



600 S. E. BAY BLVD., NEWPORT, OREGON 97365, PHONE (541) 265-7758, FAX (541) 265-4235, [www.portofnewport.com](http://www.portofnewport.com)

---

**South Beach Marina Activities Room**

2120 SE Marine Science Drive  
Newport, OR 97365

**Commission Work Session**

Tuesday, April 8, 2014  
6:00 p.m.

**2014-15 BUDGET PRIORITIES WORKSHOP**

- I. CALL TO ORDER
- II. PERSONNEL EXPENSES
- III. FEE STRUCTURES
- IV. PROJECT PRIORITIES
- V. BUDGET COMMITTEE MEETING: Tuesday, May 13<sup>th</sup> at 6:00pm at SB Marina Activities Room
- VI. ADJOURNMENT

-###-

## BUDGET PRIORITIES WORK SHOP, Staff Report

### INTRODUCTION

Staff's intent tonight is to share with you some anticipated costs for fiscal year 2014-15, fee structures and a list of project priorities for the Commission's review and comment. Though no decisions can be made tonight, the input will be helpful as we prepare the budget for the Tuesday, May 6<sup>th</sup> Budget Committee Meeting.

These are in draft form and input from tonight will be used to modify the documents for Commission review at the April 22<sup>nd</sup> meeting. Ultimately there will be two resolutions that should be adopted annually: (1) Rates, Fees and Charges Resolution and (2) a Compensation Plan Resolution. Some form of these resolutions should be adopted no later than by the end of May. The Project Priorities list will give staff direction in finishing the budget document. The two resolutions will be actual policy decisions with specifics related to personnel costs and income.

I'll briefly summarize the documents in your packet.

### PERSONNEL EXPENSES

The first document is a one page summary of projected personnel expenses. This document breaks down all costs to the Port related to personnel broken down by department and line item. The last column is a summary of the previous year's budget (FY 2013-14).

Several positions that were budgeted in FY 2013-14 no longer exist and current staffing levels will need to be adjusted through an evaluation of duties. As such, I am recommending that \$220,000 be budgeted for future staffing needs resulting from an organizational change. The overall change in proposed personnel costs is 3% more compared to last year's budget. Approximately 70% of the \$220,000 would be directed toward salaries and 30% toward personnel costs. Overall, this budget brings back a minimum of 2.5 FTE. (1.0 FTE Accounting Specialist II; 1.0 FTE Seasonal Worker for Ops; and bumping a 0.5 FTE Maintenance II to 1.0 FTE). The \$220,000 could be used in part to fill in the loss of the Project Manager – Engineer Tech and the Special Project Coordinator but I'll wait to consider the organizational issues before making a recommendation on that.

The second document is a draft Salary Step structure. I am recommending that employees eligible for a Step increase receive an increase (2.5%) but not before receiving a positive annual performance review. I am not recommending a COLA to the step chart (other than the Maintenance III Position that needed to reflect state minimum wage laws). Shaded boxes indicate where current (FY 2013-14) employees now stand.

The third document is a definition of the items effecting personnel costs. This report summarizes anticipated increases in various personnel benefits and taxes. It also lists Employee Paid Benefits that the Port offers its employees.

## FEE STRUCTURES

The fourth document is an eight page summary of all the fees, charges and rates that the Port assesses. This draft document should be reviewed annually. This is a partially completed document and a more current document will be provided at the meeting. A version of this document will be distributed to port customers via Fisherman's Forum, SB Users Group, website and others. Most of the fees show a 3% increase to cover increases in operations.

## PROJECT PRIORITIES

The fifth document is a list of projects that staff is recommending be considered by the Port Commission. The projects were brought forth by the Department Heads and their employees and then I prioritized the full list based upon seven criteria. This list was then sent back to Department Heads for further feedback. We estimate that there will be \$400,000 for projects.

