

PORT OF NEWPORT COMMISSION AGENDA
2nd BUDGET PRIORITIES WORK SESSION

Tuesday, April 23, 2019, 12:00 pm
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.

	Page
I. Call to Order	
II. Public Comment (3 minute limit per person)	
III. Consideration of Proposed Budget	
A. FY 2019-20 Budget: Revenue & Expenses by Fund	3
B. Debt Service	15
C. Resolution Setting Rates, Fees & Charges	19
D. Project Priorities.....	35
IV. Consider Appointment of Gil Sylvia to the Budget Committee	
V. Public Comment (3 minute limit per person)	
VI. Adjournment	

Regular monthly meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

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>

-###-

GENERAL OPERATING FUND
RESOURCES (REVENUES)

	Historical Data			Description	Budget for Fiscal Year 2019-2020		
	Actual		Adopted Budget This Year 2018-2019		Preliminary Recommendations	% +/- from Prior Year	
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018					
A	B	C	D	E	F		
1	\$1,872,138	\$2,241,176	\$1,729,218	1 Working Capital (Accrual Basis)	\$2,250,000	30.1%	1
2				2			2
3				3 Operating Revenues			3
4				4 Leased Properties			4
5	631,802	684,094	687,000	5 Lease Revenue (all but NOAA)	705,000	2.6%	5
6				6 Newport International Terminal			6
7	111,743	85,602	100,000	7 Moorage	153,000	53.0%	7
8	113,498	101,599	88,115	8 Equipment Rental	130,000	47.5%	8
9	114,572	66,809	87,835	9 Services	122,000	38.9%	9
10	4,680	0	0	10 Shipping Terminal Revenue	3,000	100.0%	10
11	121,645	134,330	138,650	11 Lot Storage and Other	144,000	3.9%	11
12	466,138	388,340	414,600	12 Subtotal - Newport International Terminal	552,000	33.1%	12
13				13 Commercial Marina			13
14	420,801	418,203	454,800	14 Moorage	500,000	9.9%	14
15	75,015	127,079	106,650	15 Hoist Dock Equipment Rental	130,000	21.9%	15
16	107,927	155,312	130,670	16 Hoist Dock Services	160,000	22.4%	16
17	95,638	96,385	105,180	17 Lot Storage and Other	110,000	4.6%	17
18	699,381	796,979	797,300	18 Subtotal - Commercial Marina	900,000	12.9%	18
19				19 South Beach Marina			19
20	732,202	798,892	746,400	20 Moorage	850,000	13.9%	20
21	3,376	3,682	2,160	21 Services	4,000	85.2%	21
22	13,804	13,854	20,100	22 Live-aboard Revenue	25,000	24.4%	22
23	44,368	58,504	86,200	23 Launch Ramp Revenue	72,000	-16.5%	23
24	21,542	20,308	26,000	24 Boat and Trailer Storage	16,000	-38.5%	24
25	18,317	28,440	19,640	25 Lot Storage and Other	40,000	103.7%	25
26	833,609	923,680	900,500	26 Subtotal - South Beach Marina	1,007,000	11.8%	26

GENERAL OPERATING FUND
RESOURCES (REVENUES)

	Historical Data			Description	Budget for Fiscal Year 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Preliminary Recommendations	% +/- from Prior Year		
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
27				27	South Beach RV Park			27
28	586,231	656,198	730,000	28	Main RV Park Site Fees	770,000	5.5%	28
29	155,139	229,300	186,300	29	Annex Site Fees	260,000	39.6%	29
30	44,602	83,622	73,700	30	Dry Camping Site Fees	100,000	35.7%	30
31	0	0	16,000	31	Propane	0	-100.0%	31
32	55,773	47,934	35,700	32	Services and Other	50,000	n/a	32
33	841,745	1,017,054	1,041,700	33	Subtotal - South Beach RV Park	1,180,000	13.3%	33
34	3,086	36,807	5,000	34	Surplus Property and Dredge Sales	5,000	0.0%	34
35	36,098	45,444	34,800	35	Miscellaneous Revenue (Admin Fees)	38,000	9.2%	35
36	3,511,859	3,892,398	3,880,900	36	Total Operating Revenues	4,387,000	13.0%	36
37				37	Non-operating Revenues			37
38	10,828	2,772	88,050	38	Grants and Other	456,300	418.2%	38
39	218,878	0	34,500	39	Capital Contributions	0	n/a	39
40	210,295	89,396	0	40	Loan Proceeds	0	n/a	40
41	8,195	9,834	8,000	41	Interest	60,000	650.0%	41
42				42	Property Taxes Estimated to be Received			42
43	99,497	102,754	98,000	43	Current Year	105,000	7.1%	43
44	4,051	14,474	4,000	44	Previously Levied Taxes	10,000	150.0%	44
45	103,548	117,228	102,000	45	Subtotal - Property Taxes Estimated to be Received	115,000	12.7%	45
46	551,744	219,230	232,550	46	Total Non-operating Revenues	631,300	171.5%	46
47				47				47
48	4,063,603	4,111,628	4,113,450	48	Total Revenues	5,018,300	22.0%	48
49				49				49
50	\$5,935,741	\$6,352,804	\$5,842,668	50	TOTAL RESOURCES	\$7,268,300	24.4%	50

GENERAL OPERATING FUND
PERSONNEL SERVICES

	Historical Data			Description	Number of Employees	Range	Budget for Fiscal Year 2019-2020		
	Actual		Adopted Budget This Year 2018-2019				Preliminary Recommendations	% +/- from Prior Year	
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
	A	B	C	D	E	F	G	H	
1	\$848,595	\$889,755	\$1,108,602	1 Wages	26.0 FTE	11.19-70.59	\$1,201,224	8.4%	1
2	82,558	79,136	103,109	2 Payroll Tax Expense			111,387	8.0%	2
3	155,337	139,774	212,072	3 Health Insurance			233,800	10.2%	3
4	7,845	40,994	62,461	4 PERS - Retirement			85,525	36.9%	4
5	30,991	36,248	38,121	5 Workers' Compensation Insurance			37,093	-2.7%	5
6	8,821	5,706	5,635	6 Employee Incentives and Other			5,500	-2.4%	6
7				7					7
8				8					8
9	\$1,134,147	\$1,191,613	\$1,530,000	9 TOTAL PERSONNEL SERVICES			\$1,674,529	9.4%	9

