

**PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA (Revised)**

Tuesday, September 26, 2017, 6:00 p.m.

South Beach Activities Room

2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order
- II. Changes to the Agenda
- III. Public Comment
- IV. Consent Calendar
  - A. Minutes
    - 1. Commission Work Session August 22, 2017
    - 2. Regular Commission Meeting August 22, 2017
    - 3. Joint Commission/City Council Meeting August 25, 2017
  - B. Financial Reports
- V. Correspondence/Presentations
  - A. Business Oregon Closeout Letter
  - B. Steve Larrabee Resignation
  - C. Pete Zerr Resignation
- VI. Old Business
  - A. Items Removed from Consent Calendar
  - B. Accounts Paid
  - C. Port Dock 5 and Swede's Dock Piling Survey Detail
  - D. Proposed IFA Loan Closeout Letter
- VII. New Business
  - A. SDIS Best Practices Program
  - B. Approve Don Moon, Interim NIT Supervisor
    - 1. Job Description NIT Facility Supervisor
    - 2. Job Description Maintenance II
    - 3. Wage Steps
    - 4. Proposed Contract with Pay Increase
- VIII. Staff Reports
  - A. Director of Finance
    - 1. August Occupancy Report
  - B. Director of Operations/Interim General Manager
    - 1. TCB Public Safety Report for August
    - 2. Commercial Fishing Users Group Committee
      - a) Draft Minutes September 6, 2017
- IX. Commissioner Reports
- X. Calendar/Future Considerations
  - A. 10/5-10/6 OPPA CONFERENCE
  - B. 10/7-10/8 Columbus Day Regatta
  - C. 10/14 Bay to Brews Half Marathon & 10K
  - D. 10/30 Regular Commission Meeting (rescheduled, Monday)
  - E. 11/5 Dia de los Muertos Run
  - F. 11/6 Commercial Fishing Users Group Committee Regular Meeting
  - G. 11/10 Veteran's Day - Office Closed
  - H. 11/23 Newport Turkey Trot
  - I. 11/23 - 11/24 Thanksgiving Holiday – Office Closed
  - J. 12/25 Christmas Day – Office Closed

- K. ***12/26 Regular Commission Meeting (reschedule?)***
- XI. Public Comment
- XII. Adjournment

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

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

-###-

September 25, 2017

Mr. Chris Cummings  
Oregon Infrastructure Finance Authority  
775 Summer Street Northeast  
Salem, OR 97301

Dear Mr. Cummings;

Thank you for consideration of the Port of Newport in the distribution of state funding. The Port was successful at qualifying for a TIGER Grant, but was unable to meet the financial obligations to continue on the path which was envisioned when we began our development at the Newport International Terminal. To continue without having our finances in order would be unwise. Therefore, on behalf of the Port of Newport, we are terminating the \$2M state loan for convenience.

It is our desire to develop a plan which will be financially responsible and which support the economy of this magnificent harbor and port. We will be working to develop a plan that supports both the current economic drivers of the community as well as allows the port to support the transportation of goods from other parts of the State of Oregon.

We are looking forward to working with your organization in the future

Patricia Patrick-Joling  
President, Port of Newport Commission



**POSITION TITLE**  
Terminal Facility Supervisor  
Newport International Terminal

**DEPARTMENT/DIVISION**  
Operations

**FLSA:** Non-Exempt  
**DATE:** 8/13/2015

**SALARY RANGE:** \$40,518-\$53,164

**IMMEDIATE SUPERVISOR (Title)**  
Director of Operations

**POSITIONS SUPERVISED BY THIS POSITION**  
Service contractors, temporary/seasonal labor staff.

### **POSITION OBJECTIVES**

The Newport International Terminal Facility Supervisor is responsible for performing the duties and/or supervising all of the maintenance and operating requirements of the International Terminal within its annual budget constraints. The position requires a broad working knowledge & the skills to perform the tasks of multiple trades in facility maintenance and equipment operation. The position requires schedule flexibility and must be available 24/7 for timely response to emergency calls and customer support. The position is the 1<sup>st</sup> line contact for all maintenance and operations of the facility including upland and in-water assets. The position requires an excellent customer service attitude. This position has the opportunity for development & implementation of future shipping operations.

