

PORT OF NEWPORT COMMISSION WORK SESSION AGENDA

Tuesday, 10 April 2018, 12:00 pm
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

2018-2019 BUDGET PRIORITIES WORKSHOP (2nd)

- I. Call to Order
- II. Public Comment
- III. Resolution Setting Rates, Fees & Charges (Review Only).....p 3
- IV. Motion to Increase the GM’s Spending Limit from \$5,000 to \$10,000.
- V. Personnel Expenses.....p 13
- VI. Project Priorities.....p 17
- VII. Public Comment
- VIII. Adjournment

Annual Budget Committee Meeting: Tuesday, 9 May 2018 at 6:00 pm, South Beach Activities Room.

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

The Port of Newport South Beach Activities 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 South Beach Activities Room:
<http://portofnewport.com/rv-parks/map.php>

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**PORT OF NEWPORT RESOLUTION NO. 2018-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 2017-08 on May 23, 2107; 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:

SECTION 1. SERVICE RATES.

Rates apply to all Port of Newport locations unless otherwise noted. Rates become effective July 1, 2018. 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.....	\$12.00	\$15.00	25.0%
2. Large. All at International Terminal (NIT)			
Per Hour.....	\$30.00	\$35.00	16.7%
B. <u>Hoist Docks</u> . Tie up fee, per hour. Includes use of hoist.			
1. One hour minimum, up to 3 hours.....	\$39.00	\$50.00	28.2%
2. After 3 hours.....	\$47.00	\$55.00	17.0%
C. <u>Hoist Dock Cranes</u> . In addition to hoist dock rate.			
1. Large Capacity. In addition to labor rate.			
Per Hour.....	\$42.00	\$50.00	19.0%
2. Launch Sail Boats. Includes recovery, per launch.....	\$45.00	\$50.00	11.1%
D. <u>Service Docks</u> .			
1. Swede's Dock. In addition to moorage.			
Per day, per linear foot (double transient rate).....	\$1.00	\$1.10	10.0%
E. <u>City Water</u>	City's rate + 5.0%	Admin. Fee	
F. <u>Fuel Surcharge</u> . NIT only. Per gallon.	\$0.033	\$0.040	21.2%
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.....	\$16.00	\$18.00	12.5%
2. 120 v NIT.....	\$7.00	\$10.00	42.9%
3. PD7 Service Dock, 110 v pumps.....	\$7.00	\$10.00	42.9%
4. PD7 Yard Charge, trucks.....	\$12.00	\$13.00	8.3%

	PREVIOUS	NEW	% CHG
H. <u>Hydraulic Crane</u> . In addition to labor rate. 30 ton capacity. Per hour.....	\$139.00	\$153.00	10.1%
I. <u>Personnel Lift</u> . In addition to labor rate. Per hour.....		To be Determined	
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.....	\$62.00	\$70.00	12.9%
K. <u>Storage</u> .			
1. <u>Outside Lot Storage</u> . Any Port of Newport Lot.			
a. Per square foot, monthly charge.....	\$0.23	\$0.30	30.4%
b. Minimum monthly charge (≤ 10 ft.2).....	\$23.00	\$30.00	30.4%
2. <u>South Beach</u> .			
a. Boat trailer only, per night.....	\$2.50	\$5.00	200.0%
b. Boat on trailer, per night, 10 days limit.....	\$8.00	\$10.00	25.0%
2. <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). 1st day free.			
Each additional day.....	--	\$30.00	
Charge for improper use of parking lot. (e.g. boat repair) Per day.....	\$23.00	\$50.00	217.4%
L. <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 rates.			
1. Commercial Marina, per day.....	\$20.00	\$25.00	25.0%
2. NIT Lot, per day. Short term use only.....	\$20.00	\$25.00	25.0%
3. South Beach Marina, per day.....	\$20.00	\$25.00	25.0%
M. <u>Work Barge</u> . In addition to labor rate.			
1. Work boat, per hour. Licensed captain extra.....	\$131.00	\$144.00	9.9%
2. Wood Barge, per day (work boat extra).....	\$25.00	\$28.00	12.0%
3. Skiff, per hour.....	\$14.00	\$15.00	7.1%
N. <u>Clean-up</u> . Equipment charges are extra.			
1. Oil Spills, per hour (HAZWOPER trained staff).....	\$97.00	\$125.00	28.9%
O. <u>Disposal Fees</u> .			
1. Just oil, per gallon.....	\$0.50	\$1.00	100.0%
2. Oil-Water mix, per gallon.....	\$1.00	\$1.20	20.0%
3. Net Disposal and/or related gear, per pound.....	\$0.18	\$0.25	38.9%
4. Garbage, per pound.....	\$0.15	\$0.20	33.3%
P. <u>Port Labor</u> . Includes all staff and fully burdened. Per hour, one hour minimum, in 15 minute increments.			
1. <u>Standard</u>			
a. Regular Hours.....	\$53.00	\$70.00	32.1%
b. Overtime. Any services required outside the established working hours, unless otherwise posted.....	\$79.50	\$105.00	32.1%
c. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours.....	\$100.94	\$130.00	28.8%
2. <u>30-ton Crane Operation, International Terminal Only</u>			
a. Regular Hours.....	\$53.00	\$75.00	41.5%

