

**PORT OF NEWPORT COMMISSION REGULAR MEETING**

Tuesday, February 22, 2022, 6:00 p.m.  
Microsoft Teams  
Newport, OR 97365

*This will be a virtual meeting, which means you can attend by registering or you can view the live stream of this meeting on our website: <https://www.portofnewport.com/2022-02-22-commission-meetings-2022-february-22-2022-6-00-p-m>*

*Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, February 21, 2022: <https://www.portofnewport.com/2022-02-22-commission-meetings-2022-february-22-2022-6-00-p-m>*

**I. Call to Order**

**II. Changes to the Agenda**

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

**IV. Consent Calendar**

**2022**

A. Minutes.....	January 25.....	Page 3
B. Financial Reports.....		Page 8
C. Accounts Paid.....		Page 26

**V. Old Business**

A. Items Removed from Consent Calendar		
B. Approval of Change Order Regarding Swede’s Dock Pilings – <i>Bretz</i> .....		Page 42

**VI. New Business**

A. Review Draft FY 22-23 Budget – <i>Brown</i> .....		Page 43
B. Approval of HR System – <i>Brown</i> .....		Page 64
C. Approval of South Beach Wi-Fi Enhancement – <i>Brown</i> .....		Page 66
D. Approval of Dredging Permit Consultation (SB, NOAA, NIT) – <i>Bretz</i> .....		Page 81

**VII. Staff Reports**

A. General Manager - <i>Miranda</i> .....		Page 82
1. Director of Finance & Business Services - <i>Brown</i> .....		Page 84
2. Director of Operations - <i>Bretz</i> .....		Page 89

**VIII. Commissioner Reports**

**IX. Calendar/Future Considerations 2022**

Next Commission Meeting.....	March 22, 2022
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**X. Public Comment (3-minute limit per person)**

## **XI. Adjournment**

### **XII. Executive Session – Pursuant to ORS 192.660(2)(f) – Exempt Public Records**

*The Port of Newport Board of Commissioners will go into Executive Session. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.*

January 25, 2022  
6:00 P.M.  
Newport, OR

**PORT OF NEWPORT COMMISSION MINUTES**

*This is not an exact transcript. The video of the session is available on the Port's website.*

The Port of Newport Commission met on the above date and time virtually via Microsoft Teams. In attendance were Commissioners Sylvia, Lackey, Retherford, and Chuck. Commissioner Burke was excused. Also in attendance were General Manager Paula Miranda, Operations Director Aaron Bretz, Finance Director Mark Brown, Administrative Assistant Gloria Tucker, and PR Consultant Angela Nebel.

**CHANGES TO THE AGENDA**

Sylvia noted changes to the agenda included removing Approval of Change Order Regarding Swede's Dock Pilings, adding Commissioner Reports after Staff Reports, and moving the Executive Session to the end of the meeting.

**CONSENT CALENDAR**

MOTION was made by Chuck, seconded by Lackey, to approve the consent calendar as presented. The motion carried unanimously in a voice vote.

**OLD BUSINESS**

**Adoption of Capital Improvement Plan.** Miranda reported the Capital Improvement Plan came before Commission during its recent work session, but policy does not allow the Commission to approve items during a work session. She noted bringing this item to the regular session also gave the Commission additional time to look through the list. She stated since the work session, duplicate items were removed and the projects on the list were rearranged by location. She explained, typically, when staff go out for loans or grants from the federal or state government, they want items requested to be part of the strategic plan. She added once the Commission adopts the Capital Improvement Plan, it will be included in the Strategic Business Plan.

MOTION was made by Retherford, seconded by Chuck, to adopt the Capital Improvement Plan, as amended, and replace the Capital Improvement Plan listed under the current Port of Newport Strategic Business Plan. The motion carried unanimously in a voice vote.

**NEW BUSINESS**

**Acceptance of Annual Report.** Miranda reported the report is a list of actions taken by the Commission that is approved every year. Retherford noted it is nice to see the list. She stated there has been a lot done, and the Commission is in sync and flowing in the right direction. She thanked staff for their efforts. Miranda noted she appreciates all the work Commissioners have provided. She stated just because the Commission agrees does not mean they do not go through materials or do not ask questions. She indicated she gets a lot of questions. She added she is happy everyone can work together and appreciates the staff who worked really hard through this past

year. Sylvia stated the agendas and supporting information are extremely well organized, and the Commission has everything they need to have discussions, read materials ahead of time, and make decisions. He thanked staff for their efforts.

MOTION was made by Lackey, seconded by Retherford, to accept the annual report as presented. The motion carried unanimously in a voice vote.

**Approval of Resolution No. 2022-03 Setting Rates, Fees, and Charges.** Brown reported it is a difficult year to set rates and fees. He noted inflation has been increasing every month. He stated the Port is out of line with other ports, so a lot of adjustments were needed. He explained in general, he took December's inflation rate and applied it to current rates. He indicated most fees were raised based on inflation, but the exceptions are listed on page 83. He explained recycling fees mean oil. He noted, typically, when the Port receives oil, it is a mix of oil and water. He indicated the rate increased to \$3 to match Port of Toledo's cost. He added any extra money will be set aside in a reserve fund for the Commercial Marina and used to rebuild the oil processing unit.

Miranda stated with most service fees, the Port does not make any money. She noted keeping fees low in the past didn't account for replacement. She indicated just because the Port is providing a service and has an asset, does not mean that asset is not going to go away. She added keeping fees super low to just get by is not good enough, and one of the things staff is doing is evaluating assets. She stated the Port realizes money needs to be set aside for maintenance. She noted the Port needs to replace this tank and housing for this tank this next year. She indicated even by increasing fees, the Port will still use general funds. She added at some point, the Port would like to catch up.

Brown reported the launch fees increased from \$6 to \$9. He noted staff did some research with other facilities and determined the Port's fee was low. He explained the Port also has a need to take care of blacktop in South Beach. He indicated the increase in fees will go to replace that blacktop. He added for the keys/keycards, the cost has gone up dramatically. He reported the increase is to cover labor costs. He noted the Port added some fees and removed some fees. Retherford asked for clarification on wharfage fees. Brown replied wharfage is a fee charged on poundage of material, such as squid, brought into the Port. Miranda added the fee tends to relate to cargo.

Lackey stated he appreciated the thoughtfulness and meticulous rationale for the fees. He noted with inflation at 7 percent, he knows everyone is getting squeezed. He indicated 7 percent really just covers the inflation this year and does not go beyond that. He added it's very reasonable, and he agrees with the amounts. He stated this has been well prepared and thought through.

Chuck noted there will be a lot of heat from raising the boat launch fee in South Beach by 50 percent without notice. He stated that's a pretty big increase. Miranda noted that's the problem when rates are not raised every year. She stated when the Port tries to catch up, it seems like a big increase. Brown noted the launch fee has not been touched in over three years.

Retherford stated she agrees with the inflation increase of 7 percent. She noted it is important not just to maintain assets but to also to create revenue to go above and beyond current services. She indicated in order to stay in a place of improvement, the Port needs to make sure the rates match inflation. She added everything has gone up tremendously, and the Port cannot pretend it does not have needs.

Miranda reported staff have discussed and worked internally on trying to bring maintenance and assets to a better place, and with this big inflation, they don't want to go

backwards. She noted users have an expectation of good service, and the Port wants to keep that up. She indicated if the Port lets it slide, then the Port is in catch up mode over and over. She added the Port wants to make sure it keeps its standards.

Brown added another factor in South Beach is the number of vessels that are left for the Port to dispose of. Retherford stated she knows as a user of the Commercial Marina; she is seeing the value of the increased investment. She stated other groups, not just users, are starting to see the improvements and their value.

Chuck asked if parking has been charged in South Beach. Miranda replied parking is not charged for yet. She noted she ran into folks from the Port of Cascade Locks, and they recently implemented parking fees. She indicated staff got some ideas from them. She explained Brown is doing homework on implementation and signage. She added staff are trying to get this implemented by July 1.

Miranda reported when staff started looking into a fee, there was outreach to the community. She noted the original amount of \$3 was too low for implementation costs. She stated \$5 is still low. Brown stated that program may come to another Commission meeting. He stated he is looking into mobile applications for parking. Chuck stated it is important to make sure parking spaces are clearly designated and enforced. Bretz replied enforcement-wise, staff are looking into budgeting funds this summer. He noted putting up signs and meters does not matter if they are not backed up with enforcement. Miranda noted in the beginning, this will not make money. She stated her hope is, eventually, there will be enough funds to go toward repairing pavement.

Sylvia noted the importance of framing these fees in terms of the cost of services provided and the need to make improvements. He added the Port wants to make sure the services stay successful. Chuck noted in the past the Commission usually waited until the next meeting to approve the rates. He stated this is going to be a shock to some people. He added the Port is the busiest sport fishing port. He emphasized the importance of being open with people who are being served.

Miranda stated the Port tried to have a Commercial Fishing User Group Committee meeting but did not have a quorum. She noted the chair is meeting with committee members and trying to decide if there should be a new meeting date. She indicated the fees have been shared through email. She reported there will be a meeting 1 p.m. on Thursday open to all users of South Beach to discuss fees. She explained the port is asking folks to submit comments or requests to speak. She added with such a large group, folks have to be very specific.

Miranda reported on the agenda are rates and fees, projects and maintenance completed this year, what is to come in 2022, and general rules and regulations of the Port. She explained one of the places staff have the most problems is South Beach because it is heavily used by the public. She stated the Port wants to remind the users in general some of the rules they need to keep in mind when using the facilities.

MOTION was made by Retherford, seconded by Lackey, to adopt Resolution No. 2022-03 setting Rates, Fees, and Charges. The motion carried unanimously in a voice vote.

## **STAFF REPORTS**

**General Manager Report.** Miranda reported staff are busy trying to work through the Capital Improvement Plan and budget. She stated at this point, staff are wrapping up the Port Dock 5 Pier. She explained some items came up during the pier inspection, which the contractor is

addressing, but there is nothing major. She noted once complete, the Port can submit its last request to the EDA, and close out the project. She indicated for the Admin Building; the Port has fencing in place. She noted there is an office trailer. She added the first meeting with the contractor will be next week.

Miranda reported Bretz is working with the Army Corps on a feasibility study for the channel into the Commercial Marina. She stated that is 45 percent complete. She noted it's a bit of a long process and staff are looking into close to a year to get that complete. She indicated once that is completed, staff will know how much to do and if that can be dredged. She explained the Army Corps will pay 90 percent of that project if the Port gets to that point.

Miranda reported the work for Swede's Dock has been completed, and there was one extra piling to add. She noted that was added to the agenda, but the numbers didn't get in until the end of today. She indicated they are OK with adding that to the next Commission meeting. She added the difference in cost was close to \$2,000.

Miranda reported the Port is continuing to move forward with grading nine acres. She stated the Port has the plans but is waiting for the permit to move forward. She noted Brown is quite busy trying to finish implantation of the new financial system. Brown stated March 1 is the target for internal implementation. He added April is the target for external implementation. Miranda added switching systems will cause some headaches before it gets better.

Miranda reported budget information should be going out next month. She noted financial reports show the Port is still doing OK, and most of the sites are doing good, especially, since the Port spent a bunch of money paying for the Port Dock 5 Pier. She added a reminder about the upcoming SDAO conference. She emphasized unless all five Commissioners sign up, the Port won't get a discount. She noted Commissioners don't need to attend the entire conference, just a couple of sessions.

Retherford noted Miranda would be gone during the PNWA Mission to Washington. She asked if she still needs representatives for that. Miranda explained the Mission to Washington. She noted this year will be virtual. She stated she will provide a list of items to lobby for and asked one or two Commissioners to participate. Retherford volunteered to go with another Commissioner.

Lackey stated in looking at Brown's report and financials, it really looks like things are going pretty well. He noted the Port has spent a lot of money to fix things, and to still have balance compared to last year with just a 3 percent decline is good. He indicated it is encouraging to see the good things and the Port still maintaining a strong financial position in order to continue to do more. He praised the work of staff. Sylvia praised staff as well.

Retherford noted Bretz mentioned assigning slips for boats in the Commercial Marina. She asked what would be the timeline for that. She stated the Port will soon be flooded with squid boats. Bretz replied that change in management policy may not need to come before Commission. He stated he is hoping to get it going in the next month or so. He indicated he's been answering some folks' questions on that recently. He added it may look easy from the outside, however, the Port hasn't had someone specifically watching the docks and making sure people are going where they need to go for a couple of decades. Bretz reported the Port hasn't had a centralized frame for doing that, so multiple staff can all know what's going on and make changes. He stated the changes are only as good as enforcement. He noted there was a lot discussion in November, but that was not a good time because crab season was just getting started.

Retherford stated there is a report of up to 30 transient boats coming from California for squid. She noted she has comments that some have managed to not pay fees because they come and go so much. Bretz replied last year the number was 25. He stated hopefully it will go a little

smoother. He noted the new software will cause operational changes as well. He indicated it will make it easier to track and plug in reservations and make things a lot tighter. He reported when the new pedestals come in, they will have to be remotely turned on, so folks will have to see staff. He noted staff will also know how much power is being drawn because they are all metered.

Miranda noted a lot of people were frustrated with squid boats and wanted the Port to refuse them because they are from out of state. She stated the Port is a public port, and that is interstate commerce, so the Port can't refuse anyone without specific reasons. She indicated she ran this by the Port's attorney, and it is clear for public ports. She added staff will try to be as organized as possible to not interfere with tenants. Bretz explained there will be transient space available, some will have to anchor out, and some tenant spaces will have to be used when moorage holders are gone for extended periods.

Chuck was excused from the meeting at 7:00 p.m.

### **COMMISSIONER REPORTS**

Sylvia stated he serves on the Council of Governments (COG). He explained counties and cities who are members work together on a variety of issues. He noted he was talking to the executive director and learned they support some of the monies the Port gets for certain projects. He suggested the executive director attend one of the Commission meetings to talk about what they do and how to help each other with funding. Miranda stated the Commission has not done many work sessions, so it is not a bad idea once a month or every other month to put together a work session. She explained work sessions are to educate, to inform, and to brainstorm. She added COG would be a good group to have, and if there's interest staff will put together an agenda. Sylvia added COG is updating a strategic plan as well.

### **EXECUTIVE SESSION**

Sylvia announced the Commission would enter executive session pursuant to ORS. 192.660(2)(f) – Exempt Public Records. He explained the rules of executive session. He stated there would not be further discussion after the executive session and adjourned the meeting.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 7:06 p.m.

# Port of Newport - General Operating Fund

## Balance Sheet

As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
100 · General Operating Funds	3,388,284	3,698,708	(310,424)	(8)%
<b>Total Checking/Savings</b>	<b>3,388,284</b>	<b>3,698,708</b>	<b>(310,424)</b>	<b>(8)%</b>
Accounts Receivable				
11200 · Accounts Receivable	391,446	579,001	(187,555)	(32)%
11225 · Grants Receivable	2,776	9,331	(6,555)	(70)%
<b>Total Accounts Receivable</b>	<b>394,222</b>	<b>588,332</b>	<b>(194,110)</b>	<b>(33)%</b>
<b>Other Current Assets</b>				
11250 · Property Tax Receivable	7,238	11,406	(4,167)	(37)%
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0	0%
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0	0%
11270 · Undeposited Funds	6,194	3,231	2,964	92%
11300 · Prepaid Expenses	106,488	260,409	(153,921)	(59)%
11400 · Due from Other Funds	89,498	29,795	59,703	200%
11480 · PERS - NPA(L)	(647,914)	(647,914)	0	0%
11485 · PERS - Deferred OF	193,254	193,254	0	0%
11490 · Assets Held For Sale	31,887	0	31,887	100%
<b>Total Other Current Assets</b>	<b>(243,355)</b>	<b>(179,820)</b>	<b>(63,535)</b>	<b>(35)%</b>
<b>Total Current Assets</b>	<b>3,539,151</b>	<b>4,107,220</b>	<b>(568,069)</b>	<b>(14)%</b>
<b>Fixed Assets</b>				
11500 · Capital Assets	48,746,678	46,711,308	2,035,370	4%
<b>Total Fixed Assets</b>	<b>48,746,678</b>	<b>46,711,308</b>	<b>2,035,370</b>	<b>4%</b>
<b>TOTAL ASSETS</b>	<b><u>52,285,829</u></b>	<b><u>50,818,528</u></b>	<b><u>1,467,301</u></b>	<b><u>3%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
12000 · Accounts Payable	117,954	304,331	(186,377)	(61)%
<b>Total Accounts Payable</b>	<b>117,954</b>	<b>304,331</b>	<b>(186,377)</b>	<b>(61)%</b>
Credit Cards				
12004 · Dir Finance Credit Card	(714)	0	(714)	(100)%
12006 · Dir Ops Credit Card	(3,173)	0	(3,173)	(100)%
12010 · Admin Asst Credit Card	(745)	0	(745)	(100)%
<b>Total Credit Cards</b>	<b>(4,632)</b>	<b>0</b>	<b>(4,632)</b>	<b>(100)%</b>
Other Current Liabilities				
12016 · Retainage Payable	114,509	1,488	113,021	7,596%
12018 · Unclaimed Property Payable	6,434	3,933	2,501	64%
12020 · Lodging/Room Tax Payable	2,618	16,653	(14,035)	(84)%
12100 · Payroll Liabilities	132,121	173,832	(41,711)	(24)%
12200 · Due to other Funds	528,264	0	528,264	100%
12250 · Deferred Revenue	387,862	311,230	76,632	25%
12300 · Accrued Interest Payable	14,011	15,147	(1,136)	(8)%
12320 · Current Portion-Long Term ...	550,980	535,814	15,166	3%
<b>Total Other Current Liabilities</b>	<b>1,736,800</b>	<b>1,058,097</b>	<b>678,703</b>	<b>64%</b>
<b>Total Current Liabilities</b>	<b>1,850,121</b>	<b>1,362,428</b>	<b>487,693</b>	<b>36%</b>



## Port of Newport - General Operating Fund

### Balance Sheet

As of January 31, 2022

	<u>Jan 31, 22</u>	<u>Jan 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Long Term Liabilities</b>				
<b>12350 · Long Term Debt</b>	5,143,695	5,725,018	(581,323)	(10)%
<b>12800 · Bond Premiums</b>	100,621	100,621	0	0%
<b>12900 · PERS - Deferred IF</b>	246,841	246,841	0	0%
<b>Total Long Term Liabilities</b>	<u>5,491,156</u>	<u>6,072,479</u>	<u>(581,323)</u>	<u>(10)%</u>
<b>Total Liabilities</b>	7,341,277	7,434,907	(93,630)	(1)%
<b>Equity</b>				
<b>13003 · Committed Grant Match Funds</b>	667,000	0	667,000	100%
<b>13010 · GOF - Unassigned FB</b>	36,677,896	36,402,710	275,186	1%
<b>13015 · GOF - Contributed Capital FB</b>	7,130,788	7,130,788	0	0%
<b>13075 · GOF - Prior Period Adj</b>	0	(21,009)	21,009	100%
<b>Net Income</b>	468,868	(128,868)	597,736	464%
<b>Total Equity</b>	<u>44,944,552</u>	<u>43,383,621</u>	<u>1,560,931</u>	<u>4%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>52,285,829</b></u>	<u><b>50,818,528</b></u>	<u><b>1,467,301</b></u>	<u><b>3%</b></u>

**Port of Newport**  
**General Operating Fund - Budget vs. Actual**  
July 2021 through January 2022

	Jul '21 - Jan ...	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	508,402	462,677	45,726	110%
14100 · Moorage	1,123,203	945,810	177,393	119%
14200 · Hoist Dock & Services	563,807	515,483	48,324	109%
14300 · Shipping Terminal Revenues	2,166	16,807	(14,641)	13%
14400 · RV Parks	843,415	755,825	87,590	112%
14500 · Launch Ramp & Trailer Stor...	61,769	53,339	8,430	116%
14600 · Miscellaneous Revenue	79,111	6,542	72,569	1,209%
14700 · Permit Revenues	0	1,000	(1,000)	0%
<b>Total Income</b>	<u>3,181,873</u>	<u>2,757,483</u>	<u>424,390</u>	<u>115%</u>
<b>Gross Profit</b>	3,181,873	2,757,483	424,390	115%
<b>Expense</b>				
15000 · Personnel Services	1,196,586	1,365,527	(168,941)	88%
16000 · Materials & Services	1,269,676	2,606,693	(1,337,018)	49%
16990 · Depreciation Expense	984,781	984,781	0	100%
17000 · Debt Service	423,655	809,110	(385,455)	52%
<b>Total Expense</b>	<u>3,874,698</u>	<u>5,766,112</u>	<u>(1,891,414)</u>	<u>67%</u>
<b>Net Ordinary Income</b>	(692,825)	(3,008,629)	2,315,804	23%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	117,959	58,571	59,388	201%
18200 · Interest Income	4,451	875	3,576	509%
18300 · Grants	114,148	0	114,148	100%
18600 · Gain/(Loss) on Sale of Assets	(1,520)			
18700 · Property & Dredge Sales	0	25,375	(25,375)	0%
18800 · Miscellaneous - Non-operating	126	0	126	100%
18900 · Transfers In from Other Funds	667,000	987,000	(320,000)	68%
<b>Total Other Income</b>	<u>902,164</u>	<u>1,071,821</u>	<u>(169,656)</u>	<u>84%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	250,959	915,000	(664,041)	27%
19700 · Transfers Out to Other Funds	100,000	100,000	0	100%
19890 · Overhead Allocation	(2,449)	(2,450)	1	100%
<b>Total Other Expense</b>	<u>348,510</u>	<u>1,012,550</u>	<u>(664,040)</u>	<u>34%</u>
<b>Net Other Income</b>	<u>553,654</u>	<u>59,271</u>	<u>494,384</u>	<u>934%</u>
<b>Net Income</b>	<u>(139,171)</u>	<u>(2,949,358)</u>	<u>2,810,188</u>	<u>5%</u>

