

**PORT OF NEWPORT**  
**COMMISSION WORK SESSION**

Monday, August 27 2018, 12:00 pm  
South Beach Activities Room

2120 SE Marine Science Drive, Newport, OR 97365

I.	Call to Order	<u>Page</u>
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VI.	Committed Cash-NOAA Fund	
VII.	Public Comment (3 minute limit per person)	
VIII.	Adjournment	

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

The Port of Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

Link for directions to the RV Park Activity Room: <http://portofnewport.com/rv-parks/map.php>

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**RECOMMENDED CAPITAL IMPROVEMENTS (By Priority)**  
**Fiscal Year 2018-2019**

**PON Staff Recommendations**

(Individual projects subject to modification(s) throughout FY 2018-2019 by Board of Commissioners)

Item #	Priority	Sub-priority	Fund	Project	Dept.	Cost Estimate
1	S	1	FMRF	PD5 pier engineering - Phase III	CM	86,625
2	S	2	GOF	Replace waste water pump station	RM	16,000
3	S	3	FMRF	Replace fuel dock solenoid valve	RM	15,000
4	S	4	FMRF	Replace electric load centers - Recreational Marina (first 3 of 9)	RM	38,000
5	S	5	FMRF	Port Dock 7 replace 8 mid-pilings and 2 end-pilings; PD 5 replace 2 pilings	CM	120,000
6	S	6	NOAA	Repair/replace steel pile caps	NOAA	6,000
7	S	7	NOAA	Camel system repairs & modifications	NOAA	80,000
8	S	8	CF	Design of RV Park Annex full upgrade - Phase I	RV	18,000
9	S	[1]	GOF	Hoist Dock 110v additions/moves	CM	12,981
10	S	[1]	CF	Evaluate Rogue Brewery seawall	LP	10,000
					<b>Total:</b>	<b>\$ 402,606</b>

[1] Work is in progress or has been completed.

Priorities

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

<b>Port of Newport</b>				
Recommended Capital Projects (By Fund)				
FY 2018-2019				
	<b>Profit</b>		<b>Resources</b>	<b>Projected Cash</b>
	<b>Center</b>	<b>Budget</b>	<b>(Grant/Loan)</b>	<b>Requirement</b>
<b>General Operating Fund (GOF)</b>				
Replace waste water pump station	RM	\$ 16,000	\$ -	\$ 16,000
Hoist Dock 110v additions/moves	CM	12,981	-	12,981
	Subtotal	28,981	-	28,981
<b>Facilities Maintenance Reserve Fund (FMRF)</b>				
PD5 pier engineering - Phase III	CM	86,625	-	86,625
Replace fuel dock solenoid valve	RM	15,000	-	15,000
Replacing electric load centers - Recreational Marina (first 3 of 9)	RM	38,000	-	38,000
Port Dock 7 replace 8 mid-pilings and 2 end-pilings; PD 5 replace 2 pilings	CM	120,000	-	120,000
	Subtotal	259,625	-	259,625
<b>Construction Fund (CF)</b>				
Design of RV Park Annex full upgrade - Phase I	RV	18,000	-	18,000
Evaluate Rogue Brewery seawall	LP	10,000	-	10,000
		28,000	-	28,000
<b>NOAA Fund (NOAA)</b>				
Repair/replace steel pile caps (contract requirement)	NOAA	6,000	-	6,000
Camel system repairs & modifications	NOAA	80,000	-	80,000
	Subtotal	86,000	-	86,000
	<b>Total</b>	<b>\$ 402,606</b>	<b>\$ -</b>	<b>\$ 402,606</b>

Identified Future Capital Improvements  
(From Department Heads)

