

PORT OF NEWPORT COMMISSION SPECIAL MEETING

Tuesday, July 7, 2026, 9:00 a.m.

Administration Building

600 SE Bay Blvd.

Newport, OR 97365

This will be a virtual meeting, which means you can view the livestream of this meeting at <https://www.portofnewport.com/2026-07-07-2026-commission-july-7-2026-9-00-a-m-special-meeting>

Anyone interested in making virtual public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, July 6, 2026.

I. Call to Order

II. Changes to the Agenda

III. Public Comment (3-minute limit per person)

IV. New Business

A. Approval of Resolution 2026-05 Adopting a Supplemental Budget - *Brown* ...Page 2

V. Adjournment



S T A F F R E P O R T

DATE: 07 July 2026
RE: Supplemental Budget – NOAA Lease Revenue Fund
TO: Paula Miranda, Executive Director
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

ORS 294.471, ORS 294.473, and ORS 294.480 establish the process and conditions under which a local government may adopt a supplemental budget. When a proposed supplemental budget results in a change to a fund's expenditure exceeding ten percent (10%), or creates a new fund or appropriation category, a public hearing must be held prior to adoption.

The public hearing is conducted by the governing body, in our case the Port Commission. During the hearing, the Port of Newport Board of Commissioners must accept public comment and hear questions from any interested person regarding the proposed supplemental budget.

Discussion

The proposed increase in revenue and expenditure authority qualifies for a supplemental budget under the following conditions:

- An occurrence or condition not known at the time the original budget was prepared requires a change.
- A pressing necessity exists that requires prompt action to address emergent conditions.
- A request for services or facilities has been received, and the associated costs will be fully reimbursed by a third party, including a private individual, corporation, or another governmental entity. The exact amount of this request could not have been known with certainty at the time the budget was adopted.

In this case, the need to repair the dock and pier at the NOAA facility due to damage caused by a boat fire constitutes an unforeseen event. The Port will undertake the necessary repairs with the understanding that all related costs will be reimbursed, necessitating an increase to both revenue and expenditure authority within the NOAA Lease Revenue Fund.

RECOMMENDATION and MOTION

Port staff recommend the following motion:

I move to adopt Resolution No. 2026-05, approving a budget adjustment to the NOAA Lease Revenue Fund, increasing both revenue and expenditure authority by \$530,000, for a total authority of \$4,780,000.

**PORT OF NEWPORT
RESOLUTION NO. 2026-05**

**A RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE NOAA LEASE
REVENUE FUND**

WHEREAS, Changes to a single fund exceeding ten percent (10%) require a hearing and resolution; and

WHEREAS, the Board of Commissioners has fiduciary responsibility for the financial management of the Port; and

WHEREAS, the Board of Commissioners has a duty to ensure that public funds are managed in a responsible and appropriate manner; and

WHEREAS, the dock and pier at the NOAA facility require repair due to damage caused by a boat fire; and

WHEREAS, the Port of Newport will be reimbursed for all costs incurred as a result of this boat fire;

NOW, THEREFORE, BE IT RESOLVED BY THE PORT OF NEWPORT BOARD OF COMMISSIONERS AS FOLLOWS:

Section 1. Revenue Increase

The "Other Revenue" category within the NOAA Lease Revenue Fund is hereby increased by \$530,000, resulting in a total fund revenue of \$4,780,000.

Section 2. Expenditure Authority Increase

Expenditure authority for "Materials and Services" within the NOAA Lease Revenue Fund is hereby increased by \$530,000, resulting in a total expenditure authority of \$4,780,000.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 7th day of July, 2026.

ATTEST:

Gil Sylvia, President

Pat Ruddiman, Secretary/Treasurer

• Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for _____, for the current fiscal year, will be
(District name)

held at _____.
(Location)

The hearing will take place on _____ at _____
(Date) (Time) a.m. p.m. The purpose

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after _____ at
(Date)

_____, between the hours of _____
(Location) a.m. p.m. and a.m. p.m.

SUMMARY OF PROPOSED BUDGET CHANGES
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: _____

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of changes:

FUND: _____

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of changes: