3,559	38.6%
Health Insurance	71,616	26,856	44,760	53,712	8,952	17,904	202,272	223,800	10.6%	8,256	8,962	8.4%
Health Insurance Reimbursement Arrangement	2,080	780	1,300	1,560	260	520	6,550	6,500	-0.8%	262	800	205.3%
Employee Assistance Program	1,120	420	700	840	140	280	3,250	3,500	7.7%	120	140	16.7%
Workers' Compensation Insurance	1,201	214	12,314	14,716	3,845	4,803	38,121	37,093	-2.7%	3,743	3,611	-3.5%
Employee Incentives and Other	1,760	660	1,100	1,320	220	440	5,635	5,500	-2.4%	196	200	2.0%
Market Study Adj - Payroll Tax Expense								4,825				
Market Study Adj - PERS								3,070				
Market Study Adj - Workers' Comp Insurance								3,115				
Tax and Benefit Adjustments per Market Study								11,010	n/a			n/a
Total Payroll Taxes and Benefits	155,941	46,237	98,448	113,759	22,765	36,155	421,398	484,316	14.9%	20,193	22,533	11.6%
Total Personnel Services	\$ 675,196	\$ 155,513	\$ 296,105	\$ 349,974	\$ 84,484	\$ 113,257	\$ 1,529,001	\$ 1,735,539	13.5%	\$ 75,906	\$ 80,495	6.0%

Section 4. Health Care Insurance. The Port shall cover the monthly premium for employees' health care insurance though coverage will be available for employees' spouse and dependents if fully paid by the employee unless otherwise stated within an employment contract. Coverage is provided through Regence Blue Shield Insurance as negotiated by Special Districts Association of Oregon (SDAO). The medical plan includes a \$5,000 annual deductible, \$10,000 for family coverage.

MONTHLY	
A. <u>Medical</u> . "Red" Plan. PPO L.....	\$678.25 / \$1,933.01
B. <u>Dental</u> . Incentive Plan	\$55.50 / \$147.65

Section 5. Retirement Plan. The Port shall provide employees with a retirement plan funded through the State of Oregon Public Employees Retirement System (PERS). Each employee shall be responsible for their member-paid pre-tax contribution to the plan (6% of gross wages). The Port shall be responsible for employer contributions at the rates set by PERS.

MONTHLY	
A. Tier I	13.99%
B. Tier II	13.99%
C. OPSRP (Tier III)	6.14%

Section 6. Health Reimbursement Arrangement (HRA). The Port agrees to reimburse employees for eligible expenses (i.e. out-of-pocket expenses) above the \$1,500 deductible with an annual maximum reimbursement of \$3,500. The unused reimbursement may not be liquidated by the employee nor may it be carried over to the following fiscal year.

Section 7. Deferred Compensation. The Port shall provide a deferred compensation plan for its employees through the Oregon Growth Savings retirement account. This plan is entirely funded through employee contributions.

Section 8. Section 125 Pre-tax Medical Plan (FSA). The Port shall provide employees with access to a Flexible Spending Account or other Section 125 plan for health care coverage paid for by the benefitting employee.

Section 9. Bonus Consideration. The General Manager shall have the authority to issue on behalf of the Port a holiday bonus to employees in an amount not to exceed \$100 per employee based upon financial and other considerations. The Commission grants the General Manager an equal bonus as may be issued to other career service employees.

Section 10. Delegation of Responsibility. The General Manager shall have the authority to adjust these rates or benefits on a temporary basis due to changes in any of the contractual agreements related to the aforementioned benefits. Any adjustments to these rates or benefits will be reported to the Commission at its next regular meeting.

Section 11. Annual Review. The Commission shall annually review and adopt a new Compensation Plan prior to the subsequent budget's adoption. A one-page summary of the financial implications of this plan shall be included as a part of the proposed budget.

Section 12. Repealer. All previous Compensation Plans are hereby repealed.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 28th day of May, 2019.

ATTEST:

Stewart Lamerdin
President

Walter Chuck
Secretary/Treasurer

**PORT OF NEWPORT RESOLUTION NO. 2019-XX
A RESOLUTION SETTING RATES, FEES AND CHARGES**

WHEREAS, ORS 294.160 requires the governing body of a unit of local government to provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase; and

WHEREAS, Port of Newport Facilities Code Sec. 1.2(f) requires the Commission to set moorage and other appropriate rates, fees and charges by the adoption of a "fee schedule" by resolution; and

WHEREAS, the Port Commission last adjusted rates, fees and charges via Resolution 2018-07 on June 11, 2018; and

WHEREAS, the Port is a single enterprise similar to a commercial entity; and

WHEREAS, the Port Commission intends that user fees should cover the costs of the Port; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Unless otherwise noted, all Rates, Fees & Charges are effective July 1, 2019.

SECTION 1. SERVICE RATES.

Rates apply to all Port of Newport locations unless otherwise noted. Port owned equipment shall be operated only by port personnel. Rates are per hour, one hour minimum, in 15 minute increments, unless otherwise noted.

	PREVIOUS	NEW	% CHG
A. <u>Forklifts</u> . In addition to labor rate.			
1. Small. Toyotas.			
Per Hour.....	\$12.75	\$13.75	7.8%
2. Large. All at Newport International Terminal (NIT)			
Per Hour.....	\$32.00	\$37.00	15.6%
B. <u>Hoist Docks</u> . Tie up fee, per hour. Includes use of hoist.			
1. One hour minimum, up to 3 hours.....	\$41.00	\$43.05	5.0%
2. After 3 hours.....	\$49.00	\$51.45	5.0%
C. <u>Hoist Dock Cranes</u> . In addition to hoist dock rate.			
1. Large Capacity. In addition to labor rate.			
Per Hour.....	\$44.00	\$46.20	5.0%
2. Launch Sail Boats. Includes recovery, per launch.....	\$47.00	\$49.35	5.0%
D. <u>Service Docks</u> .			
1. Swede's Dock. In addition to moorage.			
Per day, per linear foot (double transient rate)...	\$1.04	\$1.09	5.0%
E. <u>City Water</u>			City's rate
		+ 5.0% Administration Fee	
F. <u>Fuel Surcharge</u> . NIT only. Per gallon.	\$0.034	\$0.034	0.0%

	PREVIOUS	NEW	% CHG
G. <u>Electricity</u> . Swede's Dock, Dock 1, and NIT. Per day charge.			
One day minimum.			
1. 208/220 v, single phase & 208 v three phase.....	\$16.75	\$17.59	5.0%
2. 120 v NIT.....	\$7.25	\$7.61	5.0%
3. PD7 Service Dock, 110 v pumps.....	\$7.25	\$7.61	5.0%
H. <u>Hydraulic Crane</u> . In addition to labor rate. 30 ton capacity.			
Per hour.....	\$146.00	\$156.00	6.8%
I. <u>Personnel Lift</u> . In addition to labor rate.			
Local rental cost + 5% administrative fee.....			n/a
J. <u>Pump/Line Service</u> . Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate.			
Per hour	\$65.00	\$68.25	5.0%
K. <u>Storage</u> .			
1. Outside Lot Storage. Any Port of Newport Lot except Newport International Terminal.			
a. Per square foot, monthly charge.....	\$0.24	\$0.25	5.0%
b. Minimum monthly charge.....	\$24.00	\$25.20	5.0%
a. Boat trailer only, per night.....	\$2.65	\$2.78	5.0%
b. Boat on trailer, per night, 10 days limit.....	\$8.50	\$8.93	5.0%
2. NIT Lot Storage			
a. Per square foot, monthly charge.....	\$0.24	\$0.31	29.2%
b. Minimum monthly charge.....	\$24.00	\$31.00	29.2%
2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245).			
1st day free. Each additional day.....	\$30.00	\$31.50	5.0%
Charge for improper use of parking lot. (e.g. boat repair)			
Per day.....	\$24.00	\$25.20	5.0%
L. <u>Net & Gear Maintenance</u> . Boat crew is responsible for clean-up. If Port employees are required to clean up area, the boat account will be billed at the established hourly labor rates.			
1. Commercial Marina, per day.....	\$21.00	\$22.05	5.0%
2. NIT, per day. (7 calendar days max).....	\$21.00	\$25.00	19.0%
3. South Beach Marina, per day.....	\$21.00	\$22.05	5.0%
M. <u>Work Barge</u> . In addition to labor rate.			
1. Work boat, per hour.....	\$138.00	\$144.90	5.0%
2. Wood Barge, per day (work boat extra).....	\$26.00	\$27.30	5.0%
3. Skiff, per hour.....	\$14.50	\$15.23	5.0%
N. <u>Clean-up</u> . Equipment charges are extra.			
1. Oil Spills, per hour	\$102.00	\$107.10	5.0%
(HAZWOPER trained staff)			
O. <u>Disposal Fees</u> .			
1. Just oil, per gallon.....	\$0.52	\$0.55	5.0%
2. Oil-Water mix, per gallon.....	\$1.05	\$1.10	5.0%
3. Net Disposal and/or related gear, per pound.....	\$0.19	\$0.20	5.0%
4. Garbage, per pound.....	\$0.16	\$0.17	5.0%

	PREVIOUS	NEW	% CHG
P. <u>Port Labor</u> . Includes all staff and fully burdened. Per hour, one hour minimum, in 15 minute increments.			
1. Regular Hours.....	\$56.00	\$58.80	5.0%
2. Overtime. Any services required outside regular working hours unless otherwise posted.....	\$84.00	\$88.20	5.0%
3. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours.....	\$106.00	\$111.30	5.0%
Q. <u>Pallet Charge</u> . Any Port owned pallet leaving yard, each	\$6.50	\$6.83	5.0%
R. <u>Dredge Spoils</u> . Includes state fees; may be waived for other public agencies or beneficial uses.			
Per cubic yard.....	\$2.65	\$2.90	9.4%
S. <u>Keys/Cards</u> .			
1. South Beach Facilities, cards.			
a. Original (1st one).....	free	free	n/a
b. Replacement/additional (each).....	\$6.50	\$6.83	5.0%
2. Bay Front Facilities, keys.			
a. Original/first one.....	\$18.00	\$18.90	5.0%
b. Replacement/additional.....	\$32.00	\$8.93	-72.1%
T. <u>Truck Toll</u>			
Vehicles with a Commercial Motor Vehicle Classification of Class 6 or higher (GVWR of 19,501 lbs or above), per axle.....	n/a	\$7.00	n/a

	PREVIOUS	NEW	% CHG
SECTION 2. COMMERCIAL MARINA (BAY FRONT) CHARGES. (Port Docks 1, 3, 5 and 7)			
A. <u>Moorage</u> . Per linear foot.			
1. Daily (transient).....	\$0.52	\$0.60	15.0%
3. Calendar Month, to be paid in advance	\$9.50	\$10.93	15.0%
4. Semi-Annual, to be paid in advance	\$35.00	\$38.50	10.0%
5. Annual, to be paid in advance	\$46.00	\$50.60	10.0%
B. <u>Parking Permits</u> . To be paid in advance.			
1. Commercial Fishermen only.			
Annual: April 1 - March 31	\$23.00	\$24.15	5.0%

SECTION 3. INTERNATIONAL TERMINAL CHARGES.

