

**PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA**

Tuesday, June 23, 2015, 6:00 p.m.

South Beach Activities Room, 2120 SE Marine Science Drive, Newport, OR 97365

Walter Chuck (Pos. #1), President; Dean Fleck (Pos. #5), Vice President;  
Ken Brown (Pos. #4), Secretary/Treasurer; JoAnn Barton (Pos. #3); David Jincks (Pos. #2)

- I. Call to Order ..... 6:00
- II. Changes to the Agenda ..... 6:01
- III. Public Comment ..... 6:02
- IV. Consent Calendar ..... 6:05
  - A. Minutes
    - 1. Regular Commission Meeting – May 26, 2015
  - B. Financial Reports
  - C. Barrel to Keg Special Event Permit
- V. Correspondence/Presentations ..... 6:08
  - A. John Lee, VIP Hospitality re: Hotel Construction on Port Property
  - B. Evan Hall, Rondys re: Urban Renewal Support
  - C. Dana Jenkins, County Clerk re: Election Results
  - D. Bud Shoemake, Port of Toledo re: Support of Toledo Boatyard
- VI. Old Business
  - A. Items Removed from Consent Calendar ..... 6:18
  - B. Accounts Paid ..... 6:19
  - C. USCG Fast Response Cutters Homeport Update ..... 6:20
- VII. New Business
  - A. Fiscal Year 2015-16 Budget Hearing (ORS 294.430) ..... 6:25
  - B. Resolution Adopting the FY15-16 Budget ..... 6:30
  - C. Resolution Adopting FY15-16 Capital Improvement List ..... 6:32
  - D. Adoption of Director of Operations Job Description ..... 6:37
  - E. Approval of Contract with City of Newport for Urban Renewal Services (>\$16,000) ..... 6:42
- VIII. Staff Reports
  - A. Departmental Reports ..... 6:47
    - 1. Steve Larrabee, Director of Finance
    - 2. Rick Fuller, NOAA Facilities Manager
    - 3. Kevin Bryant, Commercial Marina Harbormaster
    - 4. Jim Durkee, Terminal Operations Manager
    - 5. Penny Gabrielson, South Beach Occupancy Report
    - 6. Chris Urbach, South Beach Marina Harbormaster
    - 7. Mike Goff, TCB Security
    - 8. Safety Committee Minutes, May 2015
  - B. General Manager’s Report ..... 6:52
    - 1. Rogue Brewery Expansion
    - 2. Port Vision Plan
    - 3. Deferred Maintenance on Commercial Docks
    - 4. USCG Air Facility
    - 5. Terminal Shipping Facility
    - 6. Legal Services
    - 7. Vacation from June 29-July 2
- IX. Commissioner Reports ..... 7:02
- X. Calendar/Future Considerations ..... 7:07

A.	07/03	Office Closed for 4 <sup>th</sup> of July	
B.	07/04	Salmon Enchanted Evening / 4 <sup>th</sup> of July Fireworks	
C.	07/14	Fishermen's Forum	
D.	07/18	Barrel to Keg Race	
E.	07/21	Department Heads Meeting	
F.	07/28	Regular Commission Meeting	
XI.	Public Comment	.....	7:08
XII.	Adjournment	.....	7:11

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

The Port 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.

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**PORT OF NEWPORT MINUTES**  
**May 26, 2015**  
**Regular Commission Meeting**

**I. CALL TO ORDER**

Commission President Walter Chuck called the regular commission meeting of the Board of Commissioners to order at 6:00 PM.

**Commissioners Present:** Walter Chuck (Pos. #1), President; Dean Fleck (Pos. #5), Vice-President; Ken Brown (Pos. #4), Secretary / Treasurer; JoAnn Barton (Pos. #3); and David Jincks (Pos. #2).

**Management and Staff:** Kevin Greenwood, General Manager; Stephen Larrabee, Director of Finance; Rick Fuller, NOAA Facilities Manager; and Roxie Cuellar, Administrative Assistant.

**Members of the Public and Media:** Yale Fogarty, ILWU; Eddie Cordell, ILWU; Pat Ruddiman, ILWU; Brian Carl, ILWU; Mike Sorenson, Miss Raven; Steve Lovin, Umatilla II; Chris Olson, Newport Marine Store and Charter; Stewart Lamerdin, in-coming commissioner; Ralph Busby, Newport city councilor. Larry Coonrod, Lincoln County Dispatch, and Dennis Anstine, Newport News-Times, represented the media.

**II. CHANGES TO THE AGENDA**

There were no changes to the Agenda.

**III. PUBLIC COMMENT**

There was no public comment during the first public comment period.

**IV. CONSENT CALENDAR**

**A motion was made by Barton and seconded by Jincks to approve the Consent Calendar. The motion passed 5-0.**

**V. CORRESPONDENCE / PRESENTATIONS**

The General Manager presented Frank Berg's final written report to the commissioners. He explained the report is required under state law when a jurisdiction opts to proceed with an alternative contracting method. Page 4 of the 19 page report provided a summary of the costs and savings, and about \$149,000 in savings would be transferred from the Construction Account to the Facilities Maintenance Reserve Fund. Page 7 provided the objective assessment that the final cost of the terminal project would be approximately \$27 million, which would include mitigation costs. Barton expressed disappointment that Berg could not attend the meeting, saying that he was very professional and easy to work with. The General Manager

noted that it was beneficial that he was able to come back to work with the Port on the dredging at the terminal.

## **VI. OLD BUSINESS**

### **A. Items Removed from the Consent Calendar**

No Items were removed from the Consent Calendar.

### **B. Accounts Paid**

Jincks inquired about the \$15,095 payment to Four C's Environmental Inc., for contracted water sample testing. The General Manager explained that was for the testing of the South Beach fuel line. Jincks asked if it was the total project costs. Larrabee said there may still be a few small items left to do. **A motion was made by Jincks and seconded by Barton to accept the Accounts Paid. Fleck and Brown announced conflicts of interests because of payments made to Englund Marine and Les Schwab. The motion passed 3-0.**

### **C. Port Dock 5 Tour Report**

Jincks reported that the General Manager, Patricia Patrick-Joling (in-coming commissioner), and Larry Coonrod (Lincoln County Dispatch) toured Port Dock 5 with him. He said the main point of the tour was to point out key deteriorated pilings that could cause significant damage in a perfect storm. He noted that the Port should be looking for ways to extend the life of the docks rather than allow them to deteriorate to the point where replacement is the only alternative. He said that even parts of Port Dock 7 could be extended for perhaps ten years, but the Port needs a maintenance program. He said that the hoist dock on Port Dock 7 needlessly takes away manpower that could be better used for maintenance. The General Manager said he is looking into an emergency permit to remove up to five snagged pilings. He said the Port should have more money after the end of the year that could be used for emergency repairs. He had gone over the HIPPO software with Fuller and is looking forward to having an operations manager who can use HIPPO to schedule maintenance. Walter asked how much money will be available after the end of the year. Larrabee said about \$100,000. He also noted that the emergency permit would allow pilings to be removed but would not authorize the installation of new pilings. The General Manager told the commissioners that he had priced new steel, galvanized pilings and they cost \$52 per lineal foot. Walter asked about refinancing to provide money for the installation of the pilings. The General Manager explained there are many unknowns and there will be a significant increase in the debt service next year. He suggested that the Port may want to budget for a full review of Port Docks 5 and 7 with a view to extending the life of the docks. Fleck noted that Port Dock 7 has been the highest maintenance priority for several years but it gets little attention, so he was glad to hear Jincks recommend a comprehensive approach. The General Manager agreed that if money is put into the budget for maintenance, then the maintenance needs to be done. Walter asked if a surcharge should be added to the moorage rates before the Board approves the rates resolution. Jincks said that it was not the moorage holders fault that the docks were not being maintained adequately, adding that the Port needed to impose quality control to make sure that maintenance is done properly.

Walter suggested that the General Manager give the commissioners a suite of ideas on how to raise the money to do the maintenance. The General Manager said that the rates could be changed later if that was an alternative preferred by the commission, but the rates resolution should be passed in the interim. Barton found it distressing that the commission has been having the same conversation for the eight years she has been on the commission and recommended that the Port staff draw up a list of funding options.

#### **D. Resolution Setting Rates, Fee, and Charges (ORS 294.160)**

The General Manager observed that this resolution had been on the commission's agendas for the last six months and had been well vetted. **A motion was made by Barton and seconded by Brown to adopt the resolution setting rates, fees, and charges. The motion passed 5-0.**

### **VII. NEW BUSINESS**

#### **A. Resolution Adopting a Compensation Plan**

The General Manager reminded the commission that the compensation plan was reviewed during their work session and during the Budget Committee Meeting. **A motion was made by Fleck and seconded by Jincks to adopt the resolution approving a compensation plan. The motion was passed 5-0.**

#### **B. Resolution Adopting Charter Policy**

The General Manager explained this resolution formalized the charter fee charged by the Port. Those charters that go through the Marina Charter Store do not pay the fee; others do. Sorenson said that on opening day of halibut, people can be caught not paying the fee all the time. Chris Olson said that he has a list of charters that do not pay. Fleck asked if he would provide the list to the Port. Olson said he had given it to Don Mann, the prior general manager, several times. He asked how much the citation would be. The general manager said it would be \$300 and the fine could be applied to the payment of the fee. Barton asked if security could catch the vessels not paying the fee. The General Manager said that the Port needed to put up signage first. **A motion was made by Brown and seconded by Barton to adopt the resolution on charter policy. The motion passed 5-0.**

#### **C. Resolution Adopting Procurement Policy**

The General Manager explained the inconsistency that Resolution 2007-07, which created the rules for Port procurements eight years ago, had not authorized the general manager to make any purchases under \$5,000 without Board approval but did authorize the General Manager to make procurements without Board approval for contracts between \$5,000 and \$150,000. The commissioners were given two sets of options to amend Resolution 2007-07; the General Manager's recommendation was Option 1 of each set of choices. The first recommendation was to increase the small procurement level from \$5,000 to \$10,000 to make it consistent with state law. The second recommendation was to authorize the general manager to make

purchases and engage in contracts of \$10,000 or less without Board approval. Brown said that Jincks had suggested at the last meeting that the Board authorize the general manager to make that level of procurement without Board approval two or three times per year. The General Manager agreed that was one option available but the difficulty was to know when to use those three opportunities. He said that Option #1 was more efficient and that several ports have raised the limit for procurements by the general manager to \$10,000. Jincks said he still had the concerns he had expressed at the previous meeting. The Port has a very tight budget, and while costs have gone up, spending \$10,000 does eat into a budget quickly. The General Manager said that another option was to authorize the general manager to make procurements between \$5,000 and \$10,000 if two commissioners signed off on them. Walter asked how many times this level of procurement comes up in the course of a year; the general manager said probably six to seven times. Walter suggested that perhaps the Board could split the difference and authorize the general manager to make procurements up to \$7,500. Jincks said he was okay with the \$10,000 limit, but he had wanted to state his concerns. He feels more comfortable being part of the decision and providing oversight. Walter noted that it saves staff time and the time of the commissioners if the limit is raised. Barton said she did not feel that the issue was having special meetings, because the commissioners do show up. She said she was most comfortable with Option #4 and that she agreed with Jincks about providing oversight. She suggested that the Board start with Option #4, which would authorize the general manager to make three procurements a year up to \$10,000 without board approval and perhaps the policy could be reviewed again in a few years. Fleck said that he doesn't like to micromanage but he agreed with Barton. Brown said he also liked Option #4. **A motion was made by Jincks and seconded by Fleck to adopt the resolution on procurements but substitute Option #4 for the language of Option #1 with respect to the general manager's authorization on small procurement limits. The motion passed 5-0.**

#### **D. Personal Services Contract with Todd Chase for Grant Writing Services**

The General Manager explained that Todd Chase is an economist who had been used by the Port in the past for grant writing; Chase is currently writing the TIGER grant for the Port. The General Manager proposed putting Chase on a contract basis, similar to an attorney, as long as it fell within the budget and procurement limits. **A motion was made by Barton and seconded by Jincks to authorize a personal services contract with Todd Chase for grant writing services. The motion passed 5-0.**

#### **E. Personal Services Contract with Coast & Harbor Engineering for NOAA Dredging Minimization Study Analysis**

The General Manager reminded the commissioners that they had discussed siltation at the NOAA docks at the last meeting. Fuller spoke with Vladimir Shepis about the siltation significantly exceeding the predicted amount in his report five years ago. Shepis had said the sediment would accumulate at about five inches a year. Fuller said there was one year when it exceeded 12 feet. Shepis said he would need to put the data Fuller had into his computer to do the new modeling. Fuller said that dredging throws good money after bad. He and Jincks had discussed different ideas of how to deal with the siltation but an engineer needs to look at it. Fuller said the dredging is basically digging a hole in the river that fills in again. He said that the

ships at the NOAA docks also affect the siltation. Barton said that most things have not changed since Vladimir did his modeling five years ago, so why should the Port expect a different result if it pays him to do another study? Brown said he had the same question, why would the Port use the same engineer if the original report was so wrong? Fuller said it could cost the Port more money to have a new engineer start from scratch, but he could get cost estimates. Brown asked if time was a factor; Fuller responded that we are currently out of compliance. Jincks said that conditions do change, currents change, and that is beyond people's ability to accurately assess. He suggested that the Port have the dredging done while it looks for a cure. Fleck noted that the mouth of the Klamath River changes every year. He felt that having Shepis do the study for \$11,000 was reasonable. Barton agreed that he had come highly recommended. Jincks said he was concerned about some of the assumptions – that Shepis would only rely on old data and that he would not make a site inspection, for example. Fuller said that the Port could ask him to come to the Port but that would add to the cost. He said that new NOAA data should produce the amount of expected volume that could be used for the permits. **A motion was made by Barton and seconded by Jincks to authorize a personal contract with Coast and Harbor Engineering for a NOAA dredging minimization study and analysis. The motion passed 5-0.**

## **VII. STAFF REPORTS**

### **A. Department Reports**

There were no questions or comments by the General Manager or the commissioners.

### **B. Manager's Report**

#### **1. Rogue Brewery Expansion**

The General Manager said he has received two engineering reports and that he had forwarded both to Rogue.

#### **2. Port Vision Plan**

The General Manager explained that the scope of work had been modified. He has been working with Rachael Cotton, EDALC intern, and he has received several letters of support. He will attend the Newport City Council meeting on June 2 and would discuss how the parcels should be used and developed with a review of Commission goals. If the Port receives the grant, the project should start the beginning of the next calendar year and finish before the end of the next fiscal year.

#### **3. USCG Air Facility**

The Port is continuing to track the legislative and judicial process.

#### **4. Terminal Laydown Area**

The General Manager said that he had conversations with Evan Hall to restart the MRU discussions so the laydown area can be constructed. They discussed wetlands and mitigation and how the peninsula would be graded. He said Hall would probably take the spoils to be graded over their property. He had submitted a letter to the city about bringing the sewer line to McLean Point, which would make it more grant eligible. He also discussed the proposed Urban Renewal District with the city. If the base could be frozen at zero, the funds derived from the district could be used to put in the sewer line. After twenty years, the city would receive the benefit from having a developed property on the tax rolls. Brown will be a representative of the Port on the Urban Renewal District committee. There are several approaching deadlines. The date for submission of the final TIGER grant is June 5. The General Manager is also looking at Connect Oregon and U. S. Commerce EDA grants. The Port has received many supporting letters. The General Manager added that the Urban Renewal District would be a good way to demonstrate local support for the project when applying for grants. Chuck asked how much the total matching grants would be. The General Manager said the required matches varied between and within specific grants.

## **5. Port Security Grant Program**

The General Manager informed the Board that the grant was submitted on May 19, and there were about 20 supporting letters, mostly from first responders. He is attending breakfasts of the Maritime Security Committee in Portland. The Port initially approached the grant with the goal of getting security cameras. Michael Moreno, who prepared the grant, informed the Port that it could also get grant money for the construction of the administration building. The Port would need to loan itself money, probably from the NOAA Fund, for the matching funds. Commissioners expressed concern that the public would not support spending money on a new building when the Port has so many other pressing maintenance projects. The General Manager said that the security grant would pay 63% of the cost of the new building; the Port would need to come up with \$370,000 in matching funds. Fleck said that the Port had put money into architectural designs already and that the Budget Committee had been reluctant to put money into matching funds when there were other projects requiring the Port's limited money. Jincks reminded people to look at the long-range costs because the administration building will have to be built at some point. He noted that some money will be freed up when the Oregon Coast Bank loans are paid off. Overall savings could also make it work. The General Manager reminded everyone that staff had not gone out looking for a grant to build the building but had looked for a grant for security cameras, which everyone agrees are needed. Fleck asked when the grant would be awarded. Larrabee said the end of September. Barton said this is the classic case of the tail wagging the dog and said that the Port would have to get out ahead on this. She asked how long the city would allow the Port to keep its office in a temporary building. The General Manager answered that the temporary permit expires this fall. Brown asked if we could reapply another year. The General Manager said the grant may not be available. Barton said that the dredging costs also had to come out of the NOAA Fund. The General Manager said he had to make people comfortable with the idea of a new building. Barton agree, especially with the commercial fishing industry.



## **6. Director of Operations**

The General Manager asked if the commissioners had anything they wanted to contribute to the job description or time line. Walter said the candidate should have shipping and cargo experience. Jincks said he was concerned that the position would be stretched too thin. He likes the idea that the job description would have an emphasis on maintenance projects because that is the best way to save Port money. The General Manager felt that the most important part of the job was to follow up on and make sure that plans are being followed and maintained. Barton asked what percentage of the job would be administrative and what part would be boots-on-the-ground. The General Manager said that the operations manager would not be in the office that much but would need an office because the General Manager would want to be in frequent contact with him or her. Jincks felt that for the first five years, his pickup should be his office.

## **IX. COMMISSIONERS' REPORTS**

There were no commissioners' reports.

## **X. CALENDAR / FUTURE CONSIDERATIONS**

President Chuck read the upcoming schedule. Brown said he would be absent from the regular commission meeting on June 23.

## **XI. PUBLIC COMMENT**

Yale Fogerty said he wanted to provide a public perspective. If the Port can borrow \$365,000 for an administration building, why can't it borrow \$365,000 to repair the docks? He said the revenue assets are being neglected, adding that all the boats at the Port represent small business owners who contribute a lot to the Newport community. Barton said that she agreed, but asked how long the Port could continue to operate out of a temporary building.

## **XI. ADJOURNMENT**

Having no further business, the meeting adjourned at 7:35 PM.

ATTESTED:

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Walter Chuck, President

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Ken Brown, Secretary / Treasurer

# Port of Newport

600 S. E. BAY BOULEVARD NEWPORT, OREGON 97365 (541) 265-7758 FAX (541) 265-4235 [www.portofnewport.com](http://www.portofnewport.com)

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## Memo

**To:** Port of Newport Commissioners  
**From:** Stephen Larrabee, Director of Finance  
**Date:** June 23, 2015

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### **Financials:**

May year to date financials are attached. Income continues to be up and expenses down.

### **Finance Operations:**

The Budget process went fairly smoothly, a big thanks to the Finance team and the other managers.

The new security system for the RV Park will be installed by the end of June, half of this cost was paid for through an SDAO grant.