**Port of Newport - General Operating Fund**

**Administration - Budget vs. Actual**

July 2021 through January 2022

	<u>Jul '21 - J...</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>% of Bud...</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue	2,872	1,000	1,872	287%
14700 · Permit Revenues	<u>0</u>	<u>1,000</u>	<u>(1,000)</u>	<u>0%</u>
<b>Total Income</b>	<u>2,872</u>	<u>2,000</u>	<u>872</u>	<u>144%</u>
<b>Gross Profit</b>	2,872	2,000	872	144%
<b>Expense</b>				
15000 · Personnel Services	475,917	535,174	(59,257)	89%
16000 · Materials & Services	420,239	707,548	(287,309)	59%
16990 · Depreciation Expense	2,954	2,954	0	100%
17000 · Debt Service	<u>8,400</u>	<u>541,617</u>	<u>(533,217)</u>	<u>2%</u>
<b>Total Expense</b>	<u>907,510</u>	<u>1,787,292</u>	<u>(879,783)</u>	<u>51%</u>
<b>Net Ordinary Income</b>	(904,638)	(1,785,292)	880,655	51%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	117,959	58,571	59,388	201%
18200 · Interest Income	4,451	875	3,576	509%
18300 · Grants	10,000	0	10,000	100%
18900 · Transfers In from Other Fu...	<u>667,000</u>	<u>987,000</u>	<u>(320,000)</u>	<u>68%</u>
<b>Total Other Income</b>	<u>799,410</u>	<u>1,046,446</u>	<u>(247,035)</u>	<u>76%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	68,340	175,000	(106,660)	39%
19700 · Transfers Out to Other Fun...	100,000	100,000	0	100%
19890 · Overhead Allocation	<u>(757,602)</u>	<u>(757,602)</u>	<u>0</u>	<u>100%</u>
<b>Total Other Expense</b>	<u>(589,261)</u>	<u>(482,602)</u>	<u>(106,659)</u>	<u>122%</u>
<b>Net Other Income</b>	<u>1,388,671</u>	<u>1,529,048</u>	<u>(140,376)</u>	<u>91%</u>
<b>Net Income</b>	<u><u>484,034</u></u>	<u><u>(256,245)</u></u>	<u><u>740,279</u></u>	<u><u>(189)%</u></u>

**Port of Newport**  
**International Terminal - Budget vs. Actual**  
 July 2021 through January 2022

	Jul '21 - ...	Budget	\$ Over B...	% of Bu...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14000 · Lease Revenues</b>	91,986	101,173	(9,188)	91%
<b>14100 · Moorage</b>	131,283	98,656	32,627	133%
<b>14200 · Hoist Dock &amp; Services</b>	283,279	275,064	8,215	103%
<b>14300 · Shipping Terminal Reven...</b>	2,175	16,807	(14,632)	13%
<b>14600 · Miscellaneous Revenue</b>	56	0	56	100%
<b>Total Income</b>	<u>508,779</u>	<u>491,701</u>	<u>17,078</u>	<u>103%</u>
<b>Gross Profit</b>	508,779	491,701	17,078	103%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	119,072	128,929	(9,858)	92%
<b>16000 · Materials &amp; Services</b>	142,904	353,150	(210,247)	40%
<b>16990 · Depreciation Expense</b>	744,065	744,065	0	100%
<b>17000 · Debt Service</b>	206,691	245,405	(38,715)	84%
<b>Total Expense</b>	<u>1,212,731</u>	<u>1,471,550</u>	<u>(258,819)</u>	<u>82%</u>
<b>Net Ordinary Income</b>	(703,952)	(979,849)	275,897	72%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>18300 · Grants</b>	0	0	0	0%
<b>18800 · Miscellaneous - Non-operat...</b>	126			
<b>Total Other Income</b>	<u>126</u>	<u>0</u>	<u>126</u>	<u>100%</u>
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	2,267	230,000	(227,734)	1%
<b>19600 · Contingency</b>	0	0	0	0%
<b>19700 · Transfers Out to Other Funds</b>	0	0	0	0%
<b>19890 · Overhead Allocation</b>	18,108	18,108	0	100%
<b>Total Other Expense</b>	<u>20,375</u>	<u>248,108</u>	<u>(227,733)</u>	<u>8%</u>
<b>Net Other Income</b>	<u>(20,249)</u>	<u>(248,108)</u>	<u>227,859</u>	<u>8%</u>
<b>Net Income</b>	<u><b>(724,201)</b></u>	<u><b>(1,227,957)</b></u>	<u><b>503,756</b></u>	<u><b>59%</b></u>

**Port of Newport**  
**Commercial Marina - Budget vs. Actual**  
July 2021 through January 2022

	<u>Jul '21 - ...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% of Bu...</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14000 · Lease Revenues</b>	140,268	96,087	44,181	146%
<b>14100 · Moorage</b>	429,822	367,210	62,612	117%
<b>14200 · Hoist Dock &amp; Services</b>	265,158	235,396	29,762	113%
<b>14600 · Miscellaneous Reve...</b>	19,746	0	19,746	100%
<b>Total Income</b>	<u>854,994</u>	<u>698,693</u>	<u>156,301</u>	<u>122%</u>
<b>Gross Profit</b>	854,994	698,693	156,301	122%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	261,034	297,848	(36,814)	88%
<b>16000 · Materials &amp; Services</b>	246,929	794,631	(547,703)	31%
<b>16990 · Depreciation Expense</b>	30,100	30,100	0	100%
<b>17000 · Debt Service</b>	5,276	4,617	659	114%
<b>Total Expense</b>	<u>543,339</u>	<u>1,127,197</u>	<u>(583,858)</u>	<u>48%</u>
<b>Net Ordinary Income</b>	311,655	(428,504)	740,159	(73)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>18300 · Grants</b>	63,857	0	63,857	100%
<b>Total Other Income</b>	63,857	0	63,857	100%
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	139,327	150,000	(10,673)	93%
<b>19890 · Overhead Allocation</b>	290,160	290,160	0	100%
<b>Total Other Expense</b>	<u>429,487</u>	<u>440,160</u>	<u>(10,673)</u>	<u>98%</u>
<b>Net Other Income</b>	<u>(365,630)</u>	<u>(440,160)</u>	<u>74,530</u>	<u>83%</u>
<b>Net Income</b>	<u><b>(53,975)</b></u>	<u><b>(868,664)</b></u>	<u><b>814,689</b></u>	<u><b>6%</b></u>

**Port of Newport**  
**South Beach - Budget vs. Actual**  
July 2021 through January 2022

	Jul '21 - Jan ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	276,149	265,417	10,732	104%
14100 · Moorage	562,097	479,944	82,153	117%
14200 · Hoist Dock & Services	15,370	5,022	10,347	306%
14300 · Shipping Terminal Revenues	(9)			
14400 · RV Parks	843,415	755,825	87,590	112%
14500 · Launch Ramp & Trailer Stor...	61,769	53,339	8,430	116%
14600 · Miscellaneous Revenue	56,437	5,542	50,895	1,018%
<b>Total Income</b>	<b>1,815,229</b>	<b>1,565,089</b>	<b>250,139</b>	<b>116%</b>
<b>Gross Profit</b>	<b>1,815,229</b>	<b>1,565,089</b>	<b>250,139</b>	<b>116%</b>
<b>Expense</b>				
15000 · Personnel Services	340,564	403,576	(63,012)	84%
16000 · Materials & Services	459,604	751,364	(291,760)	61%
16990 · Depreciation Expense	207,662	207,662	0	100%
17000 · Debt Service	203,288	17,471	185,817	1,164%
<b>Total Expense</b>	<b>1,211,118</b>	<b>1,380,073</b>	<b>(168,955)</b>	<b>88%</b>
<b>Net Ordinary Income</b>	<b>604,111</b>	<b>185,016</b>	<b>419,094</b>	<b>327%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	40,291	0	40,291	100%
18600 · Gain/(Loss) on Sale of Assets	(1,520)			
18700 · Property & Dredge Sales	0	25,375	(25,375)	0%
18800 · Miscellaneous - Non-operating	0	0	0	0%
18900 · Transfers In from Other Funds	0	0	0	0%
<b>Total Other Income</b>	<b>38,771</b>	<b>25,375</b>	<b>13,396</b>	<b>153%</b>
<b>Other Expense</b>				
19000 · Capital Outlay	41,026	360,000	(318,974)	11%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	0	0	0%
19890 · Overhead Allocation	446,884	446,884	(0)	100%
<b>Total Other Expense</b>	<b>487,910</b>	<b>806,884</b>	<b>(318,974)</b>	<b>60%</b>
<b>Net Other Income</b>	<b>(449,139)</b>	<b>(781,509)</b>	<b>332,370</b>	<b>57%</b>
<b>Net Income</b>	<b>154,972</b>	<b>(596,493)</b>	<b>751,465</b>	<b>(26)%</b>

# NOAA Lease Revenue Fund

## Balance Sheet

As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	1,153,551	875,922	277,629	32%
11020 · Operating MM - FIB 9596	85,946	0	85,946	100%
11025 · NLRF MM Savings - FIB 9604	133,136	500,034	(366,898)	(73)%
11035 · NLRF - LGIP 6263	1,694,021	2,012,602	(318,581)	(16)%
11092 · Assignment of Deposit - OCB	63,807	63,561	247	0%
Total Checking/Savings	3,130,462	3,452,119	(321,658)	(9)%
Accounts Receivable				
11200 · Accounts Receivable	0	173	(173)	(100)%
Total Accounts Receivable	0	173	(173)	(100)%
Other Current Assets				
11300 · Prepaid Expenses	142,715	165,183	(22,468)	(14)%
11400 · Due from Other Funds	145	0	145	100%
11480 · PERS - NPA(L)	(34,101)	(34,101)	0	0%
11485 · PERS - Deferred OF	10,171	10,171	0	0%
Total Other Current Assets	118,930	141,253	(22,323)	(16)%
Total Current Assets	3,249,392	3,593,545	(344,153)	(10)%
Fixed Assets				
11500 · Capital Assets	21,682,212	23,232,282	(1,550,071)	(7)%
Total Fixed Assets	21,682,212	23,232,282	(1,550,071)	(7)%
Other Assets				
11800 · Bond Issue Costs, Net of Amort.	230,454	230,454	0	0%
11825 · Advance Refunding Valuation	459,546	459,546	0	0%
Total Other Assets	690,000	690,000	0	0%
<b>TOTAL ASSETS</b>	<b>25,621,604</b>	<b>27,515,828</b>	<b>(1,894,224)</b>	<b>(7)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	414	168,756	(168,342)	(100)%
Total Accounts Payable	414	168,756	(168,342)	(100)%
Other Current Liabilities				
12100 · Payroll Liabilities	10,515	11,123	(608)	(6)%
12200 · Due to Other Funds	89,498	29,895	59,603	199%
12300 · Accrued Interest Payable	189,784	201,373	(11,589)	(6)%
12350 · Current Portion-Long Term Debt	1,320,000	1,290,000	30,000	2%
Total Other Current Liabilities	1,609,797	1,532,391	77,406	5%
Total Current Liabilities	1,610,211	1,701,147	(90,936)	(5)%
Long Term Liabilities				
12400 · Long Term Debt	15,245,000	16,565,000	(1,320,000)	(8)%
12800 · Less Current Portion-LT Debt	(1,320,000)	(1,290,000)	(30,000)	(2)%
12900 · PERS - Deferred IF	12,992	12,992	0	0%
Total Long Term Liabilities	13,937,992	15,287,992	(1,350,000)	(9)%
Total Liabilities	15,548,203	16,989,139	(1,440,936)	(9)%

# NOAA Lease Revenue Fund

## Balance Sheet

As of January 31, 2022

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	<u>Jan 31, 22</u>	<u>Jan 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRF - Restricted FB-Bond Res.	1,761,721	1,766,260	(4,539)	(0)%
13003 · Committed Grant Match Funds	432,000	0	432,000	100%
13010 · NLRF - Unassigned FB	10,827,504	11,092,412	(264,908)	(2)%
Net Income	<u>(2,947,825)</u>	<u>(2,331,984)</u>	<u>(615,841)</u>	<u>(26)%</u>
Total Equity	<u>10,073,400</u>	<u>10,526,688</u>	<u>(453,288)</u>	<u>(4)%</u>
TOTAL LIABILITIES & EQUITY	<u>25,621,604</u>	<u>27,515,828</u>	<u>(1,894,224)</u>	<u>(7)%</u>



02/14/22

## Port of Newport - NOAA Lease Revenue Fund

### Budget vs. Actual

July 2021 through January 2022

	Jul '21 - Jan ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	1,488,952	1,514,275	(25,323)	98%
14605 · Miscellaneous - Operating	145	0	145	100%
<b>Total Income</b>	1,489,097	1,514,275	(25,178)	98%
<b>Gross Profit</b>	1,489,097	1,514,275	(25,178)	98%
<b>Expense</b>				
15000 · Personnel Services	71,465	122,185	(50,720)	58%
16000 · Materials & Services	134,512	258,233	(123,721)	52%
16990 · Depreciation Expense	917,035	917,035	0	100%
17000 · Debt Service	1,760,919	1,760,950	(31)	100%
<b>Total Expense</b>	2,883,931	3,058,403	(174,471)	94%
<b>Net Ordinary Income</b>	(1,394,835)	(1,544,128)	149,293	90%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	5,914	1,458	4,455	405%
18300 · Grants	0	0	0	0%
18900 · Transfers In from Other Fu...	0	0	0	0%
<b>Total Other Income</b>	5,914	1,458	4,455	405%
<b>Other Expense</b>				
19000 · Capital Outlay	0	366,000	(366,000)	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	2,876,445	3,046,445	(170,000)	94%
19890 · Admin Overhead Allocation	2,459	2,459	(0)	100%
<b>Total Other Expense</b>	2,878,904	3,414,904	(536,000)	84%
<b>Net Other Income</b>	(2,872,990)	(3,413,446)	540,455	84%
<b>Net Income</b>	<b>(4,267,825)</b>	<b>(4,957,573)</b>	<b>689,748</b>	<b>86%</b>

## Port of Newport - NOAA Capital Maintenance Fund

## Balance Sheet - NCMF

As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
11030 · Operating LGIP 6261	180,350	0	180,350	100%
11035 · NOAA - LGIP 6263	1,511,091	2,221,069	(709,978)	(32)%
<b>Total Checking/Savings</b>	1,691,442	2,221,069	(529,628)	(24)%
<b>Other Current Assets</b>				
11400 · Due from Other Funds				
11402 · Due from General Operating F...	528,119	0	528,119	100%
<b>Total 11400 · Due from Other Funds</b>	528,119	0	528,119	100%
<b>Total Other Current Assets</b>	528,119	0	528,119	100%
<b>Total Current Assets</b>	2,219,560	2,221,069	(1,509)	(0)%
<b>TOTAL ASSETS</b>	<b>2,219,560</b>	<b>2,221,069</b>	<b>(1,509)</b>	<b>(0)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
Net Income	2,219,560	2,221,069	(1,509)	(0)%
<b>Total Equity</b>	2,219,560	2,221,069	(1,509)	(0)%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,219,560</b>	<b>2,221,069</b>	<b>(1,509)</b>	<b>(0)%</b>

**NOAA Capital Maintenance Fund**  
**Profit & Loss Budget vs. Actual**  
 July 2021 through January 2022

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	<u>Jul '21 - ...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% of Bu...</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	10,115	8,750	1,365	116%
18900 · Transfers In from Other Fu...	<u>2,209,445</u>	<u>2,353,691</u>	<u>(144,246)</u>	<u>94%</u>
<b>Total Other Income</b>	<u>2,219,560</u>	<u>2,362,441</u>	<u>(142,881)</u>	<u>94%</u>
<b>Other Expense</b>				
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	<u>0</u>	<u>818,132</u>	<u>(818,132)</u>	<u>0%</u>
<b>Total Other Expense</b>	<u>0</u>	<u>818,132</u>	<u>(818,132)</u>	<u>0%</u>
<b>Net Other Income</b>	<u>2,219,560</u>	<u>1,544,309</u>	<u>675,251</u>	<u>144%</u>
<b>Net Income</b>	<u><b>2,219,560</b></u>	<u><b>1,544,309</b></u>	<u><b>675,251</b></u>	<u><b>144%</b></u>

# Port of Newport - Bonded Debt Fund

## Balance Sheet

As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
400 · Bonded Debt Fund	264,044	107,520	156,524
<b>Total Checking/Savings</b>	<b>264,044</b>	<b>107,520</b>	<b>156,524</b>
<b>Other Current Assets</b>			
11250 · Property Tax Receivable	45,882	55,656	(9,774)
<b>Total Other Current Assets</b>	<b>45,882</b>	<b>55,656</b>	<b>(9,774)</b>
<b>Total Current Assets</b>	<b>309,926</b>	<b>163,176</b>	<b>146,750</b>
<b>Other Assets</b>			
11800 · Bond Issue costs, net of a...	153,930	153,930	0
11825 · Advance Refunding Valuati...	661,702	661,702	0
<b>Total Other Assets</b>	<b>815,632</b>	<b>815,632</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b><u>1,125,557</u></b>	<b><u>978,807</u></b>	<b><u>146,750</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
12350 · Bonds Payable - Current	410,000	335,000	75,000
<b>Total Other Current Liabilities</b>	<b>410,000</b>	<b>335,000</b>	<b>75,000</b>
<b>Total Current Liabilities</b>	<b>410,000</b>	<b>335,000</b>	<b>75,000</b>
<b>Long Term Liabilities</b>			
12520 · 2016 Series Bonds	6,183,195	6,478,195	(295,000)
12525 · 2019 Series Bonds	5,045,000	5,160,000	(115,000)
12590 · Bond Premiums	704,598	704,598	0
12800 · Less Current Portion LTD	(410,000)	(335,000)	(75,000)
<b>Total Long Term Liabilities</b>	<b>11,522,793</b>	<b>12,007,793</b>	<b>(485,000)</b>
<b>Total Liabilities</b>	<b>11,932,793</b>	<b>12,342,793</b>	<b>(410,000)</b>
<b>Equity</b>			
13000 · BDF - Restricted FB	(11528780)	(11824095)	295,315
Net Income	721,544	460,110	261,435
<b>Total Equity</b>	<b>(10807236)</b>	<b>(11363986)</b>	<b>556,750</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,125,557</u></b>	<b><u>978,807</u></b>	<b><u>146,750</u></b>

**Port of Newport - Bonded Debt Fund**

**Profit & Loss Budget vs. Actual**

July 2021 through January 2022

	<u>Jul '21 -...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% of B...</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
18106 · Bond Levy Procee...	931,890	789,898	141,992	118%
<b>Total Income</b>	<u>931,890</u>	<u>789,898</u>	<u>141,992</u>	<u>118%</u>
<b>Gross Profit</b>	931,890	789,898	141,992	118%
<b>Expense</b>				
17000 · Debt Service	210,371	831,242	(620,872)	25%
<b>Total Expense</b>	<u>210,371</u>	<u>831,242</u>	<u>(620,872)</u>	<u>25%</u>
<b>Net Ordinary Income</b>	721,519	(41,344)	762,864	(1,745)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Bank Interest Income	25	88	(63)	28%
<b>Total Other Income</b>	<u>25</u>	<u>88</u>	<u>(63)</u>	<u>28%</u>
<b>Net Other Income</b>	25	88	(63)	28%
<b>Net Income</b>	<u><u>721,544</u></u>	<u><u>(41,257)</u></u>	<u><u>762,801</u></u>	<u><u>(1,749)%</u></u>

# Port of Newport - Construction Fund

## Balance Sheet

As of January 31, 2022

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	<u>Jan 31, 22</u>	<u>Jan 31, 21</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
300 · Construction Fund	<u>13,072</u>	<u>13,071</u>	<u>1</u>
<b>Total Checking/Savings</b>	<u>13,072</u>	<u>13,071</u>	<u>1</u>
<b>Total Current Assets</b>	<u>13,072</u>	<u>13,071</u>	<u>1</u>
<b>TOTAL ASSETS</b>	<u><b>13,072</b></u>	<u><b>13,071</b></u>	<u><b>1</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
Equity			
13010 · CF - Unassigned ...	<u>13,071</u>	<u>13,070</u>	<u>1</u>
Net Income	<u>1</u>	<u>1</u>	<u>0</u>
<b>Total Equity</b>	<u>13,072</u>	<u>13,071</u>	<u>1</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>13,072</b></u>	<u><b>13,071</b></u>	<u><b>1</b></u>

## Port of Newport - Construction Fund

### Profit & Loss Budget vs. Actual

July 2021 through January 2022

	Jul '21 -...	Budget	\$ Over ...	% of Bu...
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	1	0	1	100%
18400 · Loan Proceeds	0	320,000	(320,000)	0%
<b>Total Other Income</b>	1	320,000	(319,999)	0%
<b>Other Expense</b>				
19700 · Transfers Out to Other Funds				
19702 · Transfers Out to General Fund	0	300,000	(300,000)	0%
<b>Total 19700 · Transfers Out to Other Fu...</b>	0	300,000	(300,000)	0%
<b>Total Other Expense</b>	0	300,000	(300,000)	0%
<b>Net Other Income</b>	1	20,000	(19,999)	0%
<b>Net Income</b>	1	20,000	(19,999)	0%

