



Budget 2015 - 2016

Table of Contents

May 12, 2015 Budget Meeting Agenda

Budget Message

Bonded Debt Fund

Facilities Maintenance Reserve Fund

Construction Fund

NOAA Fund

Summary

Resources

Appropriations

General Operating Fund

Summary

Resources

Personnel Services

Materials & Services

Debt Service

Capital

Appendix

2015-16 Compensation Plan Resolution
Salary and Wage Step System
Summary of Personnel Costs by Position
Health Insurance Renewal Details
2015-16 Draft Rate Resolution
Prioritized Capital/Maintenance Projects

PORT OF NEWPORT BUDGET COMMITTEE MEETING AGENDA

Tuesday, May 12, 2015, 6:00 p.m.
South Beach Marina & RV Park Meeting Room
2120 SE Marine Science Dr., Newport, OR 97365

FREEHOLDER MEMBERS

Fred Postelwait (Pos. #1), Brian Barth (Pos. #2), Alan Brown (Pos. #3),
Ron Benfield (Pos. #4), Mark Collson (Pos. #5)

PORT COMMISSION MEMBERS

Walter Chuck (Pos. #1), President; Dean Fleck (Pos. #5), Vice President;
Ken Brown (Pos. #4), Secretary/Treasurer; JoAnn Barton (Pos. #3); David Jincks (Pos. #2)

- I. Call to Order/Introductions
- II. Election of Budget Committee Presiding Officer

SAMPLE MOTION: I move to select [enter name] as budget committee president.

- III. Receive Budget Message
- IV. Budget Officer Reviews Budget Document with Committee
- V. Open the Meeting to Public for Questions or Comments
- VI. Approval of Budget (or schedule additional meeting)

SAMPLE MOTION: I move that the budget committee approve the proposed budget [as presented/amended] for the 2015-16 fiscal year.

- VII. Approval of Tax Rate to Submit to Assessor

SAMPLE MOTION: I move that the budget committee approve the tax rate of six-point-zero nine cents (.0609) per \$1000 of assessed value for operating purposes in the General Fund and in the amount of \$1,000,000 for payment of general obligation bond principal and interest in the International Terminal Debt Fund for the 2015-16 fiscal year.

- VIII. Adjournment

The South Beach Marina and RV Park Meeting 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.

~~###~~

**BUDGET MESSAGE
FISCAL YEAR 2015-16**

**Kevin Greenwood, General Manager
May 12, 2015**

As budget officer, it is my responsibility to prepare the proposed budget, post the necessary notices, hold the committee and budget hearings, and deliver the budget message. There are, however, several people who have helped me develop this budget including Stephen Larrabee, Director of Finance, who in his first year has done an outstanding job working with management; Rick Fuller, NOAA MOC-P Facilities Manager; Jim Durkee, Terminal Operations Supervisor; Chris Urbach, South Beach Marina Harbormaster; and Kevin Bryant, Commercial Marina Harbormaster. Roxie Cuellar, Administrative Assistant, helped ensure that all notices were published and the budget documents distributed. Management met several times to review this document and without their help and understanding, I would not be able to present this budget.

The budget is the port's financial plan. The proposed budget figures are based on the best estimate of what the Port will receive (resources) and what the port will spend (requirements) from July 1, 2015 to June 30, 2016. To prepare this estimate, we use past budget years' financial history to estimate future income and schedule our expenditures to balance with expected revenue.

The taxpayers of the district provide financial support to the Port District at a combined rate of 60.95-cents per \$1,000 of Assessed Value (AV). 6.09-cents is the district's permanent rate and 54.86-cents is the district's millage rate for the general obligation bonds (GO) for the terminal remediation and repair. In Lincoln County, the AV is 92% of Real Market Value (RMV). A home in the port district with an appraised value (RMV) of \$200,000 is taxed approximately \$112 this year for port services ($\$200,000 \times 92\% / \$1,000 \times \$0.6283 = \112.15 .)

Much of the basis for this budget comes from the Port's Strategic Business and Capital Facilities Plans adopted in early 2013. In addition, the Port Commission conducted a public work session on April 7th to review personnel-related cost estimates and prioritize capital projects. Input from that meeting also aided staff in drafting this budget.

The proposed budget is a document comprised of five separate funds: NOAA Lease Revenue Fund, Facilities Maintenance Reserve Fund, Bonded Debt Fund, Construction Fund, and General Operating Fund.

NOAA FUND

The NOAA fund is a major component of the Port's budget, but is a relatively minor contributor to covering other much-needed improvements around the Port. This budget anticipates positive operating income of \$170,000.

In the past, the Port has transferred cash reserves out of this fund and into the Facilities Maintenance Reserve (FMRF) and General Funds (GF). I am suggesting that transfers into the GF cease but that we budget a \$500,000 transfer in case a project arises that we could use the proceeds to leverage grant or other funds.

Other capital maintenance projects that the Port is obligated to perform is maintenance dredging (\$250k), developing recreational access points along the South Jetty (\$30k), painting (\$46k), repairing the security gate (\$20k) in addition to others.

The Port will be studying alternatives to bi-annual dredging. Originally dredging had been planned to be a once every 10-15 year event, but after four years the Port has already dredged twice. Though a price has not been identified for the study, it will be critical that the Port begin studying alternatives to bi-annual dredging.

MAINTENANCE RESERVE FUND

The Facilities Maintenance Reserve Fund was created by Res. No. 5-1998 in 1998 to purchase and repair Port infrastructure and property. Due to budgetary restraints, many of the prioritized projects discussed at the Commission's work session may have to be funded out of the reserve fund. The list of prioritized projects is included as an appendix to this document.

The most significant difference this year is that NOAA will not be funding these activities and instead I am recommending that a \$100,000 transfer from the General Fund's cash reserves to cover these maintenance activities.

The other transfer in to this fund originates from the cost savings related to the construction of the International Terminal which was completed in April 2015. The Commission at their April 28th regular meeting directed staff to earmark construction cost savings from the terminal into a reserve line item for future maintenance and repair of the terminal. \$100,000 will be transferred from the Construction Fund to the FMRF.

CONSTRUCTION FUND

The Construction Fund receives and expends monies related to construction projects. Most recently it was used for the construction of the International Terminal which is now complete.

As noted earlier, the unspent portion of the terminal proceeds will be transferred out into the FMRF for the ongoing maintenance of the facility.

There are, however, other construction projects on the Port's horizon and this fund will be used to accommodate resources and requirements for those capital projects as well. Resources for those projects will be primarily driven by our success on a number of grant applications that will be submitted over the next several months. As

part of showing potential matching funds for those applications, I am recommending that we show a \$500,000 transfer into the Construction Fund from NOAA.

The capital projects that were identified at this year's budget priorities work session included a rebuild of Port Dock 7, construction of a laydown area at the International Terminal, old boat launch fill associated with Rogue expansion and new administration/security improvements project.

All activities in this fund require Commission approval.

GENERAL OPERATING FUND

The General Operating Fund will be budgeting for the use of approximately \$376,000 of its reserves. The Port is anticipating beginning working capital of just under \$1.3 million. Last year we anticipated beginning the year with \$850,000.

When we focus solely on our net operating income (income and expenses based upon our day-to-day activities), the negative amount is reduced to \$243,000; \$20,000 less than last year.

We anticipate our operating income to increase 4% based upon a conservative three year trend driven primarily upon a large increase in visitors to the RV Park and CPI adjustments to leases, moorage and service fees.

Our operating expenses (personal services, materials and services and debt services) are about 4% more than last budget cycle which includes a 10% increase in debt service.

Personal services are pretty close to last year (+2%), though I do plan on replacing the Director of Operations position that has been unfilled for more than a year. For the first time in recent memory, health insurance premiums will be less than last year. Increases related to public retirements, however, is pushing those monthly contributions significantly higher than current.

Materials and Service have also increased 3.5%. The highlights here are lower insurance premiums, purchasing of new marina software, acknowledgement that customers are using credit cards more frequently, contract services for facilities maintenance, increased maintenance costs for docks and grounds, significant jumps in state land leases and increased expenses related to grant activities.

Debt service is showing a 10% jump. The Port did not acquire any new debt, however, in prior years the port had negotiated deferred principal payments related to terminal income being lower than anticipated. We don't anticipate a significant jump in terminal income, however, management believes that other port activities will cover the full debt service amount. Good news is that the Port will be paying off one of the Oregon Coast Bank loans for the 30-ton mobile crane which will show a decrease next year in debt service of approximately \$21,000.

Regarding non-operating net income, the Port will receive \$92,000 in permanent taxes which is used for non-operating expenses such as capital outlay and grant related expenses. We are also showing \$125,000 (funded by 100% grants) for a Vision Plan, \$6,000 for safety grants and \$40,000 for derelict removal. I am also recommending a \$100,000 contingency for emergencies and a \$100,000 transfer out of the General Fund into the Facilities Maintenance Reserve Fund. At the end of the year, we are budgeting \$900,000 left in cash reserves.

This budget does not include operating income and expenses related to the proposed log exports at the international terminal. The Port has a signed lease option with Teevin Bros. which will aid our efforts to obtain grants to fund the construction of a laydown area on Port property. We expect those grants to come in next fiscal year.

We also anticipate completing a lease with Rogue Brewery for their facility expansion but that income is also not included in this budget.

The Budget Committee should be aware that the recent Oregon Supreme Court's decision declaring 2013 Public Employees Retirements System (PERS) amendments unconstitutional will significantly increase costs to local municipalities starting in 2017.

CONCLUSION

The revenues and expenditures submitted to you are my recommendations based upon valuable input from our management team. As members of the budget committee, you may adjust these numbers. Once you decide on acceptable budget numbers and approve the budget, the Port Commission may not adjust these figures by more than 10% without returning for a supplemental budget.