2:12 PM  
06/17/15  
Accrual Basis

Port of Newport Operating Fund  
Balance Sheet  
As of May 31, 2015

	May 31, 15	May 31, 14	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Available Cash & Equivalents	1,071,165.88	877,422.60	193,743.28
Restricted Cash & Equivalents	679,550.67	343,022.97	336,527.70
<b>Total Checking/Savings</b>	1,750,716.55	1,220,445.57	530,270.98
<b>Accounts Receivable</b>			
Accounts Receivable	89,658.09	91,137.72	-1,479.63
<b>Total Accounts Receivable</b>	89,658.09	91,137.72	-1,479.63
<b>Other Current Assets</b>			
Allow for Bad Debt - CM	-10,000.00	-10,000.00	0.00
Allow for Bad Debt - SB	-4,000.00	-4,000.00	0.00
AR Property Tax	10,334.60	8,054.60	2,280.00
Assets Held For Sale	5,609.93	0.00	5,609.93
Cash Clearing	0.00	36.00	-36.00
Due from other Port Funds	117,888.80	123,843.90	-5,955.10
Prepaid Expenses	101,648.23	69,287.59	32,360.64
Undeposited Funds	20.00	-74.00	94.00
<b>Total Other Current Assets</b>	221,501.56	187,148.09	34,353.47
<b>Total Current Assets</b>	2,061,876.20	1,498,731.38	563,144.82
<b>Fixed Assets</b>			
<b>Capital Assets</b>	88,071,060.35	89,147,062.56	-1,076,002.21
<b>Total Fixed Assets</b>	88,071,060.35	89,147,062.56	-1,076,002.21
<b>TOTAL ASSETS</b>	<b>90,132,936.55</b>	<b>90,645,793.94</b>	<b>-512,857.39</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	55,446.28	39,592.97	15,853.31
<b>Total Accounts Payable</b>	55,446.28	39,592.97	15,853.31
<b>Other Current Liabilities</b>			
Accrued Interest Payable	90,347.00	90,347.00	0.00
Accrued Property Taxes	0.00	32,887.87	-32,887.87
Current Portion-Long Term Debt	177,258.39	177,258.39	0.00
Due to other Port Funds	0.00	33,338.11	-33,338.11
Payroll Liability	35,593.11	30,152.66	5,440.45
Prepaid Moorage and Deposits	187.00	10,490.00	-10,303.00
<b>Total Other Current Liabilities</b>	303,385.50	374,474.03	-71,088.53
<b>Total Current Liabilities</b>	358,831.78	414,067.00	-55,235.22
<b>Long Term Liabilities</b>			
2013 FF&C Bond Premium	135,465.75	135,465.75	0.00
Long Term Debt	8,771,100.61	8,739,743.61	31,357.00
<b>Total Long Term Liabilities</b>	8,906,566.36	8,875,209.36	31,357.00
<b>Total Liabilities</b>	9,265,398.14	9,289,276.36	-23,878.22
<b>Equity</b>			
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	-6,448,059.80	-5,722,419.16	-725,640.64
Opening Balance Equity	79,446,413.75	79,446,413.75	0.00
Net Income	738,396.46	501,734.99	236,661.47
<b>Total Equity</b>	80,867,538.41	81,356,517.58	-488,979.17
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>90,132,936.55</b>	<b>90,645,793.94</b>	<b>-512,857.39</b>

2:16 PM  
 06/17/15  
 Accrual Basis

**Port of Newport Operating Fund  
 Profit & Loss Budget vs. Actual  
 July 2014 through May 2015**

	Jul '14 - May 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Lease Revenues	534,089.45	569,438.00	-35,348.55
Shipping Terminal Revenues	8,584.78	10,000.00	-1,415.22
Hoist Dock & Services	458,850.92	385,500.00	73,350.92
Moorage	1,089,793.95	1,135,000.00	-45,206.05
Launch Ramp & Trailer Storage	68,617.73	58,000.00	10,617.73
Miscellaneous Revenue	76,321.50	32,600.00	43,721.50
RV Parks	652,972.42	552,500.00	100,472.42
<b>Total Income</b>	<u>2,889,230.75</u>	<u>2,743,038.00</u>	<u>146,192.75</u>
<b>Gross Profit</b>	2,889,230.75	2,743,038.00	146,192.75
<b>Expense</b>			
Personal Services	850,944.74	1,124,806.00	-273,861.26
Materials & Services	1,055,670.70	1,328,297.00	-272,626.30
Debt Services	344,207.98	578,205.00	-233,997.02
<b>Total Expense</b>	<u>2,250,823.42</u>	<u>3,031,308.00</u>	<u>-780,484.58</u>
<b>Net Ordinary Income</b>	638,407.33	-288,270.00	926,677.33
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Property Tax Revenue	94,315.25	88,750.00	5,565.25
Fund Transfers In	0.00	25,000.00	-25,000.00
Gain/(Loss) on Sale of Assets	3,950.00		
Grant & Loan Proceeds	3,897.00	17,200.00	-13,303.00
Interest Income	4,277.31	2,500.00	1,777.31
Miscellaneous	3,796.90		
Sale of Assets	50.00		
Property & Dredge Sales	1,476.00	5,000.00	-3,524.00
<b>Total Other Income</b>	<u>111,762.46</u>	<u>138,450.00</u>	<u>-26,687.54</u>
<b>Other Expense</b>			
Break-in Replacement	11,773.33		
Capital Outlay	0.00	150,000.00	-150,000.00
<b>Total Other Expense</b>	<u>11,773.33</u>	<u>150,000.00</u>	<u>-138,226.67</u>
<b>Net Other Income</b>	99,989.13	-11,550.00	111,539.13
<b>Net Income</b>	<u><u>738,396.46</u></u>	<u><u>-299,820.00</u></u>	<u><u>1,038,216.46</u></u>

2:32 PM

06/17/15

Accrual Basis

**Port of Newport Operating Fund**  
**Profit & Loss Budget vs. Actual - Admin**  
**July 2014 through May 2015**

	Jul '14 - May 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Lease Revenues	533,898.89	569,438.00	-35,539.11
Hoist Dock & Services	3,489.60		
Moorage	1,301.00		
Miscellaneous Revenue	26,658.83		
<b>Total Income</b>	<u>565,348.32</u>	<u>569,438.00</u>	<u>-4,089.68</u>
<b>Gross Profit</b>	565,348.32	569,438.00	-4,089.68
<b>Expense</b>			
Personal Services	308,312.49	484,982.00	-176,669.51
Materials & Services	295,211.30	377,337.00	-82,125.70
Debt Services	17,852.00	16,912.00	940.00
<b>Total Expense</b>	<u>621,375.79</u>	<u>879,231.00</u>	<u>-257,855.21</u>
<b>Net Ordinary Income</b>	-56,027.47	-309,793.00	253,765.53
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Property Tax Revenue	94,315.25	88,750.00	5,565.25
Fund Transfers In	0.00	25,000.00	-25,000.00
Gain/(Loss) on Sale of Assets	1,450.00		
Grant & Loan Proceeds	4,800.00	16,500.00	-11,700.00
Interest Income	4,277.31	2,500.00	1,777.31
Miscellaneous	3,736.90		
Sale of Assets	50.00		
<b>Total Other Income</b>	<u>108,629.46</u>	<u>132,750.00</u>	<u>-24,120.54</u>
<b>Other Expense</b>			
Break-in Replacement	37.29		
<b>Total Other Expense</b>	<u>37.29</u>		
<b>Net Other Income</b>	108,592.17	132,750.00	-24,157.83
<b>Net Income</b>	<u><u>52,564.70</u></u>	<u><u>-177,043.00</u></u>	<u><u>229,607.70</u></u>

2:37 PM  
 06/17/15  
 Accrual Basis

**Port of Newport Operating Fund**  
**Profit & Loss Budget vs. Actual - NIT**  
 July 2014 through May 2015

	<u>Jul '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Shipping Terminal Revenues	8,584.78	7,500.00	1,084.78
Hoist Dock & Services	181,539.80	139,500.00	42,039.80
Moorage	67,057.60	60,000.00	7,057.60
Launch Ramp & Trailer Storage	392.00		
Miscellaneous Revenue	1,958.07		
<b>Total Income</b>	<u>259,532.25</u>	<u>207,000.00</u>	<u>52,532.25</u>
<b>Gross Profit</b>	259,532.25	207,000.00	52,532.25
<b>Expense</b>			
Personal Services	51,995.38	59,810.00	-7,814.62
Materials & Services	87,621.78	99,262.00	-11,640.22
Debt Services	215,111.70	449,005.00	-233,893.30
<b>Total Expense</b>	<u>354,728.86</u>	<u>608,077.00</u>	<u>-253,348.14</u>
<b>Net Ordinary Income</b>	-95,196.61	-401,077.00	305,880.39
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Capital Outlay	0.00	150,000.00	-150,000.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>150,000.00</u>	<u>-150,000.00</u>
<b>Net Other Income</b>	0.00	-150,000.00	150,000.00
<b>Net Income</b>	<u><u>-95,196.61</u></u>	<u><u>-551,077.00</u></u>	<u><u>455,880.39</u></u>

**Port of Newport Operating Fund**  
**Profit & Loss Budget vs. Actual - SB**  
**July 2014 through May 2015**

	Jul '14 - May 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Hoist Dock & Services	13,412.50	9,500.00	3,912.50
Moorage	573,901.00	675,000.00	-101,099.00
Launch Ramp & Trailer Storage	60,808.48	58,000.00	2,808.48
Miscellaneous Revenue	40,225.12	28,600.00	11,625.12
RV Parks	591,861.98	552,500.00	39,361.98
<b>Total Income</b>	<u>1,280,209.08</u>	<u>1,323,600.00</u>	<u>-43,390.92</u>
<b>Gross Profit</b>	1,280,209.08	1,323,600.00	-43,390.92
<b>Expense</b>			
Personal Services	268,796.76	308,951.00	-40,154.24
Materials & Services	437,113.59	550,714.00	-113,600.41
Debt Services	103,474.48	105,332.00	-1,857.52
<b>Total Expense</b>	<u>809,384.83</u>	<u>964,997.00</u>	<u>-155,612.17</u>
<b>Net Ordinary Income</b>	470,824.25	358,603.00	112,221.25
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Grant & Loan Proceeds	-903.00	700.00	-1,603.00
Property & Dredge Sales	688.00	5,000.00	-4,312.00
<b>Total Other Income</b>	<u>-215.00</u>	<u>5,700.00</u>	<u>-5,915.00</u>
<b>Other Expense</b>			
Break-in Replacement	2,855.17		
<b>Total Other Expense</b>	<u>2,855.17</u>		
<b>Net Other Income</b>	<u>-3,070.17</u>	<u>5,700.00</u>	<u>-8,770.17</u>
<b>Net Income</b>	<u><u>467,754.08</u></u>	<u><u>364,303.00</u></u>	<u><u>103,451.08</u></u>

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 06/17/15  
 Accrual Basis

**Port of Newport Operating Fund  
 Profit & Loss Budget vs. Actual - CM  
 July 2014 through May 2015**

	<u>Jul '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Shipping Terminal Revenues	0 00	2,500 00	-2,500 00
Hoist Dock & Services	257,934 92	236,500 00	21,434 92
Moorage	395,893 94	400,000 00	-4,106 06
Launch Ramp & Trailer Storage	498 75		
Miscellaneous Revenue	5,176 72	4,000 00	1,176 72
<b>Total Income</b>	<u>659,504 33</u>	<u>643,000 00</u>	<u>16,504 33</u>
<b>Gross Profit</b>	659,504 33	643,000 00	16,504 33
<b>Expense</b>			
Personal Services	221,840 11	271,063 00	-49,222 89
Materials & Services	235,936 30	300,984 00	-65,047 70
Debt Services	7,769 80	6,956 00	813 80
<b>Total Expense</b>	<u>465,546 21</u>	<u>579,003 00</u>	<u>-113,456 79</u>
<b>Net Ordinary Income</b>	193,958 12	63,997 00	129,961 12
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Gain/(Loss) on Sale of Assets	2,500 00		
Miscellaneous	60 00		
Property & Dredge Sales	788 00		
<b>Total Other Income</b>	<u>3,348 00</u>		
<b>Net Other Income</b>	3,348 00		
<b>Net Income</b>	<u><u>197,306.12</u></u>	<u><u>63,997.00</u></u>	<u><u>133,309.12</u></u>



3:01 PM  
 06/17/15  
 Accrual Basis

Port of Newport - NOAA Fund  
**Balance Sheet**  
 As of May 31, 2015

	May 31, 15	May 31, 14	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Cash & Equivalents	5,573,230.57	5,355,677.22	217,553.35
<b>Total Checking/Savings</b>	<u>5,573,230.57</u>	<u>5,355,677.22</u>	<u>217,553.35</u>
<b>Other Current Assets</b>			
Prepaid Expenses	33,858.18	70,633.44	-36,775.26
Bond Costs (net amortization)	0.00	587,640.00	-587,640.00
<b>Total Other Current Assets</b>	<u>33,858.18</u>	<u>658,273.44</u>	<u>-624,415.26</u>
<b>Total Current Assets</b>	<u>5,607,088.75</u>	<u>6,013,950.66</u>	<u>-406,861.91</u>
<b>TOTAL ASSETS</b>	<u><u>5,607,088.75</u></u>	<u><u>6,013,950.66</u></u>	<u><u>-406,861.91</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable	10,996.77	8,226.26	2,770.51
<b>Total Accounts Payable</b>	<u>10,996.77</u>	<u>8,226.26</u>	<u>2,770.51</u>
<b>Other Current Liabilities</b>			
Vacation Payable	3,318.00	2,021.00	1,297.00
Due to Operations or Const Fund	147,646.10	0.00	147,646.10
Current Portion-Long-Term Debt	815,000.00	790,000.00	25,000.00
Accrued Interest Payable	499,410.00	509,285.00	-9,875.00
<b>Total Other Current Liabilities</b>	<u>1,465,374.10</u>	<u>1,301,306.00</u>	<u>164,068.10</u>
<b>Total Current Liabilities</b>	<u>1,476,370.87</u>	<u>1,309,532.26</u>	<u>166,838.61</u>
<b>Long Term Liabilities</b>			
Long-Term Debt	22,332,424.00	22,343,121.00	-10,697.00
<b>Total Long Term Liabilities</b>	<u>22,332,424.00</u>	<u>22,343,121.00</u>	<u>-10,697.00</u>
<b>Total Liabilities</b>	<u>23,808,794.87</u>	<u>23,652,653.26</u>	<u>156,141.61</u>
<b>Equity</b>			
Opening Balance Equity	-17,956,079.71	-17,956,077.71	-2.00
Unrestricted Net Assets	-88,368.74	781,075.07	-869,443.81
Net Income	-157,257.67	-463,699.96	306,442.29
<b>Total Equity</b>	<u>-18,201,706.12</u>	<u>-17,638,702.60</u>	<u>-563,003.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>5,607,088.75</u></u>	<u><u>6,013,950.66</u></u>	<u><u>-406,861.91</u></u>

3:03 PM

06/17/15

Accrual Basis

**Port of Newport - NOAA Fund**  
**Profit & Loss Budget vs. Actual**  
July 2014 through May 2015

	<u>Jul '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Lease Income	2,325,548.20	2,538,000.00	-212,451.80
Interest Income	9,002.02	10,000.00	-997.98
<b>Total Income</b>	<u>2,334,550.22</u>	<u>2,548,000.00</u>	<u>-213,449.78</u>
<b>Expense</b>			
Personal Services	96,331.97	106,975.00	-10,643.03
Materials & Service	381,160.87	630,387.00	-249,226.13
Debt Service	2,001,358.76	2,001,500.00	-141.24
<b>Total Expense</b>	<u>2,478,851.60</u>	<u>2,738,862.00</u>	<u>-260,010.40</u>
<b>Net Ordinary Income</b>	-144,301.38	-190,862.00	46,560.62
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Capital Outlay	12,956.29		
Fund Transfers Out	0.00	150,000.00	-150,000.00
Contingency	0.00	100,000.00	-100,000.00
<b>Total Other Expense</b>	<u>12,956.29</u>	<u>250,000.00</u>	<u>-237,043.71</u>
<b>Net Other Income</b>	-12,956.29	-250,000.00	237,043.71
<b>Net Income</b>	<u><u>-157,257.67</u></u>	<u><u>-440,862.00</u></u>	<u><u>283,604.33</u></u>

3:05 PM

06/17/15

Accrual Basis

**Facility Maintenance Reserve Fund**  
**Balance Sheet**  
**As of May 31, 2015**

	<u>May 31, 15</u>	<u>May 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Umpqua Bank - Money Market	166,721.67	290,299.17	-123,577.50
<b>Total Checking/Savings</b>	<u>166,721.67</u>	<u>290,299.17</u>	<u>-123,577.50</u>
<b>Total Current Assets</b>	<u>166,721.67</u>	<u>290,299.17</u>	<u>-123,577.50</u>
<b>TOTAL ASSETS</b>	<u><b>166,721.67</b></u>	<u><b>290,299.17</b></u>	<u><b>-123,577.50</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	118,357.54	123,719.53	-5,361.99
<b>Total Accounts Payable</b>	<u>118,357.54</u>	<u>123,719.53</u>	<u>-5,361.99</u>
<b>Total Current Liabilities</b>	<u>118,357.54</u>	<u>123,719.53</u>	<u>-5,361.99</u>
<b>Total Liabilities</b>	<u>118,357.54</u>	<u>123,719.53</u>	<u>-5,361.99</u>
Equity			
Fund Balance	166,595.95	96,288.94	70,307.01
Net Income	-118,231.82	70,290.70	-188,522.52
<b>Total Equity</b>	<u>48,364.13</u>	<u>166,579.64</u>	<u>-118,215.51</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>166,721.67</b></u>	<u><b>290,299.17</b></u>	<u><b>-123,577.50</b></u>

3:08 PM  
 06/17/15  
 Accrual Basis

**Construction Fund - Port of Newport  
 Balance Sheet  
 As of May 31, 2015**

	<u>May 31, 15</u>	<u>May 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Construction Fund Bank Accts	5,441.95	762,825.81	-757,383.86
<b>Total Checking/Savings</b>	<u>5,441.95</u>	<u>762,825.81</u>	<u>-757,383.86</u>
<b>Other Current Assets</b>			
Due From Other funds	189,745.24	0.00	189,745.24
<b>Total Other Current Assets</b>	<u>189,745.24</u>	<u>0.00</u>	<u>189,745.24</u>
<b>Total Current Assets</b>	<u>195,187.19</u>	<u>762,825.81</u>	<u>-567,638.62</u>
<b>TOTAL ASSETS</b>	<u>195,187.19</u>	<u>762,825.81</u>	<u>-567,638.62</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
A/P - Construction	3,916.01	10,343.20	-6,427.19
<b>Total Accounts Payable</b>	<u>3,916.01</u>	<u>10,343.20</u>	<u>-6,427.19</u>
<b>Total Current Liabilities</b>	<u>3,916.01</u>	<u>10,343.20</u>	<u>-6,427.19</u>
<b>Total Liabilities</b>	3,916.01	10,343.20	-6,427.19
<b>Equity</b>			
Fund Balance	750,803.54	1,212,169.60	-461,366.06
Net Income	-559,532.36	-459,686.99	-99,845.37
<b>Total Equity</b>	<u>191,271.18</u>	<u>752,482.61</u>	<u>-561,211.43</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>195,187.19</u>	<u>762,825.81</u>	<u>-567,638.62</u>

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 06/17/15  
 Accrual Basis

**Bonded Debt Fund - Port of Newport  
 Balance Sheet  
 As of May 31, 2015**

	<u>May 31, 15</u>	<u>May 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Gen Obligation Bond MM-OCB	363,250.37	320,406.00	42,844.37
<b>Total Checking/Savings</b>	<u>363,250.37</u>	<u>320,406.00</u>	<u>42,844.37</u>
<b>Accounts Receivable</b>			
Due from General Operating Fund	0.00	33,338.11	-33,338.11
<b>Total Accounts Receivable</b>	<u>0.00</u>	<u>33,338.11</u>	<u>-33,338.11</u>
<b>Other Current Assets</b>			
Property Tax Receivable	76,845.12	67,552.12	9,293.00
<b>Total Other Current Assets</b>	<u>76,845.12</u>	<u>67,552.12</u>	<u>9,293.00</u>
<b>Total Current Assets</b>	440,095.49	421,296.23	18,799.26
<b>Other Assets</b>			
Bond Issue costs, net of amort.	352,796.00	282,476.00	70,320.00
<b>Total Other Assets</b>	<u>352,796.00</u>	<u>282,476.00</u>	<u>70,320.00</u>
<b>TOTAL ASSETS</b>	<u><u>792,891.49</u></u>	<u><u>703,772.23</u></u>	<u><u>89,119.26</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
Bonds Payable - Current	285,000.00	275,000.00	10,000.00
<b>Total Other Current Liabilities</b>	<u>285,000.00</u>	<u>275,000.00</u>	<u>10,000.00</u>
<b>Total Current Liabilities</b>	285,000.00	275,000.00	10,000.00
<b>Long Term Liabilities</b>			
2007 Series Bonds	4,196,895.00	4,311,895.00	-115,000.00
2008 Series Bonds	4,304,904.00	4,414,904.00	-110,000.00
2011 Series Bonds	5,207,881.00	5,267,831.00	-59,950.00
<b>Total Long Term Liabilities</b>	<u>13,709,680.00</u>	<u>13,994,630.00</u>	<u>-284,950.00</u>
<b>Total Liabilities</b>	13,994,680.00	14,269,630.00	-274,950.00
<b>Equity</b>			
Bonded Debt Fund Balance	914,547.00	1,108,548.00	-194,001.00
Retained Earnings	720,537.05	126,399.84	594,137.21
Opening Balance Equity	-15,156,375.83	-15,156,375.83	0.00
Net Income	319,503.27	355,570.22	-36,066.95
<b>Total Equity</b>	<u>-13,201,788.51</u>	<u>-13,565,857.77</u>	<u>364,069.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>792,891.49</u></u>	<u><u>703,772.23</u></u>	<u><u>89,119.26</u></u>

**PORT OF NEWPORT  
SPECIAL USE PERMIT**

This permit, effective July 17, 2015, from the PORT OF NEWPORT, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Community Services Consortium, hereinafter referred to as "Permittee",

Port hereby grants permission to Permittee to use the designated parking lot at the Port of Newport Marina and RV Park, 2120 S.E. Marine Science Drive, Newport, as shown in Exhibit A (attached) for the Barrel to Keg Relay on Saturday, July, 18, 2015. Permit is subject to the rules and regulations, and ordinances of the Port of Newport, and subject to the following terms and conditions:

Set Up / Operation / Take Down: July 17 – July 19

1. Fees. \$ 500.00.
2. A refundable security deposit in the amount of \$250.00 to secure compliance by Licensee of each and every term and provision of this special use permit, including but not limited to clean up.
3. Reservation of Rights. Port reserves the right to alter or amend the terms and conditions of this permit.
4. Liability; Indemnity of Port. Permittee agrees to exercise due care in the commercial activities described above and to abide by all Port rules and regulations, and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits not less than \$1,700,000 per each occurrence and provide Port with a certificate of insurance naming the Port as an additional insured.
5. Limitation of Port's Liability. Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-mentioned purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities.
6. Nontransferability/Term. This permit is nontransferable. This permit expires July 19, 2015.

IN WITNESS WHEREOF, the Port has caused this permit to be issued on the date indicated above.

PORT OF NEWPORT:

Accepted by:

By: \_\_\_\_\_  
Kevin Greenwood, General Manager

By: \_\_\_\_\_

Presentation to  
the Newport Port Authority

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VIP HOSPITALITY GROUP

June 2015

## What we are about...

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**VIP Hospitality Group (VIP)** is a hotel management and development company with 75+ years in combined hospitality industry experience. Our Mission is to provide the most comfortable, memorable, and fun-filled stays for our guests by providing exceptional service and picture perfect settings. To us, every one of our guests is a VIP and we strive extremely hard to deliver on this promise.

Each hotel operated by **VIP Hospitality Group** lives by the following guiding principles:

•**Vision:** Each hotel associate, from a housekeeper to the General Manager, knows his/her role in achieving the companywide vision: ***To be the hotels of choice for our customers, communities, and associates.*** We are not a cookie-cutter brand offering products/services to the mass with little differentiation. We strive to tailor our product offering and services to fit every customer, market, and situation. And again, we strive to treat each of our guests a like VIP.

•**Integrity:** We believe the most profitable business practice over the long-run is to do all things with integrity. To this end, we strive to have consistency in business practice.

•**Passion:** We love what we do and will strive to show our passion through the products and services offered. Ultimately, ***we are not in a room rental business but in a business of creating lasting memories.*** Passion will shine through our employees friendliness and smiles, cleanliness and crispness of our facilities, and creativity of our services offering.

•**Humility:** The founders of VIP Hospitality have a very humble beginning 30+ years ago as immigrants who knew very little about the hospitality industry. We learned early on that words Humility and Hospitality are synonymous, and without living this principle, it is impossible to deliver on the true meaning of ***'Hospitality'***. We are grateful for the opportunities given to us to serve in this industry, and we are thankful for our customers, employees, investors and the communities we serve in.



A group of 12 people, including men and women of various ethnicities, are standing on a rooftop patio. They are dressed in business-casual attire. In the foreground, there is a square fire pit with a white concrete border, filled with blue glass fire beads and lit with orange flames. Above the group, a string of four white Edison-style light bulbs hangs from a black cord. The background shows a clear blue sky, distant mountains, and a body of water. The overall atmosphere is bright and professional.