## CONCLUSION

Based upon input from tonight's work session, Staff will use this to complete the proposed budget, draft a compensation plan resolution and a rate resolution. The resolutions will be reviewed and adjusted monthly until adoption and the proposed budget will be presented at the May 6<sup>th</sup> Budget Committee Meeting.

-###-



**General Operating Fund**

	<b>Admin &amp; Property Mgmt</b>	<b>SB Admin</b>	<b>SB OPS</b>	<b>CM OPS</b>	<b>International Terminal</b>	<b>Proposed 2014-15 Total</b>	<b>2013-14 Budget</b>
General Manager	\$ 114,000						
Finance Director	\$ 75,388						
Admin Assistant	\$ 25,584						
Accounting Specialist II	\$ 27,290						
Accounting Specialist II	\$ 22,402						
Overtime & Comp paid 2013	\$ 1,500						
	<u>\$ 266,163</u>					\$ 266,163	
Accounting Specialist II		\$ 22,942					
Accounting Specialist II		\$ 20,800					
Seasonal #1		\$ 7,800					
Seasonal #2		\$ 7,800					
Overtime & Comp paid 2013		\$ 2,500					
		<u>\$ 61,842</u>				\$ 61,842	
Harbormaster			\$ 49,356				
Maintenance II			\$ 33,153				
Maintenance II			\$ 25,264				
Maintenance III			\$ 25,030				
Maintenance III (part-time)			\$ 5,587				
Seasonal			\$ 8,000				
Overtime & Comp paid 2013			\$ 500				
			<u>\$146,890</u>			\$ 146,890	
Harbormaster				\$ 49,356			
Maintenance II				\$ 40,380			
Maintenance II				\$ 25,906			
Maintenance II				\$ 25,264			
Maintenance II				\$ 25,030			
Seasonal				\$ 8,000			
Overtime & Comp paid 2013				\$ 8,000			
				<u>\$181,936</u>		\$ 181,936	
Terminal Manager					\$ 39,421		
Overtime & Comp paid 2013					\$ 250		
					<u>\$ 39,671</u>	\$ 39,671	
						<u>\$ 696,501</u>	<u>\$ 800,000</u>
Payroll Taxes	\$ 24,324	\$ 6,401	\$ 15,203	\$ 18,830	\$ 3,980	\$ 68,738	\$ 78,400
Health Insurance	\$ 52,949	\$ 15,523	\$ 31,046	\$ 38,808	\$ 7,762	\$ 146,088	\$ 166,500
Health Reimbursement Arrangement	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	\$ 7,000
PERS - Retirement	\$ 10,613	\$ 1,754	\$ 5,367	\$ 5,708	\$ 1,581	\$ 25,023	\$ 69,000
Worker's Compensation Ins.	\$ 1,602	\$ 386	\$ 19,039	\$ 23,531	\$ 5,116	\$ 49,674	\$ 60,100
Employee Incentives & Other	\$ 1,400	\$ 500	\$ 500	\$ 500	\$ 200	\$ 3,100	\$ -
Employee Education	\$ 750	\$ 750	\$ 1,750	\$ 750	\$ 500	\$ 4,500	\$ 5,000
Staff Reorganization &/ or Vacant Position(s)						\$ 220,000	
<b>Totals</b>	<u>\$ 383,127</u>	<u>\$ 156,399</u>	<u>\$382,888</u>	<u>\$ 471,829</u>	<u>\$ 103,459</u>	<u>\$ 1,218,625</u>	<u>\$1,186,000</u>

**Hourly Wage Steps  
Proposed - Fiscal Year 2014-15**



**Steps**

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

**Maintenance**

Maintenance III	\$ 9.10	\$ 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
Project Manager												
Engineer Tech	\$ 23.08	\$ 23.66	\$ 24.25	\$ 24.85	\$ 25.48	\$ 26.11	\$ 26.77	\$ 27.43	\$ 28.12	\$ 28.82	\$ 29.54	\$ 30.28