INTERNATIONAL TERMINAL					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
1	S		Security Cameras & Network	\$ 115,000	
2	S		Two water line extensions to west wharf	6,000	
3	S		Purchase and install 2nd swing hoist for use on East Wharf	130,000	
4	S		Concrete pad for waste oil/bilge tank	9,000	
5	S		Oil/bilge above-ground waste containment tank	61,000	
6	S		Grading of Port's 9.85-acre lot	55,000	2015 quote of \$51,596.
7	L		Replace H250 with "newer" used model	65,000	
8	L		International Terminal fire water line loop	138,732	2013 CFP
9	L		Asphalt parking lot area west of shop	110,000	2014 quote
10	L		Re-asphalt northwest end of lot	84,000	2016 quote
<b>SUBTOTAL</b>				<b>\$ 773,732</b>	

COMMERCIAL MARINA					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
11	S		Security Cameras & Network	\$ 15,000	
12	S		Port Dock 7 new floats, » 160 linear ft. (Sections E & F)	288,000	
13	S		Port Dock 7 section F restoration of utilities	23,000	
14	S		Replace Hoist #3 (manned crane desired to add 10' reach)	135,000	
15	S		Replace rods/Rub boards/ Dock 5X [1]	25,000	
16	N		Replace Rods/ 1-Whaler/Rub boards/new bumpers/ triangles/PD-5C[1]	270,000	
17	N		Replace rods/UHMW rub boards/Dock 3[1]	110,000	
18	N		Replace rods/bumpers/rub boards/6 whalers Dock 5B[1]	350,000	
19	N		Replace finger rods/triangle tops/ wooden rub boards Dock 7 fingers[1]	30,443	
20	N		Replace floats on PD-7 E/F Docks [1]	1,031,921	FY 2016-2017 REQ
21	N		Marina Dredging	2,230,323	2013 CFP
22	N		Replace pilings on Swedes dock/ move dock 50' to the West	195,356	
23	N		Hoist Dock Expansion (east or west)	1,547,882	FY 2016-2017 REQ
24	M		Port Dock 5 Pier Improvements/ Alt 1+3	3,241,281	
25	M		Hoist Dock (Center Section)	694,447	FY 2016-2017 REQ
26	L		Port Dock 1 Replacement	816,997	2013 CFP
27	L		Replace Used Oil Tanks & Purchase Oil/Water Separator	100,000	
<b>SUBTOTAL</b>				<b>\$ 11,104,650</b>	

<sup>[1]</sup> Labor not included.

Priorities

S - Short term (next budget year)

N - Near term (2 to 5 years)

M - Mid term (6 to 10 years)

L - Long term (11 to 20 years)

Identified Future Capital Improvements  
(From Department Heads)

RECREATIONAL MARINA					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
28	S		Security Cameras & Network	\$ 5,000	
29	S		Repair Transient Service Dock	100,000	
30	S		Re-side buildings in marina (south, central)	50,000	FY 2016-2017 REQ
31	S		Landing float repair on bottom of A Dock	50,000	
32	S		Replace electric load centers - Recreational Marina (last 6 of 9)	70,000	
33	N		Install New Fillet Table Top of F-Dock (covered, screened, with lighting)	75,000	
34	N		New electrical pedestals at marina	144,469	FY 2016-2017 REQ
35	N		Marina Dredging	2,924,712	2013 CFP
36	N		Reconstruction of Recreational Marina Docks	141,613	2013 CFP
37	N		Pavement Reconstruction/Seal Coating (all areas)	435,756	2013 CFP
38	N		OSMB Service Dock Trail Connection (service dock)	3,100,000	OSMB WAG
39	N		South Beach Storm Water Outfall	2,000,000	
40	L		Fishing Pier Replacement	3,600,000	2013 CFP
41	L		South Beach Marina Fuel Facility - Tank Replacement	228,759	2013 CFP
<b>SUBTOTAL</b>				<b>\$ 12,925,309</b>	

RV PARK					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
42	N		Renovate RV Park Annex	300,000	2013 CFP
<b>SUBTOTAL</b>				<b>\$ 300,000</b>	

LEASED PROPERTIES					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
43	N		Paint OPS building and marina store	10,319	FY 2016-2017 REQ
44	N		Picnic Bunker rebuild (Day Use area)	39,216	2013 CFP
45	N		Rogue Brewery (Dry Moorage Building) North Wall/Siding Replacement	300,000	2013 CFP
46	N		Rogue Brewery (Dry Moorage Building) Foundation/Seawall Stabilization	2,100,000	2013 CFP
<b>SUBTOTAL</b>				<b>\$ 2,449,535</b>	