GENERAL OPERATING FUND
MATERIALS AND SERVICES

		Historical Data			Description	Budget for Fiscal Year 2019-2020		
		Actual		Adopted Budget This Year 2018-2019		Preliminary Recommendations	% +/- from Prior Year	
Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
A	B	C		D	E	F		
1			\$165,300	1	Insurance	\$165,300	0.0%	1
2				2	Professional Fees			2
3			49,500	3	Legal	41,000	-17.2%	3
4			87,800	4	Audit and Accounting	45,000	-48.7%	4
5			25,000	5	Update Strategic Business and Capital Facilities Plans	0	-100.0%	5
6			1,275	6	Tenant Screening Services	2,200	72.5%	6
7			0	7	Communications Consultant	30,000	n/a	7
8			0	8	Grant Writing	30,000	n/a	8
9			0	9	Project Manager for Mitigation Plans	10,000	n/a	9
10			0	10	ERP Consultant	25,000	n/a	10
11			163,575	11	Subtotal - Professional Fees	183,200	12.0%	11
12			19,500	12	Marketing and Promotion	20,200	3.6%	12
13			17,150	13	Dues and Subscriptions	25,000	45.8%	13
14			48,000	14	Training and Education	27,750	-42.2%	14
15			17,450	15	Travel	16,200	-7.2%	15
16				16	Office and Admin Expense			16
17			44,300	17	Bank Fees	48,200	8.8%	17
18			25,000	18	Accounting Automation	0	n/a	18
19			30,000	19	IT Hardware/Software and Supplies	46,100	53.7%	19
20			13,700	20	Office Supplies	18,700	36.5%	20
21			5,800	21	Equipment Rental and Leases	6,700	15.5%	21
22			5,225	22	Meeting Supplies	3,100	-40.7%	22
23			2,375	23	Postage and Shipping	5,950	150.5%	23
24			126,400	24	Subtotal - Office and Admin Expense	128,750	1.9%	24
25			6,000	25	Bad Debt Expense	15,000	150.0%	25
26			9,500	26	Licenses and Permit Fees	33,700	254.7%	26

Port of Newport
FY 2019-2020

GENERAL OPERATING FUND
MATERIALS AND SERVICES

	Historical Data			Description	Budget for Fiscal Year 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Preliminary Recommendations	% +/- from Prior Year		
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
27				27	Utilities			27
28			255,500	28	Electricity	250,500	-2.0%	28
29			131,500	29	Water and Sewer	153,400	16.7%	29
30			3,300	30	Natural Gas	3,400	3.0%	30
31			73,500	31	Refuse and Recycling	93,260	26.9%	31
32			41,200	32	Telecommunications	57,050	38.5%	32
33			505,000	33	Subtotal - Utilities	557,610	10.4%	33
34				34	Contract and Support Services			34
35			86,652	35	Security and Facilities Code Enforcement	82,550	-4.7%	35
36			205,922	36	Contract and Support Services - Other	273,250	32.7%	36
37			292,574	37	Subtotal - Contract and Support Services	355,800	21.6%	37
38			151,700	38	Repairs and Maintenance	197,100	29.9%	38
39			15,900	39	Equipment	16,800	5.7%	39
40			80,150	40	Materials and Operating Supplies	83,900	4.7%	40
41			7,000	41	Shipping Expenses - ILWU Wages (Billed to Ships)	2,000	-71.4%	41
42			38,500	42	DSL and State Land Fees	85,900	123.1%	42
43			13,500	43	Trailer and Land Leases	13,200	-2.2%	43
44			0	44	Grant Expenses	456,300	n/a	44
45			0	45	Boat Disposal	15,000	n/a	45
46				46				46
47	\$1,337,289	\$1,539,961	\$1,677,199	47	TOTAL MATERIALS & SERVICES	\$2,398,710	43.0%	47

Port of Newport
FY 2019-2020

GENERAL OPERATING FUND
ALL OTHER REQUIREMENTS

	Historical Data			Description	Budget for Fiscal Year 2019-2020		
	Actual		Adopted Budget This Year 2018-2019		Preliminary Recommendations	% +/- from Prior Year	
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018					
A	B	C	D	E	F		
1				1 Capital Outlay			1
2				2 10 Speed Queen washers	\$30,000		2
3				3 6000 lb. Toyota forklift	43,000		3
4				4 Yamaha 115HP outboard motor	11,800		4
9				9	0		9
10				10	0		10
11	654,831	118,295	30,000	11 Total Capital Outlay	84,800	182.7%	11
12				12			12
13	699,934	732,719	883,714	13 Debt Service	786,890	-11.0%	13
14				14			14
15				15 Transferred OUT			15
16				16 To Facilities Maintenance Reserve Fund	1,059,800		16
17				17 To Construction Fund	1,617,970		17
18	60,000	160,000	274,792	18 Total Transferred OUT, to Other Funds	2,677,770	874.5%	18
19				19			19
20	0	0	150,000	20 Contingency	150,000		20
21				21			21
22				22			22
23	2,049,540	2,610,216		23 Ending Balance (Prior Years)			23
24			1,271,962	24 Unappropriated Ending Fund Balance (UEFB)	(504,399)		24
25				25			25
26	\$5,935,741	\$6,352,804	\$5,817,667	26 TOTAL REQUIREMENTS	\$7,268,300	24.9%	26