As in the past, we will approach spending decisions with strict direction to the revenue side and will take into consideration only the absolute needs and resource limitations of the Port prior to executing a decision to spend. Commissioners and staff will continue to demand a focused operation on the expenditure side of the budget, not only due to our newest developments and challenges but also to allow us to meet the goals and visions of the commission and management as described above.

Finally, I would like to thank the Port Commission for setting clear goals direction and Port staff for implementing their priorities. Also, thanks for the hundreds of hours volunteered by the Commission this past year. Because of this combined effort, the Port will continue to be focused and successful.

Sincerely,

Kevin M. Greenwood
General Manager/Budget Officer

Enclosures

**Port of Newport
Bonded Debt Fund
(General Obligation Bonds issued for Terminal Construction)
Budget 2015-2016**

	<u>Actuals 2013-14</u>	<u>2014-15 Approved Budget</u>	<u>2015-16 Proposed Budget</u>
<u>Resources</u>			
Beginning Working Capital	\$ 65,628	\$ -	\$ -
Interest Income	\$ 950	\$ 150	\$ 150
Previous Levied Taxes	\$ 31,974	\$ 20,000	\$ 20,000
Taxes	\$ 940,113	\$ 897,423	\$ 907,022
<p style="margin-left: 20px;">Tax levy will be similar to last fiscal year at \$1,000,000 The goal is to levy just enough taxes to pay debt without collecting more than necessary.</p>			
Total Resources	<u>\$ 1,038,665</u>	<u>\$ 917,573</u>	<u>\$ 927,172</u>

<u>Appropriations</u>			
2007 Bond Principal	\$ 110,000	\$ 115,000	\$ 120,000
2008 Bond Principal	\$ 105,000	\$ 110,000	\$ 115,000
2011 Bond Principal	\$ 60,000	\$ 60,000	\$ 65,000
2007 Bond Interest	\$ 182,448	\$ 177,978	\$ 175,677
2008 Bond Interest	\$ 184,440	\$ 180,140	\$ 177,940
2011 Bond Interest	\$ 276,185	\$ 274,455	\$ 273,555
Fund Transfer		\$ -	\$ -
Ending Working Capital	\$ 120,592	\$ -	\$ -
Total Requirements	<u>\$ 1,038,665</u>	<u>\$ 917,573</u>	<u>\$ 927,172</u>

**Port of Newport
Facilities Maintenance Reserve Fund
Budget 2015-2016**

	<u>Actuals 2013-14</u>	<u>2014-15 Approved Budget</u>	<u>2015-16 Proposed Budget</u>
<u>Resources</u>			
Beginning Working Capital	\$ 96,289	\$ 280,000	\$ 40,000
Interest Income	\$ 173	\$ 125	\$ 125
Loans	\$ -	\$ 93,750	\$ -
Grants	\$ -	\$ 510,000	\$ -
Fund Transfers In	\$ 193,870	\$ 125,000	
Transfer in from General Fund			\$ 100,000
Transfer in from Construction Fund (Restricted to Repair of Int. Terminal Docks)			\$ 100,000
Total Resources	<u>\$ 290,332</u>	<u>\$ 1,008,875</u>	<u>\$ 240,125</u>

<u>Appropriations</u>			
Repairs & Maintenance	\$ 123,736	\$ 220,000	\$ 166,125
Any expenditures from this fund are approved in advance by the Port Commission.			
Rebuilt Buildings	\$ -	\$ 762,500	\$ -
Contingency			\$ 24,000
Reserved for Future Expenditure	\$ 166,596	\$ 26,375	\$ 50,000
Repairs for Int. Terminal Docks			
Total Requirements	<u>\$ 290,332</u>	<u>\$ 1,008,875</u>	<u>\$ 240,125</u>

**Port of Newport
Construction Fund
Budget 2015-2016**

	<u>Actuals 2013-14</u>	<u>2014-15 Approved Budget</u>	<u>2015-16 Proposed Budget</u>
<u>Resources</u>			
Beginning Working Capital	\$ 1,212,170	\$ 750,000	\$ 100,000
Interest Income Bank balance winding down so reduced interest earnings.	\$ 2,475	\$ 500	\$ 100
Intergovernmental & Grants	\$ -	\$ 638,993	\$ -
Fund Transfers In Transfer in from NOAA Fund			\$ 500,000
Total Resources	<u><u>\$ 1,214,645</u></u>	<u><u>\$ 1,389,493</u></u>	<u><u>\$ 600,100</u></u>
<u>Appropriations</u>			
Capital Outlays	\$ 463,841	\$ 1,389,493	\$ 500,100
Transfer Out To Other Funds Transfer to Facility Maint. Reserve Fund			\$ 100,000
Ending Working Capital	\$ 750,804		
Total Requirements	<u><u>\$ 1,214,645</u></u>	<u><u>\$ 1,389,493</u></u>	<u><u>\$ 600,100</u></u>

All expenses in this Fund require Commission approval

**Port of Newport
NOAA Fund
Budget Summary
Budget 2015-2016**

Beginning Working Capital

\$ 5,602,310

Operating Activity

Operating Revenues

\$ 2,552,500

Operating Expenses

Personnel Services

109,660

Materials and Services

273,710

Debt Service

1,999,434

Total Operating Expenses

\$ 2,382,803

Operating Revenue Over/(Under) Expenses

\$ 169,697

Nonoperating Activity

Material and Services

\$ 331,410

Capitol

\$ 56,000

Transfers to other Funds

\$ 500,000

 Transfer to Construction Fund

Contingency

\$ 100,000

Total Nonoperating Expenses

\$ 987,410

Nonoperating Revenue Over/(under) Expenses

\$ (987,410)

Unappropriated Ending Fund Balance

\$ 4,784,596

**Port of Newport
NOAA Fund
Budget 2015-2016
Resources**

	<u>Actuals</u> <u>2013-14</u>	<u>Approved</u> <u>2014-15</u> <u>Budget</u>	<u>Proposed</u> <u>2015-16</u> <u>Budget</u>
Working Capital Beginning bank balances as of July 1	\$ 5,879,765	\$ 5,290,000	\$ 5,602,310
Lease Revenue Land and building leases	\$ 2,538,493	\$ 2,538,000	\$ 2,542,000
Interest Bank interest earned on Port funds	\$ 10,650	\$ 10,000	\$ 10,500
Total Resources	<u>\$ 8,428,908</u>	<u>\$ 7,838,000</u>	<u>\$ 8,154,810</u>

**Port of Newport
NOAA Fund
Budget 2015-2016
Appropriations**

	<u>Actuals 2013-14</u>	<u>2014-15 Approved Budget</u>	<u>2015-16 Proposed Budget</u>
Personnel Services			
Wages	\$ 75,163	\$ 76,875	\$ 77,667
Federal Payroll Taxes (7.65%)	\$ 5,750	\$ 5,881	\$ 5,942
Oregon Unemployment	\$ 2,519	\$ 2,075	\$ 2,096
PERS (5.44%)	\$ 3,126	\$ 3,083	\$ 4,226
Worker's Comp	\$ 7,779	\$ 10,099	\$ 10,585
Health Insurance	\$ 5,712	\$ 7,762	\$ 7,444
Health Reimbursement Arrangement		\$ 1,000	\$ 1,500
Employee Incentives & Other		\$ 200	\$ 200
Total Personnel Service Expenses	<u>\$ 100,049</u>	<u>\$ 106,975</u>	<u>\$ 109,660</u>

Materials & Services Expenses

Insurance	\$ 124,021	\$ 130,038	\$ 125,500
Flood - Admin Bldg & Warehouse	\$ 908		
Environment Liability - DSL Land	\$ 1,786		
Flood & Earthquake	\$ 77,252		
Property	\$ 42,354		
General Liability	<u>\$ 3,200</u>		
	\$ 125,500		

Professional Services	\$ -	\$ 6,250	\$ 14,000
12K for eel grass monitoring reports			

Administration & Marketing Expenses			
Office Supplies & Materials	\$ 730	\$ 1,000	\$ 2,500
IT Hardware & Software	\$ 2,436	\$ 3,000	\$ 4,000
Dues & Subscriptions	\$ -	\$ 200	\$ 400
Meeting Supplies	\$ 60	\$ 900	\$ 1,000
Education & Travel	\$ 88	\$ 500	\$ 500
Postage & Shipping	\$ 30	\$ 200	\$ 500
Bank & Payroll Fees	\$ 770	\$ 1,200	\$ 1,500
Loan fee Administration	\$ 524	\$ 10,000	\$ 2,500
Other	\$ -	\$ -	\$ 4,850

**Port of Newport
NOAA Fund
Budget 2015-2016
Appropriations**

	<u>Actuals 2013-14</u>	<u>2014-15 Approved Budget</u>	<u>2015-16 Proposed Budget</u>
Licenses & Permits	\$ 947	\$ 2,200	\$ 2,200
Dredging and other permit costs			
Contracted Services	\$ 75,296	\$ 145,919	\$ 44,840
Admin	\$ 240		
Janitorial & Grounds	\$ 9,000		
HVAC	\$ 8,630		
Electrical	\$ 5,500		
Plumbing	\$ 1,100		
Buildings & Structures	\$ -		
Elevator	\$ 1,950		
Wharf & In-water	\$ 2,735		
Construction Closeout	\$ 8,460		
Fire Protection	<u>\$ 7,225</u>		
	\$ 44,840		
Utilities			
Electric	\$ 867	\$ 900	\$ 900
Refuse & Recycling	\$ 4,079	\$ 4,500	\$ 4,500
Telecommunications	\$ 3,657	\$ 3,800	\$ 3,800
Water & Sewer	\$ 70	\$ 820	\$ 820
Materials and Supplies	\$ 12,067	\$ 19,940	\$ 8,800
Admin	\$ 500		
Janitorial & Grounds	\$ 3,500		
HVAC	\$ 1,500		
Electrical	\$ 1,000		
Plumbing	\$ 500		
Buildings & Structures	\$ 800		
Wharf & In-water	\$ 500		
Fire Protection	<u>\$ 500</u>		
	\$ 8,800		
Fuel (Gas, Diesel, Oil, Lubes)	\$ 984	\$ 1,100	\$ 1,100
Small Tools & Equipment	\$ 885	\$ 2,500	\$ 1,000
Equipment Rental	\$ 745	\$ 1,200	\$ 1,200