# WHO WE ARE

**VIP** HOSPITALITY GROUP

## Our VIP Team

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**John Lee** is our founder and Managing Director, leading our acquisition, development, repositioning and expansion efforts. Prior to founding VIP, John worked as a Regional Vice President of development for InterContinental Hotels & Resorts in the Western Region of the U.S. and Canada, and as a Vice President for Jones Lang LaSalle Hotels. John also spent time as a Senior Manager in the Feasibility and Development Planning Department of Marriot International, and a Consulting and Valuation Analyst for HVS International. John received a Masters of Management in Hospitality degree from Cornell University, and a B.S. in Finance and Marketing from the University of Oregon.

**Robert Lee** joined VIP as a Director of Operations in 2007, and oversees all aspects of hotel operations for the three hotels located on the Oregon Coast. Prior to VIP, Rob worked as an Area Operations Manager for Lightstone Group/ESA Hotels in Orange County, CA, and as the Group Coordinator, Revenue Management Associate and Rooms Control Associate for Marriott Newport Beach. Rob graduated from the University of Oregon with a B.A. in Sociology and Business Administration.

**Russell Oliver** joined VIP as a Director of Operations in 2010, oversees all aspects of operations at VIP with an emphasis on HR and capital projects at all hotels. Prior to joining VIP, Russ was a General Manager at Home Depot stores in California (handling \$50M in business with over 190 employees), and a senior project manager for IBM Global Services. Russ graduated from the University of Oregon with a B.S. in Finance.

**David Lee** joined VIP in October 2011 as the Director of Finance, and oversees all accounting functions, providing internal control and financial analysis. Previously, Dave founded and managed Compass Financial Solutions, a successful accounting firm providing business consulting services to hospitality, healthcare, and high-tech industries. Prior to Compass, Dave worked as the VP of Finance for GiFone, Inc. and Emergent Corporation, and with Price Waterhouse-Coopers. Dave graduated from the University of California, Berkeley-Haas School of Business with a B.S. in Accounting and Finance.

**Gina Ko** joined VIP in September 2014 as General Counsel and a multifunctional Associate. She advises on legal matters as they pertain to operations, leases & contracts, HR & HR policy development, real estate, and litigation. She also assists in acquisitions, research and development, marketing, and HR. Prior to joining VIP, Gina worked for a private law firm, the U.S. Department of Interior, and the D.C. Court of Appeals. Gina received her J.D. from The George Washington University Law School, and a B.A. in English from the University of California, Irvine.

# Hotel Portfolio

*Inn at Wecoma*



*Inn at Nye Beach*



*Coho Oceanfront Lodge*



*Majestic Inn and Spa*



No. Of Rooms	63	32	65	53
VIPH Role:	Owner/Manger	Owner/Manger	Owner/Manger	Owner/Manger
Trip Advisor Market Ranking	#5	#3	#6	#1
Positioning:	Mid-scale hotel	Upscale Boutique	Upscale Boutique	Upscale Boutique
Acquired Date:	April 2010	February 2013	1982	Oct 2011
Key Features:	Value priced, family oriented hotel with great indoor pool. Interior-corridor hotel along Hwy 101.	Green friendly, newly built boutique hotel. Located in Nye Beach with direct access to beach. Mostly oceanfront rooms.	Newly renovated, boutique hotel centrally located in Lincoln City. New wing feature adults only section with outdoor firepits area.	120 yr historic hotel with a newly built twin next door. Rooftop bar, 5 <sup>th</sup> Street Bistro, and Apothecary Spa.
Capital Spent to Reposition	\$100,000	Completed \$100k capital project upon takeover	\$2.5M (incl. 14-rm addition development cost)	30-room Expansion (\$4.0M project)

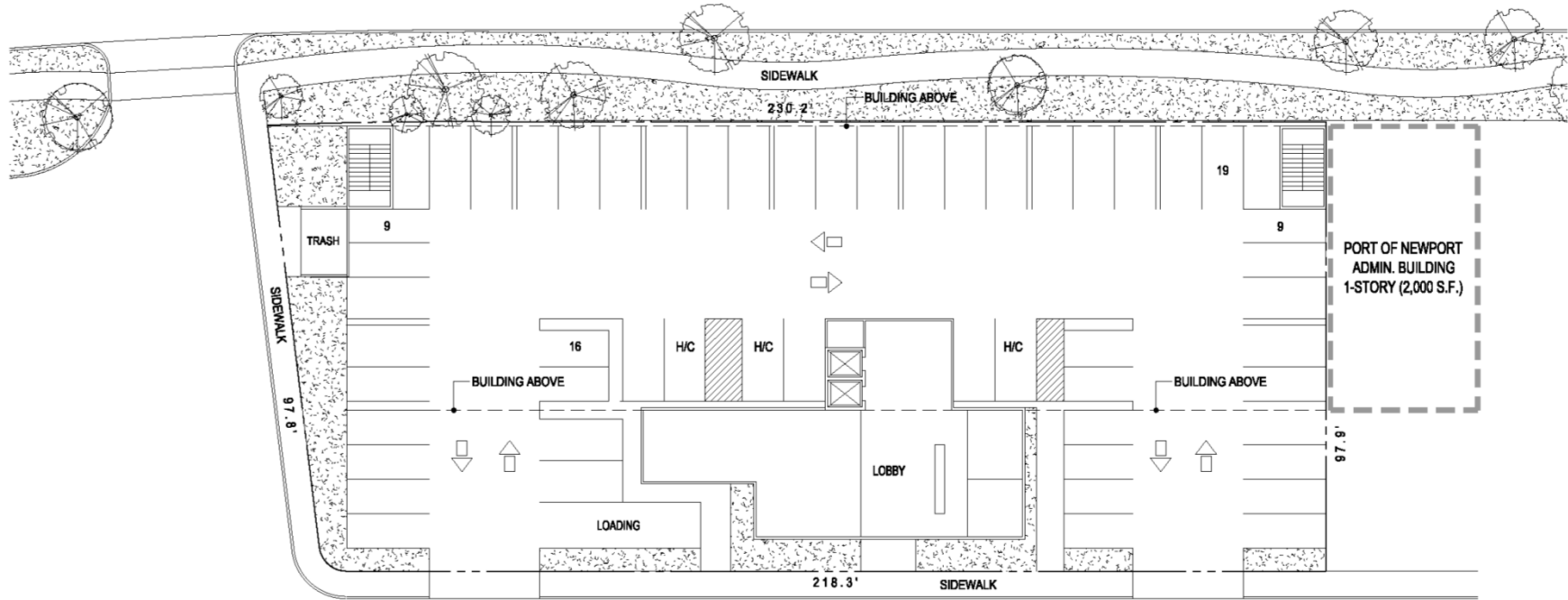


# THE INN AT NYE BEACH

## BEFORE & AFTER



SE BAY BOULEVARD



AREA CALCULATIONS

LOT AREA - 22,000 SF  
 BUILDING AREA - 2,135 SF 1ST FLOOR  
 13,200 SF 2ND FLOOR  
 13,200 SF 3RD FLOOR  
 28,535 SF TOTAL

PARKING

STANDARD - 31 STALLS  
 COMPACT - 22 STALLS  
 TOTAL - 53 STALLS  
 58 STALLS W/ EXEMPTION

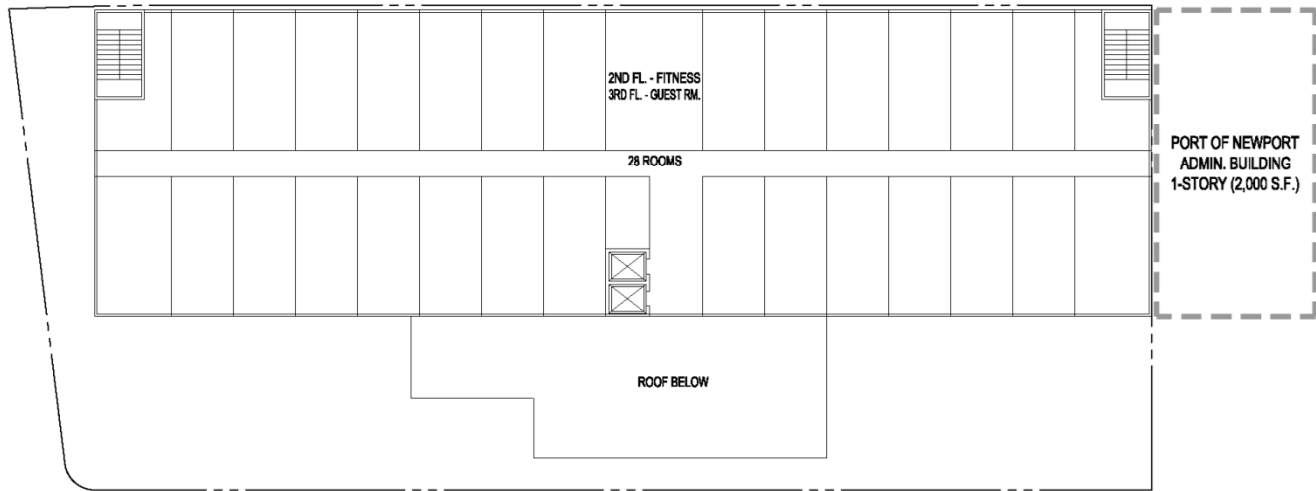
PORT OF NEWPORT  
 HOTEL & ADMINISTRATION BUILDING

SITE PLAN

5' 0' 5' 20' 50'

SCALE = 1:10





**ROOM CALCULATION**

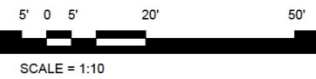
2ND FLOOR - 28 ROOMS + FITNESS CENTER

3RD FLOOR - 28 ROOMS

TOTAL - 57 TOTAL ROOMS

**PORT OF NEWPORT  
HOTEL & ADMINISTRATION BUILDING**

**TYPICAL FLOOR PLAN**





May 29, 2015

Spencer Nebel, City Manager  
City of Newport  
169 SW Coast Hwy  
Newport, OR 97365

RE: Letter of Interest for Urban Renewal Plan

Dear Mr. Nebel,

Rondys Inc. would like to express our interest for the inclusion of our property in the upcoming Urban Renewal Plan. We also want to express our support for the Port of Newport's efforts to work with the City on the idea of creating an Urban Renewal District in the McLean Point/ International Terminal area. We believe the potential economic benefits of an Urban Renewal District in this area merit review.

Rondys Inc. owns 40 acres on McLean Point, zoned I-3, Heavy Industrial and W-1, Water Dependent by the City of Newport. We are encouraged by the renovation of the International Terminal and the efforts of the Port to create an export facility as it has the potential to stimulate private investment and business in the area.

Rondys Inc. supports and has included our property in the Economic Development Alliance of Lincoln County's application for the countywide Regionally Significant Industrial Area Designation through Business Oregon. We will also be seeking the Business Oregon's Industrial Site Certification once the property meets those requirements.

Thank you for your consideration of our property in the Urban Renewal Plan and for the work you are doing to encourage a vibrant and sustainable coastal community. Please feel free to contact me if you have any questions.

Sincerely,

Evan Hall  
Executive Vice President  
Rondys Inc.

c.c. Kevin Greenwood, Port Manager

**OFFICIAL ABSTRACT OF VOTES – MAY 19, 2015 SPECIAL ELECTION  
COUNTY OF LINCOLN - STATE OF OREGON**

**PORT OF NEWPORT  
COMMISSIONER – POSITION 1 – 4 YEAR TERM**

Page 1 of 1

<b>PRECINCT NAME ↓</b>	<b>Walter Chuck Vote for One</b>	<b>Miscellaneous Write-ins</b>	<b>Overvotes</b>	<b>Undervotes</b>				
07 Seal Rock	264	2	0	212				
08 South Beach	242	2	0	186				
09 Nye Creek	248	6	0	158				
10 Newport Bay	136	2	0	127				
11 Oceanview	206	2	0	142				
12 Yaquina	293	5	0	240				
13 Pacific	323	1	0	241				
14 Agate Beach	294	1	0	172				
15 Otter Rock	73	0	0	65				
27 Fruitvale	0	0	0	1				
<b>TOTALS:</b>	<b>2079</b>	<b>21</b>	<b>0</b>	<b>1544</b>				

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

DATED this 5th day of June, 2015.



Dana W. Jenkins, Lincoln County Clerk



**ABSTRACT OF VOTES AT GENERAL & SPECIAL ELECTIONS:** Votes cast for Governor must be on separate page or pages.  
**ABSTRACT OF VOTES AT PRIMARY ELECTIONS:** Separate sheets for Democratic, Republican, Nonpartisan and other candidates, separate sheets for city, county, precinct & state offices.

SEPARATE SHEETS FOR

- 1 President/Vice President
- 2 National Committeemen
- 3 Delegates at Large
- 4 State Offices
- 5 US Senator & Congressman
- 6 State Offices
- 7 Judicial Offices
- 8 State Senators
- 9 State Representative











600 S.E. BAY BOULEVARD

NEWPORT, OREGON 97365

(541) 265-7758

FAX (541) 265-4235

June 10, 2015

Dana Jenkins  
Lincoln County Clerk  
225 Olive Street, Rm 201  
Newport, OR 97365

Re: Certification of 2015 Special District Election Results

Dear Dana:

Thank you for the official Abstracts of Votes for the May 19, 2015 special district election. The Port of Newport herein certifies the results of the Port of Newport election results as follows:

Walter Chuck, Commissioner Position 1	2,079 votes
Stewart Lamerdin, Commissioner Position 3	2,030 votes
Ken Brown, Commissioner Position 4	2,055 votes
Patricia Patrick-Joling, Commission Position 5	1,975 votes

Positions 1, 3, and 5 are four year terms, effective July 1, 2015 through June 30, 2019. Position 4 is a two year term, effective July 1, 2015 through June 30, 2017. Based upon provisions found in ORS 236 and 198, all four candidates are qualified to hold the office of Port of Newport commissioner.

Please feel free to call me if you have any questions.

Sincerely,

Kevin Greenwood  
General Manager

FILED

JUN 15 2015

AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M  
DANA W. JENKINS, COUNTY CLERK  
BY \_\_\_\_\_  
DEPUTY



600 S.E. Bay Blvd., Newport, OR 97365 / (541) 265-7758 / [www.portofnewport.com](http://www.portofnewport.com)

May 27, 2015

Bud Shoemake, Port Manager  
Port of Toledo  
PO Box 428  
Toledo, OR 97391

RE: SUPPORT FOR TOLEDO BOATYARD ENVIRONMENTAL  
WORK BUILDING

Dear Mr. Shoemake,

I am writing in support for the application by the Port of Toledo for a TIGER 2015 Grant for the Toledo Boatyard Environmental Work Building. The Port of Toledo's Boatyard is providing critical infrastructure for marine transportation on the West Coast. Access to maintenance and repair facilities is critical to the commercial fleet in Yaquina Bay, and supports the region's scientific and research fleet.

Weather conditions in the Pacific North Coast can be unpredictable, and much of the maintenance work required by the commercial fleet needs to be completed between fishing seasons, often during winter months. Indoor, year round facilities will relieve the maintenance bottleneck that severely impacts the West Coast's fleet, allows the local fleet to retain its maintenance budget in the region, and reduces the carbon footprint of vessels traveling out of the region for regular maintenance.

I appreciate the Port's efforts in expanding the Port of Toledo's Boatyard which grows and supports our region's marine industries and strengthens the partnership between our Ports. This project will have a significant economic impact on the community by creating family wage jobs and encouraging small business growth by expanding the need for marine vendors.

Sincerely,

Kevin M. Greenwood  
General Manager

cc: Port of Newport Board of Commissioners



Operating Fund

May 19, 2015 through June 15, 2015

Date	Num	Name	Memo	Amount
5/19/15	36793	Appliance Service Station	Service Call Repair Lid Lock Washer #4	165.00
5/19/15	36794	Cedar Creek Quarries, Inc	Rock for East Parking Lot Repair	207.19
5/19/15	36795	Design Space	Customs Office	217.00
5/20/15	36796	Newport Electronics	Shelving for Activity Room Closet	150.00
5/21/15	36797	Business Oregon-OBDD	Loan 655-36-02	7,800.00
5/21/15	36798	Carol Corwin	Signs for Marina	350.00
5/21/15	36799	Coast Crane Co.	Solenoid Thumper	236.18
5/21/15	36800	Oregon Department of Agriculture	Fuel Meter Annual Lease SB	443.00
5/21/15	36801	Trionic Corp.	Dock Boxes for Resale to Moorage Holders	2,750.00
6/1/15	36802	Business Oregon-OBDD	Loan # 520161	4,463.00
6/1/15	36803	Central Coast Excavating, Inc.	Repair Sink Hole West End Rogue	5,286.50
6/1/15	36804	Coastal Paper & Supply, Inc.	Paper and Cleaning Products	1,120.36
6/1/15	36805	Family Motor Coach	Family Motor Coach Membership and Listing SB	40.00
6/1/15	36806	Forinash	Postcards for resale	110.50
6/1/15	36807	G & K Floors	Janitorial Services SB and Customs Trailer	4,160.00
6/1/15	36808	NW Natural	SB Gas	229.61
6/1/15	36809	Petroleum Compliance Services	Pressure Test and Tank Certification	745.00
6/1/15	36810	Pro-Build	Plumbing Fittings for SB RV	21.75
6/1/15	36811	Runions Construction LLC	Landscape Rock	250.00
6/1/15	36812	T & L Chemical Toilet Service	Chemical Toilets Bayfront	436.00
6/1/15	36813	TCB Security Services, Inc	Monthly Security contract	6,516.00
6/1/15	36814	Valley Fire Control, Inc.	Annual Inspection and Service	192.10
6/1/15	36815	Verizon Wireless	Port cell phones	326.28
6/1/15	36816	City of Newport	Water and Sewer	2,287.25
6/1/15	36817	Direct TV	Cable SB RV Park	555.63
6/1/15	36818	Pioneer Telephone Cooperative	Telephone	226.30
6/1/15	36819	PNWA	VOID: 2013 PNWA Membership Dues	0.00
6/1/15	36820	Todd Chase	Professional Services	2,880.00
6/1/15	36821	City of Newport	Water and Sewer	2,741.00
6/4/15	36822	Central Lincoln PUD	Electric	1,482.40
6/4/15	36823	Copeland Lumber Yards, Inc..	Treated Wood	103.95
6/4/15	36824	Direct TV	Monthly Cable SB Annex	343.66
6/4/15	36825	Englund Marine Supply Co, Inc	Cable and Thimble	349.83
6/4/15	36826	Fred Meyer Customer Charges	Tape, Batteries, Hose Repair Parts	347.16
6/4/15	36827	Industrial Welding Supply, Inc	Fill cyl	54.99
6/4/15	36828	Jim Durkee	Mileage Reimbursement NEBC Conference	169.64
6/4/15	36829	Ken Lindstrom	Replace elect cord damaged when mowing RV Park	31.99
6/4/15	36830	Newport Rental Service	Ratchet Helmet	64.95
6/4/15	36831	Newport Marine & RV Service, Inc	Shifter Cable	70.80
6/4/15	36832	Platt	Bulbs and Light Repair Parts	665.75
6/4/15	36833	Sherwin Williams	Paint and Supplies	108.91



### Operating Fund

#### May 19, 2015 through June 15, 2015

6/4/15	36834	Voya (State of Oregon Plan)	Monthly Employee Contribution to Deferred Comp	100.00
6/4/15	36835	Xerox Corporation	Copier Lease and Print Charges SB	205.80
6/8/15	36836	Agate Beach Supply	Stain and supplies for Dumpster Compound	372.00
6/8/15	36837	ALSCO	Shop Towels and Mats	283.08
6/8/15	36838	Alsea Bay Power Products	Mower Repair	219.61
6/8/15	36839	Barrelhead	Hardware, Sheetrock and Supplies	817.92
6/8/15	36840	Central Lincoln PUD	Electric	4,164.50
6/8/15	36841	DMV	Vehicle Records Research	9.30
6/8/15	36842	Gray's Web Design	Update to website	195.00
6/8/15	36843	Keller Supply Company	Pipe and Couplers	267.58
6/8/15	36844	Lincoln County Public Works	Fuel for Trucks	357.67
6/8/15	36845	MACPHERSON, GINTNER & DIAZ	Review General Business -PG	287.50
6/8/15	36846	Newport Auto Parts Inc	Oil and Filters	150.27
6/8/15	36847	Newport Rental Service	VOID: Arborist saw with handle and extra blades	0.00
6/8/15	36848	Pioneer Printing, Inc	Envelopes and Purchase Orders	644.00
6/8/15	36849	Thompson's Sanitary Service, Inc	Trash Disposal Service	5,021.95
6/8/15	36850	Trevillian Construction	Replace 10 Roof light panels plywood and steel	1,850.00
6/8/15	36851	US Bank	Admin Fees for Bonds	925.00
6/8/15	36852	Central Lincoln PUD	Electric	3,572.83
6/8/15	36853	Harvey's Lock & Key	150 Keys for CM Restrooms, cylinder change	1,262.90
6/9/15	36854	Carquest Auto Parts	Oil and Filters	48.66
6/9/15	36855	CenturyLink - Business Service	Telephone	39.35
6/9/15	36856	Chase - Visa	Travel, Small Tools	629.65
6/9/15	36857	CHEMSEARCH	case of Yield	179.90
6/9/15	36858	Design Space	Customs Office	835.00
6/9/15	36859	JC Market	Food for Meeting	91.62
6/9/15	36860	Staples	Office Supplies, Citation Books	680.55
6/9/15	36861	Todd Chase	Professional Services	3,240.00
6/9/15	36862	Toyota Lift NW	service forklift	109.60
6/9/15	36863	Merchants Exchange of Portland	Grant Application PSGP FY-15	1,339.60
6/12/15	36864	Employee	Mid Month Draw	450.00
6/12/15	36865	Employee	Mid Month Draw	500.00
6/12/15	36866	Employee	Mid Month Draw	500.00
6/12/15	36867	Employee	Mid Month Draw	300.00
6/12/15	36868	Employee	Mid Month Draw	475.00
6/12/15	36869	Employee	Mid Month Draw	500.00
6/12/15	36870	Employee	Mid month Draw	300.00
6/12/15	36871	Employee	Mid month draw	700.00
6/12/15	36872	Employee	VOID. Mid Month Draw	0.00
6/12/15	36873	Employee	Mid month Draw	300.00
6/15/15	36874	Employee	Mid Month Draw	1,500.00
6/15/15	36875	Appliance Service Station	Repair Coin operation Washers #1 and #4	285.00
6/15/15	36876	Central Lincoln PUD	Electric	1,483.65
6/15/15	36877	Century Link	Telephone	380.39