	PREVIOUS	NEW	% CHG
b. Overtime. Any services required outside the established working hours, unless otherwise posted.....	\$79.50	\$112.50	41.5%
c. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours.....	\$100.94	\$142.50	41.2%
Q. <u>Pallet Charge</u> . Any Port owned pallet leaving yard, each	\$6.00	\$6.60	10.0%
R. <u>Dredge Spoils</u> . Includes state fees; may be waived for other public agencies or beneficial uses. Per cubic yard.....	\$2.50	\$3.00	20.0%
S. <u>Keys/Cards</u> .			
1. South Beach Facilities, cards.			
a. Original (1st one).....	free	free	0.0%
b. Replacement/additional (each).....	\$6.00	\$10.00	66.7%
2. Bay Front Facilities, keys.			
a. Original/first one.....	\$17.00	\$20.00	17.6%
b. Replacement/additional.....	\$30.00	\$35.00	16.7%

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

A. <u>Moorage</u> . Per linear foot.			
1. Daily (transient).....	\$0.50	\$0.65	30.0%
2. Calendar Month, to be paid in advance.....	\$9.00	\$13.00	44.4%
3. Semi-Annual, to be paid in advance.....	\$33.00	\$43.00	30.3%
4. Annual, to be paid in advance.....	\$44.00	\$65.00	47.7%
B. Parking Permit. (Will be prorated for existing permit holders.)			
1. Commercial Fishermen only. To be paid in advance.			
a. Semi-Annual			
January → June or July → December [≈ \$3/day].....		\$390.00	n/a
b. Annual			
January → December. Prorated monthly. [≈ \$2/day].		\$520.00	n/a
2. Public Parking. Limited availability, designated areas only. To be paid in advance.			
a. Semi-Annual			
January → June or July → December [≈ \$4/day].....		\$520.00	n/a
b. Annual			
January → December. Prorated monthly. [≈ \$3/day].		\$780.00	n/a

SECTION 3. INTERNATIONAL TERMINAL CHARGES.

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

A. <u>Port Security Fee</u> . (\$I.13) Per three 8-hour shifts.			
B. <u>Materials & Supplies</u> . (\$I.31). Cost plus			
C. <u>Dockage Charges</u> . (\$III.31). Rate per day, by length.			
1. 000.00 - 351.05 ft.....	\$1,627.00	\$1,627.00	0.0%
2. 351.05 - 371.05 ft.....	\$1,792.00	\$1,792.00	0.0%
3. 371.02 - 400.26 ft.....	\$1,981.00	\$1,981.00	0.0%

	PREVIOUS	NEW	% CHG
4. 400.26 - 426.51 ft.....	\$2,203.00	\$2,203.00	0.0%
5. 426.51 - 449.48 ft.....	\$2,373.00	\$2,373.00	0.0%
6. 449.48 - 475.72 ft.....	\$2,607.00	\$2,607.00	0.0%
7. 475.72 - 498.69 ft.....	\$2,960.00	\$2,960.00	0.0%
8. 498.69 - 524.93 ft.....	\$3,527.00	\$3,527.00	0.0%
9. 524.93 - 551.18 ft.....	\$3,639.00	\$3,639.00	0.0%
10. 551.18 - 574.15.....	\$3,822.00	\$3,822.00	0.0%
11. 574.15 - 600.39 ft.....	\$4,373.00	\$4,373.00	0.0%
12. 600.39 - 626.64 ft.....	\$5,092.00	\$5,092.00	0.0%
13. 626.64 - 650.00 ft.....	\$5,787.00	\$5,787.00	0.0%
14. Above 650 ft., added on top of above rate, per ft.....	\$8.90	\$8.90	0.0%
15. Exceptions for certain vessels (§II.14).....	\$0.80	\$0.80	0.0%
D. Service and Facility Charges. (§III.2).			
Per 1000 board feet, unless noted.			
1. Logs. Scribner scale, ex dock.....	\$7.75	\$7.75	0.0%
2. Cants.....	\$6.00	\$6.00	0.0%
3. Lumber, packaged rough.....	\$5.22	\$5.22	0.0%
4. Lumber, packaged surfaced.....	\$4.63	\$4.63	0.0%
5. Plywood, veneer, corestock & harbord, /1000 kilos.....	\$5.87	\$5.87	0.0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$3.49	\$3.49	0.0%
7. Other commodities, per metric ton or 1000 bf.....	\$6.83	\$6.83	0.0%
8. Other commodities, per cubic meter.....	\$5.69	\$5.69	0.0%
E. Wharfage Assessment. (§III.6).			
Minimum charge for any single bill of lading.....	\$10.00	\$10.00	0.0%
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	\$9.50	0.0%
2. Cants.....	\$6.00	\$6.00	0.0%
3. Lumber, packaged rough.....	\$4.55	\$4.55	0.0%
4. Lumber, packaged surfaced.....	\$4.03	\$4.03	0.0%
5. Plywood, veneer, corestock & harbord, /1000 kilos.....	\$3.96	\$3.96	0.0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$2.72	\$2.72	0.0%
7. Other commodities, per metric ton or 1000 bf.....	\$5.57	\$5.57	0.0%
8. Other commodities, per cubic meter.....	\$4.57	\$4.57	0.0%
G. Cargo Staging Area. (§IV.2). Base rent for 3-acre surge area.			
1. Per week, seven days	\$2,000.00	\$2,000.00	0.0%
2. Per day, less than seven days	\$300.00	\$300.00	0.0%
H. Line Service. (§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 - \$1973		0.0%
4. 8 individuals.....	\$2,153 - \$2, 631		0.0%