**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	\$ 38.46	\$ 39.42	\$ 40.41	\$ 41.42	\$ 42.45	\$ 43.52	\$ 44.60	\$ 45.72	\$ 46.86	\$ 48.03	\$ 49.23	\$ 50.46
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

Port Manager	\$ 38.46	\$ 39.42	\$ 40.41	\$ 41.42	\$ 42.45	\$ 43.52	\$ 44.60	\$ 45.72	\$ 46.86	\$ 48.03	\$ 49.23	\$ 50.46
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)	\$ 30.34	\$ 31.10	\$ 31.88	\$ 32.67	\$ 33.49	\$ 34.33	\$ 35.19	\$ 36.06	\$ 36.97	\$ 37.89	\$ 38.84	\$ 39.81
Project Manager												
Engineer Tech	\$ 23.08	\$ 23.65	\$ 24.25	\$ 24.85	\$ 25.47	\$ 26.11	\$ 26.76	\$ 27.43	\$ 28.12	\$ 28.82	\$ 29.54	\$ 30.28

## Definition of Personnel Services

Fiscal Year 2014-15



### **Payroll Taxes:**

Federal Taxes on total wages

6.2% - Social Security

1.45% - Medicare

Oregon State Unemployment

2014 rates are 2.7% of first \$35,000

### **Employee Health Insurance:**

Health, vision, dental, and life insurance (\$562.43 per employee per month)

Current insurance plan will not be available next year.

15% increase for budgeting purposes was recommended by SDAO.

SDAO will be releasing new insurance plans and costs by the middle of April.

### **Health Reimbursement Arrangement (HRA):**

Employee reimbursement for medical expenses above the \$500

deductible with an annual maximum reimbursement of \$1,000.

### **PERS:**

Employees are in one of three different PERS programs based on when they were hired. The following rates are good through June 2015.

Tier 1 & 2 = 4.06% of wages, OPSRP = 4.01%

Employees also pay 6% of their wages to PERS.

### **Workers Compensation Insurance:**

Latest rates are 11.88% of wages for operations staff,

.42% for General Manager and Commission (calculated at \$2,400 for volunteer time), and .25% for office staff.

The state adds a 6.4% assessment on total insurance coverage and also charges \$.033 for every hour worked.

This changes every year and we are waiting for additional information from the Port's insurance broker.

### **Employee Incentives & Other:**

Birthday cards, employee meetings, moving costs for General Manager, holiday party, and miscellaneous costs.

### **Employee Education:**

Continuing education classes for Port related business operations.

This was budgeted in Material & Services this fiscal year with conferences.

### **Employee Paid Benefits:**

Additional programs available to employees at their cost include Aflac supplemental insurance, pretax 125 plan for medical expenses, and Oregon Growth Savings retirement account.

**PORT OF NEWPORT  
RESOLUTION NO. 2014-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**, 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. 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>			
1. Small. Toyotas and Daewoo.			
a. per hour.....	\$42.50	\$43.75	3%
b. minimum charge .....	\$26.50	\$27.25	3%
2. Large. All at International Terminal (IT).			
a. per hour.....	\$57.50	\$59.25	3%
b. minimum charge .....	\$34.50	\$35.50	3%
B. <u>Hoist Dock.</u> Tie up fee, one hour minimum.....	\$26.50	\$27.25	3%
C. <u>Hoist Dock Cranes.</u>			
1. Large Capacity.			
a. per hour .....	\$70.25	\$72.25	3%
b. minimum charge .....	\$50.25	\$51.75	3%
2. Launch Sail Boats. Includes recovery .....	\$36.25	\$37.25	3%
D. <u>Service Docks.</u>			
1. Swede's. In addition to moorage..... daily moorage rate		--	0%
2. International Terminal, per day.....	\$65.00	\$67.00	3%
E. <u>Electricity.</u> Swede's Dock, Dock 1, and IT. Per day charge.			
1. 208/220 v, single phase & 208 v three phase.....	\$13.00	\$13.50	3%
2. 220 or 408/440v three phase .....	\$13.00	\$13.50	3%
3. PD 7 Service Dock, 110v pumps .....	\$5.50	\$5.75	5%
4. PD 7 Yard Charge, trucks .....	\$10.00	\$10.25	3%
F. <u>Hydraulic Crane.</u> 30 ton capacity, per hour .....	\$132.75	\$136.75	3%
G. <u>Pump/Line Service.</u> Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour. ....	\$45.50	\$46.75	3%
H. <u>Storage.</u>			
1. Outside Lot Storage.			