## Port of Newport - Facility Maintenance Reserve Fund

### Balance Sheet

As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
200 · Facility Maintenance Rsrv Fund	525,498	372,414	153,084
<b>Total Checking/Savings</b>	525,498	372,414	153,084
<b>Total Current Assets</b>	525,498	372,414	153,084
<b>TOTAL ASSETS</b>	<b>525,498</b>	<b>372,414</b>	<b>153,084</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
13005 · FMRF - Asgnd-Future Exp.	186,816	186,816	0
13006 · FMRF - Asgnd-CM Elec. Upgra...	238,000	138,000	100,000
13008 · FMRF - Asgnd-PD7 Replacem...	51,095	0	51,095
13010 · FMRF - Unassigned FB	(102,796)	(63,182)	(39,613)
<b>Net Income</b>	152,383	110,781	41,602
<b>Total Equity</b>	525,498	372,414	153,084
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>525,498</b>	<b>372,414</b>	<b>153,084</b>



**Port of Newport - Facility Maintenance Reserve Fund**

**Profit & Loss Budget vs. Actual**

July 2021 through January 2022

	<u>Jul '21 - ...</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>% of Bud...</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue				
14630 · Insurance Settlements	51,095			
<b>Total 14600 · Miscellaneous Revenue</b>	<u>51,095</u>			
<b>Total Income</b>	<u>51,095</u>			
<b>Net Ordinary Income</b>	51,095			
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	1,288	0	1,288	100%
18900 · Transfers In				
18902 · Transfers In from General F...	100,000	0	100,000	100%
<b>Total 18900 · Transfers In</b>	<u>100,000</u>	<u>0</u>	<u>100,000</u>	<u>100%</u>
<b>Total Other Income</b>	101,288	0	101,288	100%
<b>Other Expense</b>				
19700 · Transfers Out	0	315,334	(315,334)	0%
<b>Total Other Expense</b>	<u>0</u>	<u>315,334</u>	<u>(315,334)</u>	<u>0%</u>
<b>Net Other Income</b>	<u>101,288</u>	<u>(315,334)</u>	<u>416,622</u>	<u>(32)%</u>
<b>Net Income</b>	<u><u>152,383</u></u>	<u><u>(315,334)</u></u>	<u><u>467,717</u></u>	<u><u>(48)%</u></u>

**PON - General Operatind Fund  
Accounts Paid Report  
January 2022**

Date	Num	Name	Memo	Class	Paid Amou...
<b>01/01/20:</b>	<b>47225</b>	<b>Greater Newport Area Cham...</b>	<b>2022 S&amp;W Festival Cancelled</b>		
		Greater Newport Area Chamb...	2022 S&W Festival Cancelled	01-General Operating Fund:100- Administration	-5,123.15
TOTAL					-5,123.15
<b>01/06/20:</b>	<b>47158</b>	<b>Amazon Capital Services Inc</b>			
12/11/20:	11GD-D66G-N...		PO # 710450	01-General Operating Fund:700-South Beach	-138.58
12/19/20:	19JY-G3T6-W...			01-General Operating Fund:700-South Beach	-63.11
				01-General Operating Fund:700-South Beach	-14.99
12/19/20:	1WQF-FMJG-...		PO # 710461	01-General Operating Fund:700-South Beach	-46.99
12/21/20:	16PM-KXXN-3...		Act # A1FGJV116UT7J7/PO # 710462	01-General Operating Fund:700-South Beach	-114.39
12/21/20:	1WTQ-17JY-...		Act # A1FGJV116UT7J7/PO # 710462	01-General Operating Fund:700-South Beach	-114.39
01/02/20:	1R1W-Y7HY-...		PO # 10196	01-General Operating Fund:100- Administration	-49.99
TOTAL					-542.44
<b>01/06/20:</b>	<b>47159</b>	<b>Ben's Diving</b>	<b>Survey Docks on Pilins on Port Dock 1</b>		
12/01/20:	31475		Survey Docks on Pilins on Port Dock 1	01-General Operating Fund:300-Commercial ...	-2,000.00
TOTAL					-2,000.00
<b>01/06/20:</b>	<b>47160</b>	<b>Business Oregon - IFA</b>	<b>Debt service 655-41-1230000927</b>		
01/03/20:	65541 2022-01		bal 347,916.75	01-General Operating Fund:500-International ...	-2,083.33
TOTAL					-2,083.33
<b>01/06/20:</b>	<b>47161</b>	<b>Central Lincoln PUD</b>	<b>SBM temp dock</b>		
12/29/20:	302612071-12...		SBM temp dock	01-General Operating Fund:500-International ...	-52.01
TOTAL					-52.01
<b>01/06/20:</b>	<b>47162</b>	<b>City of Newport</b>	<b>Record ID-625-22-000002-SD/McLean Poit ...</b>		
01/03/20:	6220		Record ID-625-22-000002-SD/McLean Poit G...	01-General Operating Fund:500-International ...	-429.00
TOTAL					-429.00

**PON - General Operatind Fund  
Accounts Paid Report  
January 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amou...</u>
<b>01/06/20:</b>	<b>47163</b>	<b>City of Newport Room Tax</b>	<b>Transient room tax - December 2021</b>		
12/31/20:	CON Rm Tax ...		Transient room tax - December 2021	01-General Operating Fund:700-South Beach	-1,245.20
TOTAL					-1,245.20
<b>01/06/20:</b>	<b>47164</b>	<b>Coastal Paper &amp; Supply Inc</b>	<b>Order # 422994/PO # 710468</b>		
12/29/20:	601147		Order # 422994/PO # 710468	01-General Operating Fund:700-South Beach	-601.28
TOTAL					-601.28
<b>01/06/20:</b>	<b>47165</b>	<b>CoastCom By Wave</b>	<b>Internet Service</b>		
01/01/20:	121313501-00...		Internet Service	01-General Operating Fund:700-South Beach:...	-1,016.03
			Internet Service	01-General Operating Fund:100- Administration	-500.00
TOTAL					-1,516.03
<b>01/06/20:</b>	<b>47167</b>	<b>Englund Marine Supply Co I...</b>	<b>PO # 50203</b>		
12/01/20:	986563/6		PO # 50203	01-General Operating Fund:500-International ...	-21.94
TOTAL					-21.94
<b>01/06/20:</b>	<b>47168</b>	<b>First Interstate Bank MC</b>			
12/22/20:	1350 MB 2021...		FIB MC - MB 12/2021 charges	01-General Operating Fund:100- Administration	-693.44
12/22/20:	8643 GT 2021...		FIB MC - GT 12/2021 charges	01-General Operating Fund:100- Administration	-163.88
12/22/20:	3459 DM 2021...		FIB MC - DM 12/2021 charges	01-General Operating Fund:500-International ...	-200.00
01/07/20:	1343 AB 2021/...		FIB MC-AB 12/2021 charges	01-General Operating Fund:100- Administration	-4,780.00
TOTAL					-5,837.32
<b>01/06/20:</b>	<b>47169</b>	<b>HDR Engineering Inc</b>			
01/04/20:	1200399131		Dock 7 Evaluation - Professional Svcs	01-General Operating Fund:300-Commercial ...	-1,226.25
TOTAL					-1,226.25

**PON - General Operatind Fund**  
**Accounts Paid Report**  
**January 2022**

Date	Num	Name	Memo	Class	Paid Amou...
<b>01/06/20:</b>	<b>47170</b>	<b>Hyak</b>	<b>IT services - MS 365, web filtering, deskto...</b>		
01/01/20:	29658		IT services - MS 365, web filtering, desktop s...	01-General Operating Fund:100- Administration	-4,852.00
TOTAL					-4,852.00
<b>01/06/20:</b>	<b>47171</b>	<b>IconiPro Security Alarms Inc</b>	<b>NIT/FWT fire &amp; security monitoring (02/01/...</b>		
01/01/20:	38332		NIT - fire & security monitoring (08/01/2021-1...	01-General Operating Fund:500-International ...	-125.97
			FWT fire & security monitoring (08/01/2021-1...	01-General Operating Fund:500-International ...	-125.97
TOTAL					-251.94
<b>01/06/20:</b>	<b>47172</b>	<b>Integrity Data</b>			
01/01/20:	CB0397		Monthly Subscription Fee 1/1-1/31/22	01-General Operating Fund:100- Administration	-200.00
TOTAL					-200.00
<b>01/06/20:</b>	<b>47173</b>	<b>KOPIS</b>	<b>Dec Subscription</b>		
12/31/20:	PCINV04899		Dec Subscription	01-General Operating Fund:100- Administration	-500.00
TOTAL					-500.00
<b>01/06/20:</b>	<b>47174</b>	<b>Orkin</b>			
01/01/20:	222555170 20...		Pest Control	01-General Operating Fund:100- Administration	-45.00
TOTAL					-45.00
<b>01/06/20:</b>	<b>47175</b>	<b>Patrick Bishop</b>			
12/23/20:	392355		Remove # 2 Hoist Chev -Repair & Reinstall	01-General Operating Fund:300-Commercial ...	-300.00
TOTAL					-300.00
<b>01/06/20:</b>	<b>47176</b>	<b>PBS Engineering and Enviro...</b>			
12/01/20:	0074183.000-6		Rogue Brewery Seawall phase 2 investigation	01-General Operating Fund:700-South Beach:...	-17,145.00
12/31/20:	0074074.000-3		Proj - 0074074.000/Proj # 21-09-500-01/Nort...	01-General Operating Fund:500-International ...	-1,837.50
TOTAL					-18,982.50

**PON - General Operatind Fund**  
**Accounts Paid Report**  
January 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amou...</u>
<b>01/06/20:</b>	<b>47177</b>	<b>Pioneer Connect</b>			
01/01/20:	115083 1/2022		SB shop phone	01-General Operating Fund:700-South Beach:...	-40.83
01/03/20:	113823 01/2022		SB Office phone	01-General Operating Fund:700-South Beach:...	-222.69
TOTAL					-263.52
<b>01/06/20:</b>	<b>47178</b>	<b>Pioneer Printing Inc</b>			
01/03/20:	76666		Tide Books YB 2022	01-General Operating Fund:100- Administration	-205.68
				01-General Operating Fund:700-South Beach	-205.67
TOTAL					-411.35
<b>01/06/20:</b>	<b>47179</b>	<b>Platt Electric Supply Inc</b>	<b>PO # 35070</b>		
12/23/20:	2J21498		PO # 35070	01-General Operating Fund:300-Commercial ...	-181.10
TOTAL					-181.10
<b>01/06/20:</b>	<b>47180</b>	<b>Quadient Finance USA Inc</b>	<b>PO # 10197 Act # 7900 0440 6036 8887</b>		
12/27/20:	Nwpt 30226512		PO # 10197	01-General Operating Fund:100- Administration	-400.00
TOTAL					-400.00
<b>01/06/20:</b>	<b>47181</b>	<b>RentPrep Enterprise</b>	<b>Background checks</b>		
01/01/20:	7358		Background checks	01-General Operating Fund:700-South Beach:...	-44.85
TOTAL					-44.85
<b>01/06/20:</b>	<b>47182</b>	<b>Special Districts Associatio...</b>	<b>VOID: 2022 SDAO Annual Conference</b>		
TOTAL					0.00
<b>01/06/20:</b>	<b>47183</b>	<b>Streamline</b>	<b>Website monthly fee</b>		
01/01/20:	AC7C0FE6-00...		Website monthly fee	01-General Operating Fund:100- Administration	-450.00
TOTAL					-450.00

**PON - General Operatind Fund**  
**Accounts Paid Report**  
January 2022

Date	Num	Name	Memo	Class	Paid Amou...
<b>01/06/20:</b>	<b>47184</b>	<b>Suburban Propane</b>	<b>ACT # 1568-103903</b>		
12/29/20:	1568-127970		ACT # 1568-103903	01-General Operating Fund:300-Commercial ...	-738.51
TOTAL					-738.51
<b>01/06/20:</b>	<b>47185</b>	<b>TCB Security Services Inc.</b>	<b>Monthly security</b>		
01/01/20:	232880		Monthly security	01-General Operating Fund:300-Commercial ...	-2,116.95
			Monthly security	01-General Operating Fund:700-South Beach:...	-2,116.95
			Monthly security	01-General Operating Fund:700-South Beach:...	-2,116.95
			Monthly security	01-General Operating Fund:500-International ...	-1,121.15
TOTAL					-7,472.00
<b>01/06/20:</b>	<b>47186</b>	<b>Voya (State of Oregon Plan)</b>	<b>Monthly Employee Contributions</b>		
01/01/20:	2022-01		Durkee, James (8024)	01-General Operating Fund:100- Administration	-50.00
TOTAL					-50.00
<b>01/06/20:</b>	<b>47187</b>	<b>WHA Insurance Agency Inc</b>	<b>Policy # 37P16278 1/1/2022-1/1/2023</b>		
01/01/20:	37P16278		Policy # 37P16278 1/1/2022-1/1/2023	01-General Operating Fund:100- Administration	-18,814.00
TOTAL					-18,814.00
<b>01/06/20:</b>	<b>47188</b>	<b>Yaquina Bay Communicatio...</b>			
12/31/20:	191108		Act # 76312 12/13/21-12/23/21	01-General Operating Fund:100- Administration	-50.00
12/31/20:	191107		Contract # 1008777 12/13/21-12/23/21	01-General Operating Fund:100- Administration	-50.00
TOTAL					-100.00
<b>01/06/20:</b>	<b>47189</b>	<b>Yaquina Boat Equipment Inc</b>	<b>PO # 35069</b>		
12/28/20:	40706		PO # 35069	01-General Operating Fund:300-Commercial ...	-194.83
TOTAL					-194.83

**PON - General Operatind Fund  
Accounts Paid Report  
January 2022**

Date	Num	Name	Memo	Class	Paid Amou...
<b>01/20/20:</b>	<b>47192</b>	<b>AboveBoard Electric Inc</b>	<b>2301 SE Marine Science Dr</b>		
01/01/20:	3265		SB Fuel Dock	01-General Operating Fund:700-South Beach	-695.44
TOTAL					-695.44
<b>01/20/20:</b>	<b>47193</b>	<b>Advance Backflow Testing L...</b>	<b>PO # 35053: Backflow testing - CM/Invoice...</b>		
12/01/20:	7772		PO # 35053: Backflow testing - CM	01-General Operating Fund:300-Commercial ...	-150.00
TOTAL					-150.00
<b>01/20/20:</b>	<b>47194</b>	<b>AlSCO Inc</b>			
12/16/20:	LPOR2756394			01-General Operating Fund:500-International ...	-33.44
12/30/20:	LPOR2762188			01-General Operating Fund:500-International ...	-32.95
01/13/20:	LPOR27685859			01-General Operating Fund:500-International ...	-32.95
TOTAL					-99.34
<b>01/20/20:</b>	<b>47195</b>	<b>Amazon Capital Services Inc</b>			
12/26/20:	1VWG-QVLK-...		PO # 701464	01-General Operating Fund:700-South Beach	-201.50
12/26/20:	1QQC-GFFC-...		PO # 710464	01-General Operating Fund:700-South Beach	-477.80
12/27/20:	1FWJ-D91D-D...		PO # 701464	01-General Operating Fund:700-South Beach	-68.97
01/12/20:	1FVP-MFDM-...		PO # 10203	01-General Operating Fund:100- Administration	-46.78
TOTAL					-795.05
<b>01/20/20:</b>	<b>47196</b>	<b>Barrelhead Supply Inc</b>			
01/12/20:	314365		PO # 710475	01-General Operating Fund:700-South Beach	-57.67
01/13/20:	314417		PO # 710477	01-General Operating Fund:700-South Beach	-197.10
01/18/20:	314567		PO # 710481	01-General Operating Fund:700-South Beach	-155.36
TOTAL					-410.13
<b>01/20/20:</b>	<b>47197</b>	<b>Business Oregon - OBDD</b>	<b>Loan # 655-36-02 Q1001</b>		
01/19/20:	655-36-02 202...		Loan # 655-36-02 Q1001	01-General Operating Fund:500-International ...	-5,669.99
			Loan # 655-36-02 Q1001	01-General Operating Fund:500-International ...	-2,130.01
TOTAL					-7,800.00

**PON - General Operatind Fund  
Accounts Paid Report  
January 2022**

Date	Num	Name	Memo	Class	Paid Amou...
<b>01/20/20:</b>	<b>47198</b>	<b>Carver Inc</b>			
01/15/20:	14301		PO # 710480 - gas	01-General Operating Fund:700-South Beach:...	-24.63
01/15/20:	14302		PO # 710480- gas	01-General Operating Fund:700-South Beach:...	-95.83
TOTAL					-120.46
<b>01/20/20:</b>	<b>47199</b>	<b>CenturyLink - Lumen</b>			
12/20/20:	255072318			01-General Operating Fund:100- Administration	-0.25
01/01/20:	276346527		Act # 82008600	01-General Operating Fund:700-South Beach	-67.02
TOTAL					-67.27
<b>01/20/20:</b>	<b>47200</b>	<b>Coastal Paper &amp; Supply Inc</b>	<b>PO # 710468</b>		
01/01/20:	422994		orig order date 12/29/21	01-General Operating Fund:700-South Beach	-217.87
TOTAL					-217.87
<b>01/20/20:</b>	<b>47201</b>	<b>Creditors Collection Service...</b>	<b>Jennifer Swenson #09-60578 R 12/31/2021</b>		
01/06/20:	0960578 R-JS		Jennifer Swenson #09-60578 R 12/31/2021		-290.67
TOTAL					-290.67
<b>01/20/20:</b>	<b>47202</b>	<b>Curry Marine</b>	<b>Proceeds from sale of the Longfin to pay c...</b>		
01/07/20:	Claim of Lien		Lien liability per USCG abstract of title - sale ...		-3,730.15
TOTAL					-3,730.15
<b>01/20/20:</b>	<b>47203</b>	<b>Department of Environment...</b>	<b>21-9180-2021 OPER SB underground stora...</b>		
01/12/20:	UST22-01104		21-9180-2021 OPER SB underground storag...	01-General Operating Fund:700-South Beach:...	-650.00
TOTAL					-650.00
<b>01/20/20:</b>	<b>47204</b>	<b>Doug's Electric Inc</b>	<b>PO # 710471</b>		
01/10/20:	C36333F		PO # 710471	01-General Operating Fund:700-South Beach	-183.00
TOTAL					-183.00



**PON - General Operatind Fund**  
**Accounts Paid Report**  
**January 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amou...</u>
<b>01/20/20:</b>	<b>47205</b>	<b>Edge Analytical Inc</b>	<b>PO # 50209</b>		
01/01/20:	21-45819		Original invoice date 12/31/21	01-General Operating Fund:500-International ...	-383.00
TOTAL					-383.00
<b>01/20/20:</b>	<b>47206</b>	<b>Englund Marine Supply Co I...</b>	<b>PO # 35077</b>		
01/13/20:	990475/6		PO # 35077	01-General Operating Fund:300-Commercial ...	-22.72
TOTAL					-22.72
<b>01/20/20:</b>	<b>47207</b>	<b>Hyak</b>	<b>IT services - MS 365, web filtering, deskto...</b>		
01/18/20:	29839		IT services - MS 365, web filtering, desktop s...	01-General Operating Fund:100- Administration	-159.00
TOTAL					-159.00
<b>01/20/20:</b>	<b>47208</b>	<b>KOPIS</b>	<b>BC Implementation</b>		
12/31/20:	PCINV05018		BC Implementation	01-General Operating Fund:100- Administration	-6,191.25
TOTAL					-6,191.25
<b>01/20/20:</b>	<b>47209</b>	<b>Les Schwab Tire Center Inc</b>	<b>A25-00117/Toyota Forklift</b>		
01/06/20:	72500491706		A25-00117/Toyota Forklift	01-General Operating Fund:700-South Beach	-49.00
TOTAL					-49.00
<b>01/20/20:</b>	<b>47210</b>	<b>MacPherson Gintner &amp; Diaz</b>			
12/31/20:	82200		2522.01 General Business	01-General Operating Fund:100- Administration	-4,500.00
01/01/20:	82199		2522.114 CPT RL-PG	01-General Operating Fund:100- Administration	-587.36
TOTAL					-5,087.36
<b>01/20/20:</b>	<b>47211</b>	<b>MASA - Medical Air Services...</b>	<b>Group B2BPOP/Member ID 2083219/Tucker</b>		
01/01/20:	1169373		January 2022	01-General Operating Fund:100- Administration	-14.00
TOTAL					-14.00

**PON - General Operatind Fund**  
**Accounts Paid Report**  
**January 2022**

Date	Num	Name	Memo	Class	Paid Amou...
<b>01/20/20:</b>	<b>47212</b>	<b>Mobile Modular</b>	<b>Acct - R1028034 - Rent 24x60 WMS Bldg I...</b>		
01/14/20:	2235701		Acct - R1028034 - Rent 24x60 WMS Bldg ID ...	01-General Operating Fund:100- Administration	-877.00
TOTAL					-877.00
<b>01/20/20:</b>	<b>47213</b>	<b>Newport Ace Hardware &amp; Ou...</b>			
01/13/20:	6716/1		PO # 35078	01-General Operating Fund:300-Commercial ...	-28.35
01/13/20:	6717/1		PO # 710476	01-General Operating Fund:700-South Beach	-59.94
TOTAL					-88.29
<b>01/20/20:</b>	<b>47214</b>	<b>Newport News-Times</b>			
12/15/20:	102501 12/15/...		Public Notice/Crab Pot	01-General Operating Fund:100- Administration	-140.00
12/15/20:	INV99773		Fishermen Safe Holiday	01-General Operating Fund:100- Administration	-140.00
12/22/20:	102501 12/22/...		Longfin Seizure Notice	01-General Operating Fund:100- Administration	-140.00
TOTAL					-420.00
<b>01/20/20:</b>	<b>47215</b>	<b>Platt Electric Supply Inc</b>	<b>PO # 35072</b>		
01/06/20:	2J59028		PO # 35072	01-General Operating Fund:300-Commercial ...	-627.83
TOTAL					-627.83
<b>01/20/20:</b>	<b>47216</b>	<b>Sequoia Consulting</b>	<b>Grants - 12/16/21 - Design</b>		
01/17/20:	21		Grants - 12/16/21 - Design	01-General Operating Fund:100- Administration	-250.00
TOTAL					-250.00
<b>01/20/20:</b>	<b>47217</b>	<b>Sierra Springs</b>			
01/08/20:	21798087 010...			01-General Operating Fund:100- Administration	-34.70
TOTAL					-34.70