**Port of Newport
NOAA Fund
Budget 2015-2016
Appropriations**

	<u>Actuals 2013-14</u>	<u>2014-15 Approved Budget</u>	<u>2015-16 Proposed Budget</u>
Office Rent & DSL Leases	\$ 11,536	\$ 12,500	\$ 13,580
Repair & Maintenance Reserves	\$ -	\$ 33,720	\$ 33,720
Total Materials & Services (Operating)	<u>\$ 239,792</u>	<u>\$ 382,387</u>	<u>\$ 273,710</u>
Capital/Maintenance (Nonoperating) Rec Access Area, Gate, Pile Caps, Dredging and Painting	\$ 267,453		\$ 387,410
Debt Service	\$ 2,000,434	\$ 2,001,500	\$ 1,999,434
Transfers to Other Funds \$500,000 to Construction Fund	\$ 218,870	\$ 150,000	\$ 500,000
Contingency Contingency set aside in case of unexpected expenses Commission must approve transfer of Contingency to one of the appropriation sections (Personnel, Materials & Services, or Capital).		\$ 100,000	\$ 100,000
Total Appropriations	<u>\$ 2,826,598</u>	<u>\$ 2,740,862</u>	<u>\$ 3,370,213</u>

**Port of Newport
General Operating Fund
Budget 2015-2016
Budget Summary**

Beginning Working Capital \$ 1,296,133

Operating Activity

Operating Revenues \$ 2,869,351

Operating Expenses

Personnel Services \$ 1,147,035

Materials and Services \$ 1,328,407

Debt Service \$ 637,033

Total Operating Expenses \$ 3,112,475

Operating Revenue Over/(Under) Expenses \$ (243,124)

Nonoperating Activity

Nonoperating Revenues \$ 252,850

Nonoperating Expenses

Materials and Services \$ 171,000

Capital \$ 15,000

Contingency \$ 100,000

Transfer Out to Facility Maint Reserve \$ 100,000

Total Nonoperating Expenses \$ 386,000

Nonoperating Revenue Over/(Under) Expenses \$ (133,150)

Unappropriated Ending Fund Balance \$ 919,859

**Port of Newport
General Operating Fund
2015-2016 Budget**

Resources

	Actuals	Approved	Proposed
	2013-14	2014-15	2015-16
	<u>2013-14</u>	<u>Budget</u>	<u>Budget</u>
Beginning Fund Balance			
Beginning bank balances as of July 1	\$ 867,554	\$ 850,000	\$ 1,296,133
Lease Revenue	\$ 599,533	\$ 569,438	\$ 608,051
Land and building leases			
Captains Charters	\$ 14,255		
Carson Oil - Terminal Fueling	4,000		
Carver - Port Dock 5 Fuel Dock	8,590		
Carver South Beach Fuel Dock	6,713		
Chelsea Rose	5,684		
Englund Marine	77,477		
F/V Leslie Lee	3,088		
Foulweather Trawl	18,671		
J.Lamb Marine Electric	6,994		
Newport Belle B & B	9,840		
Newport Marina Store	29,030		
Newport Marine Co. (Embarcadero)	2,772		
Northern Refrigeration	3,887		
Oregon Brewing Company	275,579		
Pacific Driggers, Inc.	4,968		
Pacific Shrimp	4,641		
Seafarer Brokerage	3,380		
Seafood & Wine Festival	5,000		
Trident	73,401		
US Customs	8,400		
Yaquina Bay Fruit Processors	30,637		
Yaquina Bay Yacht Club	6,028		
Yaquina Trawlers, Inc.	5,016		
	<u>\$ 608,051</u>		
*CPI adjustments, fuel gallons, and % of sales estimated			
International Terminal Moorage	\$ 77,935	\$ 60,000	\$ 70,000
International Terminal Shipping	\$ 9,613	\$ -	\$ 7,500
International Terminal Services	\$ 142,391	\$ 147,000	\$ 154,000
Electricity	\$ 7,000		
Forklifts Services	10,000		
F/V Fueling	7,000		
Hydro Crane Services	37,000		
Labor & Misc	18,000		
Lot Storage	58,000		
Net Repair	2,000		
Service Dock Tie ups	15,000		
	<u>\$ 154,000</u>		

**Port of Newport
General Operating Fund
2015-2016 Budget
Resources**

	<u>Actuals</u>	<u>Approved</u>	<u>Proposed</u>
	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
		<u>Budget</u>	<u>Budget</u>
ILWU Labor		\$ -	\$ -
Fees collected for longshoreman loading shipping containers. None expected this fiscal year.			
Bay Front Moorage	\$ 441,646	\$ 400,000	\$ 400,000
Vessel use of Port Docks 1, 3, 5, 7, & Swede's			
Bay Front Marina Services	\$ 302,191	\$ 243,000	\$ 262,600
Electrical	\$ 1,400		
Labor	60,000		
Waste Oil Dump	7,500		
Pallets (New Charge \$5/pallet)	500		
Restroom Keys & Misc	3,500		
Port Operated Hoists (1 & 3)	5,000		
Forklift Services	28,000		
Lot Storage	65,000		
Service Dock Tie up	86,000		
Comm. Marina Parking Passes	5,700		
	<u>\$ 262,600</u>		
South Beach Moorage	\$ 686,911	\$ 665,000	\$ 600,000
Moorage within the South Beach Marina			
Liveaboard Revenue	\$ 12,747	\$ 10,000	\$ 11,000
Surcharge for living on vessel in SB Marina			
Launch Ramp			
Use of South Beach Marina launch ramp	\$ 59,148	\$ 58,000	\$ 62,000
RV Park Space Rentals	\$ 585,198	\$ 510,000	\$ 610,000
Rates vary by season and length of stay			
Main RV Park	\$ 480,000		
Annex RV Park	130,000		
	<u>\$ 610,000</u>		
Transient Room Tax	\$ 44,113	\$ 42,500	\$ 45,000
Tax on RV space rentals less than 30 days City of Newport 9.5% and State of OR 1%			
RV Utility Surcharge	\$ 11,750	\$ -	\$ -
No longer charging surcharge (included in RV rate)			
Property & Dredge Sales		\$ 5,000	\$ 2,000
Dredged sand \$2/yard (1,000 yards)			

**Port of Newport
General Operating Fund
2015-2016 Budget
Resources**

		<u>Actuals</u>	<u>Approved</u>	<u>Proposed</u>
		<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
		<u>\$</u>	<u>Budget</u>	<u>Budget</u>
Miscellaneous Revenue		\$ 89,689	\$ 38,100	\$ 37,200
Late Fees & Cancellation Fees	\$ 5,000			
Lot Storage	6,000			
South Beach Marina Showers	6,000			
SB Marina & RV Park Laundry	11,000			
Pet Fees	1,200			
Other (DVD sales, office fees, etc.)	8,000			
	<u>\$ 37,200</u>			
Total Operating Revenue		<u>\$ 3,062,865</u>	<u>\$ 2,748,038</u>	<u>\$ 2,869,351</u>
Nonoperating Revenues				
Grants & Other		\$ 1,939	\$ 17,200	\$ 158,000
Vision Planning	125,000			
OSMB Derelict Vessels	30,000			
SDAO Safety Grant	3,000			
	<u>\$ 158,000</u>			
Interest		\$ 2,886	\$ 2,500	\$ 2,500
Bank interest earned on Port funds				
Checking earning .1% & Savings .15% to .30%				
Property Tax - Current Year		\$ 94,671	\$ 81,750	\$ 85,250
Defined by law to be \$.0609/\$1,000				
6/30/14 value for the Port District is \$1,641,351,680				
Historically collect 85.3% of current year.				
Property Tax - Prior Years		\$ 4,820	\$ 7,000	\$ 7,100
Historically collect 7.1% from past years.				
Transferred IN, from other Funds		\$ 25,000	\$ 25,000	\$ -
NOAA transfer to Gen Operating Fund				
Total Nonoperating Revenue		<u>\$ 129,316</u>	<u>\$ 133,450</u>	<u>\$ 252,850</u>
<hr/>				
Total Resources		<u>\$ 3,192,181</u>	<u>\$ 2,881,488</u>	<u>\$ 3,122,201</u>

