

PORT OF NEWPORT



Oregon U.S.A.

Budget Committee
Agenda
and
Packet
for
Fiscal Year 2021-2022

Table of Contents

Agenda	1
Municipal Budgeting	3
Budget Message.....	9
Budget Summary.....	13
Facilities Maintenance Reserve Fund	14
Construction Fund.....	15
NOAA Capital Maintenance Fund	16
Resources General Operating Fund	17
Resources NOAA Lease Revenue Fund	19
Requirements Administration.....	20
Requirements South Beach Marina	22
Requirement Commercial Marina	23
Requirements International Terminal	24
Requirements NOAA Lease Revenue Fund	25
Bonded Debt Fund	27
Tax Certification	29
Projects General Operating Fund.....	31
Projects NOAA Lease Revenue Fund.....	37
Sample Motions	39

PORT OF NEWPORT 1st BUDGET COMMITTEE MEETING AGENDA

Tuesday, March 16, 2021, 6:00 pm

This meeting will be virtual by invitation only.

You can view the live stream of this meeting on our YouTube Channel, Port of Newport Meetings Audio, <https://www.youtube.com/channel/UCCAo3VCV9Yt4coXK7pUXAIQ>

Live chat will not be monitored.

To submit public comment, please complete the form on our website here, no later than 4:00 pm on Monday, March 15th: [Public Comment 1st Budget Committee Meeting 3/16/2021 - Port of Newport](#)

Your comment, up to 3 minutes, will be read into the meeting at the appropriate time.

- I. Call to Order (Presiding Commissioner)
- II. Introductions (Miranda)
- III. Selection of Budget Committee Chair
(Will preside for the remainder of the meeting)
- IV. Budget Message (Miranda)
- V. Review Proposed Budget (Brown)
 - A. Department Overview
 1. Administration (Brown/Miranda)
 2. South Beach (RV/Marina) (Brown)
 3. Operations (Bretz)
 - a) South Beach
 - b) Commercial Marina
 - c) International Terminal
 - d) NOAA
- VI. Major Projects Overview (Miranda)
- VII. Concluding Comments
- VIII. Public Comment (read any public comments)
- IX. Committee Comments
- X. Present the Motion to Recommend the Budget to the Port Commission
for adoption, or hold follow up meeting as scheduled
- XI. Adjournment

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

Excerpt from Governor Kate Brown's EXECUTIVE ORDER 20-16

2. Public Meetings. During the COVID-19 emergency period:

a. The governing body of a public body (as defined by ORS 192.610(3) and (4)) shall hold public meetings and hearings by telephone, video, or through some other electronic or virtual means, whenever possible. For all public meetings and hearings held by telephone, video, or through other electronic or virtual means, the public body shall make available a method by which the public can listen to or virtually attend the public meeting or hearing at the time it occurs, and the public body does not have to provide a physical space for the public to attend the meeting or hearing. This paragraph does not apply to executive sessions, as defined by ORS 192.610(2).

c. Any requirements by law or policy that testimony during a public meeting or hearing be taken in person do not apply if the public body provides an opportunity for submission of testimony by telephone, video, or through some other electronic or virtual means, or provides a means of submitting written testimony, including by email or other electronic methods, that the public body may consider in a timely manner.

##

Municipal Budgeting 101

Types of Funds

- **General Operating Fund**
 - For general operations with no restrictions on how resources are used. **(GENERAL OPERATING FUNDS)**
- **Special Revenue Fund**
 - Dedicated to local option levy money, specific purpose grants, or other money required to be segregated by statute, charter, or terms **(NOAA FUND)**
- **Capital Project Fund**
 - To finance a building or acquisition of capital facilities that are nonrecurring major expenditures **(CONSTRUCTION FUND)**
- **Debt Service Fund**
 - Used to budget for the payment of principal and interest on long-term debt **(BONDED DEBT FUND)**
- **Internal Services Fund**
 - To account for services furnished by one department to another department of the same local government. **(NOT USED)**
- **Enterprise Fund**
 - To account for activities that are primarily self-supporting from user charges and fees. **(SEE GENERAL OPERATING FUND)**
- **Reserve Fund**
 - Used to accumulate money for financing the cost of a service, project, property, or equipment **(NOAA Facilities Reserve Fund, Facilities Maintenance fund)**

Revenues

Reserve, Debt Service, and Capital Funds are summarized on a single form (LB-10). The General Operating Fund and the NOAA Lease Revenue Fund revenues are on Form LB-20 and the requirements associated with NOAA Lease Revenue and General Operating Funds are placed on Form LB-30 (one for each fund).

Revenues for the NOAA lease fund contain Lease payments, interest, and transfers in.

To better understand where our revenues come are derived, Revenues for the General Operating Fund have been broken out into revenue streams.

Requirements - Object classifications

There are two major groups of classifications: Allocated and Not Allocated.

Allocated

The classifications listed below must, if expenditures exist in the category, be included in departmental budgets:

- Personnel Services
 - Expenses related to employees.
Must include the number of Full-time equivalents
- Materials & Services
 - Consumables and service expenses:
- Contractual services
- Supplies
- Other operating expenses
- Capital outlay
 - Items which generally have a useful life of one or more years and a value exceeding \$5,000

Not Allocated

These classifications cannot be placed in departmental budgets, they must be placed in the Ports Administrative budget. The Ports Administrative budget includes both Allocated and Non allocated classifications.

- Interfund Transfers-
 - Transfer of resources from one fund to another.
All transfers out require a corresponding transfer in.
- Debt Service
 - The repayment of any loan, bond, or other borrowing.
- Special Payments
 - A pass-through payment, grant made to other organizations, or other one-time or unusual expenditure that does not fall into any other expenditure category.
- Operating Contingency
 - An amount reasonably expected to be spent on unidentified operating expenses.
- Reserved for Future Expenditure
 - An amount a municipal corporation plans to "save" for future spending.
- Unappropriated Ending Fund Balance
 - Amount set aside in the budget to be carried over to the next year's budget to cover costs prior to resources being available.

Another way to show the same information:

Budget Requirements			
	Object Classification	Allocated or Not Allocated to an Organizational Unit or Activity?	
Requirements	Expenditure	Personnel Services	Usually Allocated
		Materials & Service	
		Capital Outlay	
		Special Payments	Not Allocated
		Debt Service	
		Transfers (Out)	
		Operating Contingency	
		Reserved for Future Expenditure	
		Unappropriated Ending Fund Balance	

ORS 294.388

How is the Budget Organized?

The Port can select to organize its budget one of two ways:

Budget Organization
<p>Organize requirements within funds by either</p> <ul style="list-style-type: none"> ➤ Organizational unit: Any administrative subdivision of a municipal corporation, especially one charged with carrying on one or more functions or activities OR ➤ Program and Activities: A group of related activities aimed at accomplishing a major service or function for which the municipality is responsible <p style="text-align: right;">ORS 294.388</p>

The Port has historically organized its budget by Organizational unit and is continuing this practice.

Why have a Budget Committee?

Local budget law requires a budget committee, the law also requires the budget committee hold at least one meeting for the purposes of:

- Receiving the budget message and budget document,
- To provide members of the public an opportunity to ask questions about, and to comment on the budget.

Once you have received a copy of the budget, it is considered a public record. All budget discussions must be held at a public meeting, so it is important that you not discuss this budget with other committee members outside of the budget meeting.

Budget Approval (Approved Budget)

Once the budget committee is fully satisfied with the budget, the budget committee should approve the budget. The approval of the budget and the amount or rate of ad valorem taxes for each fund receiving property tax revenue should be made by motion and be recorded in the minutes of the meeting.

This is the end of the Budget Committee responsibilities.

NEXT STEPS

Holding a Hearing

Prior to a public hearing, the Port publishes the budget summary in the local newspaper and online and makes the budget available for the public. The advertisement makes known the date and time of a hearing. Historically, the hearing has been prior to a regular commission meeting.

The hearing, once again, allows the public to give testimony on the approved budget, if needed, additional hearings will be held.

