



**AGENDA & Notice of a Budget Committee Meeting
City of Newport and the Newport Urban Renewal Agency**

The Budget Committee of the City of Newport and the Newport Urban Renewal Agency will hold a meeting on Wednesday, May 13, 2015, at 5:00 P.M., in the City Council Chambers, of the Newport City Hall, 169 S.W. Coast Highway, Newport, Oregon 97365. A copy of the meeting agenda follows.

The meeting location is accessible to persons 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 Peggy Hawker, City Recorder 541.574.0613

The Committee reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary.

**MEETING AGENDA
May 13, 2015
5:00 P.M.**

Anyone wishing to speak at the public hearing or on an agenda item should complete a public comment form and give it to the City Recorder. Public comment forms are located at the entrance to the City Council Chambers. Anyone commenting on a subject not on the agenda will be called upon during the public comment section of the agenda. Comments pertaining to specific agenda items will be taken at the time the matter is discussed by the Budget Committee.

- I. Call to Order
- II. Questions and Reminders Related to the Budget Process
- III. Multi-Year General Fund Budget Projections
- IV. Presentation of Draft Fee Schedule

V. PUBLIC COMMENT - 6:00 P.M.

This is an opportunity for members of the audience to bring to the Budget Committee's attention any item not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others.

VI. Reconciliation of the April 29, 2015 Hit and Wish List

VII. General Questions from the Budget Committee

VIII. Public Comment

This is an opportunity for members of the audience to bring to the Budget Committee's attention any item not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others

IX. Adjournment

A time for public comment will be scheduled at 6:00 P.M. at the next Budget Committee meeting which will be held Wednesday, May 20, 2015. The meeting begins at 5:30 P.M.



Spencer Nebel
City Manager
CITY OF NEWPORT
169 S.W. Coast Hwy.
Newport, OR 97365
s.nebel@newportoregon.gov

MEMO

DATE: May 7, 2015
TO: Budget Committee
FROM: Spencer Nebel, City Manager
SUBJECT: May 13, 2015 Budget Committee Meeting

The May 13, 2015 Budget Committee meeting is scheduled to begin at 5 P.M. in the City Council Chambers. The city has order food for the Committee since we will be working through the dinner hour.

Review of April 29th Budget Committee Meeting

On April 29th the Budget Committee held their first budget meeting to review the budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016. The Committee elected Janet Webster to Chair the 2015 Budget Committee meetings. In addition, the committee selected Don Huster to serve as the Budget Committee representative on the Urban Renewal Advisory Committee that will meet to advise the Urban Renewal Agency and the City Council on the development of a new Northside Urban Renewal District. Chuck Forinash was selected as an alternate member to this committee.

Budget Officer Spencer Nebel, delivered the budget message for the 2015-16 fiscal year budget for the City of Newport and a public hearing regarding the use of State Shared Revenues was held. Following the public hearing the public was invited to provide comment and ask question regarding the proposed budget for the City of Newport and the Urban Renewal Agency.

The Budget Committee then proceeded with a page by page review of the proposed 2015-16 fiscal year budget. During this time, a list of over 60 questions, possible additions or deletions to the budget, and other items were compiled with responses to those issues being provided to the Committee at the May 13 meeting. The Budget Committee can review these responses and then make a determination as to whether any modification to the proposed budget should be made.

Following this meeting city administrative staff has been busy following up on the various items to prepare responses for review of the Budget Committee at the May 13th meeting.

Multiple Year General Fund Budget Projections

Finance Director Mike Murzynsky and I have put together an initial projection of revenues and expenditures utilizing the proposed budget values as the point of beginning for the projections. This initial review shows that the expenses for the city are projected to grow at a faster rate than the revenues to pay for those expenses. This is slightly over stated by utilizing the proposed budget amounts which in certain cases over state the actual expenses that will likely be incurred by departments through the course of the fiscal year due to job vacancies and conservative budgeting practices. Nonetheless this is our first attempt at looking a little further into the future to determine impacts that certain budgetary decisions will make on the longer term finances for the City of Newport. As we continue to gain more confidence in our financial reporting, Finance Director Mike Murzynsky and I will continue to fine tune these projections so that the Budget Committee will be able to use these projections to help with decision making in the future. The general observation is that we need to use caution in adding net expenses without adding sufficient revenues or reducing other expenses to support those expenditures.