**Port of Newport
General Operating Fund
Budget 2015-2016
Personnel Services**

		Actuals	Approved	Proposed
		2013-14	2014-15 Budget	2015-16 Budget
Salaries & Wages		\$ 653,177	\$ 800,000	\$ 806,135
Full-Time Employees	Part-Time & Seasonal Employees			
Estimated 18 Full-Time & 6 Part-Time/Seasonal Staff (20.5 FTE)				
Federal Payroll Tax Expense		\$ 49,968	\$ 61,200	\$ 61,669
6.2% - Social Security	\$806,135	\$ 49,980		
1.45% - Medicare	\$806,135	11,689		
		<u>\$ 61,669</u>		
Unemployment Expense		\$ 12,989	\$ 17,500	\$ 17,632
State of Oregon Unemployment - .1% of Wages				
2.7% of first \$35,000 - OR Unemployment				
Workers Compensation		\$ 48,651	\$ 62,006	\$ 55,102
Special Districts - Percentage of salaries times 1.38 (Experience Mod).				
Employee Health Insurance		\$ 119,084	\$ 147,000	\$ 143,671
Port paid health, vision, dental, and life insurance				
Coverage through SDAO - Regence Red PPO L				
Health Reimbursement Arrangement (HRA)			\$ 7,000	\$ 14,000
Employee reimbursement for medical expenses above \$1,000				
deductible with an annual maximum reimbursement of \$3,500.				
PERS Expense		\$ 24,052	\$ 27,000	\$ 45,726
Retirement contribution by employer for eligible employees.				
Employees in Tier 1 and Tier 2 are 8.39% of wages				
Employees in OPSRP system are at 5.44% of wages				
Employee Incentives & Other		\$ 7,707	\$ 3,100	\$ 3,100
Birthday cards, employee meetings, moving costs for General Manager				
holiday party, Admin fees, and miscellaneous costs.				
Total Personnel Services		<u>\$ 915,628</u>	<u>\$ 1,124,806</u>	<u>\$ 1,147,035</u>

**Port of Newport
General Operating Fund
Budget 2015-2016
Materials and Services**

	Actuals	Approved	Proposed
	2013-14	2014-15 Budget	2015-16 Budget
Insurance	\$ 147,760	\$ 180,000	\$ 160,200
SDAO - Gen. Liability, Property, Auto, Flood	\$ 117,000		
Western Surety - Notary Public Bond	\$ 200		
Wells Fargo - Docks & Port Vessels	\$ 43,000		
	<u>\$ 160,200</u>		
Professional Fees	\$ 98,031	\$ 71,100	\$ 61,800
Audit & Accounting	\$ 23,000		
Legal	\$ 38,800		
Marketing & Promotion	\$ 16,141	\$ 32,000	\$ 24,000
Advertising & Publications	\$ 16,800		
Good Sam Membership & Advertising			
Public notices, Newspaper ads, DVD's			
Promotional & Sponsorships Expenses	\$ 7,200		
Promotional items (tide books & misc.) - Sponsorships (Wild Seafood weekend & misc.)			
Dues & Subscriptions	\$ 23,024	\$ 33,000	\$ 20,150
Assoc of Pacific Ports, Greater Newport Chamber, Newport Rotary Club, OR Cascade West Council of Govts, Oregon Coastal Zone Mgmt Assoc., Oregon Municipal Finance Offers Assn, Pacific Coast Congress of Harbormasters, Pacific NW Waterway Assn., State Purchasing, YB Economic Foundation, Family Motor Coach Assn., Central OR Coast Assoc., Trailer Life Ent., Inc.... SDAO charging membership fee instead of including it in insurance rates (\$15,000)			
Employee Education	\$ 4,291	\$ 5,000	\$ 6,000
Conferences, Seminars, Maintenance Training & Misc. Education			
Travel			
Travel expenses to conferences, Mission to Washington, etc.	\$ 10,575	\$ 16,000	\$ 13,000
Office Expenses			
Office Supplies	\$ 15,132	\$ 15,000	\$ 14,800
Moorage License Agreements. Purchase Orders, Service Tickets			
IT Hardware/Software & Supplies	\$ 7,873	\$ 27,500	\$ 29,800
For new Marina Software and Hercules Fee			
Equipment Rental & Leases	\$ 4,816	\$ 6,500	\$ 6,500
Leases for copiers & postage meter			
Postage	\$ 3,607	\$ 4,500	\$ 3,925
Bank Fees	\$ 31,985	\$ 26,000	\$ 32,000
Primarily credit card processing fees			

**Port of Newport
General Operating Fund
Budget 2015-2016
Materials and Services**

	Actuals 2013-14	Approved 2014-15 Budget	Proposed 2015-16 Budget
Bond Fees	\$ 1,375	\$ 2,000	\$ 2,000
Fees charged to service bond debt			
Licenses & Permit Fees	\$ 9,581	\$ 7,500	\$ 9,200
Air Quality, DEQ, DSL, Fire protection, Land use fees, City use fees			
Utilities			
Electric	\$ 226,754	\$ 252,000	\$ 249,500
Water & Sewer	\$ 81,348	\$ 96,140	\$ 108,500
Natural Gas	\$ 2,879	\$ 4,000	\$ 4,000
Refuse	\$ 70,592	\$ 75,000	\$ 73,200
Telephone	\$ 9,811	\$ 4,500	\$ 7,400
Cell	\$ 1,967	\$ 6,500	\$ 6,900
Cable/Satellite TV (RV Parks)	\$ 9,092	\$ 8,500	\$ 10,500
Internet (S. Beach RV Park & Marina wifi bandwidth)	\$ 3,625	\$ 7,500	\$ 8,500
	<u>\$ 406,068</u>	<u>\$ 454,140</u>	<u>\$ 468,500</u>
Contract & Support Services			
IT Services	\$ 6,460	\$ 5,000	\$ 7,300
Payroll Services	\$ 2,325	\$ 2,800	\$ 1,200
Janitorial	\$ 36,450	\$ 35,000	\$ 37,622
Grounds & Parking Lots	\$ 37,056	\$ 38,000	\$ 42,700
Security	\$ 77,050	\$ 78,192	\$ 79,060
Portable Restrooms	\$ 7,309	\$ 6,000	\$ 9,000
Other (Plumbing, HVAC, & Electrical...)	\$ 39,968	\$ 7,000	\$ 14,600
	<u>\$ 206,618</u>	<u>\$ 171,992</u>	<u>\$ 191,482</u>
Repairs & Maintenance			
Buildings	\$ 7,395	\$ 15,000	\$ 15,500
Vehicles	\$ 3,122	\$ 4,000	\$ 4,200
Heavy Equipment (Crane, Forklifts, Hoists...)	\$ 23,871	\$ 35,000	\$ 27,000
Equipment (Mowers, Dumpsters, Landscaping Equipment...)	\$ 16,212	\$ 15,000	\$ 16,600
Vessels (Tug & Boston Whaler)	\$ 440	\$ 3,000	\$ 7,500
Docks	\$ 27,072	\$ 9,000	\$ 19,000
Grounds	\$ 8,537	\$ 8,500	\$ 12,500
Repairs & Maintenance - Other	\$ 65,311	\$ 2,500	\$ 4,100
	<u>\$ 151,960</u>	<u>\$ 92,000</u>	<u>\$ 106,400</u>
Equipment & Small Tools			
Small Tools & Equipment	\$ 10,456	\$ 7,100	\$ 8,500
Equipment Lease/Rentals	\$ 1,712	\$ 3,000	\$ 3,400
Operating Supplies & Fuel			
Electrical Supplies	\$ 2,414	\$ 5,500	\$ 5,850
Restroom & Cleaning Supplies	\$ 22,398	\$ 25,000	\$ 28,300
Safety Equip & Uniforms	\$ 5,752	\$ 8,000	\$ 6,800
Operating Supplies	\$ 27,658	\$ 7,300	\$ 10,800
Equipment Fuel, Propane, Lubes & Misc	\$ 20,796	\$ 27,000	\$ 26,000
	<u>\$ 79,018</u>	<u>\$ 72,800</u>	<u>\$ 77,750</u>
Shipping Expenses			
ILWU Wages	\$ -	\$ -	\$ -

**Port of Newport
General Operating Fund
Budget 2015-2016
Materials and Services**

	Actuals	Approved	Proposed
	2013-14	2014-15	2015-16
	<u>2013-14</u>	<u>Budget</u>	<u>Budget</u>
DSL & State Land Fees	\$ 24,083	\$ 26,125	\$ 32,000
Oregon Department of State Lands - leases for submerged lands under marinas and review fees for dredging. 3% of gross income for Bayfront Port Docks & Terminal \$ 0.257 per square foot of South Beach Marina (394,218 sqft) \$.85/yard of dredged sand the Port sells (5,000 yards)			
Building & Land Leases	\$ 12,910	\$ 12,540	\$ 14,000
Portable building leases			
Room Tax			
Short-term RV rental taxes collected			
	\$ 41,297	\$ 42,500	\$ 43,000
Materials & Services Expenses (Operating)	<u>\$ 1,308,313</u>	<u>\$ 1,308,297</u>	<u>\$ 1,328,407</u>
Nonoperating Expenses			
Grants & Other			
Grants			
	\$ 3,435	\$ 20,000	\$ 171,000
SDAO Safety Grant, OSMB Maintenance Assistance & Derelict Vessels & Vision Planning			
Total Materials & Services	<u>\$ 1,311,748</u>	<u>\$ 1,328,297</u>	<u>\$ 1,499,407</u>