During this process, but prior to adoption, the Port Commission may make changes to the Approved Budget. There are some conditions: Taxes cannot be increased beyond the Approved Budget, and estimated expenditures in any single fund may not be increased by more than \$5,000 or 10%, whichever is greater.

Budget Adoption (Adopted Budget)

To adopt the Budget, the Port Commission must enact a resolution or ordinance to (1) formally adopt the budget, (2) make appropriations, and if needed, (3) levy, and (4) categorize any tax. The resolution or ordinance must be adopted no later than June 30.

The resolution (or ordinance) making appropriations gives the Port the authority to spend money and incur obligations July 1 of the coming year. The schedule of appropriations also sets limits on the amount of money that can be spent in each object classification within each fund.

During the budget year, spending cannot exceed the amounts specified in the resolution unless additional budgeting steps are taken.

Mistakes on the publication forms

Correctable errors include such things as typographical errors, failure to mail or hand deliver to each street address, math errors, errors in estimating tax revenue, and failure to publish within the required time periods.

If an error occurs this can be corrected as follows: At the first regularly scheduled Port Commission meeting after the error is discovered, inform the Port Commission, in writing, of the error. Give testimony before the Port Commission about what the error was and what the correct information should have been.

It should be noted that these are errors in the published documents. Port staff cannot change the expenditures, resources, or taxes approved by the budget committee. If the committee approved an incorrect amount, the Port Commission can make the correction at the budget hearing.

How does an Adopted budget change?

On July 1 of each year, the Port will be operating with the newly adopted budget. Sometimes changes in appropriated expenditures are necessary. Resolution transfers and supplemental budgets can change the adopted budget. One of these actions must be taken before money can be spent for a different purpose than appropriated in the adopted budget.



FY 2021 - 2022 BUDGET MESSAGE

DATE: March 16, 2021
RE: 2021-2022 Fiscal Year Proposed Budget
TO: Port of Newport Budget Committee
ISSUED BY: Paula Miranda, General Manager

The Port began and will finish critical infrastructure work prior to years end. Port staff is currently overseeing the replacement of the Pier leading to Port Dock 5, and the replacement of the electric load centers in the South Beach Marina, amongst several other small projects. A recent weather event resulted in the loss of 66 feet of Port Dock 7. This dock has been decaying through the years, once again demonstrating the need for its replacement. You will find in your budget packet a list of projects such as; the planning for the replacement of Port Dock 7, which is just one of the many critical projects which must be completed prior to the actual infrastructure replacement; a feasibility study for dredging at the commercial marina, this may be started and paid for prior to the fiscal year starting. We will know more within the next month.

The proposed budget figures assume that travel will continue to be restricted through June 2020. As travel restrictions are lifted, and businesses, specifically restaurants, reopen, the demand for fish products should increase, which may increase the demand for services in the Commercial Marina. COVID-19 had minimal impact on moorage uses at the commercial marina, but a much greater impact on services during the current Fiscal Year.

The revenue estimates (resources) and expenditures are for the period beginning July 1, 2021, ending June 30, 2022 (FY 2022). Revenue forecasts for the Commercial Marina have been revised to reflect the loss of 66 feet of Port Dock 7, and the loss of lease revenue when the property at 343 SE Bay Blvd was deemed unsafe to occupy. Not yet included in the budget: revenues for the WAVE Energy project. Until a vendor is selected, the revenues and associated expenses are incalculable.

The Port Commission held a public work session on March 02, 2021 to prioritize projects. The project list included in your packet is prioritized by fund based on input from the commission. The prioritization is not setting the order the Port will complete the projects, rather represents the importance of the project to the Port. The NOAA fund projects are not in a specific order as they are required by contract.

The proposed budget document is divided into six separate funds: NOAA Lease Revenue Fund, Facilities Maintenance Reserve Fund, Capital Reserve Fund, Bonded Debt Fund, NOAA Capital Maintenance Reserve Fund, and General Operating Fund.

All day-to-day operations are accounted for in the General Operating and NOAA Funds.

HIGHLIGHTS

Resources: The Port is budgeted to kick off FY 2021-2022 with a lower net working capital in the General Operating Fund than last year. The Port is spending nearly \$1.2 million in General Operating funds on the Pier project and borrowed an additional \$700,000 from the NOAA capital reserve fund to replace the Electrical load Centers. The Port remains in good position, excluding reserves, with \$3.6 million available to spend and more than \$7 million in total Net working capital.

Revenues are expected to remain strong this next fiscal year. Additional moorage revenue is projected in the Commercial Docks as a direct result of a strategic rate increase to upgrade the electrical systems. The extra revenue raised by these fee increases has been set aside in the Facilities Maintenance Fund to assist in funding the Port Dock 3/5 electrical upgrade project. The RV park and boat launch were closed to short term guests for nearly a month, once the Park reopened, the RV Park and Marina revenues exceeded expectations. This is expected to continue for the upcoming Fiscal Year. The RV park and the South Beach Recreational Marina are almost sold out for the summer months.

The published rates for fiscal year 2021-2022 have already been approved and generally reflect a 2.5% increase, this increase should cover the expected inflationary cost.

Expenditures:

For transparency and to meet State guidelines, the Ports revenues and expenses are listed by fund, and by budget center where one exists (Administrative, South Beach, Commercial Marina, and International Terminal). All debt service that is not bond related, and any contingencies are included in the Administrative budget. All capital expenditures are included in the budget center responsible for the project. Based on a 6% interest rate and an estimated balance of \$31,611, we budget to pay off State Loan number L10012 during Fiscal Year 2021-22. All costs are then summarized in the financial summary (LB1).

Here are some highlights of expenditures:

The Professional Fees budget includes:

- Port Dock 7/Public Pier rebuild planning
- Army Corp Engineering feasibility study (preparing for dredging)
- Financial System Software and implementation
- Asset Condition Inspection
- Federal Audit Cost for EDA Grant
- Grant Consultant
- Annex redesign planning

The support and bandwidth these consultants bring to the staff is anticipated to help generate revenue and business opportunities identified in the Strategic Business Plan and will assist in diversifying revenue streams.

Two and a half years of design and engineering for the replacement of Port Dock 5 Pier has culminated in the final replacement of the Pier. To help defray this cost, the Port received an Economic Development Administration grant in an amount of nearly \$1.2 million. The port continues to apply for many additional state, local and federal grants to fund many of the projects listed in this budget, this is critical, as the Port begins to plan one of its most important projects, the replacement of Port Dock 7.

Some important capital investment included in this budget:

Port Dock 3 and 5 electrical upgrades

The maintenance of Port Dock 3/5 to prevent premature failure

Grading 9 Acres of property at the International Terminal

Procuring essential property in South Beach and at the International Terminal

Repair and replacement of docks in South Beach

Additional projects of note, the Port hopes to build a new administrative building in the upcoming fiscal year, moving staff out of the temporary building in which administrative staff have been housed for the past 11 years. Port staff continues to evaluate the plans and opportunity cost in order recommend the best path forward.

Alignment with the Strategic Business Plan: This proposed budget aligns with the action plan included in the recently completed Strategic Business Plan and Capital Facilities Plan. In addition, we are engaged in a marketing plan for future business development and diversification of revenue streams for the International Terminal. Identifying the parameters under which the port must operate, then identifying target markets. This study will identify specific prospects (or target markets). This type of study and outcome requires unique knowledge. Port staff is recommending that an outside firm assist in the development of this plan, but also recognize that this study requires outside support and stakeholder involvement. It is essential that the Port maximized the use of the International Terminal and its adjacent property. In is only through a mix of uses that the Port can maximize return on investment at the International Terminal.

Other items on the action plan list will be accomplished in future years as budget and other funding allows.

CONCLUSION

We have included the proposed budget for FY 2021-2022 in your packet, it is our recommendation that the Budget Committee approve this budget. We have included all foreseeable projects in this budget. This budget includes recommendations from Port staff and additional recommendations from the Port Commission. As Budget Committee members, you may adjust the proposed budget. Once you determine the budget meets with your approval, the Port Commission is not authorized to adjust the budget by more than 10% without recommending and approving a supplemental budget.