a.	Commercial Marina/International Terminal. Charged monthly.			
i.	per square foot .....	\$0.19	\$0.20	5%
ii.	minimum monthly charge .....	\$19.00	\$20.00	5%
b.	South Beach Marina. Charged monthly.			
i.	per square foot .....	\$0.19	\$0.20	5%
ii.	minimum monthly charge .....	\$19.00	\$20.00	5%
iii.	boat trailer only, per day .....	\$2.00	\$2.05	3%
iv.	boat on trailer, per day .....	\$6.50	\$6.70	3%
v.	boat on trailer, per month .....	\$195.00	\$200.00	3%
I.	<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 .....	\$17.25	\$17.75	3%
2.	Terminal Lot, per day. Short term use only. Deep-draft cargo has priority .....	\$17.25		
3.	South Beach Marina, per day .....	\$17.25	\$17.75	3%
J.	<u>Work Barge</u> .			
1.	Tug, per day .....	\$105.00	\$108.00	3%
2.	Wood Barge, per day (tug extra).....	\$20.00	\$20.50	3%
3.	Skiff, per hour .....	\$51.50	\$53.00	3%
K.	<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 .....	\$80.00	\$82.00	3%
L.	<u>Disposal Fees</u> .			
1.	Just Oil, per gallon.....	\$0.27	\$0.28	4%
2.	Oil-Water Mix, per gallon .....	\$0.70	\$0.72	3%
3.	Net Disposal and/or Related Gear, per pound.....	\$0.15	\$0.155	3%
4.	Garbage, per pound .....	\$0.10	\$0.105	3%
M.	<u>Port Labor</u> . Includes administration staff.			
1.	per hour; 1 hour minimum .....	\$45.50	\$46.75	3%
2.	Overtime. Any services required outside the established working hours, unless otherwise posted, will be charge at one and one-half times (1.5) the normal rate for labor. Per hour .....	\$68.25	\$70.25	3%
N.	<u>Pallet Charge</u> . Any Port owned pallet leaving yard, each.....	\$5.00	\$5.15	3%

**Section 2. Bay Front Moorage.** Per linear foot.

A.	Daily.....	\$0.40	\$0.42	5%
B.	Calendar Month .....	\$7.41	\$7.78	5%
C.	Semi-Annual.....	\$28.10	\$29.51	5%
D.	Annual.....	\$37.30	\$39.17	5%

**Section 8. South Beach Moorage.**

A.	Daily.....	\$0.xx		5%
B.	Calendar Month .....	\$x.xx		5%
C.	Semi-Annual.....	\$xx.xx		5%
D.	Annual.....	\$xx.xx		5%



**Section 8. Park Fees.**

**A. Peak Season (Summer). May 1 – October 31**

- 1. Pull Throughs and View Sites.
  - a. Daily
    - i. Regular ..... \$43
    - ii. Good Sam..... \$39
  - b. Weekly
    - i. Regular ..... \$261
    - ii. Good Sam..... \$236
  - c. Monthly Rate ..... \$783
- 2. Perimeter Sites.
  - a. Daily
    - i. Regular ..... \$41
    - ii. Good Sam..... \$37
  - b. Weekly
    - i. Regular ..... \$248
    - ii. Good Sam..... \$224
  - c. Monthly Rate ..... \$743
- 3. The Annex.
  - a. Daily..... \$32
  - b. Weekly ..... \$195
  - c. Monthly..... \$584
- 4. Dry Camping..... \$18