Historical Data			Description	Budget for Fiscal Year 2019-2020		
Actual		Adopted Budget This Year 2018-2019		Preliminary Recommendations	% +/- from Prior Year	
Second Preceding Year 2016-2017	First Preceding Year 2017-2018					
A	B	C	D	E	F	
1			1	RESOURCES		1
2	\$387,328	\$334,400	2	Working Capital	\$95,000	-76.0%
3			3			
4			4	Revenues		
5	38,083	36,027	5	Previously Levied Taxes to be Received	32,000	28.0%
6	1,431	2,182	6	Interest	7,000	288.9%
7	39,514	38,209	7	Total Revenues	39,000	45.5%
8			8			
9		488,455	9	Taxes Estimated to be Received	800,000	63.8%
10	944,298	942,646	10	Taxes Collected in Year Levied		
11	\$1,371,140	\$1,315,255	11	TOTAL RESOURCES	\$934,000	2.5%
12			12	REQUIREMENTS		
13			13	Bond Principal Payments		
14			14	Bond Issue	Budgeted Payment Date	
15	\$125,000	\$0	15	2007		\$0
16	120,000	125,000	16	2008	N/A	0
17	65,000	65,000	17	2011	January 1	70,000
18	155,000	135,000	18	2016	January 1	280,000
19	465,000	325,000	19	Total Principal		350,000
20			20			
21			21	Bond Interest Payments		
22			22	Bond Issue		
23	2,500	0	23	2007		0
24	7,400	2,500	24	2008	N/A	0
25	270,630	268,355	25	2011	July 1 and January 1	265,000
26	291,210	275,925	26	2016	July 1 and January 1	266,000
27	571,740	546,780	27	Total Interest		531,000
28			28			
29	334,400	443,475	29	Ending Balance (Prior Years)		
30		30,000	30	Total Unappropriated Ending Fund Balance (UEFB)	53,000	76.7%
31			31			
32	\$1,371,140	\$1,315,255	32	TOTAL REQUIREMENTS	\$934,000	2.5%

FACILITIES MAINTENANCE RESERVE FUND
BUDGET DETAIL

	Historical Data			Description	Budget for Fiscal Year 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Preliminary Recommendations	% +/- from Prior Year		
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
A	B	C	D	E	F			
1				1	RESOURCES			1
2	\$73,778	\$72,323	\$54,733	2	Working Capital	\$137,500	151.2%	2
3				3				3
4				4	Revenues			4
5	161	110	100	5	Interest	2,700	2600.0%	5
6	60,000	160,000	264,792	6	Transferred IN, from Other Funds	1,059,800	300.2%	6
7				7				7
8	60,161	160,110	264,892	8	Total Revenues	1,062,500	301.1%	8
9				9				9
10	\$133,939	\$232,433	\$319,625	10	TOTAL RESOURCES	\$1,200,000	275.4%	10
11				11	REQUIREMENTS			11
12				12	Expenses			12
13				13	Capital Outlay			13
14				14	CM - Replace 6 pilings - PD5 and PD7 E and F	\$120,000		14
15				15	SB - Electric load centers	600,000		15
16				16	SB - Storm water outfall project design and engineering	250,000		16
17				17		0		17
18				18		0		18
19	\$61,616	\$101,388	\$259,625	19	Total Capital Outlay	\$970,000	273.6%	19
20				20				20
21	0	0	10,000	21	Contingency	15,000	50.0%	21
22				22				22
23	0	0	0	23	Transferred OUT, to Other Funds	0	n/a	23
24				24				24
25	61,616	101,388	269,625	25	Total Expenses	985,000	265.3%	25
26				26				26
27	72,323	131,045		27	Ending Balance (Prior Years)			27
28	0	0	50,000	28	Reserved for Future Expenditure	65,000	30.0%	28
29			0	29	Unappropriated Ending Fund Balance (UEFB)	150,000	n/a	29
30				30				30
31	\$133,939	\$232,433	\$319,625	31	TOTAL REQUIREMENTS	\$1,200,000	275.4%	31

CONSTRUCTION FUND
BUDGET DETAIL

Historical Data			Description	Budget for Fiscal Year 2019-2020			
Actual		Adopted Budget This Year 2018-2019		Preliminary Recommendations	% +/- from Prior Year		
Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
A	B	C	D	E	F		
1			1	RESOURCES		1	
2	\$79,229	\$53,320	2	Working Capital	\$25,000	-43.3%	2
3			3				3
4			4	Revenues			4
5	62	126	5	Interest	30	-75.0%	5
6	0	0	6	Intergovernmental	1,200,000	100.0%	6
7	26,441	0	7	Grants	0	n/a	7
8	0	0	8	Transferred IN, from Other Funds	1,617,970	16079.7%	8
9			9				9
10	26,503	126	10	Total Revenues	2,818,000	27745.8%	10
11			11				11
12	\$105,732	\$53,446	\$54,175	TOTAL RESOURCES	\$2,843,000	5147.8%	12
13			13	REQUIREMENTS			13
14			14	Expenses			14
15			15	Capital Outlay			15
16			16	PD5 pier construction	\$2,400,000		16
17			17	Planning project for mitigation of the Marina Plan	10,000		17
18			18	Phase II study of Rogue seawall (geotech and repair alternatives)	60,000		18
19			19	Grading of Port's 9 acre lot (without wetland mitigation)	153,000		19
20			20	Final plans, new RV park annex	120,000		20
21	\$52,892	\$11,035	\$28,000	Total Capital Outlay	\$2,743,000	9696.4%	21
22			22				22
23	0	0	10,000	Contingency	50,000	400.0%	23
24			24				24
25	0	0	0	Transferred OUT, to Other Funds	0	n/a	25
26			26				26
27	52,892	11,035	38,000	Total Expenses	2,793,000	7250.0%	27
28			28				28
29	52,840	42,411		Ending Balance (Prior Years)			29
30	0	0	0	Reserved for Future Expenditure	50,000	100.0%	30
31			16,175	Unappropriated Ending Fund Balance (UEFB)	0	n/a	31
32			32				32
33	\$105,732	\$53,446	\$54,175	TOTAL REQUIREMENTS	\$2,843,000	5147.8%	33