The Port staff is focused on efficiency, reducing costs, creativity, and generating revenue wherever possible to support the Port District and its stakeholders. As such, the staff will

spend only those resources needed to manage, enhance, and maintain Port operations and activities to generate a more diversified revenue stream.

Many thanks to the Port Commission for their focus and input on the budget preparation and to the staff for their commitment to moving the Port forward every day.

Table of Contents

FORM LB-1

PORT OF NEWPORT NOTICE OF BUDGET HEARING

A public meeting of the Port of Newport Commission will be held virtually via Zoom on March 16, 2021 at 6:00 pm, if necessary, a second meeting is scheduled for March 31 at 6 PM. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 600 SE Bay Blvd, between the hours of 9:00a.m. and 4:30 p.m. or online at www.portofnewport.com. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Mark A. Brown, Director of Finance Telephone: 541-265-7758 Email: dirfin@portofnewport.com

FINANCIAL SUMMARY - RESOURCES					
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Proposed	Approved	Adopted Budget
	2019-2020	This Year 2020-21	Next Year 2021-22	Next Year 2021-22	Next Year 2021-22
1 Beginning Fund Balance/Net Working Capital	7,603,167	9,491,593	7,474,351		
2 Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	7,321,729	7,217,300	7,124,873		
3 Federal, State and All Other Grants, Gifts, Allocations and Donations	23,408	3,311,679	972,210		
4 Revenue from Bonds and Other Debt	0	2,000,000	3,890,000		
5 Interfund Transfers / Internal Service Reimbursements	132,925	4,185,918	3,239,502		
6 All Other Resources Except Current Year Property Taxes	136,995	150,000	37,650		
7 Current Year Property Taxes Estimated to be Received	861,483	921,000	1,045,593		
8 Total Resources	16,079,708	27,277,490	23,784,178	0	0

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION					
9 Personnel Services	1,705,972	2,330,934	2,593,603		
10 Materials and Services	1,888,117	4,189,772	5,369,180		
11 Capital Outlay	220,959	6,273,500	4,388,000		
12 Debt Service	2,450,093	3,380,454	4,415,704		
13 Interfund Transfers	132,924	4,185,918	3,203,466		
14 Operating Contingency	0	715,755	1,168,346		
15 Special Payments	0	0	-		
16 Unappropriated Ending Balance and Reserved for Future Expenditure	9,681,643	6,201,157	2,645,879		
17 Total Requirements	16,079,708	27,277,490	23,784,178	0	0

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *					
Name of Organizational Unit or Program FTE for that unit or program					
			Proposed	Approved	Adopted
NOAA MOC-P Facility	4,347,055	3,638,105	4,347,055		
FTE	0.00	1.00	2.00		
Administration	1,300,149.00	7,160,129	7,817,878		
FTE	0.00	8.00	8.00		
South Beach Operations	1,149,835.00	2,060,314	2,219,019		
FTE	8.00	9.75	9.33		
Commercial Marina Operations	688,240.00	4,996,355	3,350,516		
FTE	0.00	7.50	6.83		
International Terminal Operations	338,307.00	720,900	1,008,671		
FTE	2.00	2.50	2.50		
Non-Departmental / Non-Program	3,240,257	5,267,863	5,041,039		
FTE	0.00	0.00	0.00		
Total Requirements	11,063,843	23,843,666	23,784,178	0	0
Total FTE	27.0	28.8	28.7	0	30

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

In fiscal year 2020-2021, there are no significant changes predicted in the Port's activities. The Port will begin planning for replacement of Port Dock 7 using a combination of Grant Funds and General Operating Funds.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2019-2020	Rate or Amount Imposed This year 2020-2021	Rate or Amount Approved next year 2021-2022
Permanent Rate Levy (rate limit 0.0609 per \$1,000)	\$.0609/1,000	\$.0609/1,000	\$.0609/1,000
Local Option Levy			
Levy For General Obligation Bonds	1,020,084	1,020,084	121,056

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$11,980,000	\$0
Other Bonds	\$16,565,000	\$0
Other Borrowings	\$7,904,947	\$0
Total	\$36,449,947	\$0

Table of Contents

on 23 June 1998 for the following specified purpose:
 Repair and replace Port infrastructure and facilities.

Facilities Maintenance Reserve Fund
 (Fund)

Port of Newport
 (Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2021-22		
Actual		Adopted Budget This Year 2020-21	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20						
1			1	RESOURCES			1
2			2	Cash on Hand (Cash Basis), or			2
3	131,045	261,634	250,000	3 Working Capital (Accrual Basis)	265,334		3
4			0	4 Previously Levied Taxes Estimated to be Received			4
5	1,406	2,243	1,500	5 Interest			5
6	136,820	130,200	1,650,000	6 Transfers In- Gen Oper Fund	100,000		6
7				7 Transfers in NOAA LRF	0		7
8	269,271	394,077	1,901,500	8 Total Resources, Except Taxes to be Levied	365,334		8
9			0	9 Taxes Estimated to be Received	0	0	0 9
10	0			10			10
11	269,271	394,077	1,901,500	11 TOTAL RESOURCES	365,334	0	0 11
12				12 REQUIREMENTS			12
13				13 Object Classification			13
14	0	0	0	14 Materials and Services	0	0	0 14
15	122,091	17,990	0	15 Capital Outlay	0	0	0 15
16				16			16
17			130,120	17 Contingency	50,000		17
18			300,000	18 Transferred Out to Gen Op Fund*	315,334		18
19				19			19
20				20			20
21	73,366	376,087		21 Ending Balance (Prior Years)			21
22		0	0	22 Reserved for Future Expenditure	0	0	0 22
23			1,471,380	23 Unappropriated Ending Fund Balance (UEFB)	0	0	0 23
24	195,457	394,077	1,901,500	24 TOTAL REQUIREMENTS	365,334	0	0 24

**FORM
LB-10**

**CAPITAL FUND
RESOURCES AND REQUIREMENTS
Construction Fund**
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2021-22			
Actual		Adopted Budget This Year 2020-21	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20							
1			1	RESOURCES				1
2			2	Cash on Hand (Cash Basis), or				2
3	42,411	13,070	30,452	3 Working Capital (Accrual Basis)	30,452			3
4				4 Previously Levied Taxes Estimated to be Received				4
5	91	16	0	5 Interest	0			5
6	0		0	6 Transferred IN, from GOF	0			6
7				7 Loan Proceeds	1,800,000			7
8	0		0	8 Intergovernmental				8
9				9 Grants				9
10	42,502	13,086	30,452	10 Total Resources, Except Taxes to be Levied	1,830,452	0	0	10
11			0	11 Taxes Estimated to be Received	0	0	0	11
12	0			12 Taxes Collected in Year Levied				12
13	42,502	42,502	30,452	13 TOTAL RESOURCES	1,830,452	0	0	13
14				14 REQUIREMENTS				##
15				15 Object Classification				15
16	480		0	16 Materials and Services	0	0	0	16
17	11,685	17,283	0	17 Capital Outlay		0	0	17
18	0		0	18 Contingency	30,452	0	0	18
19	0		30,452	19 Transfers OUT - GOF	1,800,000			19
20				20				20
21				21				21
22	30,337			22 Ending Balance (Prior Years)				22
23			0	23 Unappropriated Ending Fund Balance (UEFB)	0	0	0	23
24	42,502	17,283	30,452	24 TOTAL REQUIREMENTS	1,830,452	0	0	24