**B. Off Season (Winter). November 1 – April 30. Discounts during Seafood and Wine Festival.**

- 1. Pull Throughs and View Sites.
  - a. Daily
    - i. Regular ..... \$37
    - ii. Good Sam..... \$33
  - b. Weekly
    - i. Regular ..... \$221
    - ii. Good Sam..... \$200
  - d. Monthly Rate ..... \$633
- 2. Perimeter Sites.
  - a. Daily
    - i. Regular ..... \$34
    - ii. Good Sam..... \$30
  - b. Weekly
    - i. Regular ..... \$201
    - ii. Good Sam..... \$182
  - c. Monthly Rate..... \$604
- 3. The Annex.
  - a. Daily..... \$32
  - b. Weekly ..... \$195
  - c. Monthly..... \$584

4.	Dry Camping.....	\$18		
C.	<u>Extra Person.</u> Per day.....	\$5		
B.	<u>Daily Tent</u> .....	\$21	\$21	0%
C.	<u>Pet Fee.</u> Charged additionally.			
1.	Daily. First pet free; each additional .....	\$2	\$2	0%
2.	Weekly. First pet free; each additional .....	\$10	\$10	0%
3.	Monthly. Charged per pet including first .....	\$10	\$10	0%
D.	<u>Individual Fee.</u> First four people free; each additional person charged.			
1.	Daily. ....	\$2	\$2	0%
2.	Weekly. ....	\$10	\$10	0%
3.	Monthly.....	\$30	\$30	0%
E.	<u>Vehicle Fee.</u> Any combination of three axeled pieces of equipment (i.e. trailer, fifth wheel, truck/car, storage trailer). Charged for fourth piece.			
1.	Daily. ....	\$2	\$2	0%
2.	Weekly. ....	\$10	\$10	0%
3.	Monthly.....	\$30	\$30	0%
F.	<u>Non-Refundable Reservation Fee.</u>			
1.	Before 48 hours. ....	\$10	\$10	0%
2.	48 hours and after.....	\$39	\$39	0%
A.	<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	\$75	0%
B.	<u>Laundry Machines.</u> per load.....	\$2.00	\$2.00	0%
C.	<u>Process Fees.</u> Any additional fees incurred by the Port as part of an eviction process. These fees are additionally identified as a subsection of Section 6 in this Resolution.			
1.	Notice.....	\$25	\$25	0%
2.	FED Complaint. ....	\$115	\$115	0%
3.	Court Hearing.....	\$115	\$115	0%
4.	Writ of Execution. ....	\$120	\$120	0%

**Section 3. Launch Ramp.** Obtain day-use ticket at the machine located at launch ramp. Users anticipating over-night stays will need to obtain Port permission to avoid citation.

D.	<u>Use Fee.</u> Daily fee.....	\$6	\$6	0%
E.	<u>Citation/Violation.</u> Paid within 24 hours			
F.	<u>Late Citation.</u> Not paid within 24 hours			
G.	<u>Senior Citizen/Handicap Annual Launch Pass.</u> Rate effective for calendar year starting January 1 <sup>st</sup> . Pass holder must be			

handicapped or 62-years old, own the boat, and be with the boat when it launches.

H. Sport Launch Pass. Rate effective for calendar year starting January 1<sup>st</sup>.

**Section 3. Civil Penalties.** Penalties found in PONFC (Sec. 7.4(a)). Paid in full.

A. <u>Class A Violation</u> . Per day. ....	\$1,000	--	n/a
1. 0-14 days, per day. ....	---	\$300	n/a
2. 15-29 days, per day.....	--	\$600	n/a
3. 30+ days, per day .....	--	\$1,000	n/a
B. <u>Class B Violation</u> . Per day. ....	\$500	--	n/a
1. 0-14 days, per day. ....	---	\$150	n/a
2. 15-29 days, per day.....	--	\$300	n/a
3. 30+ days, per day .....	--	\$500	n/a
C. <u>Class C Violation</u> . Per day. ....	\$100	--	n/a
1. 0-14 days, per day. ....	---	\$30	n/a
2. 15-29 days, per day.....	--	\$60	n/a
3. 30+ days, per day .....	--	\$100	n/a
D. <u>Class D Violation</u> . Per day. ....	\$50	--	n/a
1. 0-14 days, per day. ....	---	\$15	n/a
2. 15-29 days, per day.....	--	\$30	n/a
3. 30+ days, per day .....	--	\$50	n/a