NOAA LEASE REVENUE FUND
BUDGET DETAIL

Historical Data				Description	Budget for Fiscal Year 2019-2020		
Actual		Adopted Budget This Year 2018-2019	Preliminary Recommendations		% +/- from Prior Year		
Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
1				RESOURCES			1
2	\$5,728,779	\$5,745,855	\$5,718,150	Working Capital	\$5,655,000	-1.1%	2
3							3
4				Operating Revenues			4
5	2,533,302	2,532,759	2,544,000	Lease Revenue	2,545,000	0.0%	5
6							6
7				Non-operating Revenues			7
8	10,962	13,022	12,000	Interest	100,000	733.3%	8
9	128	910	950	Grants and Other Revenues	1,000	5.3%	9
10	0	0	0	Transferred IN, from Other Funds	0	n/a	10
11	\$11,090	\$13,932	\$12,950	Total Non-operating Revenues	\$101,000	679.9%	11
12							12
13	\$2,544,392	\$2,546,691	\$2,556,950	Total Revenues	\$2,646,000	3.5%	13
14							14
15	\$8,273,171	\$8,292,546	\$8,275,100	TOTAL RESOURCES	\$8,301,000	0.3%	15
16				REQUIREMENTS			16
17				Operating Expenses			17
18				Personnel Services (1 FTE)			18
19	\$57,949	\$52,208	\$55,714	Wages	\$57,962	4.0%	19
20	5,420	4,184	5,048	Payroll Tax Expense	5,271	4.4%	20
21	7,811	8,121	8,638	Health Insurance	9,892	14.5%	21
22	363	2,213	2,568	PERS - Retirement	3,559	38.6%	22
23	3,687	4,510	6,142	Workers' Compensation Insurance	3,611	-41.2%	23
24	98	98	196	Employee Incentives and Other	200	2.0%	24
25	75,328	71,334	78,306	Total Personnel Services	80,495	2.8%	25

NOAA LEASE REVENUE FUND
BUDGET DETAIL

Historical Data						Budget for Fiscal Year 2019-2020	
Actual		Adopted Budget This Year 2018-2019	Description	Preliminary Recommendations	% +/- from Prior Year		
Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
26			26	Materials and Services		26	
27	118,774	96,978	125,000	27	Insurance	100,000 -20.0%	
28	3,262	24,846	19,000	28	Professional Services	118,500 523.7%	
29	0	1,424	50	29	Dues & Subscriptions	2,000 3900.0%	
30	140	0	1,000	30	Education and Travel	1,000 0.0%	
31				31	Office and Administration Expenses		
32	526	854	800	32	Office Supplies	600 -25.0%	
33	88	95	100	33	Meeting Supplies	100 0.0%	
34	0	0	100	34	Postage and Shipping	300 200.0%	
35	1,301	0	3,000	35	IT Hardware and Software	1,000 -66.7%	
36	60	96	100	36	Bank and Payroll Fees	100 0.0%	
37	650	650	750	37	Loan Fee Administration (US Bank)	750 0.0%	
38	10,000	10,000	10,000	38	Bond Rating Fee	10,000 0.0%	
39	12,625	11,695	14,850	39	Subtotal - Office and Administration Expenses	12,850 -13.5%	
40	1,370	375	2,400	40	Licenses and Permits (For Dredging and Other Costs)	8,000 233.3%	
41				41	Utilities		
42	3,235	5,829	6,000	42	Electricity	6,100 1.7%	
43	1,100	2,035	2,500	43	Water and Sewer	1,800 -28.0%	
44	4,805	4,458	4,800	44	Refuse and Recycling	5,500 14.6%	
45	3,288	3,198	3,800	45	Telecommunications	2,850 -25.0%	
46	12,428	15,520	17,100	46	Subtotal - Utilities	16,250 -5.0%	
47	51,952	69,579	51,800	47	Contracted Services (Annual Service Requirements)	93,050 79.6%	
48	210,588	0	490,000	48	Dredging	0 n/a	
49	6,563	0	0	49	Recreational Mitigation	0 0.0%	
50	592	1,889	1,000	50	Small Tools and Equipment	600 -40.0%	
51	1,227	0	1,400	51	Equipment Rental	1,300 -7.1%	
52	11,743	4,141	16,000	52	Materials and Supplies	7,450 -53.4%	
53	653	370	1,100	53	Fuel (Gas, Diesel, Oil, Lubes)	1,500 36.4%	
54	10,441	11,492	9,800	54	Trailer Office Rent and DSL Leases	9,900 1.0%	
55	442,358	238,309	750,500	55	Total Materials and Services	372,400 -50.4%	

Port of Newport
FY 2019-2020

NOAA LEASE REVENUE FUND
BUDGET DETAIL

Historical Data			Description	Budget for Fiscal Year 2019-2020				
Actual		Adopted Budget This Year 2018-2019		Preliminary Recommendations	% +/- from Prior Year			
Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
56			56	Debt Service (Principal + Interest)			56	
57	870,000	910,000	945,000	57	Principal (Payment Date: August 1)	995,000	5.3%	57
58	1,127,334	1,091,734	1,052,271	58	Interest (Payment Dates: August 1 and February 1)	1,006,500	-4.3%	58
59	1,997,334	2,001,734	1,997,271	59	Total Debt Service	2,001,500	0.2%	59
60	2,515,020	2,311,377	2,826,077	60	Total Operating Expenses	2,454,395	-13.2%	60
61				61				61
62				62	Non-operating Expenses			62
63	12,296	23,600	86,000	63	Capital Outlay	0	1,333.3%	63
64				64				64
65	0	0	100,000	65	Contingency	100,000	0.0%	65
66	0	0	0	66	Transferred OUT, to Other Funds	0	n/a	66
67				67				67
68	2,527,316	2,334,977	3,012,077	68	Total Expenses	2,554,395	-15.2%	68
69				69				69
70	5,745,855	5,957,569		70	Ending Balance (Prior Years)			70
71	0	0	150,000	71	Reserved for Future Expenditure	150,000	n/a	71
72			5,113,023	72	Unappropriated Ending Fund Balance (UEFB)	5,596,605	9.5%	72
73	\$8,273,171	\$8,292,546	\$8,275,100	73	TOTAL REQUIREMENTS	\$8,301,000	0.3%	73