**Port of Newport
Budget 2015-2016
General Operating Fund Debt Service**

Loan	Actuals	Approved	Proposed	
	2013-14	2014-15 Budget	2015-16 Budget	
	\$ 577,724	\$ 578,205	\$ 637,033	
	June 30, 2015 Outstanding Balance	Principal	Interest	2015-16 Debt Service
OR Port Revolving Loan #520161 1999 Loan (\$202,985) to build Serven building in South Beach. Building leased to OR Brewing Co. 6% Interest, 20 years	\$ 63,067	\$ 14,387	\$ 3,464	\$ 17,851
OR Special Public Works Loan #L00012 2004 loan (\$86,683) - Terminal dock remediation and geotechnical investigation and engineering. Project was funded as half grant, half loan. 6% Interest, 21 years	\$ 55,299	\$ 4,202	\$ 3,318	\$ 7,520
OR Special Public Works Loan #Q10001 2010 (\$1,300,000) EPA Coalition Brownfields Loan: Remediation of hazardous materials. Amortization calculated at \$1,300,000 (\$1.5MM with \$200,000 in loan forgiveness possible) 3% Interest, 21 years	\$ 1,244,643	\$ 57,041	\$ 36,559	\$ 93,600
OR Special Public Works Loan #L12005 2012 Terminal loan (\$3,500,000). \$400,000 possibly forgiven as grant when employment thresholds are met. 3.87% Interest, 21 years	\$ 3,297,888	\$ 106,063	\$ 112,148	\$ 218,211
Series 2013 FF&C Obligations 2013 loan (\$3,410,000) South Beach RV Park debt refinancing and \$890,000 new debt for Terminal construction. Interest varies between 3 - 3.5%, 20 years	\$ 3,380,000	\$ 120,000	\$ 103,308	\$ 223,308
Oregon Coast Bank #10021575 & #10032077 2007 loan (\$315,955) - 30 Ton Mobile Crane Variable Interest (7% minimum), 8 years	\$ 20,361	\$ 20,361	\$ 356	\$ 20,717
2010 loan (\$465,811) - Terminal Buildings Variable Interest (6% minimum), 15 years	\$ 388,742	\$ 20,142	\$ 23,153	\$ 43,295
Toyota Financial Services 2012 South Beach Forklift (\$24,767) 5 year capital lease (\$1 buyout)	\$ 13,097	\$ 5,076	\$ 499	\$ 5,575
2013 Commercial Marina Forklift (\$31,357) 5 year capital lease (\$1 buyout)	\$ 22,566	\$ 6,105	\$ 851	\$ 6,956
				<u><u>\$ 637,033</u></u>

**Port of Newport
General Operating Fund
Budget 2015-2016
Capital**

<u>Actuals</u> <u>2013-14</u>	<u>Approved</u> <u>2014-15</u> <u>Budget</u>	<u>Proposed</u> <u>2015-16</u> <u>Budget</u>	
\$ 25,608	\$ -	\$ 15,000	For Vehicle for Director of Operations



Budget 2015 - 2016

Appendix

2015-16 Compensation Plan Resolution

Salary and Wage Step System

Summary of Personnel Costs by Position

Health Insurance Renewal Details

2015-16 Draft Rate Resolution

Prioritized Capital/Maintenance Projects

**PORT OF NEWPORT
RESOLUTION NO. 2015-___**

A RESOLUTION ADOPTING A COMPENSATION PLAN FOR PORT EMPLOYEES

WHEREAS, Resolution No. 2000-01 adopted Personnel Rules for public officials of the Port of Newport; and

WHEREAS, the Board of Commissioners believes that a Compensation Plan should be reviewed annually and adopted by resolution; and

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

WHEREAS, elements of this plan were reviewed by the Port Commission at their April 7, 2015 budget priorities work shop and again by the Budget Committee at their May 12, 2015 meeting; and,

WHEREAS, the Budget Committee approved the FY 2014-15 budget as presented; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Purpose. The purpose of this resolution is to establish a Compensation Plan for employees in the career service of the port beginning July 1, 2015 and shall appear as an appendix in the Personnel Rules of the Port of Newport along with other supporting documentation.

Section 2. Cost of Living Adjustment (COLA). The port shall not issue a COLA for Fiscal Year 2015-16. The rate as identified in the most recent completed calendar year as published by the U.S. Bureau of Labor Statistics, Portland Consumer Price Index-U was 2.8%. All rates, categories and steps noted in this resolution shall not be adjusted. The state's minimum wage increased to \$9.25 per hour.

Section 3. Rates of Pay. Each employee shall be paid an hourly rate of pay within the salary range for the class in which he/she is employed. Rates of pay include twelve steps for eligible employees pursuant to Personnel Rules. The percent increase between steps shall be two-and-one-half percent (2.5%). Temporary or part-time employment rates start at Oregon state minimum wage unless approved by the General Manager.

	HOURLY	
	LOW	HIGH
A. <u>General Manager</u>	\$42.61	\$55.90
B. <u>Finance Director</u>	\$33.65	\$44.16
C. <u>Facilities Manager (MOC-P)</u>	\$29.90	\$39.23
D. <u>Operations Director</u>	\$33.65	\$44.16

E. <u>Grant/Permit Coordinator</u>	\$22.50	\$29.52
F. <u>Harbor Master</u>	\$19.48	\$25.56
G. <u>Terminal Manager</u>	\$18.04	\$23.67
H. <u>Maintenance I</u>	\$15.94	\$20.91
I. <u>Accounting Specialist I</u>	\$13.45	\$17.65
J. <u>Administrative Assistant</u>	\$11.94	\$15.67
K. <u>Maintenance II</u>	\$11.85	\$15.55
L. <u>Accounting Specialist II</u>	\$10.00	\$13.12
M. <u>Maintenance III</u>	\$9.25	\$11.94

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

MONTHLY

A. <u>Medical</u> . "Red" Plan. PPO L.....	\$553.75 / \$1,578.19
B. <u>Dental</u> . Incentive Plan.....	\$49.88 / \$132.71

Section 5. Retirement Plan. The port shall provide employees with a retirement plan funded through the State of Oregon Public Employees Retirement System (PERS). The employee shall be responsible for their portion (6%) of the plan.

MONTHLY

A. <u>Tier I</u>	14.39%
B. <u>Tier II</u>	14.39%
C. <u>OPSRP (Tier III)</u>	11.44%

Section 6. Health Reimbursement Arrangement (HRA). The port agrees to reimburse employees for eligible expenses (i.e. out-of-pocket expenses) above the \$1,000 deductible with an annual maximum reimbursement of \$3,500; \$2,000 deductible with an annual maximum reimbursement of \$7,000. The unused reimbursement may not be liquidated by the employee nor may it be carried over to the following fiscal year.

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

Section 8. Section 125 Pre-tax Medical Plan. The port shall provide employees' access to a Flexible Spending Account or other Section 125 plan for dependent health care coverage paid for through employment agreements or by the benefitting employee.

Section 9. Bonus Consideration. The General Manager shall have the authority to issue on behalf of the port a holiday bonus to employees in an amount not

to exceed \$100 based upon financial and other considerations. Commission grants General Manager an equal bonus as may be issued to other career service employees.

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

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

Section 12. Repealer. All previous rates and benefits are hereby repealed.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 22nd day of May, 2015.

Walter Chuck, President

ATTEST:

Ken Brown, Secretary/Treasurer

**Hourly Wage Steps
Proposed - Fiscal Year 2015-16**



Steps

	1	2	3	4	5	6	7	8	9	10	11	12
--	---	---	---	---	---	---	---	---	---	----	----	----

Maintenance

Maintenance III	\$ 9.25	\$ 9.33	\$ 9.56	\$ 9.80	\$ 10.04	\$ 10.30	\$ 10.55	\$ 10.82	\$ 11.09	\$ 11.36	\$ 11.65	\$ 11.94
Maintenance II	\$ 11.85	\$ 12.15	\$ 12.45	\$ 12.76	\$ 13.08	\$ 13.41	\$ 13.74	\$ 14.09	\$ 14.44	\$ 14.80	\$ 15.17	\$ 15.55
Maintenance I	\$ 15.94	\$ 16.34	\$ 16.74	\$ 17.16	\$ 17.59	\$ 18.03	\$ 18.48	\$ 18.94	\$ 19.42	\$ 19.90	\$ 20.40	\$ 20.91
Terminal Manager	\$ 18.04	\$ 18.49	\$ 18.95	\$ 19.43	\$ 19.91	\$ 20.41	\$ 20.92	\$ 21.44	\$ 21.98	\$ 22.53	\$ 23.09	\$ 23.67
Harbor Master												
Marina Manager	\$ 19.48	\$ 19.96	\$ 20.46	\$ 20.97	\$ 21.50	\$ 22.04	\$ 22.59	\$ 23.15	\$ 23.73	\$ 24.32	\$ 24.93	\$ 25.56

Administration

Accounting Specialist II	\$ 10.00	\$ 10.25	\$ 10.51	\$ 10.77	\$ 11.04	\$ 11.31	\$ 11.60	\$ 11.89	\$ 12.18	\$ 12.49	\$ 12.80	\$ 13.12
Accounting Specialist I	\$ 13.45	\$ 13.79	\$ 14.13	\$ 14.48	\$ 14.85	\$ 15.22	\$ 15.60	\$ 15.99	\$ 16.39	\$ 16.80	\$ 17.22	\$ 17.65
Administrative Assistant												
Office Manager	\$ 11.94	\$ 12.24	\$ 12.54	\$ 12.86	\$ 13.18	\$ 13.51	\$ 13.85	\$ 14.19	\$ 14.55	\$ 14.91	\$ 15.28	\$ 15.67
Grant/Permit Coordinator												
Special Project Coordinator	\$ 22.50	\$ 23.06	\$ 23.64	\$ 24.23	\$ 24.84	\$ 25.46	\$ 26.09	\$ 26.75	\$ 27.41	\$ 28.10	\$ 28.80	\$ 29.52

Management

Port Manager	\$ 42.61	\$ 43.67	\$ 44.76	\$ 45.88	\$ 47.03	\$ 48.20	\$ 49.41	\$ 50.64	\$ 51.91	\$ 53.21	\$ 54.54	\$ 55.90
Finance Director	\$ 33.65	\$ 34.50	\$ 35.36	\$ 36.24	\$ 37.15	\$ 38.08	\$ 39.03	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16
Facilities Manager (MOC-P)	\$ 29.90	\$ 30.65	\$ 31.42	\$ 32.20	\$ 33.01	\$ 33.83	\$ 34.68	\$ 35.54	\$ 36.43	\$ 37.34	\$ 38.28	\$ 39.23
Operations Director	\$ 33.65	\$ 34.50	\$ 35.36	\$ 36.24	\$ 37.15	\$ 38.08	\$ 39.03	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16