**Operating Fund**

**May 19, 2015 through June 15, 2015**

6/15/15	36878	City of Newport	Room Tax	4,242.37
6/15/15	36879	Coastal Refrigeration	Semi annual HVAC Service	180.00
6/15/15	36880	CoastCom Inc	VOID: Internet and E-mail	0.00
6/15/15	36881	Creative Landscape & Maintenance	Landscape Maintenance	1,200.00
6/15/15	36882	HC Etc., Inc	IT Service, Firewall & Router	1,526.41
6/15/15	36883	Mascott Equipment	Solenoid Valve #2 diesel dispenser	1,733.22
6/15/15	36884	Runions Construction LLC	Stipe and Grade Parking Lots	4,699.00
6/15/15	36885	Special Districts Insurance Service	Health Plan	11,551.39
6/15/15	36886	T&L Septic Tank Service	Pump Septic Tank Terminal	450.00
6/15/15	36887	Todd Chase	Professional Services	3,236.00
6/15/15	36888	Xerox Corporation	Copier Lease and Print Charges SB	194.32
6/15/15	36889	Central Lincoln PUD	Electric	3,170.98
6/15/15	36890	CoastCom Inc	Internet and E-mail	1,024.00

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**TOTAL** **117,482.25**

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## Construction Fund

May 19, 2015 through June 15, 2015

Date	Num	Name	Memo	Amount
06/08/2015	11795	Day CPM	Mitigation work	1,430.00
06/08/2015	11796	Pacific Habitat Services, Inc	Environmental Compliance	2,486.00
			<b>TOTAL</b>	<b>3,916.00</b>



NOAA Fund

May 19, 2015 through June 15, 2015

Date	Num	Name	Memo	Amount
5/19/15	12668	Ultimate Pest Control, LLC	Contracted Pest Service	125.00
5/21/15	12669	AVS Elevator	Emergency After Hours Repair	975.00
6/1/15	12670	Coastal Refrigeration, Heating & A/C	HVAC Filters	398.53
6/1/15	12671	G & K Floors	Janitorial Services	450.00
6/1/15	12672	Home Depot Credit Services	Landscape Material	117.13
6/1/15	12673	Marine Taxonomic Services, Ltd.	Gaper Clam Dredge Survey Cont	8,460.00
6/1/15	12674	T & L Chemical Toilet Service	Chemical Toilet Service	35.00
6/1/15	12675	TCB Security Services Inc	Elevator Phone Monitoring NOAA	20.00
6/1/15	12676	Verizon Wireless	Phone charges	61.64
6/1/15	12677	Williams Scotsman Inc	Rent Mobile Office	291.04
6/1/15	12678	Pioneer Telephone Cooperative	Telephone	242.94
6/8/15	12679	Allstart Auto Electric	Back up Battery for Elevator	36.00
6/8/15	12680	Lincoln County Public Works	Fuel	26.81
6/8/15	12681	Thompsons Sanitary Service	Disposal & 20YD Dumpster	325.10
6/8/15	12682	Newport Rental Service	Rent Lift	152.00
6/9/15	12683	Chase-Visa	Hippo Hardware Support	199.00
6/15/15	12684	Central Lincoln PUD	Electric	56.58
6/15/15	12685	HC etc., Inc.	Laptop Repair	453.59
6/15/15	12686	S.D.A.O Special District Association	NOAA Health Ins	614.36
<b>TOTAL</b>				<b>13,039.72</b>



600 S.E. Bay Blvd., Newport, OR 97365 / (541) 265-7758 / [www.portofnewport.com](http://www.portofnewport.com)

June 15, 2015

Ms. Erin Hale  
Amec Foster Wheeler  
7376 SW Durham Rd.  
Portland, OR 97224

RE: DRAFT EA FOR HOMEPORTING TWO FAST RESPONSE CUTTERS IN  
DISTRICT 13

Dear Ms.Hale,

Thank you for the opportunity to make comments on the Draft EA.

The Port's biggest concern regards the lack of comment from the National Oceanic and Atmospheric Administration (NOAA) Marine Operations Center – Pacific (MOC-P). Section 2-16 notes that there are mooring options at berth 5, inward berth 6 and berth 1. Though correspondence was sent on March 17<sup>th</sup> to LCDR Michael G. Levine, there is no record of comments received from NOAA in Appendix C.

It is the Port's understanding that while aware of the project and objectives, NOAA has not yet officially determined if they are able to provide any long term berthing at MOC-P. This appears to conflict with the EA where it describes two berths as being available at MOC-P

The decision to build additional wharfage or a pier extension has major ramifications on the costs of the project not to mention the environmental impacts that would most likely require mitigation. This scenario is not included in the EA which fails to accurately represent our perception of NOAA's needs.

The Port has indicated its support for home-porting the FRCs based upon minimal information and reserves the right to retract its support based upon new information provided by the Department of Homeland Security or a lack of response to questions. We are concerned about the lack of transparency in the decision making process and how it may affect the Port of Newport's largest tenant: NOAA's Marine Operations Center.

Another issue that should be reviewed is the location of the upland building location. The Port would prefer that the upland leasehold be located south of the NOAA warehouse. (See attached map.)



600 S.E. Bay Blvd., Newport, OR 97365 / (541) 265-7758 / [www.portofnewport.com](http://www.portofnewport.com)

In addition, I emailed several questions generated through conversations with community groups to you on March 26<sup>th</sup> and did not see a response to those questions in the EA or under separate cover from the US Coast Guard.

The Port's support for the FRC Homeport is contingent upon NOAA's full participation and willingness to move forward on this project as well as having an open and transparent conversation about the effects on the Newport community generally with the Coast Guard.

So far, NOAA's public absence in the development of the Draft EA and a lack of response from the Coast Guard is a concern to the Port as this process moves forward.

Sincerely,

Kevin M. Greenwood, General Manager

cc: Board of Commissioners  
Cpt. Todd A. Bridgeman, Director, NOAA Marine Operations



PROPOSED BUILDING SITE SOUTH OF NOAA WAREHOUSE

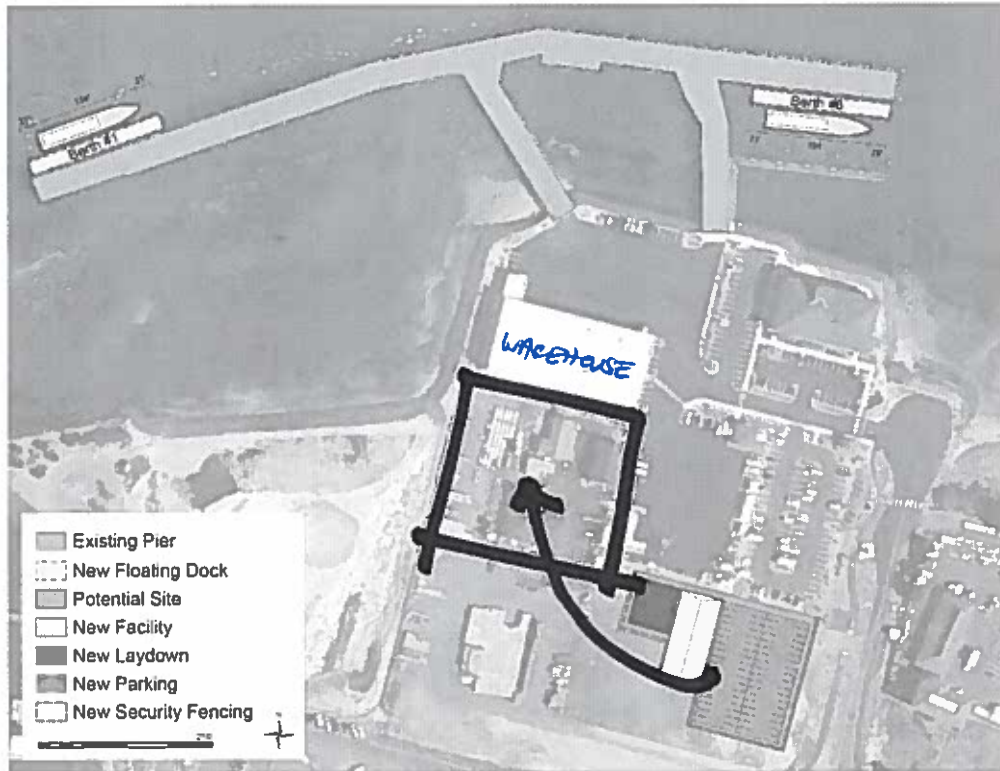
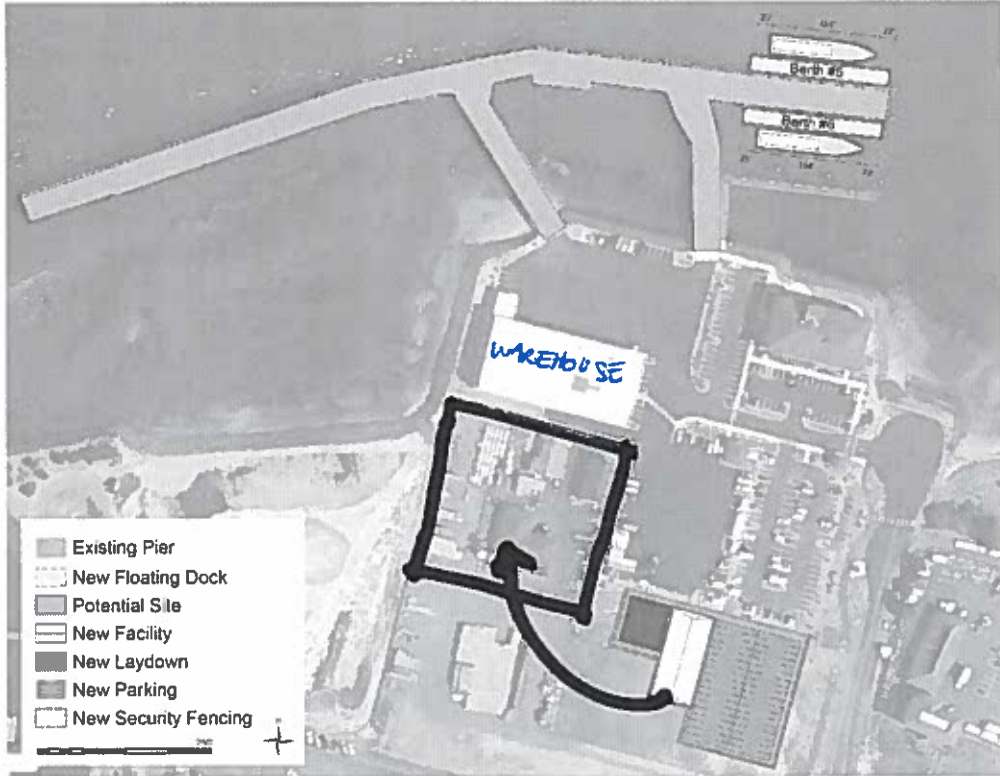


Figure 2-3. Locations for the Proposed Action at NOAA-MOC-P

**PORT OF NEWPORT  
RESOLUTION 2015-10**

**A RESOLUTION ADOPTING THE 2015-16 FISCAL YEAR BUDGET, MAKING APPROPRIATIONS,  
LEVYING AND CATEGORIZING THE TAX**

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

**Section 1. Adopting the Budget**

The Commission hereby adopts the budget for fiscal year 2015-16 in the sum of ..... \$14,765,541 now on file at the Port District office, 600 SE Bay Blvd., Newport, OR 97365.

**Section 2. Making Appropriations**

Amounts for the fiscal year beginning July 1, 2015 and for the purposes shown below are hereby appropriated

<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b><u>General Operating Fund</u></b></td> </tr> <tr> <td>Personnel Services.....</td> <td style="text-align: right;">1,147,035</td> </tr> <tr> <td>Materials &amp; Services.....</td> <td style="text-align: right;">1,524,407</td> </tr> <tr> <td>Capital Outlay.....</td> <td style="text-align: right;">215,000</td> </tr> <tr> <td>Debt Service .....</td> <td style="text-align: right;">637,033</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">100,000</td> </tr> <tr> <td>Contingency.....</td> <td style="text-align: right;">200,000</td> </tr> <tr> <td><b>Total.....</b></td> <td style="text-align: right;"><b>\$3,823,475</b></td> </tr> <tr> <td>UEFB.....</td> <td style="text-align: right;">\$919,859</td> </tr> <tr> <td><b>Total Budget.....</b></td> <td style="text-align: right;"><b>\$4,743,334</b></td> </tr> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b><u>Bonded Debt Fund</u></b></td> </tr> <tr> <td>Debt Service .....</td> <td style="text-align: right;">927,172</td> </tr> <tr> <td><b>Total.....</b></td> <td style="text-align: right;"><b>\$927,172</b></td> </tr> <tr> <td>UEFB.....</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td><b>Total Budget.....</b></td> <td style="text-align: right;"><b>\$927,172</b></td> </tr> </table> <table border="0" style="width: 100%; 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**Section 3. Imposing the Tax**

The Commission hereby imposes the following ad valorem property taxes upon the assessed value of all taxable property within the district for tax year 2015-16:

- (A) At the rate of \$0.0609 per \$1,000 of assessed value for the permanent tax rate; and
- (B) In the amount of \$1,000,000 for debt service on general obligation bonds.

**Section 4. Categorizing the Tax**

The taxes imposed in Section 3, above, are hereby categorized for purposes of Article XI section 11b as:

- (A) Subject to the General Government Limitation. Permanent Tax Rate ..... \$0.0609/\$1,000
- (B) Excluded from Limitation. General Obligation Bond Debt Service ..... \$1,000,000

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 23rd day of June, 2015.

ATTEST:

\_\_\_\_\_  
Walter Chuck, President

\_\_\_\_\_  
Ken Brown, Secretary/Treasurer

## Summary of Recommended Changes Since Budget Committee Meeting

	2015-2016 Original Budget	2015-2016 Amended Budget
<b>Beginning Working Capital</b>	<u>\$ 1,296,133</u>	<u>\$ 1,596,133</u>
<b>Operating Activity</b>		
Operating Revenues	\$ 2,869,351	
Operating Expenses		
Personnel Services	\$ 1,147,035	
Materials and Services	\$ 1,328,407	
Debt Service	<u>\$ 637,033</u>	
Total Operating Expenses	<u>\$ 3,112,475</u>	
Operating Revenue Over/(Under) Expenses	<u>\$ (243,124)</u>	<u>\$ (243,124)</u>
<b>Nonoperating Activity</b>		
Nonoperating Revenues	\$ 252,850	\$ 277,850
Nonoperating Expenses		
Materials and Services	\$ 171,000	\$ 196,000
Capital	\$ 15,000	\$ 215,000
Contingency	\$ 100,000	\$ 200,000
Transfer Out to Facility Maint Reserve	\$ 100,000	\$ 100,000
Total Nonoperating Expenses	<u>\$ 386,000</u>	<u>\$ 711,000</u>
Nonoperating Revenue Over/(Under) Expenses	<u>\$ (133,150)</u>	<u>\$ (433,150)</u>
<b>Unappropriated Ending Fund Balance</b>	<u><u>\$ 919,859</u></u>	<u><u>\$ 919,859</u></u>

**Notes:**

New Ending Fund balance is estimated to increase by \$300,000

The increase of \$200,000 in Capital Outlay will be reserved for emergency dock repair

The increase of \$100,000 in Contingency will be used for unexpected expenses including emergency dock repairs

The increase of \$25,000 in Material and Services is for the Vision Plan, this is offset by the increase in Nonoperating Revenues of the grant

The City Urban Renewal report (\$16,000) will be funded out of the Construction Fund, Capital Outlay, and will not change the adopted budget amount

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
NOAA LEASE REVENUE FUND**

**FORM  
LB-10**

Port of Newport

	Historical Data			NOAA LEASE REVENUE FUND RESOURCES AND REQUIREMENTS	Budget for Next Year 2015-16		
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2012 - 2013	First Preceding Year 2013-14					
				RESOURCES			
1	5,826,199	5,879,765	5,290,000	1. Cash on hand * (cash basis), or	5,602,310	5,602,310	5,602,310
2				2. Working Capital (accrual basis)			
3				3. Previously levied taxes estimated to be received			
4	12,439	10,650	10,000	4. Interest	10,500	10,500	10,500
5				5. Transferred IN, from other funds			
6	2,536,824	2,538,493	2,538,000	6. Lease Revenue	2,542,000	2,542,000	2,542,000
7	68,877	-	-	7. Grants & Other	-	-	-
8				8. Revenue Bond Proceeds			
9	8,444,339	8,428,908	7,838,000	9. Total Resources, except taxes to be levied	8,154,810	8,154,810	8,154,810
10				10. Taxes estimated to be received			
11				11. Taxes collected in year levied			
12	<b>8,444,339</b>	<b>8,428,908</b>	<b>7,838,000</b>	<b>12. TOTAL RESOURCES</b>	<b>8,154,810</b>	<b>8,154,810</b>	<b>8,154,810</b>
				REQUIREMENTS			
1	99,933	100,049	106,975	1. Personnel Services (1 FTE)	109,660	109,660	109,660
2	305,019	239,792	382,387	2. Materials & Services	605,120	605,120	605,120
3	11,767	267,453	-	3. Capital Outlays	56,000	56,000	56,000
4	1,998,759	2,000,434	2,001,500	4. Debt Service	1,999,434	1,999,434	1,999,434
5			100,000	5. Contingency	100,000	100,000	100,000
6	150,000	218,870	150,000	6. Transferred OUT, to other funds	500,000	500,000	500,000
7				7			
8				8			
9				9			
10				10			
11				11			
12				12			
13				13			
14				14			
15	5,878,861	5,602,310		15. Ending balance (prior years)			
16			5,097,138	16. UNAPPROPRIATED ENDING FUND BALANCE	4,784,596	4,784,596	4,784,596
17	<b>8,444,339</b>	<b>8,428,908</b>	<b>7,838,000</b>	<b>17. TOTAL REQUIREMENTS</b>	<b>8,154,810</b>	<b>8,154,810</b>	<b>8,154,810</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year



**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
CONSTRUCTION FUND**

**FORM  
LB-10**

Port of Newport

	Historical Data			Adopted Budget This Year 2014-15	CONSTRUCTION FUND RESOURCES AND REQUIREMENTS	Budget for Next Year 2015-16		
	Actual		First Preceding Year 2013-14			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2012-13							
1	1,110,549	1,212,170	750,000	150,000	150,000	150,000	1	
2							2	
3							3	
4	2,446	2,475	500	100	100	100	4	
5				500,000	500,000	500,000	5	
6							6	
7	4,120							
8	4,290,000						7	
9	1,112,992	-	638,993	-	-	-	8	
10	6,520,107	1,214,645	1,389,493	650,100	650,100	650,100	9	
11							10	
12	6,520,107	1,214,645	1,389,493	650,100	650,100	650,100	11	
							12	
1	5,307,937	463,841	1,389,493	500,100	500,100	500,100	1	
2				150,000	150,000	150,000	2	
3							3	
4							4	
5							5	
6							6	
7							7	
8							8	
9							9	
10							10	
11							11	
12							12	
13							13	
14							14	
15	1,212,170	750,804					15	
16							16	
17	6,520,107	1,214,645	1,389,493	650,100	650,100	650,100	17	

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-11**

**RESERVE FUND  
RESOURCES AND REQUIREMENTS  
FACILITIES MAINTENANCE RESERVE**

This fund is authorized and established by resolution / ordinance number  
5-1998 on June 23, 1998 for the following specified purpose:  
Repair and replace Port infrastructure and facilities.