International Terminal Tariff No. 1 adopted via Resolution No. 2014-03 on 22 May 2014. All fees authorized via Tariff No. 1 effective 1 July 2014.

A. <u>Port Security Fee</u> . (§I.13) Per three 8-hour shifts.			
B. <u>Materials & Supplies</u> . (§I.31). Cost + 5% Administration Fee.			
C. <u>Dockage Charges</u> . (§III.31). Rate per day, by length.			
1. 000.00 - 351.05 ft.....	\$1,627.00	\$1,708.35	5.0%
2. 351.05 - 371.05 ft.....	\$1,792.00	\$1,881.60	5.0%
3. 371.02 - 400.26 ft.....	\$1,981.00	\$2,080.05	5.0%
4. 400.26 - 426.51 ft.....	\$2,203.00	\$2,313.15	5.0%
5. 426.51 - 449.48 ft.....	\$2,373.00	\$2,491.65	5.0%
6. 449.48 - 475.72 ft.....	\$2,607.00	\$2,737.35	5.0%
7. 475.72 - 498.69 ft.....	\$2,960.00	\$3,108.00	5.0%
8. 498.69 - 524.93 ft.....	\$3,527.00	\$3,703.35	5.0%
9. 524.93 - 551.18 ft.....	\$3,639.00	\$3,820.95	5.0%
10. 551.18 - 574.15.....	\$3,822.00	\$4,013.10	5.0%
11. 574.15 - 600.39 ft.....	\$4,373.00	\$4,591.65	5.0%
12. 600.39 - 626.64 ft.....	\$5,092.00	\$5,346.60	5.0%
13. 626.64 - 650.00 ft.....	\$5,787.00	\$6,076.35	5.0%
14. Above 650 ft., added on top of above rate, per ft.....	\$8.90	\$9.35	5.0%
15. Exceptions for certain vessels (§II.14) [Including all fishing vessels] Per linear foot.			
Daily.....	\$0.80	\$1.35	68.8%
D. <u>Service and Facility Charges</u> . (§III.2).			
Per 1000 board feet, unless noted.			
1. Logs. Scribner scale, ex dock.....	\$7.75	\$8.14	5.0%
2. Cants.....	\$6.00	\$6.30	5.0%
3. Lumber, packaged rough.....	\$5.22	\$5.48	5.0%
4. Lumber, packaged surfaced.....	\$4.63	\$4.86	5.0%
5. Plywood, veneer, corestock & harbord, /1000 kilos.....	\$5.87	\$6.16	5.0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$3.49	\$3.66	5.0%
7. Other commodities, per metric ton or 1000 bf.....	\$6.83	\$7.17	5.0%
8. Other commodities, per cubic meter.....	\$5.69	\$5.97	5.0%

	PREVIOUS	NEW	% CHG
E. <u>Wharfage Assessment.</u> (§III.6).			
Minimum charge for any single bill of lading.....	\$10.00	\$10.50	5.0%
F. <u>Wharf Charges.</u> (§III.7)			
Per 1000 board feet, unless noted. In addition to Service & Facility charges.			
1. Logs. Scribner scale, ex dock.....	\$9.50	\$9.98	5.0%
2. Cants.....	\$6.00	\$6.30	5.0%
3. Lumber, packaged rough.....	\$4.55	\$4.78	5.0%
4. Lumber, packaged surfaced.....	\$4.03	\$4.23	5.0%
5. Plywood, veneer, corestock & harbord, /1000 kilos.....	\$3.96	\$4.16	5.0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$2.72	\$2.86	5.0%
7. Other commodities, per metric ton or 1000 bf.....	\$5.57	\$5.85	5.0%
8. Other commodities, per cubic meter.....	\$4.57	\$4.80	5.0%
G. <u>Cargo Staging Area.</u> (§IV.2). Base rent for 3-acre surge area.			
1. Per week, seven days	\$2,000.00	\$2,100.00	5.0%
2. Per day, less than seven days	\$300.00	\$315.00	5.0%
H. <u>Line Service.</u> (§V.3). Labor will be charged at the rates set out in the current ILWU/PMA West Coast Contract + 5.0% for overhead. Rate schedule per day.			
1. 2 individuals.....	\$520 - \$656		0.0%
2. 4 individuals.....	\$1,061 - \$1,317		0.0%
3. 6 individuals.....	\$1,575 - \$1,973		0.0%
4. 8 individuals.....	\$2,153 - \$2,631		0.0%

SECTION 4. RECREATIONAL MARINA (SOUTH BEACH) CHARGES. Rates become effective October 1, 2019.

A. Moorage. Per linear foot. Charge based on boat length or slip length, whichever is greater. Charge at F-Dock based on boat length.

1. Daily.....	\$0.80	\$0.84	5.0%
2. Weekly.....	\$5.00	\$5.25	5.0%
3. Calendar Month.....	\$12.00	\$12.60	5.0%
4. Semi-Annual, to be paid in advance.....	\$40.00	\$42.00	
5. Annual, to be paid in advance.....	\$60.00	\$63.00	5.0%
6. Cancellation Fee - Semi-Annual or Annual Moorage			
a. 30 days or more before check-in date.....	\$53.00	\$55.65	5.0%
b. Less than 30 days before check-in, or early check out.....	\$105.00	\$110.25	5.0%
7. Electric Surcharge, per extra plug on dock.			
a. Weekly.....	\$30.00	\$31.50	5.0%
b. Monthly.....	\$120.00	\$126.00	5.0%
8. Live-aboard, by written agreement only.			
Monthly rate per person.....	\$80.00	\$84.00	5.0%

B. South Beach Charter Rates.

1. Annual Charter Operating Fee.....	\$350.00	\$367.50	5.0%
2. Annual Moorage, per linear foot, if meeting the requirements of Resolution 2015-08 Section 3.....	\$50.00	\$52.50	5.0%

C. Dock Box. Purchase..... \$375.00 \$393.75 5.0%

D. Electrical Upgrade. From 20 to 30 amp. One time fee..... \$75.00 \$78.75 5.0%

E. Service Fee Reimbursement. For electric pedestal amperage overloads. First service call included in base rate. All other service reimbursements

May be charged at actual cost to the Port + 5.0% Admin. Fee \$100.00 \$105.00 5.0%

F. Line Replacement. Per foot, per time..... \$1.50 \$1.58 5.0%

G. Launch Fee. Includes use of launch ramp, boat washdown, and fish cleaning stations.

1. Daily.....	\$6.00	\$6.00	0.0%
2. Annual			
a. Resident	\$70.00	\$73.50	5.0%
b. Resident Senior (60+).....	\$50.00	\$50.00	0.0%
c. Non-resident	\$100.00	\$105.00	5.0%
d. Non-resident Senior. (60+).....	\$85.00	\$89.25	5.0%
e. Military Veterans Disabled, Retired, or Active Duty; with ID Proof	\$50.00	\$50.00	0.0%

	PREVIOUS	NEW	% CHG
SECTION 5. RECREATIONAL VEHICLE PARK FEES. Effective October 1, 2019. Applicable State and			
A. <u>High Traffic Surcharge.</u> Per night (2-night minimum). Added to all RV Park stays in the Marina RV Park,			
1. Memorial Day, Labor Day, 4th of July	\$20.00	\$20.00	0.0%
2. Seafood & Wine Festival, Marina RV Park & Annex	\$50.00	\$50.00	0.0%
3. Seafood & Wine Festival, Dry Camp	\$50.00	\$50.00	0.0%
4. Other Special Events	varies	varies	
B. <u>Off Season (Winter).</u> 1 November - March 31.			
1. All Marina RV Park Sites			
a. Daily			
Regular.....	\$43.00	\$45.15	5.0%
Good Sam OR Military Veterans (not both).....	\$38.70	\$40.64	5.0%
b. Monthly.....	\$800.00	\$850.00	6.3%
2. The Annex RV Sites			
a. Daily.....	\$37.00	\$38.85	5.0%
c. Monthly.....	\$750.00	\$800.00	6.7%
3. Dry Camping, daily	\$25.00	\$25.00	0.0%
C. <u>Peak Season (Summer).</u> April 1 - October 31. Base rate before taxes.			
1. All Marina RV Park Sites			
a. Daily			
Regular.....	\$50.00	\$52.50	5.0%
Good Sam OR Military Veterans (not both).....	\$45.00	\$47.25	5.0%
b. Monthly.....	\$900.00	\$950.00	5.6%
2. The Annex RV Sites			
a. Daily.....	\$38.00	\$39.90	5.0%
b. Monthly.....	\$750.00	\$787.50	5.0%
3. Dry Camping, daily	\$27.00	\$27.00	0.0%
D. <u>South Beach Meeting Room.</u> Must be pre-arranged and authorized. Keys must be obtained and returned.			
1. 1/3 Day (morning, afternoon or evening).....	\$40.00	\$42.00	5.0%
2. Full Day.....	\$100.00	\$105.00	5.0%
E. <u>Pet Fee.</u> Charged additionally; 3 pet limit.			
1. Daily. First pet free; each additional.....	\$4.00	\$4.00	0.0%
2. Weekly. First pet free; each additional.....	\$11.00	\$11.00	0.0%
3. Monthly. Charge per pet including first.....	\$11.00	\$11.00	0.0%
F. <u>Individual Fee.</u> First two people free; each additional person charged.			
a. Daily.....	\$4.00	\$4.20	5.0%
b. Monthly.....	\$42.00	\$44.10	5.0%
G. <u>Vehicle Fee.</u> Any combination of three axle pieces or equipment (e.g. trailer, fifth wheel, truck/car, storage trailer.) Charged for fourth piece.			
a. Daily.....	\$10.00	\$10.50	5.0%
b. Monthly.....	\$50.00	\$52.50	5.0%
H. <u>Reservation Deposit.</u> Payable at booking. Deposit will be applied to actual stay, subject to cancellation fee if applicable.			
a. Daily		First night's rate	
b. Monthly.....		First month's rate	
I. <u>Cancellation Fee.</u>			
1. Daily reservation, except holiday or special event.			
a. 72 hours or more before check-in date.....	\$15.00	\$15.75	5.0%
b. Less than 72 hours before check-in date.....		First night's rate	

	PREVIOUS	NEW	% CHG
2. Daily reservation, holiday or special event other than Seafood & Wine Festival			
a. 14 days or more before check-in date.....	\$15.00	\$15.75	5.0%
b. Fewer than 14 days before check-in date.....		First night's rate	
3. Monthly reservation.			
a. 30 days or more before check-in date.....	\$53.00	\$55.65	5.0%
b. Less than 30 days before check-in, or early checkout.....	\$105.00	\$110.25	5.0%
4. Seafood & Wine Festival. All cancellations are charged for a 2-nights' rate, no grace period.			
J. <u>Laundry Machines.</u> Per Load.....	\$2.00	\$2.50	25.0%
K. <u>Showers</u>			
1. Marina RV Park and Annex RV Sites.....	free	free	
2. Marina Slips & Dry Camping, per 5 minutes.....	\$1.50	\$1.58	5.0%

SECTION 6. CIVIL PENALTIES. Penalties found in PONFC (§7.4(a)). Paid in full. Effective July 1, 2018.