### **DUTIES AND RESPONSIBILITIES**

#### **Physical Plant & Grounds**

1. Daily presence, either on site or remotely, is required. Availability for 24/7 emergency contact and timely 1st line response.
2. Maintenance and monitoring of the Computerized Maintenance Management System (CMMS) software to ensure the efficient management and maintenance of the International Terminal and its assets.
3. Operate Mobile Hydraulic Crane, forklifts and hoists
4. Self-perform or supervise maintenance and repair related to the facility buildings, equipment and marine systems per the CMMS scheduled PM program or as required, including but not limited to: inspections, monitoring, controls programming, cleaning, filter changes, lubrication, belt replacement, adjustments, corrosion protection, troubleshooting, painting, and repairs, etc. in order to maintain or improve the existing systems. Physically perform and/or supervise the tasks as needed.
5. Self-perform or supervise grounds services to include inspecting, controls programming, cleaning, sweeping, power washing, power blowing, adjustments, corrosion protection, painting, troubleshooting, repairing, mowing, trimming, weeding, watering, fertilizing, and pest control, etc., as required to maintain or improve the existing grounds and landscaping.
6. Performs and/or supervises in-water maintenance, repair, and inspections. Works with Director of Operations and other management staff for the survey, monitoring, and maintenance work required for dredging operations.
7. Works safely per company safety policy, OSHA and USCG regulations to perform work.
8. Works with power tools and rental equipment including high lift equipment such as scissor lifts, and boom lifts.
9. Regular inspections of storm-water system and collection of run-off samples for testing.

#### **Administration**

1. Creates, manages, and performs all duties within the confines of the annual budget.
2. Coordinates the facilities Storm Water Pollution Prevention Plan and 1200Z permit.
3. Maintains the Facility Security Plan and ensures accurate record keeping of required training and drills.
4. Maintains a prepared list of all facility operating equipment, including part numbers, model numbers, and contact telephone numbers.
5. Maintains all operation manuals and file information of all facility assets.
6. Maintains an accurate electronic and hard copy as-built drawing file of the facility including record documents and specifications from an operational perspective.
7. Works with the Director of Operations and other management staff, to determine in the best interests of the Port District, which maintenance requirements should be sub-contracted in the form of maintenance contracts, allowing the Port to budget funds for maintenance.
8. Identify, on an annual basis, long-term maintenance requirements, major overhauls, and asset replacement for budgeting purposes.
9. Using Port procurement procedures and guidelines; purchase materials required to perform the maintenance and repair tasks as required.

10. Using Port procurement procedures and guidelines; develop, facilitate, and administer service agreements with vendors for scheduled PM maintenance programs as required.
11. Provide monthly or as needed, written reports and/or presentations to the Director of Operations, General Manager-
12. Assists with the maintenance of the port records room.
13. Active participation on the Port's Safety Committee.

### **CHALLENGES ENCOUNTERED**

- Maintaining and developing excellent working relationships with local labor unions, fishing/shipping industries, leaseholders, neighboring property holders, and government agencies having jurisdiction.
- Performance deadlines relating to maintenance schedules.
- Long hours and hectic pace associated with fishing fleet gear changes.
- Budget constraints.
- Working in inclement weather within a marine environment.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Develop and maintain positive ongoing relationships with fishing and shipping industry and related associations.

### **WORKING RELATIONSHIPS**

- Internal: Management staff, other employees.
- External: Commercial fishermen, longshoremen, importers/exporters, contractors, consultants, neighboring tenants, leaseholders, professional and public groups.

### **EDUCATION AND/OR EXPERIENCE PREFERRED**

- Any combination of education and experience that has provided the knowledge, skills, and abilities necessary to operate and maintain a marine terminal facility. A typical way of obtaining the required qualifications is through a combination of at least 5 years' work experience and continued education in the specific fields associated with the work performed. Continued education as required to maintain certifications and career improvement.