**PON - General Operatind Fund  
Accounts Paid Report  
January 2022**

Date	Num	Name	Memo	Class	Paid Amou...
<b>01/20/20:</b>	<b>47218</b>	<b>Suburban Propane</b>	<b>ACT # 1568-103903</b>		
01/13/20:	1568-165890		ACT # 1568-103903	01-General Operating Fund:300-Commercial ...	-54.59
TOTAL					-54.59
<b>01/20/20:</b>	<b>47219</b>	<b>Summit Public Relations Str...</b>	<b>Communication support services/Nov-Dec...</b>		
01/12/20:	42		Communication support services/Nov-Dec 20...	01-General Operating Fund:100- Administration	-1,162.50
TOTAL					-1,162.50
<b>01/20/20:</b>	<b>47220</b>	<b>Thompson's Sanitary Servic...</b>			
01/10/20:	12058 2021-12		Trash disposal - Int'l Terminal	01-General Operating Fund:500-International ...	-1,868.60
01/10/20:	13499 2021-12		Trash Compactor - CM Trash disposal	01-General Operating Fund:300-Commercial ...	-3,560.64
01/10/20:	12514 2021-12		Trash disposal - SBOP	01-General Operating Fund:700-South Beach:...	-3,160.87
TOTAL					-8,590.11
<b>01/20/20:</b>	<b>47221</b>	<b>Yaquina Boat Equipment Inc</b>	<b>PO # 710474</b>		
01/11/20:	40758		PO # 710474	01-General Operating Fund:700-South Beach	-67.80
TOTAL					-67.80
<b>01/20/20:</b>	<b>47222</b>	<b>Lincoln County Public Works</b>			
12/31/20:	6266			01-General Operating Fund:300-Commercial ...	-142.50
				01-General Operating Fund:700-South Beach	-141.43
				01-General Operating Fund:500-International ...	-29.49
TOTAL					-313.42
<b>01/20/20:</b>	<b>47223</b>	<b>Special Districts Insurance ...</b>	<b>Monthly health-dental-life insurance</b>		
01/20/20:	Jan Health-De...		Monthly health-dental-life insurance	01-General Operating Fund:100- Administration	-6,243.26
			Monthly health-dental-life insurance	01-General Operating Fund:300-Commercial ...	-5,357.00
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:...	-2,668.64
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:...	-3,576.60
			Monthly health-dental-life insurance	01-General Operating Fund:500-International ...	-1,792.24
TOTAL					-19,637.74

**PON - General Operatind Fund**  
**Accounts Paid Report**  
January 2022

Date	Num	Name	Memo	Class	Paid Amou...
<b>01/20/20:</b>	<b>47224</b>	<b>Robinson, Kody</b>	<b>Reimbursement for office supplies</b>		
01/20/20:	2022 01		Reimbursement for office supplies	01-General Operating Fund:700-South Beach	-278.13
TOTAL					-278.13
<b>01/28/20:</b>	<b>47226</b>	<b>Amazon Capital Services Inc</b>			
01/02/20:	1C79-YV4P-T...		PO # 710445	01-General Operating Fund:700-South Beach	-180.72
01/16/20:	1M9J-4YFD-3...		PO # 10204	01-General Operating Fund:100- Administration	-90.28
01/16/20:	1M7H-VV73-Y...		PO # 35076	01-General Operating Fund:300-Commercial ...	-309.48
01/20/20:	1TMG-W74D-...		PO # 720036	01-General Operating Fund:700-South Beach	-512.00
TOTAL					-1,092.48
<b>01/28/20:</b>	<b>47227</b>	<b>Barrelhead Supply Inc</b>			
01/19/20:	314641		PO # 71484	01-General Operating Fund:700-South Beach	-75.93
01/20/20:	314682		PO # 710485	01-General Operating Fund:700-South Beach	-23.92
TOTAL					-99.85
<b>01/28/20:</b>	<b>47228</b>	<b>Bergerson Construction, Inc.</b>	<b>Job: 21508 PON Swede's Dock</b>		
01/27/20:	222.105		Swede's Dock Emergency Pile Replacement	01-General Operating Fund:300-Commercial ...	-49,800.00
TOTAL					-49,800.00
<b>01/28/20:</b>	<b>47229</b>	<b>Bureau of Labor and Industr...</b>	<b>Prevailing Wage Fee-Project # 3200-21-01 ...</b>		
01/24/20:	PWR-3200-21...		Prevailing Wage Fee-Project # 3200-21-01 A...	01-General Operating Fund:100- Administration	-2,031.00
TOTAL					-2,031.00
<b>01/28/20:</b>	<b>47230</b>	<b>Century Link</b>			
01/05/20:	541-265-4265 ...			01-General Operating Fund:100- Administration	-39.48
01/05/20:	541-574-1053-...		Jan 2022	01-General Operating Fund:100- Administration	-39.48
TOTAL					-78.96

**PON - General Operatind Fund  
Accounts Paid Report  
January 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amou...</u>
<b>01/28/20:</b>	<b>47231</b>	<b>Creditors Collection Service...</b>	<b>Jennifer Swenson #09-60578 R 1/15/22 - R...</b>		
01/15/20:	0960578 R-JS		Jennifer Swenson #09-60578 R 1/15/2022		-24.13
TOTAL					-24.13
<b>01/28/20:</b>	<b>47232</b>	<b>G &amp; K Floors</b>	<b>Jan 2022/Janitorial Services</b>		
01/24/20:	020122		Janitorial Services	01-General Operating Fund:700-South Beach	-2,580.00
TOTAL					-2,580.00
<b>01/28/20:</b>	<b>47233</b>	<b>Mobile Modular</b>	<b>Act # R1028034 10x32 Rent 1/24/22-2/22/22</b>		
01/24/20:	2238936		Act # R1028034 10x32 Rent 1/24/22-2/22/22	01-General Operating Fund:300-Commercial ...	-217.00
TOTAL					-217.00
<b>01/28/20:</b>	<b>47234</b>	<b>Oregon Department of Hum...</b>	<b>028505DHS21 - Swenson, Jennifer</b>		
01/26/20:	028505DNS21		028505DHS21 - Swenson, Jennifer		-287.02
TOTAL					-287.02
<b>01/28/20:</b>	<b>47236</b>	<b>Platt Electric Supply Inc</b>			
01/14/20:	2K22804		PO # 35075	01-General Operating Fund:300-Commercial ...	-47.13
01/14/20:	2J27316		PO # 3507	01-General Operating Fund:300-Commercial ...	-271.10
01/19/20:	2K87429		PO # 720036	01-General Operating Fund:700-South Beach	-35.20
01/19/20:	2K82025		PO # 710482	01-General Operating Fund:700-South Beach	-175.66
TOTAL					-529.09
<b>01/28/20:</b>	<b>47237</b>	<b>Rondys Inc dba Yaquina Ind...</b>	<b>Gear storage lease</b>		
01/25/20:	Lease 2022-02		Gear storage lease	01-General Operating Fund:500-International ...	-2,000.00
TOTAL					-2,000.00

**PON - General Operatind Fund  
Accounts Paid Report  
January 2022**

Date	Num	Name	Memo	Class	Paid Amou...
<b>01/28/20:</b>	<b>47238</b>	<b>T &amp; L Chemical Toilet Service</b>			
01/01/20:	155935		Chemical Toilet Rental:Newport-Bay Front: 1...	01-General Operating Fund:300-Commercial ...	-300.00
01/01/20:	155936		Special Service Toilets, 12/30/21, 1/6, 1/13, 1...	01-General Operating Fund:300-Commercial ...	-240.00
01/01/20:	155937		Chemical Toilet Rental : Marina Store: 12/26/...	01-General Operating Fund:700-South Beach:...	-80.00
01/01/20:	155938		Chemical Toilet Rental: South Beach South R...	01-General Operating Fund:700-South Beach:...	-80.00
01/01/20:	155939		Chemical Toilet Rental Marina & RV Park 12/...	01-General Operating Fund:700-South Beach:...	-80.00
01/01/20:	155940		Chemical Toilet Rental: NIT 12/26/21-1/25/22	01-General Operating Fund:500-International ...	-80.00
01/01/20:	155941		Chemical Toilet Rental SB Marina-Dry Camp/...	01-General Operating Fund:700-South Beach	-80.00
TOTAL					-940.00
<b>01/28/20:</b>	<b>47239</b>	<b>Toyota Industries Commerci...</b>	<b>Debt service - 2017 CM Forklift</b>		
01/01/20:	4003375065		2017 CM Forklift - Principal	01-General Operating Fund:300-Commercial ...	-639.03
			2017 CM Forklift - Interest	01-General Operating Fund:300-Commercial ...	-20.52
TOTAL					-659.55
<b>01/28/20:</b>	<b>47240</b>	<b>Toyota Lift NW</b>	<b>PO # 50214/Invoice date 12/14/21</b>		
01/01/20:	15127230		PO # 50214/Invoice date 12/14/21	01-General Operating Fund:500-International ...	-166.08
TOTAL					-166.08
<b>01/28/20:</b>	<b>47241</b>	<b>Verizon Wireless</b>	<b>Port cell phones and MiFi</b>		
01/12/20:	9897157388		Port cell phones and MiFi	01-General Operating Fund:100- Administration	-215.24
			Port cell phones and MiFi	01-General Operating Fund:300-Commercial ...	-33.44
			Port cell phones and MiFi	01-General Operating Fund:500-International ...	-453.57
			Port cell phones and MiFi	01-General Operating Fund:700-South Beach	-248.75
TOTAL					-951.00
<b>01/28/20:</b>	<b>47242</b>	<b>Wells Fargo Financial Leasing</b>	<b>603-0208292 12/30/21-1/29/22</b>		
01/04/20:	5018361439		603-0208292 Copier Leases - North Office	01-General Operating Fund:100- Administration	-141.50
			603-0208292 Copier Leases - SB Office	01-General Operating Fund:700-South Beach:...	-141.50
TOTAL					-283.00

4:51 PM  
02/14/22

**PON - General Operatind Fund**  
**Accounts Paid Report**  
**January 2022**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amou...</u>
01/28/20:	47243	WHA Insurance Agency Inc			
01/24/20:	835556		Policy #HO22CFT00697701 01/01/21-01/01/2...	01-General Operating Fund:100- Administration	-10,300.00
01/24/20:	835555		Policy #HO22LIA00697702 01/01/22-01/01/2...	01-General Operating Fund:100- Administration	-7,920.00
TOTAL					-18,220.00

**NOAA Lease Revenue Fund  
Check Detail  
January 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amou...</u>
<b>01/27/20</b>	<b>EFT</b>	<b>Central Lincoln PUD</b>	<b>302612069</b>	
01/11/20	302612069...		302612069-01-22 - Electric-Lease Property (...)	-689.99
TOTAL				-689.99
<b>01/06/20</b>	<b>15258</b>	<b>Pioneer Connect</b>	<b>bus-159375</b>	
01/01/20	159375 20...			-178.49
TOTAL				-178.49
<b>01/20/20</b>	<b>15259</b>	<b>Amazon Capital Servi...</b>	<b>A1FGJV116UT7J7</b>	
01/11/20	1TXK-GRV...		PO # 60086	-216.00
TOTAL				-216.00
<b>01/20/20</b>	<b>15260</b>	<b>Central Lincoln PUD</b>	<b>VOID: 302612069</b>	
TOTAL				0.00
<b>01/20/20</b>	<b>15261</b>	<b>Kings III of America ...</b>	<b>NOAA MOC-P 46494</b>	
01/20/20	2143456		Elevator emergency phone connection	-142.20
TOTAL				-142.20
<b>01/20/20</b>	<b>15262</b>	<b>Lincoln County Publi...</b>	<b>Fuel for truck</b>	
12/31/20	6266		Fuel for truck	-32.36
TOTAL				-32.36
<b>01/20/20</b>	<b>15263</b>	<b>Special Districts Insu...</b>		
01/01/20	Jan Health-...			-896.12
TOTAL				-896.12



**NOAA Lease Revenue Fund  
Check Detail  
January 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amou...</u>
<b>01/20/20</b>	<b>15264</b>	<b>Thompsons Sanitary ...</b>		
01/10/20	22644 202...			-424.80
TOTAL				-424.80
<b>01/28/20</b>	<b>15265</b>	<b>AVS Elevator LLC</b>	<b>Qtrly Fire Service Testing</b>	
01/18/20	5436		Qtrly Fire Service Testing	-595.75
TOTAL				-595.75
<b>01/28/20</b>	<b>15266</b>	<b>Bill's Pest Control LLC</b>	<b>2-0111</b>	
01/19/20	21305		Monthly Service	-135.00
TOTAL				-135.00
<b>01/28/20</b>	<b>15267</b>	<b>Platt</b>	<b>10333</b>	
01/14/20	2K37577		PO # 60087	-346.05
01/14/20	2K43629		PO # 60087	-183.36
TOTAL				-529.41
<b>01/28/20</b>	<b>15268</b>	<b>Spiro Landscapes Inc</b>		
01/25/20	00026843			-455.00
TOTAL				-455.00
<b>01/28/20</b>	<b>15269</b>	<b>Verizon Wireless</b>	<b>Phone Charges and Mifi-New equipment</b>	
01/12/20	9897157388		Phone Charges and Mifi	-177.82
TOTAL				-177.82



## **OLD BUSINESS**

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**DATE:** February 17, 2021  
**RE:** Swede's Dock Dredging  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

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### **BACKGROUND**

Bergerson Construction performed additional work at Swede's Dock for the Port so that the dock is better equipped to handle southwesterly winds. The eastern end of the floating dock is now better supported around a piling that fits in the corner between the work shed and the dock itself.

### **DETAIL**

The cost of the additional work was \$1,675. I did not include a contingency on the original funding request, but this relatively small amount is about 3% of the project cost.

### **BUDGET IMPACTS**

We have ample funding in to cover the cost of this minor increase in the pile driving budget for this FY.

### **RECOMMENDATION**

I RECOMMEND A MOTION APPROVING THE GM TO PAY BERGERSON CONSTRUCTION FOR ADDITIONAL WORK ON SWEDE'S DOCK IN THE AMOUNT OF \$1,675.



## **S T A F F   R E P O R T**

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**DATE:**            **18 February, 2022**  
**RE:**               **Draft Budget**  
**TO:**               **Paula Miranda, General Manager**  
**ISSUED BY:**   **Mark A. Brown, Director of Finance and Business Services**

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Included in your commissioner packet is a draft copy of the 2022-2023 budget. This is a preliminary document for your review.

Per budget law, no discussion can take place at this time, this is simply an opportunity for you to preview the budget prior to the budget meeting.

The budget committee should meet in March to discuss, offer the public opportunity for comment, and to approve the budget.

###

Contact: Mark A. Brown, Director of Finance

Telephone: 541-265-7758

Email: mbrown@portofnewport.com

**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS		Actual Amount	Adopted budget	Proposed	Approved Budget
		2020-21	2021-2022	2022-2023	2022-2023
1	Net Working Capital	10,497,516	8,411,288	9,759,209	0
2	Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	8,205,648	7,418,148	7,937,134	0
3	Federal, State and All Other Grants, Gifts, Allocations and Donations	1,050,077	1,057,362	3,237,360	0
4	Revenue from Bonds and Other Debt	0	2,620,000	3,408,000	0
5	Interfund Transfers / Internal Service Reimbursements	0	6,431,701	3,055,095	0
6	All Other Resources Except Current Year Property Taxes	1,105,739	19,150	9,060	0
7	Current Year Property Taxes Estimated to be Received	908,169	1,045,593	934,574	0
8	<b>Total Resources</b>	<b>21,767,150</b>	<b>27,003,242</b>	<b>28,340,432</b>	<b>-</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

9	Personnel Services	1,996,744	2,577,882	2,756,398	
10	Materials and Services	2,266,365	5,124,180	6,491,554	
11	Capital Outlay	3,813,805	5,228,000	8,678,000	
12	Debt Service	3,233,749	3,578,345	3,656,346	
13	Interfund Transfers	112,529	6,925,665	2,868,351	
14	Operating Contingency		846,846	1,170,252	
15	Special Payments	0	0	0	
16	Unappropriated Ending Balance and Reserved for Future Expenditure	6,859,631	2,722,324	2,719,531	
17	<b>Total Requirements</b>	<b>18,282,823</b>	<b>27,003,242</b>	<b>28,340,432</b>	<b>-</b>

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \***

Name of Organizational Unit or Program FTE for that unit or program	Actual Amount 2020-21	Adopted budget 2021-2022	Proposed 2022-2023	Approved Budget 2022-2023
NOAA Lease Revenue	8,375,093	7,075,045	3,683,147	
FTE	1.00	1.00	2.00	2.00
Administration	3,459,134.43	6,985,133	6,773,705	
FTE	8.00	8.00	7.75	8.00
South Beach Operations	2,311,982.00	2,294,606	4,697,345	
FTE	8.00	9.33	9.50	9.33
Commercial Marina Operations	3,375,278.00	3,650,840	3,750,829	
FTE	7.00	7.50	6.00	6.83
International Terminal Operations	507,172.00	1,036,880	4,305,928	
FTE	2.00	2.50	3.00	2.50
Non-Departmental / Non-Program	3,055,417	5,960,738	5,129,478	
FTE		0.00	0.00	0.00
<b>Total Requirements</b>	<b>21,084,077</b>	<b>27,003,242</b>	<b>28,340,432</b>	<b>0</b>
<b>Total FTE</b>	<b>26.0</b>	<b>28.3</b>	<b>28.3</b>	<b>28.7</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

combination of Grant Funds and General Operating Funds.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2020-21	Rate or Amount Imposed This year 2021-2022
Permanent Rate Levy (rate limit 0.0609 per \$1,000)	\$ .0609/1,000	\$ .0609/1,000
Local Option Levy		
Levy For General Obligation Bonds	995,000	855,000

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1.
General Obligation Bonds	\$11,235,000	\$0
Other Bonds	\$15,245,000	\$0
Other Borrowings	\$6,108,535	\$1,920,000
<b>Total</b>	<b>\$32,588,535</b>	<b>\$1,920,000</b>

on 23 June 1998 for the following specified purpose:

Repair and replace Port infrastructure and facilities.

**Facilities Maintenance Reserve Fund**  
(Fund)

**Port of Newport**  
(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2022-23		
Actual		Adopted Budget This Year 2021-22	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2019-20	First Preceding Year 2020-21						
				RESOURCES			
1			1				1
2	261,634	373,116	265,334	2 Working Capital (Accrual Basis)	527,816		2
3			0	3 Previously Levied Taxes Estimated to be Received			3
4				4 <b>Transfers In</b>			4
5	130,200	1,098,916	100,000	5 General Operating Fund	500,000		5
6				6 Facilities Maintenance Fund			6
7				7 NOAA Lease Revenue Fund			7
8				8 Construction Fund			8
9				9 NOAA Capital Maintenance Fund			9
10				10 Bond Debt Fund			10
11	<b>130,200</b>	<b>1,098,916</b>	<b>100,000</b>	11 <b>Total Transfers In</b>	<b>500,000</b>	<b>0</b>	<b>0</b>
				Other Resources			
12	2,243	1,666		12 Interest	500		12
13				13 Grants			
14	<b>2,243</b>	<b>1,666</b>	<b>0</b>	14 <b>Total Other Resources</b>	<b>500</b>	<b>0</b>	<b>0</b>
15	394,077	1,473,698	365,334	15 Total Resources, Except Taxes to be Levied	1,028,316	0	0
16			0	16 Taxes Estimated to be Received	0	0	0
	0						
17	<b>394,077</b>	<b>1,473,698</b>	<b>365,334</b>	17 <b>TOTAL RESOURCES</b>	<b>1,028,316</b>	<b>0</b>	<b>0</b>
				REQUIREMENTS			
18				18 Object Classification			18
19	0		0	19 Materials and Services	0	0	0
20	17,990		0	20 Capital Outlay	0	0	0
21				21			21
22			50,000	22 Operating Contingency			22
23				23 TRANSFERS Out			23
24			315,334	24 General Operating Fund	528,316		24
25				25 Facilities Maintenance Fund			25
26				26 NOAA Lease Revenue Fund			26
27				27 Construction Fund			27
28				28 NOAA Capital Maintenance Fund			28
29				29 Bond Debt Fund			29
30				30 Contingency	0		30
30	376,087	1,473,698		30 Ending Balance (Prior Years)			30
31	0	0	0	31 Reserved for Future Expenditure	0	0	0
32			0	32 Unappropriated Ending Balance	0	0	0
33	<b>394,077</b>	<b>1,473,698</b>	<b>365,334</b>	33 <b>TOTAL REQUIREMENTS</b>	<b>528,316</b>	<b>0</b>	<b>0</b>