SECTION 4. SOUTH BEACH CHARGES. Rates become effective October 1, 2018.

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.....	\$0.70	\$0.80	14.3%
2. Weekly.....	\$4.00	\$4.50	12.5%
3. Calendar Month.....	\$10.50	\$15.00	42.9%
4. Semi-Annual.....	\$38.00	\$50.00	31.6%
5. Annual.....	\$60.00	\$75.00	25.0%
6. Electric Surcharge, per extra plug on dock.			
a. Weekly.....	\$25.00	\$30.00	20.0%
b. Monthly.....	\$100.00	\$150.00	50.0%
7. Live-aboard, by written agreement only. Monthly rate.			
a. Per person.....	\$53.00	\$125.00	235.8%
B. <u>South Beach Charter Rates.</u>			
1. Semi-Annual Moorage, per linear foot.....	\$35.00	\$50.00	42.9%
2. Annual Moorage, per linear foot.....	\$47.00	\$75.00	59.6%
3. Charter License.....	\$315.00	\$440.00	39.7%
C. <u>Dock Box.</u> Purchase.....	\$325.00	\$375.00	15.4%
D. <u>Electrical Upgrade.</u> From 20 to 30 amp. One time.....	\$56.00	\$75.00	33.9%
E. <u>Service Fee Reimbursement.</u> For electric pedestal amperage overloads. may be charged at actual cost to the Port	\$83.00	\$100.00	20.5%
F. <u>Line Replacement.</u> Per foot, per time.....	\$1.25	\$1.50	20.0%
G. <u>Launch Fee.</u> Includes use of launch ramp, boat washdown, and fish cleaning stations.			
1. Daily.....	\$6.00	\$10.00	66.7%
2. Annual			
a. Resident	\$60.00	\$80.00	33.3%
b. Resident Senior (60+).....	\$50.00	\$60.00	20.0%
c. Non-resident	\$85.00	\$120.00	41.2%
d. Non-resident Senior. (60+).....	\$75.00	\$100.00	33.3%

SECTION 5. RECREATIONAL VEHICLE PARK FEES. Effective 1 October 2018. Applicable State and Municipal Lodging Tax will be an additional charge. Reservations may be made for the 2018 calendar year through 31 December 2018. Reservations for the Seafood and Wine Festival, 2-night minimum, open for online reservations only starting at 6:00 am on 7 January 2019. Any cancellations of a Seafood & Wine reservation will be charged for a 2-night stay.

A. <u>High Traffic Surcharge.</u> Per night (2-night minimum). Added to all RV Park stays in the Marina RV Park, RV Park Annex, and Dry Camping.			
1. Memorial Day, Labor Day, 4th of July	\$20.00	\$25.00	25.0%
2. Seafood & Wine Festival, Marina RV Park & Annex	\$50.00	\$50.00	0.0%
3. Seafood & Wine Festival, Dry Camp	\$50.00	\$30.00	-40.0%
4. Other Special Events	varies	varies	