A. <u>Class A Violation</u>			
1. 0 - 14 days, per day.....	\$315.00	\$330.75	5.0%
2. 15 - 29 days, per day.....	\$630.00	\$661.50	5.0%
3. 30+ days, per day.....	\$1,050.00	\$1,102.50	5.0%
B. <u>Class B Violation.</u>			
1. 0 - 14 days, per day.....	\$158.00	\$165.90	5.0%
2. 15 - 29 days, per day.....	\$315.00	\$330.75	5.0%
3. 30+ days, per day.....	\$525.00	\$551.25	5.0%
C. <u>Class C Violation.</u>			
1. 0 - 14 days, per day.....	\$32.00	\$33.60	5.0%
2. 15 - 29 days, per day.....	\$63.00	\$66.15	5.0%
3. 30+ days, per day.....	\$105.00	\$110.25	5.0%
D. <u>Class D Violation.</u>			
1. 0 - 14 days, per day.....	\$16.00	\$16.80	5.0%
2. 15 - 29 days, per day.....	\$32.00	\$33.60	5.0%
3. 30+ days, per day.....	\$53.00	\$55.65	5.0%
E. <u>Parking Violation.</u>			
1. 0 - 10 days, paid within.....	\$42.00	\$44.10	5.0%
2. 11 - 20 days, paid within.....	\$89.00	\$93.45	5.0%
3. 21+ days, paid within.....	\$131.00	\$137.55	5.0%
F. <u>Dumping Violation.</u>			
Per Event.....	\$525.00	\$551.25	5.0%

SECTION 7. ADMINISTRATIVE FEES. Staff may require payment or deposit in advance of service (ORS 192.440(4)(a)). Effective 1 July 2018.

A. Public Records Request Fee Schedule.

1. Copies of Public Records. Per page.....	\$0.50	\$0.53	5.0%
2. Copies of Nonstandard documents, per page.....	\$21.00	\$22.05	5.0%
3. Copies of Sound Recordings (each).....	\$12.00	\$12.60	5.0%

B. Faxes/Emailing/Copies. Per page.

1. Local.....	\$1.10	\$1.16	5.0%
2. Long Distance.....	\$2.00	\$2.10	5.0%
3. Incoming.....	\$1.50	\$1.58	5.0%
4. Copies	\$0.30	\$0.32	5.0%

C. Long Distance Phone Calls. 5 minutes maximum.

.....	\$2.50	\$2.63	5.0%
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D. Lamination. Per page. Letter size.....

.....	\$2.50	\$2.63	5.0%
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E. Notice Posting. For non-payment of lease or moorage.....

.....	\$75.00	\$78.75	5.0%
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F. Failure to Register. For research related to unregistered boats.

Per hour, one hour minimum, in 15 minute increments.
See Section 1(P)

G. International Terminal Meeting Room. Must be pre-arranged and

1. Half day.....	\$40.00	\$42.00	5.0%
2. Full day.....	\$80.00	\$84.00	5.0%

H. Returned Check Fee. Bank fees will be added.....

.....	\$50.00	\$52.50	5.0%
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I. Per Annum Interest Rate. Applied to past due accounts.

.....	19.0%	\$0.20	5.0%
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J. Impound Seizure Fee.

1. Vessel Impounding.....	\$850.00	\$892.50	5.0%
2. Car/Truck/Trailer.....	\$125.00	\$131.25	5.0%
3. Towing.....	Actual Cost + 5% Admin. Fee		

K. Process Fees.

Any additional fees incurred by the Port as part of an eviction process.

1. Notice.....	\$75.00	\$78.75	5.0%
2. FED Complaint.....	\$250.00	\$262.50	5.0%
3. Court Hearing.....	\$200.00	\$210.00	5.0%
4. Writ of Execution.....	\$160.00	\$168.00	5.0%

L. Special Use Permit Fee. The General Manager has authority to adjust or waive usage fee based upon non-

1. <u>Application Fee</u>	\$110.00	\$115.50	5.0%
2. <u>Usage Fee.</u> Number of Participants, Attendees, Contestants,			
a. 1 - 200.....	\$420.00	\$441.00	5.0%
b. 201 - 500.....	\$683.00	\$717.15	5.0%
c. 501-1000.....	\$945.00	\$992.25	5.0%
d. 1001 - 5000.....	\$1,470.00	\$1,543.50	5.0%
e. 5001 - 10,000.....	\$1,995.00	\$2,094.75	5.0%
f. 10,001 - 20,000	\$2,520.00	\$2,646.00	5.0%
f. More than 20,000.....	\$5,250.00	\$5,512.50	5.0%
3. Vendors, per each.....	\$50.00	\$52.50	5.0%
4. Insurance Certificate Minimum Limits. Additional coverage or limits may			
a. General Liability, per occurrence.....	\$2MM	\$2MM	0.0%
b. General Liability, in aggregate.....	\$2MM	\$2MM	0.0%

	PREVIOUS	NEW	% CHG
M. <u>Security</u> . (TCB) costs reviewed and passed along to applicant, + 5.0% Administrative Fee.			
N. <u>Background Check</u>	\$40.00	\$42.00	5.0%
O. <u>Credit Check</u>	\$40.00	\$42.00	5.0%
P. <u>Notary Fees</u> (OAR 160-100-0410).			
Affidavit/Jurat, Oath/Affirmation, Witness/Attest, per document.....	\$10.00	\$10.50	5.0%
Q. <u>Package Handling Fee</u> . Per item.			
1. Envelope.	free	free	n/a
2. Package. 1st one free. Fee for each additional package.....	\$5.00	\$5.25	5.0%

SECTION 8. INSURANCE CERTIFICATE MINIMUM LIMITS. Effective July 1, 2018. Limits are subject to review and risk assessment by management and/or the Port's insurance agent of record. A certificate naming the Port of Newport as an additional insured is also required.

Subject to periodic review by Insurance Agent, and subsequent changes by the Port's Management and/or the Board of Commissioners.

A. Leases/Tenants.

1. General Liability, each occurrence.....	\$2MM
2. Damage to rented premises, each occurrence.....	\$300K
3. Medical expenses, any one person.....	\$5K
4. Person and adverse injury.....	\$2MM
5. General Aggregate.....	\$2MM
6. Products - Comp/Op aggregate.....	\$2MM

B. Commercial Vessels. Port of Newport to be named as an additional insured on Liability

1. Protection & Indemnity, must not exclude Wreck Removal.....	\$250K
2. Pollution Liability.....	\$300K
3. If Pollution/Protection & Indemnity Combined.....	\$600K

C. Recreational Vessels. Port of Newport to be named as an additional insured on Liability Coverage.

1. Protection & Indemnity, must not exclude Wreck Removal.....	
2. Pollution Liability.....	
3. -or- Watercraft Liability, must include both wreck removal and pollution liability coverage. Umbrella clauses must identify boats exceeding 25 ft.....	\$500K

D. Charter/Guide Vessels.

1. General Liability.....	\$2MM
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E. International Terminal Vessels (Tariff No. 1(\$17))

1. Maritime Employer's Liability (Jones Act).....	\$1MM
2. Commercial and/or Comprehensive Marine General Liability.....	\$5MM

G. Vendors. (reserved)

SECTION 9. RETAIL SALES, GIFT CERTIFICATES, PROMOTIONS, SPONSORSHIPS, AND SUNDRIES.

Commission delegates to the General Manager the ability to set prices.

SECTION 10. DELEGATION OF RESPONSIBILITY.

The Commission delegates to the General Manager the ability to adjust these rates on a temporary basis to better manage services at the Port. Any adjustments to these rates will be reported to the Commission at its next Regular Meeting.

SECTION 11. ANNUAL REVIEW.

The Commission, through assistance by Port staff, shall at least annually review and adopt a new Rate, Fees and Charges Resolution prior to the subsequent budget's adoption.

SECTION 12. REPEALER. All previous rates and/or rate resolutions are hereby repealed.

APPROVED AND ADOPTED by the Board of Commissioners this 28th day of May, 2019.

Stewart Lamerdin
President

Walter Chuck
Secretary/Treasurer

**PORT OF NEWPORT
RESOLUTION NO. 2019-XX**

A RESOLUTION ADOPTING FISCAL MANAGEMENT POLICIES

WHEREAS, the Port of Newport Board of Commissioners By-laws states in section 2 that the Board of Commissioners shall adopt policies for the governance of the Port; and

WHEREAS, the Port of Newport Board of Commissioners has a responsibility to ensure the Port of Newport handles public funds appropriately; and

WHEREAS, the Port of Newport Board of Commissioners recognizes that fiscal management policies will assist the Port of Newport in complying with applicable laws and regulations and operating in a manner consistent with its mission statement and strategic vision; and

WHEREAS, the Port of Newport presently does not have enumerated policies with regard to fiscal management; and

WHEREAS, the interim Director of Finance and staff have prepared a Port of Newport Fiscal Management Policies document, attached hereto as Exhibit A, that outlines policies and procedures for public funds management;

NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section I. The Port of Newport Fiscal Management Policies document, attached hereto as Exhibit A, is hereby adopted by reference.

Section II. The Policies and Procedures may be modified by Resolution or may be modified administratively to follow best practices, for example, to update items to comply with GASB and other professional standards, or to incorporate new laws and rules.

Section II. Staff is directed to codify this policy according to past administrative practices.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this
28th day of May, 2019.

ATTEST:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer



FISCAL MANAGEMENT POLICIES

*Adopted by Resolution XXXX
[DATE]*

Financial Management Policies

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PURPOSE: This document will communicate the general management and financial policies established by the Port of Newport Board of Commissioners in order to ensure the Port of Newport (Port) complies with applicable laws and regulations and operates in a manner consistent with the organization’s mission statement and strategic vision.

Chapter 1. Financial Oversight

1.1 Adoption of Management Systems. The Board Treasurer will review fiscal policies and procedures at least every five years. The Board Treasurer will recommend changes to the Board of Commissioners.

1.2 Budget Overview.

- (a) Local Budget Law. The Port is subject to budget provisions established by law as determined by Oregon’s Local Budget Law, found in ORS Chapter 294.
- (b) Budget Committee. The Budget Committee consists of the Port Commission and five additional electors from within the district appointed by the Port Commission. The additional members serve terms of three years, with appointed terms staggered. Vacancies among the additional electors on the budget committee will be filled promptly and not later than one month prior to a scheduled budget meeting.
- (c) Meetings. In July of each year, the budget officer is assigned for the upcoming fiscal year. During the first Budget Committee meeting of each budget cycle (typically in May), the Budget Committee will elect a chairperson and a secretary and the new budget is proposed by the budget officer.