Presentation of Draft Fee Schedule

Another innovation that we are in the process of developing is the creation and implementation of a comprehensive fee schedule for the City of Newport. Former Interim Finance Direct Bob Gazewood has been working on the compilation of miscellaneous resolutions and ordinance that contain various fees charged by the city. While he has not yet completed his compilation of these fees we do have parts of his report that we wanted to share with the Budget Committee so that the Committee has some idea of the direction that were going with these fees. Once we have a completed fee schedule compiled, it is our intent to have the City Council approve that comprehensive fee schedule. This fee schedule will be the basis for reviewing various fees and charges on an annual basis to determine whether they are sufficient to off-set the costs they are intended to off-set. As is the case with personnel, capital outlay projects, equipment, and general operating budgets, department heads will be asked to review the fees effecting their departments on an annual basis with a recommendation for any modifications to those fees being made as part of the budget process. This will be incorporated into the review that the Budget Committee will do for the 2016-17 fiscal year budget and ultimately approved by the City Council on an annual basis with the other budget approvals. No action is required of the Budget Committee on this year's fee schedule since it currently reflects a compilation of the existing fees charged by the City of Newport.

Public Comment

The Budget Committee will need to break at or shortly after 6 P.M. to provide members of the audience an opportunity to provide comments regarding the 2015-16 fiscal year budget. Please note that if our schedule allows us to initiate the reconciliation of the hit and wish list prior to 6 P.M. it may be appropriate to give the public an opportunity to comment on any items where the budget committee may be taking a vote to modify the proposed budget. This would avoid the possibility that the Budget Committee voting on an item that someone would like to address during the public comment time period.

Reconciliation of the April 29, 2015 Hit and Wish List

Attached is a compilation of the various budget issues that were raised during the April 29th review of the proposed budget for the City of Newport. In a number of cases there are requests for either additions or deletions from the budget. There are also questions regarding certain aspects of the budget that will be addressed in the report. Additional details from the departments are attached for the Budget Committees review. Please note that we categorize “wishes” as items either increasing expenses or decreasing revenue and “hits” as decreasing expenses or increasing revenues. For those items that we could apply a monetary value to the wish list amount to \$933,316 across all the requested items with the hits representing \$256,232.

Please note that while the city is reasonably good financial shape, the long term trends are showing a scenario where our expenses will outgrow our revenues based on our existing levels of revenues and expenses for the City of Newport. It should also be noted that the addition of any new positions to the City of Newport will have an impact not only on the upcoming fiscal year but future years as well. For example the cost for adding a position with a salary of \$50,000 and \$30,000 in fringe benefits would have an annual cost of \$80,000. Please note over the next decade with step increases and normal cost of living increase, the net cost to the city over the next decade for this added position will likely exceed 1 million dollars of added operational expenses.

One additional note that should be consider by the Budget Committee through your review of the hit and wish list is that we are using conservative principals in estimating expenses for this next fiscal year. This means, that in all likelihood, our total expenses will fall significantly below our appropriated levels by the time this fiscal year closes on June 30, 2016. This year we are estimating our General Fund will be in a stronger financial position then what was estimated as we developed the budget for the current fiscal year. This is providing much needed funds for maintenance activities with our facilities that have been under funded for a number of years. Likewise, I would anticipate, based on the proposed budget that the General Fund will finish stronger than what is projected in the proposed budget, by the time we finish this next fiscal year. This will again give us money that we can appropriate in the following fiscal year to continue efforts to

reinvest in our various facilities and parks in order to keep this infrastructure in good shape to serve the citizens of Newport.

As the Budget Committee works its way through the hit and wish list, on each of the items where a change was suggested, I have provided a recommendation for consideration of the Budget Committee. Please note, however, that member of the Budget Committee can offer a motion to modify any aspect of the proposed budget. If that motion is supported then the Chair will call for discussion and following the discussion, take a vote on modifying the budget based on that particular hit and wish list item. If the majority of Budget Committee members support that change then the budget will be modified. If not the budget will remain the same. Please note that if no motion is made the budget will remain as proposed. See the City of Newport and Newport Urban Renewal Agency Responses to the Hit and Wish List Items for the 2015-16 Fiscal Year Proposed Budget

The May 20th meeting of the Budget Committee

The last meeting of the Budget Committee will be held on May 20th beginning at 5:30 P.M. At this meeting the proposed budget will be modified and presented to the Budget Committee for approval and submission to the City Council. Furthermore the Budget Committee will approval a City General Fund Tax Levy for the 2015-16 fiscal year as well as a General Obligation Bond Tax Levies for the next fiscal year. Likewise the Budget Committee will formally approve a budget for the Newport Urban Renewal Agency for the next fiscal year as well, including the Captured Tax Levy for this district. Finally I would ask the Budget Committee members to provide feedback as to the budget documents and process that was utilized for developing and approving a budget for the 2015-16 fiscal year. We incorporated a number of changes based on the comments from the Budget Committee from last year. With this being my second budget with the City of Newport and Finance Director Mike Murzynsky's first budget for the City of Newport, it is important for us to hear from you as to how we can improve the budget materials and processes in the future.