**FORM  
LB-10**

**CAPITAL FUND  
RESOURCES AND REQUIREMENTS  
NOAA CAPITAL MAINTENANCE FUND  
(Fund)**

**Port of Newport  
(Name of Municipal Corporation)**

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2022-23			
	Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2019-20	First Preceding Year 2020-21						
				RESOURCES				
1				1 NPT97365				1
2	0	0	0	2 Working Capital (Accrual Basis)	1,888,717			2
3			0	3 Previously Levied Taxes Estimated to be Received	0			3
4				4 <b>Transfers</b>				4
5				5 <b>IN</b>				5
6			206,036	6 General Operating Fund	186,744			6
7				7 Facilities Maintenance Fund				7
8			2,379,445	8 NOAA Lease Revenue Fund				8
9				9 Construction Fund				9
10				10 NOAA Capital Maintenance Fund				10
11				11 Bond Debt Fund				11
12			2,585,481	12 <b>Total Transfers In</b>	186,744			12
13				Interest and Other Resources				13
14	0	0	15,000	14 <b>Interest</b>	5,000			14
15	0	0	0	15 Intergovernmental	0			15
16	0	0	0	16 Grants	0			16
17	0	0	15,000	17 <b>Total Other Resources</b>	0	0	0	17
18	0	0	2,600,481	18 <b>Total Resources, Except Taxes to be Levied</b>	2,080,461	0	0	18
19			0	19 Taxes Estimated to be Received	0	0	0	19
20	0	0		20 Taxes Collected in Year Levied				20
21	0	0	2,600,481	21 <b>TOTAL RESOURCES</b>	2,080,461	0	0	21
				REQUIREMENTS				
22				Object Classification				22
23	0	0	0	23 Materials and Services		0	0	23
24	0	0		24 Capital Outlay				24
25	0		0	25 Contingency				25
26	0			26 Transfers Out to:				26
27				27 Facilities Maintenance Fund				27
28			843,886	28 NOAA Lease Revenue Fund				28
29				29 Construction Fund				29
30				30 NOAA Capital Maintenance Fund				30
31				31 Bond Debt Fund				31
32			700,000	32 General Operating Fund				32
33				33 Contingency	1,039,530			33
34	0	0		34 Ending Balance (Prior Years)				34
35			1,056,595	35 Unappropriated Ending Balance	1,034,531			35
36	0	0	2,600,481	36 <b>TOTAL REQUIREMENTS</b>	2,074,061	0	0	36

**FORM  
LB-20**

**RESOURCES**  
**General Operating Fund**  
(Fund)

**Port of Newport**  
(Name of Municipal Corporation)

Historical Data				RESOURCES	FY 2022-23			
Actual		Adopted Budget This Year 2021-22	Proposed Budget		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2019-20	First Preceding Year 2020-21						By Budget Officer	
1			1				1	
2	<b>4,349,646</b>	<b>5,537,033</b>	<b>4,093,077</b>	2	<b>Working Capital (Accrual Basis)</b>	<b>6,883,958</b>		2
3				3	Previously levied taxes estimated to be received			3
4				4				4
5				5	<b>Transfers In From</b>			5
6		0	315,334	6	Facilities Maintenance Fund	528,316		6
7		0	667,000	7	NOAA Lease Revenue Fund	240,035		7
8		0	1,920,000	8	Construction Fund	1,600,000		8
9	2,725	0		9	NOAA Capital Maintenance Fund	0		9
10				10	Bond Debt Fund	0		10
11	<b>2,725</b>	<b>0</b>	<b>2,902,334</b>	11	<b>Total Transfers In</b>	<b>2,368,351</b>	<b>0</b>	<b>0</b>
12				12				12
13				13	<b>Revenues</b>			13
14				14	<b>Operating Revenues</b>			14
15				15	<b>Administration</b>			15
16	499			16	Lease Revenues			16
17	15,780	38,000	2,000	17	Permit and Misc Revenues	4,000		17
18	<b>16,279</b>	<b>38,000</b>	<b>2,000</b>	18	<b>Total Administration</b>			18
19				19	<b>Newport International Terminal</b>			19
20	145,919	139,994	173,440	20	Lease Revenues	171,000		20
21	173,002	170,431	169,125	21	Moorage	231,715		21
22	531,979	188,220	174,085	22	Hoist Dock Equipment Rental	155,000		22
23		310,676	317,123	23	Hoist Dock Services	335,000		23
24		0	28,812	24	Shipping Terminal	0		24
25	63,461	17,685		25	Misc Revenues	1,800		25
26	<b>914,361</b>	<b>827,006</b>	<b>862,585</b>	26	<b>Total Newport International Terminal</b>	<b>894,515</b>	<b>0</b>	<b>0</b>
27				27	<b>Commercial Marina</b>			27
28	159,715	135,722	164,720	28	Lease Revenues	150,000		28
29	579,217	661,831	569,125	29	Moorage	638,814		29
30	452,565	163,293	136,002	30	Hoist Dock/Equipment Rental	156,174		30
31		348,503	299,106	31	Hoist Dock Services	331,900		31
32	22,313	27,774		32	Misc Revenues	33,400		32
33	<b>1,213,810</b>	<b>1,337,123</b>	<b>1,168,953</b>	33	<b>Total Commercial Marina</b>	<b>1,310,288</b>	<b>0</b>	<b>0</b>
34				34	<b>Recreational Marina</b>			34
35	432,075	442,490	455,000	35	Lease Revenue	462,000		35
36	971,777	1,191,512	980,000	36	Moorage	1,043,700		36
37	884	1,404	1,000	37	Hoist Dock Equipment Rental	1,000		37
38	6,521	14,665	7,610	38	Hoist Dock Services	7,610		38
39			500	39	Misc Revenues	500		39
40	17,457			40	Truck Toll	0		40
41	80,298	118,014	86,100	41	Launch Ramp Revenue/Storage/Parking	120,000		41
42				42				42
43				43	<b>RV Park</b>			43
44	1,029,128	1,356,286	1,150,000	44	Main RV Park Site fees	1,437,663		44
45			43,500	45	Services	22,000		45
46	36,987			46	Surplus Property and Dredge Sales	0		46



47	5,444	288,776	65,000	47	Miscellaneous Revenue	65,000			47
48	<b>2,580,571</b>	<b>3,413,147</b>	<b>2,788,710</b>	48	<b>Total RV Park and Recreational Marina</b>	<b>3,159,473</b>	<b>0</b>	<b>0</b>	48
49	<b>4,779,046</b>	<b>5,632,790</b>	<b>4,822,248</b>	49	<b>Total Fees, Licenses, Permits, Fines, Assessments</b>	<b>5,364,276</b>	<b>0</b>	<b>0</b>	49
50				50					50
51				51	<b>Non-operating Revenues</b>				51
52	<b>54,025</b>	<b>17,514</b>	<b>1,500</b>	52	<b>Interest</b>	<b>2,500</b>			52
53	10,423	2,520		53	<b>Grants and Other</b>				53
54		1,043,257	290,000	54	PD 5 Construction EDA Grant				54
55	21,600		155,162	55	Other Grants	1,910,860			55
56			25,000	56	Expo Center Planning Grant	240,000			56
57			100,000	57	Fillet Tables Grant	27,000			57
58			10,000	58	Terminal Use Planning Grant	30,000			58
59		1,800	2,200	59	SB Annual Grant	2,000			59
60			30,000	60	Derelict Vessel Grant	25,000			60
61			40,000	61	SB Seawall Grant	680,000			61
62			200,000	62	PD 7 Replacement Planning Grants	240,000			62
63		2,500	5,000	63	SDAO safety Grant (SDOA)	2,500			63
64			200,000	64	RV Park Annex Planning and Design	75,000			64
65	0	0		65	Capital Contributions	0			65
66	<b>32,023</b>	<b>1,050,077</b>	<b>1,057,362</b>	66	<b>Total Grants, Capital and other</b>	<b>3,232,360</b>	<b>0</b>	<b>0</b>	66
67				67					67
68				68	<b>Debt Funding</b>				68
69	0	0		69	<b>Loan Proceeds</b>				69
70				70	Other Loans	1,808,000			70
71			700,000	71	S Beach load Centers				71
72				72	Loan for New Buidling				72
73				73	Forklift lease for Commercial Marina				73
78	<b>0</b>	<b>0</b>	<b>700,000</b>	78	<b>Total from Bonds and Other Debt</b>	<b>1,808,000</b>	<b>0</b>	<b>0</b>	78
79		6,700,381		79					79
80	<b>9,217,465</b>	<b>12,237,414</b>	<b>13,576,521</b>	80	<b>Total resources, except taxes to be levied</b>	<b>19,659,445</b>	<b>0</b>	<b>0</b>	80
81			115,984	81	Taxes estimated to be received	125,000			81
82		116,346		82	Taxes collected in year levied				82
83	<b>7,027,739</b>	<b>12,353,760</b>	<b>13,692,505</b>	83	<b>TOTAL RESOURCES</b>	<b>19,784,445</b>	<b>0</b>	<b>0</b>	83

Historical Data				RESOURCES	FY 2022-23		
Actual		Adopted Budget This Year 2021-22	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2019-20	First Preceding Year 2020-21						
				<b>RESOURCES</b>			
1			1				
2	4,635,270	4,899,970	3,907,713	2 Working Capital (Accrual Basis)	341,241		
3	0		0	3 Previously Levied Taxes Estimated to be Received			
4	2,536,568	2,572,858	2,595,900	4 Lease Revenue	2,572,858		
5				5 <b>Transfers In</b>			
6			843,886	6 NOAA Capital Maintenance Fund			
7	0	0	843,886	7 <b>Total Transfers In</b>	0	0	0
				<b>Other Resources</b>			
8	80,711	33,593	2,500	8 Interest	6,000		
9	1,808			9 Grants and Other			
10	82,519	33,593	2,500	10 <b>Total Other Resources</b>	0	0	0
11	0	0	0	11 Revenue Bond Proceeds			
12	7,254,357	7,506,421	7,349,999	12 <b>Total Resources, Except Taxes to be Levied</b>	2,920,099	0	0
13			0	13 Taxes Estimated to be Received			
14	0	0		14 Taxes Collected in Year Levied			
15	7,254,357	7,506,421	7,349,999	15 <b>TOTAL RESOURCES</b>	2,920,099	0	0

REQUIREMENTS SUMMARY

General Operating Fund  
(Fund)

Port of Newport  
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION For Administration - Unallocated	FY 2022-23							
Actual		Adopted Budget This Year 2021-22		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2019-20	First Preceding Year 2020-21										
			<b>PERSONNEL SERVICES</b>								
1	524,540	579,801	627,122	1	Permanent Staff Wages and Salaries	7.75	680,050			1	
2	0		0	2	Seasonal Staff	-	-			2	
3	3,466	802	7,218	3	Overtime		769			3	
4	43,195	54,073	53,878	4	Payroll Tax Expense		59,304			4	
5	105,185	47,173	106,242	5	PERS - Retirement		113,697			5	
6	61,972	71,521	97,440	6	Health Insurance		105,369			6	
7	8,934	12,350	6,092	7	Workers' Compensation Insurance		7,290			7	
8	6,169	907	8,781	8	Employee Incentives and Other		12,342			8	
9	4,428	2,575	8,167	9	HRA and Other					9	
10	5,703		0	10	Relocation		-			10	
11	0			11			-			11	
12	<b>763,592</b>	<b>769,202</b>	<b>914,940</b>	12	<b>TOTAL PERSONNEL SERVICES</b>		<b>978,821</b>	<b>0</b>		<b>0</b>	12
13	<b>7.0</b>		<b>8.0</b>	13	<b>Total full-time equivalent (FTE)</b>		<b>7.75</b>	<b>7.75</b>		<b>7.75</b>	13
			<b>MATERIALS AND SERVICES</b>								
14	177,519	197,593	85,880	14	Insurance		285,250			14	
15	86,294	74,449	449,700	15	Professional Services	36-48	461,800			15	
16	3,723	9,693	10,363	16	Marketing and Promotion		11,000			16	
17	28,214	26,930	33,000	17	Dues and Subscriptions		36,436			17	
18	12,136	7,702	20,000	18	Training and Education		26,000			18	
19	17,052	150	2,000	19	Travel		7,000			19	
20	33,883	44,197	74,868	20	Office and Admin Expense	14	166,600			20	
21		0	8,240	21	Bad Debt Expense		-			21	
22	2,606	2,665	6,868	22	Licenses and Permit Fees		7,033			22	
23	12,749	13,593	39,008	23	Utilities		32,398			23	
24	51,801	91,309	109,100	24	Contract and Support Services		119,800			24	
25	2,694	-1,314	6,700	25	Repairs and Maintenance		6,100			25	
26		936	0	26	Equipment					26	
27	5,252	4,224	7,396	27	Materials and Operating Supplies		9,800			27	
28	16,017	11,099	1,700	28	DSL and State Land Fees		1,000			28	
29	13,128	11,817	8,064	29	Building and Land Leases		6,500			29	
30			500	30	Grant Expenses		3,500			30	
31	600	933	5,000	31	Misc Expenses		5,500			31	
32	<b>463,668</b>	<b>495,976</b>	<b>868,387</b>	32	<b>TOTAL MATERIALS AND SERVICES</b>		<b>1,185,717</b>	<b>0</b>		<b>0</b>	32
			<b>CAPITAL OUTLAY</b>								
33	0	144,156	0	33	<b>Capital Outlay</b>					33	
34	0		2,400,000	34	Buildings		1,600,000			34	
35	0	0	5,000	35	Equipment/IT/Vehicles	18	25,000			35	
36	0	0	20,000	36	Other		-			36	
37				37	Docks and Piers		-			37	
38				38						38	
39				39						39	
40	<b>0</b>	<b>144,156</b>	<b>2,425,000</b>	40	<b>TOTAL CAPITAL OUTLAY</b>		<b>1,625,000</b>	<b>0</b>		<b>0</b>	40
			<b>0 DEBT SERVICE AND TRANSFERS</b>								
41	0	0	0	41	<b>Principal</b>					41	
42	205,000	210,000	215,000	42	2013 Full faith and credit		225,000			42	
43	5,305	5,623	32,611	43	State Loan L100012		-	-	-	43	
44	64,304	66,414	68,275	44	State Loan Q10001		70,352			44	
45	123,460	128,238	133,200	45	State Loan L120005		135,355			45	
46	0		196,436	46	SB Load Centers - Intrafund		180,344			46	

47	40,000	25,000	25,000	47	OR Loan 6554101		25,000			47
48	0	52,299	54,200	48	First Interstate Bank Loan		56,155			48
49	25,704			49	Oregon Coast Bank		-			49
50	583			50	2013 Toyota Forklift		-	0	0	50
50	6,962	7,300	7,654	50	2017 CM Forklift		2,000			50
51	10,422	11,026	11,740	51	2017 NIT Forklift		5,500			51
52	0			52	Building loan 810K		52,863			52
53				53	Building loan 950K		61,999			53
53	47,050	29,950	29,950	53	Oregon Brewing Company MUA Loan		29,950			53
54	11,307		0	54	City of Newport SDC		-	-	-	54
55	0		0	55						55
55	0		10,978	55	CM New 2021 forklift		-			55
56	0		0	56	Contingency					56
57	<b>540,097</b>	<b>535,850</b>	<b>785,044</b>	57	<b>Subtotal Principal</b>		<b>844,518</b>	<b>0</b>	<b>0</b>	57
					<b>Interest</b>					
58	82,608	74,822	68,983	58	2013 Full faith and credit		61,257			58
59	2,215	1,701	1,559	59	State Loan L100012		-	-	-	59
60	29,296	27,186	25,325	60	State Loan Q10001		23,248			60
61	94,752	89,559	85,011	61	State Loan L120005		79,856			61
62	0		9,600	62	SB Load Centers - Intrafund		6,400			62
63	0	0	0	63	OR Loan 6554101			0	0	63
64	0	8,965	7,064	64	First Interstate Bank Loan		5,109			64
65	17,591	0	0	65	Oregon Coast Bank		-	0	-	65
66	304	0	0	66	2013 Toyota Forklift		-	0	0	66
67	953	615	261	67	2017 CM Forklift		15			67
68	1,890	1,286	572	68	2017 NIT Forklift		100			68
69	0			69	Building loan 810K		34,638			69
70				70	Building Loan 950K		21,375			70
70	0		1,400	70	Oregon Brewing Company MUA Loan		-			70
71	4,999		0	71	City of Newport SDC			0	-	71
72	0		0	72	0			0	-	72
73	0		1,334	73	CM New 2021 forklift					73
74	0		0	74						74
75	<b>234,608</b>	<b>204,134</b>	<b>201,109</b>	75	<b>Subtotal Interest</b>		<b>231,998</b>	<b>0</b>	<b>0</b>	75
76	<b>774,705</b>	<b>739,984</b>	<b>986,153</b>	76	<b>Total Debt Service</b>		<b>1,076,516</b>	<b>0</b>	<b>0</b>	76
					<b>Transfers</b>					
77				##	<b>OUT TO</b>					
78	130,200	109,816	100,000	78	Facilities Maintenance Fund		500,000	0	-	77
79				79	NOAA Lease Revenue Fund					79
80				80	Construction Fund					80
81				81	NOAA Capital Maintenance Fund					81
82				82	Bond Debt Fund		-			82
83	<b>130,200</b>	<b>109,816</b>	<b>100,000</b>	83	<b>Total Transfers Out</b>		<b>500,000</b>	<b>0</b>	<b>-</b>	83
84				84						84
85			488,153	85	Operating Contingency		107,651			85
86	<b>130,200</b>	<b>109,816</b>	<b>588,153</b>	86	<b>Total Transfers and Contingencies</b>		<b>607,651</b>	<b>0</b>	<b>0</b>	86
87	3,686,721	1,200,000		87	Ending balance					87
88			1,202,500	88	Unappropriated Ending Balance		1,300,000			88
89	<b>5,818,886</b>	<b>3,459,134</b>	<b>6,985,133</b>	89	<b>TOTAL REQUIREMENTS</b>		<b>6,773,705</b>	<b>0</b>	<b>0</b>	89

REQUIREMENTS SUMMARY  
General Operating Fund  
(Fund)

Port of Newport  
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR: <b>South Beach</b>	FTE	FY 2022-23					
Actual		Adopted Budget This Year 2021-22			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2019-20	First Preceding Year 2020-21									
				PERSONNEL SERVICES						
1	295,129	356,259	388,919	1	Permanent Staff Wages and Salaries	9.00	458,020			1
2	0	18,676	53,745	2	Seasonal Staff	0.50	19,552			2
3	9,092	5,841	17,424	3	Overtime		5,023			3
4	26,992	35,993	41,233	4	Payroll Tax Expense		45,472			4
5	24,458	27,373	67,731	5	PERS - Retirement		73,512			5
6	64,818	66,843	97,440	6	Health Insurance		122,364			6
7	11,345	14,507	19,267	7	Workers' Compensation Insurance		25,764			7
8	0	290	15,956	8	Employee Incentives and Other		3,300			8
9	67	849	4,844	9	HRA and Other		1,938			9
10	0			10						10
11	<b>431,901</b>	<b>526,631</b>	<b>706,559</b>	11	<b>TOTAL PERSONNEL SERVICES</b>		<b>754,945</b>	<b>0</b>	<b>0</b>	11
12	<b>8.0</b>	<b>8.0</b>	<b>9.33</b>	12	<b>Total full-time equivalent (FTE)</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	12
				MATERIALS AND SERVICES						
13	6,054	6,078	34,300	13	Insurance					13
14	0	1,593	310,000	14	Professional Services	6,22,49	280,000			14
15	7,294	9,604	9,200	15	Marketing and Promotion		12,000			15
16	500	107	0	16	Dues and Subscriptions		600			16
17	2,751	749	4,000	17	Training and Education		2,500			17
18	810	0	1,000	18	Travel		800			18
19	63,674	72,750	95,939	19	Office and Admin Expense		56,100			19
20		0	8,000	20	Bad Debt Expense		20,000			20
21	3,356	2,544	3,500	21	Licenses and Permit Fees		8,000			21
22	299,047	328,231	326,924	22	Utilities		350,100			22
23				23	Dredging		0			23
24	144,305	111,236	89,921	24	Contract and Support Services		243,700			24
25	56,586	87,243	219,550	25	Repairs and Maintenance		226,500			25
26	2,535	13,045	12,500	26	Equipment		12,800			26
27	30,295	49,202	65,713	27	Materials and Operating Supplies		68,700			27
28			0	28	Shipping Expenses - ILWU Wages (Billed to Ships)		0			28
29	375	12,812	15,000	29	DSL and State Land Fees		15,600			29
30				30	Building and Land Leases		0			30
31	361	2,218	2,500	31	Grant Expenses		0			31
32	11,208	15,005	30,000	32	Misc expenses		35,000			32
33	<b>629,151</b>	<b>712,417</b>	<b>1,228,047</b>	33	<b>TOTAL MATERIALS AND SERVICES</b>		<b>1,332,400</b>	<b>0</b>	<b>0</b>	33
				CAPITAL OUTLAY						
34				34	Buildings	2,23,27	395,000			34
35			150,000	35	Equipment/IT/Vehicles	19,29	50,000	0		35
36	88,783	1,072,934	30,000	36	Other	21,28,30,3 1,55	525,000			36
37			180,000	37	Docks and Piers	4,9,25	1,640,000			37
38				38						38
39	<b>88,783</b>	<b>1,072,934</b>	<b>360,000</b>	39	<b>TOTAL CAPITAL OUTLAY</b>		<b>2,610,000</b>	<b>0</b>	<b>0</b>	39
40	<b>1,149,835</b>	<b>2,311,982</b>	<b>2,294,606</b>	40	<b>TOTAL REQUIREMENTS</b>		<b>4,697,345</b>	<b>0</b>	<b>0</b>	40