**Section 4. Miscellaneous Facility Charges.**

A. <u>Annual Parking Permit</u> . Rate effective for calendar year starting July 1 <sup>st</sup> . Commercial Fisherman only .....	\$20	\$20	0%
B. <u>Emergency Storage Fee</u> . 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).....	--	\$20	n/a

**Section 5. Administrative Fees.** Staff may require payment or deposit in advance of service (ORS 192.440(4)(a)).

	OLD	NEW	+/-
A. <u>Copies</u> . Per page. ....	25¢	25¢	0%
B. <u>Research</u> . Written request required. Hourly rate. ½-hr. min. ....	\$45.50	\$46.75	3%
C. <u>Computer Time</u> . Port operator. Hourly rate. ½-hr. min. ....	\$45.50	\$46.75	3%
D. <u>Faxes</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	n/a
F. <u>Notice Posting</u> . For non-payment of lease or moorage.....	--	\$60	n/a
G. <u>South Beach Meeting Room</u> . Must be pre- arranged and authorized. Keys must be obtained and returned. Certain waivers.....	\$75	\$75	0%
H. <u>Returned Check Fee</u> . Plus bank fees.....	--	\$25	0%
I. <u>Per Annum Interest Rate</u> . Applied to past due accounts.....	18%	18%	0%
J. <u>Collection Agency Mark-up</u> . Added to past due amount. (ORS 697.105) .....	--	+40%	n/a
K. <u>POV Mileage Reimbursement Rate (IRS)</u> .....	current	current	0%
L. <u>Travel Reimbursement Rates</u> follow current IRS per diem rates ( <a href="http://www.gsa.gov/portal/category/104711">http://www.gsa.gov/portal/category/104711</a> ).....	current	current	0%

	OLD	NEW	+/-
<b>Section 8. Park Fees.</b>			
B. <u>Daily Tent</u> .....	\$21	\$21	0%
C. <u>Pet Fee</u> . Charged additionally.			
1. Daily. First pet free; each additional .....	\$2	\$2	0%
2. Weekly. First pet free; each additional .....	\$10	\$10	0%
3. Monthly. Charged per pet including first .....	\$10	\$10	0%
D. <u>Individual Fee</u> . First four people free; each additional person charged.			
1. Daily. ....	\$2	\$2	0%
2. Weekly. ....	\$10	\$10	0%
3. Monthly. ....	\$30	\$30	0%
E. <u>Vehicle Fee</u> . Any combination of three axeled pieces of equipment (i.e. trailer, fifth wheel, truck/car, storage trailer). Charged for fourth piece.			
1. Daily. ....	\$2	\$2	0%
2. Weekly. ....	\$10	\$10	0%
3. Monthly. ....	\$30	\$30	0%
F. <u>Non-Refundable Reservation Fee</u> .			
1. Before 48 hours. ....	\$10	\$10	0%
2. 48 hours and after .....	\$39	\$39	0%
I. <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	\$75	0%
J. <u>Laundry Machines</u> . per load.....	\$2.00	\$2.00	0%
K. <u>Process Fees</u> . Any additional fees incurred by the Port as part of an eviction process. These fees are additionally identified as a subsection of Section 6 in this Resolution.			
1. Notice.....	\$25	\$25	0%
2. FED Complaint. ....	\$115	\$115	0%
3. Court Hearing.....	\$115	\$115	0%
4. Writ of Execution. ....	\$120	\$120	0%