Additional meetings may be held through-out the year as needed to approve supplemental budgets.

- (d) Approval. The Port Commission shall enact resolutions or ordinances to adopt the budget no later than June 30th. The budget officer shall submit the approved budget and certification documents to the assessor’s office no later than July 15th. The budgetary fiscal period coincides with the annual reporting period (July 1 through June 30). Original appropriations may be increased or decreased, through resolutions, by transferring amounts between appropriations in the same fund or by transferring from an appropriation in the General Fund to an appropriation in another fund, or they may be increased through the adoption of a supplemental budget. By state law, budget appropriations lapse at year-end.

1.3 Commission Responsibilities for Finances. The Commission is responsible for overseeing the financial operations of the Port including income, investments, expenditures, cash flow and audit. The Treasurer shall ensure that adequate accounts of receipts and expenditures are kept to show the financial condition of the Port, and shall cause these accounts to be opened at suitable times for the inspection of the Commission. The Treasurer will verify the accuracy and validity of all vouchers prior to each monthly meeting.

1.4 Review of Financial Statements. The General Manager, or their designee, shall prepare monthly financial reports sufficient for evaluating the organization's ongoing financial situation. The Commission will review applicable financial reports, as deemed necessary.

Program Managers will have access to monthly financial information for assigned programs and/or projects.

1.5 Audit. The Commission shall evaluate the need for the Port to request bids for auditing services every 3 years. If a bid is recommended, the General Manager, or their designee, shall secure bids from at least three independent CPAs for conducting an annual audit. The selected CPA will conduct the audit within 6 months of the fiscal year end. The Treasurer will ascertain that an audit of the Port’s financial condition is conducted at the close of each fiscal year. The CPA shall perform all audits under the accounting and auditing standards applicable to a government agency.

The audit must conform to the Minimum Standards for Audits of Oregon Municipal Corporations as defined by OAR 162-010. If Federal funds have been received during the audit period and exceed the federal threshold requiring an audit, the audit must also conform to 2 CFR Part 200 – Super Circular and any applicable amendments.

The audit must be approved by the Commission prior to filing with the Secretary of State Audits Division.

1.6 Non-Discrimination. The Port will not discriminate in the selection of vendors, suppliers, professional services, or in the hiring, promotion or termination of employees on the basis of gender, race, creed, national origin, color, religion, marital status, veteran status, disability, age or sexual orientation.

1.7 Grant and Audit Standards. As an Oregon municipality and a recipient of federal grants, the Port will adhere to and incorporate into its policy manuals 2 CFR Part 200 – Super Circular.

1.8 Insurance and Bonding. The Port will obtain various types of insurance to protect Port property, activities and interests as deemed necessary to minimize risk. Refer to separate document for the Risk Management Policy.

At a minimum, the Board of Commissioners will authorize the purchase of Fidelity Bonding for the officers of the Board and the General Manager.

1.9 Compliance. The Port of Newport is committed to complying with all Federal, State and local laws and regulations. Ethical conduct and integrity guide the organization's actions and is part of excellent business practice. The Port will:

- Comply with all relevant legislation, laws, standards, codes and internal policies;
- Maintain awareness by providing training and obtaining legal advice as needed;
- Develop and implement processes to ensure compliance and ethical obligations;
- Monitor compliance with its legal and ethical obligations; and
- Take appropriate corrective action to prevent future compliance violations.

1.10 Internal Controls. The Port's policy is to establish and maintain an effective system of internal controls that allow for organizational structure and procedures to ensure the safeguarding of assets and the integrity of financial records. These controls reduce the possibility of error, mismanagement and fraud. The responsibility for these systems of control is delegated to the Director of Finance & Business Services and includes ongoing monitoring and enforcement of these control activities. The Director of Finance & Business Services should periodically review the established controls and assess their effectiveness and report the results to the General Manager and the current Port Treasurer and implement changes as needed.

1.11 Oregon Government Ethics. The Oregon Government Ethics Law applies to all elected and appointed officials, employees and volunteers (“public official”) at all levels of state and local government. The law states that no public official shall use or attempt to use an official position to

obtain financial gain or avoid financial detriment. Oregon's ethics laws prohibit each public official from gaining a financial benefit or avoiding a financial cost as a result of his or her position. However, several specific benefits, such as compensation packages and reimbursed expenses, are allowed.

1.12 Gifts. No public official shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit. This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official.

1.13 Conflict of Interest. A conflict exists if a decision or recommendation could affect the finances of the public official or the finances of a relative. A few other situations can present a conflict of interest, as well. If a conflict of interest exists, the public official must always give notice of the conflict to a responsible party, and in some situations the public official is restricted in his ability to participate in the matter that presents the conflict of interest.

Chapter 2. Organizational and General Accounting Policies

2.1 Use of Funds. The Port is a municipal corporation subject to Oregon Local Budget Law. As such, the general ledger must be maintained and reported by fund. A fund is defined as a self-balancing set of general ledger accounts. The Port currently maintains five individual funds for state legal compliance that are combined and reported as a unitary enterprise similar to a commercial entity organized for profit for financial reporting. When necessary, additional funds may be recommended by the Director of Finance & Business Services, reviewed by the budget committee and authorized by the Port Commission as deemed necessary and in accordance with applicable accounting standards. The Port's funds and general use of each are as follows:

- (a) General Fund – Used to account for the financial resources of the Port that are not accounted for in any other fund. Principal sources of revenue are from property taxes, service fees and lease revenue. Primary expenditures are for maintenance and general administration.
- (b) Bonded Debt Fund – Used to account for the redemption of general obligation bonds and interest thereon. The principal source of revenue is property taxes.
- (c) Facilities Maintenance Fund – Used to account for the accumulation of funds for maintenance, repairs and capital improvements.
- (d) Construction Fund – Used to account for capital improvements and acquisitions.
- (e) NOAA Lease Revenue Fund – Used to account for expenditures relating to capital improvements for the NOAA MOC-P facility. Primary resources were initially proceeds from revenue bonds and grant funds. Current resources consist primarily of lease revenue. This fund services the bond repayment and covers facilities maintenance costs over the term of the lease.

2.2 Accounting Policies. The financial statements of the Port have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting.

- (a) Basis of Accounting - The annual financial statements are prepared on the accrual basis of accounting, while the budget and monthly financial statements are prepared on the modified accrual basis of accounting.
- (b) Property Taxes - The State of Oregon constitution and state statutes provide for several types of tax levies, all of which require voter approval before being levied. Included among such authorized levies are a permanent tax rate, which can result in a different levy amount each year as assessed valuations change, bonded debt levies which can be levied each year the related general obligation bonds mature, and local option levies for a voter-approved number of years.

The Port of Newport levies a permanent tax rate property tax levy. By July 15 of each year, the Port certifies its property tax levy to Lincoln County, Oregon. Lincoln County makes all assessments of property value and levies, collects, and distributes property taxes for all taxing districts within its boundaries. Assessments of property values are as of July 1 of each year, and the taxes levied are a lien on the properties as of July 1 of the year levied.

Taxes are payable in three installments on November 15, February 15, and May 15 following the levy date and become delinquent May 15. The County pools tax collections and makes distributions to taxing districts according to their pro-rata share of the total levy each fiscal year which collections are received.

- (c) Capital Assets - Purchased or constructed capital assets, including property, plant and equipment, and infrastructure (roadways, piers, drainage systems, etc.), are reported at cost or estimated historical cost where no historical cost exists. The Port defines capital assets as assets with an initial cost of more than \$5,000 and an estimated life in excess of one year. See Section 5 of this manual for additional information and policies.
- (d) Unused Compensated Absences - Employees are permitted to accumulate earned but unused personal time off and related employee benefits. Personal time off and holiday pay are recognized as expense when earned. See the Port's Personnel Manual for additional policies regarding earning, using and pay-outs of personal time off and related employee benefits.
- (e) Long-term Liabilities – General obligation bonds are payable from property taxes. Revenue bonds are payable from uniquely identified revenue sources. All other long-term obligations are payable from operations.
- (f) Pensions - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (OPERS) and additions to/deductions from OPERS's fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.
- (g) Other Post-Employment Benefits ("OPEB") Obligations - The Port's net OPEB Obligation is recognized as a liability and the annual OPEB cost is expensed, as determined by the Port's actuary.
- (h) Net position - The Port's net position is classified as follows:
 - i. Net Investment in capital assets. This consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was

used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets.

- ii. Restricted for debt service. This represents assets that have externally-imposed restrictions related to making debt service payments.
 - iii. Restricted for maintenance reserve. This represents assets that have externally-imposed restrictions related to making required repairs and maintenance payments.
 - iv. Unrestricted. Resources not included in other classifications are unrestricted.
- (i) Restricted Assets and Related Liabilities – Assets whose use is restricted for construction related to the marine terminal redevelopment project (NOAA-MOC-P), the facilities maintenance reserve and the payment of bonded debt service, as well as all related liabilities are segregated on the Statement of Net Position.

When both restricted and unrestricted resources are available for use, it is the Port's policy to use restricted resources first, then unrestricted resources as they are needed.

Chapter 3. Payments

3.1 Procurement.

- (a) Authority. The Port Commission shall authorize all purchases necessary for the operation of the Port as included in the annual operating budget. The General Manager may enter into a contract or agreement to purchase goods and services, and may enter into an intergovernmental agreement provided the contract has received proper approval and is a budgeted item.
- (b) Purchasing Approvals. Program managers, as designated by the General Manager, may approve purchases that meet the following definitions:
- i. The purchase is within the budgetary restrictions as outlined in a grant/contract or the annual Port operating budget.
 - ii. The purchase is necessary for the execution of the grant/contract or department operation.
 - iii. The purchase is reasonable, allocable and allowable to the grants/contract or indirectly to the Port, as per federal guidelines and/or terms of the agreement.
 - iv. The purchase represents a best value option to the Port, as determined through general market inquiries or a formal bidding process, as deemed necessary, and according to policy.
 - v. The appropriate Commission action has been taken.
 - vi. The purchase may not exceed \$500 for Department Managers, \$2,500 for Directors and may not exceed \$6,500 for the General Manager.

All purchases that do not meet the above definitions must be approved by the Port Commission, and in accordance with Local Contract Review Board Rules as adopted by the Commission.

- (c) Requests for Payment. Once the service has been performed and goods have been received with satisfaction, requests for payments shall be submitted to finance via vendor invoices, purchase orders, or employee expense reports. These requests shall be accompanied by the following required documentation:

- i. Approved purchase order
 - ii. Supporting documentation (i.e. Invoice, Employee Expense Report),
 - iii. Proper approval, per Section 3.1b of the Financial Policies Manual,
 - iv. Account coding specific to grant/program/account dimensions,
 - v. Contract, Service Agreement, or for goods, a signed notice of delivery. (IF APPLICABLE).
 - vi. Vendor W-9 (NEW VENDORS)
 - vii. Insurance certificate (If worked performed on Port property)
- (d) Contracts and Competitive Bidding. The Port of Newport Board of Commissioners has adopted Local Contract Review Board Rules as documented in Resolution and Order No. 2007-07.