Year this reserve fund will be reviewed to be continued or abolished.  
Date can not be more than 10 years after establishment.  
Review Year Reviewed in 2008 - Next review 2018

**Port of Newport**

Historical Data			Budget for Next Year 2015-16			
Second Preceding Year 2012-13	Actual First Preceding Year 2013-14	Adopted Budget This Year 2014-15	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	22,293	280,000	40,000	40,000	40,000	1
2						2
3						3
4	58	125	125	125	125	4
5	125,000	125,000	250,000	250,000	250,000	5
6		93,750	-	-	-	6
7		510,000	-	-	-	7
8						8
9	147,351	1,008,875	290,125	290,125	290,125	9
10						10
11						11
12	147,351	1,008,875	290,125	290,125	290,125	12
1	51,060	220,000	166,125	166,125	166,125	1
2		762,500	-	-	-	2
3			24,000	24,000	24,000	3
4						4
5						5
6						6
7						7
8						8
9						9
10						10
11						11
12						12
13						13
14						14
15	96,291	26,375	100,000	100,000	100,000	15
16	147,351	290,332	290,125	290,125	290,125	16
17						17

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*Includes Unappropriated Balance budgeted last year

**RESOURCES  
GENERAL OPERATING FUND**

Port of Newport

	Historical Data			Resources	Budget for Next Year 2015-16		
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14					
1	382,434	867,554	850,000	1,296,133	1,296,133	1,596,133	1
2							2
3			7,000	7,100	7,100	7,100	3
4	2,152	2,886	2,500	2,500	2,500	2,500	4
5	25,000	25,000	25,000	-	-	-	5
6							6
7	524,030	599,533	569,438	608,051	608,051	608,051	7
8		77,935	60,000	70,000	70,000	70,000	8
9							9
10	5,427	152,004	147,000	161,500	161,500	161,500	10
11			-				11
12		441,646	400,000	400,000	400,000	400,000	12
13	363,168	302,191	243,000	262,600	262,600	262,600	13
14		686,911	665,000	600,000	600,000	600,000	14
15		12,747	10,000	11,000	11,000	11,000	15
16	63,827	59,148	58,000	62,000	62,000	62,000	16
17	602,845	585,198	510,000	610,000	610,000	610,000	17
18		44,113	42,500	45,000	45,000	45,000	18
19			-				19
20		11,750	-				20
21	59,665	89,689	38,100	37,200	37,200	37,200	21
22		1,939	17,200	158,000	158,000	183,000	22
23	3,000	-	5,000	2,000	2,000	2,000	23
24	2,655,466	-					24
25	1,039,471	-					25
26	140,181	-					26
27							27
28							28
29	5,866,666	3,960,244	3,649,738	4,333,084	4,333,084	4,658,084	29
30			81,750	85,250	85,250	85,250	30
31	91,927	99,491					31
<b>32</b>	<b>5,958,593</b>	<b>4,059,735</b>	<b>3,731,488</b>	<b>4,418,334</b>	<b>4,418,334</b>	<b>4,743,334</b>	<b>32</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**REQUIREMENTS SUMMARY**  
**PORT OF NEWPORT**  
**GENERAL OPERATING FUND**

**FORM**  
**LB-30**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14					
1	1,044,564	915,628	1,124,806	1,147,035	1,147,035	1,147,035	1
2							2
3							3
4							4
5							5
6							6
7	1,044,564	915,628	1,124,806	1,147,035	1,147,035	1,147,035	7
			15	20.5	20.5	20.5	
8	1,246,118	1,308,313	1,308,297	1,328,407	1,328,407	1,328,407	8
9		3,435	20,000	171,000	171,000	196,000	9
10							10
11							11
12							12
13							13
14	1,246,118	1,311,748	1,328,297	1,499,407	1,499,407	1,524,407	14
15				15,000	15,000	215,000	15
16							16
17							17
18	109,947	25,608					18
19							19
20							20
21	109,947	25,608	-	15,000	15,000	215,000	21
22	3,152,330	577,724	578,205	637,033	637,033	637,033	22
23				100,000	100,000	100,000	23
24							24
25	3,152,330	577,724	578,205	737,033	737,033	737,033	25
26				100,000	100,000	200,000	26
27	405,634	1,229,027					27
28			700,180	919,859	919,859	919,859	28
29	5,958,593	4,059,735	3,731,488	4,418,334	4,418,334	4,743,334	29

DETAILED REQUIREMENTS

FORM  
LB-31

PORT OF NEWPORT  
GENERAL OPERATING FUND

1	Historical Data			PERSONNEL SERVICES	Number of Employees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14								
2			800,000	1. Salaries and Wages	20.5 FTE	9.25-55.90	806,135	806,135	806,135	1
3			61,200	2. Federal Payroll Taxes			61,669	61,669	61,669	2
4			17,500	3. Unemployment			17,632	17,632	17,632	3
5			62,006	4. Worker's Compensation			55,102	55,102	55,102	4
6			147,000	5. Employee Health Insurance			143,671	143,671	143,671	5
7			7,000	6. Health Reimbursement Arrangement			14,000	14,000	14,000	6
8			27,000	7. PERS			45,726	45,726	45,726	7
9			3,100	8. Miscellaneous			3,100	3,100	3,100	8
10				9						9
11	1,044,564	915,628		10						10
12				11						11
13				12						12
14				13						13
15				14						14
16				15						15
17				16						16
18				17						17
19				18						18
20				19						19
21				20						20
22				21						21
23				22						22
24				23						23
25				24						24
26				25						25
27				26						26
28				27						27
29				28						28
30				29						29
31				30						30
32	1,044,564	915,628	1,124,806	31 TOTAL PERSONNEL SERVICES			1,147,035	1,147,035	1,147,035	31
33	1,044,564	915,628	1,124,806	33 TOTAL			1,147,035	1,147,035	1,147,035	33

\*Include schedule of pay ranges

DETAILED REQUIREMENTS

PORT OF NEWPORT  
GENERAL OPERATING FUND

FORM  
LB-31

	Historical Data			Adopted Budget This Year 2014-15	MATERIALS & SERVICES	Budget for Next Year 2015-16		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1			180,000	1. Insurance	160,200	160,200	160,200	1
2			71,100	2. Professional Services	61,800	61,800	61,800	2
3			32,000	3. Marketing & Promotion	24,000	24,000	24,000	3
4			33,000	4. Dues & Subscriptions	20,150	20,150	20,150	4
5			5,000	5. Employee Education	6,000	6,000	6,000	5
6			16,000	6. Travel	13,000	13,000	13,000	6
7			53,500	7. Office Expenses	55,025	55,025	55,025	7
8			28,000	8. Bank Fees	34,000	34,000	34,000	8
9			7,500	9. Licenses & Permits	9,200	9,200	9,200	9
10			454,140	10. Utilities	468,500	468,500	468,500	10
11			171,992	11. Contracted Services	191,482	191,482	191,482	11
12			92,000	12. Repairs & Maintenance	106,400	106,400	106,400	12
13			10,100	13. Equipment & Small Tools	11,900	11,900	11,900	13
14			72,800	14. Operating Supplies & Fuel	77,750	77,750	77,750	14
15			-	15. Shipping	-	-	-	15
16			81,165	16. Building & Land Leases	89,000	89,000	89,000	16
17			20,000	17. Grants & Other	171,000	171,000	196,000	17
18	1,246,118	1,311,748		18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29				29
30				30				30
31	1,246,118	1,311,748	1,328,297	31 TOTAL MATERIALS & SERVICES	1,499,407	1,499,407	1,524,407	31
32				32				32
33	1,246,118	1,311,748	1,328,297	33 TOTAL	1,499,407	1,499,407	1,524,407	33

**BONDED DEBT  
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or  
 General Obligation Bonds

**FORM  
LB-35**

Port of Newport

Historical Data			Adopted Budget This Year 2014-15		DESCRIPTION OF RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2012-13	Actual First Preceding Year 2013-14							
					<b>Resources</b>			
1	661,795	65,628	0	0	1. Beginning Cash on Hand (Cash Basis), or	0	0	0
2					2. Working Capital (Accrual Basis)			
3			20,000	20,000	3. Previously Levied Taxes to be Received	20,000	20,000	20,000
4	649	950	150	150	4. Interest	150	150	150
5					5. Transferred from Other Funds			
6					6			
7	662,444	66,578	20,150	20,150	7. Total Resources, Except Taxes to be Levied	20,150	20,150	20,150
8			897,423	907,022	8. Taxes Estimated to be Received *	907,022	907,022	907,022
9	792,427	972,087			9. Taxes Collected in Year Levied			
<b>10</b>	<b>1,454,871</b>	<b>1,038,665</b>	<b>917,573</b>	<b>917,573</b>	<b>TOTAL RESOURCES</b>	<b>927,172</b>	<b>927,172</b>	<b>927,172</b>
					<b>Requirements</b>			
					Bond Principal Payments			
					Bond Issue			
1	105,000	110,000	115,000	120,000	1. 2007 January 1	120,000	120,000	120,000
2	100,000	105,000	110,000	115,000	2. 2008 January 1	115,000	115,000	115,000
3	60,000	60,000	60,000	65,000	3. 2011 January 1	65,000	65,000	65,000
4	265,000	275,000	285,000	300,000	4. Total Principal	300,000	300,000	300,000
					Bond Interest Payments			
					Bond Issue			
5	186,778	182,448	177,978	175,677	5. 2007 July 1 & January 1	175,677	175,677	175,677
6	188,290	184,440	180,140	177,940	6. 2008 July 1 & January 1	177,940	177,940	177,940
7	277,455	276,185	274,455	273,555	7. 2011 July 1 & January 1	273,555	273,555	273,555
8	652,523	643,073	632,573	627,172	8. Total Interest	627,172	627,172	627,172
					Unappropriated Balance for Following Year By			
					Bond Issue			
9					9. Projected Payment Date			
10					10			
11					11			
12	537,348	120,592			12. Ending balance (prior years)			
13					13. Total Unappropriated Ending Fund Balance			
14		0	0	0	14. Loan Repayment to NOAA Fund			
15					15. Tax Credit Bond Reserve			
<b>16</b>	<b>1,454,871</b>	<b>1,038,665</b>	<b>917,573</b>	<b>917,573</b>	<b>TOTAL REQUIREMENTS</b>	<b>927,172</b>	<b>927,172</b>	<b>927,172</b>

\*If this form is used for revenue bonds, property tax resources may not be included.

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

To assessor of Lincoln County

## FORM LB-50 2015-2016

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>	<u>6/23/2015</u>
<small>Mailing Address of District</small>	<small>City</small>	<small>State</small>	<small>ZIP code</small>	<small>Date</small>
<u>Kevin Greenwood</u>	<u>General Manager</u>	<u>541-265-7758</u>	<u>kareenwood@portofnewport</u>	
<small>Contact Person</small>	<small>Title</small>	<small>Daytime Telephone</small>	<small>Contact Person E-Mail</small>	

**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**

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

**PART II: RATE LIMIT CERTIFICATION**

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



FORM LB-1

PORT OF NEWPORT NOTICE OF BUDGET HEARING

A public meeting of the **PORT OF NEWPORT** Commission will be held at the Port's South Beach Marina & RV Park Office at 2120 SE Marine Science Dr., Newport, Oregon on June 23, 2015 at 6:00 pm. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the Port of Newport Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 600 SE Bay Blvd. between the hours of 8:30 a.m. and 4:30 p.m. or online at [www.portofnewport.com](http://www.portofnewport.com). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Kevin Greenwood, General Manager

Telephone: 541-265-7758

Email: [kgreenwood@portofnewport.com](mailto:kgreenwood@portofnewport.com)

**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2013-14	This Year 2014-2015	Next Year 2015-16
Beginning Fund Balance/Net Working Capital	8,121,406	7,170,000	7,088,443
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	5,511,669	5,242,938	5,372,151
Federal, State and All Other Grants, Gifts, Allocations and Donations	1,939	1,166,193	158,000
Revenue from Bonds and Other Debt	0	93,750	0
Interfund Transfers / Internal Service Reimbursements	218,870	150,000	750,000
All Other Resources Except Current Year Property Taxes	106,823	56,375	52,575
Current Year Property Taxes Estimated to be Received	1,071,578	1,006,173	1,019,372
<b>Total Resources</b>	<b>15,032,285</b>	<b>14,885,429</b>	<b>14,440,541</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	1,015,677	1,231,781	1,256,695
Materials and Services	1,675,276	1,930,684	2,270,652
Capital Outlay	756,902	2,151,993	571,100
Debt Service	3,496,231	3,497,278	3,563,639
Interfund Transfers	218,870	150,000	750,000
Contingencies	0	100,000	224,000
Unappropriated Ending Balance and Reserved for Future Expenditure	7,869,329	5,823,693	5,804,455
<b>Total Requirements</b>	<b>15,032,285</b>	<b>14,885,429</b>	<b>14,440,541</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			
NOAA MOC-P Facility	8,428,908	7,838,000	8,154,810	
FTE	1.00	1.00	1.00	
General Operating Fund	4,059,735	3,731,488	4,418,334	
FTE	19.00	19.00	20.50	
Non-Departmental / Non-Program	2,543,642	3,315,941	1,867,397	
FTE	0.00	0.00	0.00	
<b>Total Requirements</b>	<b>15,032,285</b>	<b>14,885,429</b>	<b>14,440,541</b>	
<b>Total FTE</b>	<b>20.0</b>	<b>20.0</b>	<b>21.5</b>	

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

The large capital construction projects at the Newport International Terminal and NOAA MOC-P facilities are substantially complete.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 0.0609 per \$1,000)	\$ 0609/1,000	\$ 0609/1,000	\$ 0609/1,000
Local Option Levy			
Levy For General Obligation Bonds	810,172	\$986,562	\$1,000,000

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized But Not Incurred on July 1
General Obligation Bonds	\$13,780,000	
Other Bonds	\$25,105,000	
Other Borrowings	\$5,105,675	
<b>Total</b>	<b>\$43,990,675</b>	<b>\$0</b>

**PORT OF NEWPORT  
RESOLUTION NO. 2015-09**

**A RESOLUTION UPDATING THE PORT OF NEWPORT’S CAPITAL  
IMPROVEMENT PROJECT PRIORITIZATION LIST AND IDENTIFYING THE  
INTERNATIONAL TERMINAL SHIPPING FACILITY AS THE PORT’S TOP  
CAPITAL PRIORITY.**

**WHEREAS**, the Port of Newport adopted a Strategic Business Plan (SBP) and a Capital Facility Sub-plan (CFP) January 14, 2013; and

**WHEREAS**, the Board of Commissioners as part of its annual budget work session on April 7, 2015 reviewed the Capital Improvement Project Prioritization List (CIL) and re-visited the list with the Port’s Budget Committee on May 12, 2015; and

**WHEREAS**, the CIL includes over \$29-million worth of capital projects; and

**WHEREAS**, the Port of Newport Board of Commissioners finds that the International Terminal Shipping Facility meets the goals and objectives stated within the Strategic Business Plan; and

**WHEREAS**, the Commission understands the importance of reviewing the CFP annually, removing completed projects, adding new projects, adjusting project planning level costs and re-prioritizing based upon public and staff input; NOW THEREFORE

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS  
FOLLOWS:**

**Section 1.** The following projects are identified as the top priorities for Fiscal Year 2015-16:

- A. IT Shipping Facility (Laydown Area).....\$6,500,000
- B. Whalers/Pile Replacement on Port Dock 5.....\$382,000
- C. New Docks on Port Dock 7 .....\$3,400,000
- D. Hoist Dock Replacement .....\$740,000
- E. Electrical Upgrades on Port Dock 7.....\$11,000
- F. Trash/Fish Dumpsters Replacement .....\$30,000
- G. Old Boat Ramp Fill.....\$300,000
- H. Admin/Security Building .....\$1,250,000

**Section 2.** The Port of Newport’s Capital Improvement List is attached as Attachment “A”.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 23<sup>rd</sup>  
day of June, 2015.

ATTEST:

---

Walter Chuck, President

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Ken Brown, Secretary/Treasurer

"ATTACHMENT A"

**Port of Newport Capital Facilities Plan (Capital Improvement List)**

ENR Construction Cost Index (as of May 2015): 10036

1. COMMERCIAL MARINA				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	Port Dock 5 Piling Replacement for X, C & D fingers (\$10k x 38 pile)	\$382,837	FY1516 REQ
S	2	PD-5 Whalers/Rub boards	\$41,379	FY1415 REQ
S	3	PD-7 Electrical Upgrades	\$11,379	FY1415 REQ
N	2	Port Dock 1 Replacement	\$797,635	2013 CFP
N		Floats under/roof Swede's Building	\$13,097	FY1516 REQ
N		#3 Hoist Replacement	\$130,971	FY1516 REQ
N		New Swing #4 Hoist w/ Extension	\$15,112	FY1516 REQ
N		PD-7 E/F Docks (1)	\$1,007,466	FY1516 REQ
M	1	Port Dock 7 Replacement	\$3,400,000	2013 CFP
M	1	Port Dock 5 Improvements	\$775,000	2013 CFP
M	1	Marina Dredging	\$2,047,428	2013 CFP
M	2	Hoist Dock (Center Section) Replacement w/ Hoist upgrade	\$637,500	FY1516 REQ
M		40' x 60' x 14' New Shop	\$161,195	FY1516 REQ
L		Hoist Dock Expansion (to west)	\$1,511,200	FY1516 REQ
		(1) park of PD-7 replacement		
<b>SUBTOTAL</b>			<b>\$10,549,362</b>	

2. RECREATIONAL MARINA				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	Trash dumpsters (x10)	\$30,224	FY1516 REQ
S	2	Replace rip rap in SW corner of marina/fishing pier walkway	\$30,224	FY1516 REQ
S	3	North Restroom Siding	\$5,037	FY1516 REQ
S	4	Fish dumpsters (x3)	\$3,022	FY1516 REQ
S	5	Storage containers	\$6,045	FY1516 REQ
N	2	Residing buildings in marina (north, south, central)	\$60,448	FY1516 REQ
N	2	Paint OPS building and marina store	\$10,075	FY1516 REQ
N	2	Wastewater Pump Station Replacement - South Beach	\$31,905	2013 CFP
N	2	Marina Dredging	\$2,684,874	2013 CFP
N	2	Reconstruction of Recreational Marina Docks <sup>1</sup>	\$130,000	2013 CFP
N	2	Electrical Load Center South Beach Marina	\$100,000	2013 CFP
N	3	Picnic Bunker Rebuild	\$36,000	2013 CFP
N	3	Pavement Reconstruction/Seal Coating (all areas)	\$400,030	2013 CFP
N	3	Old Boat Ramp Fill (includes gangway & asphalt)	\$302,240	FY1516 REQ
N	2	New electrical pedestals	\$141,045	FY1516 REQ
N	2	Pay Station Machine	\$20,149	FY1516 REQ
N	2	Repair Service Dock	\$50,373	FY1516 REQ
M	3	OSMB Service Dock Trail Connection	\$3,022,399	OSMB WAG
L	0	South Beach Marina Fuel Facility - Tank Replacement	\$223,338	2013 CFP
done	0	South Beach/Fishing Pier Storm Sewer Outfall Replacement	\$0	2013 CFP
<b>SUBTOTAL</b>			<b>\$7,287,428</b>	

3. INTERNATIONAL TERMINAL				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	Consolidation lay-down yard for break-bulk, container shipping	\$6,500,000	2015 TIGER
S	1	Grading of Hall Property (1)	\$503,733	2015 quote
S	1	Grading of Port's 9-acre lot (1)	\$50,373	2015 quote
L	2	International Terminal Fire Water Line Loop	\$135,444	2013 CFP
		(1) part of lay-down area		
<b>SUBTOTAL</b>			<b>\$7,189,550</b>	

4. RECREATIONAL VEHICLE PARKS				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	Upgrade Sattelite Equipment	\$6,045	FY1516 REQ
N		Relocate RV dump site	\$10,075	FY1516 REQ
L	2	Renovate RV Park Annex	\$701,919	2013 CFP
done	1	Dryers (x7) for \$4970	\$0	FY1516 REQ
<b>SUBTOTAL</b>			<b>\$718,039</b>	

5. OTHER FACILITIES				
Priority	CFP Priority	Project	Current Cost	Reference document
N	1	New Port Offices/Parking Area/Customs Office	\$933,924	Capri 2014
N	2	Cyber Security Assessment/Cameras/Utility Infrastructure	\$251,867	2015 quote
N	3	Rogue Brewery (Dry Moorage Building) North Wall/Siding Replacement	\$159,527	2013 CFP
N	3	Rogue Brewery (Dry Moorage Building) Foundation/Seawall Stabilization	\$319,054	2013 CFP
L	3	Fishing Pier Replacement	\$1,578,700	2013 CFP
		Other Tenant Improvements		
<b>SUBTOTAL</b>			<b>\$3,243,072</b>	

6. VEHICLES AND EQUIPMENT				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	small utility truck (OPS)	\$15,112	FY1516 REQ
N	1	Skiff and motor for marina OPS (SB)	\$12,090	FY1516 REQ
N	1	Electric maintenance cart (SB)	\$10,000	FY1516 REQ
N	1	utility truck for Commercial side	\$20,149	FY1516 REQ
<b>SUBTOTAL</b>			<b>\$57,351</b>	

SUMMARY TOTAL		
1	COMMERCIAL MARINA	\$10,549,362
2	RECREATIONAL MARINA	\$7,287,428
3	INTERNATIONAL TERMINAL	\$7,189,550
4	RECREATIONAL VEHICLE PARKS	\$718,039
5	OTHER FACILITIES	\$3,243,072
6	VEHICLES & EQUIPMENT	\$57,351
<b>TOTAL</b>		<b>\$29,044,802</b>

NOTES  
 S - Short Term (next budget year)  
 N - Near Term (years 1 to 5)  
 M - Mid Term (years 6 to 10)  
 L - Long Term (years 11 to 20)

**POSITION TITLE**  
Director of Operations  
**Safety Sensitive**

**DEPARTMENT/DIVISION**  
Operations

**FLSA:** Exempt

**IMMEDIATE SUPERVISOR (Title)**  
General Manager

**NO. OF EMPLOYEES DIRECTLY SUPERVISED:** 4

**NO. OF EMPLOYEES INDIRECTLY SUPERVISED:**  
See below.

**POSITIONS SUPERVISED BY THIS POSITION (Titles):** Facility Managers/Harbormasters

### **POSITION OBJECTIVES**

The Director of Operations is responsible for the development, coordination and management of new construction projects, and maintenance programs which directly relate to the development of all Port lands; develop and manage public construction projects, perform as part of an administrative team, and accomplish other special projects and duties as assigned. Prepare, manage and administer public works improvement contracts. Participate and contribute to overall Port management as part of an administrative and management team. Coordinate all project development plans with the General Manager and the Director of Finance, and when applicable and necessary with the Facility Managers/Harbormasters to provide management consistencies. Support Facility Managers/Harbormasters and Safety Committee by coordinating training, certifications, maintenance, emergency plans and resources to best manage the Port's facility operations.

### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

#### **1. GENERAL**

- A. Responsible for the overall direction and supervision of Port development inclusive of: marine improvement projects including but not limited to Port moorage facilities, the shipping terminal property, RV park properties, and other Port lands for related purposes.
- B. Prepare written/oral reports to be distributed and presented at monthly board of commissioners meetings.
- C. Understands the labor force impact on the future of the Port, and develops constructive working relationships with Port employees.
- D. Perform other duties as required.

#### **2. PREVENTATIVE MAINTENANCE**

- A. Maintain and facilitate maintenance management systems including the assessment of port maintenance needs, prioritization of projects, use of work orders and assessment of delegated tasks.
- B. Works with the Port management team toward the development of strategic operating plans for the capital expenditures of the Port's facilities.
- C. Ensures that development and improvement projects are accomplished in an environmentally sound and safe manner.

#### **3. SAFETY**

- A. Actively facilitate Safety Committee agendas including the development, implementation and management of emergency plans, OSHA-approved safety programs, evacuation/tsunami plans, maintenance programs, certifications, and other port-wide programs affecting the day to day operations.

#### **4. PROCUREMENT/CONTRACTS**

- A. Develop, prepare and manage public contracting processes including development of requests for proposals, invitation to bids, qualification based selection processes, etc.
- B. Support facility managers in understanding lease requirements and expectations specifically with federal lease agreements (NOAA MOC-P, Customs, Coast Guard)
- C. Facilitate permit acquisition, monitoring and renewal. Work with administrative staff to properly file documents.

#### **5. TRAINING & DEVELOPMENT**

- A. Actively facilitate Safety Committee agendas including the development, implementation and management of emergency plans, OSHA-approved safety programs, evacuation/tsunami plans, maintenance programs, certifications, and other port-wide programs affecting the day to day operations.
- B. Coordinates implementation and enforcement of Port ordinances, policies and resolutions, as related to harbor control and facility management.
- C. Develops positive, ongoing relationships with industry associations such as Pacific Coast Congress. Maintains positive relationships with economic development officials, State Marine Board, and other public agencies.