**REQUIREMENTS SUMMARY**

**General Operating Fund**  
(Fund)

**Port of Newport**  
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: <b>International Terminal</b>	FY 2022-23			
Actual		Adopted Budget This Year 2021-22	FTE		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2019-20	First Preceding Year 2020-21							
<b>PERSONNEL SERVICES</b>								
1	105,970	118,493	124,531	1 Permanent Staff Wages and Salaries	3.00	182,812	1	
2	0	18,904	20,228	2 Seasonal Staff	-	0	2	
3	7,667	2,737	5,492	3 Overtime		3,680	3	
4	10,528	13,079	13,483	4 Payroll Tax Expense		17,381	4	
5	6,137	7,443	21,267	5 PERS - Retirement		30,107	5	
6	15,033	20,054	24,360	6 Health Insurance		40,788	6	
7	3,348	6,435	8,264	7 Workers' Compensation Insurance		13,223	7	
8	0		2,027	8 Employee Incentives and Other		1,110	8	
9			5,356	9 HRA and Other		612	9	
10	0			10 Contingency			10	
11	<b>148,683</b>	<b>187,145</b>	<b>225,008</b>	<b>11 TOTAL PERSONNEL SERVICES</b>		<b>289,713</b>	<b>0</b>	
12	<b>2.0</b>	<b>2.0</b>	<b>2.50</b>	<b>12 Total full-time equivalent (FTE)</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	
					Notes			
13			16,700	13 Insurance			13	
14			80,000	14 Professional Services	5,10,12, 13,20	535,000	14	
15	0	245	0	15 Marketing and Promotion		500	15	
16	873		2,000	16 Dues and Subscriptions		1,000	16	
17	12	1,249	1,000	17 Training and Education		1,300	17	
18	1,434		1,948	18 Travel		150	18	
19	4,924	7,005	1,000	19 Office and Admin Expense		7,250	19	
20				20 Bad Debt Expense		2,500	20	
21	5,154	1,257	8,200	21 Licenses and Permit Fees		4,500	21	
22	53,229	59,446	54,736	22 Utilities		63,515	22	
23				23 Dredging	34	400,000	23	
23	34,637	26,062	299,695	23 Contract and Support Services		40,000	23	
24	20,942	69,088	29,943	24 Repairs and Maintenance	52	45,000	24	
25	11,271	4,624	10,455	25 Equipment		6,500	25	
26	11,311	10,071	16,195	26 Materials and Operating Supplies		13,000	26	
27	0	0	10,000	27 Shipping Expenses - ILWU Wages (Billed to Ships)		10,000	27	
28	21,837	41,269	30,000	28 DSL and State Land Fees		26,000	28	
29	24,000	22,000	20,000	29 Building and Land Leases		26,000	29	
30				30 Grant Expenses			30	
31				31 Misc expenses			31	
32	<b>189,624</b>	<b>242,316</b>	<b>581,872</b>	<b>32 TOTAL MATERIALS AND SERVICES</b>		<b>1,182,215</b>	<b>0</b>	
<b>CAPITAL OUTLAY</b>								
33				33 <b>Capital Outlay</b>			33	
34				34 Buildings		0	34	
35				35 Equipment/IT/Vehicles	17,32	2,525,000	35	
36		77,711	230,000	36 Other	57	309,000	36	
37				37 Docks and Piers		0	37	
38	<b>0</b>	<b>77,711</b>	<b>230,000</b>	<b>38 TOTAL CAPITAL OUTLAY</b>		<b>2,834,000</b>	<b>0</b>	
39	<b>338,307</b>	<b>507,172</b>	<b>1,036,880</b>	<b>39 TOTAL REQUIREMENTS</b>		<b>4,305,928</b>	<b>0</b>	

**REQUIREMENTS SUMMARY**

**NOAA Lease Fund**  
(Fund)

**Port of Newport**  
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: <b>NOAA Lease</b>		FY 2022-23			
Actual			Adopted Budget This Year 2021-22			FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2019-20	First Preceding Year 2020-21								
				<b>PERSONNEL SERVICES</b>					
1	62,101	78,649	127,650	1	Permanent Staff Wages and Salaries	2.00	141,378		1
2			0	2	Seasonal Staff		0		2
3	0		5,991	3	Overtime		769		3
4	5,383	7,221	11,850	4	Payroll Tax Expense		12,995		4
5	7,185	4,791	21,682	5	PERS - Retirement		22,910		5
6	14,726	10,027	24,360	6	Health Insurance		27,192		6
7	3,316	5,538	7,329	7	Workers' Compensation Insurance		10,088		7
8	0	100	1,787	8	Employee Incentives and Other		750		8
9			4,395	9	HRA and Other		408		9
10	0			10	Contingency				10
11	<b>92,710</b>	<b>106,326</b>	<b>205,044</b>	11	<b>TOTAL PERSONNEL SERVICES</b>		<b>216,490</b>	<b>0</b>	<b>0</b>
12			<b>2.00</b>	12	<b>Total full-time equivalent (FTE)</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
				<b>MATERIALS AND SERVICES</b>		Notes			
13	131,161	152,042	166,757	13	Insurance		182,472		13
14	11,606	31,184	66,500	14	Professional Services	57	103,410		14
15	0			15	Marketing and Promotion				15
16	2,939	3,124		16	Dues and Subscriptions		3,000		16
17	513	350	1,500	17	Training and Education		500		17
18	0	0		18	Travel		1,000		18
19	16,851	846	1,400	19	Office and Admin Expense		5,076		19
20	805	2,411	1,000	20	Licenses and Permit Fees		7,000		20
21	17,385	15,296	18,200	21	Utilities		11,389		21
22	54,969	61,440	134,500	22	Contract and Support Services		50,150		22
23	0	475	750,000	23	Dredging	58	740,000		23
24	2,042	806	2,200	24	Equipment		2,000		24
25	14,188	27,381	15,700	25	Materials and Operating Supplies		8,650		25
26	10,199	10,504	10,608	26	DSL and State Land Fees		11,175		26
27	0			27	Building and Land Leases				27
28	<b>262,658</b>	<b>305,859</b>	<b>1,168,365</b>	28	<b>TOTAL MATERIALS AND SERVICES</b>		<b>1,125,822</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>					
29				29	<b>CAPITAL OUTLAY</b>				29
30			325,000	30	Buildings	61	20,000		30
31				31	Equipment/IT/Vehicles		0		31
32	14,961	60,963	41,000	32	Other	60	10,000		32
33	69,972			33	Docks and Piers		10,000		33
34				34					34
35	<b>84,933</b>	<b>60,963</b>	<b>366,000</b>	35	<b>TOTAL CAPITAL OUTLAY</b>		<b>40,000</b>	<b>0</b>	<b>0</b>
				<b>DEBT SERVICE AND TRANSFERS</b>					
36	995,000	1,290,000	1,320,022	36	Principal		1,350,000		36
37	845,722	457,791	440,928	37	Interest		410,800		37
38	<b>1,840,722</b>	<b>1,747,791</b>	<b>1,760,950</b>	38	<b>Total Debt Service</b>		<b>1,760,800</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS OUT</b>					
39	2,724	2,713	667,000	39	General Operating Fund		240,035		39



40			0	40	Facilities Maintenance Fund					40
41	0	0	2,379,445	41	NOAA Capital Maintenance Fund					41
42				42	Bond Debt Fund					42
43				43	Construction Fund					43
44	<b>2,724</b>	<b>2,713</b>	<b>3,046,445</b>	44	<b>Total Transfers</b>		<b>240,035</b>	<b>0</b>	<b>0</b>	44
45	0	0	278,241	45	Operating Contingency					45
46	<b>2,724</b>	<b>2,713</b>	<b>3,324,686</b>	46	<b>Total Transfers and Contingencies</b>		<b>240,035</b>	<b>0</b>	<b>0</b>	46
47	6,091,345	0		47	Ending Fund Balance					47
48				48	Reserved for future Use		0	0	0	48
49			250,000	49	Unappropriated Ending Balance		300,000			49
50	<b>8,375,093</b>	<b>2,223,652</b>	<b>7,075,045</b>	50	<b>TOTAL REQUIREMENTS</b>		<b>3,683,147</b>	<b>0</b>	<b>0</b>	50

**BONDED DEBT  
RESOURCES AND REQUIREMENTS**

**Bonded Debt Fund**

(Fund)

**Bond Debt Payments are for:**

- Revenue Bonds or
- General Obligation Bonds

**Port of Newport**

(Name of Municipal Corporation)

Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	FY 2022-23						
Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2019-20	First Preceding Year 2020-21									
1			1	<b>Resources</b>		1				
2			2			2				
3	448,519	(325,674)	114,712	3	Working Capital (Accrual Basis)	104,406	3			
4	29,630	20,027	0	4	Previously Levied Taxes to be Received	0	4			
5		376	150	5	Interest	50	5			
6	0	0	0	6	Transfers In	0	6			
7				7	Transfers out	0	7			
8				8	Proceeds from Refunding Bonds	0	8			
9	<b>478,149</b>	<b>(305,271)</b>	<b>114,862</b>	9	<b>Total Resources, Except Taxes to be Levied</b>	<b>104,456</b>	<b>0</b>	<b>0</b>	9	
10			929,609	10	Taxes estimated to be received	809,574			10	
11	718,567	771,796		11	Taxes Collected in Year Levied				11	
12	<b>1,196,716</b>	<b>466,525</b>	<b>1,044,471</b>	12	<b>TOTAL RESOURCES</b>	<b>914,030</b>	<b>0</b>	<b>0</b>	12	
					<b>Requirements</b>					
					<b>Bond Principal Payments</b>					
					Bond Issue	Budgeted Payment Date				
13	70,000	70,000	0	13	2011	January 1	0	0	13	
14	280,000	285,000	295,000	14	2016	January 1, 2023	310,000		14	
15		50,000	115,000	15	2019	January 1, 2023	110,000		15	
16				16					16	
17	<b>350,000</b>	<b>405,000</b>	<b>410,000</b>	17	<b>Total Principal</b>		<b>420,000</b>	<b>0</b>	<b>0</b>	17
					<b>Bond Interest Payments</b>					
				0	Bond Issue	Budgeted Payment Date			0	
18	265,000	1,400	0	18	2011	July 1 and January 1	0		18	
19	266,000		124,425	19	2016 GOB	July 1, 2023	118,525		19	
20		253,104	124,425	20	2016 GOB	January 1, 2023	112,325		20	
21	0		85,946	21	2019 GOB	July 1, 2023	83,477		21	
22	0	86,470	86,446	22	2019 GOB	January 1, 2023	84,703		22	
23				23					23	
24	<b>531,000</b>	<b>340,974</b>	<b>421,242</b>	24	<b>Total Interest</b>		<b>399,030</b>	<b>0</b>	<b>0</b>	24
##	<b>881,000</b>	<b>745,974</b>	<b>831,242</b>	25	<b>Total Debt Service</b>		<b>819,030</b>		##	
##				26	Contingency		10,000		26	
27	315,716	(279,449)		27	Ending Balance (Prior Years)				27	
28			213,229	28	Unappropriated Ending Balance		85,000	0	0	28
29	0	0	0	29	Payment to Refunded Bond Escrow Agent		0	0	0	29
30	<b>1,196,716</b>	<b>466,525</b>	<b>1,044,471</b>	30	<b>TOTAL REQUIREMENTS</b>		<b>914,030</b>	<b>0</b>	<b>0</b>	30

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

# FORM LB-50 2021-2022

To assessor of Lincoln County

Check here if this is  
an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Port of Newport has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Lincoln County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>600 SE Bay Boulevard</u>	<u>Newport</u>	<u>OR</u>	<u>97365</u>	
Mailing Address of District	City	State	ZIP code	Date
<u>Mark A. Brown</u>	<u>Director of Finance</u>	<u>541-265-7758</u>	<u>dirfin@portofnewport.com</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TOTAL PROPERTY TAX LEVY**

		<b>Subject to General Government Limits Rate -or- Dollar Amount</b>	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.0609	
2. Local option operating tax . . . . .	2		
3. Local option capital project tax . . . . .	3		
4. Levy for pension and disability obligations . . . . .	4		
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.		<b>Excluded from Measure 5 Limits Dollar Amount of Bond Levy</b>
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.	810,000	
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.	<b>810,000</b>	

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	0.0609	
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7		
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8		

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)

**RESOLUTION No. 2022-XX**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Port of Newport Commission hereby adopts the budget for the fiscal year 2020-2021 in the total amount of \$25,620,901.\*

This budget is now on file at **600 S.E Bay Blvd** in Newport, Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<b><u>General Operating Fund</u></b>		<b><u>NOAA Lease Revenue Fund</u></b>	
Personnel Services	\$ 2,539,908	Personnel Services	216,490
Materials and Services	5,365,732	Materials and Services	1,125,822
Capital Outlay	8,638,000	Capital Outlay	40,000
Debt Service	1,076,516	Debt Service	1,760,800
Contingency & Transfers	607,651	Contingency & Trans	240,035
<b>Total</b>	<b>18,227,807</b>	<b>Total</b>	<b>3,383,147</b>
<b><u>Bonded Debt Fund</u></b>		<b><u>Capital Maintenance Fund NOAA</u></b>	
Debt Service	819,030	Transfers Out.....	0
<b><u>Facilities Maintenance Fund</u></b>		Contingency.....	1,039,530
Transfers	528,316	<b>Total.....</b>	<b>\$1,039,530</b>
Contingency	50,000		
<b>Total.....</b>	<b>578,316</b>		
<b><u>Construction Fund</u></b>			
Transfers	1,600,000		
Contingency	30,452		
<b>Total.....</b>	<b>1,630,452</b>		
<b>Total.....</b>	<b>21,255,605</b>	<b>Total.....</b>	<b>4,422,677</b>

**TOTAL ADOPTED BUDGET . . . \$25,620,901\***

*(\*amounts with asterisks must match)*

**RESOLUTION IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022-2023.

(1) At the rate of \$ .0609 per \$1000 of assessed value for permanent rate tax;

(3) In the amount of \$810,000 for debt service on general obligation bonds;

**RESOLUTION CATEGORIZING THE TAX**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the General Government Limitation**

Permanent Rate Tax..... \$ .0609/\$1,000  
 Local Option Tax.....\$ \_\_\_\_\_ OR \$ \_\_\_\_\_/\$1,000

**Excluded from Limitation**

General Obligation Bond Debt Service.....\$ 810,000

The above resolution statements were approved and declared adopted on 26 May, 2020.

X \_\_\_\_\_  
 James Burke, Vice-President

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

Note	Area	Where in budget		Total Fund	Grant Funds	Loan	Brief Description
1	CM	Prof Services	Federal Channel Planning (50/50)	400,000	No	No	Planning that deepens the channel at the Commercial Marina
2	SB	Buildings	Office Space	35,000	No	No	Adding office space in the south beach operations center that will allow the Harbormaster to hold confidential meetings
3	CM	Equipment/IT/Vehicles	Forklift	50,000	No	No	The Current forklift is at it's end of life and needs replacement
4	SB	Docks and Piers	Seawall Service Dock	180,000	No	No	The Service wall dock is not usable, after the seawall is rebuilt, rebuilding the Service dock will add revenue to South Beach
5	NIT	Prof Services	Use Planning	30,000	Yes	No	Determine the types of users for the International Terminal, that will allow the Port to export/import
6	SB	Prof Services	RV Park Annex	150,000	Yes	No	The Annex is beginning to show it's age, Parts of the Park have had to shut down for major repairs. This project is planning a new design for the RV Park.
7	CM	Docks and Piers	PD 5 Interim Improvements	500,000	No	No	This is to keep Port Dock 5 in a state that it will continue to function
8	CM	Docks and Piers	PD 7 Interim Improvements	348,000	No	No	This is to keep Port Dock 7 in a state that it will continue to function
9	SB	Docks and Piers	Rogue Seawall Repair	1,360,000	Yes	No	The hope is to have this fully funded by the state. This would ensure that the wall will support the Rogue brewery structure into the future
10	NIT	Prof Services	9 Acre grading	100,000	No	No	
11	NIT	Other	Asphalt for storage	234,000	No	No	By having the Asphalt at NIT, the Port will no longer have to lease property, saving 2,000 per month.
12	NIT	Prof Services	Beneficial Project	50,000	No	No	This is a contractual obligation
13	NIT	Prof Services	Sand Pile move	125,000	No	No	This is a contractual obligation
14	AD	Buildings	Port Admin Building	1,600,000	No	Yes	Not all of the expenses for the building will have been submitted in the current fiscal year, this is a high estimate.
15	CM	Prof Services	343 SW Bay Blvd removal	200,000	No	No	In the case the City requires removal of the docks and landing this has been included in the budget.
16	CM	Equipment/IT/Vehicles	Truck	25,000	No	No	Many Port vehicles are under consideration for replacement
17	NIT	Equipment/IT/Vehicles	Truck	25,000	No	No	Many Port vehicles are under consideration for replacement
18	AD	Equipment/IT/Vehicles	Truck	25,000	No	No	Many Port vehicles are under consideration for replacement
19	SB	Equipment/IT/Vehicles	Truck	25,000	No	No	Many Port vehicles are under consideration for replacement
20	NIT	Prof Services	Assessment of RORO pilings	230,000	No	No	The old pilings at the International Terminal needs to be inspected to determine any necessary repair work
21	SB	Other	Repair of Outfall	230,000	No	No	The outfall has needed repair for some time, delaying the repair may increase the cost of repairs in the future.

Note	Area	Where in budget		Total Fund	Grant Funds	Loan	Brief Description
22	SB	Prof Services	Demolish unsafe Buildings	100,000	No	No	Some buildings in South Beach are in poor condition and are not repairable, this eliminates the danger and risk associated with these buildings
23	SB	Buildings	Rebuild Buildings for tenant	260,000	No	Yes	Build a new building to a tenant's specifications
24	CM	Buildings	CM Shop Office	30,000	No	No	Add an area to the shop that can be used for an office by the Harbormaster
25	SB	Docks and Piers	Endtie replacement	100,000	No	No	
26	CM	Docks and Piers	Piling replacement	100,000	No	No	
27	SB	Buildings	Gutter Replacement - Rogue Building	100,000	No	No	Failure to replace the gutters may result in damage to other parts of the facility, causing more expensive repairs
28	SB	Other	RV Park Privacy Fence	25,000	No	No	Add a fence to the North Side of the main RV park to keep, this should help assure that no one from the Marina parking area walks through the campsites
29	SB	Equipment/IT/Vehicles	Gater	25,000	No	No	The gater in South Beach is at it's end of life, this is used to haul equipment and materials
30	SB	Other	Washdown	50,000	No	No	Repair the Blacktop in the washdown area of South Beach
31	SB	Other	Fillet Tables	130,000	Yes	No	Purchase additional fillet tables for South Beach to alleviate overcrowding
32	NIT	Equipment/IT/Vehicles	NIT Crane replacement Building	2,500,000	Yes	No	Add a building at NIT to store equipment and export
33	CM	Equipment/IT/Vehicles	Crane replacement	160,000	Yes	No	The Crane at NIT is running at full capacity, purchase a large crane to alleviate the stress off the current equipment
34	NIT	Dredging	Dredging	400,000	No	No	Certain areas are in need of dredging in order to maintain an appropriate channel depth.
35	NOAA	Dredging	Dredging	740,000	No	No	Certain areas are in need of dredging in order to maintain an appropriate channel depth.
36	AD	Prof Services	Campbell Lawsuit	10,000	No	No	We anticipate settling or paying out, this is the deductible
37	AD	Prof Services	Removal of PON Admin Building	12,000	No	No	We anticipate there will some cost associated with the moving of the temporary facility.
38	AD	Prof Services	GIS Software	30,000	No	No	Software that will allow us to map out the location of all underground utility and support networks
39	AD	Prof Services	State of the Port - Review Facilities	60,000	No	No	Allows the Port to pick a specific area and hire appropriate vendor to perform an inspection to determine the life expectancy.
40	AD	Prof Services	Audit & Accounting	46,000	No	No	
41	AD	Prof Services	Legal	25,000	No	No	
42	AD	Prof Services	Other	13,000	No	No	
43	AD	Prof Services	Strategic Business Plan	10,000	Yes	No	Begin rewriting of the strategic Business Plan
44	AD	Prof Services	Communications Consultant	25,800	No	No	
45	AD	Prof Services	Grant Writing	35,000	No	No	
46	AD	Prof Services	Project Manager	100,000	No	No	Hire a technical team to assist in getting all the projects the Port is undertaking completed
47	AD	Prof Services	ERP Consultant	45,000	No	No	Build the interface between PacSoft and Business Central that fully integrates the two systems

Note	Area	Where in budget	Total Fund	Grant Funds	Loan	Brief Description
48	AD	Prof Services	Mitigation plan	25,000	No	No
49	SB	Prof Services	Expo Center	30,000	Yes	No
50	CM	Docks and Piers	CM Hoist Dock Fenders	35,000	No	No
51	CM	Other	Oil Tank building and upgrade	286,000	Yes	No
52	NIT	Repairs and Maint	Grounds Maintenance - Brush clear	10,000	No	No
53	CM	Prof Services	Port Dock 7 Rebuild Planning	400,000	Yes	No
54	AD	Prof Services	Mitigation plan	25,000	No	No
55	SB	Other	WIFI Upgrade	90,000	No	No
56	CM	Other	WIFI upgrade	35,000	No	No
57	NIT	Other	WIFI Upgrade	75,000	No	No
58	NOAA	Prof Services	Interior painting	85,000	No	No
59	NOAA	Docks and Piers	Bouys and Floats	10,000	No	No
60	NOAA	Other	UPS Battery	10,000	No	No
61	NOAA	Buildings	Electrical	20,000	No	No
			<b>Total Funds</b>	<b>12,189,800</b>		
			<b>Total GOF</b>	<b>11,324,800</b>		
		Less	Grant funding	(3,232,360)		
			Loan Funding	(1,808,000)		
			<b>Total from GOF</b>	<b>6,284,440</b>		
			CF	-		
		SB	CM	AD	NIT	NOAA
	Buildings	395,000	30,000	1,600,000	-	20,000
	Equipment/IT/Vehicle	50,000	235,000	25,000	2,525,000	-
	Other	525,000	321,000	-	309,000	10,000
	Docks and Piers	1,640,000	983,000	-	-	10,000
	Prof Services	280,000	1,000,000	461,800	535,000	85,000
	Repairs and Maint	-	-	-	10,000	-
	Dredging	-	-	-	400,000	740,000
	<b>Totals</b>	<b>2,890,000</b>	<b>2,569,000</b>	<b>2,086,800</b>	<b>3,779,000</b>	<b>865,000</b>
			<b>FUNDING SYNOPSIS</b>			
			Gen Op fund	6,284,440		
			Grants	3,232,360		
			Loans	1,808,000		
			NOAA	865,000		
			<b>Total</b>	<b>12,189,800</b>		



## Staff Report – Human Resources System

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**DATE:** January 25, 2022  
**PERIOD:** July 01, 2021 to January 31, 2022  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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### Overview

The Port is migrating to a new financial system, Business Central, replacing ADP as their payroll processor, and migrating to portwide vessel and RV reservation system (PacSoft).