Proposed
Fiscal Year 2015-16



General Operating Fund

	Admin & Property Mgmt	SB Admin	SB OPS	CM OPS	International Terminal	Proposed 2015-16 Total	2014-15 Budget
General Manager	\$ 116,280						
Finance Director	\$ 79,206						
Operations Director	\$ 75,000						
Admin Assistant	\$ 29,515						
Accounting Specialist I	\$ 27,976						
Accounting Specialist II	\$ 21,320						
Accounting Specialist II (part time)	\$ 8,320						
Overtime & Comp paid 2014	\$ 1,800						
	<u>\$ 359,418</u>					\$ 359,418	\$ 369,661
Accounting Specialist II		\$ 23,525					
Accounting Specialist II		\$ 21,320					
Seasonal #1		\$ 10,000					
Seasonal #2		\$ 10,000					
Overtime & Comp paid 2014		\$ 3,000					
		<u>\$ 67,845</u>				\$ 67,845	\$ 61,842
Harbormaster			\$ 49,358				
Maintenance I			\$ 33,987				
Maintenance II			\$ 25,272				
Maintenance II			\$ 25,272				
Maintenance III (part-time)			\$ 5,541				
Seasonal			\$ 8,000				
Overtime & Comp paid 2014			\$ 8,000				
			<u>\$ 155,430</u>			\$ 155,430	\$ 146,890
Harbormaster				\$ 49,358			
Maintenance I				\$ 40,394			
Maintenance II				\$ 25,272			
Maintenance II				\$ 25,272			
Maintenance III				\$ 24,232			
Seasonal				\$ 8,000			
Overtime & Comp paid 2014				\$ 10,000			
				<u>\$ 182,528</u>		\$ 182,528	\$ 181,936
Terminal Manager					\$ 40,414		
Overtime & Comp paid 2014					\$ 500		
					<u>\$ 40,914</u>	\$ 40,914	\$ 39,671
						<u>\$ 806,135</u>	<u>\$ 800,000</u>
Payroll Taxes & Benefits	\$ 33,512	\$ 7,022	\$ 16,087	\$ 18,605	\$ 4,075	\$ 79,300	\$ 78,700
Health Insurance	\$ 56,749	\$ 14,487	\$ 28,974	\$ 36,218	\$ 7,244	\$ 143,671	\$ 147,000
PIRS - Retirement	\$ 19,002	\$ 2,440	\$ 9,742	\$ 12,344	\$ 2,199	\$ 45,726	\$ 27,000
Worker's Compensation Ins.	\$ 2,001	\$ 432	\$ 21,630	\$ 25,371	\$ 5,669	\$ 55,102	\$ 62,006
Employee Incentives & Other	\$ 1,400	\$ 500	\$ 500	\$ 500	\$ 200	\$ 3,100	\$ 3,100
Health Reimbursement Arrangement	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 14,000	\$ 7,000
Totals	<u>\$ 474,881</u>	<u>\$ 95,525</u>	<u>\$ 235,163</u>	<u>\$ 278,365</u>	<u>\$ 63,100</u>	<u>1,147,035</u>	<u>1,124,806</u>

Quote March 22, 2015 for rates effective June 1, 2015

The premiums shown below are based on census data submitted with your proposal request. Final rates may vary if actual enrollment differs from the original census.

Minimum Employer Contribution Requirement: 75% employee & 0% dependent OR 50% employee & 50% dependent.

Minimum Participation Requirement: 75% of eligible employees & 75% of eligible dependents

The premiums below will require review if the effective date is after: June 1, 2015

Census Counts					
	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total
Subscribers	15	0	1	0	16

Medical Benefit Options Available					
Plan	Employee Only	Employee+ Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Blue PPO II	\$834.64	\$1,669.27	\$2,378.72	\$1,544.08	\$14,898.32
Blue PPO II-A	\$796.52	\$1,593.03	\$2,270.07	\$1,473.56	\$14,217.87
Blue PPO III	\$764.42	\$1,528.83	\$2,178.58	\$1,414.17	\$13,644.88
Blue PPO IV	\$710.24	\$1,420.49	\$2,024.19	\$1,313.95	\$12,677.79
Blue PPO V	\$684.16	\$1,368.32	\$1,949.86	\$1,265.70	\$12,212.26
Blue PPO VI	\$652.06	\$1,304.12	\$1,858.37	\$1,206.31	\$11,639.27
Blue PPO VII	\$632.00	\$1,263.99	\$1,801.19	\$1,169.19	\$11,281.19
Red PPO C	\$754.38	\$1,508.77	\$2,149.99	\$1,395.61	\$13,465.69
Red PPO D	\$726.29	\$1,452.59	\$2,069.94	\$1,343.65	\$12,964.29
Red PPO E	\$674.13	\$1,348.26	\$1,921.27	\$1,247.14	\$12,033.22
Red PPO F	\$644.04	\$1,288.07	\$1,835.50	\$1,191.47	\$11,496.10
Red PPO H	\$607.92	\$1,215.84	\$1,732.57	\$1,124.65	\$10,851.37
Red PPO J	\$589.86	\$1,179.73	\$1,681.11	\$1,091.25	\$10,529.01
Red PPO K	\$573.81	\$1,147.63	\$1,635.37	\$1,061.56	\$10,242.52
Red PPO L	\$553.75	\$1,107.50	\$1,578.19	\$1,024.44	\$9,884.44
White Value D	\$686.17	\$1,372.33	\$1,955.57	\$1,269.41	\$12,248.12
White Value E	\$648.05	\$1,296.09	\$1,846.93	\$1,198.89	\$11,567.68
White Value F	\$619.96	\$1,239.92	\$1,766.89	\$1,146.93	\$11,066.29
HSA #1	\$503.59	\$1,007.19	\$1,435.24	\$931.65	\$8,989.09
HSA #2	\$453.43	\$906.86	\$1,292.28	\$838.85	\$8,093.73

Dental Benefit Options Available					
Plan	Employee Only	Employee+ Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Constant Dental Plan (Former Plan I)	\$46.25	\$83.94	\$121.70	\$87.91	\$815.47
Incentive Dental Plan (Former Plan II)	\$49.88	\$91.32	\$132.71	\$94.90	\$880.98

Current Rate					
	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
MED	\$82.88	\$1294.06	\$1538.81	\$1078.3	\$10,282.01
DEN	\$55.06	\$100.79	\$146.48	\$104.75	\$972.38

SDIS Benefit Plan Design Overview
June 1, 2015-May 31, 2016

	BLUE PPO PLANS	RED PPO PLANS	WHITE PPO PLANS	HSA HDHP
DESIGN	PPO Plan with Regence network	PPO Plan with Regence network	PPO Plan with Regence network	Qualified High Deductible Health Plan with Regence network
CO-PAY	\$25 Office Visit co-pay for all plans	\$35 Office Visit co-pay for all plans	\$45 Office Visit co-pay for all plans	Not Applicable
CALENDAR YEAR DEDUCTIBLES	<u>Individual/Family</u> PPO II - \$200/\$600 PPO IIA - \$300/\$900 PPO III - \$500/\$1,500 PPO IV - \$1,000/\$3,000 PPO V - \$1,500/\$3,000 PPO VI - \$2,000/\$4,000 PPO VII - \$2,500/\$5,000	<u>Individual/Family</u> PPO C - \$300/\$900 PPO D - \$500/\$1,500 PPO E - \$1,000/\$3,000 PPO F - \$1,500/\$3,000 PPO H - \$2,000/\$4,000 PPO J - \$2,500/\$5,000 PPO K - \$3,000/\$6,000 PPO L - \$5,000/\$10,000	<u>Individual/Family</u> Value D - \$500/\$1,500 Value E - \$1,000/\$3,000 Value F - \$1,500/\$3,000	<u>Individual/Family</u> HSA 1 - \$3,000/\$6,000 HSA 2 - \$6,350/\$12,700
CALENDAR YEAR OUT OF POCKET MAXIMUM (INCLUDES DEDUCTIBLES & CO-PAYS)	<u>Individual/Family</u> PPO II - \$1,500/\$4,500 PPO IIA - \$2,000/\$6,000 PPO III - \$2,500/\$7,500 PPO IV - \$3,000/\$9,000 PPO V - \$3,500/\$10,500 PPO VI - \$4,000/\$10,500 PPO VII - \$4,500/\$10,500	<u>Individual/Family</u> PPO C - \$2,500/\$7,500 PPO D - \$3,000/\$9,000 PPO E - \$4,000/\$12,000 PPO F - \$4,500/\$12,700 PPO H - \$5,500/\$12,700 PPO J - \$6,500/\$12,700 PPO K - \$6,350/\$12,700 PPO L - \$6,350/\$12,700	<u>Individual/Family</u> Value D - \$4500/\$12,700 Value E - \$5,000/\$12,700 Value F - \$5,500/\$12,700	<u>Individual/Family</u> HSA 1 - \$6,000/\$12,000 HSA 2 - \$6,350/\$12,700
CO-INSURANCE	20% /40%	30%/50%	40%/50%	20%/50%
PRESCRIPTION DRUG BENEFIT	\$10/\$30/\$50 90-Day Supply: Retail 3x co-pay. Mail order 1x co-pay for generic & 2x copay for brand	\$10/\$30/\$50 90-Day Supply: Retail 3x co-pay. Mail order 1x co-pay for generic & 2x copay for brand	\$10/\$30/\$50 90-Day Supply: Retail 3x co-pay. Mail order 1x co-pay for generic & 2x copay for brand	HSA 1 - 20%/50% after deductible HSA 2 - No charge after deductible