Please note that we anticipate the May 20th meeting to be of shorter duration and we are not planning to have any food available at that meeting which will beginning at 5:30 P.M. on May 20th.

Respectfully submitted,



Spencer R. Nebel
City Manager

Account No.	Account Title	2012 - 2013	2013 - 2014	2014-2015	2014-2015	2014-2015	2014-2015	2015-2016	2015-2016		2016-17	2017-18	2018-19	2019-20
		Prior Year Actual	Prior Year Actual	Current Year Beg Budget	Current Year Amend Budget	8 Month Actual	Final Year Estimate	Department Request	Proposed Budget		Budget Projection	Budget Projection	Budget Projection	Budget Projection
Property taxes		5,904,522	5,989,220	5,919,800	5,919,800	5,604,156	6,022,363	6,151,747	6,151,747	1.50%	6,244,023	6,337,683	6,432,748	6,529,239
Room Tax		5,624	3,732	1,326,000	1,326,000	1,012,129	1,518,195	1,537,700	1,537,700	2.50%	1,576,143	1,615,547	1,655,936	1,697,334
Other Taxes		470,591	495,562	540,730	540,730	342,901	557,090	466,300	466,300	2.00%	475,626	485,139	494,842	504,739
Total Franchises		833,046	848,140	875,000	875,000	612,905	919,358	945,600	945,600	1.50%	959,784	974,181	988,794	1,003,626
Total Federal Sources		62,566	35,534	209,125	209,125	52,600	52,600	55,000	55,000	0.00%	55,000	55,000	55,000	55,000
Total State Sources		160,800	167,551	124,000	131,500	73,858	148,051	150,200	150,200	0.00%	150,200	150,200	150,200	150,200
Total Miscellaneous Sources		651,614	804,802	585,526	673,026	439,436	678,010	738,404	738,404	2.00%	753,172	768,235	783,600	799,272
Total Services Provided for...		841,908	844,652	873,571	885,871	582,381	885,871	912,447	1,073,843	2.00%	1,095,320	1,117,226	1,139,571	1,162,362
Total Fees, Fines & Forfeitures		444,242	392,570	387,000	387,000	354,149	416,321	413,600	413,600	2.00%	421,872	430,309	438,915	447,693
Total Investments		12,313	14,998	12,000	12,000	6,529	9,793	9,700	9,700	0.00%	9,700	9,700	9,700	9,700
Total Miscellaneous		358,730	358,852	100,000	100,000	31,825	35,570	36,600	81,600	2.00%	83,232	84,897	86,595	88,327
Total Transfers		567,000	1,585,864	5,000	182,687	116,407	182,687	0	10,000	2.00%	10,200	10,404	10,612	10,824
Total Revenues		10,312,956	11,541,477	10,957,752	11,242,739	9,229,276	11,425,909	11,417,298	11,633,694		11,834,272	12,038,521	12,246,513	12,458,316
Beginning Fund Balance		1,855,542	2,202,659	2,237,369	2,237,369	2,158,427	2,158,427	2,595,226	2,595,226		2,226,490	2,153,066	1,986,199	1,722,189
Grant Total		12,168,498	13,744,136	13,195,121	13,480,108	11,387,703	13,584,336	14,012,524	14,228,920		14,060,762	14,191,587	14,232,712	14,180,505
Payroll														
Total wages & salaries		3,471,472	3,403,663	3,727,193	3,763,793	2,342,380	3,538,263	4,205,104	3,900,647					
Total part time/extra help		145,892	187,573	175,027	180,627	111,511	167,723	206,980	204,722					
Total volunteer, cert pay, detective, CSO and		36,335	140,701	197,310	197,310	87,297	130,949	188,445	177,210					
Total OT		256,032	344,704	250,000	250,000	242,646	363,972	290,000	282,000					
Total wages & salaries		3,909,731	4,076,642	4,349,530	4,391,730	2,783,835	4,200,907	4,890,529	4,564,579	2.50%	4,678,693	4,795,660	4,915,552	5,038,441
Total insurance benefits		898,050	850,005	969,671	978,371	596,211	899,818	1,184,797	1,073,190					
Total FICA		316,700	306,138	332,738	337,338	233,322	351,493	374,125	349,188					
Total Retirement		558,505	304,235	292,986	292,986	150,011	240,990	321,586	302,015					
Total PERS Retirement		64,794	352,430	375,750	375,750	221,938	332,909	396,277	377,196					
Total Workers' Comp		52,914	78,738	108,923	108,923	80,608	81,326	109,825	103,665					
Total Unemployment insurance		38,148	45,339	55,606	55,606	41,812	62,582	28,912	26,998					
Total Fringe benefits		1,929,111	1,936,885	2,135,674	2,148,974	1,323,902	1,969,118	2,415,522	2,232,252	12.00%	2,500,122	2,562,625	2,626,691	2,692,358