Integrity Data (PayrollNow) was selected for timecard entry and for payroll processing. They just began offering an HR solution that ties into payroll. Mark Harris and I viewed a demonstration of this product and I am recommending implementation.

### Details

The Integrity Data system features include:

Online applicant tracking, employee self-service dashboard, Electronic Onboarding, HR management, benefit signup, open enrollment signup (for insurance), online performance reviews and management, management of certifications and licensing, PTO requests and calendaring of PTO time. This will eliminate staff time and paper use.

#### The AS-IS process for hiring a new employee:

1. An employee applies to the Port using a written application, although they may send this via email
2. The application is scanned by the potential employee and emailed to the office (or sent to the office via USPS), these are gathered up, printed if necessary and scored, and then the hiring manager determines who to interview, based on the score. Separately, HR gathers applicant demographic data.
3. Interviews are held and each potential receives a score, based on the answers to questions
  - a. The hiring manager evaluates each of the scores and combines them, HR adds point for Veterans or Disabled Veterans, as required by law.
  - b. Based on the highest scoring, the hiring manager determines, another interview or do we offer the position to one of the candidates.
4. An offer letter is prepared, sent, signed by the applicant, then returned to the office.
5. Background check is filled out and performed and, depending on position, the drug test paperwork filled out and the candidate is sent to a lab.
6. If everything is ok in the previous step, the potential hire is contacted, and given a start date.
7. On the first day of employment, the morning is spent filling out required paperwork (40 pages, includes instructions and benefits paperwork), this is all printed out.
8. Once printed out the paperwork is scanned, saved to employee file.



9. Benefits paperwork is forwarded to SDIS so benefits can begin on time
10. New employee information is added to the ADP system.
11. Access to the ADP timekeeping system is granted to the employee.
12. Staff assists the employee with getting access to ADP.

### **The To-Be process (With HR system) for hiring a new employee**

1. Employee applies for a position, when they do so, they follow a link and create a profile in the HR/payroll system.
2. The hiring manager interviews the candidate, this may still require printing scoring sheets.
3. An offer letter sent to the candidate from the HR system, it can be signed and returned and stored in the system electronically.
4. The candidate fills out the background check and, if needed, the drug test form online, and stops by the lab for the drug test, without ever coming into the office.
5. If the candidate qualifies, the candidate is sent a link, and they fill out the required paperwork online, prior to starting at the Port. If there is an issue, a spare computer can be used, on the first day of employment, to fill out this paperwork. They are guided through filling out all the required paperwork in sequence and sign all paperwork electronically. This information uploads automatically to the payroll system.
6. The benefit information is digitally signed by the newly hired staff member. It is not clear if this can be submitted to our benefits provider automatically or if it requires someone to take action.
7. The employee handbook is presented to the employee, the employee digitally signs when they have completed their review.

By developing automated processes, the Port can be assured that all information required by law or policy is filled out prior to an employee starting.

If an employee has a major event and needs to modify their benefits, they can do so without assistance from any Administrative staff.

If an employee needs to change their withholdings they can do so from the employee self-service portal, and the change will take effect the next payroll cycle without any intervention from administrative staff.

The cost for this service is \$300.00 per month.

### **Recommendation**

I recommend the following motion, if not included in the Consent Calendar:

I motion the General Manager or Designee enter into an agreement with Integrated Data for Integrated Data's HR system and Self-Service Portal at a cost of \$300 per month.

###



## Staff Report – South Beach WiFi

---

**DATE:** February 22, 2022  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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### Overview

The WiFi signal in the South Beach area is spotty, some areas receive a signal, others do not, in general, it is unreliable. The antenna that send the signal are on top of the RV Park offices and in the corners of the RV park, these antenna put out a large signal strong signal, but the signal quickly diminishes as it tries to pass through the RV's, this leaves some areas void of any WiFi signal. To verify the issue, an antenna was placed (that receives and sends signal) in the Park to see if the WiFi improved. After placing this antenna, our guest was able to receive a strong WiFi signal enabling them to work and watch their smart TV from their RV.

### Details

We have been discussing upgrading the WiFi in the RV park for 2 years, recognizing that today, having a WiFi signal is an expectation, not a luxury. This is especially true as more and more people are working remotely. Approximately one(1) year ago, we began to work with Hyak to identify options to improve the WiFi signal.

The attached proposal is the option that should improve WiFi throughout the South Beach Facilities. The Proposal includes adding underground fiber in the RV Park to eliminate cross signal issues, adding WiFi to the Port docks, and fiber from the RV Park offices to the Operations center in South Beach. This assures a fast, strong, and consistent network connection. We are also proposing two (2) speeds signals at the RV park/Marina, a slower speed that is included with the purchase of a site or slip, and a faster speed which guests can purchase for an additional cost, the additional cost is yet to be determined.

#### Budget implications:

Although not specifically included in this years budget, there is room in the capital budget to accomplish this project. Rumour has it that there is a conduit between the RV Park office an the Operations center, if Hyak is able to locate the conduit, the cost of the project could be reduced, however previous attempts to locate the conduit have been unsuccessful. The lead time on this project is 60 days, indicating this project may spill over into next years budget, as such, we have included this in the projects list for the next fiscal year.

### Recommendation

I recommend the following motion:

**I motion the General Manager or Designee enter into an agreement with Hyak for the “South Beach Network WiFi upgrade” at a cost Not to Exceed \$85,954.37, plus a contingency of 12,893.16 (15%).**

###



## South Beach Network/WiFi upgrade

**Created by:**

Neil Ecker at Hyak

**Prepared for:**

Mark Brown at Port of Newport

## **About Hyak**

### **The Team**

Robbie Wright | CEO

Neil Ecker | COO

### **Executive Summary**

#### **Billing**

One-time Charges

Recurring Charges

### **Signature Page**

### **Master Service Agreement**

The Who

The What

Warranty

The When

The Where

The Why

The How

Billing

Force Majeure

Indemnification

No Responsibility for Loss or Damages

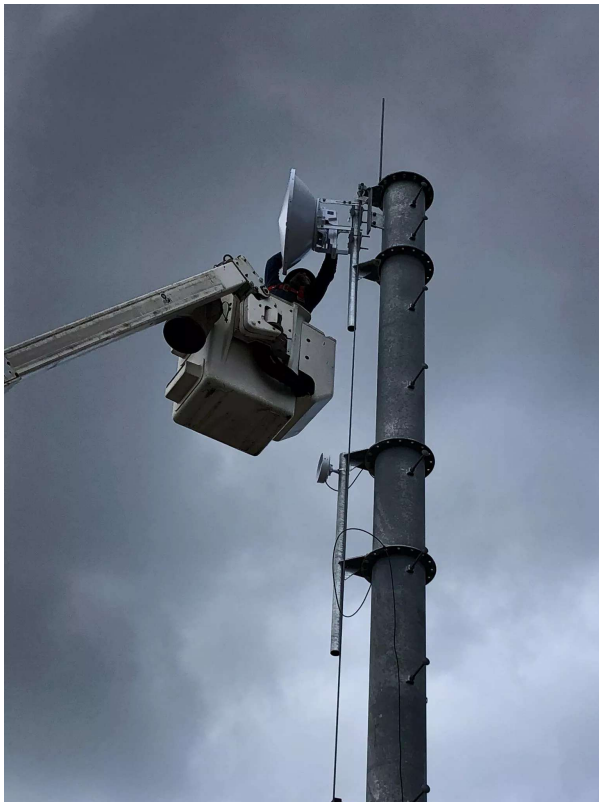
# About Hyak



Like kayak, with an "h". Formed by the merger of Siuslaw Broadband and Full Spectrum Computers in 2017, Hyak is the leading technology services provider on the central Oregon coast since 2010. Based in Florence, Hyak serves clients nationwide with information security services around Office 365, Azure, and security-first modern workplace initiatives.

Locally in Florence, they were an early adopter of gigabit-to-the-home fiber networks and are currently constructing more fiber in their home town. In 2019, they won the Stu Johnson Business of the Year award and were voted best Internet Service Provider by the readers of the Siuslaw News. Hyak is also the only ISP to have ever won the Excellence in Customer Service Award from the Florence Area Chamber of Commerce. We continue to be involved in the community and volunteers on several boards, including the Chamber of Commerce, Economic Development, and Habitat for Humanity.

With a broad range of skillsets, Hyak's 8 employees cover a range of IT services primarily with Microsoft 365 offerings, information security, and advanced networking.



# The Team

## Robbie Wright | CEO

Robbie's primary job is removing friction from our clients' lives and our employees' duties. His passion revolves around the intersection of financial services, telecommunications, and information security. He has his CISSP and wishes he was nerdy enough for an OSCP.



## Neil Ecker | COO

Neil oversees day to day operations for Hyak and has more variety in his job than a ringmaster at a circus. Our fiber/outside plant team reports to him, in addition to our service technicians and office staff. Neil meddles with home automation, great dane puppies, curses printers and is a soon-to-be Microsoft 365 Security Expert.



# Executive Summary

The Port of Newport has an existing Wi-Fi network that spans 3 separate areas. These areas are broken down into North Beach Commercial, South Beach Marina & RV, and International Terminal. The port has invested in a new software platform that requires mobile internet access to a database to manage all the Ports billing, rental spaces and management across all locations.

Today coverage at the port locations is isolated to certain areas providing spots of good coverage with other areas having minimal or no coverage. Fig 1 below shows the current site survey taken, with red being the area of good coverage and yellow being the weak to no coverage.

Hyak proposes a increase to the Ports network capacity across all the locations. Fig 2 outlines the proposed additional access points and the areas they will cover. In order to create a new higher capacity network at the South beach location the installation of new fiber optic lines are required. The lines will start at the main South beach office and extend following the red paths below in fig 2. The main office will connect to the cooperage building and then continue on to the pole that that feeds the annex and south west bath room area. The main office will have an additional fiber leg leaving north through the RV park and connecting to the maintenance shop. Off of this leg will be spurs to feed the new access points and poles in the park and connect the laundry buildings to the network. As the House of spirits location is already connected to the laundry this will connect them to the main proposed fiber network providing gigabit connectivity around all main locations at South Beach. Doing this frees up additional bandwidth on the wireless network and increases reliability for hardwired devices.

Hyak will be adding new LTU sectors to provide low interference high bandwidth wireless backhuls to the annex location and all the docks.

The on dock access points are to extend coverage to the end of the docks. This design is based on the power bases located on each dock and the ability to have access to 120v power at each and mount a pole. Survey on fig 2 below of the 2nd and 3rd dock from the south had a old mount that was used for an antenna. We are using this for the basis to get additional access points out on the water. Hyak would require working with port harbormaster and maintenance to get a proof of concept test unit installed and ensure required needs are met. Hyak will perform a dock survey of all areas after upgrades are in place to make further recommendations or changes. (note the five access points proposed in fig2 starting at the bathrooms to the northwest and working south are alternate best locations if we can not get access points out on the docks.)

The proposed service plan will create a increased network posture for Port staff use and a increase in coverage and performance for guests that are visiting across the property.

#5 local:1e:e8:29:11:6e:2a Ch 11, #10 local:7e:8a:20:f1:9f:5d Ch 6, #12 local:4a:d9:e7:fa:3f:d0 Ch 6,...



Fig 1 Current signal strengths



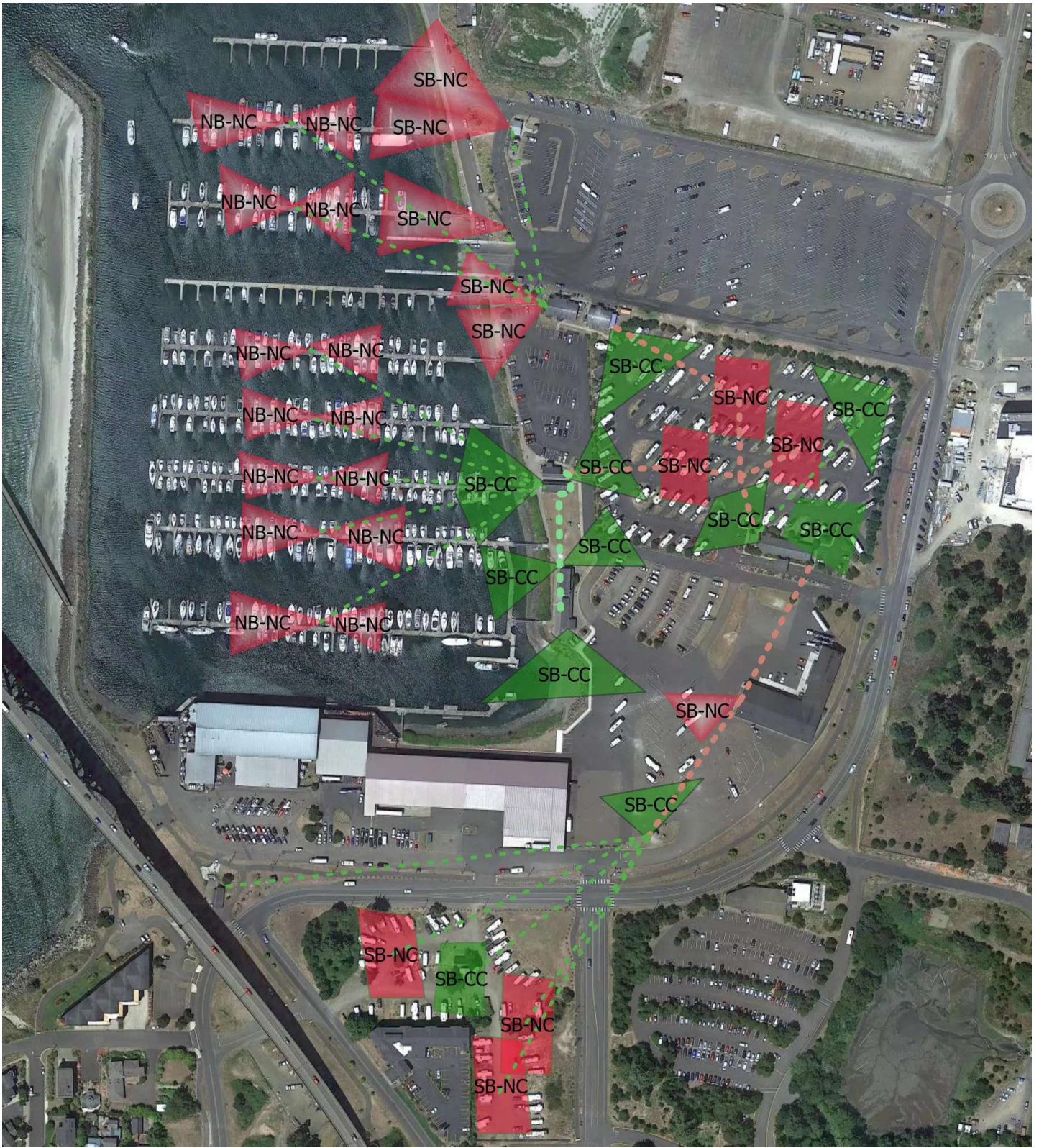


Fig 2. Green current coverage, Red proposed coverage

# Billing

## One-time Charges

	Price	QTY	Subtotal
<b>Hardware</b>			
Pole for APs Park, annex	\$1,900.00	6	\$11,400.00
LCOM Fiberglass Outdoor Enclosure	\$550.00	13	\$7,150.00
US-8-60 Ubiquiti 8 port 60w switch	\$199.00	7	\$1,393.00
US-8-150 Ubiquiti 8 port 150 switch fiber capable	\$399.00	6	\$2,394.00
APC UPS BE850M2	\$199.99	13	\$2,599.87
Ubiquiti LTU Rocket	\$499.00	2	\$998.00
Ubiquiti LTU 120 sector ant	\$249.00	2	\$498.00
Ubiquiti LLTU Pro	\$249.00	11	\$2,739.00
UniFi Mesh Access point w/directional ANT High-performance 802.11ac 2x2 MIMO access point for indoor and outdoor installations. Two RP-SMA connectors support external antennas.	\$500.00	15	\$7,500.00
Unifi Mesh Pro The Access Point AC Mesh Pro (UAP AC Mesh Pro) is a high-performance, outdoor-ready, dual-band, 802.11ac WiFi access point than can reach a 1.75 Gbps aggregate throughput rate with its 5 GHz (3x3 MIMO) and 2.4 GHz (802.11n) bands.	\$500.00	6	\$3,000.00

Fiber cable 12f+ with handHold,vaults	\$15.50	1635	\$25,342.50
<b>Labor</b>			
Labor Install, configuration, setup.	\$190.00	56	\$10,640.00
Private Locate 3rd party locater for utilities 1 day	\$2,000.00	1	\$2,000.00
Pot Hole Locate utilities for drill	\$150.00	30	\$4,500.00
Mobilization VAC/Trencher/Drill/disposal/fuel	\$800.00	1	\$800.00
Fiber Termination Parts, SFP	\$750.00	4	\$3,000.00

<b>Section Name</b>
---------------------

Subtotal	<b>\$85,954.37</b>
Discount	<b>\$0.00</b>
Tax	<b>\$0.00</b>
<b>Total</b>	<b>\$85,954.37</b>

## Recurring Charges

Service	Price	QTY	Subtotal
---------	-------	-----	----------

Subtotal	<b>\$0.00</b>
Discount	<b>\$0.00</b>
Tax	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

# Signature Page

Mark Brown  
on behalf of  
Port of Newport

Neil Ecker  
on behalf of  
Hyak

The above proposed cost estimate does not include any needed electrical work that requires a licensed electrician.

# Master Service Agreement

The Who, What, When, Where, Why & How

## The Who

This agreement is entered into by Hyak and Port of Newport upon the client's signature of this document.

At Hyak, the primary point of contact for account related inquiries is Neil Ecker who's email address is neil@hyak.co. All support requests should be emailed to help@hyak.co or a call placed to the office at 541-902-5101. In the rest of this document, Port of Newport may be referred to as "client", "customer", or "you". Hyak may be referred to as "we", "our", or "us".

The primary point of contact at Port of Newport for Hyak for service or project related issues for this MSA is Mark Brown. The authorized signatory for Port of Newport is Mark Brown.

By executing this document, Mark Brown is verifying that they are authorized to enter into a contractual agreement on behalf of Port of Newport. If you do not have that authority, please assign this document to the appropriate person at Port of Newport. You agree to provide us information required for completion of the agreement in a timely manner or access to facilities or equipment as needed. The agreement is non-transferable except with written permission from Hyak.

Hyak in turn promises to deliver this agreement in a timely fashion as outlined in this agreement, maintain client confidentiality, and deliver exceptional service in the process.

From time to time, this agreement may be amended and Hyak will notify our clients via email should that situation occur. Continued use of the services after notification constitutes agreement with the changes.

## The What

Port of Newport and Hyak will be working together to deliver South Beach Network/WiFi upgrade.

Hyak delivers numerous types of products and services. Some products are a one-time hardware purchase while others are a recurring service delivered over a period of time. Regardless of the product or service delivered, the quality of that product and service is extremely important to both Hyak and our clients.

## **Warranty**

Many of the products we sell to our clients come with a manufacturer's warranty. If needed, Hyak can provide details of the warranty of the specific product quoted. Generally speaking, most equipment we sell comes with a 1 year manufacturer's warranty, however some products do vary. Additionally, some manufacturer's warranties could start from date of purchase, date of installation, or date of manufacture. If required, Hyak will review these warranties with our clients.

Should a product fail and have an authorized warranty return from the manufacturer, the labor associated for the removal, deprovision, shipping, reinstallation, or reimplementation will not be covered by this agreement and may be subject to additional charges unless explicitly set forth by a recurring maintenance contract or service.

Hyak offers a 1 year workmanship guarantee on physical hardware installations to be free from defect. Should an installation related issue arise, hardware and labor will be provided at no cost to the client in order to resolve the issue. Should equipment be altered or damaged in an unauthorized manner after the original installation and was not due to direct failure of Hyak workmanship, the associated costs may not be covered.

Hyak provides services as is. Except as explicitly set forth in this agreement or in the corresponding product SLA in connection with the services, Hyak makes no warranties whether express or implied and disclaims any warranty of title, merchantability, noninfringement, and fitness for a particular purpose and warranties arising from a course of dealing, usage, or trade practice. Hyak shall have no liability for failure of any product or service it provides with the exception of the corresponding product's SLA.

## **The When**

This agreement is considered executed and in effect on the date upon the clients signature of this document. The contract term for services is Not Applicable, beginning on the contract execution date.

## **The Where**

Hyak is located at 1535 9th St, Florence, OR 97439. Legal jurisdiction shall be the state of Oregon.

Port of Newport is located at 600 SE Bay Blvd, Newport, OR 97365.

Port of Newport agrees to allow Hyak adequate and timely access to facilities in order to deliver services. Services may be delivered on-site or remotely depending on the nature of the service.

## **The Why**

As detailed in the project summary.

## **The How**

Hyak uses a combination of technology to deliver services to our customers. Work will primarily be accomplished remotely when possible. Should travel be required outside of a signed scope of work, it will be passed through to Port of Newport at cost plus 10%.

## **Billing**

Port of Newport agrees to pay all charges associated with the service, including, but not limited to, installation charges, monthly service charges, equipment charges, and any applicable local, state, or federal taxes.