FORM
LB-10

**CAPITAL FUND
RESOURCES AND REQUIREMENTS
NOAA CAPITAL MAINTENANCE FUND**
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2021-22		
Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2018-19	First Preceding Year 2019-20					
1			1	RESOURCES		1
2			2	Cash on Hand (Cash Basis), or		2
3	0	0	2,209,445	3	Working Capital (Accrual Basis)	1,435,500
4			0	4	Previously Levied Taxes Estimated to be Received	
5	0	0	0	5	Interest	15,000
6				6	Transfers In (intrafund Loan)	206,036
7	0	0	0	7	Transfers in - non loan	170,000
8	0	0	0	8	Intergovernmental	
9	0	0	0	9	Grants	
10	0	0	2,401,411	10	Total Resources, Except Taxes to be Levied	1,826,536
11			0	11	Taxes Estimated to be Received	0
12	0	0		12	Taxes Collected in Year Levied	
13	0	0	2,401,411	13	TOTAL RESOURCES	1,826,536
14				14	REQUIREMENTS	
15				15	Object Classification	
16	0	0	0	16	Materials and Services	0
17	0	0		17	Capital Outlay	
18	0	0	0	18	Contingency	
19	0		1,334,500	19	Transfers Out (NOAA Lease Revenue)	818,132
20			1,000,000	20	Trans Out to Gen Op Fund	0
21				21		
22	0	0		22	Ending Balance (Prior Years)	
23			66,911	23	Unappropriated Ending Fund Balance (UEFB)	982,650
24	0	0	2,401,411	24	TOTAL REQUIREMENTS	1,800,782

FORM
LB-20

RESOURCES
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			RESOURCES	FY 2021-22		
Actual		Adopted Budget This Year 2020-21		Proposed Budget	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2018-19	First Preceding Year 2019-20			By Budget Officer		
1			1 Available cash on hand (cash basis) or			1
2	2,617,336	3,160,869	2 Net working capital (accrual basis)	1,720,640		2
3	7,699		3 Previously levied taxes estimated to be received			3
4	35,045	54,025	4 Interest	20,000		4
5			5			5
6			6 IntraFund Transfers			6
7	0	1,000,000	7 Transfers IN, NOAA Leaser Rev Fund	0		7
8			8 Transfers In, BDF			8
9	0	30,452	9 Transfers In Construction Fund	1,800,000		9
10		2,725	10 Transfers In Facility Maintenance Fund	315,334		10
11		2,725	11 Total Intrafund Transfers	2,115,334	0	0
12			12			12
13			13 OTHER RESOURCES			13
14			14 Operating Revenues			14
15			15 Administration			15
16		500	16 Lease Revenues			16
17		16,451	17 Permit and Misc Revenues	2,000		17
18		16,951	18 Total Administration			18
19			19 Newport International Terminal			19
20	132,115	145,919	20 Lease Revenues	175,440		20
21	97,296	173,002	21 Moorage	169,125		21
22	413,689	595,499	22 Services			22
23			23 Hoist Dock Equipment Rental	174,085		23
24			24 Hoist Dock Services	317,123		24
25			25 Shipping Terminal	28,812		25
26			26 Misc Revenues			26
27	643,100	914,420	27 Total Newport International Terminal	864,585	0	0
28			28 Commercial Marina			28
29	157,164	159,715	29 Lease Revenues	164,720		29
30	464,704	579,217	30 Moorage	569,125		30
31	457,715	474,878	31 Services			31
32			32 Hoist Dock Equipment Rental	136,002		32
33			33 Hoist Dock Services	299,106		33
34			34 Misc Revenues	0		34
35	1,079,583	1,213,810	35 Total Commercial Marina	1,168,953	0	0
36			36 Recreational Marina			36
37	441,922	448,695	37 Lease Revenue	455,000		37
38	823,430	946,590	38 Moorage	834,350		38
39	29,553	25,187	39 Live-aboard Revenue* (moved to moorage)			39
40	12,410	7,406	40 Services			40
41			41 Hoist Dock Equipment Rental	1,000		41
42			42 Hoist Dock Services	7,610		42
43			43 Misc Revenues	500		43
44	0	17,457	44 Truck Toll			44
45	68,715	69,140	45 Launch Ramp Revenue/Storage/Parking	86,100		45
46	13,530	11,158	46 Boat and Trailer Storage and Parking			46
47			47 RV Park			47
48	734,497	1,029,128	48 Main RV Park Site fees	1,060,875		48
49	280,884		49 Annex Site Fees			49
50	81,020	85,000	50 Dry Camping Site Fees			50

Table of Contents

51	80,655		45,000	51	Services	25,000			51
52	4,279	36,987	55,000	52	Surplus Property and Dredge Sales				52
53	80,655	65,185	65,000	53	Miscellaneous Revenue	25,000			53
54	2,651,549	2,656,932	2,603,400	54	Total RV Park and Recreational Marina	2,495,435	0	0	54
55	4,374,232	4,785,161	4,621,400	55	Total Fees, Licenses, Permits, Fines, Assessments	4,528,973	0	0	55
56				56					56
57				57	Non-operating Revenues				57
58	1,800			58	Grants and Other				58
59			1,200,000	59	PD 5 Construction EDA Grant				59
60		21,600	1,299,179	60	Grant, Gifts, To be Identified	220,010			60
61			22,500	61	Expo Center Planning Grant (BIZ OR)	25,000			61
62			22,500	62	Terminal Use Planning Grant (BIZ OR)	10,000			62
63				63	SB Annual Grant	2,200			63
64				64	SB Seawall Grant (Biz OR, Lincoln county)	25,000			64
64			425,000	64	Dredging Feasability Study Grant	325,000			64
65			150,000	65	PD 7 Replacement Planning Grants	150,000			65
66				66	SDAO safety Grant (SDOA)	5,000			66
67			187,500	67	RV Park Annex Planning and Design (BIZ OR)	200,000			67
68	(8,374)	0		68	Capital Contributions				68
69	(6,574)	21,600	3,306,679	69	Total Grants, Capital and other	962,210	0	0	69
70				70					70
71				71	Debt Funding				71
72	0	0		72	Loan Proceeds				72
73				73	S Beach load Centers				73
74			1,920,000	74	Loan for New Buidling	1,920,000			74
75			80,000	75	Forklift lease for Commercial Marina				75
80	0	0	2,000,000	80	Total from Bonds and Other Debt	1,920,000	0	0	80
81		4,863,511		81					81
82	7,027,739	8,024,380	14,395,122	82	Total resources, except taxes to be levied	11,267,157	0	0	82
83			110,000	83	Taxes estimated to be received	115,984			83
84		113,286		84	Taxes collected in year levied				84
85	7,027,739	8,137,666	14,505,122	85	TOTAL RESOURCES	11,383,141	0	0	85

**FORM
LB-20**

RESOURCES
NOAA Lease Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			RESOURCES	FY 2021-22		
Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2018-19	First Preceding Year 2019-20					
1			1	RESOURCES		
2			2	Cash on Hand (Cash Basis), or		
3	5,957,569	4,635,270	3	Working Capital (Accrual Basis)	3,907,713	
4	0	0	4	Previously Levied Taxes Estimated to be Received		
5	62,349	80,711	5	Interest	2,500	
6	0		6	Transferred IN, from NOAA CAP MAINT FUND	818,132	
7	2,544,811	2,536,568	7	Lease Revenue	2,595,900	
8	5,159	1,808	8	Grants and Other	10,000	
9		0	9	Revenue Bond Proceeds	0	
10	8,569,888	7,254,357	10	Total Resources, Except Taxes to be Levied	7,334,245	0
11			11	Taxes Estimated to be Received		
12	0		12	Taxes Collected in Year Levied		
13	8,569,888	7,254,357	13	TOTAL RESOURCES	7,334,245	0