Account No.	Account Title	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget	2016-17 Budget Projection	2017-18 Budget Projection	2018-19 Budget Projection	2019-20 Budget Projection	
Total Professional services														
	PROFESSIONAL SERVICES	21,375	11,034	32,800	37,800	41,611	56,824	36,800	33,500					
	FINANCIAL PROFESSIONAL SERVIC	36,044	172,347	63,500	63,500	62,202	73,422	52,000	47,000					
	LEGAL PROFESSIONAL SERVICES	91,842	109,267	116,701	52,551	32,681	38,001	25,215	18,230					
	EMPLOYMENT SERVICES	46,423	87,375	74,900	74,900	43,371	61,970	82,100	56,800					
	OTHER PROFESSIONAL SERVICES	207,404	80,249	108,700	123,700	45,253	102,173	96,700	114,700					
	Total	403,087	460,272	396,601	352,451	225,118	332,390	292,815	270,230	2.00%	275,635	282,526	289,589	296,829
Total Utilities 281,941														
	UTILITIES - ELECTRIC	267,690	267,489	289,545	289,545	165,950	267,389	280,395	281,150					
	UTILITIES - GAS HEATING	12,470	9,823	15,900	15,900	5,594	9,746	11,275	10,750					
	UTILITIES - WATER & SEWER	0	3,328	4,300	4,300	4,929	6,800	5,000	5,000					
	UTILITIES - OTHER	1,780	3,002	4,500	4,500	1,787	3,445	5,100	4,600					
	Total	281,941	283,641	314,245	314,245	178,259	287,380	301,770	301,500	2.00%	307,530	315,218	323,098	331,175
Total Building expenses 239,218														
	BUILDING & GROUNDS EXPENSES	202,662	141,871	161,850	241,850	72,230	156,241	167,500	137,500					
	PERMITS/LICENSES EXPENSES	36,466	23,651	36,700	36,700	22,713	34,055	40,850	40,850					
	OTHER PROPERTY SERVICES	90	0	2,500	2,500	4,230	2,230	2,000	2,000					
	Total	239,218	165,521	201,050	281,050	99,173	192,526	210,350	180,350	2.00%	183,957	188,556	193,270	198,102
Total Cleaning expenses 44925.75														
	CLEANING EXPENSES	43,711	97,380	67,575	67,575	62,773	95,436	94,475	73,900					
	ABATEMENT EXPENSES	1,215	26,362	30,000	30,000	944	10,000	30,000	30,000					
	Total	44,926	123,742	97,575	97,575	63,717	105,436	124,475	103,900	2.00%	105,978	108,627	111,343	114,127
Total Vehicle, equipment and mai 230975.6														
	VEHICLE EXPENSES	101,214	74,053	89,950	89,950	53,817	85,171	88,850	84,750					
	EQUIPMENT EXPENSES	28,684	51,867	57,000	69,000	50,061	63,610	60,000	54,500					
	MAINTENANCE AGREEMENTS / CC	101,078	102,225	126,600	126,600	87,911	125,446	186,925	168,625					
	Total	230,976	228,146	273,550	285,550	191,789	274,227	335,775	307,875	2.00%	314,033	321,884	329,931	338,179