See also the Corresponding Procurement Chart incorporated into the Port's financial policies and attached in Exhibit A. Procedural guidelines for procurements not specifically addressed by Port Commission Resolutions should be obtained from The Oregon Attorney General's Model Public Contract Rules, entitled Oregon Administrative Rules, Chapter 137, Divisions 46-49.

3.2 Credit Cards. The Port will provide the General Manager, and other staff, as designated by the General Manager, with access to a business credit card. The Credit Card Policy – Terms and Conditions of Card Use must be signed by the cardholder and approved by the General Manager prior to use. Annual training shall be provided regarding the use and applicable procedures of Port credit cards.

Employees with business credit cards must use the Port issued credit card for essential business purposes only, i.e., transactions authorized or needed to carry out required duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Port) with their own funds or personal credit cards.

If any employee uses the Port credit card for personal purchases in violation of this policy, the cost of these purchase(s) will be considered an advance of future wages, and may be recovered in full from the employee's next paycheck. If an employee uses a Port credit card for any other type of unauthorized transaction, i.e., incurs financial liability on the Port's behalf that is not within the scope of the employee's duties or authorization, the transaction(s) may become the financial responsibility of the employee and/or may result in disciplinary action, up to and including termination of employment.

Monthly, Port credit card holders should complete a Credit Card Activity form, attach supporting receipts, obtain required approvals and submit to the Finance Department for processing. The General Manager's credit card report shall be reviewed and approved by the Director of Finance & Business Services, and subject to review by the Commission Treasurer as requested.

3.3 Debit Cards. The Port may provide employees with access to a company Debit Card for use while on Port business. Debit Cards will be preloaded with a maximum daily spending threshold, commensurate with anticipated spending needs. After the intended purpose is served, employees must remit receipts for all purchases, other than Meals and Incidental Expenses (per diem).

3.4 Check Signing. All checks must be reviewed and signed by the General Manager or a Director in accordance with check signature authority rules approved by the Port Commission. All checks should be accompanied with proper supporting documentation at time of signature.

Check signature cards shall be kept up-to-date and reflect changes within 30 days.

(a) Voided Checks. Checks containing errors, omissions, partially destroyed or those not

otherwise approved shall be “Voided”, bank routing information on the check destroyed, and filed for reference as needed.

- 3.5 Expense Reimbursements.** Most purchases should be initiated through the Port’s Finance Department and be pre-approved. Travel expenses and other miscellaneous small transactions (under \$100) may be initiated at the employee level and later reimbursed.

For the travel related expense policy, refer to the Port’s Personnel Manual.

Chapter 4. Cash Management

- 4.1 Cash Receipting/Depositing.** As cash and checks are received, staff shall deposit funds within two working days, or within three working days if the total deposit is less than \$500. Funds received shall be restrictively endorsed upon receipt and locked until deposited.
- 4.2 Bank Reconciliation.** Each month, the Finance Department shall prepare bank reconciliations for all bank accounts, and they should be reviewed within 30 days of month-end by the Director of Finance & Business Services.
- 4.3 Investments.** The Port will manage all cash and investments according to the Commission approved Investment Policy maintained as **Exhibit B** in the finance manual.

Chapter 5. Capital Asset Management

- 5.1 Definition.** The following guidelines are used in maintaining appropriate records for land, buildings, land improvements, vehicles, equipment, and furniture and fixtures.

Asset acquisitions are recorded as Capital Assets when the asset has a useful life greater than one year and when the cost exceeds \$5,000. Assets purchased that do not meet this threshold are expensed as incurred. Grouping of individual costs less than \$5,000 is not appropriate for capitalization purposes unless the costs are individual components of an entire project. The purchase must result in an item of physical existence or must benefit future years through increased revenues or reduced expenses.

Costs incurred to achieve greater future benefits shall be capitalized, and expenditures that simply maintain a given level of service should be expensed. In order for costs to achieve greater future benefits, one of three conditions must be met:

- The useful life of the asset must be increased (increased from its original estimated life, not restoring an asset in poor condition to its original estimated life);
- The quantity of services produced from the asset must be increased; or
- The quality of the units or services provided must be enhanced.

5.2 Capitalization or Expenditure of Special Items.

- (a) Studies & Planning. Studies, master plans, strategic plans, development plans, marketing plans, and permits are expensed as incurred.
- (b) Dredging. Maintenance dredging is considered a routine and ongoing cost of operations and is therefore not a capitalizable expenditure. It is the Port's policy to capitalize the deepening of channels and berths and to categorize such expenditures as Land Improvements, and therefore not depreciated.

- (c) **Direct Labor Allocation.** From time to time, the Port may devote considerable direct staff time to the development of capital projects. In the event allocable Port staff wages are anticipated to exceed \$10,000, the Port shall separately identify and capitalize the expenditure to the project. This policy is intended to capture direct internal costs only. However, if allocable Port staff wages exceed \$100,000 to a single project, the Port, at its discretion, may also allocate a pro-rata share of indirect costs.
- (d) **Interest.** Interest paid on long-term debt during construction projects shall be capitalized in accordance with applicable accounting rules.

5.3 Depreciation. Depreciation is calculated using the straight-line method, where the asset acquisition cost less salvage value, is divided by the estimated useful life and expensed monthly. Depreciation will begin in the month in which the asset is placed into service and is generally available for use.

The estimated useful lives by asset class are as follows:

- a) Buildings 25 – 40 years
- b) Land Improvements..... 10 – 20 years
- c) Docks & piers..... 20 – 40 years
- d) Equipment & Vehicles 5 – 10 years

5.4 Inventory Tracking. Furniture and equipment is tagged at time of purchase with numbered tags. Items directly expensed due to cost limitation are placed on an inventory listing and tagged with appropriate labels.

The Port will inventory all property and equipment at least once every three years. Subsidiary ledgers (capital assets schedules) are used as additional detail in support of the general ledger.

5.5 Property Dispositions. The General Manager shall approve disposition of all personal property deemed to have a current net value to the Port of \$5,000 or less. Personal property with a current net value exceeding \$5,000 may only be declared surplus by the Commission.

Items declared surplus that are worth less than \$5,000 may be sold in a manner that will yield the greatest return to the Port. Items worth less than \$5,000 may be transferred without remuneration to other public agencies and any non-profit corporations certified to receive state or federal surplus property. Items worth more than \$5,000 shall be auctioned, unless the Commission determines another means of disposition would best serve the interests of the Port.

Items declared surplus can be traded in on other equipment for a reduction in the purchase price on the new equipment without auction and without seeking other offers.

Any property with an original acquisition cost of \$5,000 or more and which was acquired with Federal funds shall not be disposed of without prior funding source approval. All such disposals shall be made in accordance with 2 CFR, 200.311.

5.6 Property Maintenance and Insurance. The Port shall provide for proper maintenance and upkeep of property. When available and prudent, maintenance agreements shall be entered into and proper insurance should be obtained.

Chapter 6. Public Records and Retention

6.1 Policy. The Port shall retain the financial and programmatic records, supporting documents, statistical records, and all other records relating to the Port’s operations according to OAR Chapter 166 Division 150 and any Port adopted Retention Policy.

Chapter 7. Personnel Policies (Refer to Separately Approved Port of Newport Personnel Manual)

Chapter 8. Accounts Receivable Collections

8.1 Introduction. Customers are expected to pay all invoices on or before the designated due date. When a customer is past due, the intent of this process is to determine the reason for non-payment and take appropriate steps to collect from customers unable to pay or correct the defect that renders the customer unwilling to pay. Actions are taken to obtain payment as quickly as possible, in a cost-effective manner, consistent with local laws and business practices. Effective collection practices serve to identify and minimize risk of loss and improve cash flow and serve to identify and minimize risk of loss.

8.2 General Terms and Conditions. General payment terms and conditions for Port customers are established in the Port of Newport Facilities Code, the Moorage License Agreement, and individual property lease agreements. The following criteria apply to all Port customer accounts receivable and collection efforts, unless it is in conflict with separate, legally binding agreements.

8.3 Delinquent Accounts. Accounts are considered delinquent when there is: a) failure to register and prepay moorage within 24 hours of arrival or expiration of prior transient license; or b) failure to pay at the time services are rendered ; or c) for written agreements with the Port, accounts 30 days past due.

8.4 Collection Strategy. For accounts deemed to be delinquent, the following strategy should be implemented:

- Immediately upon delinquency, mail or email an account statement marked “PAST DUE” and include applicable invoices.
- If possible, follow-up with a phone call to verify receipt of invoices and when customer indicates their ability to make payment.
- Upon 30 days of delinquency, mail or email a 30-Day Collections Warning Letter. For Port Tenants, mail or email Default Notice, signed by a Port Director.
- Upon 60 days of delinquency, mail or email a 60-Day Collections Warning Letter.
- Upon 75 days of delinquency, assign customer to third-party collections vendor and mail or email customer a final collections letter.
- For balances owed greater than \$5,000, consult with the General Manager to determine whether legal action will be pursued.
- In exceptional cases where a customer is unable to pay their obligations within the standard timeframe, a payment plan may be agreed upon. Payment plans must be approved by the General Manager, or their designee. If the customer fails to adhere to payment plan conditions, the account should immediately be assigned to the third-party collections vendor, and notice provided to the customer.

Monitor payments received from customers and periodically follow-up with third-party collections vendor regarding progress and efforts made.

8.5 Customer Account Write-Offs. The Port of Newport may create a reserve for past-due accounts as needed, and write-off accounts determined to be uncollectible.

A write-off of uncollectible accounts from the Port’s accounting records does not constitute

forgiveness of the debt, nor should be considered a gift of public funds.

At least annually, the Director of Finance & Business Services will review outstanding customer account balances and determine the collectability. The General Manager, or his/her designee is authorized to approve the write-off of accounts with an outstanding balance up to \$5,000. Write-off of accounts with an outstanding customer balance greater than \$5,000 must be approved by the Port Commission.

Chapter 9. Grant Acceptance

9.1 Grants. From time to time, the Port has opportunities to apply for and accept grant funds. Grant funds are available from various Federal, State and Local governments and are generally awarded for specific public purposes. Grantees are typically required to use the awarded funding as agreed upon in the stated grant award document as well as follow other applicable laws and regulations. Additionally, it is common for grants to require matching funds as part of the total award.

Grant funding should generally be used for programs or capital projects which address the Port's current priorities and leverage existing Port funds when possible. Inconsistent and/or fluctuating grants should not be used for ongoing operating needs.