FORM
LB-30

REQUIREMENTS SUMMARY
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION For Administration - Unallocated	FY 2021-22				
Actual		Adopted Budget This Year 2020-21		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20							
1			1	PERSONNEL SERVICES			1	
2	397,037	528,006	2	Permanent Staff Wages and Salaries	8.00	618,760	2	
3	0	0	3	Seasonal Staff	-	-	3	
4	8,226	3,466	4	Overtime		7,218	4	
5	36,111	45,463	5	Payroll Tax Expense		53,238	5	
6	15,798	42,140	6	PERS - Retirement		104,595	6	
7	48,619	61,972	7	Health Insurance		107,120	7	
8	929	8,934	8	Workers' Compensation Insurance		5,064	8	
9	5,167	6,169	9	Employee Incentives and Other		8,664	9	
10		4,428	10	HRA and Other		4,542	10	
11	6,297	5,703	11	Relocation		-	11	
12	0	0	12	Contingency		3,625	12	
13	518,184	706,281	839,069	TOTAL PERSONNEL SERVICES		912,826	0	0
14	7.0		8.0	Total full-time equivalent (FTE)		8	8.00	8.00
15			15	MATERIALS AND SERVICES				15
16	134,485	177,519	221,809	Insurance		85,880		16
17	157,355	86,294	174,250	Professional Services		449,700		17
18	8,553	3,723	10,200	Marketing and Promotion		10,363		18
19	29,357	28,214	33,000	Dues and Subscriptions		33,000		19
20	7,971	12,136	18,000	Training and Education		20,000		20
21	11,463	17,052	20,000	Travel		2,000		21
22	36,263	33,883	69,109	Office and Admin Expense		74,868		22
23			8,240	Bad Debt Expense		8,240		23
24	7,831	2,606	6,700	Licenses and Permit Fees		6,868		24
25	20,712	12,749	17,065	Utilities		39,008		25
26	43,673	51,801	107,895	Contract and Support Services		109,100		26
27	12	2,694	3,050	Repairs and Maintenance		6,700		27
28	81		0	Equipment		-		28
29	6,611	5,252	4,500	Materials and Operating Supplies		7,396		29
30	43,776	16,017	200	DSL and State Land Fees		1,700		30
31	13,128	13,128	1,500	Building and Land Leases		8,064		31
32				Grant Expenses		500		32
33	364	600		Misc Expenses		5,000		33
34	521,635	463,668	695,518	TOTAL MATERIALS AND SERVICES		868,387	0	0
35				CAPITAL OUTLAY				35
36	0	0	0	Capital Outlay				36
37	0	0	2,400,000	AD New HQ building		2,400,000		37
38	0	0	150,000	New Financial System(in Prof Services)		-		38
39	0	0	25,000	Replace Server for port		-		39
40				Computer Replacements		5,000		40
41				Asset Condition Inspection (Prof Services)				41
42				AD GIS with EZRI Maps		20,000		42
43	0	0	2,575,000	TOTAL CAPITAL OUTLAY		2,425,000	0	0
44				DEBT SERVICE AND TRANSFERS				44
45	0	0	0	Principal				45
46	200,000	205,000	210,000	2013 Full faith and credit		215,000		46
47	5,005	5,305	5,623	State Loan L100012		32,611		47
48	62,406	64,304	66,260	State Loan Q10001		68,275		48
49	118,860	123,460	128,238	State Loan L120005		133,200		49
50	0	0	0	SB Load Centers - Intrafund		196,436		50
51	40,000	40,000	40,000	OR Loan 6554101		25,000		51

Table of Contents

52	0	0	0	52	First Interstate Bank Loan		54,200			52
53	23,236	25,704	27,360	53	Oregon Coast Bank		-			53
54	6,373	583	3,436	54	2013 Toyota Forklift		-	0	0	54
54	6,639	6,962	7,300	54	Toyota Industries Commercial Finance 2017 CM Forklift		7,654			54
55	9,894	10,422	10,978	55	Financial Pacific Leasing 2017 NIT Forklift		11,564			55
56	0	0	0	56	New HQ Building (20 year)		-			56
57	29,950	47,050	64,150	57	Oregon Brewing Company MUA Loan		29,950			57
58	10,710	11,307	11,938	58	City of Newport SDC		-	0	0	58
	0	0	10,000	0	Cm New 2020 Forklift		-	0	0	0
59	0	0		59	CM New 2021 forklift		10,978			59
60	0	0	0	60	Contingency					60
61				61	Subtotal Principal		784,868			61
62				62	Interest					62
63	89,707	82,608	75,357	63	2013 Full faith and credit		68,983			63
64	2,215	2,215	1,897	64	State Loan L100012		1,559			64
65	31,194	29,296	27,340	65	State Loan Q10001		25,325			65
66	99,352	94,752	89,974	66	State Loan L120005		85,011			66
67	0	0	0	67	SB Load Centers - Intrafund		9,600			67
68	0	0	0	68	OR Loan 6554101		-	0	0	68
69	0	0	0	69	First Interstate Bank Loan		7,064			69
70	19,059	17,591	15,935	70	Oregon Coast Bank		-	0	-	70
71	583	304	43	71	2013 Toyota Forklift		-	0	0	71
72	1,275	953	615	72	Toyota Industries Commercial Finance 2017 CM Forklift		261			72
73	2,418	1,890	1,334	73	Financial Pacific Leasing 2017 NIT Forklift		748			73
74	0	0	0	74	New HQ Building (20 year)					74
75	0	0	0	75	Oregon Brewing Company MUA Loan		1,400			75
76	5,596	4,999	4,368	76	City of Newport SDC		-	0	-	76
77	0	0	2,000	77	Cm New 2020 Forklift		-	0	-	77
78	0	0	0	78	CM New 2021 forklift		1,334			78
79	0	0	0	79	Contingency					79
80				80	Subtotal Interest					80
81				81						81
82			72,000	82	Total Debt Service		1,823,512			82
83	160,000	130,200	1,650,000	83	Transfers OUT, to Facilities Maintenance Fund		100,000	0	-	83
84				84	Transfer Out to Bond Debt Fund					84
85				85	Transfer Out to Capital Fund		-			85
86	160,000	130,200	0	86	Total Transfers		100,000	0	-	86
87				87						87
88	160,000	130,200	72,000	88	Total Debt Service and Transfers		1,923,512	0	0	88
89	0	0	335,635	89	Operating Contingency		488,153			89
90	1,872,138			90	Ending Balance (Prior Years)					90
91			2,642,907	91	Restricted funds		1,200,000			91
92	3,071,957	1,300,149	7,160,129	92	TOTAL REQUIREMENTS		7,817,878	0	0	92

**FORM
LB-30**

**REQUIREMENTS SUMMARY
General Operating Fund
(Fund)**

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR: South Beach	FY 2021-22				
Actual		Adopted Budget This Year 2020-21		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20							
1			1	PERSONNEL SERVICES				1
2	277,532	295,129	2	Permanent Staff Wages and Salaries	8.00	388,919		2
3	0	0	3	Seasonal Staff	1.33	53,745		3
4	7,751	9,092	4	Overtime		17,301		4
5	27,597	26,992	5	Payroll Tax Expense		41,233		5
6	21,482	24,458	6	PERS - Retirement		67,731		6
7	66,048	64,818	7	Health Insurance		108,224		7
8	13,093	11,345	8	Workers' Compensation Insurance		15,859		8
9	1,632	0	9	Employee Incentives and Other		6,196		9
10	3,136	67	10	HRA and Other		4,844		10
11	0	0	11	Contingency		11,920		11
12	418,271	431,901	12	TOTAL PERSONNEL SERVICES		715,972	0	0
13	8.0	8.0	13	Total full-time equivalent (FTE)	9.33	9.33	9.33	9.33
##			##	MATERIALS AND SERVICES				14
15	12,251	6,054	15	Insurance		34,300		15
16	1,585	0	16	Professional Services		280,000		16
17	9,723	7,294	17	Marketing and Promotion		9,200		17
18		500	18	Dues and Subscriptions		0		18
19	150	2,751	19	Training and Education		4,000		19
20	28	810	20	Travel		1,000		20
21	68,761	63,674	21	Office and Admin Expense		95,939		21
22	0		22	Bad Debt Expense		8,000		22
23	9,092	3,356	23	Licenses and Permit Fees		3,500		23
24	338,310	299,047	24	Utilities		326,924		24
25	142,760	144,305	25	Contract and Support Services		89,921		25
26	59,975	56,586	26	Repairs and Maintenance		219,550		26
27	6,316	2,535	27	Equipment		12,500		27
28	33,865	30,295	28	Materials and Operating Supplies		65,713		28
29	0		29	Shipping Expenses - ILWU Wages (Billed to Ships)		0		29
30	0	375	30	DSL and State Land Fees		15,000		30
31	2		31	Building and Land Leases				31
32	2	361	32	Grant Expenses		2,500		32
33	10,208	11,208	33	Misc expenses		30,000		33
34	693,027	629,151	34	TOTAL MATERIALS AND SERVICES		1,198,047	0	0
##			##	CAPITAL OUTLAY				35
36	10,918	88,783	36	Capital Outlay				36
37	0	0	37	SB Marina Electric Load Center		0	0	-
38	0	0	38	SB Steerable and trainable 2 yd containers (equipment)				38
39			39	SB Dryers for South Beach (Equipment)				39
40			40	SB Filet table		75,000		40
41			41	Aquire Property		30,000		41
42			42	Reside restrooms, replace carpets				42
43			43	Docks repair/replacement (Docks and Piers)		180,000		43
44			44	Equipment - South Beach (Tractor)		20,000		44
45	10,918	88,783	45	TOTAL CAPITAL OUTLAY		305,000	0	0
46	1,122,216	1,149,835	46	TOTAL REQUIREMENTS		2,219,019	0	0