### **EXPERIENCE AND KNOWLEDGE REQUIRED**

1. 3 years' proven experience operating cranes, fork lifts and hoists with the ability to acquire and maintain a 50 ton and less Mobile Hydraulic Crane Operator's Safety Card from the state of Oregon.
2. 3 years' proven experience working in a supervisory position in a marine environment, shipping terminal, commercial dock or similar yard/warehouse industry.
3. Proven history of self-motivation, excellence in customer service and high performance goal setting.
4. Proven history of maintaining successful relationships with agencies, professional and public groups, labor unions, contractors and consultants.
5. USCG approved Facility Security Officer training certification or the ability to obtain certification within 3 months.
6. Proven ability in the performance of maintaining and operating electrical distribution systems, lighting control, marine docking systems, cathodic protection systems, mobile hydraulic cranes, hoists, and forklifts.
7. Advanced and proven ability working with office, administrative, maintenance, and operations software's: CMMS, Word, Excel, Outlook, Web browsers, Web search engines with advanced and proven ability working with current Information Technology (IT) devices and applications for remote access to security systems and communication; smart phones, tablets, Android or Apple OS.
8. Proven experience with budget development procedures.
9. Proven ability of excellent verbal communications and professional technical skills such as writing letters, preparing reports, sending emails, and tracking communications data.
10. High degree of experience using OSHA, Haz Mat, MDS principles, and programs.

### **EXPERIENCE AND KNOWLEDGE PREFERRED**

1. Strong mechanical background working with or maintaining heavy equipment
2. Strong background repairing and maintaining commercial buildings or structures
3. Experience working with varied government agencies such as USCG, DEQ, SDAO, ODFW, DSL, USACE.
4. Experience working with storm-water management and practices.

5. Strong management skills.
6. Proven Ability to successfully manage diverse projects.
7. Participation as part of a management team in the overall planning and management functions of service-oriented marine or industrial projects.
8. Ability to communicate concepts, ideas, and programs, both within and outside the organization.

**OTHER**

- Must be able to pass a Federal background check, obtain, and maintain a TWIC card credential.
- Valid United States drivers license
- CPR/First Aid. Will train.
- Physical condition compatible with job requirements.
- Willingness to work varied and long hours as required.
- Must have ability to maintain confidentiality.
- Must be able to comply with organizational policies and procedures

Normal working hours are Monday through Friday from 7:00 AM – 4:00 PM; however, the Facility Supervisor shall be available 24/7. Position may require flexible scheduling to accommodate shipping operations, fishing vessel gear changes, vessel calls or for training exercises or any on-site emergencies.

This description is an outline of the major recurring responsibilities of the job. It is not intended to be all inclusive of the work to be performed. Other related job objectives, special assignments, and responsibilities will typically be performed.

\_\_\_\_\_  
Approved by Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date





**POSITION TITLE**  
Maintenance/Operations, Level II  
*Safety Sensitive*

**DEPARTMENT/DIVISION**  
Operations

**FLSA:** Non-Exempt  
**DATE:** 7/1/16

**IMMEDIATE SUPERVISOR (Title)**  
Harbormaster

**NO. OF POSITIONS SUPERVISED BY THIS POSITION:** None.

**POSITION OBJECTIVES**

To keep facilities and grounds in a clean, sanitary condition, perform facility repairs, marina operations, equipment operation. Training available.

**PAY RANGE**

\$11.85 - \$15.55hr

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

1. Maintain a thorough knowledge of Marina facilities, vehicles, boats, and equipment as they relate to day-to-day operations.
2. Operate Port vehicles, boats, and equipment in compliance with OSHA standards. This equipment includes, but is not limited to, fork lifts, boom trucks (5- and 30-ton), lifting hoists, and skiffs.
3. Follow safety regulations as established by Port policy and report violations of those regulations
4. Responsibilities at Commercial Marina require availability during working hours for contact by VHF radio. Must be able to use VHF radio in compliance with FCC standards. (Regulations available upon request.)
5. Must have knowledge and understanding of Port policies, ordinances, and resolutions, as needed for purposes of operations.
6. Must have an understanding of Marina rates, charges, service tickets related to moorage, RV park, and operational services.
7. Understand and be able to operate pumps for emergency boat pumping.
8. Operations duties, including routine custodial, maintenance, and repair to ensure clean and safe facilities.
  - Disinfect and clean public restrooms.
  - Collect Dumpsters.
  - Grounds keeping and landscape
  - Clean garbage compounds, empty recycle boxes.
  - Repair water leaks and assist with electrical repairs.
  - Dump waste oil.
  - Replace lights as needed.
  - Pump vessels as needed.
  - Dock repairs and carpentry.
  - Keep equipment clean and greased as needed.
  - Routine maintenance of facilities, i.e., painting, assisting Maintenance/Operations crew as needed.
9. Maintain daily contact with direct supervisor and Port office staff, to ensure smooth operations of the facility.
10. Must be able to work with a minimum of supervision.
11. Maintain a flexible work schedule to accommodate peak season demands, special events, severe weather conditions, etc. (Example: "Crab Push.")
12. Other duties and special projects as assigned.

**JOB DESCRIPTION:** Maintenance/Operations, Level II

**DATE:** 7/1/16

**Page 2**

**CHALLENGES ENCOUNTERED**

- Adverse weather.
- Deteriorated or damaged facilities.

**CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS OUTSIDE THE PORT**

- General public.
- Commercial and sport fishermen.
- Local contractors.
- Law enforcement and regulatory agencies.

**EDUCATION PREFERRED**

High School diploma or GED, or equivalent training and work experience.

**EXPERIENCE AND KNOWLEDGE PREFERRED**

- Heavy equipment operations.
- Experience in a marine environment
- Basic knowledge of sport fishing and shell seasons, gear, etc.
- Certification to operate mobile hydraulic crane (>50 ton)

**OTHER**

- Knowledge of federal, state, and Port of Newport rules, regulations, and procedures pertaining to Port and Marina operations.
- Physical condition compatible with job requirements.
- CPR and First Aid certification.
- Some knowledge of firefighting techniques.
- Must have valid Oregon driver's license.
- Must be able to maintain confidentiality.
- Must comply with policies and procedures set forth in the Port of Newport Personnel Manual.
- Must maintain a good public relations attitude toward the general public.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

The Port of Newport provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Port of Newport complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

The Port of Newport expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Port of Newport's employees to perform their job duties may result in discipline up to and including discharge.



**Steps**

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

**Yearly Range**  
(nearest dollar)

**Maintenance**

Maintenance III - T3							\$ 10.25	\$ 10.51	\$ 10.77	\$ 11.04	\$ 11.31	\$ 11.60	\$21,320 - \$24,128
Maintenance II - T3	\$ 11.85	\$ 12.15	\$ 12.45	\$ 12.76	\$ 13.08	\$ 13.41	\$ 13.74	\$ 14.09	\$ 14.44	\$ 14.80	\$ 15.17	\$ 15.55	\$24,648 - \$32,344
Maintenance I - T3	\$ 15.94	\$ 16.34	\$ 16.74	\$ 17.16	\$ 17.59	\$ 18.03	\$ 18.48	\$ 18.94	\$ 19.42	\$ 19.90	\$ 20.40	\$ 20.91	\$33,155 - \$43,493
Terminal Manager - T2	\$ 19.48	\$ 19.97	\$ 20.47	\$ 20.98	\$ 21.50	\$ 22.04	\$ 22.59	\$ 23.16	\$ 23.73	\$ 24.33	\$ 24.94	\$ 25.56	\$40,518 - \$53,165
Harbor Master - T2													
Marina Manager - T2	\$ 19.48	\$ 19.97	\$ 20.47	\$ 20.98	\$ 21.50	\$ 22.04	\$ 22.59	\$ 23.16	\$ 23.73	\$ 24.33	\$ 24.94	\$ 25.56	\$40,518 - \$53,165
MOC-P Manager - T2	\$ 23.21	\$ 23.79	\$ 24.39	\$ 24.99	\$ 25.62	\$ 26.26	\$ 26.92	\$ 27.59	\$ 28.28	\$ 28.99	\$ 29.71	\$ 30.45	\$48,277 - \$63,336

**Administration**

Accounting Specialist III - T3		\$ 10.25	\$ 10.51	\$ 10.77	\$ 11.04	\$ 11.31	\$ 11.60	\$ 11.89	\$ 12.18	\$ 12.49	\$ 12.80	\$ 13.12	\$21,320 - \$27,290
Accounting Specialist II - T3	\$ 13.45	\$ 13.79	\$ 14.13	\$ 14.48	\$ 14.85	\$ 15.22	\$ 15.60	\$ 15.99	\$ 16.39	\$ 16.80	\$ 17.22	\$ 17.65	\$27,976 - \$36,712
Accounting Specialist I - T2	\$ 18.09	\$ 18.54	\$ 19.00	\$ 19.48	\$ 19.96	\$ 20.46	\$ 20.98	\$ 21.50	\$ 22.04	\$ 22.59	\$ 23.15	\$ 23.73	\$37,627 - \$49,358
Administrative Assistant - T3	\$ 12.50	\$ 12.81	\$ 13.13	\$ 13.46	\$ 13.80	\$ 14.14	\$ 14.50	\$ 14.86	\$ 15.23	\$ 15.61	\$ 16.00	\$ 16.40	\$26,000 - \$34,112
RV Park Manager - T2	\$ 13.45	\$ 13.79	\$ 14.13	\$ 14.48	\$ 14.85	\$ 15.22	\$ 15.60	\$ 15.99	\$ 16.39	\$ 16.80	\$ 17.22	\$ 17.65	\$27,976 - \$36,712

**Management**

General Manager- T1	\$ 44.55	\$ 45.66	\$ 46.81	\$ 47.98	\$ 49.17	\$ 50.40	\$ 51.66	\$ 52.96	\$ 54.28	\$ 55.64	\$ 57.03	\$ 58.45	\$92,664 - \$121,576
Finance Director - T1	\$ 33.65	\$ 34.50	\$ 35.36	\$ 36.24	\$ 37.15	\$ 38.08	\$ 39.03	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16	\$69,992 - \$91,853
Operations Director - T1	\$ 33.65	\$ 34.50	\$ 35.36	\$ 36.24	\$ 37.15	\$ 38.08	\$ 39.03	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16	\$69,992 - \$91,853



**Employment Contract  
Between  
PORT OF NEWPORT  
And  
Don Moon**

This agreement effective the 1st day of December, 2016 by and between the Port of Newport, hereinafter referred to as “Port,” and Don Moon, hereinafter referred to as “Interim International Terminal Supervisor” or “IIITS.”

Port hereby employs Don Moon as Interim International Terminal Supervisor, and Don Moon hereby accepts said employment on the following terms and conditions.

**Duties and Responsibilities:**

1. Don Moon shall be the Interim International Terminal Supervisor. As such, the IIITS shall have the primary responsibility as Terminal Supervisor (“ITS”) of the Port. The IIITS shall more specifically:
  - a. Prepare monthly operational reports with staff’s assistance and present to the Commission at their monthly meetings.
  - b. Attend and actively lead in organizational staff and departmental meetings.
  - c. Work with Facility Managers to assist with CMMS training/knowledge.
  - d. Lead and support Facility Managers with human resource and leadership issues.
  - e. Reinforce safety, training and certification processes including distribution of support information for opportunities such as HAZWOPR.
  - f. Other duties found in the ITS Job Description.