Account No.	Account Title	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget	2016-17 Budget Projection	2017-18 Budget Projection	2018-19 Budget Projection	2019-20 Budget Projection	
Total Lease and Rental expenses 34521.48														
	LEASE EXPENSES	30,774	15,417	10,750	10,750	8,491	9,855	8,900	8,900					
	RENTAL EXPENSES	3,748	6,459	5,700	5,700	5,166	7,949	9,200	9,200					
		34,521	21,876	16,450	16,450	13,656	17,804	18,100	18,100	2.00%	18,462	18,924	19,397	19,882
Total Insurance, Communications, 196369.4														
	INSURANCE	119,100	140,665	144,594	144,594	170,258	170,100	186,410	172,012					
	COMMUNICATIONS EXPENSE	60,847	71,747	86,900	87,400	35,182	62,305	68,950	66,950					
	ADVERTISING & MARKETING EXPE	7,077	5,530	7,000	7,000	3,677	8,039	15,300	8,950					
	PRINTING & BINDING	9,345	30,241	35,550	35,550	17,282	28,689	35,150	33,150					
		196,369	248,182	274,044	274,544	226,399	269,133	305,810	281,062	10.00%	309,168	316,897	324,819	332,939
	Total Travel and Meeting expenses	21,277	20,560	31,975	32,875	12,715	27,880	35,125	35,675	2.00%	36,389	37,299	38,231	39,187
	Total Membership dues & fees	58,346	56,781	66,250	66,900	54,498	62,888	72,355	73,750	2.00%	75,225	77,106	79,034	81,010
	Total Training	57,396	56,307	72,200	72,800	34,803	66,498	94,600	87,600	2.00%	89,352	91,586	93,876	96,223
	Total Programs & Program Supplies	523,357	795,879	664,235	665,535	224,966	593,416	629,300	589,300	2.00%	601,086	616,113	631,516	647,304
Total Other material expenses 250235.7														
	OTHER OPERATING EXPENSES	76,484	51,198	54,250	54,250	39,408	55,603	59,450	59,450					
	OFFICE SUPPLIES	56,098	55,027	59,651	59,651	44,340	65,060	59,100	58,100					
	BOOKS/PERIODICALS/DVD & VIDE	74,770	86,573	101,000	101,000	55,906	94,436	106,300	104,000					
	POSTAGE/SHIPPING EXPENSE	31,874	38,229	44,150	44,150	23,819	36,787	42,150	38,150					
	CONSTRUCTION MATERIAL & SUP	808	163	1,000	1,000	0	0	1,000	1,000					
	TRAFFIC SAFETY & SIGNAGE	972	1,031	17,050	17,050	3,142	14,000	18,600	18,600					
	CONCESSIONS & CATERING	109	454	1,500	1,500	431	1,500	2,000	2,000					
	AMMUNITION & FIREARMS	9,120	9,818	10,000	10,000	9,895	12,000	13,000	12,000					
		250,236	242,493	288,601	288,601	176,939	279,386	301,600	293,300	2.00%	299,166	306,645	314,311	322,169
	Total Clothing and Uniforms	30,747	45,664	49,000	49,000	18,879	42,977	46,400	34,200	2.00%	34,884	35,756	36,650	37,566

Account No.	Account Title	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget	2016-17 Budget Projection	2017-18 Budget Projection	2018-19 Budget Projection	2019-20 Budget Projection
Total Volunteer, General And Safe 51890.85													
	VOLUNTEER EXPENSES	10,958	12,958	16,000	16,000	3,056	16,000	17,000	17,000				
	GENERAL EXPENSES	17,251	19,429	19,750	19,750	20,611	25,856	26,900	21,400				
	SAFETY & HEALTH EXPENSES	23,682	23,356	72,800	72,800	37,571	50,100	74,700	65,000				
		<u>51,891</u>	<u>55,743</u>	<u>108,550</u>	<u>108,550</u>	<u>61,237</u>	<u>91,956</u>	<u>118,600</u>	<u>103,400</u>	2.00%	105,468	108,105	110,808
	Total Fuel expenses	95,845	89,330	85,250	85,250	43,200	72,785	87,000	85,000	5.00%	89,250	91,481	93,768
Total Data Processing expenses 274189.5													
	DATA PROCESSING LEASES & EXPE	133,601	222,000	190,100	190,100	112,611	190,000	317,860	160,360				
	OTHER DATA PROCESSING EXPEN:	140,589	264,542	78,625	78,625	21,848	56,639	58,125	60,625				
		<u>274,189</u>	<u>486,542</u>	<u>268,725</u>	<u>268,725</u>	<u>134,459</u>	<u>246,639</u>	<u>375,985</u>	<u>220,985</u>	2.00%	225,405	231,040	236,816
	Total Capital Outlays	470,625	248,348	398,980	398,980	242,213	376,361	1,841,905	976,440	2.00%	383,888	393,485	403,322
	Total Loan Fees	2,139	0	0	0	0	0	0	0	1.00%	0	0	0
	Total Transfers out	859,912	1,943,155	1,382,782	1,479,403	1,057,736	1,479,403	1,297,134	1,242,932	2.50%	1,274,005	1,305,855	1,338,501
	Total Contingencies	0	0	489,605	570,671	0	0	0	541,322	2.00%	552,148	565,952	580,101
	Total Ending Fund Balance	2,202,659	2,158,427	1,230,249	1,230,249	0	2,595,226	0	1,685,168		1,600,918	1,420,247	1,142,088
	Total Expenditures	<u>12,168,498</u>	<u>13,744,136</u>	<u>13,195,121</u>	<u>13,480,108</u>	<u>7,167,494</u>	<u>13,584,336</u>	<u>13,795,150</u>	<u>14,228,920</u>		<u>14,060,762</u>	<u>14,191,587</u>	<u>14,232,712</u>
													<u>14,180,505</u>