REQUIREMENTS SUMMARY
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR: Commercial Marina	FY 2021-22				
Actual		Adopted Budget This Year 2020-21		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20							
1			1	PERSONNEL SERVICES				1
2	285,270	231,836	2	Permanent Staff Wages and Salaries	6.33	309,454		2
3	0	0	3	Seasonal Staff	0.50	20,228		3
4	8,610	12,020	4	Overtime		6,968		4
5	28,575	22,224	5	Payroll Tax Expense		30,489		5
6	18,718	14,674	6	PERS - Retirement		51,395		6
7	66,048	34,681	7	Health Insurance		85,033		7
8	20,204	13,280	8	Workers' Compensation Insurance		15,026		8
9	1,632	0	9	Employee Incentives and Other		4,614		9
10	3,136	0	10	HRA and Other		3,704		10
	0	0	0	Contingency		4,096		0
11	432,193	328,715	504,030	TOTAL PERSONNEL SERVICES		531,007	0	0
12	6.0		7.5	Total full-time equivalent (FTE)	6.83	6.83	6.83	6.83
13				MATERIALS AND SERVICES				13
14	11,821	7,111	21,500	Insurance		29,278		14
15	0	4,000	1,250,000	Professional Services		900,000		15
16	1,437	1,103	2,500	Marketing and Promotion		1,500		16
17	0		0	Dues and Subscriptions		0		17
18	725	5,597	9,500	Training and Education		6,855		18
19	3,457	2,166	4,000	Travel		4,000		19
20	14,626	7,629	15,525	Office and Admin Expense		15,671		20
21	7,787	(3,191)	10,000	Bad Debt Expense		10,000		21
22	805	807	3,500	Licenses and Permit Fees		4,000		22
23	154,216	154,817	165,600	Utilities		169,755		23
24	31,499	37,741	63,000	Contract and Support Services		61,700		24
25	34,656	29,141	43,100	Repairs and Maintenance		51,000		25
26	7,435	2,623	2,800	Equipment		3,250		26
27	20,337	18,305	24,300	Materials and Operating Supplies		24,500		27
28	37,717	79,541	65,000	DSL and State Land Fees		40,000		28
29	0	0	10,000	Boat Disposal and Seizures		30,000		29
30	0	165	0	Misc expenses		201,000		30
31	326,520	347,555	1,690,325	TOTAL MATERIALS AND SERVICES		1,552,509	0	0
32				CAPITAL OUTLAY				32
33	12,981	11,970	0	Capital Outlay				33
34	0		80,000	Replace Pillings (Port Dock Repairs/Maint)		50,000		34
35	0		30,000	CM Relocate Hoist Dock Electrical		30,000		35
36	0		80,000	CM Forklift		38,000		36
37	0		25,000	PD 5 Electrical Engineering/Power Upgrade (Port Dock Repairs/Maint)		646,000		37
38	0		2,400,000	CM PD 5 Pier rebuild				38
39	0	0	0	Hoist Dock fenders (Port dock repairs/maint)		35,000		39
40	0	0	37,000	PD 3/5 RODS WHALERS, Etc (Port dock repairs/maint)		357,000		40
41	0	0	0	Truck (Vehicles)		25,000		41
42	0	0	0	Oil building upgrades - tanks -(Buildings)		86,000		42
43	0	0	150,000	Replace manned crane #3 (Vehicles and Equip)				43
44	12,981	11,970	2,802,000	TOTAL CAPITAL OUTLAY		1,267,000	0	0
45	771,694	688,240	4,996,355	TOTAL REQUIREMENTS		3,350,516	0	0

**FORM
LB-30**

REQUIREMENTS SUMMARY

General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: International Terminal	FY 2021-22				
Actual			Adopted Budget This Year 2020-21		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20								
1				1	PERSONNEL SERVICES				1
2	43,212	105,970	113,420	2	Permanent Staff Wages and Salaries	2.00	124,531		2
3		0	19,186	3	Seasonal Staff	0.50	20,228		3
4	8,407	7,667	5,491	4	Overtime		5,492		4
5	4,964	10,528	12,169	5	Payroll Tax Expense		13,483		5
6	2,518	6,137	7,734	6	PERS - Retirement		21,267		6
7	8,256	15,033	23,832	7	Health Insurance		27,608		7
8	3,670	3,348	6,049	8	Workers' Compensation Insurance		6,807		8
9	204	0	1,701	9	Employee Incentives and Other		2,027		9
10	392		864	10	HRA and Other		1,260		10
	0	0	0	0	Contingency		4,096		0
11	71,623	148,683	190,446	11	TOTAL PERSONNEL SERVICES		226,799	0	0
12	1.0	2.0	2.50	12	Total full-time equivalent (FTE)	2.50	2.50	2.50	2.50
13				##	MATERIALS AND SERVICES				13
14	0		0	14	Insurance		16,700		14
15	0		30,000	15	Professional Services		80,000		15
16	3,246	873	2,000	16	Training and Education		2,000		16
17	2,781	12	1,000	17	Travel		1,000		17
18	2,181	1,434	1,900	18	Office and Admin Expense		1,948		18
19	0	4,924	0	19	Bad Debt Expense		1,000		19
20	3,169	5,154	8,000	20	Licenses and Permit Fees		8,200		20
21	52,829	53,229	53,400	21	Utilities		54,736		21
22	27,972	34,637	41,942	22	Contract and Support Services		299,695		22
23	24,454	20,942	29,212	23	Repairs and Maintenance		29,943		23
24	12,240	11,271	10,200	24	Equipment		10,455		24
25	14,922	11,311	15,800	25	Materials and Operating Supplies		16,195		25
26	984	0	2,000	26	Shipping Expenses - ILWU Wages (Billed to Ships)		10,000		26
27	14,018	21,837	30,000	27	DSL and Other		30,000		27
28	2,000	24,000	0	28	Building and Land Leases		0		28
29			20,000	29	Other lease expenses		20,000		29
30	160,796	189,624	245,454	30	TOTAL MATERIALS AND SERVICES		581,872	0	0
31				##	CAPITAL OUTLAY				31
32	1,200			32	Capital Outlay				32
33			170,000	33	NIT Grade 9 acres		170,000		33
34			95,000	34	NIT Asphalt				34
35			20,000	35	Procure property at NIT		30,000		35
36				36	Mclean Point Beneficial Project (in Prof Services)				36
37	1,200	0	285,000	37	TOTAL CAPITAL OUTLAY		200,000	0	0
38	233,619	338,307	720,900	38	TOTAL REQUIREMENTS		1,008,671	0	0