**POSITION TITLE: Director of Operations**

**DATE: 6/23/2015**

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**6. SERVICES**

- A. Works with the Facility Managers/Harbor Masters to provide leadership in scheduling staffing needs to maintain a highly efficient operation. Evaluate work flow and use of port assets. Recommend staffing and equipment needs during budget process.
- B. Works with Port staff and marine industry related groups in developing services and rate structures.

**CHALLENGES ENCOUNTERED**

- Lack of project funding.
- Deteriorated or inadequate facilities.
- Tight deadlines.
- Varying skill levels among facility crews.

**WORKING RELATIONSHIPS**

Internal: Administrative staff; facility managers and crews; and Board of Commissioners.

External: Customers (Port tenants); marine organizations; government agencies (economic development, regulatory, environmental); general marine community; commercial and sport fishermen and support groups; contractors and consultants.

50% of work is in the office; 50% of work is in the field.

**EDUCATION PREFERRED**

Bachelor's Degree or some higher education or vocational training, specializing in project management or engineering field with supervisory training; five to eight years of previous port/municipal operations, business management or marine maintenance experience; or any equivalent combination of education and experience, which demonstrates the knowledge, skills, and abilities to perform the essential functions herein described.

**EXPERIENCE AND KNOWLEDGE PREFERRED**

1. Some maritime background with understanding of commercial fishing industry, recreational boating, marine infrastructure and operations.
2. Demonstrates strong human resource skills and management expertise.
3. Ability to successfully manage diverse projects.
4. Ability to research and implement appropriate training/certification programs.
5. Experience in the development and administration of large capital improvement projects.
6. Participation as part of a management team in the overall planning and management functions of service-oriented marine or industrial projects.
7. Ability to communicate concepts, ideas, and programs, both within and outside the organization.
8. A leader and team builder with a successful record of strong staff development, as well as proven, creative, strong, effective management.
9. Knowledge and understanding of marine-related operations and maintenance materials, tools, and skills.
10. Understanding of budget development procedures.
11. An "idea" person who initiates, takes controlled risks, challenges the status quo, and makes sound project and business judgments.
12. Experience in engineering and architectural drafting. Computer literate with a minimum of two years AutoCad processing experience, Microsoft Excel and Word. Must be savvy user of electronic communications including email, online calendars and texting. Experience with Computerized Maintenance Management Software preferred.
13. Physical condition compatible with job requirements.
14. CPR and First Aid Certification required.

**POSITION TITLE: Director of Operations**

**DATE: 6/23/2015**

**Page 3**

15. Must be able to maintain confidentiality.
16. Must comply with organizational policies and procedures.

**CHALLENGES AND OPPORTUNITIES**

1. Implement maintenance management systems for port facilities/admin office.
2. Serve as owner's rep and/or project manager on the following capital projects:
  - a. Commercial Dock/Piling/Pedestal Replacement (part of 1)
  - b. Rogue Brewery offsite improvement expansion
  - c. Terminal shipping facility
  - d. Admin/Security building
  - e. Port Dock-7 Redesign
3. Evaluate staffing issues. Analyze concept of work crew made upon combined north/south workers to complete specific projects. Evaluate skills and cross train.
4. Evaluate public hoist dock processes. Determine feasibility of scheduling boats/buyers with advance notice to for adequate staffing.

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.

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Approved by General Manager

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Employee Signature

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Date



AGENDA ITEM: APPROVAL OF CONTRACT WITH CITY OF NEWPORT FOR URBAN RENEWAL SERVICE

RECOMMENDED MOTION: to authorize the General Manager to enter into a contract with the City of Newport to study an urban renewal district at McLean Point based upon the proposal presented by ECONorthwest for an amount not to exceed \$16,000.

The City is willing to consider forming an urban renewal district that would extend or improve municipal utility services to McLean Point. This could provide up to \$1-2,000,000 toward the project costs related to utilities.

I've attached a number of documents including the ECONorthwest proposal, City staff report regarding the additional work, a map of McLean Point and tax statements for the two parcels.

Ken Brown represents the Port on the City's advisory committee and I'll be actively involved to advocate for the utility projects that will adequately service the needs of McLean Point. The City is currently updating its sewer master plan which will incorporate preliminary project costs for the line extension.

-###-

# Newport Urban Renewal Plan RFQ

**ECON**orthwest

ECONOMICS • FINANCE • PLANNING

**H** ELAINE HOWARD  
CONSULTING, LLC

JM Launer

Jeannette M. Launer Attorney

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May 28, 2015

Derrick I. Tokos, AICP  
Community Development Director  
City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365

Dear Derrick:

Thank you for the opportunity to respond to the City of Newport's Request for Quotes for the preparation of an urban renewal plan for the US 101 / US 20 / Agate Beach (large option) area, and for an urban renewal plan for the Port's International Terminal property. Our team is composed of Elaine Howard Consulting, ECONorthwest, and Jeannette Launer. I will be the project manager for this project and will serve as the primary contact person. Elaine Howard Consulting is a limited liability corporation, and I am the principal of the LLC. We believe we are excellent candidates for this project due to our history of work with the City of Newport (including the URA feasibility study and the Economic Opportunity Analysis), our vast experience with urban renewal public outreach (including working with advisory committees and presenting public information in an understandable format), the number of urban renewal plans and reports we have written (both together as a team, and separately), and our ability to complete projects on time and on budget.

Not only do we work with clients on specific urban renewal projects, we also support urban renewal as a tool through our education and speaking commitments and tracking of legislative issues on urban renewal. We are active members of the Association of Oregon Redevelopment Agencies (AORA) and provide ongoing support to urban renewal agencies by helping to educate on this issue.

Our team, both together and separately, has completed **27** urban renewal plans. We have worked with numerous advisory committees and facilitated many open houses. We have also completed a number of substantial amendments, as shown in the attached RFQ response (amendments that must be done in the same manner as an initial urban renewal plan). We partner extremely well and will supply you with all of the skills you need to complete this project.

We look forward to the opportunity to work with you on the urban renewal planning for the city of Newport.

Sincerely,



Elaine Howard, Principal  
Elaine Howard Consulting, LLC  
4763 SW Admiral Street  
Portland, Oregon 97221

503.206.7060 office 503.975.3147 cell Fax 503.206.7060 [elaine@elainehowardconsulting.com](mailto:elaine@elainehowardconsulting.com)

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## Proposer Qualifications

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Our team has worked on a variety of urban renewal plans, some very straightforward and others very detailed and complex. ECONorthwest prepared the feasibility study for this project, providing us with a strong base of knowledge on the project. Elaine Howard will be the overall project manager and be the lead for all public input and presentations. A list of her presentations is shown below. Nick Popenuk from ECONorthwest would lead the financial analysis on the project. Jeannette Launer would provide legal advice as needed.

### 1. Prime Consultant and Contact Person for this RFP:

#### **Elaine Howard Consulting, LLC**

4763 SW Admiral Street

Portland, Oregon 97221

Specialty of the firm: Urban renewal consulting

Contact person:

Elaine Howard: 503.206.7060 (o) 503.975.3147 (c) | elaine@elainehowardconsulting.com

Elaine Howard is the principal of Elaine Howard Consulting, LLC, a firm that specializes in creating vibrant cities using urban renewal/tax increment financing as an implementation tool. In addition to working with over 30 Oregon cities in their urban renewal planning, Elaine has a background in both private development and as a project manager for the Portland Development Commission, the City of Portland's urban renewal agency. Her vast experience in both public and private sector development allows her to discern critical issues in communities, communicate effectively with stakeholders, and help communities develop plans to implement their visions. In this project, she will be especially effective in the public input and the preparation of the urban renewal plan.

### 2. Sub-consultants:

#### **ECONorthwest**

222 SW Columbia St., #1600

Portland, Oregon 97201

Specialty of the firm: Economic and financial consulting

Contact person:

Nick Popenuk, Project Manager: 503.222.6060 | popenuk@econw.com

ECONorthwest specializes in the application of economic and financial principles and methods to the evaluation of public policies and investments. Incorporated in 1974, ECONorthwest has completed more than 3,000 projects for public and private clients.



## Newport Urban Renewal Plan RFQ

ECONorthwest has a staff of over 40 people; personnel have advanced degrees and decades of work experience in planning, development, economics, finance, and public policy.

ECONorthwest staff have extensive experience in all aspects of urban renewal, including: initial feasibility studies, writing and adopting urban renewal plans and reports, tax increment finance projections to support bond sales and other loans, creating public-private partnerships to implement urban renewal projects, and closing down successful urban renewal areas. Our technical analysis is unparalleled and we have created cutting edge models to help jurisdictions accurately forecast tax increment finance (TIF) revenues. In recent years, these TIF forecasts have been included in feasibility studies supporting the sale of over \$250 million in urban renewal bonds.

### **Jeannette M. Launer, Attorney**

70 SW Century Drive Ste. 100-502

Bend, Oregon 97702

Specialty of the firm: Urban renewal law

Contact person:

Jeannette Launer: 503.502.1030 | [jeannette.m.launer@gmail.com](mailto:jeannette.m.launer@gmail.com)

Jeannette is the preeminent urban renewal attorney in the state. Her vast experience allows her to answer legal issues efficiently.

### *Urban Renewal Plans*

Our team has years of experience with urban renewal planning, assisting public agencies with land-use and development issues, and tax increment finance projects. In the past five years, we have conducted urban renewal planning efforts throughout Oregon as shown in the list below. We have also noted where there has been an advisory committee that we have facilitated. The ability to help an advisory committee review issues and come to decisions in a timely manner will be especially critical in this project. We have deep experience in facilitating public involvement processes and advisory committees.

#### Past Urban Renewal Plans

- La Pine (2014, Full Team, advisory committee)
- Gold Beach Urban Renewal Plan (2012, Full Team, advisory committee)
- McMinnville Urban Renewal Plan (2012, Full Team, advisory committee)
- Lake Oswego: Lake Grove Village Center\* (2012, Full Team, advisory committee)

## Newport Urban Renewal Plan RFQ

- Lake Oswego: Foothills\* (2012, Full Team, advisory committee)
- Wilsonville TIF Zones (6 plans) (2013, Full Team)
- Hillsboro Urban Renewal Plan (2012, ECONorthwest, advisory committee)
- Beaverton Urban Renewal Plan (2010, ECONorthwest, advisory committee)
- Albany - Oak Creek (2007, Elaine Howard, Jeannette Launer)
- Bend - Murphy Crossing (2008, Elaine Howard, Jeannette Launer)
- Bend - Deschutes County (2008, Elaine Howard, Jeannette Launer)
- Bend Municipal Airport (2008, Elaine Howard, Jeannette Launer, advisory committee)
- Boardman - Central\* (2008, Elaine Howard, Jeannette Launer)
- Carlton (assisted LCOG) (2009, Elaine Howard, Jeannette Launer)
- Hood River Waterfront\* (2008, Elaine Howard, Jeannette Launer)
- Hood River County – Windmaster (2007, Elaine Howard, Jeannette Launer)
- Hood River Heights (2011, Elaine Howard, Jeannette Launer)
- Lebanon - North Gateway (2008, Elaine Howard, Jeannette Launer)
- Lowell – Downtown (2008, Elaine Howard, Jeannette Launer)
- Salem - South Waterfront (2007, Elaine Howard, Jeannette Launer)
- Wilsonville - SW 85th Avenue (2011, Elaine Howard, Jeannette Launer)
- Wood Village\* (2010, Elaine Howard, Jeannette Launer)

*\*A feasibility study was also completed.*

### *Substantial Amendments*

Our team has completed numerous substantial amendments. Substantial amendments require the full process of adopting an original urban renewal plan.

- Portland Development Commission
  - North Macadam Urban Renewal Plan Substantial Amendment (2015, Elaine Howard Consulting, LLC and Jeannette Launer)
  - Central Eastside Urban Renewal Plan Substantial Amendment (2015, Elaine Howard Consulting, LLC and Jeannette Launer)
- Sandy Urban Renewal Plan Substantial Amendment (ongoing, 2015, full team)
- Harrisburg Urban Renewal Plan Substantial Amendment (2015, full team, advisory committee)
- Harrisburg Urban Renewal Plan Substantial Amendment (2014, full team. Due to potential MI issues, advisory committee)
- Lincoln City Urban Renewal Plan Substantial Amendment (2014, Elaine Howard Consulting, LLC and Jeannette Launer)
- Lebanon Northwest Substantial Amendment (2012, full team)
- Sherwood Substantial Amendment (2012, full team)
- Keizer North River Road Substantial Amendment (2012, full team)
- Tillamook Substantial Amendment (2012, full team)
- Bandon Area II Substantial Amendment (2012, Elaine Howard Consulting, LLC and Jeannette Launer, advisory committee)
- Astoria Astor East Substantial Amendment (2010 Elaine Howard Consulting, LLC and Jeannette Launer)
- Philomath Substantial Amendment (2010 Elaine Howard Consulting, LLC and Jeannette Launer)
- Portland Development Commission
  - Interstate Corridor Urban Renewal Area Substantial Amendment (2009) (Elaine Howard Consulting, LLC)
  - Convention Center Urban Renewal Area Substantial Amendment (2009) (Elaine Howard Consulting, LLC)

## Newport Urban Renewal Plan RFQ

### *Presentations on Urban Renewal*

Our team has vast experience explaining urban renewal to communities throughout Oregon. In the majority of the urban renewal plans listed above, we also made presentations to explain the background of urban renewal. In addition, Elaine has made Urban Renewal 101 presentations for city council/advisory committees and/or specific urban renewal consultations with the following cities:

La Grande	Tigard	Oregon City	Phoenix
Winston	Talent	Harrisburg	Jacksonville
Gold Beach	McMinnville	Hood River	Sherwood
Veneta	Coos Bay	Corvallis	La Pine
Prineville			

Other presentations/relevant education work by Elaine Howard:

- 2011 Council of Development Finance Associations National Meeting in Portland
- 2011 Oregon Main Street
- 2012 Oregon Economic Development Association: UR 101
- 2012 Oregon League of Cities Annual Meeting
- 2013 Oregon Municipal Finance Officers Association Spring Meeting
- 2013 Association of Oregon Redevelopment Agencies meeting presentation on tracking Maximum Indebtedness
- 2013 Oregon League of Cities Seminars (2)
- Elaine Howard Consulting, LLC and ECONorthwest are co-authors of the Oregon Urban Renewal Best Practices Handbook authored for the Association of Oregon Redevelopment Agencies (AORA) in 2014.
- Elaine Howard Consulting, LLC also co-authored the History of Urban Renewal 2002-2012 for AORA.
- Scheduled for the 2015 OCCMA conference, and the Oregon League of Cities 2015 conference.

## Capacity to Complete Work within the Timeframe

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Our team is available to commence work immediately and has no problems with completing work within your timeframe. We anticipate the project will take 4-6 months depending on the number of meetings for public participation. We recommend starting work on the project immediately in order to complete work on time.

## Fee Schedule

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The urban renewal plan would cost approximately \$27,000, depending on the number of public meetings and potential changes as a result of those meetings. A budget for meetings in Newport is shown in Attachment A. The budget includes 7 meetings, including 7 advisory committee meetings with 2 open houses on the same dates. If additional meetings are added, we will bill at our hourly rate plus expenses, as outlined in this budget. There are 14 hours for preparation of materials, 2 hours for each meeting. It may be that this amount of time is not required, and if not, we will only bill for time actually worked.

Expenses may include the cost of the databases from the County for the financial analysis, printing of any documents/maps for public meetings or staff meetings, and travel to and from Newport. All expenses are billed at cost. The only expenses included in the cost estimate are the travel costs.

## Items Required from the City

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Our analysis will require the following items and information from the city. Some of this information, however, has already been provided to us as part of the feasibility study work that ECONorthwest completed last year, and therefore would only require verification and/or updating by the City:

- GIS data (identification of properties, acreages, zoning, comprehensive plan designations, and assessor's information) and mapping for the district.
- Copies of the comprehensive plan, economic development plan, if any, transportation systems plan, and any master plans for water, storm water, sewer systems. Assistance in reviewing those plans for projects within the boundary area.
- Input on planned or needed public improvements, including planning level estimates of scope and cost.
- Review of draft urban renewal plan components, including goals and objectives, projects, amendments, relationship to local objectives, and other components of the urban renewal plan.

## Newport Urban Renewal Plan RFQ

- Review of the draft urban renewal report, including financial feasibility and maximum indebtedness calculations.
- Legal description of the urban renewal area.
- Administrative assistance for scheduling and publicizing meetings.
- Legal review of notices, ordinances, and other documents, if needed. Our legal counsel will review on our end.
- Mailing of required notices, including super notice.
- Costs for published notices.
- Minutes of public meetings including advisory committee meetings.

## Port Urban Renewal Plan

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Our team also has background in urban renewal plans that include industrial properties. Elaine Howard Consulting, LLC worked with the City of Hood River and the Port of Hood River to put together the Hood River Waterfront Urban Renewal Plan, a very successful plan that included delicate negotiations between the Port and the city on the proposed project list and expenditures. She also worked on the Albany Oak Creek Urban Renewal Plan, Lebanon Northwest Urban Renewal Plan, Keizer Urban Renewal Plan, and the Redmond Industrial Airport Urban Renewal Plan, all industrial plans.

Our team also has a history working with Columbia County on their Port Westward Urban Renewal Area, and we currently represent the Port on a long-term contract to serve as their designated urban renewal team, handling all technical and administrative aspects of managing the urban renewal area.

## Fee schedule for Port Urban Renewal Plan

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If both of these projects can be prepared together, there will be savings on the total cost, mostly through savings on travel costs to Newport. The public input and adoption processes would only have the added time it would take to discuss the Port Urban Renewal Plan. There would not be no increased travel costs unless there were meetings solely for the Port Urban Renewal Plan.

A budget for the preparation of an urban renewal plan and report for the Port property is shown below as Exhibit B. The estimated cost is \$16,000. This includes reviewing Port urban renewal issues at four meetings for one hour each. We estimated four meetings as the project list and boundary should be more definite. We cut the time for preparation of the Plan and Report in anticipation, again, that the goals and objectives and projects would be more definite. We only bill for time worked, so if this project takes less time, you will see a savings. However, having worked on as many plans and amendments as we have, we have a very good handle on the actual time involved in preparing a new plan. This plan budget is pretty tight. We reserve the right to transfer time between categories as sometimes one area takes more time than thought while another takes less time.

## Port Items Required from the City

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The items required from the city include the following:

- GIS data (identification of properties, acreages, zoning, comprehensive plan designations, and assessor's information) and mapping for the district.
- Copies of the comprehensive plan, economic development plan, if any, transportation systems plan, and any master plans for water, storm water, sewer systems. Assistance in reviewing those plans for projects within the boundary area.
- Input on planned or needed public improvements, including planning level estimates of scope and cost.
- Review of draft urban renewal plan components, including goals and objectives, projects, amendments, relationship to local objectives, and other components of the urban renewal plan.
- Review of the draft urban renewal report, including financial feasibility and maximum indebtedness calculations.
- Legal description of the urban renewal area.
- Administrative assistance for scheduling and publicizing meetings.
- Legal review of notices, ordinances, and other documents, if needed. Our legal counsel will review on our end.
- Mailing of required notices, including super notice.
- Costs for published notices.
- Minutes of public meetings including advisory committee meetings.



## Attachment A Budget for Newport Large Option

<b>Meetings</b>	185	95	150	80	60		
Kick off Meeting with Staff	2						
CAC 7 meetings	14						
Open House - 2	2						
Administration time with Meetings/prep of materials	14						
<b>Sub-Total hours meetings</b>	32	0	0	0	0	0	
<b>Sub-Total cost meetings</b>	5,920	0	0	0	0	0	5,920
<b>Financial/Project Analysis</b>							
Prepare documents							
• Urban Renewal Plan	12						
• Urban Renewal Report on Amendment	16	12	20	15	10		
Advisory time with staff on other documents	3						
Legal Counsel						500	
<b>Sub-Total hours documents</b>	31	12	20	15	10		
<b>Sub-Total cost documents</b>	5,643	1,140	3,000	1,200	600		11,583
Sum of Meetings and Documents	11,563	1,140	3,000	1,200	600	500	18,003
<b>Travel Cost</b>	8,385						8,385
<b>Total Cost</b>							26,387

### Estimated Travel Costs - 7 trips

Elaine			
Travel to Newport	5 hours	\$185	\$925
Mileage	264	0.56	\$148
Hotel			\$100
Meals			\$25
			\$1,198

## Attachment B Budget for Port Urban Renewal Plan

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Port Urban Renewal Plan							
	Elaine	Tessa	Nick	ECO Research	Rob/GIS	Legal	Subtotal
<b>Meetings</b>	185	95	150	80	60		
Kick off Meeting with Staff/Review of documents	3						
CAC 4 meetings	4						
Open House - 2	1						
Administration time with Meetings/prep of materials	5						
<b>Sub-Total hours meetings</b>	13	0	0	0	0	0	
<b>Sub-Total cost meetings</b>	2,405	0	0	0	0	0	2405
<b>Financial/Project Analysis</b>							
Prepare documents							
• Urban Renewal Plan	10.5						
• Urban Renewal Report on Amendment	12	12	28	28	20		
Legal Counsel						500	
<b>Sub-Total hours documents</b>	22.5	12	28	28	20		
<b>Sub-Total cost documents</b>	4,163	1,140	4,200	2,240	1,200	500	13,443
<b>Total Cost</b>	6,568	1,140	4,200	2,240	1,200	500	<b>15,848</b>



Agenda Item # \_\_\_\_\_  
Meeting Date June 15, 2015

**URBAN RENEWAL  
AGENDA ITEM SUMMARY**  
City of Newport, Oregon

Issue/Agenda Title Port of Newport Industrial Lands Urban Renewal Plan Proposal

Prepared By: Derrick Tokos Dept Head Approval: DT City Mgr Approval: \_\_\_\_\_

**ISSUE BEFORE THE URBAN RENEWAL AGENCY:** Consideration of a proposal by the Port of Newport to develop an Urban Renewal Plan for the International Terminal and surrounding industrial properties.