**Termination of Employment Contract:**

1. *Termination upon the hiring of an ITS.* Upon the hiring of a ITS, this employment contract is terminated and IIITS shall be entitled to return to IIITS’s previous position. During the transition of the ITS, IIITS shall ensure a successful transition.
2. *Termination without IIITS’s concurrence but not for cause.* In the event the Port intends to terminate this Employment Contract prior to the hiring of a ITS without the IIITS’s concurrence, the IIITS shall be entitled to return to IIITS’s previous position as soon as practicable.
3. *Termination with IIITS’s concurrence.* In the event the Port intends to act to terminate this employment contract prior to the hiring of a ITS with the IIITS’s concurrence, the IIITS shall be entitled to return to IIITS’s previous position as soon as practicable.
4. *Termination at the request of the IIITS.* In the event the IIITS intends to act to terminate this employment contract prior to the hiring of a ITS, IIITS will notify the Port immediately if IIITS intends to seek other employment, and shall give the Port no less

than sixty (60) days written notice in advance of taking a position with another employer. In the event IIITS intends to return to IIITS's previous position, the Port and IIITS will mutually agree to allow such return as soon as practicable.

5. *Termination for cause.* In the event of termination for cause, IIITS will not be allowed to return to IIITS's previous position.

**Salary:**

1. The IIITS shall be paid \$7.82 additional (per hour) to IIITS's current salary during the term of IIITS's tenure as IIITS; such additional amount will be paid at IIITS's regular pay periods. The total rate is \$19.97 for the duration of this contract.
2. The IIITS may receive the same salary and benefit adjustment as would had been granted in IIITS's previous position. If the IIITS returns to his original position, any annual performance evaluation percentage will be applied to the original salary.

**Professional Liability:**

1. The Port shall, subject to Oregon law and insurance carrier rules and policy limitations, hold harmless and indemnify the IIITS from any and all demands, claims, suits, and legal proceedings brought against the IIITS in the IIITS's individual capacity or in the IIITS's capacity as agent and employee of the Port.
2. In no case shall individuals be considered personally liable for indemnifying the IIITS against such demands, claims, suits, actions and legal proceedings.

**Entirety of the Agreement:**

1. This contract constitutes the entire agreement between the parties, integrates all the terms and conditions included herein, and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter hereof.

**Breach of Agreement:**

1. Failure by the IIITS to fulfill the obligations set forth in this agreement shall be considered a breach of this contract and will terminate the contract immediately.

**Applicable Law:**

1. This agreement is subject to all applicable laws of the State of Oregon.

**Savings Clause:**

1. If, during the term of this Employment Contract, it is found that a specific clause of the contract or a portion thereof is illegal under federal or state law, the remainder of the contract not affected by such law shall remain in full force.

**Modification:**

1. The parties may, during the term of this agreement, mutually agree to modify any of IIITS terms. Any modifications will be in writing, signed by both parties and attached to this document.

In Witness whereof, the Port pursuant to the authority of the Board of Commissioners, has caused two originals of this agreement to be signed in the name of the Port by the Commission President, and the Commission President has hereunto affixed her hand on the 26th day of September, 2017.