**FORM
LB-30**

REQUIREMENTS SUMMARY

NOAA Lease Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: NOAA Lease	FY 2021-22				
Actual			Adopted Budget This Year 2020-21		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20								
1				1	PERSONNEL SERVICES				1
2	57,420	62,844	87,167	2	Permanent Staff Wages and Salaries	2.00	127,650		2
3	0		22,242	3	Seasonal Staff		0		3
4	1,155	129	0	4	Overtime		5,991		4
5	4,946	5,510	9,520	5	Payroll Tax Expense		11,850		5
6	2,588	3,867	5,353	6	PERS - Retirement		21,682		6
7	8,946	14,726	23,832	7	Health Insurance		27,608		7
8	2,695	3,316	4,791	8	Workers' Compensation Insurance		6,036		8
9	0	0	1,307	9	Employee Incentives and Other		1,787		9
10	0		864	10	HRA and Other		1,158		10
	0	0	0	0	Contingency		3,237		0
11	77,750	90,392	155,075	11	TOTAL PERSONNEL SERVICES		206,999	0	0
12			1.83	12	Total full-time equivalent (FTE)	2.00	2.00	2.00	2.00
##				##	MATERIALS AND SERVICES				##
14	120,357	131,161	125,000	14	Insurance		166,757		14
15	13,142	11,606	18,500	15	Professional Services		66,500		15
16	215	0	0	16	Marketing and Promotion				16
17	2,591	2,939	2,000	17	Dues and Subscriptions				17
18	1,198	513	1,000	18	Training and Education		1,500		18
19		0		19	Travel				19
20	12,940	12,312	16,025	20	Office and Admin Expense		1,400		20
21	6,820	805	1,200	21	Licenses and Permit Fees		1,000		21
22	14,353	17,385	18,200	22	Utilities		18,200		22
23	40,721	54,969	205,650	23	Contract and Support Services		134,500		23
24	326,262	0	0	24	Dredging		750,000		24
25	794	2,042	2,000	25	Equipment		2,200		25
26	19,283	14,188	19,400	26	Materials and Operating Supplies		14,200		26
27	424		1,500	27	Fuel		1,500		27
28	9,902	10,199	7,000	28	DSL and State Land Fees		10,608		28
29	0		0	29	Office Rent and Land Leases				29
30	569,002	258,119	417,475	30	TOTAL MATERIALS AND SERVICES		1,168,365	0	0
##				##	CAPITAL OUTLAY				##
32	0	14,961	0	32	CAPITAL OUTLAY				32
33	1,166	0	0	33	59513 · Steel Pile Caps				33
34	28,665	24,929	30,000	34	59514 · Camel System Repairs & Mods (Docks)				34
35	0	0	20,000	35	Backup system battery replacement (Bldg & Equip)				35
36	0	0	75,000	36	NOAA Carpet & Flooring (5 yrs) (Bldg & Equip)		100,000		36
37	0	0	10,000	37	NOAA Sm Boat Dock & Ramp (Docks)				37
38	0	45,043	25,000	38	NOAA Cathodic Protection (Docks)				38
39	0	0	20,000	39	NOAA Electrical (Bldg & Equip)				39
40	0	0	80,000	40	NOAA Anode Replacement (Docks)				40
41	0	0	9,500	41	NOAA Eel Grass Mitigation				41
42	0	0	20,000	42	NOAA Asphalt Coating/Stripe (Bldg & Equip)		35,000		42
43	0	0	15,000	43	NOAA Concrete Repair /Replace (Bld and Equip)				43

Table of Contents

44	0	0	10,000	44	NOAA HW Heaters (Bldg & Equip)					44
45	0	0	10,000	45	NOAA HVAC System(s) (Bldg & Equip)		20,000			45
46	0	0	10,000	46	NOAA Critical AC Systems (Bldg & Equip)					46
47	0	0	0	47	Storm Filter System (Bldg & Equip)		6,000			47
48	0	0	0	48	Fire safety (Bldg & Equip)		30,000			48
49	29,831	84,933	334,500	49	TOTAL CAPITAL OUTLAY		191,000	0	0	49
50				50	DEBT SERVICE AND TRANSFERS					50
51	1,996,589	1,569,093	1,760,089	51	Bond Payment		1,760,950			51
52				52						52
53	1,996,589	1,569,093	1,760,089	53	Total Debt Service		1,760,950	0	0	53
54				54						54
55	0	2,724	679,000	55	Transfers OUT, to General Operating Funds		0			55
56				56	Transfers Out, FAC MAIN RES FUND		0			56
57	0	0	191,966	57	Transfers Out NOAA Capital Maintenance		170,000			57
58	0	2,724	870,966	58	Total Transfers		170,000			58
59	1,996,589	1,571,817	2,631,055	59	Total Debt Service and Transfers		1,930,950			59
60	0	0	100,000	60	Operating Contingency		599,741			60
61	5,896,716			61	Ending Balance (Prior Years)					61
62				62	Reserved for future Use		0	0	0	62
63			0	63	Unappropriated Ending Fund Balance (UEFB)		250,000			63
64	8,569,888	2,005,261	3,638,105	64	TOTAL REQUIREMENTS		4,347,055			64

FORM
LB-35

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

Bonded Debt Fund

Port of Newport

(Fund)

(Name of Municipal Corporation)

Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	FY 2021-22						
Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2018-19	First Preceding Year 2019-20									
1			1	Resources		1				
2			2	Cash on Hand (Cash Basis), or		2				
3	443,475	448,519	120,000	3	Working Capital (Accrual Basis)	114,712	3			
4	35,504	29,630		4	Previously Levied Taxes to be Received	0	4			
5	4,605		3,500	5	Interest	150	5			
6		0		6	Transferred from Other Funds	0	6			
7				7	Proceeds from Refunding Bonds		7			
8	483,584	478,149	123,500	8	Total Resources, Except Taxes to be Levied	114,862	0	0	8	
9			811,000	9	Taxes Estimated to be Received *	929,609			9	
10	491,787	718,567		10	Taxes Collected in Year Levied				10	
11	975,371	1,196,716	934,500	11	TOTAL RESOURCES	1,044,471	0	0	11	
					Requirements					
					Bond Principal Payments					
12				12	Bond Issue	Budgeted Payment Date			12	
13	0		0	13	2008	N/A	0	0	0	13
14	70,000	70,000	0	14	2011	January 1	0	0	0	14
15	270,000	280,000	285,000	15	2016	July 1, 2021	295,000			15
16	0		50,000	16	2019	January 1, 2022	115,000			16
17				17	Contingency		0			17
18	340,000	350,000	335,000	18	Total Principal		410,000	0	0	18
					Bond Interest Payments					
19				19	Bond Issue	Budgeted Payment Date				19
21	265,655	265,000	0	21	2011	July 1 and January 1	0			21
22	269,756	266,000	257,400	22	2016 GOB	July 1, 2021	124,425			22
23				23	2016 GOB	January 1, 2022	124,425			23
24	0		172,941	24	2019 GOB	July 1, 2021	85,946			24
25	0			25	2019 GOB	January 1, 2022	85,946			25
26				26	Contingency		500			26
27	535,411	531,000	430,341	27	Total Interest		421,242	0	0	27
##	875,411	881,000	765,341	28	Total Debt Service		831,242			##
29				29						29
31				31						31
32				32						32
33				33	Transfers Out to GOF					33
34	99,960	315,716		34	Ending Balance (Prior Years)					34
35			169,159	35	Unappropriated Balance		213,229	0	0	35
36	0	0	0	36	Payment to Refunded Bond Escrow Agent		0	0	0	36
37	975,371	1,196,716	934,500	37	TOTAL REQUIREMENTS		1,044,471	0	0	37

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

FORM LB-50 2021-2022

To assessor of Lincoln County

Table of Contents

Check here if this is
an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Port of Newport has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Lincoln County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>600 SE Bay Boulevard</u>	<u>Newport</u>	<u>OR</u>	<u>97365</u>	
Mailing Address of District	City	State	ZIP code	Date
<u>Mark A. Brown</u>	<u>Director of Finance</u>	<u>541-265-7758</u>	<u>dirfin@portofnewport.com</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.0609	
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	995,000	
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	995,000	Excluded from Measure 5 Limits Dollar Amount of Bond Levy

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.0609
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