**STAFF RECOMMENDATION:** Staff recommends the Newport Urban Renewal Agency include the Port’s proposal as part of the planning work that it is undertaking to establish a new Urban Renewal Plan along US-20 and US-101, provided the Port is willing to pay for the preparation of the plan (approximately \$16,000).

**PROPOSED MOTION:** I move to include the Port of Newport’s Urban Renewal Plan proposal as option that the Urban Renewal Advisory Committee is to consider, in addition to the concept outlined in Resolution No. 3707, provided the Port covers the consultant costs Agency will incur to analyze and prepare a plan for these areas.

**KEY FACTS AND INFORMATION SUMMARY:** In April of 2015, the Port of Newport approached Agency staff regarding the possibility of an Urban Renewal Plan being developed for industrial property adjacent to its International Terminal. Privately owned property at this location is leased by the Port. If a plan is created, they would terminate the leases so that the land would be taxable, with the expectation that the taxes would be an initial increment that could be used to finance infrastructure needed to improve the commercial viability of the terminal site. The owner of the privately owned property, Rony’s & Associates Inc., supports the concept.

Agency just initiated the process of developing a new Urban Renewal Plan that is focused on the US-20 and US-101 highway corridor (Resolution No. 3707). It has also put together an advisory committee to assist in the preparation of the Plan (Resolution No. 3708). A consultant is under contract to do the work and a kick-off meeting will be scheduled for later this month or early July. The Port’s proposal is different enough in terms of how it would be structured that a separate plan would need to be prepared; however, it would be advantageous to evaluate the proposal at this time since an advisory committee has been formed. This would also allow the Agency to get a good sense of how the two plans interrelate.

**OTHER ALTERNATIVES CONSIDERED:** The Agency could elect to forgo evaluating the Port of Newport’s proposal at this time. This would mean that the Port would have to look for other sources of funding to pay for infrastructure (water, sewer, streets, etc.) that it needs to make the International Terminal and adjoining industrial lands more commercially viable.

**ATTACHMENT LIST:**

- Resolution No. 3707
- Resolution No. 3708
- Map of Proposed Urban Renewal Plan
- Letter of Support from Rony’s & Associates, Inc.

**FISCAL NOTES:** The City has budgeted \$30,000 to hire a consultant to assist in developing the plan. This is adequate to cover the costs for a plan area encompassing the US-20 and US-101 corridor since much of that leg work has already been done with the preparation of a feasibility study in 2014. An additional \$16,000 is needed to evaluate the Port's proposal. Neither the City nor the Agency have budgeted funds for this purpose.



# McLean Point Site

48.8 Acres

Taxlots:

11-11-09-D0-00100-00

11-11-09-D0-00101-00

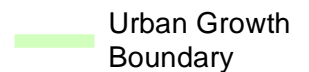
## Legend



McLean Point Site



City Limits



Urban Growth Boundary



Road

### Lincoln County Property Report

Account # & LEGAL DESCRIPTION	ACCOUNT DETAILS	OWNER AND ADDRESS
Account #: R18777 Map Taxlot: 11-11-09-D0-00101-00 <a href="#">Map: 11s11w09D</a> Legal: TWNShP 11, RNg 11, ACRES 8.95, MF301-0262 + MF301-0266 TaxCode: 104 Acres: 8.95	Neighborhood: <a href="#">N277</a> PropertyClass: <a href="#">991</a>	Owner: PORT OF NEWPORT Address: 600 SE BAY BLVD NEWPORT, OR 97365 Situs: 1430 SE BAY BLVD

IMPROVEMENTS							VALUE AND SALES HISTORY					
Description	Area	Yr Built	<a href="#">Foundation</a>	<a href="#">Heat</a>	<a href="#">Plumbing</a>	BDMS	Value	Value Year	Imp.	Land	Total Market	Total Assessed
...NoInventory								2014	0	1,002,400	1,002,400	0
								2013	0	1,002,400	1,002,400	0
								2012	0	1,002,400	1,002,400	0
								2011	0	1,002,400	1,002,400	0
								2010	0	1,002,400	1,002,400	0
								2009	0	967,680	967,680	0
								2008	0	541,300	541,300	0
								2007	0	489,890	489,890	0
								SaleDate	Price	Document	TypeCode	
								2/22/1995	787880	MF301-0262+301-0266	20	WD

LAND				RELATED ACCOUNTS	DISCLAIMER
Description	Acres	Market Value	Special Use Value	No Related Accounts	This report was produced using the Lincoln County assessment information. This information is maintained by the county to support its governmental activities. The County is not responsible for errors, omissions, misuse or misinterpretation. Report created:6/10/2015 using tax data exported 10/2014
IND DEV BAYVIEW SITE	8.95	1,002,400			

### Lincoln County Property Report

Account # & LEGAL DESCRIPTION	ACCOUNT DETAILS	OWNER AND ADDRESS
Account #: R517416 Map Taxlot: 11-11-09-D0-00100-00 <a href="#">Map: 11s11w09D</a> Legal: TWNShP 11, RNG 11, ACRES 39.84, M-6379 TaxCode: 104 Acres: 39.84	Neighborhood: <a href="#">N277</a> PropertyClass: <a href="#">991</a>	Owner: RONDYS & ASSOCIATES INC Address: % PORT OF NEWPORT LEASE 600 SE BAY BLVD NEWPORT, OR 97365 Situs: 1430 SE BAY BLVD

IMPROVEMENTS							VALUE AND SALES HISTORY					
Description	Area	Yr Built	<a href="#">Foundation</a>	<a href="#">Heat</a>	<a href="#">Plumbing</a>	BDMS	Value	Value Year	Imp.	Land	Total Market	Total Assessed
OTHER IMPROVEMENTS							15670	2014	15,670	4,462,080	4,477,750	0
								2013	15,670	4,462,080	4,477,750	0
								2012	15,670	4,462,080	4,477,750	0
								2011	15,670	4,462,080	4,477,750	0
								2010	15,670	4,462,080	4,477,750	0
								2009	15,670	4,452,000	4,467,670	0
								2008	15,670	1,672,080	1,687,750	0
								2007	15,670	1,513,280	1,528,950	0
								SaleDate	Price	Document	TypeCode	
								NoSales				

LAND				RELATED ACCOUNTS	DISCLAIMER
Description	Acres	Market Value	Special Use Value		
IND DEV BAYFRONT SITE	39.84	4,462,080		No Related Accounts	This report was produced using the Lincoln County assessment information. This information is maintained by the county to support its governmental activities. The County is not responsible for errors, omissions, misuse or misinterpretation. Report created:6/10/2015 using tax data exported 10/2014



## FACILITY MANAGER'S MONTHLY REPORT

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**FACILITY:** NOAA MOC-P  
**DATE:** 6/17/2015  
**PERIOD:** May - June 2015  
**TO:** Kevin Greenwood  
**ISSUED BY:** Rick Fuller

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### NOAA MOC-P

**Upland:** Regular preventive maintenance was performed as scheduled including the high warehouse equipment which was on hold due to scissor lift rental availability. Grounds work becomes the main focus this time of year and as in all other years will require extra contract help in order to gain a handle on the weeding. Annual inspections will be starting soon which kicks off with fire extinguishers completed in May. I have not heard response to the request for onsite office space that would replace the current office trailer that I now work out of. Current status of the request is in NOAA's contract office presumably under legal review.

The court/mediation hearing was held as scheduled on June 12<sup>th</sup> regarding the Port of Newport vs Ken Fullers Upholstery claim. The Port was successful in the mediation and recovered all owed monies and costs incurred for the small claims filing. Salem Tent and Awning is close to finishing the covers which will then require installation of tie downs by me this summer.

The 6-week training session "Principles of Public Procurement" sponsored by the Oregon DAS & Procurement Services successfully concluded this period. The accredited course covering public contracting and purchasing continues to be applied to current contracts and procurements. I will be completing a summary report of the course study. There was a small bump in the road as the hard drive in my laptop computer was replaced with new. Some software programs will need to be updated with new licenses in order to fully operate with the updated system.

**Wharf & In-water:** Use of the wharf (except seagulls) has been minimal with a couple of visits from the Bell Shimada. I have been in contact with Vladimir Shepsis of Coast & Harbor Engineering and will be finalizing a service agreement with him upon his return from a separate remote project. I have begun the process of requesting USACE survey documentation along with NOAA surveys in a format that can be used in the sedimentation modeling

The contract to Marine Taxonomic Services was fulfilled for diving services in May which supports the annual gaper clam study by ODFW as a condition of the NOAA permit. I have not yet received the ODFW report and it is unknown how future dredging will affect the study and the conditions of the permit. Pacific Habitat Services is onsite at the negative tide to perform year three of a 10-year monitoring study of the eelgrass mitigation site. Posting for volunteer help was unsuccessful due in part to the negative tides happening during the workweek with early morning start times. The site seems especially soft in places this year as the three workers have often sank to their knees in the mud. Despite the conditions, this year's data collection should conclude on Thursday.

A short meeting was attended by NOAA management and command staff members mainly to introduce Kevin Greenwood to the new Director of Marine Operations, Capt. Todd Bridgeman. Attending the meeting and also being introduced to Kevin was Troy Frost - Deputy Director MO, and CDR Joe Bishop - XO MOC-P. There continues to be a steady buildup of personnel that will fill important roles for the Marine Operations Headquarters that is planned to base out of the MOC-P Facility admin office. There are no ships currently in Port. See 2015 bar crossing log for bar activity to date. Total NOAA full time building occupancy rose as expected to approx. 77% of total office space.



Specific work this period:

- Regular scheduled monthly, and quarterly preventative maintenance
- Grounds maintenance (weeds are active!)
- Seagull nesting deterrent and prevention
- Fitting and corrections to the wharf utility covers
- Lamp replacement at 3 wharf pole lamps
- LED indicator lamps replaced at 2 wharf electric services
- Eel grass monitoring study and count
- Gaper clam study performed by MTS and ODFW
- Pricing and preparation of annual maintenance and inspection service agreements

### **NOAA permit obligated recreational access points**

- Met with Garrett Pallo PE of Civil West Engineering Services regarding proposal of engineering services at the south jetty
- Received \$2000 proposal from Civil West Engineering for two different structural pathway methods that would span over the rocks at the south jetty and would be sustainable in the tidal environment. A verbal commitment was given and preparation of service agreement was started
- Sent the CWE proposal (less dollar value) which had photos of two differing walkway methods (grouted rocks and gabion mats) to Kate Groth of USACE asking for informal review before engaging in hard documents. Kates return reply stated:

*“The Corps appreciates the ability to review the proposed ideas to provide access over the South Jetty to the tidal flats. However, both of the provided ideas still seem to have the appearance of walking on the jetty structure itself. The proposed solution will need to be easily recognizable as separate and distinct from the jetty structure. Perhaps a walkway over the jetty transitioning to one of the proposed solutions in the tidal surge area would meet our criteria.”*

- Placed hold on the Engineering until other avenues for access are investigated.
- Returned reply to Kate Groth for confirmation of discussion concerning possible sand fill of current low areas that would provide stable and improved parking and pedestrian access. Currently no reply has been received.
- Discussion between Kevin Greenwood and Kirk Jarvie of DSL that parking and pedestrian improvement along the south jetty may be an acceptable alternate to the required accesses.

### **Other**

- Concluded correspondence with DSL maintenance dredging group discussion led by Kirk Jarvie of DSL. Progress on definition and scope of “Maintenance dredging” will now be sent to DSL Rules Advisory Committee which will take as much as 9 months to produce an outcome.

# NOAA MOC-P Bar Crossing Log

# 2015

NAME	ARRIVAL	DEPARTURE	ROSTER#	NOTE
Oscar Dyson		1/13/2015	39	Bound for Alaska
Shimada	1/30/2015	1/31/2015	23/29	Return from California
Shimada	2/4/2015	2/11/2015	29/36	Bound for Vancouver
Shimada	3/3/2015	3/8/2015	35/27	R&R, mission change
Rainier		4/23/2015	46	Bound for Alaska
USCG Alert	5/12/2015	5/13/2015	76/76	R&R
Shimada	5/17/2015	5/29/15	36/34	R&R, mission change
Shimada	6/10/2015	6/15/15	34/36	R&R, mission change
TOTAL			556	

**MEMO**

**To: Port of Newport Commissioners**  
**From: Kent Gibson, Acting Harbormaster**  
**Date: June 18, 2015**  
**Re: June Staff Report**

Maintenance:

Staff installed the first new whaler board on Port Dock 5-D. New end finger triangular brackets were installed and secured as well. The wench burned out while removing a 9-ft rod and was replaced. Two new angle brackets have been ordered for the next finger on 5-D where all of the rods are broken. The #4 fixed hoist was removed and sent to Yaquina Boat equipment for the installation of a new bearing. It has been replaced. Staff also installed an electrical pedestal on Port Dock 7-E.

Construction:

None.

Fishing Fleet Activity:

Boats are bringing in salmon, hag fish, shrimp, and crab.



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**To:** Port of Newport Commission  
**From:** Jim Durkee, Terminal Operations Supervisor  
**Copy:** Port Management Staff  
**Date:** June 17<sup>th</sup>, 2015  
**Re:** June 2015 Manager's Report

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### Maintenance

I cleaned up the trash and piles of dredge spoils that had drifted up near the bull rail. I moved gear off the 1200z permit area to clear it for Road & Driveway to sweep.

I had Central Coast Excavating clean out the storm drain catch basins. They did a good job cleaning the filters and strainers, very happy with it. They found a couple more filters that need to be replaced.

### Fishing Fleet

Off shore whiting fishing continues. Boats have been coming in for fuel and gear work. The rest of the bigger boats loaded gear for shore based whiting fishing.

### Other Activities

I attended the NEBC Managing Stormwater in Oregon conference in Portland. They had three courses I was interested in, Introduction to stormwater Management, Testing and Reporting, Doing it Right, and Implementation of Best Management Practices. We require some kind of annual training for the 1200z permit and this fit the bill well. There is no formal training for managing a stormwater pollution prevention plan so I have been feeling my way through it so far. I really feel like I have a little better grasp of what I'm doing now.

Pacific Seafood continued to do prep work in the net repair area for the construction at the plant on the bay front. They ran into some problems with the structure of the old plant so they put the project on hold until that gets resolved. For now they are working on getting Whiting processing started.

USCG personnel used the Terminal lot to transfer a generator from a semi-truck to a different trailer for delivery to Station Yaquina Bay.

I topped off the Fishing for Energy net recycle bin and had it picked up for the second time this year. We have two more free pick-ups available this year.

I ordered and mounted fire extinguishers in the CXT buildings

### Overview of May Services

10 fishing vessels spent a total of 103 days moored at the Terminal dock.  
15 vessels used the Terminal dock for work. At least 4 vessels took on Fuel.  
27 hours of forklift service were provided.  
19 hours of crane service were provided.

# South Beach Report

To: Port of Newport Board of Commissioners

From: Penny, South Beach Marina & RV Park

Date: June 17, 2015

Re: **May 2015** South Beach Occupancy Report

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We had a good turnout for the first two Halibut openers in May. After both guest docks were full we assigned transient moorage throughout the marina and were able to accommodate all boaters wanting slips during those busy days.

The Marina Park was full for Memorial weekend but we had 14 vacancies in the Annex Park. Clay kept busy greeting our regular guests and welcoming the many new first time visitors to this area.

Reservations for the season are picking up and we are nearly full for most of July and August.

Dianne Walker is back from her cross country adventures to help us in the South Beach office. With her masters degree in graphic arts she is very useful at doing special design projects for our office and we are very fortunate to have her back.

<b>May Bookings</b>	Front Office	On Line
RV Sites	496	203
Boat Slips	312	34

## May Occupancy Figures:

	2014	2015	Change
Marina	8751	9792	11.90%
Marina RV	1594	1756	10.16%
Annex RV	472	470	-0.42%
<b>Totals</b>	<b>2066</b>	<b>2226</b>	<b>7.74%</b>



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## MANAGERS REPORT

To: Port of Newport Board of Commissioners  
From: Chris Urbach, Harbormaster  
Copy: Port Management Staff  
Date: June, 18 2015  
Re: South Beach Operations

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We changed out a mother board in the #2 diesel dispenser on the fuel dock.

I have a DEQ inspection at the fuel dock next week on the overall condition and all paper documentation.

The summer helper that I hired only lasted 2 days he had problems with his feet that he didn't share with me.

We completed the OSMB paving project in the boat launch parking lot and I am waiting for an invoice from Road and Driveway so that I can finish up with OSMB.

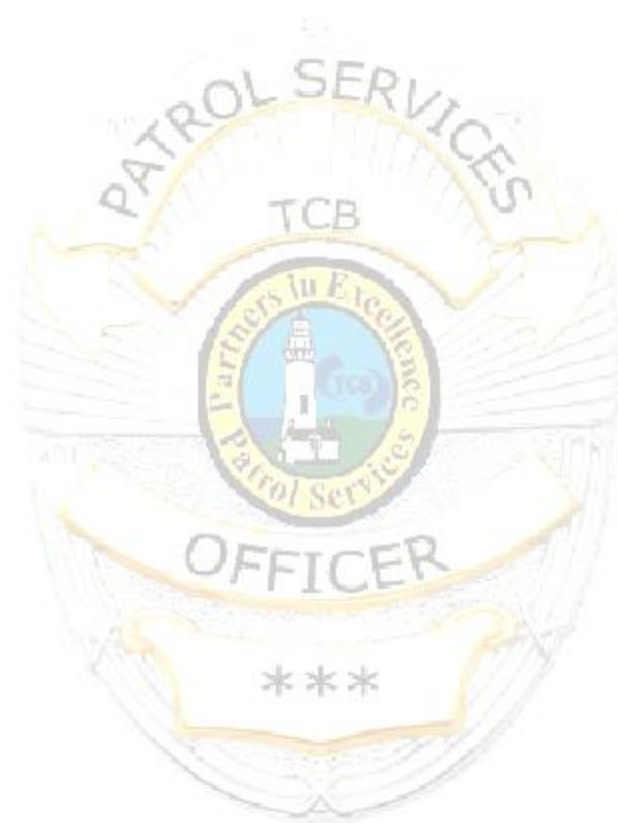
The sink hole project west of the brewery has been completed.

ODOT has made an attempt at cleaning out the manhole under the bridge that drains the parking lot drains they still have a long way to go before it's fixed.

We have made Rick's lot ready for the salmon event on the Fourth of July.

We have taken the fuel dock pile hoops to the galvanizers and should be able to pick them up some time next week.

We will be installing rub strips and pile hoops on the fuel dock in the next few weeks.



**PORT OF NEWPORT  
MINUTES OF SAFETY COMMITTEE MEETING  
February 10<sup>th</sup>, 2015**

The meeting of the Port of Newport Safety Committee was called to order at 11:30am in the South Beach activities room.

Committee members present:

Fred Hauert	Jim Durkee	Rick Fuller
Steve Larrabee	Kevin Corwin	

## **MINUTES**

The minutes from the January 13th, 2015 Safety Committee Meeting were approved as submitted.

## **NEW BUSINESS**

1. Annual Goal – Suggestions centered around a safety handbook for employees. Possible items include an employee orientation and PPE. Rick Fuller will be the lead on this project. Jim Durkee will write a goal letter for the project and send it to Kevin Greenwood after Rick approves it.
2. PPE – Should be part of the employee handbook. We need to survey the port to see what PPE is required and when.

## **OLD BUSINESS**

1. Life Jackets – The rest of the staff that needed jackets got them.
2. Hazard Communication – Rick Fuller took the online class. Still need to set up a class for a group presentation for Commercial Ops and South Beach Ops.

## **INSPECTION REPORTS**

1. Monthly Inspections – Reports were received from all areas with no items of note.

## **ACCIDENT/INCIDENT REVIEW**

1. None Reported

## **OPEN FORUM**

1. Sea Lions – The sea lions have been getting more aggressive on the docks. Reports of charging at people and throwing a dog off the docks. The paint pellet gun has been



ineffective as the sea lions just return as soon as the employee leaves.

2. CPR – Kevin Corwin needs to go through CPR Train the Trainer again.

**The next Safety Committee Meeting should be held on Tuesday, April 14<sup>th</sup>, 2015 at 11:30a.m., at NOAA.**

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Jim Durkee, Safety Committee Secretary

## AGENDA ITEM: GENERAL MANAGER'S REPORT

### ROGUE BREWERY EXPANSION

*[nothing in packet]* Met with Commissioners Jincks and Fleck to discuss progress on Rogue lease expansion. Brett and I met with Ron Stillmaker, SHN Engineering, early today (23<sup>rd</sup>) to begin scoping the off-site improvements as well as taking a look at how much of Rogue's excavation spoils could be used to fill the boat launch. Once the preliminary off-site cost estimates are produced, Brett and I should be able to speed up negotiations.

### PORT VISION PLAN

Rachel and I edited and fine-tuned the grant application (*attached*) before submitting on June 5<sup>th</sup>. The entire project is budgeted at \$122,000 of which the TGM grant would fund \$97,000. We have already received a Ports Marketing & Planning grant for the balance. We should receive word on our application in late August with the process kicking off early in the new year. This plan will look to establish some guidelines for the types of uses desired on the remaining port property, discussion of design standards for future port construction, establishment of clearer goals and objectives for the areas of capital facilities, management, financial, marketing and environmental. This will be a great way to engage the community and give staff a usable document as we move forward.

### DEFERRED MAINTENANCE ON COMMERCIAL DOCKS

After talking with John van Stavern, it appears that ODFW will not approve the emergency permit for piling installation out of season. They would approve the stub removal, but that would not result in enough cost savings if the contractor had to come back in November.

So, the Port will be contracting with a commercial diver to locate and mark the stubs, determine the condition of the stubs including the wall thickness and diameter for all stubs at Port Dock 5. The results would be shared with contractors to help aid in developing a cost for pulling the pile and ultimately replacing with new pile (60' x 18" x 1/2"). The main cost components for the in-water project will be pile materials, mobilization, commercial divers, and crane time. Once the scope of work is pulled together, we'll issue an RFP and hopefully get some significant pile replaced.

Review Commercial Crew staff report for progress on other dock repairs.

### US COAST GUARD AIR FACILITY

*[nothing in packet]* State Senated passed a bill, unanimously, advocating Congress to provide a permanent solution to the Newport helos. Governor signed it this week.

In DC, the Senate is funding the Air Facilities in Oregon and South Carolina through the end of September 2016.

The Newport Fishermen's Wives are continuing to advocate for a change in the cold water standard of two-years. At this point, NFW will be working with the state's lobbyist to come up with a solution for change in the two hour requirement.