Community Development Fees and Charges

	Services Description	2015-2016 Fee	2016-2017 Fee	Changed	2015-2016 Anticipated Revenue	2016-2017 Anticipated Revenue	GL Account
1	Land Use Fees by Permit Type						
	Annexation	\$718.00					
	Annexation – Each additional parcel in separate ownership	\$45.00					
	Appeal – First Hearing	\$250.00					
	Appeal – Second Hearing *	\$299.00					
	Comprehensive Plan Amendment:						
	A. Text	\$1,208.00					
	B. Map	\$1,208.00					
	Conditional Use Permit:						
	A. Planning Commission	\$768.00					
	B. Staff	\$615.00					
	Estuarine Use Permit	\$591.00					
	Design Review – Nye Beach	\$618.00					
	Encroachment – Right-of-Way	\$478.00					
	Exception to Statewide Goal	\$378.00					
	Geologic Permit	\$206.00					
	Interpretation	\$424.00					
	Land Use Compatibility Signoff	\$55.00					
	Minor Plat	\$320.00					
	Nonconforming Use Permit	\$768.00					
	Partition	\$320.00					
	Planned Destination Resort:						
	A. Conceptual Master Plan	\$1,340.00					
	B. Per acre charge	\$48.00					
	C. Preliminary Development Plan	\$1,162.00					
	D. Charge per each lot	\$48.00					
	E. Final Development Plan	\$1,056.00					
	Planned Unit Development:						
	A. Tentative Plan	\$1,162.00					
	B. Charge Per each unit	\$48.00					
	C. Final Plan	\$1,056.00					
	D. Charge per unit	\$48.00					
	Property Line Adjustment	\$307.00					
	Shoreland Impact Permit	\$509.00					
	Signs:						
	A. One temporary/portable sign**	\$30.00					
	B. Each additional portable sign	\$10.00					
	C. Other signs (new, replacement, or reconstruction)	\$122.00					
	Sign demolition	\$10.00					
	Surcharge for mural sign in excess of wall sign limits***	\$101.00					
	Subdivisions:						

	A. Tentative Plan	\$970.00					
	B. Charge Per each unit	\$48.00					
	C. Final Plan	\$423.00					
	D. Charge per unit	\$48.00					
	Temporary Structures Permit	\$41.00					
	Traffic Impact Analysis (with no other land use)	\$615.00					
	Trip Assessment or Vesting Letter	\$54.00					
	Trip Reserve Fund	\$768.00					
	Urban Growth Boundary Amendment	\$1,451.00					
	Vacations (Streets and Plats)****	\$776.00					
	Vacation Rentals & B&B Endorsements						
	A. Includes initial inspection	\$128.00					
	B. Follow-up inspection fee for each subsequent inspection	\$76.00					
	Variances/Adjustments:						
	A. Planning Commission	\$591.00					
	B. Staff	\$509.00					
	Zoning Ordinance Amendments:						
	A. Text	\$1,208.00					
	B. Map	\$1,208.00					
	Other staff level permits requiring public notice	\$483.00					
	*Plus cost of producing a verbatim transcript of the initial evidentiary hearing (\$500 cap).						
	**Plus \$25 per month that the temporary signs remain within the right-of-way, not to exceed \$100 per calendar year. Nonprofit organizations are exempt from fees for temporary signs.						
	***Nonprofit organizations are exempt from this surcharge fee.						
	****Plus appraisal cost and damages.						
	Consistent with NMC Chapter 14.60, the fees established herein, shall be reviewed and adjusted each year to account for inflation using the Bureau of Labor Statistics Consumer Price index for Urban Consumers (CPI-U).						
	The applicant requiring notification under ORS 227.186 shall pay, in addition to the land use application fee, the cost of preparing and mailing the notification. The estimated cost shall be paid within five (5) business days after notification of such cost determination or the application shall be subject to dismissal.						
	The appeals of land use actions, the appellant shall pay the actual cost of preparing a verbatim written transcript up to \$500. If there is more than one appellant, each such appellant shall pay an appeal fee and the cost of preparing a written transcript. All of the appellants shall be jointly and severally liable for the cost and charges of such transcripts, and any or all appeals pending in any matters may be dismissed by the Newport City Council in the event of failure to make payment of the transcript fees. The estimated cost of the appeals transcript shall be paid within five (5) business days after notification of such determination, or the appeal shall be subject to dismissal.						
	In addition to the filing fee for withdrawal of annexations, the owner of each parcel of property to be so withdrawn shall, as a condition of such withdrawal action and prior thereto, pay or make arrangements satisfactory to the city for the payment of any bonded indebtedness or any other charges attributable to such property which may become a debt, obligation, or liability of the City of Newport by reason of such withdrawal.						
	All previously adopted resolutions or enactments establishing fees for land use actions are repealed to the extent that their provisions conflict with the fees set by this comprehensive fees and charges resolution.						