Long Term Debt
Fiscal Year 2019-2020

Item #	Profit Center	Loan Details	Original Issue	Original Amount	Projected Balance 6/30/2019	FY 2019-2020 Budgeted Debt Service		Projected Balance 6/30/2020	Payoff Date
						Principal	Interest		
General Operating Fund (GOF)									
1	NIT	OR Special Public Works Loan #L00012 International Terminal dock remediation, geotechnical investigation, and engineering Project was funded with half grant, half loan. 6% Interest, 21 years	2004	86,683	36,916	5,305	2,215	31,611	12/1/2024
2	NIT	OR Special Public Works Loan #Q10001 EPA Coalition Brownfields Loan for remediation of hazardous materials at NIT 3% Interest, 21 years	2013	1,300,000	1,007,081	64,304	29,300	942,777	6/1/2032
3	NIT	OR Special Public Works Loan #L12005 International Terminal loan 3.87% Interest, 21 years	2013	3,000,000	2,448,365	123,460	94,800	2,324,905	7/1/2034
4	NIT	OR Business Development Loan International Terminal loan secured by promissory note with loan forgiveness of entire balance possible. No interest, 15 years	2012	400,000	400,000	40,000	-	360,000	Pending
5	SB - 74%	Series 2013 FF&C Obligations RV Park debt refinancing New debt for International Terminal construction Interest varies between 2.45 - 3.5%, 20 years	2013	2,523,400	1,986,900	151,700	61,130	1,835,200	6/1/2034
NIT - 26%	886,600			698,100	53,300	21,478	644,800		
	3,410,000			2,685,000	205,000	82,608	2,480,000		
6	NIT	Oregon Coast Bank #10032077 International Terminal buildings Variable Interest (6% minimum), 15 years	2014	412,352	299,761	25,704	17,600	274,057	7/15/2025

DRAFT



Long Term Debt
Fiscal Year 2019-2020

Item #	Profit Center	Loan Details	Original Issue	Original Amount	Projected Balance 6/30/2019	FY 2019-2020 Budgeted Debt Service		Projected Balance 6/30/2020	Payoff Date
						Principal	Interest		
7	CM	Toyota Financial Services Capital lease for Commercial Marina forklift 4.5% interest, 5 years with \$1 buyout	2017	35,303	23,227	6,962	953	16,265	9/1/2022
8	NIT	Financial Pacific Leasing Capital lease for International Terminal forklift 5.2% interest, 5 years with \$1 buyout	2018	54,093	40,968	10,422	1,900	30,546	2/1/2023
9	CM	Capital Lease for Budgeted Forklift Capital lease for International Terminal forklift	2019	43,000	-	10,500	2,500	32,500	2/1/2023
10	NIT	City of Newport SDC #13743 Levied system development charges related to the building permit to develop a shipping yard 5.5% Interest, 20 years	2016	124,140	93,678	11,307	5,000	82,371	12/5/2035
11	SB	Oregon Brewing Company 49% of cost for South Beach multi-use area land improvements No interest, 5 years	2017	210,295	135,419	47,050	-	88,369	12/1/2021
		Subtotal General Operating Fund		9,075,866	7,170,415	550,014	236,876	6,663,401	

DRAFT



Long Term Debt
Fiscal Year 2019-2020

Item #	Profit Center	Loan Details	Original Issue	Original Amount	Projected Balance 6/30/2019	FY 2019-2020 Budgeted Debt Service		Projected Balance 6/30/2020	Payoff Date
						Principal	Interest		
Bonded Debt Fund (BDF)									
12	NIT	General Obligation Bond Series 2011 * To fund reconstruction and environmental clean-up of the International Terminal Interest varies between 2 - 5.5%, 30 years	2011	5,452,000	4,995,000	70,000	265,000	4,925,000	7/1/2041
13	NIT	General Obligation Bond Series 2016 Refunding bond to refinance G.O. Bonds Series 2007 and 2008 Interest varies between 2 - 4%, 20 years	2016	7,610,000	7,050,000	280,000	266,000	6,770,000	1/1/2037
		Subtotal							
		Bonded Debt Fund		13,062,000	12,045,000	350,000	531,000	11,695,000	

DRAFT



Long Term Debt
Fiscal Year 2019-2020

Item #	Profit Center	Loan Details	Original Issue	Original Amount	Projected Balance 6/30/2019	FY 2019-2020 Budgeted Debt Service		Projected Balance 6/30/2020	Payoff Date
						Principal	Interest		
NOAA Lease Revenue Fund (NOAA)									
14	NOAA	Revenue Bond Series 2010 Construction of NOAA Marine Operations Center-Pacific secured by lease revenue Interest varies between 3 - 6.125%, 20 years	2010	24,095,000	18,160,000	995,000	1,006,500	17,165,000	7/1/2032
		Subtotal NOAA Lease Revenue Fund		<u>24,095,000</u>	<u>18,160,000</u>	<u>995,000</u>	<u>1,006,500</u>	<u>17,165,000</u>	
		Total		<u>\$ 46,232,866</u>	<u>\$ 37,375,415</u>	<u>\$ 1,895,014</u>	<u>\$ 1,774,376</u>	<u>\$ 35,523,401</u>	

STAFF REPORT

DATE: 11 April 2019
RE: Follow up on Rate Recommendations
TO: Teri Dresler, Interim General Manager
ISSUED BY: Aaron Bretz – Director of Operations

BACKGROUND

This report is a follow up to my 02 April report (attached) that was completed for the first Port Commission Budget Work Session. I will address several questions, concerns, and comments received during that meeting.

DETAIL

Commercial Marina Moorage

I recommended that the rate changes in the Commercial Marina start at the 10% mark in keeping with the 3 year schedule (below) I introduced at the last CFUG meeting in order to continue the dialogue of the concept. We should continue to discuss the concept and determine if these changes are sustainable. At the last CFUG meeting, a specific concern was raised about the potential impact of future rises in utility cost.

I spoke with the PUD and the City about future utility increases. To the greatest extent possible, they are unaware of any systemic influences that would impact utility rates to an abnormal degree in the next three years. I am currently working on figures to substantiate the power draw on PD5 to determine if our current surcharge is adequate. There will always be a risk of unforeseen cost impacts when looking into the future because it is unknown.