	PREVIOUS	NEW	% CHG
B. <u>Peak Season (Summer)</u>. 1 May - 31 October. Base rate before taxes.			
1. All Marina Park Sites			
a. Daily			
Regular.....	\$42.00	\$46.00	9.5%
☐Good Sam.....	\$37.80	\$41.40	9.5%
b. Weekly.....	\$264.00	\$290.00	9.8%
c. Monthly.....	\$823.00	\$905.00	10.0%
2. The Annex Sites			
a. Daily.....	\$33.00	\$36.00	9.1%
b. Weekly.....	\$198.00	\$218.00	10.1%
c. Monthly.....	\$651.00	\$716.00	10.0%
3. Dry Camping, daily.....	\$22.00	\$24.00	9.1%
C. <u>Off Season (Winter)</u>. 1 November - 30 April.			
1. All Marina Park Sites			
a. Daily			
Regular.....	\$38.00	\$42.00	10.5%
☐Good Sam.....	\$34.20	\$37.80	10.5%
b. Weekly	\$224.00	\$246.00	9.8%
c. Monthly.....	\$706.00	\$777.00	10.1%
2. The Annex Sites			
a. Daily.....	\$33.00	\$36.00	9.1%
b. Weekly.....	\$198.00	\$218.00	10.1%
c. Monthly.....	\$651.00	\$716.00	10.0%
3. Dry Camping, daily.....	\$22.00	\$24.00	9.1%
D. <u>South Beach Meeting Room</u>. Must be pre-arranged and authorized.			
Keys must be obtained and returned. Certain waivers by management.			
1. 1/3 Day (morning, afternoon or evening).....	\$30.00	\$40.00	33.3%
2. Full Day.....	\$80.00	\$100.00	25.0%
E. <u>Pet Fee</u>. Charged additionally.			
1. Daily. First pet free, each additional.....	\$3.00	\$4.00	33.3%
2. Weekly. First pet free, each additional.....	\$11.00	\$12.00	9.1%
3. Monthly. Charge per pet including first.....	\$11.00	\$12.00	9.1%
F. <u>Individual Fee</u>. First two people free; each additional person charged.			
a. Daily.....	\$3.00	\$5.00	66.7%
b. Weekly.....	\$11.00	\$20.00	81.8%
c. Monthly.....	\$32.00	\$50.00	56.3%
G. <u>Vehicle Fee</u>. Any combination of three axle pieces or equipment (e.g.			
a. Daily.....	\$7.00	\$10.00	42.9%
b. Weekly.....	\$15.00	\$20.00	33.3%
c. Monthly.....	\$35.00	\$50.00	42.9%
H. <u>Reservation Deposit</u>. Payable at booking. Deposit will be applied to actual stay, subject to cancellation fee if applicable.			
a. Daily or Weekly.....		First night's rate	
b. Monthly.....		First month's rate	
I. <u>Cancellation Fee</u>.			
1. Daily or weekly reservation, except holiday or special event.			
a. 72 hours or more before check-in date.....	\$11.00	\$15.00	36.4%
b. Less than 72 hours before check-in date.....		First night's rate	

	PREVIOUS	NEW	% CHG
2. Daily or weekly reservation, holiday or special event other			
a. 14 days or more before check-in date.....	\$11.00	\$15.00	36.4%
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.....	\$50.00	\$55.00	10.0%
b. Less than 30 days before check-in, or early checkout.....	\$100.00	\$110.00	10.0%
4. Seafood & Wine Festival. All cancellations are charged for a 2-nights' rate, no grace period.		Two nights' rate	
J. <u>RV Storage Fee.</u> To be paid in advance. RV must be in good condition. Per linear foot. (min. 20 ft.)			
1. Monthly.....		\$3.00	n/a
2. Semi-Annual, per month.....		\$2.50	n/a
K. <u>Laundry Machines.</u> Per Load.....	\$2.00	\$2.00	0.0%
L. <u>Showers</u>			
1. Marina RV Park and Annex.....	free	free	0.0%
2. Marina, per 5 minutes.....	\$1.50	\$1.50	0.0%

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

A. <u>Class A Violation</u>			
1. 0 - 14 days, per day.....	\$300.00	\$330.00	10.0%
2. 15 - 29 days, per day.....	\$600.00	\$660.00	10.0%
3. 30+ days, per day.....	\$1,000.00	\$1,100.00	10.0%
B. <u>Class B Violation.</u>			
1. 0 - 14 days, per day.....	\$150.00	\$165.00	10.0%
2. 15 - 29 days, per day.....	\$300.00	\$330.00	10.0%
3. 30+ days, per day.....	\$500.00	\$550.00	10.0%
C. <u>Class C Violation.</u>			
1. 0 - 14 days, per day.....	\$30.00	\$33.00	10.0%
2. 15 - 29 days, per day.....	\$60.00	\$66.00	10.0%
3. 30+ days, per day.....	\$100.00	\$110.00	10.0%
D. <u>Class D Violation.</u>			
1. 0 - 14 days, per day.....	\$15.00	\$17.00	13.3%
2. 15 - 29 days, per day.....	\$30.00	\$33.00	10.0%
3. 30+ days, per day.....	\$50.00	\$55.00	10.0%
E. <u>Parking Violation.</u>			
1. 0 - 10 days, paid within.....	\$40.00	\$44.00	10.0%
2. 11 - 20 days, paid within.....	\$85.00	\$94.00	10.6%
3. 21+ days, paid within.....	\$125.00	\$138.00	10.4%
F. <u>Dumping Violation.</u>			
Per Event.....	\$500.00	\$550.00	10.0%