2	Building Permit and Plan Review Fees						
	Construction Valuation:						
	A. \$1.00 to \$500.00	\$13.00					
	B. \$501.00 to \$2,000.00	\$13.00 for the first \$500.00 plus \$1.95 for each additional \$100.00 or fraction thereof, to and including \$2,000.00					
	C. \$2,001.00 to \$25,000.00	\$42.25 for the first \$2,000.00 plus \$7.80 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00					
	D. \$2,001.00 to \$25,000.00	\$42.25 for the first \$2,000.00 plus \$7.80 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00					
	E. \$25,001 to \$50,000.00	\$221.65 for the first \$25,000 plus \$5.85 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00					
	F. \$50,001 to \$100,000.00	\$367.90 for first \$50,000.00 plus \$3.90 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00					
	G. \$100,000.00 and up	\$562.90 for the first \$100,000.00 plus \$3.25 for each additional \$1,000.00 or fraction thereof					
	Plan Review Fees shall be 65 percent of the permit fee for structural review, when required, and shall be 40 percent of the permit fee for fire & life safety review, when required.						
	Fee for appeal of Building Official decision set by formula set forth in NMC 11.05.160.						
3	Electrical Permit Fees						
	A. Residential per Unit Service included:						
	I. 1,000 sq. ft. or less	\$140.00					
	II. Each additional 50 sq. ft. or portion thereof	\$30.00					
	III. Limited Energy	\$30.00					

	IV. Each Manufactured Home or Modular Dwelling Service	\$75.00				
	B. Services or Feeders-Installations, Alterations, or Relocations					
	I. 200 amps or less	\$75.00				
	II. 201 amps to 400 amps	\$95.00				
	III. 401 amps to 600 amps	\$150.00				
	IV. 601 amps to 1,000 amps	\$200.00				
	V. Over 1,000 amps or volts	\$440.00				
	VI. Reconnect only	\$60.00				
	C. Temporary Services or Feeders-Installations, Alterations, or Relocation					
	I. 200 amps or less	\$60.00				
	II. 201 amps to 400 amps	\$70.00				
	III. 401 amps to 600 amps	\$125.00				
	IV. 601 amps to 1,000 amps	\$190.00				
	V. Over 1,000 amps or volts	\$400.00				
	D. Branch Circuits-New, Alterations, or Extension per Panel					
	I. Each Branch Circuit with purchase of service or feeder fee	\$5.00				
	II. Branch Circuits without purchase of service or feeder fee:					
	a. First Branch Circuit	\$60.00				
	b. Each Additional Branch Circuit	\$7.00				
	E. Miscellaneous (service or feeder not included)					
	I. Each pump or irrigation cycle	\$50.00				
	II. Each sign or outline lighting	\$50.00				
	III. Signal Circuit(s) or a limited energy panel, alteration, or extension	\$50.00				
	F. Each additional inspection over the allowable in any of the foregoing for those not covered under residential inspection caps, per inspection	\$85.00*				
	* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.					
4	Plumbing Inspections and Services Fees.					
	A. One & Two Family up to 40 fixtures when purchased as a unit (includes: DWV/water distribution and the first 100 feet of water service):					
	I. One & Two Family – 1 Bath	\$91.20				
	II. One & Two Family – 2 Bath	\$160.00				
	III. One & Two Family – 3 Bath	\$192.60				
	IV. One & Two Family – Solar (when connected with potable water)	\$47.60				
	V. One & Two Family building, sewer, storm, or rain drain in accordance with Subsection B.(2.) below	\$0.00				
	B. Commercial/Industrial/Single-Family:					
	I. Commercial/Industrial:					
	200 feet of water service and 10 or less fixtures plus sanitary/storm sewer/rain drain	\$145.00				