PORT OF NEWPORT**All Projects - General Operating Funds**

PROJECT	DESCRIPTION	Priority**	Total Cost		Funding Note
			2022F		
NIT MOVE DREDGE SPOILS (Contract Support Svcs)	This is an obligation the Port has to move the dredge material. The material includes dredge spoils from both NIT and NOAA, the total cost (\$350,000) is split between the two funds - 75% is NIT.	1	262,500		
CM PD 3 and 5 ELECTRICAL UPGRADE	Upgrade the electrical on Port Docks 3 and 5 to current standards, this protects the Port and meets expectations of Commercial Fishers	1	646,000		
CM PLANNING FOR PD 7 AND PUBLIC PIER REPLACEMENT (PROF SVCS)	This is a critical project to fully plan the replacement of Port Dock 7, without the preplanning the Port will be unable to fund the project via grants. This is a critical piece of infrastructure for the Port.	1	200,000		The Port hopes to receive a large portion of the funding from Grant Funds, and is working on the Grant Funding.
CM FEASIBILITY STUDY DREDGING (May be paid for or completed in FY 2021)	Port Portion \$475,000, feasibility study of dredging specific areas in the Marina to -20, to allow for larger vessels to dock.	1	750,000		50% is from General Funds/ 50% grants
AD ACCOUNTING SOFTWARE (Prof Services)	The current software causes large inefficiencies, and increased timelines to complete everyday tasks. Replacement of QuickBooks will allow the Port to enter orders while loading or unloading vessels, reduce the amount of time it takes to close the books each month, better track contract/lease/MLA/COI end dates among many other items. Depending on the software selected, the cost could be much lower (this would be the maximum)	2	175,000		
NIT ACQUIRE PROPERTY (May be paid for or completed in FY 2021)	Acquire the property the Shed at the NIT is located on.	2	30,000		
CM PD 3 Piling Repairs	Replace or repair pilings on Port Dock 3	2	50,000		

** Priority indicates importance of project, not indicate order of projects.

Table of Contents

RELOCATE ELECTRICAL HOIST DOCK	The electrical connection submerge on high tides causing an unnecessary risk to Port staff and Customers. This was on last years priority list, but with other projects the Port was unable to complete.	2	30,000	
SB REBUILD SERVICE DOCK, FLOATING DOCK, END TIES	The Service Dock and Floating docks pose a significant risk, rebuilding the docks reduce/mitigate the risk, and will show our constituents that we are continuing to improve our facilities and recognizing their concerns.	3	180,000	May be able to leverage the state for funds for a portion of this cost
ASSET CONDITON INSPECTION (PROFESSIONAL Svcs)	In the last two years the Port has experienced unexpected failures causing significant expenses, a sinkhole in South Beach, and an Oil Tank that began to leak. Some of this is due to delayed maintenance. To avoid this in the future, Port staff is proposing that over the next number of years, an external consultant will review Port assets and property to prioritize maintenance items, thus avoiding unexpected failures.	3	60,000	
SB Purchase an additional Filet Table for Marina	Charter vessel fishing is growing in the recreational Marina, we have added several charter vessels this past year. And the Port has already had complaints regarding the availability of the filet tables, this should ease that concern.	4	75,000	
CM PD 3/5 Maintenance projects Whalers, Rods, rub boards	These projects are necessary to assure the dock stays in good working order	4	357,000	
CM OIL BUILDING UPGRADES TANKS	In Fiscal year 2020-2021, we experienced one tank leaking and had to take this tank out of service, we are proposing the replacement of tanks, which is necessary for the vessels in Port.	5	86,000	

** Priority indicates importance of project, not indicate order of projects.

Table of Contents

PORTWIDE TRACTOR	This is an asset that would be used Portwide, this replaces a piece of equipment that the Port has, but has been unusable, and is not repairable.	5	20,000	
Rogue Seawall Phase III	Placeholder if another phase needs to be completed	5		
CM and SB OPERATION CENTER FACILITY IMPROVEMENTS	Modify the layouts of the CM & SB operations facilities to allow for offices for Harbormaster and other amenities.	7		
SB CONSTRUCTION AND REDESIGN ANNEX	The annex in South Beach is in need of critical infrastructure upgrades, the electric grid is sub par, the water system and the sewage piping are beginning to show their age. Staff is proposing having a third party prepare an evaluation of the cost of fully redesigning the RV Park Annex to maximize the usage of the space proposing alternatives and providing the Port an ROI. Much of this project is proposed to be grant funding.	7	250,000	The Port hopes to receive a large portion of the funding from Grant Funds
SB ACQUIRE PROPERTY FROM ARMY CORP	In South Beach a piece of property that is being used by Rogue actually belongs to the Army corp. The GM has had initial discussion with the Army Corp about acquiring the property.	8	30,000	
COMPUTER REPLACEMENTS	Each year the Port should replace a portion of their computers, rather than replace all computers every 3-5 years. There are a limited number of computers that are older (CM Operations, Some South Beach). The computer will be replaced with laptop or tablets - we might also use this to purchase tablets for input of orders.	9	5,000	

** Priority indicates importance of project, not indicate order of projects.

CM FORKLIFT 3,500 lb	The Port replace the higher load CM forklift in Fiscal Year 2020-21, based on hours in our capital asset replacement plan this is a second forklift that should be replaced, however the port is examining the downtime of the forklift, and the maintenance and repair cost to determine the best course of action, but keeping this in the budget.	10	38,000	
CM PICKUP	The existing pickup has low mileage, but has transmission issues, making it impossible to use the vehicle anywhere but locally. Odds are that this purchase will not occur in the current year, but it is important that the commissioners be aware of the need to replace the vehicle.	11	25,000	
CM HOIST DOCK FENDERS	The hoist dock fenders are in need of replacement, they protect both the dock and vessels.	12	35,000	
AD NEW HQ BUILDING	This has been placed low on the list as Port staff evaluates the cost of the building versus the current interest rate. The current facility was only designed for short term use, and will need to be replaced in the next few years. It does not provide for privacy needed, nor does it present a good face to those visiting the Port.	13	2,400,000	
AD GIS with EZRI MAPS	This Software gives the Port the ability to track leases, where utilities are located, and much more.	14	20,000	

** Priority indicates importance of project, not indicate order of projects.

Table of Contents

SB EXPO CENTER (Prof Services)	This is a very low priority at this time, grant funding for this might be difficult to obtain because of the nature of the project, and indoor events are currently discourage, plus the cost of building such a facility is expensive. This would provide the Port important details if it is desirable to put a facility in South Beach to host large events, such as a boat show, Special Events requiring an indoor space, it would also house the Newport Wine and Seafood festival (which might largely pay for the facility)	15	30,000	The Port hopes to receive a large portion of the funding from Grant Funding
NIT MUTUALLY BENEFICIAL PROJECT MCCLEAN POINT	This a contractual obligation with Rondy's	16	50,000	
TOTAL >		-	5,804,500	
Total NOAA projects			\$ 1,028,500	
<u>Total Projects list 2022</u>			<u>6,833,000</u>	

** Priority indicates importance of project, not indicate order of projects.

PORT OF NEWPORT
All Projects - NOAA FUND

FUND	PROJECT	2022F	
500 - NOAA LEASE FUND	CARPET & FLOORING (5 YRS)		100,000
500 - NOAA LEASE FUND	BUOYS AND FLOATS		
500 - NOAA LEASE FUND	ANODE REPLACEMENT		
500 - NOAA LEASE FUND	STORM FILTER SYSTEM		6,000
500 - NOAA LEASE FUND	BERTH DREDGING		750,000
500 - NOAA LEASE FUND	ASPHALT COATING/STRIPE		20,000
500 - NOAA LEASE FUND	CONCRETE REPAIR /REPLACE		15,000
500 - NOAA LEASE FUND	HVAC SYSTEM(S)		10,000
500 - NOAA LEASE FUND	CRITICAL AC SYSTEMS		10,000
500 - NOAA LEASE FUND	FIRE SAFETY		30,000
500 - NOAA LEASE FUND		-	
	Move Dredge Spoils (Prof Svcs)		87,500
100 - GENERAL FUNDS		-	
		-	1,028,500

SAMPLE MOTIONS:

APPROVING THE BUDGET:

I move that the budget committee of the Port of Newport approve the budget for the Fiscal Year July 1, 2021 to June 30, 2022 in the amount of \$23,784,178.

APPROVING THE TAX LEVY:

I move that the budget committee of the Port of Newport approve property taxes for the Fiscal Year July 1, 2021 to June 30, 2022 at the rate of .0609 per \$1,000 of assessed value for the Permanent rate tax levy, and in the amount of \$995,000 for the General Obligation Bond Levy.