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

A. <u>Public Records Request Fee Schedule.</u>			
1. Copies of Public Records. Per page.....	\$0.25	\$0.30	20.0%

	PREVIOUS	NEW	% CHG
2. Copies of By-laws, Codes, Plans, bound documents, per page	\$20.00	\$22.00	10.0%
3. Copies of Nonstandard documents, per page.....	\$20.00	\$22.00	10.0%
4. Copies of Sound Recordings (each).....	\$10.00	\$12.00	20.0%
C. <u>Faxes/Emailing/Copies.</u> Per page.			
1. Local.....	\$1.00	\$1.10	10.0%
2. Long Distance.....	\$1.50	\$2.00	33.3%
3. Incoming.....	\$1.00	\$2.00	200.0%
4. Copies	\$0.25	\$0.30	20.0%
D. <u>Long Distance Phone Calls. 5 minutes maximum.</u>	\$2.00	\$2.50	25.0%
E. <u>Lamination.</u> Per page. Letter size.....	\$2.00	\$2.50	25.0%
F. <u>Notice Posting.</u> For non-payment of lease or moorage.....	\$65.00	\$75.00	15.4%
G. <u>Failure to Register.</u> For research related to unregistered boats.....	\$33.00	\$40.00	21.2%
H. <u>International Terminal Meeting Room.</u> Must be pre-arranged and authorized.			
1. Half day.....	\$30.00	\$40.00	33.3%
2. Full day.....	\$60.00	\$100.00	66.7%
I. <u>Returned Check Fee.</u> Bank fees will be added.....	\$50.00	\$50.00	0.0%
J. <u>Per Annum Interest Rate.</u> Applied to past due accounts.	18.0%	20.0%	11.1%
K. <u>POV Mileage.</u> IRS Reimbursement Rate.....		current rate	
L. <u>Travel Reimbursement.</u> IRS per diem rates. (http://www.gsa.gov/portal/category/104711).....		current rate	
M. <u>Impound Seizure Fee.</u>			
1. Vessel Impounding.....	\$750.00	\$850.00	13.3%
2. Car/Truck/Trailer.....	\$100.00	\$125.00	25.0%
3. Towing.....		Actual Cost + 5% Admin. Fee	
N. <u>Process Fees.</u>			
Any additional fees incurred by the Port as part of an eviction process.....		current rate	
1. Notice.....	\$50.00	\$75.00	50.0%
2. FED Complaint.....	\$200.00	\$250.00	25.0%
3. Court Hearing.....	\$165.00	\$200.00	21.2%
4. Writ of Execution.....	\$140.00	\$160.00	14.3%
O. <u>Special Use Permit Fee.</u> GM has authority to adjust or waive usage fee based upon non-profit status and other criteria. Additional insurance requirements may apply at management's discretion.			
1. Application Fee			
2. <u>Usage Fee.</u> Number of Participants, Attendees, Contestants, Volunteers at event.			
a. 1 - 200.....	\$400.00	\$440.00	10.0%
b. 201 - 500.....	\$650.00	\$715.00	10.0%
c. 501-1000.....	\$900.00	\$990.00	10.0%
d. 1001 - 5000.....	\$1,400.00	\$1,540.00	10.0%
e. 5001 - 10,000.....	\$1,900.00	\$2,090.00	10.0%
f. 10,001 - 20,000	\$2,400.00	\$2,640.00	10.0%
f. More than 20,000.....	\$5,000.00	\$5,500.00	10.0%
3. Vendors, per each.....	\$40.00	\$50.00	25.0%

	PREVIOUS	NEW	% CHG
4. Insurance Certificate Limits.			
a. General Liability, per occurrence.....	\$2MM	\$2MM	0.0%
b. General Liability, in aggregate.....	\$2MM	\$2MM	0.0%
P. <u>Security</u> . (TCB) costs reviewed and passed along to applicant. + 5.0% overhead.....		varies	
Q. <u>Background Check</u>	\$25.00	\$40.00	60.0%
R. <u>Credit Check</u>	\$35.00	\$40.00	14.3%
S. <u>Notary Fees</u> (OAR 160-100-0410). Affidavit/Jurat, Oath/Affirmation, Witness/Attest, per document.....	\$10.00	\$10.00	0.0%
T. <u>Package Handling Fee</u> . Per item.			
1. Envelope.	--	free	
2. Package. 1st one free. Each additional.....	--	\$5.00	

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.

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 Coverage.

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

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

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

D. Charter/Guide Vessels.

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

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

F. NOAA Visiting Vessels.

1. Commercial and/or Comprehensive Marine General Liability.....	\$5MM
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G. Vendors. (reserved)

Subject to review by Insurance Agent

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

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

SECTION 10. DELEGATION OF RESPONSIBILITY.

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

SECTION 11. ANNUAL REVIEW.

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

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

APPROVED AND ADOPTED by the Board of Commissioners this 29th day of May, 2018.

Patricia Patrick-Joling, President

Stuart Lamerdin, Secretary/Treasurer



Updated information is highlighted.
Additional columns added for clarity.