## **How We Bill**

Unless you are subject to a minimum term agreement, Hyak's services are rendered on a month-to-month basis. In general, you will be billed monthly for recurring service and/or equipment charges, and any other fees. Your first bill will include any prorated charges from your first month of service in addition to the following month of service. Payment is due 14 days after the invoice date.

Some customers may elect to have their payments automatically charged to their credit or debit card. Setup of auto-pay may be accomplished over the phone or by accepting the auto-pay terms in the online control panel. Auto-pay customers will have their account debited 10 days before the due date of the invoice.

## **Alternative Billing Arrangements**

On occasion, Hyak, at its sole discretion, may elect an alternative method of collecting payments. Any such alternative billing method will be detailed in an additional exhibit to this Master Service Agreement.

## **Late Fees and Interest**

You may be billed charges or fees in relation to late payments or non-payments if for any reason Hyak does not receive payment by the payment due date detailed on the invoice or less than the full amount due is paid.

## **Account/Services Suspension**

If no payment is made to the account within 30 days after the due date, all services may be suspended. Fees and other charges may apply to have the service reinstated. You give Hyak the right to attempt any and all collections efforts to recoup outstanding balances.

## **Termination for Non-Payment**

If no payment is made to the account within 45 days after the due date, all services will be terminated. Any equipment not expressly sold to you is considered the property of Hyak and as such, must be returned. Failure to comply will result in additional fees and charges.

## **Collection Expense**

On occasion, Hyak may elect to use a collection agency or attorney to collect money owed. The fees may include attorney's fees, collection agency fees, and court costs and you agree to pay the reasonable costs of collection.

## **Credit Inquiries**

You authorize Hyak, at its sole discretion, to make inquiries and receive information about your credit experience from others, to submit information to credit bureaus, and to disclose this information to appropriate third parties for reasonable business purposes.

## **Refund Policy**

Hyak bills in advance of the month of use for the service. Unless you are subject to a minimum term agreement, you may cancel your account at any time. Your service will terminate the month of your request and no further monthly invoices will be sent. We do not pro-rate the final month of service.

## **Force Majeure**

Notwithstanding the above, either party may choose to be excused of any further performance obligations in the event of a disastrous occurrence outside the control of either party, such as, but not limited to:

- A natural disaster (fires, explosions, earthquakes, hurricane, flooding, storms or infestation); or
- War, Invasion, Act of Foreign Enemies, Embargo, or other Hostility (whether declared or not); or
- Any hazardous situation created outside the control of either party such as a riot, disorder, nuclear leak or explosion, or act or threat of terrorism.

## **Indemnification**

The Port of Newport will defend, indemnify and hold Hyak harmless from any and all claims, losses, liabilities, damages, expenses and costs (including attorneys' fees and court costs) arising from or relating to any claims regarding elements or materials provided by Port of Newport and incorporated into this MSA.

## **No Responsibility for Loss or Damages**

Hyak will have no responsibility for any third-party disrupting, intruding, or otherwise copying files in part or whole on all or any part of the network. Hyak is not responsible for damages incurred by a loss of product or service except as set forth in the corresponding product's SLA.





## **NEW BUSINESS**

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**DATE:** February 17, 2021  
**RE:** Dredging Consultation  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

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### **BACKGROUND**

We need to obtain the permits to dredge the NOAA berths, the northern South Beach Marina berths, and the Terminal berths. This will require liaison with the permitting agencies as well as production of data, material sampling and analysis, completion of a biological opinion (for one project), and submission of the permit applications.

### **DETAIL**

On the three proposals I've received, Pacific Habitat Services offers the best value for the Port and brings to the projects a wealth of knowledge about Yaquina Bay and the associated projects. The Corps will require us to do an individual consultation on the South Beach dredging project because it has been so long since we last attained a permit for maintenance dredging there. We will be going to the original design depth (-8' at MLLW). This accounts for the vast majority of the cost (SB consultation NTE \$23,910). The NIT and NOAA consultations can both be completed NTE \$8,919 each.

### **BUDGET IMPACTS**

This cost would be associated with each dredging project individually, and would be billed through next FY.

### **RECOMMENDATION**

I RECOMMEND A MOTION APPROVING THE GM OR DESIGNEE TO NEGOTIATE A CONTRACT WITH PACIFIC HABITAT SERVICES, TO PROVIDE CONSULTING AND PERMITTING SERVICES FOR THE ABOVE PROJECTS IN AN AMOUNT NTE \$45,000 (includes 7% contingency).



## **GENERAL MANAGER MONTHLY REPORT**

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**DATE:** 02/22/22  
**PERIOD:** 01/22/22 – 02/18/22  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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### **OVERVIEW**

This has been another month of staff shortages due to injuries and illness amongst other things. Once again, we had to shuffle people around to cover most needed areas. We appreciate our staff willingness to step up and cover the needed areas and once again apologize to our customers as we are trying our best to provide services during this time.

We have been working with our contractor Baldwin General Contracting, Inc. on moving forward on our Admin Building. The area has been fenced, an office trailer and a storage trailer have been brought up to the site, some materials have been ordered. They are planning to break ground on Tuesday, February 22<sup>nd</sup>. The project is anticipated to be completed within 9 months from execution.

We are still trying to wrap up the Port Dock 5 Pier Project with a couple corrections from the contractor. We will then get ready to submit the last EDA request.

We should be able to move forward on the Port Dock 5 & 3 Electrical soon. As contractor is now able to start producing the pedestals.

Permit has been received for NIT 9 acres. Grading will proceed once weather is more favorable. The ground is still too wet at the moment.

The new financial system is taking a lot of time out of our Finance Department, along with shortage at the RV Park. They have also been working on a new fiscal manual and Employee Handbook.

We continued to work on budget during this past month. As you can see, our director of finance has provided an initial draft for your review before assembling our budget committee. You will see a lot of the project we already discussed during our Capital Improvement Plan reflected in this years' budget.

Nothing too surprising on the financials. Things are still steady, and we will continue addressing issues as they may come up to balance our books.

The search for grants has continued. A couple applications for PD7 and Rogue Seawall have been sent to EDA for initial review. I have also been working with Rep. Gomberg's office on possible State money from this current legislation. Rep. Gomberg invited me to present to the Ways and Means Committee on the Rogue Seawall, which was done on February 11. We appreciate the opportunity and hope we will be able to obtain some funds to move forward with that project sooner than later.

### **Meetings/Trainings/Summits:**

- 01/22/22 - Oregon Coast Aquarium Board Meeting
- 01/24/22 - Commercial Fishermen Users Group Meeting
- 01/24/22 - Pacific Northwest Waterways Association (PNWA) Director Search Interviews
- 01/25/22 - Commission Meeting
- 01/26/22 - Yaquina Bay Economic Foundation (YBEF) Board Meeting
- 01/27/22 - South Beach Users Group Meeting
- 01/27/22 - Association of Pacific Ports Board Meeting
- 01/28/22 - NW Oregon Works Board Meeting
- 02/01/22 - Oregon Cascades West Council of Governments (OCWCOG) Meeting
- 02/02/22 - PNWA - Executive Board Meeting
- 02/02/22 - Business Oregon - Meet and Greet the new Regional Project Manager
- 02/03/22 - Economic Development Alliance of Lincoln County Board Meeting
- 02/04/22 - Administration Building Progress Meeting
- 02/07/22 - PNWA Board Meeting
- 02/10/22 - City of Newport Vision 2040
- 02/10 - 02/12 - Special Districts Association of Oregon (SDAO) Annual Conference
- 02/11/22 - Presentation to Ways and Means Committee
- 02/14/22 - Regional Solutions Team Meeting
- 02/15/22 - Director's Meeting
- 02/15/22 - Economic Development Agency - Raise Grants Tutorial
- 02/15/22 - Business Oregon - Ports Training: Lessons Learned - Recovering from Asset Loss
- 02/16/22 - Newport Chamber Board Meeting
- 02/16/22 - Business Oregon - Oregon Incentives & Taxes Training
- 02/18/22 - Admin Building Progress Meeting
- 02/18/22 - OCWCOG - Coastal/Valley Quarterly Meeting
- 02/21/22 - Presidents' Day - Office Closed
- 02/22/22 - OEDA Membership Meeting

### **Upcoming Schedule:**

- 02/23/22 - Meeting with Jim Myers to discuss Seafood Cookoff
- 02/23/22 - YBEF
- 02/25/22 - O2IH Standing Meeting (Blue Economy)
- 02/28/22 - Yaquina Bay Brownfield Initiative Wrap-Up Meeting
- 03/01/22 - OCWCOG Meeting
- 03/04/22 - Communications Meeting
- 03/04/22 - Administration Meeting Progress Meeting
- 03/05-03/18/22 - Vacation



## FINANCE DEPARTMENT MONTHLY REPORT

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**DATE:** January 25, 2022  
**PERIOD:** July 01, 2021 to January 31, 2022  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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Financial reports reporting through January 31, 2022 are included in the commission packet and a copy is attached for your convenience.

### Issues of Importance

#### Financial/ERP System

- PacSoft is under configuration. We are in the process of data validation. Users were able to start testing. The estimated go-live is March 1, assuming the situation below can be resolved. All billing will be done in PacSoft, this creates a central location for all accounts receivables. PacSoft has imported all customers (and associated vessels) from QuickBooks into PacSoft.
- After testing it was determined that PacSoft was a Client-Server application. This does not allow work from home, as the access to the server is limited to web addresses associated with the Port. In addition, the site is extremely slow. This has been reported as unacceptable to KOPIS, and the RFP stated the Port was not going to approve any additional costs above what was in the RFP. This was reiterated to KOPIS in an email, as one potential solution was using an RDP connection to the server, which would cost the Port additional money. KOPIS is meeting with the PacSoft Technical team to determine potential solutions. For the Port, there are three alternatives.
  1. Continue with Hercules until PacSoft releases their Web Version.
  2. Implement PacSoft with the slow speeds.
  3. Locate an alternate web-based solution (I have located RMS), which is a web-based reservation system designed for RV Parks/Marinas.
- Information from PacSoft will automatically process and pass over to Business Central each evening. The next year or two, the Port should consider having the information transfer immediately upon entry between the two systems. I have requested pricing for this option.
- The Business Central launch has been moved to April 1, based on the delays in PacSoft. The Port could immediately move to Business Central and import the transactions from Hercules via spreadsheet until PacSoft or an alternate has been figured out.
- Accounts Receivable is lower as compared to January 31, 2020.

#### Fiscal Manual

- A new fiscal manual is being written. The level of detail is much greater than the current manual, and more policies and procedures are included in the manual. The goal is to clarify and keep a written document on the policies and

procedures in detail, this will allow newly hired accounting staff to understand the Port's accounting methodology and will also act as a reference manual to when a question arises.

### **Employee Handbook**

- Departments Heads are in the process of reviewing the Handbook as it is re-written, once reviewed and accepted it will be sent for review to the Port's attorney or HR answers, only then will it be brought forward to approval.

### **Audit RFP**

- The current audit contract had a three-year term with no provision for extensions and has expired. A first draft of an RFP for an auditor is written. I will be recommending a 5-year term with an option to renew for a 1-year period (upon agreement by both parties). Having a 5-year engagement allows the auditors to better know the port business model and accounting practices.

### **Budget**

- The proposed budget is attached. We will be scheduling a budget committee meeting to discuss, I am still working to determine the cost of the Workers Compensation insurance for the upcoming year. No discussion of this budget can happen at the commission meeting. It is informational only.

### **GOF Balance Sheet (year to year comparison)**

- The cash balance as of January 31, 2022 is \$3,388,284 an 8% (\$310,424), decline from January 31, 2020. This decline was expected as the Port paid approximately \$1.2 million for the Pier 5 project and \$270,000 to the Army Corp for the dredging feasibility study. Accounts Payable is 61% lower as compared to January 31, 2020. Accounts Receivable is 32% lower than January 31, 2020.

### **Profit and Loss -**

*The Financial Reports are attached for your review and are included in the commissions packet. These are the January final reports.*

*The month-to-month budget is based on a 3-year average spending-revenue average. Revenues and expense budgets are allocated based on historical data; this should give the Port a better picture of how it is performing against the adopted budget.*

### **General Operating Funds (GOF) – all divisions:**

#### **Budget vs. Actuals**

- **Operating income** is favorable by \$424,390 (115%).
- **Operating expenses** are favorable by \$1,891,414 (67%)
- **Other income** is favorable by \$169,656 (84%)
- **Other expenses** are favorable by \$664,040 (34%)
- **Overall, Net income** is favorable.

### **Breakdown of programs**

#### **Administrative Budget**

#### **Budget vs. Actuals**

- **Income** is favorable by \$872 (144%)
- **Expenses** are favorable by \$879,783 (51%).
- **Capital Outlays** are favorable.
- **Overall**, Administration budget is favorable.

## **International Terminal**

### **Budget vs, Actuals**

- **Revenues** are favorable by \$17,078 (103%).
- **Operating Expenses** are favorable by \$258,819 (82%).
- **Income** is favorable by \$503,756 (59%)

## **Commercial Marina**

### **Budget vs. Actuals**

- **Operating Revenues** are favorable by \$156,301 (122%)
- **Operating expenses** are favorable by \$583,858 (48%).
- **Net income** is favorable \$814,689
- When the new dock on Bay Blvd begins to load and unload vessels, we are unsure of the effect this will have on the hoist dock and services revenues.

## **South Beach**

### **Budget vs. Actuals**

- **Operating Revenues** are favorable by \$250,139 (116%).
- **Operating Expenses** are favorable by 168,955 (88%)
- **Net Income** is favorable by \$751,465 (26%)

## **NOAA Lease Revenue Fund**

### **Balance Sheet**

As of January 31, the Port had a cash balance of \$3,130,462 with an available balance of \$1,368,741 the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required.

## **Income Statement**

### **Budget vs. Actuals**

- Revenues are slightly unfavorable.
- Expenses are favorable by \$174,471 (94%).
- Net income is favorable by \$689,748 (86%)

### **NOAA Capital Maintenance Fund**

- The General Operating has paid the first installment to the NOAA Capital Maintenance Fund for the loan for the South Beach Load Center project.

## **Bonded Debt Fund:**

### **Balance Sheet**

- The current available in the Bond Debt fund is \$264,044, an increase of \$156,524 versus January 31, 2020, this balance will be used to fund the Bond Debt payment on July 1, 2022.

## **Income statement**

- The port has received \$141,992 more than budgeted.
- The Port paid bond payment for January 2022.
- The Port has a sufficient cash balance in the Bond Debt

## **Construction Fund:**

- No changes to report.

## **Facility Reserve Fund.**

No changes to report, once the Port Dock 3/5 Electrical upgrade project begins, \$138,000 will be transferred to the General Operating funds to cover a portion of the upgrade.

## **Accounts Receivable:**

The Port continues to work to collect outstanding balances, some focus has been on South Beach, particularly annual moorages. We are unable to do any collection activities on Live Aboard Vessels as there is a moratorium until March 2022 or for tenants that apply for rental assistance have until September 30, 2022 or until their application is cancelled or denied.. The staff is beginning to focus on Commercial collections. The Port of Astoria has had some vessel owners charged with “Theft of Services” when they have a past due balance and refuse to pay.

- Discussions have been ongoing with the ORCA. The outcome is they are selling the 300-pot crab license, crab pots, and vessel. The balance owed will be paid in full. The vessel will not be released until payment-in-full has been received. The Port has given the estate a deadline of April 1, 2022 to sell the vessel, or the Port will hold an auction.
- The owner of Leisure Lee II indicated he would stop by the office, but has not done so. Since they have not followed through, I will be recommending the next step in the collections process.
- Two other vessels in South Beach are behind on payments, however, since they have liveaboards on them, they are considered a tenant.
- The list below represents those Vessel owners or leaseholders with amounts outstanding 90 days or more, as of **February 15, 2022:**

	Current	30-Jan	31 - 60	61 - 90	> 90	TOTAL
Orca - 295549	-	-	743	684	26,133	27,560
Oregon Mariculture LLC	-	1,580	464	-	15,645	17,689
Pacific Rose - 554504	-	-	250	196	14,083	14,529
Angela June	-	-	229	223	12,812	13,264
Eclipse - 226744	-	45	287	223	11,375	11,930
Seawater Seafoods Co	-	3,042	14,395	5,343	8,607	31,387
Granville	-	-	2,995	341	8,437	11,772
Luna	-	-	119	111	6,681	6,911
Valor III - 245645	-	-	266	694	6,532	7,492
Ida May - 665118	-	471	569	545	5,498	7,082
Trondhjem - 241924	-	-	87	2,232	4,765	7,084
Albatross - 980072	-	-	83	75	4,632	4,790
Topaz - 573234	-	-	1,773	252	3,037	5,062
Leisure Lee II - OR337LF	-	366	77	-	2,274	2,717
Roggy - 574577	-	-	40	35	2,224	2,299
Sea Wolf - 270816	-	-	62	-	2,204	2,266
Dawn Treader	-	246	2,661	666	1,944	5,516
Midnite -250210	-	458	490	473	1,847	3,268
Gracie Arlene	-	-	83	380	1,718	2,182
First Hope I	-	45	2,764	591	1,617	5,018
Saltybros LLC Boathouse Lease	160	160	160	160	1,172	1,812
Buccaneer - 558467	-	-	-	-	917	917
Lone Eagle	-	-	15	1,691	841	2,547
Northern Ram - 979437	-	424	-	-	547	971
Phoenix III - 214847	-	-	11	320	535	866
US Dept. of Commerce Grants	-	-	614	2,162	500	3,276
Faith II - 238244	-	-	16	-	466	482
Western Hunter - OR936AFK	-	272	45	936	430	1,682
NMFS/NOAA	-	33	571	33	394	1,030
Seafarers Permits & Brokerage	-	357	357	357	357	1,428
Pacific Ram - 589115	-	350	-	451	348	1,149
Tana C -544392	-	-	-	605	344	949
Oceanic Logistics - 1344	-	-	4	3	215	222
Ms Nicani - 589958	-	45	45	284	155	529
Chapter II	-	-	3	2	142	146
BITE ME LLC	-	-	2	2	129	134
LeAnn	-	-	-	4	93	97
Das Bug	-	-	221	746	82	1,049
Linda - 253269	-	-	1	1	53	55
Pacific Cloud - 549931	-	-	28	1	53	82
Pegasus - 565120	-	2,176	2,878	708	36	5,798
Irish Miss	-	-	1	1	35	37
Blue Pacific Ocean	-	282	28	27	27	363

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## **DIRECTOR OF OPERATIONS REPORT**

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**DATE:** 2/16/2022  
**PERIOD:** January-February 2022  
**TO:** Paula J. Miranda, General Manager  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

Crab has slowed some; we anticipate the end of night time hours at the hoist dock in the next week because the volume of operations have reduced. We began working the general contractor for the administration building to line up logistical needs, etc. We were intermittently short-handed due to staffing challenges from people needing to take PTO due to illness, but operations have been minimally affected. The staff who are able to continue work have done exceptionally well. The recarpeting and flooring work at NOAA has been ongoing, and involved moving all the furniture and replacing office carpets; it is scheduled to be complete March 14<sup>th</sup>.

#### **Detail:**

- **Port Dock 5 Pier Project**  
Electrical inspection complete. The building inspection was done with one noted discrepancy regarding the rail height. The contractor is working to fix that issue. We discovered chafing on some conductors on the landing float. The source of the problem was the location of the junction box on the gangway. It was adjusted, and the chafing was repaired. The gangway landing was not correctly lined up over the designed supports on the float, which began to cause damage on the roller plate and grating. The gangway was shifted and damage was repaired.
- **Army Corps CAP Section 107 Project (Commercial Marina Channel Dredging)**  
We are about 45% complete with the feasibility study; nothing new to report this month.
- **Admin Building**  
Work should begin prior to the Commission Meeting. They are set to start grading as early as 18FEB.
- **9 Acre Industrial Lot**  
I have the grading permit now; as soon as weather dries out we can begin to grade.
- **Port Dock 5 & 3 Electrical**  
Our pedestals have finally earned and ETL listing so they can begin to work on the order. Eaton has reported serious troubles with the supply of breakers and other parts needed for the order; it's questionable whether or not we will receive these in this fiscal year or next. We are currently



- Hoist #2 Gear Box is reaching the end of its life. I will be shopping around for a new one, and hopefully the maintenance crew can do most of the installation and electrical. Yaquina Boat Equip. quoted us \$8500 for the parts and installation. I'd like to do it for much less than that.
- Derelict/Fishing Vessels non-active fishing vessels have become an issue, especially on Dock #5. Some of them are for sale, but at least two of them are seized and/or owned by the Port.

### **Opportunities:**

- Toyota seems to have figured out their emissions issues, fingers crossed. I will be working on getting a quote and a new forklift ordered for the next fiscal year.
- The new PON Administration building will begin construction soon. I look forward to watching and learning about this large project, from start to finish.
- Over the past month I have met and worked with different city and state employees for various projects. I look forward to continuing to build relationships with the community and foster good alliances with the PON.

### **Opportunities:**

- I may investigate the possibility of a seasonal employee. We are spread thin at the Commercial Marina during crab push and could use some extra help keeping the staff rested and safe.
- Crab Season is going well, and we are very busy. I have been putting in many extra hours, as necessary, and my staff has been wonderful covering the extra hours needed this time of the year.

### **NOAA MOC-P Jim Durkee, Maintenance Supervisor**

#### **Special Projects:**

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Bell M. Shimada, Rainier.

NOAA Staff are still primarily operating on minimal crew and work from home. Rainier and Shimada are in for the season

Annual Maintenance and Inspection of the Automatic Transfer Switch (part of the Emergency Power System) by ASCO Power.

Began the flooring work. Refinished the natural stone tiles in the museum/main entry/elevator area.

Moved furniture and began installing carpet on the ground floor in the office building.

Annual Maintenance and Inspection of the Boiler in the office building by Proctor Sales(Combustion Services).

Update of Building Automation System software by Clima-Tech.