ALTERNATIVE CARE COVERAGE FOR BLUE, RED & WHITE PLANS	
COVERED SERVICES	Acupuncture & Chiropractic manipulation with Regence providers
CO-PAY	Mirrors medical plan co-pay for office visits
MAXIMUM ANNUAL BENEFIT	\$1,500 per person

VISION CARE COVERAGE		
	In-Network	Out-of-Network
ROUTINE VISION EXAMS CO-PAY	Blue-\$25 Red-\$35 White-\$45 HSA-\$25	\$40 benefit payment, not co-pay
FRAMES & LENSES MAXIMUM	Blue-\$300 Red-\$250 White-\$200 HSA-\$250	N/A

DENTAL COVERAGE: MODA		
PLAN DESIGN OPTIONS	Constant Dental Plan	Incentive Dental Plan**
CALENDAR YEAR DEDUCTIBLES	\$25 IND/\$75 FAM	None
MAXIMUM BENEFIT	\$1,500	\$1,500
CLASS 1: PREVENTIVE	No charge	Incentive level
CLASS 2: BASIC	20% after deductible	Incentive level
CLASS 3: MAJOR	50% after deductible	50%

**** Incentive Plan:** Pays a minimum 70% toward Class 1 & 2 for the first year of coverage. Coverage level increases by 10% each successive year if the member visits the dentist at least once during the year to a maximum coverage of 100%. Coverage decreases each successive year of the member if the member doesn't visit a dentist at least once a year; minimum coverage level is 70%.

**PORT OF NEWPORT
RESOLUTION NO. 2015-___**

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) and 2.10(c)(6) requires the Commission to set rates and charges for moorage and electrical usage by the adoption of a "fee schedule" by resolution; and

WHEREAS, the Port Commission feels that user fees should help to offset those costs related to the depreciation and on-going maintenance of the port; **NOW THEREFORE**,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Service Rates. Rates apply to all Port of Newport locations unless otherwise noted. Rates become effective July 1, 2015. Port owned equipment to be operated by port personnel. No forklifts or boom trucks not belonging to the port shall be operated on port property.

		OLD	NEW	+/-
A.	<u>Forklift</u> . In addition to labor rate.			
1.	Small. Toyotas.			
	a. per hour	\$10.00	\$11.00	10%
	b. minimum charge.....	\$ 6.25	\$7.00	12%
2.	Large. All at International Terminal (IT).			
	a. per hour	\$25.00	\$27.50	10%
	b. minimum charge.....	\$15.00	\$16.50	10%
B.	<u>Hoist Dock</u> . Tie up fee, per hour			
1.	one hour minimum, up to 3 hrs.	\$35.25	\$36.25	3%
2.	after 3 hours.	---	\$43.00	n/a
C.	<u>Hoist Dock Cranes</u> .			
1.	Large Capacity. In addition to labor rate.			
	a. per hour	\$35.00	\$38.50	10%
	b. minimum charge	\$27.00	\$29.75	10%
2.	Launch Sail Boats. Includes recovery, per launch.	\$40.00	\$41.25	3%
D.	<u>Service Docks</u> .			
1.	Swede's. In addition to moorage..... daily moorage rate		same	0%
E.	<u>City Water</u> . at city's rate			
F.	<u>Fuel Surcharge</u> . International Terminal only. Per gallon.....	\$ 0.03	\$ 0.03	0%
G.	<u>Electricity</u> . Swede's Dock, Dock 1, and IT. Per day charge.			
1.	208/220 v, single phase & 208 v three phase.....	\$14.25	\$14.75	3%
2.	120v. IT	--	\$6.25	n/a
3.	220 or 408/440v three phase	\$14.25	\$14.50	2%
4.	PD 7 Service Dock, 110v pumps	\$ 6.00	\$ 6.25	4%
5.	PD 7 Yard Charge, trucks	\$11.00	\$11.25	2%
H.	<u>Hydraulic Crane</u> . In addition to labor rate. 30 ton capacity, per hour.....	\$125.00	\$128.75	3%
I.	<u>Pump/Line Service</u> . Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour.....	\$55.00	\$56.75	3%
J.	<u>Storage</u> .			
1.	Outside Lot Storage			

	a.	per square foot, daily rate.....	---	\$0.01	n/a
	b.	per square foot, monthly charge.....	\$ 0.20	\$0.21	5%
	c.	minimum monthly charge	\$20.00	\$21.00	5%
	d.	boat trailer only, per night.....	\$ 2.00	\$2.10	3%
	e.	boat on trailer, per night, 10 days limit.....	\$ 7.00	\$7.20	3%
			OLD	NEW	
	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) Charge for improper use of parking lot (i.e. boat repair).....		\$21.00	5%
K.		<u>Gear Work.</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 rate.			
	1.	Commercial Marina, per day.....	\$17.75	\$18.25	3%
	2.	Terminal Lot, per day. Short term use only. Deep-draft cargo has priority	\$17.75	\$18.25	3%
	3.	South Beach Marina, per day.....	\$17.75	\$18.25	3%
L.		<u>Work Barge.</u> In addition to labor rate.			
	1.	Tug, per hour.....	\$110.00	\$121.00	10%
	2.	Wood Barge, per day (tug extra).....	\$21.00	\$23.00	10%
	3.	Skiff, per hour.....	\$12.00	\$13.00	8%
M.		<u>Clean-up.</u> Fees will be charged for each man-hour at the established labor. Equipment charges are extra			
	1.	Oil Spills, per hour.....	\$82.00	\$90.00	10%
N.		<u>Disposal Fees.</u>			
	1.	Just Oil, per gallon	\$ 0.28	\$ 0.29	4%
	2.	Oil-Water Mix, per gallon.....	\$ 0.72	\$ 0.74	3%
	3.	Net Disposal and/or Related Gear, per pound.....	\$0.155	\$0.160	3%
	4.	Garbage, per pound.....	\$0.105	\$0.110	5%
O.		<u>Port Labor.</u> Includes administration staff.			
	1.	per hour; 3/4 hour minimum, in 15 min. increments.....	\$46.75	\$49.00	5%
	2.	Overtime. Any services required outside the established working hours, unless otherwise posted, will be charged at one and one-half times (1.5) the normal rate for labor. Per hour, 1 hour minimum	\$70.25	\$73.50	5%
	3.	Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours, will be charged at twice (2.0) the normal rate for labor. Per hour	n/a	\$98.00	n/a
P.		<u>Pallet Charge.</u> Any Port owned pallet leaving yard, each	\$ 5.15	\$ 5.30	3%
Q.		<u>Dredge Spoils.</u> Includes state fees. Per cubic yard.....	\$ 2.00	\$ 2.00	0%
R.		<u>Keys/Cards.</u>			
	1.	South Beach Facilities. Cards.			
	a.	original/first two.....	free	free	0%
	b.	replacement/additional	\$ 5.00	\$ 5.50	10%
	2.	Bay Front Facilities. Keys.			
	a.	original/first one	\$15.00	\$15.50	3%
	b.	replacement/additional	\$25.00	\$27.50	10%

Section 2. Bay Front Charges. Per linear foot. All charges for greater length between dock and boat.

A.		<u>Moorage.</u> Per linear foot.			
	1.	Daily	\$ 0.42	\$ 0.44	5%
	3.	Calendar Month.....	\$ 7.78	\$ 8.00	3%
	4.	Semi-Annual.....	\$29.51	\$30.40	3%
	5.	Annual	\$39.17	\$40.35	3%
	6.	Live aboard. Monthly rate by agreement only.			

a.	First person.....	\$47.00	\$48.41	3%
b.	Each Additional.....	\$40.75	\$41.97	3%
B.	<u>Annual Parking Permit</u> . Rate effective for calendar year starting July 1 st . Commercial Fisherman only.....	\$20.00	\$21.00	5%

OLD NEW +/-

Section 3. South Beach Charges. Per linear foot. All charges for greater length between dock and boat except for F-Dock which is boat length only. Effective November 1, 2015.

A.	<u>Moorage</u> . Per linear foot.			
1.	Daily	\$ 0.60	\$ 0.62	3%
2.	Weekly.....	\$ 3.60	\$ 3.71	3%
3.	Calendar Month.....	\$ 9.22	\$ 9.50	3%
4.	Semi-Annual.....	\$33.97	\$34.99	3%
5.	Annual	\$53.75	\$55.36	3%
6.	Live aboard. Monthly rate by agreement only.			
a.	First person.....	\$47.00	\$48.41	3%
b.	Each Additional.....	\$40.75	\$41.97	3%
c.	Electrical Surcharge	---	\$30.00	n/a
B.	<u>South Beach Charter Rates</u> .			
1.	Annual Moorage, per linear foot (PONFC).....	\$41.53	\$43.19	4%
2.	Charter License	\$300.00	\$300.00	3%
C.	<u>Dock Box</u> .			
1.	Purchase (at cost)	\$280.00	\$300.00	0%
D.	<u>Electrical Upgrade</u> . From 20 to 30 amp. One time	\$50.00	\$51.50	3%
E.	<u>Line Replacement</u> . Per foot, per time	\$ 0.50	\$1.00	100%
F.	<u>Launch Fee</u> .			
1.	Daily	\$ 6.00	\$ 6.00	0%
2.	Annual			
a.	Resident.....	\$55.00	\$55.00	0%
b.	Resident Senior	\$50.00	\$50.00	0%
c.	Non-resident	\$75.00	\$75.00	0%

Section 4. Recreational Vehicle Park Fees. Effective November 1, 2015.