**Recommended Personnel Services
Fiscal Year 2018-19**

	General Operating Fund							NOAA Fund			Combined GOF + NOAA % +/-		
	Admin	Commercial Marina	Recreational Marina	RV Park	International Terminal	Maintenance Department	2018-19 Proposed	2017-18 Budget	GOF % +/-	2018-19 Proposed		2017-18 Budget	NOAA % +/-
Salaries and Wages	\$ 550,568	\$ 197,805	\$ 192,070	\$ 74,795	\$ 56,371	\$ 36,020	1,107,629	\$ 931,603	18.9%	\$ 55,167	\$ 55,994	-1.5%	17.7%
Payroll Taxes and Benefits													
Total Payroll Tax Expense	48,926	19,484	18,230	7,218	5,098	3,476	102,433	91,685	11.7%	5,006	5,739	-12.8%	10.3%
Health Insurance	75,955	43,757	43,757	17,338	9,082	8,256	198,144	184,127	7.6%	8,256	7,992	3.3%	7.4%
PERS - Retirement	25,381	13,987	16,670	3,448	2,599	1,661	63,745	53,614	18.9%	2,543	2,581	-1.5%	18.0%
Workers' Compensation Insurance ^[1]	2,451	21,860	21,232	316	6,214	3,984	56,057	65,191	-14.0%	6,082	7,729	-21.3%	-14.8%
Employee Incentives	2,024	1,166	1,166	462	242	220	5,280	4,650	13.5%	220	350	-37.1%	10.0%
Health Reimbursement Arrangement ^[2]	2,410	1,389	1,389	550	288	262	6,288	18,500	-66.0%	262	2,000	-86.9%	-68.0%
Total Payroll Taxes and Benefits	157,148	101,643	102,443	29,332	23,523	17,858	431,947	417,767	3.4%	22,370	26,391	-15.2%	2.3%
Total Personnel Services	\$ 707,715	\$ 299,448	\$ 294,513	\$ 104,126	\$ 79,894	\$ 53,879	\$ 1,539,576	\$ 1,349,370	14.1%	\$ 77,537	\$ 82,385	-5.9%	12.9%

[1] Updated by PayneWest Insurance (March 2018).

[2] Revised estimate of \$262/year per employee based on actual 5-year historical expenditures.



Updated information is highlighted.
Additional columns added for clarity.

**Recommended Personnel Services
Fiscal Year 2018-19**

	General Operating Fund						NOAA Fund			Combined			
	Admin	Commercial Marina	Recreational Marina	RV Park	International Terminal	Maintenance Department	2018-19 Proposed	2017-18 Budget	GOF % +/-	2018-19 Proposed	2017-18 Budget	NOAA % +/-	GOF + NOAA % +/-
Salaries and Wages													
Port Administration													
General Manager	119,262												
Administrative Supervisor	37,814												
Director of Finance	85,850												
Accounting Supervisor	52,835												
Accounting Specialist II	34,915												
Accounting Specialist II	33,550												
Accounting Specialist III	28,088												
Director of Operations	84,872												
Director of Engineering ^[3]	63,864												
Handyperson (20%) ^[4]	4,517												
Overtime	5,000												
	550,568					\$ 550,568	\$ 410,465	34.1%					
Commercial Marina (North Beach)													
Commercial Harbormaster		\$ 54,516											
Maintenance II		33,004											
Maintenance II		33,004											
Maintenance II		33,004											
Maintenance II		33,004											
Handyperson (30%) ^[4]		6,775											
Overtime		4,500											
		197,805				197,805	160,501	23.2%					
Recreational Marina (South Beach)													
Recreational Harbormaster			\$ 54,516										
Maintenance II			33,004										
Maintenance II			31,092										
Maintenance II			31,092										
Maintenance II			31,092										
Handyperson (30%) ^[4]			6,775										
Overtime			4,500										
			192,070			192,070	157,173	22.2%					
RV Park (South Beach)													
RV Park Supervisor				\$ 39,747									
Accounting Specialist II				29,789									
Handyperson (10%) ^[4]				2,258									
Overtime				3,000									
				74,795		74,795	77,370	-3.3%					