9.2 Grant Applications. Grant applications shall be coordinated across all departments by the Director Finance & Business Services and evaluated based on several criteria, including:

- Ability to successfully implement the grant, based on terms and conditions, staff availability and current working capital.
- Alignment with the Port's Strategic Plan, Capital Project priorities and budget
- Ability to locate required matching funds.
- Ongoing obligations required in connection with the acceptance of grant funds.

The Director of Finance & Business Services will present all grant applications exceeding \$25,000 to the Port Commission for consideration and approval prior to completion. From time to time, grant applications may require an expedited response due to a pending deadline. In these circumstances when prior approval is not determined to be feasible, the grant application will be presented for approval at the next regularly scheduled Commission meeting.

9.3 Grant Acceptance. Grants awarded to the Port shall be reviewed and re-assessed using the grant application criteria as described in Section 9.2. Port Staff shall present grant awards exceeding \$25,000 to the Port Commission for consideration and approval.

Chapter 10. Other Financial Policies

10.1 Restricted Funds. Funds may be restricted for various purposes from time to time. Restrictions may be placed on funds either by lender/grantor request and defined as follows:

- Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments
- Imposed by law through constitutional provisions or enabling legislation.

Restricted funding will only be used for the purposes agreed upon and will be tracked separately. Restricted funds will be classified in the Port's net position as Restricted.

10.2 Designated Funds. Funds may be designated or reserved for various purposes by the Port Commission from time to time. These designations shall be tracked within the general ledger and classified in the Port's net position as Unrestricted.

10.3 Prepaid Expenses. Costs affecting subsequent accounting periods (minimum three months), if material in amount, are recorded as prepaid expenses or deferred charges and amortized to the appropriate expense over applicable accounting periods.

Minimum costs to be amortized are those expenses and charges greater than \$5,000.

Chapter 11. References

Reserved

Gear Storage Space at NIT

Aaron Bretz
Director of Operations
Port of Newport

Proposed Lease Area and Rate

- Rondys is proposing that the Port lease all the area down to the riprap along the water
- 87,120 square feet (approximately 2 acres), upon which approximately 38,000 square feet of gear is currently stored
- Remove the unusable gear for optimal use of space, and that means we are storing about 35,000 square feet of gear
 - Equates to \$11,780 of revenue per month under the new rates
 - The best rate Rondys will give us is \$2,000 per month for the two acres
 - 17% of the Port's Revenue on this space



Future Storage on Leased Property Details

- The potential area to be leased is shown in orange
- The square footage (2,700-3000) of unserviceable gear is represented here by the blue outline (this is for visual representation, NOT the actual gear)
 - Under the proposed rates for FY 2019-20, the leased gear storage area represents about \$11K of monthly revenue





STAFF REPORT

DATE: 23 May 2019
RE: Community Ice Update
TO: Port of Newport Board of Commissioners
ISSUED BY: Aaron Bretz – Director of Operations

- **Rondys/Community Ice/Gear Storage**

Community Ice still expects to complete the permitting for their temporary floats no later than July, but that's tentative. We met to discuss how water charges would exist; we will charge the city rate on water/infrastructure as a pass-through with a monthly administrative fee of \$300. At this point, their plan is still to set up ice delivery by using temporary floats which they have assessed to be easier to permit. We intend to allow the current license to expire and have a new license for water usage in place at that time under the above general terms.



FINANCE DEPARTMENT MONTHLY REPORT

DATE: May 28, 2019
PERIOD: April 2019
TO: Paula Miranda, General Manager
ISSUED BY: Mark Harris, Accounting Supervisor

Financial Reports

Financial reports as of March 31, 2019 and April 30, 2019 have been included. Overall, year-to-date operating revenues increased by nearly 12% over year-to-date figures for April 2018. Operating expenses remain within the current year's budget.

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DIRECTOR OF OPERATIONS REPORT

DATE: 05/22/2019
PERIOD: April 2019 – May 2019
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

The RV Park and South Beach Marina are starting to pick up for the season. The first halibut opener was busy, but not as much as we will see in the coming weeks. Squid has been slowing, but has brought a measurable amount of revenue to the Port this season due to the wharfage fees. The Commercial Marina has been over-full for several weeks. The shrimp boats are not yet fishing due to price, although the midwater boats are working. The Terminal is slowing because the boats are now fishing. The Chelsea Rose replacement (design as required by the Port Commission) is scheduled to go in the water by May 31st.

Detail:

- **EDA Grant Progress**

Rondys terms for the gear storage area lease are covered separately in the meeting packet. Rondys did agree to sign an ED900B, which is a federal form that lists them as a beneficiary of the federal investment into the Port Dock 5 Pier Project. The reasons listed were that their successful recruitment of fish processors and related fishing business is dependent upon the Port's ability to provide support and moorage from the additional fishing vessels that would be required to fill the capacity of the Rondys investors. This means that Rondys can benefit from any investment the Federal Government would make in the modernization of infrastructure that supports those vessels. The filing of the ED900B with a commitment from Rondys makes the Port's EDA Grant compete more effectively.

- **Building Permit McLean Point**

We hauled material from the 9 acre lot at McLean Point to deposit at the airport in performance of our building permit on the International Terminal Shipping Facility.

- **Gear Storage Cost/Benefit Comparison**

Options for Additional Storage Space at NIT (Benefits)

Storage on Port Property

- ▶ \$86K Investment in 20K square feet of asphalt improvements necessary
- ▶ 50% usable space due to setbacks for forklift; At FY 2019-20 rates, the area would pay for improvements just over 2 years
 - ▶ \$0.31 square ft per month
- ▶ Port gains property improvements and maintains total control of the operation with a higher degree of certainty on continuing operations
- ▶ Port retains 100% of the revenue generated from storage
- ▶ Work can be completed in dry season
- ▶ Provides an option for mid-water net servicing

Storage on Leased Property

- ▶ Port agrees to lease 2 acres from Rondys at \$24K annually
- ▶ No initial investment required
- ▶ Port retains use of previously improved lot for storage
- ▶ Reduces immediate out-of-pocket cost in exchange for reduced control of operation (can be required to move with 90 days notice)
- ▶ There is a potential to perform property improvements toward the "Mutually Beneficial Project" specified in the recent Rondys Lease Amendment

Options for Additional Storage Space at NIT (Disadvantages)

Storage on Port Property

- ▶ Requires upfront investment of \$86K
- ▶ Requires the Port to move locations for gear storage

Storage on Leased Property

- ▶ The cost of the lease offers no lasting benefit to the Port
- ▶ Reduction in storage revenue to the Port on this site by 17%
- ▶ Lease may be terminated with 90 days notice, leaving the Port in the same situation regarding storage
- ▶ If the Port needs to move the gear in a heavy rain season, asphalt may not be an option
- ▶ Lease area is larger than the gear is currently occupying

- **Security and Enforcement of Port Facilities Code**

In recent discussions with the Port Commission, I have heard concerns regarding code enforcement. In particular, enforcement of the fees to be charged to charter businesses operating out of South Beach (guide boats), and enforcement of Port Parking requirements.

1. **Charter Fees**

We discovered that while the Port Commission passed a resolution a few years ago to implement the charter fee, there was never an administrative process added to assess the fee, and it was never added to the ordinance, which means that its enforcement was not able to be punitive (could not write citations for non-compliance). The paradigm has shifted in the charter industry so that there are now many more charter operators who are trailering their boats. Up to this point, the Port has undertaken a passive method of enforcement on these fees. What I have heard from the commission is that it seems we may prefer active enforcement, so we have begun to move that direction. A key point to consider here is that enforcement of any ordinance must have a cost assigned to it. The two questions the Port should continue to consider is how much do we want to spend on enforcement for any given Facilities Code violation? How should we pay for that cost?

Since adding the requirement to pay a fee to operate a charter in South Beach, we now have the verbiage for signage, and I have sent that information to a sign maker for a quote; I expect to have signs up prior to the next meeting.

Now that we have the requirement to pay a fee to operate a charter business written into the Port Facilities Code, we can handle violation of that requirement punitively. We can have TCB write citations for not paying the fee. We will need a mechanism for TCB to use to verify payment; this is often done by way of a permit. We still need to develop this system, but I expect that we could have it in place prior to the next meeting.

TCB indicated that they could use the early morning watch to do spot checks on the boat ramp to check for violations. Checking for violations on the way out is not ideal due to the slowdown it will cause at the boat ramp, and also because people will be less willing to comply at this time. However, it will cost the Port more to check for trailered 6-pack vessels when they come in at the end of their trip because we do not have a TCB officer on contract during the daytime hours.

We will need to determine the level of enforcement that is economical. I'm still working on making a determination on the best value for the Port. Adjustment to the cost of fines could be an option to fund enforcement, however collecting on the fines will be a challenge added. A prudent method for now is to put up signage as quickly as possible and see how that affects peoples' behavior before we run up cost with a great deal of active enforcement. I don't believe, however that the signage will make a heavy impact on payment of charter fees.

2. **Parking Enforcement**

I have heard concerns from both the Port Commission and from Fishermen about parking enforcement during the day in the Fishermen parking lots near Port Dock 5. Especially during summer, we do get complaints from Fishermen about non-permitted vehicles parking there.

The Port has not contracted for an officer to perform parking (or any Port Code) enforcement except after dusk. TCB has handled that enforcement, however, in addition to their contracted services. In the past two years, we have called them more frequently for

parking enforcement in response to complaints.

From May 2018 to May 2019, TCB issued 264 parking tickets for the Port. They made passes through the lots in the daytime twice weekly. If we believe that parking enforcement is not stringent enough, we may need to consider re-scoping the work that we want our contractor to perform. Currently, daytime parking enforcement is not part of the scoped work for our security contractor.

- **South Beach Electric Load Centers**

After receiving a quote for the replacement of only three load centers in South Beach that was over 3 times what we expected, I scheduled a meeting with an electrical contractor and PUD to reconsider the entire project and determine if perhaps there is a better option rather than replacement in kind. Meeting not yet conducted when this report was published.

- **Building Permit McLean Point**

We hauled material from the 9 acre lot at McLean Point to deposit at the airport in performance of our building permit on the International Terminal Shipping Facility.

- **Federal Dredging Project, Commercial Marina**

As mentioned in previous meetings, I sent a letter of request for federal assistance to the Army Corps of Engineers under Section 107 of the 1960 River and Harbor Act to establish a General Navigation Project in the Commercial Marina. This request is in keeping with the projects in the upcoming strategic plan, and would establish a -20' channel throughout the entire Commercial Marina, including a -20' channel to the hoist dock. The purpose is to allow safe navigation of modern commercial fishing vessel traffic through the entire marina, open access for large fishing vessels to reach the Port Dock 7 area, and open the east entrance of the marina to fishing vessels upwards of 70' in length.