There has been a suggestion from the Port Commission that perhaps the Port should set aside a portion of its budget to go into the restricted fund for Port Dock 5 electrical upgrades in the next 3 years. If we set aside \$65,000 a year into the restricted fund for electrical improvements, we could use that portion of the fund to defray any unforeseen impacts from rises in utility cost over that time period. At the end of 3 years, if those costs were not incurred, the Port would have an additional \$195,000 to invest in the project, which could be used toward Port Dock 7 upland electrical improvements. In this way, we could keep to the schedule below, use the Port's contribution to the fund to absorb unforeseen impacts to costs that would otherwise cause moorage rates to increase, and any leftover contribution from the Port would be applied to Port Dock 7 upland electrical work.

OPTIONS FOR MOORAGE INCREASES TO FUND ELECTRICAL UPGRADES

Future Incremental Revenue						
Basis:		\$418,174.00*	60 ft boat annual \$2760**			
Year	% Change	Cumulative %	Total Revenue	Incremental Revenue	60 Ft Boat Annual	% over previous year
1	10.0%	10.0%	\$459,991.40	\$41,817.40	\$3,036	10.0%
2	20.0%	30.0%	\$543,626.20	\$83,634.80	\$3,588	18.2%
3	35.0%	65.0%	\$689,987.10	\$146,360.90	\$4,554	26.9%
TOTAL				\$271,813.10		
Year	% Change	Cumulative %	Total Revenue	Incremental Revenue	60 Ft Boat Annual	
1	10.0%	10.0%	\$459,991.40	\$41,817.40	\$3,036	
2	20.0%	32.0%	\$551,989.68	\$91,998.28	\$3,643	
3	35.0%	78.2%	\$745,186.07	\$193,196.39	\$4,918	
TOTAL				\$327,012.07		

*FY 17-18 Actual

** 2018-2019 Rate Sheet

NIT Exempted Vessel Dockage Rate (Commercial Fishing Vessels)

At the budget work session with the commission, we briefly covered my recommended moorage rate increase at the International Terminal. I was encouraged to continue talking with Terminal users to gauge potential impact.

Would this potential increase cause vessels to place an unsustainable draw on the commercial marina given the comparison in the two rates?

Is there enough of an increase in commercial marina moorage rates (relative to this potential increase in Terminal moorage) to keep usage relatively steady in both locations?

Fuel Surcharge

After conversations that I've had with those in the fuel industry, I've found that surcharges for transferring fuel from truck to vessels over the rail of a pier are fairly standard. The Port of Brookings charges \$0.08 per gallon, Coos Bay charges \$0.01, and the Port of Umpqua charges \$0.02 per gallon.

I have a call in to other ports as well to determine what they charge. I know that there are some Ports that charge more than \$0.08 per gallon, but I haven't determined what those charges are specifically as of yet. I am working with the Coast Guard to make further determinations regarding regulated fuel transfers.

STAFF REPORT

DATE: 02 April 2019
RE: Recommendations on Rates
TO: Teri Dresler, Interim General Manager
ISSUED BY: Aaron Bretz – Director of Operations

BACKGROUND

I took a look at several key rates this year and made a few recommendations on where to start looking at rate increases during the upcoming fiscal year. It's my recommendation to have more discussion with the Commercial Fishing User Group regarding rate increases and the necessity for the Port to make increases in certain areas.. Based on direction from the Port Commission, we can certainly make changes as the budget process moves forward. These are initial recommendations to facilitate discussion with the Port Commission. I am happy to share any information that I've found in researching these changes.

DETAIL

NIT Storage

I recommended that we separate the Port's NIT lot storage fees from other storage rates. Demand has increased over the past two years for lot storage, and Rondys has begun pulling their lease back for future development which reduces the space available to the Port for storage. Demand is increasing for the Port's storage space at the same time that supply is decreasing. Additionally, I am recommending roughly 20,000 square feet of asphalt work this year to make more Port property viable for the storage of fishing gear (asphalt costs estimated at \$86K). While I recognize that less than 100% of that 20,000 square feet can be utilized for storage, as a reference, that amount of space can be leased at my recommended rate for \$6,200 per month (\$74K per year). At the recommended rate, we would likely cover the cost of the improvements with lease revenue in just over two years. I recommend a short payback period on the investment because we are yet unsure as to how additional storage space being developed by Rondys will impact the Port's storage revenue.

NIT Net Service

I recommended an increase to the net service rate at NIT because space is becoming reduced due to the Rondys lease roll back, and I anticipate the need to further increase the cost of space usage in the near future.

Dredge Spoils

I recommended a higher percentage increase to the price in dredge spoils because we have seen increased demand for this material in the past year.

Commercial Marina Moorage

I set the recommended increase in annual moorage in the commercial marina at 10% in keeping with the concepts in discussion with the CFUG. The deadline for recommended rate changes came prior to another meeting with that group, and I still need to go back to them to further discuss the concept. 10% was what I estimated was the minimum to keep the option open to get new electrical pedestals and

upgrade service on PORT DOCK 5 in THREE YEARS. We have more work to do on this front to ensure future increases in utility costs are covered if we decide to follow the three year schedule. There has been no decision to move ahead with that plan at this time, but I put this rate increase here in the event that we decide to go ahead with it.

I recommended an increase to the monthly moorage rate so that it's closer to that of other similar Ports.

NIT Exempted Vessel Dockage Rate (Commercial Fishing Vessels)

I recommended a substantial increase to the International Terminal exempt rate (this is the rate for those who are granted exceptions from the regular dockage rate, such as fishing vessels). After being advised several times to increase revenue at the Terminal, and after also being reminded several times that those who use the Terminal are willing to pay more, I took a look at both dockage revenue and rates. The emphasis here is on dockage, which excludes services.

FROM AUDITED FINANCIALS:

NIT Dockage Revenue

2013-14	\$77,935
2014-15	\$74,750
2015-16	\$94,570
2016-17	\$111,743
2017-18	\$85,602
2018-19 (as of 01APR19)*	\$63,121

*current year has not been audited

The International Terminal exempt dockage rate has remained \$0.80 per foot, per day since 2014.

There was a recommendation to raise the exempt rate by 5% (\$0.04) made by the Commercial Fishing User Group in July of 2018, that recommendation of \$0.84 per foot, per day was not implemented. If that recommendation were to be implemented, it would increase the daily dockage revenue for an 80' Fishing Vessel in the amount of \$3.20. That results in an additional \$96 over the span of a month for an 80' vessel.