**Recommended Personnel Services
Fiscal Year 2018-19**

	General Operating Fund									NOAA Fund			Combined
	Admin	Commercial Marina	Recreational Marina	RV Park	International Terminal	Maintenance Department	2018-19 Proposed	2017-18 Budget	GOF % +/-	2018-19 Proposed	2017-18 Budget	NOAA % +/-	GOF + NOAA % +/-
Salaries and Wages (continued)													
<i>International Terminal</i>													
Terminal Supervisor					\$ 51,112								
Handyperson (10%) ^[4]					2,258								
Overtime					3,000								
					56,371		56,371	52,358	7.7%				
<i>Maintenance Department</i>													
Maintenance Supervisor						35,020							
Maintenance II						-							
Maintenance II						-							
Overtime						1,000							
						36,020	36,020	73,736	-51.1%				
<i>NOAA</i>													
MOC-P Manager										\$ 55,167	\$ 55,994	-1.5%	
Total Salaries and Wages	\$ 550,568	\$ 197,805	\$ 192,070	\$ 74,795	\$ 56,371	\$ 36,020	1,107,629	\$ 931,603	18.9%	\$ 55,167	\$ 55,994	-1.5%	17.7%
Payroll Taxes and Benefits													
Total Payroll Tax Expense	48,926	19,484	18,230	7,218	5,098	3,476	102,433	91,685	11.7%	5,006	5,739	-12.8%	10.3%
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PERS - Retirement	25,381	13,987	16,670	3,448	2,599	1,661	63,745	53,614	18.9%	2,543	2,581	-1.5%	18.0%
Workers' Compensation Insurance ^[5]	2,451	21,860	21,232	316	6,214	3,984	56,057	65,191	-14.0%	6,082	7,729	-21.3%	-14.8%
Employee Incentives	2,024	1,166	1,166	462	242	220	5,280	4,650	13.5%	220	350	-37.1%	10.0%
Health Reimbursement Arrangement ^[6]	2,410	1,389	1,389	550	288	262	6,288	18,500	-66.0%	262	2,000	-86.9%	-68.0%
Total Payroll Taxes and Benefits	157,148	101,643	102,443	29,332	23,523	17,858	431,947	417,767	3.4%	22,370	26,391	-15.2%	2.3%
Total Personnel Services	\$ 707,715	\$ 299,448	\$ 294,513	\$ 104,126	\$ 79,894	\$ 53,879	\$ 1,539,576	\$ 1,349,370	14.1%	\$ 77,537	\$ 82,385	-5.9%	12.9%

[3] Estimated October 2018 start date.
 [4] Handyperson's time will be split between four departments as indicated.
 [5] Updated by PayneWest Insurance (March 2018).
 [6] Revised estimate of \$262/year per employee based on actual 5-year historical expenditures.



REMAINING CAPITAL IMPROVEMENTS
4th Fiscal Quarter 2017-2018 (April - June)

Updated information is highlighted.

PON Staff Recommendations

Item #	Priority	Sub-priority	Fund	Project	Dept.	Cost Estimate	Ref. Document
1	S		FMRF	Replace fuel dock solenoid valve	SB	\$15,000	
2	S		GOF	Hoist dock electrical replacement and 110v additions/moves	CM	25,000	
3	S		GOF	Fire and security automatic detection system	NIT	11,000	
4	S		GOF	Automatic gate arm with photocell (west entrance)	NIT	2,500	
5	S		GOF	Convertible half-size picnic tables/benches for RV Park (95 pc.)	SB	16,333	
6	S		GOF	Fenced, auto access long-term public parking (30 vehicles)	CM	8,000	
7	S		FMRF	Secure moorage facility (Oregon State Police)	SB	20,000	
Total:						\$97,833	

Priority

- S - Short term (next budget year)
- N - Near term (years 2 to 5)
- M - Mid term (years 6 to 10)
- L - Long term (years 11 to 20)

Port of Newport				
Proposed Capital Projects Budget (by Fund)				
FY 2018-19				
			Resources	Projected Cash
	Dept.	Budget	(Grant/Loan)	Requirement
General Operating Fund (GOF)				
<i>Capital Outlay</i>				
			(No grants yet)	
Replace waste water pump station	SB	\$ 32,680	\$ -	\$ 32,680
Replace Hoist #3 (manned crane desired to add 10' reach)	CM	135,000	-	135,000
Used oil/bilge above-ground covered waste containment tank & pad	NIT	70,000	-	70,000
Fire and security automatic detection/notification system (both PON buildings)	NIT	11,000	-	11,000
Subtotal		248,680	-	248,680
Facilities Maintenance Reserve Fund (FMRF)				
<i>Capital Outlay</i>				
PD5 pier engineering - Phase III	CM	86,625	-	86,625
Landing float repair on bottom of A dock	SB	50,000	-	50,000
Electric load centers - South Beach Marina	SB	108,933	-	108,933
Replace rub boards and through rods on PD5X	CM	25,000	-	25,000
Port Dock 7 100' pilings and 2 end pilings/Replace PD5 & PD7 pilings (6 total)	CM	180,000	-	180,000
Subtotal		450,558	-	450,558
Construction Fund (CF)				
<i>Capital Outlay</i>				
Crowned base and gravel for 1,200 ft. of heavy haul NIT road (east end)	NIT	30,000	-	30,000
Pave 1,200 ft. of graveled NIT road (east end)	NIT	170,000	-	170,000
Evaluate Rogue Brewery seawall	SB	10,000	-	10,000
Subtotal		210,000	-	210,000
NOAA Fund (NOAA)				
<i>Materials & Services</i>				
Maintenance dredging (contract requirement)	NOAA	270,000	-	270,000
Replace chains on Camel System	NOAA	80,000	-	80,000
Subtotal		350,000	-	350,000
<i>Capital Outlay</i>				
Steel pile caps (contract requirement)	NOAA	6,000	-	6,000
Total		\$ 1,265,238	\$ -	\$ 1,265,238
Updated information is highlighted.				