The Continuing Authority Program Manager from the Army Corps contacted me and notified me that we will likely get funded to begin the first steps of this project in the coming year. This is not yet official, but it is highly likely that the Port of Newport will be the beneficiary of federal dollars for the purpose of determining Federal Interest in the project, and for establishing a Project Management Plan to determine how to properly move forward. The Port is under NO OBLIGATION currently, and would not be under any obligation to provide matching funds unless the Army Corps approaches us with a Federal Cost Share Agreement after they've determined federal interest and published a project management plan. At that point, the Port would need to make a decision regarding matching funds for a feasibility study on the project that would carry a 50% obligation, which can include in-kind compensation from the Port toward the fund-match.

If this project continues to construction, the Port would pay only 10% of the cost to dredge the marina channel, and once again in-kind compensation is authorized. If the Corps uses our dredge disposal site, the Port would receive in-kind credit for that use toward the 10% fund match.

This is a rare opportunity to receive considerable funding from the Federal Government to progress the Port's projects in the upcoming Strategic Business Plan, and once the federal project is established, the Corps would maintain the channel in a similar fashion to the channel in South Beach.

I asked to what we should attribute the traction that this project has gained, and the reply was that this was the right request at the right time. All of the points in the request fit very well with CAP funding currently, and success of this project currently looks very promising.

- **Maintenance Crew**
 - Fabricated a device for dumping totes in the Commercial Marina
 - Finished Outrigger Racks for Terminal
 - Helped repair a broken Camel chain at NOAA
 - Preparing to install new backing pipes at NOAA

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (April)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Forklift – 28.5 Hrs | <input checked="" type="checkbox"/> Moorage – 27 Days |
| <input checked="" type="checkbox"/> 30 Ton Hydraulic Crane – 9 Hrs | <input checked="" type="checkbox"/> Hoist Dock Tie Up –8.5 Hrs |
| <input checked="" type="checkbox"/> Labor – 25.5 Hrs | <input checked="" type="checkbox"/> 120V power – 0 |
| <input checked="" type="checkbox"/> Other (Net Work) – 0 Days | <input checked="" type="checkbox"/> 208V power – 27 Hrs |

Special Projects: *(Not regular maintenance & repair tasks. Enter project name and notes)*

- Completed In Progress
- Completed In Progress
- Completed In Progress
- Completed In Progress
- Completed in Progress

Other: .

Commercial Marina – Kent Gibson, Harbormaster

Billable Services Performed this Period:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Forklift – 168.5Hrs | <input checked="" type="checkbox"/> Hoist Dock Crane(s) – 20 Hrs |
| <input type="checkbox"/> 30 Ton Hydraulic Crane – 0 Hrs | <input checked="" type="checkbox"/> Dock Tie Up – 312.50 Hrs |
| <input type="checkbox"/> Launch Tickets - 0 passes sold | <input type="checkbox"/> Other (Labor) – Hrs |

Special Projects: *(Not regular maintenance & repair tasks. Enter project name and notes)*

- Completed In Progress

Completed In Progress

Completed In Progress

Completed In Progress

Completed In Progress

Completed In Progress

Other: *(Enter issues, events, large purchases and other notable items)*

Forklift use was down 23% from last month but up 21% over April 2018, Dock Crane usage was up 110% from last month and up 233% over the same month last year.

Tie up hours were down 18.5% from last month but 14% up from April of last year.

Year over year, in the first 4 months we are up in all three categories. Forklift hours for the first 4 months are 1159.75 compared to last year's 920 hours which is 26% higher.

Dock Crane hours are up 36%, 62.75 hours compared to last year's 46 hours by this time.

Tie up time was up a modest 6.7% with 1847 hours compared to last year with 1730.

We seem to be continuing on the upward usage trend at the hoist dock

NOAA- Jim Durkee, Facilities Manager

Special Projects:

Completed In Progress **Camel Backer Pipes are due to arrive this month. We will be ordering chain and shackles soon.**

Other:

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'iialikai, Rainier and Bell M. Shimada. WHOI vessel Atlantis.

Office Occupancy Admin Building – 65 Work Stations Total, 47 Occupied
Warehouse Bldg. – 23 Work Stations Total, 7 Occupied
Occupancy Rate – 61%

I had Associated Cleaners come in and wash the exterior windows, gutters, and fascia.

I brought in Ground F/X to clean up the landscaping around the office building, trim shrubs, pull weeds, etc.

I had a report of tiles in the office breakroom lifting up at the edges and found that a small carpet placed in front of the refrigerator was saturated with water. I found the freezer was not draining properly so ice was building up in the bottom then leaking out onto the floor. I requested NOAA staff try defrosting the freezer to see if that fixes the drainage issue. After the refrigerator was fixed I used a heat gun to try to get the tile to re-stick. They seem to be holding for now.

Finished replacing the fire extinguisher cabinets on the floating dock and the pier. The new ones are nice and shiny and red, the old ones were dull faded pink.

Before the Deputy Undersecretary visited, the crew from South Beach Marina came over and helped me tidy up a little as far as landscaping and parking lots.

I am attending more Building Automation System training today and tomorrow, concentrating more on administration this time and probably covering some of the most recent upgrades.

South Beach – Chris Urbach, Harbormaster

I was unable to access the Ventek machine to get boat launch totals.

We received three quotes for painting the central restroom we won't be able to start the project until after July 1st.

The carnival came and went with no problems.

The beer festival came and went with no problems.

The first Halibut opener was a pretty good turn out and catches were good but slow out on the water. The second weekend was a blow out with weather and ocean conditions and it looks like the Memorial weekend opener looks to be the same as the last with bad ocean conditions.

Aaron and I have a meeting with a contractor and PUD to discuss options on replacement of the main electric load centers for the docks.

Aaron, Paula and I had a meeting with the chamber to discuss a few issues that arose this year with the wine and seafood festival.

The city of Newport has a new project out for bid and I have been contacted by a contractor on sand availability. Sounds like it would be around ten thousand yards of sand but because of a inter agency agreement there will not be any revenue generated.

I had the boat ramp parking lot swept and re striped for the season.

We had Road and Driveway patch some holes in the dry camp parking lot and the Roque Brewery parking lot.

The ops crew is just about done with the site light project in the marina RV park lot.

We bought a new riding mower this year and the guys have been keeping the grounds looking good.

Port Mates Volunteers

Represented the Port during Know Your Newport



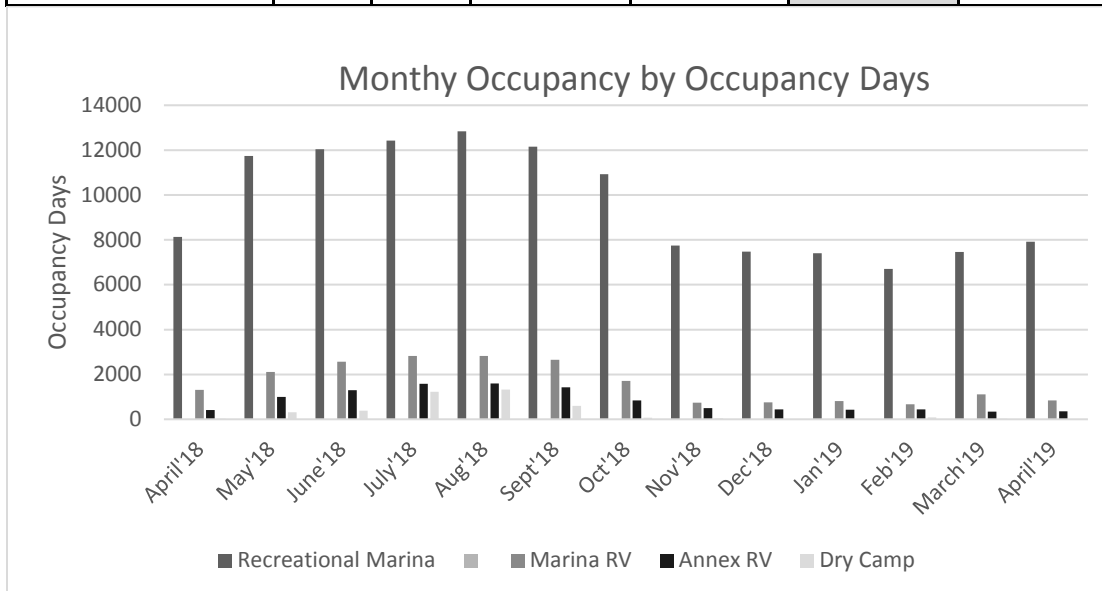
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 03 May 2019
RE: Month Ending 30 April 2019
TO: Aaron Bretz, Director of Operations
ISSUED BY: Bill Hewitt, RV Park Supervisor

April 2019 was behind 2018 in all four categories. (Marina, Marina RV, Annex and Dry Camping) It was very windy and rainy this April and that may be one reason we were behind last years' numbers. Last year was our best year ever so that also might help explain the downturn. In the past we usually get caught up and ahead of year to date numbers by September or October. Currently we are slightly behind year to date numbers in the Marina. The Marina RV Park and dry camping are also behind last years' year to date numbers. The Annex is ahead of last years' numbers year to date. May is looking very busy with Memorial Day weekend almost sold out and the start of halibut fishing season. A strong May in the Marina and the RV Park will go a long way in getting our numbers back on track.

OCCUPANCY DAYS MONTH & YTD

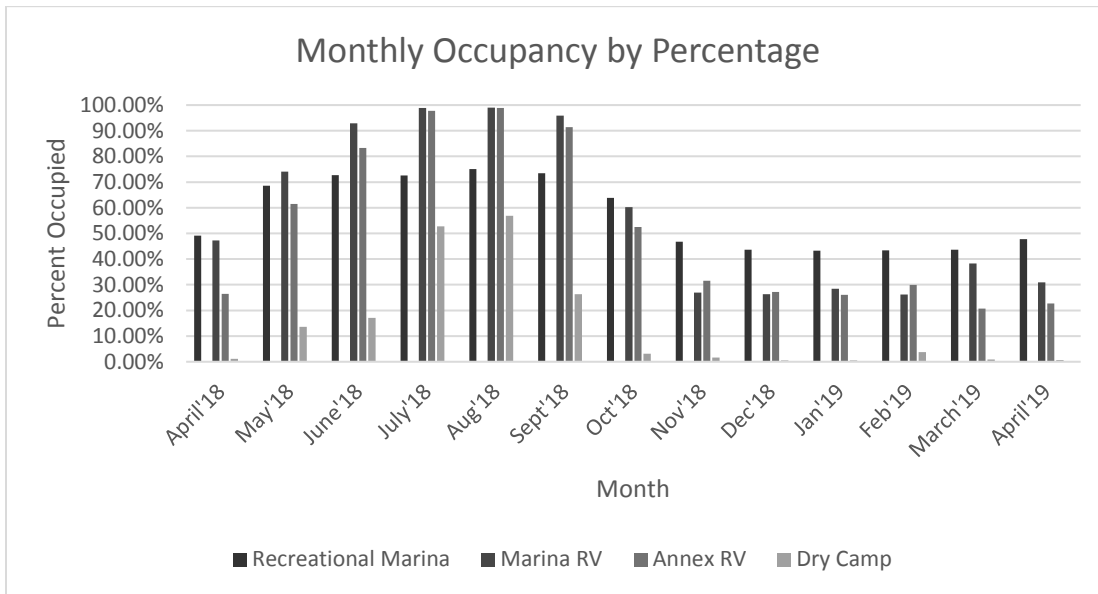
April'2019	2018	2019	Change	YTD 2018	YTD 2019	Change
Recreational Marina	8128	7917	-2.60%	29931	29583	-1.16%
Marina RV	1307	847	-35.20%	3671	3439	-6.32%
Annex RV	412	354	-14.08%	1307	1544	18.13%
Dry Camp	26	13	-50.00%	140	126	-10.00%