---

*Don Moon, Interim  
Terminal Supervisor*

---

*Patricia Patrick-Joling  
Commission President*





## Port Of Newport Public Safety Report

Month: <b>July</b>		Prepared By: <b>Matt Frank</b>			Report Date: <b>September 25, 2017</b>				
INCIDENT / CALL TYPE	NORTH			SOUTH			INTERNATIONAL		
	MONTH	YEAR	TOTAL	MONTH	YEAR	TOTAL	MONTH	YEAR	TOTAL
Patrol Check	205	1122	<u>1327</u>	227	958	<u>1185</u>	80	473	<u>553</u>
Unsecure Area	1	1	<u>2</u>			<u>0</u>			<u>0</u>
Open Door / Window			<u>0</u>	1		<u>1</u>	1	2	<u>3</u>
Boat Related	3	24	<u>27</u>		1	<u>1</u>		1	<u>1</u>
Suspicious Vehicle	2	23	<u>25</u>	18	31	<u>49</u>	5	10	<u>15</u>
Suspicious Circumstance	2	9	<u>9</u>	5	1	<u>6</u>		2	<u>2</u>
Welfare Check		1	<u>1</u>		1	<u>1</u>			<u>0</u>
Unwanted Subject	1	4	<u>5</u>		3	<u>3</u>			<u>0</u>
Ordinance Violation		3	<u>3</u>		2	<u>2</u>		1	<u>1</u>
Parking / Traffic Related		2	<u>2</u>			<u>0</u>		1	<u>1</u>
Trespassing	1	0	<u>1</u>		2	<u>2</u>			<u>0</u>
Noise Complaint			<u>0</u>	2	6	<u>8</u>			<u>0</u>
Disturbance/Domestic		1	<u>1</u>		1	<u>1</u>			<u>0</u>
Assault		1	<u>1</u>	1	0	<u>1</u>			<u>0</u>
Fire			<u>0</u>			<u>0</u>			<u>0</u>
Suspicious Person		4	<u>4</u>		2	<u>2</u>			<u>0</u>
Theft /Burglary		1	<u>1</u>	1	1	<u>2</u>			<u>0</u>
Alarm			<u>0</u>	1	3	<u>4</u>			<u>0</u>
Agency Assist	2	11	<u>13</u>	2	1	<u>3</u>		1	<u>1</u>
Disorderly Conduct		2	<u>2</u>			<u>0</u>			<u>0</u>
Harassment		3	<u>3</u>			<u>0</u>			<u>0</u>
Drug / Alcohol Related		1	<u>1</u>	1		<u>1</u>			<u>0</u>
Vandalism			<u>0</u>	1	1	<u>2</u>			<u>0</u>
Contact	6	27	<u>33</u>	44	73	<u>117</u>	2	14	<u>16</u>
Maintenance Related		4	<u>4</u>	1	1	<u>2</u>			<u>0</u>
Lost / Found Property			<u>0</u>			<u>0</u>			<u>0</u>
Animal Related		3	<u>3</u>	1	1	<u>2</u>			<u>0</u>
Hazard		2	<u>2</u>		2	<u>2</u>			<u>0</u>
Informational		2	<u>2</u>	6	5	<u>11</u>			<u>0</u>
Property Damage		1	<u>1</u>			<u>0</u>			<u>0</u>
Follow Up		1	<u>1</u>			<u>0</u>			<u>0</u>
Unlawful Entry Motor Vehicle			<u>0</u>		1	<u>1</u>			<u>0</u>
Field Interview		1	<u>1</u>			<u>0</u>			<u>0</u>
<b>OTHER DATA</b>	<b>MONTH</b>	<b>YEAR</b>	<b>TOTAL</b>	<b>CITATIONS</b>	<b>MONTHLY</b>	<b>YEAR</b>	<b>TOTAL</b>		
Total Case Reports	5	23	<u>28</u>	<i>Cites Issued</i>	5	65	70		
Citations Issued	5	65	<u>70</u>	<i>Total Fines</i>	\$205	\$1,400	\$1,605		
Trespasser	0	1	<u>1</u>	<i>Fines Collected</i>	\$125	\$280	\$405		
Arrest	0	1	<u>1</u>	<i>Fines Still Due</i>	\$80	\$1,120	\$1,200		
Foot Patrols	14	67	<u>81</u>	<b>MAN HOURS</b>					
RV Inventories	48	233	<u>281</u>	<i>Court Time</i>	0	1	1		
Boat Inventories	31	181	<u>212</u>	<i>Report Time</i>	1.5	31	32.5		
Lock Ups	62	362	<u>424</u>	<i>Meetings</i>	2	6	8		

## Port Of Newport Public Safety Report

Month: **August**      Prepared By: **Matt Frank**      Report Date: **September 25, 2017**