My recommendation to increase daily dockage for exempt vessels at the International Terminal to \$1.35 per foot is a 68.8% increase, which is certainly substantial. For an 80' Fishing Vessel, it would increase the daily dockage from \$64.00 to \$108.00. The dockage for that 80' Fishing Vessel to moor at the Newport International Terminal for a month would go from \$1,920 to \$3,240.

For comparison, an 80' Fishing Vessel could currently moor at the Port of Seattle at a similar pier with a dockage cost of \$86.40, or at the Port of Astoria for \$60.00. The current rate for an 80' vessel for a day's dockage at the Charleston Boat Yard dock is \$100.80.

Alternately, if we change the length of the fishing vessel to 125', the daily rate at the Port of Seattle is \$1.33. At that rate, a day's dockage is \$166.25. At my recommended NIT exempt rate, that vessel would moor at the Terminal for \$168.75 per day. Out of the aforementioned locations, the NIT and the Port of Seattle are the two that are most capable of handling vessels of that size.

All Ports express their rates in different increments and with different variables; each Port has different advantages and disadvantages, and they seek to price accordingly. I chose an 80' vessel for this

discussion because it would not be an uncommon fit in any of the locations. I did look at a broad array of different scenarios, and I would be happy to expound.

Below are revenue targets for NIT recommended by Todd Kimball of CFO Selections that have previously been presented to the Port:

- \$155K additional annual revenue would allow the NIT to break-even on a cash-basis
 - This option does not cover ANY repair and replacement costs
 - Does not leverage the use of the bond levy
- \$450K additional annual revenue would be a reasonable estimate to cover long-term repair and replacement (capital improvement costs divided over 35 years)
- \$750K additional annual revenue (over 25 years) to result in a full payback of the amount invested for the project
- \$850K additional annual revenue (over 25 years) to result in fully payback and a 10% ROI.
- \$1.14M additional annual revenue would allow us to break-even on the NIT, after the removal of the bond levy. This should definitely be the long-term goal. This option allows us to take the proceeds from the tax payers and leverage it for future capital improvement projects (CM). We don't need to be here tomorrow, but it should be the target.

In a hypothetical scenario, if dock usage remained flat this year, the 68.8% increase in rates would result in about \$58,894 in additional revenue in the coming fiscal year. Whether or not that would be realized is an uncertainty because increases in rates can potentially reduce usage. If rates are increased as I am recommending, there may be a reduction in usage of the pier.

Raising rates only works to the extent that utility is maximized from the customer's standpoint; after that point they then become motivated to make other choices. I am unaware of any studies on price elasticity on large fishing vessel moorages in the Pacific Northwest. In this instance, I recommend that we engage in a public discussion to further inform the Port Commission in their determination of rate increases.

South Beach Laundry

There have not been rate adjustments to our coin laundry rates for a number of years. I recommend a per load increase from \$2.00 to \$2.50 which is still lower than other coin laundry facilities in the area. The recommendation to increase rates coupled with the deterioration and increased maintenance required for upkeep of our current machines, and the inability to change rates with the current coin acceptors on our machines, further supports my recommendation to replace these machines.

Truck Fee

The Port is responsible to maintain an extensive network of road accesses and lot surfaces to facilitate industrial activity. During the upcoming budget planning process, we will be studying facility maintenance costs coupled with heavy truck traffic to determine fair rates for those who regularly operate heavy trucks on Port Property. We will focus our efforts on those trucks with a Commercial Motor Vehicle Classification of Class 6 and higher (GVWR of 19,501 lbs or above). We may find that Class 5 vehicles would need to be included. I have added a charge of \$7 per axle as a preliminary number, and that may change as we move ahead. I generated that number after surveying other Ports, looking at tolls around the west coast on various thoroughfares, and doing an informal survey of staff to get a gauge on traffic. This number seems to establish a minimal revenue stream to the Port that will

have low impact for *most* users. The surimi plant is the exception. Due to their volume, that rate would impact them much more however, such a charge is authorized in their lease documents.

**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 1 July 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

	PREVIOUS	NEW	% CHG
F. <u>Fuel Surcharge</u> . NIT only. Per gallon.	\$0.034	\$0.034	0.0%
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%
DELETE 4. PD7 Yard Charge, trucks.....	\$12.75	\$13.39	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.....		\$0.31	
b. Minimum monthly charge.....		\$31.00	
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. Port Labor. 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. Pallet Charge. Any Port owned pallet leaving yard, each	\$6.50	\$6.83	5.0%
R. Dredge Spoils. Includes state fees; may be waived for other public agencies or beneficial uses.			
Per cubic yard.....	\$2.65	\$2.90	9.4%
S. Keys/Cards.			
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. Truck Toll			
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

SECTION 2. COMMERCIAL MARINA (BAY FRONT) CHARGES. (Port Docks 1, 3, 5 and 7)

A. Moorage. Per linear foot.			
1. Daily (transient).....	\$0.52	\$0.55	5.8%
2. Weekly, to be paid in advance.....	\$5.00	\$5.25	n/a
3. Calendar Month, to be paid in advance	\$9.50	\$11.00	15.8%
4. Semi-Annual, to be paid in advance	\$35.00	\$38.00	8.6%
5. Annual, to be paid in advance	\$46.00	\$50.60	10.0%
B. Parking Permits. 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. Port Security Fee. (§I.13) Per three 8-hour shifts.

B. Materials & Supplies. (§I.31). Cost + 5% Administration Fee.

C. Dockage Charges. (§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. Service and Facility Charges. (§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%

E. Wharfage Assessment. (§III.6).

Minimum charge for any single bill of lading..... \$10.00 \$10.50 5.0%

F. Wharf Charges. (§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%

	PREVIOUS	NEW	% CHG
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. <u>Moorage.</u> 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. <u>South Beach Charter Rates.</u>			
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. <u>Dock Box.</u> Purchase.....	\$375.00	\$393.75	5.0%
D. <u>Electrical Upgrade.</u> From 20 to 30 amp. One time fee.....	\$75.00	\$78.75	5.0%
E. <u>Service Fee Reimbursement.</u> For electric pedestal amperage overloads.			
May be charged at actual cost to the Port + 5.0% Admin. Fee	\$100.00	\$105.00	5.0%
F. <u>Line Replacement.</u> Per foot, per time.....	\$1.50	\$1.58	5.0%
G. <u>Launch Fee.</u> 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	\$52.50	n/a
c. Non-resident	\$100.00	\$105.00	5.0%
d. Non-resident Senior. (60+).....	\$85.00	\$89.25	5.0%

	PREVIOUS	NEW	% CHG
e. Military Veterans Disabled, Retired, or Active Duty; with ID Proof	\$50.00	\$52.50	n/a

SECTION 5. RECREATIONAL VEHICLE PARK FEES. Effective October 1, 2019. Applicable State and Municipal Lodging Tax will be an additional charge.