## LAYDOWN AREA

John van Stavern will be busy this month as he will be completing a number of documents for this project. Pacific Habitat Services (PHS) will be drafting a NEPA Categorical Exclusion which will be required for federal funding. PHS is also finishing our fill removal permit application for our 9-acres and will be coordinating the name change on the other permit from Teevin to Rondys.

The TIGER grant application has been submitted and the Port has a new web page that will house all project-related documents including plans, permits, etc. This should be an easy way for the public to access information and also provide an easy link for future grant applications.

Teevin has received a six-month extension for the Traffic Impact Analysis (TIA) through the end of this calendar year (*letter in packet*). Teevin is planning to have its building permit application ready to submit sometime this fall. (The Port will be the actual applicant.) The Port will have up to two years to start the project before we'd have to re-start the project. Eric Oien is compiling a list of other permits that they currently have approved so that references to those assurances can be added to the website. This will make our grant applications that much stronger to have approved permits in hand.

Rondys is currently developing a master plan for their property which will be helpful moving forward. It shows a vision for the property which will help the city estimate utility impacts. The plan may be enough to establish "purpose and use" for the wetland fill and mitigation work which will be critical for getting permits lined up.

I am currently looking to obtain a report on the characterization of the dredge material at McLean Point. There's some belief that a study was done, but we're working to actually find it. If we can't find it, we will need to do some sampling to make sure that the organic material is indeed clean.

Will be working to prepare first step for US Commerce grant funds as I need to pull information from the TIGER grant for the EDA assessment.

I've been working with the City closely on Urban Renewal (discussed earlier) to find a creative way for financing utility extensions to the property.

## LEGAL SERVICES

*[nothing in packet]* Had a meeting with Pete Gintner to discuss the future of our legal services contract. I wanted to let him know that the Port's intent is to issue an RFP for contract legal services. Steve and I would like to develop an RFP within six months including a scoring system for reviewing the proposals. Pete is STILL our attorney; I just wanted him to know our plans. I think he appreciated getting the heads up.

## VACATION FROM JUNE 29-JULY 2

*[nothing in packet]* I'll be out from the last week of June and back after the Independence Day holiday. In my absence, Steve Larrbee, Director of Finance, will field executive inquiries.

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## TRANSPORTATION AND GROWTH MANAGEMENT (TGM) 2015 GRANT APPLICATION FORM

Please read the Application Packet carefully before completing this application. You must submit your complete application both electronically and via postal mail.

Examples of successful applications and guidance on project costs are available on the TGM Grants page on the Web: [egov.oregon.gov/LCD/TGM/grants.shtml](http://egov.oregon.gov/LCD/TGM/grants.shtml).

**Please limit application to 10 pages.**

The answer fields below will expand as you type.

ORGANIZATION NAME Port of Newport	PHONE 541-265-7758
CONTACT PERSON NAME AND TITLE Kevin Greenwood, General Manager	CONTACT PERSON E-MAIL <a href="mailto:kgreenwood@portofnewport.com">kgreenwood@portofnewport.com</a>
PROJECT TITLE PORT OF NEWPORT STRATEGIC PLAN	

### Section One: GRANT ELIGIBILITY REQUIREMENTS

Applications are reviewed on a pass/fail basis on each of the following criteria. Applications found to not meet each of these eligibility requirements will not be scored against the award criteria and will not be awarded a grant. *Provide a brief statement of how you meet each requirement.*

## **Background**

The Port of Newport adopted its Strategic Business Plan in January of 2013. That process included the creation of an in-depth Capital Facilities Plan that has allowed the Port Commission to prioritize capital projects annually as a part of the Port's budget adoption process. Two years later, the Port Commission would like to create a Strategic Plan that folds in the existing Strategic Business Plan and Capital Facilities Plan while adding value in the form of visioning, land use, economic development, and transportation planning elements, as well as an implementation component. An overarching goal of this effort is to integrate this plan and its resulting projects and policies with Newport's Transportation System Plan.

A Port of Newport Strategic Plan will draw from Oregon's Model Ports Plan template and the Port of Newport's existing planning documents. In addition, it will attempt to integrate City of Newport and Hatfield Marine Science Center planning documents, including the Transportation System Plan and the South Beach Urban Renewal Plan, with the overall intention of promoting cohesive, compact, mixed-use, pedestrian friendly development and reducing reliance on transportation-related greenhouse gas emissions on Port property and throughout Newport as a whole. As the City and Port of Newport undergo extensive development over the next decade, with projects already planned at the Port's International Terminal, Bay Boulevard, Rogue Brewery, and OSU's Marine Studies Campus, it is essential that the Port of Newport conduct a strategic planning effort at this time. This effort will allow the Port to establish a vision and implementation plan for the development of its properties, both north and south of the Yaquina Bay Bridge, with an emphasis on integrated transportation and land use planning.

### **1. Clear Transportation Relationship**

The Port of Newport owns or leases over 775 acres of property in Newport, at McLean Point, the Commercial Bayfront, and in South Beach (see attached vicinity maps for reference). This project will produce a Strategic Plan for the Port that focuses on: developing a vision for Port properties; determining land use compatibility of, and indicating pathways for, future development of Port property; further integrating Port plans and future development with Hatfield Marine Science Center and City of Newport plans and development; determining transportation impacts of types of development and how those might be mitigated; amending the Capital Facilities Plan to add current conditions of parking and transportation systems; determining if current systems will support projected impacts of development; identifying opportunities for increased walking, biking, transit, and boating between and throughout Port property; developing design standards and guidelines for all new construction at the Port; soliciting stakeholder input in establishing a future vision for the Port, and; an implementation plan.

As the Port of Newport charts a course for its future growth, planning for land use and circulation on and between its properties is essential. A Strategic Plan will guide and implement land use and transportation decisions at the Port, with considerations made for mitigating transportation impacts of development and integrating resulting projects and policies with Newport's Transportation System Plan. Overall, this approach is intended to fulfill a number of TGM objectives, including: appropriately siting, designing, and managing transportation facilities and services that support the movement of goods and provide for services; supporting economic vitality by planning for land uses and the movement of people and goods; well-planned new growth that accommodates existing and future residents, businesses, and services; well-located and accessible industrial and employment centers, and; future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.

## **2. Adoption of Products to meet Project Objectives**

A consultant will be contracted to complete a Strategic Plan for the Port of Newport, which will include a vision plan, integrated land use and transportation planning elements, design standards, and an implementation plan, in addition to incorporating and updating the existing Strategic Business Plan and Capital Facilities Plan as needed. The Strategic Plan will be approved by the Port Commission. Port staff will work with the Commission, affected and future tenants, and the City of Newport to see the plan through to adoption as well as on the subsequent implementation processes. In addition, the Port will work with the City of Newport to integrate its projects and policies into the City's Transportation System Plan.

## **3. Support of Local Officials**

Please see attachments for letters of support from the Port Commission and the City of Newport.

## **Section Two: Award Criteria**

### **1. Proposed Project Addresses a Need and Supports TGM Objectives**

The Port of Newport is at a pivotal moment in its history. Major development is expected at the Port over the coming decade. This growth is anticipated in the form of: new business and development at McLean Point and the International Terminal; construction of a Port office and general improvements along Bay Boulevard; new tenants and new uses at a number of South Beach properties; expansion of the Rogue Brewery; potential reclamation of and development of buildable land and community space at a former boat ramp in South Beach, and; the construction of a Marine Studies Building to support 500 students and additional OSU/Hatfield Marine Science Center staff and faculty in South Beach.

With significant holdings both North and South of the Yaquina Bay bridge, the limited capacity of which is recognized by Newport's Transportation System Plan (2012) as a continuing and major constraint in the operation of the city's transportation system, the Port has the potential to encourage smart growth in Newport by promoting cohesive, compact, mixed-use, pedestrian friendly development on its properties. Furthermore, it can potentially mitigate some transportation impacts of development, both north and south of the bridge, if it strategically plans for the future of its holdings at this time.

Potential analyses considered as part of the strategic plan may include: expanded overflow parking facilities in conjunction with better integration of Port properties with transit, bicycle, and pedestrian networks along the Bayfront and in South Beach; assessing and mitigating the impacts of truck traffic between highway 20 and McLean Point; assessing and mitigating the impacts of multimodal travel between sites in South Beach, adjacent uses, and local and state transportation facilities; exploring development of water trails, including a ferry service, to provide an alternative crossing between Newport's Bayfront and South Beach, and; re-examining feasibility of improving the Toledo-Albany rail network and connecting it to Newport.

A major transportation issue facing both the City and Port of Newport is congestion around the Yaquina Bay Bridge and in South Beach. Proposed elements of the strategic plan intended to address this issue are outlined below alongside their relationship to TGM objectives.

## **Port of Newport Strategic Plan Elements Supporting TGM Objectives:**

**1) Develop a vision for Port properties, identifying trending businesses and potential sites for business types as well as ideal land uses, movement of people and goods, and placemaking elements. Would also discuss the types of business, land uses, and circulation not desirable at specific properties.**

Addresses TGM Objectives:

- 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
- 2. Create communities composed of vibrant neighborhoods and lively centers linked by convenient transportation.
- 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.
- 3. Support economic vitality by planning for land uses and the movement of people and goods.
- 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
- 3.2 Well-located and accessible industrial and employment centers.

**2) Determine land use, trip demand, and transportation network compatibility of desired uses and create a matrix indicating pathways for future development. Determine transportation impacts of types of development and how those might be mitigated.**

Addresses TGM Objectives:

- 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
- 3. Support economic vitality by planning for land uses and the movement of people and goods.
- 3.2 Well-located and accessible industrial and employment centers.
- 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
- 5. Promote environmental stewardship through sustainable land use and transportation planning.
- 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

**3) Further integrate Port plans and future development with Hatfield Marine Science Center and City of Newport plans and development.**

Addresses TGM Objectives:

- 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
- 3. Support economic vitality by planning for land uses and the movement of people and goods.
- 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
- 3.2 Well-located and accessible industrial and employment centers.
- 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
- 5. Promote environmental stewardship through sustainable land use and transportation planning.

- 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

**4) Amend Capital Facilities Plan to add current conditions review of utility, parking and transportation systems. Determine if systems will support projected impacts of development.**

Addresses TGM Objectives:

- 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
- 3. Support economic vitality by planning for land uses and the movement of people and goods.
- 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
- 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
- 5. Promote environmental stewardship through sustainable land use and transportation planning.
- 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

**5) Identify opportunities for increased walking, biking, transit, and boating between and throughout Port property.**

Addresses TGM Objectives:

- 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
- 2. Create communities composed of vibrant neighborhoods and lively centers linked by convenient transportation.
- 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.
- 5. Promote environmental stewardship through sustainable land use and transportation planning.
- 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

**6) Solicit stakeholder input, including education/research, Newport community development staff, tenants, facility users, governmental agencies, and residents, in establishing a future Strategic Plan for Port properties north and south of the Yaquina Bay Bridge. This will take the form of a Project Advisory Committee and a Technical Advisory Committee.**

Addresses TGM Objectives:

- 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
- 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
- 2. Create communities composed of vibrant neighborhoods and lively centers linked by convenient transportation.



- 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.
- 3. Support economic vitality by planning for land uses and the movement of people and goods.
  - 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
  - 3.2 Well-located and accessible industrial and employment centers.
  - 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
- 5. Promote environmental stewardship through sustainable land use and transportation planning.
  - 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

## **2. Proposed Project is Timely and Urgent**

Now that the Port's Strategic Business Plan is a few years into its use, there is pressure around new development at the Port that can be organized and prioritized within a new Strategic Plan covering the Port's three facility areas, including:

- 1. South Beach: expansion of the Rogue Brewery site, potential homeport for a pair of U.S. Coast Guard Cutters, two development opportunity sites near the National Oceanic and Atmospheric Administration (NOAA), and the Hatfield Marine Science Center; an existing RV park redevelopment opportunity site; and potential waterfront reclamation of a former boat ramp to help create buildable land, community event space, and parking for the marina that will likely be displaced by the brewery expansion.
- 2. Development of McLean Point on the opposite and upriver side from South Beach. This site may be expanded through acquisition and requires a layout to facilitate bulk commodities export logistics, including land and waterside facilities.
- 3. New Bay Boulevard projects, including a new Port office, boardwalk/bayside walkway improvements, development opportunity sites, and significant dock improvements to serve the existing commercial fleet.

The Port hopes to complete this Strategic Plan by Fall 2016 and would like to begin the process no later than January 2, 2016. This timeline is due to the Port currently experiencing high interest in its few remaining vacant parcels. Currently, the Port has less than 20 acres of vacant property. The Port is also currently in the process of obtaining financing to construct an international export facility at the International Terminal. In total, there is a great deal of interest in growth and expansion at the Port at this time but no plan for how to best facilitate it.

## **3. Proposed Project Approach is Reasonable**

### **Task 1. Background Data and Document Review, Base Map and Site Visits – Month 1**

Consultant will review planning and policy documents, visit sites, and develop a base map, including land uses, zoning, circulation, and an inventory of parking by type (car, RV/truck and trailer). This base map will be updated with advisory committee input (Task 2) and presented as part of the design charrette. This task will also seek to identify and align with Hatfield Marine Science Center and City of Newport plans.

## **Task 2. Stakeholder Engagement – Months 1-10**

The Strategic Plan will be developed with input from both a technical advisory committee (TAC) and a project advisory committee (PAC). The TAC should include representatives of local government, Port staff and Port commissioners, City, County, ODOT/TGM, and DLCD staff. The PAC should include business and community interests such as marine science/education representatives, tenants, moorage holders, residents, trade or economic development agencies, and other user groups.

To accomplish this task, the consultant will facilitate up to 8 (four back to back) TAC and PAC meetings at key milestones, including:

No. 1: Kick off and Base Map

No. 2: Design Charrette Review

No. 3: Draft SBP update

No. 4: Final SBP update with Design Guidelines

## **Task 3. Design Charrette and a Commission Workshop – Months 3 and 4**

A consultant will facilitate a charrette process for creating a Port Strategic Plan to help guide future development. In coordination with Port staff, the consultant will conduct a public design charrette to develop and refine two to four overall initial Vision Plan concepts. Opportunities for increased walking, biking, transit, and boating between and throughout Port property will also be identified at this time. The consultant will refine the drawings and sketch concept graphics to illustrate participants' ideas, creating draft concept alternatives for final public review that illustrate future development scenarios and multimodal transportation routes within the project planning area. Design concepts will include two to four Vision Plan alternative maps, and three to five perspective drawings that further detail common themes.

## **Task 4. Land Use Compatibility Matrix – Month 5**

After the Commission has agreed on a vision for the port's future development, a consultant will create a land use compatibility matrix to outline likely uses, zoning, plan features, parking, circulation, impacts, and other relevant development standards applicable or to be addressed as next steps in implementing the Strategic Plan. Compatibility between uses, circulation and street ROW revisions, parking layout, and net change in total parking spaces will be addressed to support development of the preferred plan. The plan will consider needs and opportunities for shared parking where uses are compatible, promotion of alternative transportation, and other strategies for handling peak seasonal demands caused by fishing and tourism activities. The completed matrix will be used as a guide to help refine the final Strategic Plan map.

## **Task 5. Develop Architectural Design Guidelines – Month 6**

A consultant will review the Strategic Plan input and examples of port design guidelines used elsewhere (e.g., ports of Hood River, Garibaldi, and Toledo, Oregon; Everett, Washington; Juneau, Alaska; and Long Beach, California) to recommend policy options for regulating new construction and remodels. The proposed design guidelines will include general preferences regarding building location, height, scale, parking (including shared parking potential), pedestrian access, landscaping, and building details (materials, color, articulation). These may be more but not less restrictive than allowed by the City of Newport zoning code. The Port Commission will determine whether the recommended guidelines will prevail, or whether these will be refined by staff and codified after the conclusion of the Strategic Plan to make them mandatory on all Port-owned development projects and sites.

### **Task 6. Plan Area Utilities and Transportation Network Assessment – Months 6 and 7**

To assess general plan feasibility, a consultant will review utility master plans and transportation network plans and provide maps of the Port project area utility infrastructure system and transportation network – all based on data provided by the Port in Task 1. They will review the plan and related documents and identify and report on any known deficiencies or capacity issues related to major development areas within the strategic plan.

### **Task 7. Facilitate Review of Port SBP Mission, Vision, Plans, Goals, and Strategies – Months 7 and 8**

A consultant will facilitate Commission and Advisory Committee review of mission, vision, sub-plans, goals, and strategies, and recommend updates to reflect the results of the Port Strategic Plan and to better underscore the location and use of Goals, Policies and Strategies within the Strategic Business Plan.

### **Task 8. Draft Plan Development – Months 8 and 9**

Produce and present draft Vision Plan for Commission consideration, including appendices. Consultant will prepare an integrated summary narrative and graphic report to include:

- Key elements of the Strategic Plan update.
- TAC and PAC meeting summaries, and design charrette summary.
- Preferred SBP update including Port area circulation, parking, land uses; design principles, and target businesses – all within an efficient transportation and land use plan.
- One graphic preferred plan, alternative plans, and graphics to show preferred transportation enhancements, uses and design concepts.
- Land use compatibility matrix and infrastructure memorandum.

### **Task 9: Final Vision Plan – Month 10**

Prepare and deliver the final Port of Newport Strategic Plan, including electronic (PDF) version.

TASK	LOCAL COSTS	CONSULTANT COSTS
1. Background Data / Document Review, Base Map and Site Visits	\$2,500	\$5,000
2. Stakeholder Engagement	\$2,000	\$19,000
3. Design Charrette and a Commission Workshop	\$3,000	\$15,000
4. Land Use Compatibility Matrix	\$500	\$3,000
5. Develop Architectural Design Guidelines	\$500	\$5,000
6. Plan Area Utilities and Transportation Network Assessment	\$1,000	\$8,500
7. Facilitate Review of Port SBP Mission, Vision, Plans, Goals...	\$2,500	\$9,000
8. Draft Plan Development	\$2,000	\$14,000
9. Final Vision Plan	\$1,000	\$6,000
10. Project Management and Expenses	\$10,000	\$12,500
11.	\$	\$
12.	\$	\$
Totals:	\$25,000	\$97,000

#### 4. Proposed Project has Community Support

Please see attachments for letters of support from OSU Hatfield Marine Science Center, Rondys Inc., and the Economic Development Alliance of Lincoln County.

SOURCE
1. OSU Hatfield Marine Science Center
2. Rondys Inc.
3. Economic Development Alliance of Lincoln County
4.
5.
6.
7.
8.

#### 5. Proposed Project Sponsor Readiness and Capacity

The Port of Newport has nationally recognized success in managing grant-funded projects including the remediation of its International Terminal and successful recruitment of NOAA’s Marine Operation Center from Seattle, Wash. The Port has a General Manager with over ten years of municipal experience including facilitation of USDOT TIGER grants, US Commerce EDA grants, and a myriad of Oregon grant programs including Connect Oregon, and Business Oregon’s IFA Port Planning & Marketing Fund. The Port has a Director of Finance with ten years of experience managing grants for the Siletz Tribal Business Corp, US Peace Corps, and the American Bar Association. The Port has completed successful “yellow book” audits for the proper management of federal grant contracts.

In addition, the Port is able to offer a local match at the level of \$25,000 to fund this Strategic Plan.

#### 6. Proposed Project is Innovative

This project will include innovative multimodal analysis. Given that the limited capacity of the Yaquina Bay Bridge is recognized by Newport’s Transportation System Plan (2012) as a continuing and major constraint in the operation of the city’s transportation system, and that the Port has significant property holdings both north and south of the bridge, the Port can potentially mitigate some transportation impacts of development if it strategically plans for the future of its holdings, and particularly the connections between them, at this time.

Potential analyses considered as part of the strategic plan may include: expanded overflow parking facilities in conjunction with better integration of Port properties with transit, bicycle, and pedestrian networks along the Bayfront and in South Beach; assessing and mitigating the impacts of truck traffic between highway 20 and McLean Point; assessing and mitigating the impacts of multimodal traffic between sites in South Beach, adjacent uses, and local and state transportation facilities; exploring development of water trails, including a ferry service, to provide an alternative bridge crossing between Newport’s Bayfront and South Beach, and; re-examining feasibility of improving the Toledo-Albany rail network and connecting it to Newport.

CITY OF NEWPORT  
169 SW COAST HWY  
NEWPORT, OREGON 97365

COAST GUARD CITY, USA



phone: 541.574.0629  
fax: 541.574.0644  
<http://newportoregon.gov>

mombetsu, japan, sister city

June 8, 2015

Eric Oien, General Manager  
Teevin Brothers Land & Timber  
PO Box 247  
29191 Dike Road  
Rainier OR 97048

**RE: Request for 6-month Extension of Log Yard Traffic Impact Analysis (File No. 1-TIA-13)**

Dear Mr. Oien,

Thank you for your letter of May 4, 2015 requesting that the City of Newport extend its approval of your Traffic Impact Analysis for a period of 6-months. Section 14.52.140(C) of the Newport Municipal Code (NMC) authorizes the Community Development Department to extend any approved decision for a period of 6-months provided the permit holder:

1. *Submits a written request for an extension of time prior to expiration of the approval period; and*
2. *Has applied for all necessary additional approvals or permits required as a condition of the land use permit; and*
3. *There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based.*

The City of Newport's final land use decision approving the Traffic Impact Analysis for the log yard was issued December 9, 2013 (Order No. 2013-4). This decision addressed a remand from the Land Use Board of Appeals (LUBA). The appellants did not challenge the decision and it became final on December 30, 2013 once the 21-day appeal period to LUBA expired. Per NMC 14.52.140(A) land use decisions expire in 18-months unless building permits are issued for the work (June 30, 2015). Your letter requesting an extension was received prior to this date. Further, your company has applied for building permits and there have been no changes to City policies or ordinances relevant to a log yard project since the original land use decision was issued. Therefore, since the criteria for an extension have been met, please accept this letter as confirmation that an extension has been granted. The new expiration date for Traffic Impact Analysis Permit No. 1-TIA-13 is **December 30, 2015**.

Sincerely,

A handwritten signature in blue ink, appearing to read "Derrick I. Tokos", is written over a horizontal line.

Derrick I. Tokos, AICP  
Community Development Director  
City of Newport  
ph: 541-574-0626

xc: Kevin Greenwood, Port of Newport  
File