INCIDENT / CALL TYPE	NORTH			SOUTH			INTERNATIONAL		
	MONTH	YEAR	TOTAL	MONTH	YEAR	TOTAL	MONTH	YEAR	TOTAL
Patrol Check	171	1327	<u>1498</u>	187	1185	<u>1372</u>	60	553	<u>613</u>
Unsecure Area		2	<u>2</u>			<u>0</u>			<u>0</u>
Open Door / Window			<u>0</u>			<u>0</u>		3	<u>3</u>
Boat Related	6	27	<u>33</u>		1	<u>1</u>		1	<u>1</u>
Suspicious Vehicle	3	25	<u>28</u>	16	49	<u>65</u>	2	15	<u>17</u>
Suspicious Circumstance	3	11	<u>14</u>		6	<u>6</u>		2	<u>2</u>
Welfare Check	1		<u>1</u>		1	<u>1</u>			<u>0</u>
Unwanted Subject		5	<u>5</u>		3	<u>3</u>			<u>0</u>
Ordinance Violation		3	<u>3</u>		2	<u>2</u>		1	<u>1</u>
Parking / Traffic Related		2	<u>2</u>	1	0	<u>1</u>		1	<u>1</u>
Trespassing		1	<u>1</u>	1	2	<u>3</u>			<u>0</u>
Noise Complaint			<u>0</u>		8	<u>8</u>			<u>0</u>
Disturbance/Domestic		1	<u>1</u>		1	<u>1</u>			<u>0</u>
Assault		1	<u>1</u>		1	<u>1</u>			<u>0</u>
Fire			<u>0</u>			<u>0</u>			<u>0</u>
Suspicious Person		4	<u>4</u>		2	<u>2</u>			<u>0</u>
Theft /Burglary		1	<u>1</u>		2	<u>2</u>			<u>0</u>
Alarm			<u>0</u>		4	<u>4</u>			<u>0</u>
Agency Assist	1	13	<u>14</u>		3	<u>3</u>		1	<u>1</u>
Disorderly Conduct		2	<u>2</u>			<u>0</u>			<u>0</u>
Harassment		3	<u>3</u>			<u>0</u>			<u>0</u>
Drug / Alcohol Related	1	1	<u>2</u>		1	<u>1</u>			<u>0</u>
Vandalism			<u>0</u>		2	<u>2</u>			<u>0</u>
Contact	16	33	<u>49</u>	26	117	<u>143</u>	6	16	<u>22</u>
Maintenance Related		4	<u>4</u>	1	2	<u>3</u>			<u>0</u>
Lost / Found Property			<u>0</u>			<u>0</u>			<u>0</u>
Animal Related		3	<u>3</u>	2	2	<u>4</u>			<u>0</u>
Hazard		2	<u>2</u>		2	<u>2</u>			<u>0</u>
Informational		2	<u>2</u>		11	<u>11</u>			<u>0</u>
Property Damage		1	<u>1</u>			<u>0</u>			<u>0</u>
Follow Up		1	<u>1</u>			<u>0</u>			<u>0</u>
Unlawful Entry Motor Vehicle			<u>0</u>		1	<u>1</u>			<u>0</u>
Field Interview		1	<u>1</u>			<u>0</u>			<u>0</u>
Abandoned Vehicle			<u>0</u>	1	0	<u>1</u>			<u>0</u>
<b>OTHER DATA</b>	<b>MONTH</b>	<b>YEAR</b>	<b>TOTAL</b>	<b>CITATIONS</b>	<b>MONTHLY</b>	<b>YEAR</b>	<b>TOTAL</b>		
Total Case Reports	3	28	<u>31</u>	<i>Cites Issued</i>	19	70	89		
Citations Issued	19	70	<u>89</u>	<i>Total Fines</i>	\$720	\$1,605	\$2,325		
Trespasser	0	1	<u>1</u>	<i>Fines Collected</i>	\$40	\$405	\$445		
Arrest	0	1	<u>1</u>	<i>Fines Still Due</i>	\$680	\$1,200	\$1,880		
Foot Patrols	14	81	<u>95</u>	<b>MAN HOURS</b>					
RV Inventories	50	281	<u>331</u>	Court Time	0	1	1		
Boat Inventories	31	212	<u>243</u>	Report Time	8	32.5	40.5		
Lock Ups	62	424	<u>486</u>	Meetings	0	8	8		