A.	<u>Peak Season (Summer)</u> . May 1 – October 31			
1.	All Marina Park Sites			
a.	Daily			
i.	Regular	\$43.00	\$43.00	0%
ii.	Good Sam	\$39.00	\$40.00	3%
b.	Weekly			
i.	Regular	\$261.00	\$269.00	3%
ii.	Good Sam	\$236.00	\$243.00	3%
c.	Monthly Rate.....	\$738.00	\$760.00	3%
3.	The Annex.			
a.	Daily	\$32.00	\$33.00	3%
b.	Weekly	\$195.00	\$201.00	3%
c.	Monthly	\$584.00	\$602.00	3%
4.	Dry Camping	\$18.00	\$19.00	6%

OLD NEW +/-

B.	<u>Off Season (Winter)</u> . November 1 – April 30. No discounts during Seafood and Wine Festival.			
1.	All Sites in the Marina Park			

	a. Daily			
	i. Regular	\$37.00	\$38.00	3%
	ii. Good Sam	\$34.00	\$35.00	3%
	b. Weekly			
	i. Regular	\$221.00	\$228.00	3%
	ii. Good Sam	\$200.00	\$206.00	3%
	c. Monthly Rate	\$633.00	\$652.00	3%
3.	The Annex.			
	a. Daily	\$32.00	\$33.00	3%
	b. Weekly	\$195.00	\$201.00	3%
	c. Monthly	\$584.00	\$602.00	3%
4.	Dry Camping	\$18.00	\$19.00	6%
C.	<u>Pet Fee.</u> Charged additionally.			
	1. Daily. First pet free; each additional	\$ 2.00	\$ 2.00	0%
	2. Weekly. First pet free; each additional	\$10.00	\$10.00	0%
	3. Monthly. Charged per pet including first	\$10.00	\$10.00	0%
D.	<u>Individual Fee.</u> First two people free; each additional person charged.			
	1. Daily	\$ 2.00	\$ 2.00	0%
	2. Weekly	\$10.00	\$10.00	0%
	3. Monthly	\$30.00	\$30.00	0%
E.	<u>Vehicle Fee.</u> Any combination of three axle pieces of equipment (i.e. trailer, fifth wheel, truck/car, storage trailer). Charged for fourth piece.			
	1. Daily	\$ 2.00	\$ 2.00	0%
	2. Weekly	\$10.00	\$10.00	0%
	3. Monthly	\$30.00	\$30.00	0%
F.	<u>Non-Refundable Reservation Fee.</u>			
	1. Before 72 hours	\$10.00	\$10.00	0%
	2. 72 hours and after		first night's rate	0%
G.	<u>Service Fee Reimbursement.</u> For electric pedestal amperage overloads. First service call included in base rate. All other service reimbursements may be charged at actual cost to port	\$75.00	\$77.00	3%
H.	<u>Laundry Machines.</u> per load	\$ 2.00	\$ 2.00	0%
I.	<u>Process Fees.</u> Any additional fees incurred by the Port as part of an eviction process.			
	1. Notice	\$50.00	\$50.00	0%
	2. FED Complaint	\$200.00	\$200.00	0%
	3. Court Hearing	\$165.00	\$165.00	0%
	4. Writ of Execution	\$140.00	\$140.00	0%

OLD NEW +/-

2015. **Section 5. Civil Penalties.** Penalties found in PONFC (Sec. 7.4(a)). Paid in full. Effective July 1,

A.	<u>Class A Violation</u>			
	1. 0-14 days, per day	\$300.00	\$300.00	0%
	2. 15-29 days, per day	\$600.00	\$600.00	0%
	3. 30+ days, per day	\$1,000.00	\$1,000.00	0%
B.	<u>Class B Violation</u>			
	1. 0-14 days, per day	\$150.00	\$150.00	0%
	2. 15-29 days, per day	\$300.00	\$300.00	0%
	3. 30+ days, per day	\$500.00	\$500.00	0%
C.	<u>Class C Violation</u>			

1.	0-14 days, per day.....	\$30.00	\$30.00	0%
2.	15-29 days, per day.....	\$60.00	\$60.00	0%
3.	30+ days, per day.....	\$100.00	\$100.00	0%
D. <u>Class D Violation</u>				
1.	0-14 days, per day.....	\$15.00	\$15.00	0%
2.	15-29 days, per day.....	\$30.00	\$30.00	0%
3.	30+ days, per day.....	\$50.00	\$50.00	0%
E. <u>Parking Violation</u>. Per event, both vehicles and trailers.				
1.	0-10 days, paid within.....	\$40.00	\$40.00	0%
2.	11-20 days, paid within.....	\$85.00	\$85.00	0%
3.	21+ days, paid within.....	\$125.00	\$125.00	0%

Section 6. Administrative Fees. Staff may require payment or deposit in advance of service (ORS 192.440(4)(a)). Effective July 1, 2015.

A. <u>Public Records Request Fee Schedule</u>.				
1.	Copies of Public Records.....	\$0.25	\$0.25	0%
2.	Copies of Sound Recordings.....	---	\$10.00	n/a
3.	Copies of Port By-laws, Codes, Plans, bound documents.....	---	\$20.00	n/a
4.	Copies of Nonstandard documents.....	---	\$20.00	n/a
B. <u>Research</u>. Written request required. Hourly rate. ½-hr. min.....				
		\$46.75	\$48.25	3%
C. <u>Computer Time</u>. Port operator. Hourly rate. ½-hr. min.....				
		\$46.75	\$48.25	3%
D. <u>Faxes/Emailing</u>. Per Page				
1.	Local.....	\$ 1.00	\$ 1.00	0%
2.	Long Distance.....	\$ 1.50	\$ 1.50	0%
3.	Incoming.....	\$ 1.00	\$ 1.00	0%
E. <u>Long Distance Phone Calls</u>.....				
		\$ 2.00	\$ 2.00	0%
F. <u>Lamination</u>. Per Page, letter size.....				
		\$ 2.00	\$ 2.00	0%
G. <u>Notice Posting</u>. For non-payment of lease or moorage.....				
		\$60.00	\$60.00	0%
H. <u>Failure to Register</u>. For research related to unregistered boats.....				
		\$30.00	\$30.00	0%
I. <u>South Beach Meeting Room</u>. Must be pre-arranged and authorized. Keys must be obtained and returned. Certain waivers.....				
		\$75.00	\$75.00	0%
J. <u>Returned Check Fee</u>. Plus bank fees.....				
		\$25.00	\$ 50.00	100%
K. <u>Per Annum Interest Rate</u>. Applied to past due accounts.....				
		18%	18%	0%
L. <u>Collection Agency Mark-up</u>. Added to past due amount. (ORS 697.105).....				
		+40%	+40%	0%
M. <u>POV Mileage Reimbursement Rate</u> (IRS).....				
		current	current	0%
N. <u>Travel Reimbursement Rates</u> follow current IRS per diem rates....				
		current	current	0%
	http://www.qsa.gov/portal/category/104711			
O. <u>Impound Seizure Fee</u>. Vessel impounding.....				
		\$550.00	\$750.00	36%
P. <u>Special Use Permit Fee</u>. GM has authority to adjust fee based upon non-profit status and other criteria.....				
		---	\$1,000.00	n/a
Q. <u>Impound Seizure Fee</u>. Car/Truck/Trailer.....				
		---	\$100.00	n/a
R. <u>Vessel Moving</u>. Does not include labor rate. Per day.....				
		---	\$250.00	n/a
S. <u>Background Check</u>.....				
		---	\$25.00	n/a
T. <u>Credit Check</u>.....				
		---	\$35.00	n/a

Section 7. Insurance Certificate Limits. Effective July 1, 2015.

A. <u>Leases/Tenants</u>.				
1.	Each Occurrence.....	\$1.7MM	\$1.7MM	0%

2.	Damaged to Rented Premises (each occurrence)...	\$300,000	\$300,000	0%
3.	Medical Expense (any one person)	\$5,000	\$5,000	0%
4.	Personal & Adverse Injury.....	\$1.7MM	\$1.7MM	0%
5.	General Aggregate.....	\$1.7MM	\$1.7MM	0%
6.	Products – Comp/Op Agg	\$1.7MM	\$1.7MM	0%
B. Moorage/Vessels.				
1.	Commercial Vessels			
a.	General Liability			
i.	Protection & Indemnity / Wreck Removal	\$250k	\$250k	0%
ii.	Pollution Coverage.....	\$300k	\$300k	0%
iii.	Combine Coverage / Wreck Removal.....	\$600k	\$500k	0%
2.	Recreational Vessels			
a.	General Liability			
i.	Ocean Marine Liability / Wreck Removal.....	\$300k	\$300k	0%
ii.	Pollution Coverage.....	\$300k	\$300k	0%
iii.	or Watercraft Liability, specifically includes wreck removal and pollution. Umbrella clauses must identify boats exceeding 25 ft.	\$500k	\$500k	0%
3.	Charter/Guide Vessels			
a.	General Liability.....	\$1.7MM	\$1.7MM	0%

Section 8. Retail Sales, Gift Certificates, Promotions, Sponsorships and Sundries. The Commission delegates to Manager the ability to set prices for sundries, cards, magnets, cups, DVDs, gift certificates, coupons, promotions, advertising, sponsorships and other retail and marketing items.

Section 9. Delegation of Responsibility. The Commission delegates to Manager the ability to adjust these rates on a temporary basis to better manage services at the Port of Newport. Any adjustments to these rates will be reported to the Commission at its next regular meeting.

Section 10. Annual Review. The Commission, through assistance by Port staff, shall annually review and adopt a new rate, fees and charges resolution prior to the subsequent budget's adoption.

Section 11. Repealer. All previous rates and/or rate resolutions are hereby repealed.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this XXXX day of June, 2015.

ATTEST:

Walter Chuck, President

Ken Brown, Secretary/Treasurer