**Section 9. Insurance Certificate Limits.**

A. Each Occurrence.....	---	\$2.0MM	n/a
B. Damaged to Rented Premises (each occurrence) .....	---	\$300,000	n/a
C. Medical Expense (any one person).....	---	\$5,000	n/a
D. Personal & Adverse Injury.....	---	\$2.0MM	n/a
E. General Aggregate .....	---	\$2.0MM	n/a
F. Products – Comp/OpAgg .....	---	\$2.0MM	n/a

**Section 10. Moorage Insurance Certificate Limits.**

**A. Commercial Vessels**

- 1. General Liability
  - a. Protection & Indemnity / Wreck Removal \$300,000 \$300,000 0%
  - b. Pollution Coverage ..... \$300,000 \$300,000 0%
- 2. Annual Moorage Holders shall provide the Port with an Additional Insured Certificate with limits included in Section 9 of this Resolution.
- 3. Transient Vessels shall provide proof of this coverage upon registration with the Port.

**B. Recreational Vessels**

- 1. Ocean/Marine Liability / Wreck Removal..... \$300,000 \$300,000 0%
  - a. Pollution Coverage ..... \$300,000 \$300,000 0%
- 2. Annual Moorage Holders shall provide the Port with an Additional Insured Certificate with limits included in Section 9 of this Resolution.
- 3. Transient Vessels shall provide proof of this coverage upon registration with the Port.

**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 Garibaldi. 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 \_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
JoAnn Barton, President

ATTEST:

\_\_\_\_\_  
Walter Chuck, Secretary/Treasurer

# BUDGET PROJECT PRIORITY LIST FOR FISCAL YEAR 2014-15

for projects over \$5,000

## GENERAL FUND

RNK	CRITERIA	PROJECT	COST	RESOURCE	NET
1	BEA	New Docks on Dock 7 (KB)	\$3,400,000	\$3,400,000	\$0
2	BACE	Hoist Dock Replacement (KB)	\$637,500	\$510,000	\$127,500
3	BCD	New Customs Building (KG)	\$125,000	\$125,000	\$0
4	D	Terminal Warehouse/Tenants Imps (JD/All)	\$20,000		\$20,000
5	DA	A/E Admin Office (KG)	\$15,000		\$15,000
6	CA	Gravel Grassy Area on Dock 7 (KB)	\$40,000		\$40,000
7	CE	System-wide Tugboat Improvements (All)	\$10,000		\$10,000
8	E	North SB Restroom Siding (CU)	\$5,000		\$5,000
9	C	Washer(x7)/Drier(x7)(CU)	\$16,000		\$16,000
10	C	System-wide Communication Upgrades (PA)	\$10,000		\$10,000
11	EA	Dock 5 Whaler Replacement (KG)	\$10,000		\$10,000
12	E	Electrical work on Port Dock 7 (KB)	\$11,000		\$11,000
13	EA	Dock 5 Pier/Piling Engineering Study (KB)	\$20,000		\$20,000
14	FE	IT Landscaping/Groundskeeping (JD)	\$5,000		\$5,000
15	EA	Service Dock (CU)	\$33,000		\$33,000
16	G	Fish Table (CU)	\$46,000		\$46,000
17	FE	Landscaping in RV Park (CU)	\$20,000		\$20,000
18	G	Work Truck (KB)	\$20,000		\$20,000
					\$408,500

## NOAA FUND

1	DE	NOAA Painting (RF)	\$48,000		\$48,000
		RECOMMENDED PROJECTS TO BE REMOVED FROM LAST YEAR			
		Painting SB Marina Store			
		Replace A/B Water Meters at SB Marina Docks			
		Painting SB Maintenance Shop			
		Electrical work on Port Dock 7			
		Sandblast Bayfront Restrooms			

## PRIORITY CON

- A. Capital Facilities Plan Priority
- B. Outside Resources/Leverage available
- C. Direct Income Producers/Expense Savers (efficiencies)
- D. Legal Requirements (obligated to act)
- E. Safety/Preventitive
- F. Beautification
- G. New Need