A. High Traffic Surcharge. Per night (2-night minimum). Added to all RV Park stays in the Marina RV Park, RV Park Annex, and Dry Camping (tents allowed).

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. Off Season (Winter). 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. Peak Season (Summer). 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. South Beach Meeting Room. 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. Pet Fee. 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. Individual Fee. 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. Vehicle Fee. 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. Reservation Deposit. Payable at booking. Deposit will be applied to actual stay, subject to cancellation fee if applicable.

a. Daily	First night's rate
----------------	--------------------

	PREVIOUS	NEW	% CHG
b. Monthly.....		First month's rate	
I. Cancellation Fee.			
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	
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. Showers			
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. Class A Violation			
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. Class B Violation.			
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%

	PREVIOUS	NEW	% CHG
C. Class C Violation.			
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. Class D Violation.			
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. Parking Violation.			
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. Dumping Violation.			
Per Event.....	\$525.00	\$551.25	5.0%

SECTION 7. ADMINISTRATIVE FEES. Staff may require payment or deposit in advance of service (ORS)

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%
D. Lamination. Per page. Letter size.....			
	\$2.50	\$2.63	5.0%
E. Notice Posting. For non-payment of lease or moorage.....			
	\$75.00	\$78.75	5.0%
F. Failure to Register. For research related to unregistered boats.			
	\$40.00	\$42.00	5.0%
F. Failure to Register. For research related to unregistered boats.			
	\$40.00	\$42.00	5.0%
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%
I. Per Annum Interest Rate. Applied to past due accounts.			
	19.0%	\$0.20	5.0%
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%

	PREVIOUS	NEW	% CHG
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. <u>Special Use Permit Fee</u> . 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%
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

1. Protection & Indemnity, must not exclude Wreck Removal.....
2. Pollution Liability.....
3. -or- Watercraft Liability, must include both wreck removal and

	PREVIOUS	NEW	% CHG
pollution liability coverage. Umbrella clauses must identify boats exceeding 25 ft.....		\$500K	
D. Charter/Guide Vessels.			
1. General Liability.....		\$2MM	
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	
F. Visiting NOAA Vessels:			
1. Commercial and/or Comprehensive Marine General Liability.....		\$5MM	

G. Vendors. (reserved)

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

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

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

APPROVED AND ADOPTED by the Board of Commissioners this [DATE].

Stewart Lamerdin
President

Walter Chuck
Secretary/Treasurer



RECOMMENDED CAPITAL PROJECTS & PURCHASES

Fiscal Year 2019-20

Updated 4/15/19

Item #	Priority	Fund	Capital Project List	Profit Center	Cost Estimate
Staff Recommendations					
1	S	CF	PD5 pier construction - EDA grant application submitted for 50% of project cost. Additional grant funding is being researched through State of OR.	CM	\$ 1,200,000
2	S	FMRF	Replace 6 pilings - PD7 E and F, and PD5 (carryover from FY 2019) best value for this project if completed with PD5 construction.	CM	120,000
3	S	CF	Planning project for mitigation of the Marina Plan. This is the first phase of an estuary wide mitigation planning effort in conjunction with regulatory agency reps. Funds are for project management support with plan.	CM	10,000
4	S	CF	Phase II study of Rogue seawall (geotech and repair alternatives) Recommended next step to determine repair project alternatives and costs.	LP	60,000
5	S	CF	Grading of Port's 9 acre lot (without wetland mitigation) We currently pay the City \$16,000 per year to keep existing building permit active in addition to performing required property management dirt every year. The wetland on site is growing annually reducing the the size of marketable land. Grading would stablilize the wetland and make the property more marketable and / or is the first step toward creating a useable space for Port activities (storage). We are turning back space leased from Rondys which results in reduced areas for revenue producing activities currently taking place at the NIT.	NIT	153,000
6	S	CF	Final plans, new RV park annex. Design and engineering phase of planning for a new RV park at this location. The design will allow for a more indepth cost/benefit analysis of build options.	SB	120,000

Commission Additions 4/9/19					
			South Beach Electrical Load Centers 9 total. \$38,000 was budgeted in the current FY to replace the first 3 load centers, bids came back at \$200,000 for 3 load centers. Cost to replace all 9 is shown.	SB	600,000
			South Beach Stormwater Outfall Project Design and Engineering estimate.	SB	250,000
			Port set aside in Facilitate Maintenance Reserve Fund for PD 5 & 7 Electrical Upgrades and pedestal replacement. There will be \$150,000 in this fund, unrestricted, as of 7/1/19 from prior 3 years of contributions from GOF. Recommend an additional \$65K annually for 3 years. Over 3 years, ending FY21/22 Port could contribute up to \$345,000 to the cost of these projects estimated to be \$655,000 total. Additional costs could be covered by incremental moorage rate increases starting in FY20.	CM	65,000
			Annual Restricted Construction Fund Investment - Future Rogue Seawall Repairs	LP	50,000
Capital Equipment Purchases					
7	S	GOF	10 Speed Queen washers	SB	17,500
8	S	GOF	6000 lb. Toyota forklift	CM	43,000
9	S	GOF	Yamaha 115HP outboard motor	CM	11,800
Total Recommended Capital Outlay					\$ 2,700,300
<u>Priorities</u>					
S - Short term (next budget year)					
N - Near term (2 to 5 years)					
M - Mid term (6 to 10 years)					
L - Long term (11 to 20 years)					