OCCUPANCY PERCENT MONTH & YTD

April'2019	2018	2019	Change	YTD 2018	YTD 2019	Change
Recreational Marina	49.08%	47.81%	-1.27%	43.89%	43.43%	-0.46%
Marina RV	39.58%	38.85%	-0.73%	28.58%	31.30%	2.72%
Annex RV	16.00%	20.72%	4.72%	19.10%	25.42%	6.32%
Dry Camp	0.99%	0.90%	-0.09%	1.69%	1.67%	-0.02%





GENERAL MANAGER MONTHLY REPORT

DATE: 05/28/2019
PERIOD: 05/06/19- 05/23/2019
TO: Board of Commissioners
ISSUED BY: Paula Miranda, General Manager

OVERVIEW

Summary:

I spent the first week with Teri Dresler, Interim General Manager trying to obtain as much information as possible before Teri's departure. The first three weeks have been spent mostly getting to know commissioners, staff, community, tenants and other stakeholders. Also, I have been reviewing some leases, Port's strategic plan, budgets, etc. At this point I am trying to understand priorities.

Meetings:

The following is a list of meetings I attended and people I met:

- Tour properties with Aaron Bretz and got introduced to staff
- Attended the new Library Director function
- Attended a meeting with Teri, Aaron, Chris Urbach and the Chamber regarding Seafood and Wine Festival wear and tear on the pavement
- Met grant writer James Farlin with Aaron
- Met Angela Nebel, new PR consultant
- Met Spencer Nebel, City Manager
- Met Heather Mann and got a tour of vessels at NIT
- Attended Chamber lunch
- Attended Coastal City/County Managers meeting at Siletz Library
- Attended Budget Committee
- Attended "Know your Newport" sponsored by the Chamber
- Attended a radio show with Stewart Lamerdin
- Met Dave Harlan of Business Oregon and Ted Werth of IFA – Discussed the Strategic Plan, Port forgivable loan and future funding moving forward
- Met with U.S. Corps of Engineers (dredging team) with Aaron on their annual visit
- Met Ed Backus with Aaron to talk about Community Ice
- Attended the Yaquina Bay Economic Foundation and RAIN event afterwards
- Tour of Port of Toledo with Bud Shoemaker

Scheduled Meetings:

These are the some of the meetings I have scheduled or I am looking forward to schedule within the next couple weeks:

- Meeting with Yale Fogarty – Wednesday, 05/29
- Meeting with Mark Landauer – OPPA – Thursday, 05/30
- Meeting with Rep. Gomberg – Salem – Thursday, 05/30
- Teevin Brothers – TBD (Waiting for confirmation of exact date)

- Annual Economic Development Alliance Meeting – Hallmark Resort – Thursday, 06/06
- Senator Ernie Roblan – TBD (Left message)

Director of Finance Update: So far we have received 10 applications and will be making a determination within the next couple weeks.

Leases Review: I will continue to review all of our commercial leases in order to assure compliance as well as understand their future impact on the Port moving forward.

International Terminal: I have been meeting interested parties, funding sources and trying to understand current leases, uses and possible future uses to determine a plan of action as far as bringing new businesses and new sources of revenues. I hope to have a better grasp within the next month.

Strategic Plan: A final version has been issued by the consultant. I have forwarded a copy to Business Oregon. Once Business Oregon has approved it, a final version will be brought to commission for approval.



STAFF REPORT

DATE: *May 23, 2019*
RE: *NOAA Pier Requirements*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula Miranda, General Manager*

BACKGROUND

I have been notified by staff and commissioners that a couple weeks ago NOAA received a non-NOAA vessel in its pier. There were several concerns including possible liability, additional maintenance and possible loss of revenue to the Port due to competition with the International Terminal.

There were some concerns from staff due to conflicting documents. After further evaluation it seems that the actual contract requires NOAA to be the sole occupant of the pier, even though they were to be the sole manager of the pier. Although the actual resolution allows for two visiting vessels.

There were also concerns that NOAA is not the only government vessel that visits the pier and that some consideration be given regarding their use.

As far as liability goes, staff has received evidence that the visiting vessel Atlantis carried enough insurance as required by the Port.

RECOMMENDATION

I would recommend that we send a letter to NOAA highlighting the section under the lease reminding them of their obligations and invite them to meet to discuss should they have a different understanding.

I would also invite the commissioners to discuss any possible exceptions they may consider for other governmental vessels such as Coast Guard or any other concerns you may have.

The Government will not compete with other facilities having exclusive rights in the building. The Offeror shall advise the Government if such rights exist. During the term of the lease, the Lessor may not establish any vending facilities within the leased space that will compete with the Randolph-Sheppard vending facilities.

1.2 UNIQUE REQUIREMENTS (AUG 2008)

The offered building and/or location must be able to accommodate the following features:

- A. Projects of 10,000 RSF and above must meet the requirements of LEED®-NC (Leadership in Energy and Environmental Design for New Construction) Silver level (minimum). The successful Lessor, at the Lessor's expense, shall obtain certification from the U.S. Green Building Council (USGBC) within 12 months of project occupancy. For requirements to achieve SILVER certification, Lessor must refer to the latest version at the time of submittal of LEED®-NC Reference Guide at <http://www.leedbuilding.org>. At completion of LEED® documentation and receipt of final certification, the Offeror must provide the Government two electronic copies on compact disks of all documentation submitted to USGBC. Acceptable file format is Adobe PDF saved to disk from the LEED®-Online workspace and templates. In addition, the Offeror will provide the Government viewing access to the LEED®-Online workspace during design and through the term of the lease.
- B. If the Lessor fails to achieve LEED® certification within 12 months of project occupancy, the Government may assist the lessor in implementing a corrective action program to achieve a LEED® certification and deduct its costs (including administrative costs) from the rent.

C. PIER REQUIREMENTS

1. Pier width must be a minimum of 20 usable linear feet, though piers with widths of 30 to 35 usable linear feet are preferred.
2. There must be a minimum of 168 linear feet (at the entrance) between piers though more than 250 linear feet is preferred.
3. There must be a minimum of 105 linear feet between a pier and any fixed obstruction; including, but not limited to, houseboats and shorelines parallel to berths. Though 105 linear feet is the minimum requirement for distance between piers and fixed obstructions, 126 linear feet or more is preferred.
4. Pier load capacity must be equal to or greater than 500 pounds live load per square foot (psf) for all berths. A report showing the pier load capacity, at no cost to the Government, by a registered professional engineer is required. Calculations and structural drawings may also be required.
5. NOAA must be able to perform dockside/topside maintenance and repair at the site at all times. This includes, but is not limited to, inside and outside hotwork, abrasive blasting and other inside and outside abrasive activities.

6. NOAA must be the sole occupant of the pier to avoid conflicts with other vessels.

7. The offered piers must be managed solely by NOAA.

8. Other pier requirements including, but not limited to, utilities are contained in the Program of Requirements (POR) attached hereto.

D. NAUTICAL SITE ACCESS

1. The main access channel (from sea buoy to pier) and berthing depth must be maintained at a minimum of 24 feet at MLLW (mean low low water) / LOWL (lowest observed water level).
2. The main access channel (from sea buoy to pier) must have a minimum width of 100 linear feet; though this is the minimum, a width of 147 linear feet is preferred. This distance does not apply to narrowing of the channel under bridges, through locks, cuts, etc.
3. The turning basin must provide a depth of 24 feet at MLLW / LOWL and a radius of 329 feet with the use of a turning buoy or 548 feet without the use of a turning buoy.
4. The site and access channel must provide adequate air draft (vertical clearance under structures) at all tides. The minimum clearance required is 102 feet for all fixed obstructions. Note that this requirement does not apply to drawbridges.

1.3 LEASE TERM (SEP 2000)

The lease term is for up to 20 years and it is NOAA's intention to make an award based upon an operating lease. All of the terms and conditions contained herein shall prevail throughout the term of the lease.

1.4 OFFER DUE DATE (AUG 2008)

Offers are due by January 21, 2009 at 4:00 pm Eastern Standard Time and shall remain open until lease award.

PORT OF NEWPORT
Resolution 5 – 2009

Resolution Approving Lease for Real Property
with the
United States of America

WHEREAS, the Port of Newport is a port organized under the laws of Oregon, and is governed primarily under the Oregon Revised Statute 777; and

WHEREAS, the Port of Newport submitted an offer for the homeporting of the National Oceanic and Atmospheric Administration's Marine Operations Center – Pacific (NOAA MOC-P) on Port property in South Beach; and

WHEREAS, homeporting NOAA's Pacific fleet in Newport enjoys widespread community and statewide support, the support of the state legislature, U.S. Congressman Kurt Schrader, and U.S. Senators Ron Wyden and Jeff Merkley; and

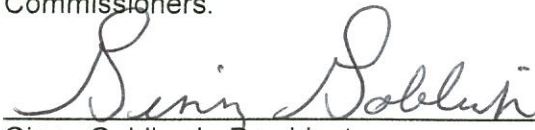
WHEREAS, the collaborative work among scientific agencies at the Hatfield Marine Science Center, commercial fishermen, vessel owners, state and federal regulatory agencies and Oregon Coast Aquarium, Yaquina Bay's central location and near access to high value marine environments, community services and livability factors were presented to NOAA as part of a final and best offer; and

WHEREAS, the National Oceanic and Atmospheric Administration has selected the Port of Newport to provide office and warehouse space, berthing for four NOAA ships homeported at the NOAA Marine Operations Center – Pacific (MOC-P) and up to two visiting ships, and Leadership in Energy and Environmental Design (LEED) certified environmentally sustainable main buildings; and

WHEREAS, the homeporting of NOAA's Pacific fleet will enhance the reputation of Oregon as a hub for marine related scientific studies and a leader in understanding environmental relationships and developing energy related technology to address needs of the future.

THEREFORE, BE IT RESOLVED, the Port of Newport Board of Commissioners approve the General Manager to sign all lease documents relating to this offer for real property between the Port of Newport and the United States of America for the homeporting of NOAA's MOC-P.

Approved and adopted this 5th day of August, 2009 by the Port of Newport Board of Commissioners.



Ginny Goblirsch, President

ATTEST:



JoAnn Barton, Secretary

Ayes 5
Nays 0
Absent 0
Abstain 0