ADMINISTRATION					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
47	L		New Port Offices/Parking Area/Customs Office	\$ 900,000	Capri 2014
<b>SUBTOTAL</b>				<b>\$ 900,000</b>	

**TOTAL** **\$ 28,453,226**

Priorities

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



**Recommended Personnel Services  
Fiscal Year 2018-2019**

	General Operating Fund (GOF)						NOAA Fund			Combined GOF + NOAA % +/-		
	Admin	RV Park	Recreational Marina	Commercial Marina	International Terminal	Maintenance Department <sup>(1)</sup>	2017-2018 Budget	2018-2019 Proposed	GOF % +/-		2017-2018 Budget	2018-2019 Proposed
<b>Salaries and Wages</b>												
<i><b>Port Administration</b></i>												
General Manager (Prior - severance pay)	31,564											
General Manager (Interim - 10 mos.)	103,780											
Administrative Supervisor	38,189											
Director of Finance (6 mos. starting 1/1/19)	42,086											
Accounting Supervisor	53,358											
Accounting Specialist I	37,425											
Accounting Specialist II	35,261											
Accounting Specialist III	30,084											
Director of Operations	85,713											
Project Engineer	-											
Overtime	5,000											
	462,460						\$ 410,465	\$ 462,460	12.7%			
<i><b>RV Park (South Beach)</b></i>												
RV Park Supervisor		\$ 40,141										
Accounting Specialist II		33,521										
Accounting Specialist III		26,732										
Overtime		4,000										
		104,394					77,370	104,394	34.9%			
<i><b>Recreational Marina (South Beach)</b></i>												
Recreational Harbormaster			\$ 55,056									
Maintenance II			33,330									
Maintenance II			31,400									
Maintenance II			31,400									
Maintenance II			31,400									
Overtime			4,500									
			187,085				157,173	187,085	19.0%			
<i><b>Commercial Marina (North Beach)</b></i>												
Commercial Harbormaster				\$ 55,056								
Maintenance II				33,988								
Maintenance II				33,330								
Maintenance II				33,330								
Maintenance II				32,673								
Overtime				4,500								
				192,877			160,501	192,877	20.2%			

	General Operating Fund (GOF)									NOAA Fund			Combined GOF + NOAA % +/-
	Admin	RV Park	Recreational Marina	Commercial Marina	International Terminal	Maintenance Department <sup>(1)</sup>	2017-2018 Budget	2018-2019 Proposed	GOF % +/-	2017-2018 Budget	2018-2019 Proposed	NOAA % +/-	
<b>Salaries and Wages (continued)</b>													
<i>International Terminal</i>													
NIT Supervisor					\$ 51,619								
Overtime					3,000								
					54,619		52,358	54,619	4.3%				
<i>Maintenance Department</i>													
Maintenance Supervisor													
Maintenance II													
Maintenance II													
Overtime													
							73,736	106,168	44.0%				
<i>NOAA</i>													
MOC-P Manager										\$ 55,994	\$ 55,713	-0.5%	
<b>Total Salaries and Wages</b>	\$ 462,460	\$ 104,394	\$ 187,085	\$ 192,877	\$ 54,619	\$ 106,168	\$ 931,603	1,107,602	18.9%	\$ 55,994	\$ 55,713	-0.5%	17.8%
Personnel Count (FTE)	7.5	2.0	5.0	5.0	1.0	3.0	22.0	23.5		1.0	1.0		24.5
<b>Payroll Taxes and Benefits</b>													
Total Payroll Tax Expense	42,227	9,539	17,739	18,298	4,964	10,245	91,685	103,012	12.4%	5,739	5,048	-12.0%	10.9%
Health Insurance	61,920	24,768	41,280	41,280	8,256	24,768	184,127	202,272	9.9%	7,992	8,256	3.3%	9.6%
Health Reimbursement Arrangement	2,096	786	1,310	1,310	262	786	18,500	6,550	-64.6%	2,000	262	-86.9%	-66.8%
PERS - Retirement	19,864	4,813	16,517	13,808	2,518	4,894	53,614	62,415	16.4%	2,581	2,568	-0.5%	15.6%
Workers' Compensation Insurance	1,358	306	12,617	13,003	3,670	7,165	65,191	38,119	-41.5%	7,729	3,743	-51.6%	-42.6%
Employee Assistance Program	1,040	390	650	650	130	390	n/a	3,250	n/a	n/a	120	n/a	n/a
Employee Incentives	1,632	612	1,020	1,020	204	612	4,650	5,100	9.7%	350	196	-44.0%	5.9%
Total Payroll Taxes and Benefits	130,138	41,214	91,133	89,369	20,004	48,860	417,767	420,718	0.7%	26,391	20,193	-23.5%	-0.7%
<b>Total Personnel Services</b>	\$ 592,598	\$ 145,608	\$ 278,218	\$ 282,245	\$ 74,623	\$ 155,028	\$ 1,349,370	\$ 1,528,320	13.3%	\$ 82,385	\$ 75,907	-7.9%	12.0%