Identified Capital Improvements List From Department Heads

INTERNATIONAL TERMINAL					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
1	S		Grading of Port's 9-acre lot	\$ 55,000	2015 quote of \$51,596.
2	S		Purchase and install 2nd hoist for use on West berth	130,000	2013 quote
3	L		Replace H250 with "newer" used model	65,000	
4	L		International Terminal fire water line loop	138,732	2013 CFP
5	L		Asphalt parking lot area west of shop	110,000	2014 quote
6	L		Re-asphalt northwest end of lot	84,000	2016 quote
SUBTOTAL				\$ 582,732	

COMMERCIAL MARINA					
Item #	Priority	Sub-priority	Project	Cost Estimate*	Ref. Document
7	S		replace rods/Rub boards/ Dock 5X	25,000	
8	N		replace Rods/ 1-Whaler/Rub boards/new bumpers/ triangles/PD-5C	270,000	
9	N		Replace rods/UHMW rub boards/Dock 3	110,000	
10	N		replace rods/bumpers/rub boards/6 whalers Dock 5B	350,000	
11	N		replace finger rods/triangle tops/ wooden rub boards Dock 7 fingers	30,443	
12	N		Replace floats on PD-7 E/F Docks	1,031,921	FY 2016-2017 REQ
13	N		Marina Dredging	2,230,323	2013 CFP
14	N		Replace pilings on Swedes dock/ move dock 50' to the West	195,356	
15	N		Hoist Dock Expansion (east or west)	1,547,882	FY 2016-2017 REQ
16	M		Port Dock 5 Pier Improvements/ Alt 1+3	3,241,281	
17	M		Hoist Dock (Center Section)	694,447	FY 2016-2017 REQ
18	M		Utility truck for Commercial Marina	20,000	FY 2016-2017 REQ
19	L		Port Dock 1 Replacement	816,997	2013 CFP
20	L		Replace Used Oil Tanks & Purchase Oil/Water Separator	100,000	
SUBTOTAL				\$ 10,663,650	

*Labor not included

Priorities

S - Short term (next budget year)

N - Near term (years 2 to 5)

M - Mid term (years 6 to 10)

L - Long term (years 11 to 20)

Identified Capital Improvements List From Department Heads

RECREATIONAL MARINA & RV PARK					
Item #	Priority	Sub-priority	Project	Current Cost	Ref. Document
21	S		Repair Transient Service Dock	\$ 100,000	
22	S		Evaluate Rogue Brewery seawall	10,000	
23	S		Re-side buildings in marina (south, central)	50,000	FY 2016-2017 REQ
24	N		Install New Fillet Table Top of F-Dock (covered, screened, with lighting)	75,000	
25	N		Paint OPS building and marina store	10,319	FY 2016-2017 REQ
26	N		Picnic Bunker Rebuild	39,216	2013 CFP
27	N		New electrical pedestals at marina	144,469	FY 2016-2017 REQ
28	N		Marina Dredging	2,924,712	2013 CFP
29	N		Reconstruction of Recreational Marina Docks	141,613	2013 CFP
30	N		Pavement Reconstruction/Seal Coating (all areas)	435,756	2013 CFP
31	N		Renovate RV Park Annex	300,000	2013 CFP
32	N		Rogue Brewery (Dry Moorage Building) North Wall/Siding Replacement	300,000	2013 CFP
33	N		Rogue Brewery (Dry Moorage Building) Foundation/Seawall Stabilization	2,100,000	2013 CFP
34	N		OSMB Service Dock Trail Connection (service dock) **	3,100,000	OSMB WAG
35	N		South Beach Storm Water Outfall	2,000,000	
36	L		Fishing Pier Replacement	3,600,000	2013 CFP
37	L		South Beach Marina Fuel Facility - Tank Replacement	228,759	2013 CFP
SUBTOTAL				\$ 15,559,844	

**Significant grant funds available

OTHER FACILITIES					
Item #	Priority	Sub-priority	Project	Estimate	Ref. Document
38	S		Facility repairs and improvements to create PON Business Incubator ***	\$ 130,000	Approx. 5,000 sq. ft.
39	L		New Port Offices/Parking Area/Customs Office	\$ 900,000	Capri 2014
SUBTOTAL				\$ 900,000	
***Old Yaquina Fruit Processing Building (partial buildout, including office for Dulse)					
TOTAL				\$ 27,706,226	

Priorities

S - Short term (next budget year)

N - Near term (years 2 to 5)

M - Mid term (years 6 to 10)

L - Long term (years 11 to 20)