Revisions are highlighted in gray.



**GENERAL OPERATING FUND**

	Historical Data			REVISED BUDGET WORKSHEET	Budget for Fiscal Year 2018-2019							
	Actual		Adopted Budget 2017-2018		Adopted Budget	Adjustments	Revised Budget	% Over (Under) Prior Year's Budget				
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017										
1				RESOURCES					1			
2									2			
3	<b>4,870,090</b>	<b>5,935,741</b>	<b>5,418,316</b>	<b>TOTAL RESOURCES</b>				<b>5,842,668</b>	<b>0</b>	<b>5,842,668</b>	<b>7.8%</b>	3
4									4			
5				REQUIREMENTS						5		
6	1,040,549	1,134,147	1,349,370	Personnel Services	1,597,956	(69,636)	<b>1,528,320</b>	13.3%	6			
7									7			
8	1,199,989	1,337,289	1,626,550	Materials and Services	1,677,199	(30,000)	<b>1,647,199</b>	1.3%	8			
9									9			
10	20,345	654,831	197,900	Capital Outlay	341,261	(312,280)	<b>28,981</b>	-85.4%	10			
11									11			
12	637,069	699,934	732,680	Debt Service	883,714	0	<b>883,714</b>	20.6%	12			
13									13			
14	100,000	60,000	160,000	Transfers OUT, to Other Funds	809,617	(521,992)	<b>287,625</b>	79.8%	14			
15									15			
16	0	0	100,000	Operating Contingency	300,000	(100,000)	<b>200,000</b>	100.0%	16			
17									17			
18	1,872,138	2,049,540		Ending Balance (Prior Years)					18			
19			1,251,816	Unappropriated Ending Fund Balance (UEFB)	232,921	1,033,908	<b>1,266,829</b>	1.2%	19			
20									20			
21	<b>4,870,090</b>	<b>5,935,741</b>	<b>5,418,316</b>	<b>TOTAL REQUIREMENTS</b>				<b>5,842,668</b>	<b>0</b>	<b>5,842,668</b>	<b>7.8%</b>	21





**Port of Newport**

Days of Cash on Hand Worksheet

Per 6/30/18 unaudited year-end balances	Operating Funds	
	GOF	NOAA
Annual operating expenses (Personnel Svcs, Materials & Svcs, Debt Svc)	\$ 3,494,400	\$ 2,319,900
Days in a year	365	365
Operating expenses per day	9,574	6,356
Target no. of days of cash on hand	270	270
Target amount of unrestricted cash on hand	\$ 2,584,899	1,716,090
Unrestricted cash on hand	\$ 2,580,300	\$ 1,653,200
Days of cash on hand	270	260
Unrestricted cash above target	\$ (4,599)	\$ (62,890)
Days of cash on hand - above target casl	(0)	(10)