	If over 200 feet of water service and 11 fixtures, number of fixtures times \$16.50 plus 0.83 (\$17.33), plus water service, sanitary, and storm sewer/rain drain as required in Subsection (2) of this section.	\$0.00				
	II. Water Service/Sanitary/Storm Sewer:					
	a. Water Service – first 100 feet or fraction thereof	\$47.60				
	b. Water Service – each additional 100 feet or fraction thereof	\$26.25				
	c. Building Sewer – first 100 feet or fraction thereof	\$47.60				
	d. Building Sewer – each additional 100 feet or fraction thereof	\$26.25				
	e. Storm Sewer or Rain Drain– first 100 feet or fraction thereof	\$47.60				
	f. Storm Sewer or Rain Drain - each additional 100 feet or fraction thereof	\$26.25				
	g. Alternate Potable Water Heating Systems – coli, extractor, heat pumps, etc.	\$47.60				
	C. Mobile Homes:					
	I. M/H Park Sewer Connection & Water Distribution System - per space	\$47.60				
	II. M/H Service Connection – Sewer, Water, and Storm - not within a MH Park (see Section B (2))	\$0.00				
	D. Miscellaneous (when applicable)					
	I. Minimum Permit Fee	\$40.00				
	II. Prefabricated Structures/Site inspections – includes site development ar	\$47.60				
	III. Plan Review	25% of permit fee charged (not to include surcharge)				
	IV. Special Inspections (per hour)	\$40.00				
	V. Fixture Fee	\$16.50				
5	Surcharge Fee					
	In addition to the Plumbing Inspection and Service fees set forth above, a 5% surcharge shall be applied on the total of the amount for the purpose of remittance to the State of Oregon Building Codes Agency.					

SECTION 1 – Administrative Services Fees and Charges

Archived Public Records Requests Fee Schedule

Copies	\$0.25 per page Oversized documents (larger than 11" x 17") - \$5.00 per page
Color Copies and Prints	\$2.00 per page
Research	Salary plus benefits of minimum staff required, converted To hourly rate, per hour Full cost of City Attorney review, if necessary
File Review Staffing	Salary plus benefits, converted to hourly rate, per hour
Audio Tape	\$10.00 City tape \$5.00 if tape is provided by requestor
Maps	Actual printing costs
Lists and Labels	Research costs plus copying charges and materials
Photos	Vendor cost, plus staff time
CD's & Floppy Disks	\$5.00 per CD or floppy disk, plus staff time, with \$5.00 Minimum, plus postage, if mailed
Postage	Actual costs
Shipping	Actual costs
Certified Copy	\$5.00 plus actual copying costs
Other Copies/Department Publications	Actual copying/printing costs, plus research costs
Police Reports	\$15.00

SECTION 1 – Administrative Services Fees and Charges

Business License Fees

Business Application Fee (for-profit)	\$25.00 per business & multiple locations*
Business Application Fee (not-for-profit)	\$25.00 **
Temporary Business License Application Fee	????
Annual Renewal Fee	\$95.00 per business & multiple locations*
Duplicate Business License Fee	????
Late Renewal Fee:	
(paid 30 days after the due date)	????
Civil Violation of Business License Chapter 4.05	????

Initial license – Applications received after December 31st will be charged at one-half of the business license annual fee.

* A person who does business from more than one physical location, and under a different business name or as a different business entity at the separate location, shall obtain a separate business license for each such location, name and entity.

An owner or real property for rent or offers for rent more than one dwelling unit of real property need only obtain one business license.

** Not-for-Profit Entities shall not be charged a business license annual fee. Such entities must still obtain a business license, pay the business license application fee, and annually renew the license at no cost.

Dishonored Checks Fee (non-sufficient funds)..... \$25.00

Liquor Licenses

New Applications	\$100.00
Change of Ownership	75.00
Change of Location	75.00
Change of Privilege	75.00
Renewal	35.00
Temporary License	25.00
Off Premises Fee	35.00

Credit Card Usage Fee (on billing payments) **????**

Library: Large public meeting room fee at \$20.00 per hour to for-profit and no charge to clubs, non-profits, community groups, etc.

SECTION 1 – Administrative Services Fees and Charges

Medical & Recreational Marijuana Fees

Medical Marijuana Facilities Endorsement	
Application/Surcharge Fee	\$ 25.00
Background Checks of Employees 25.00 for each employee

Recreational and Marijuana-Infused Products:

Pursuant to Ordinance No. 2071 a tax shall be paid by every purchaser of marijuana or marijuana-infused products and collected from the seller on a quarterly reporting basis. Such tax shall be set by resolution ????

Special Event Fees/Waivers Based on fiscal impact

Social Gaming Registration Fee ????

Taxicab Fees:

Taxicab Endorsement Application Fee added to Business License	\$100.00
Taxicab Endorsement Annual Renewal Fee	100.00
Taxicab Driver Fingerprinting Fee	75.00
Temporary Taxicab Driver's Permit	????
Taxicab Driver Permit Application Fee	25.00

The endorsement holder shall pay an additional business license tax of \$50.00 per fiscal year per taxicab.

The endorsement holder shall pay a deposit with the application equal to the additional business license tax of \$50.00.

Utility Billing Miscellaneous Fees and Charges See Section 10

Vending Endorsement:

Endorsement application surcharge added to business license if applied for.....	\$10.00
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An additional fee of \$50.00 per calendar month of operation shall be charged for each fixed stand in business vending areas for each mobile stand.

An additional fee of \$50.00 per calendar month, not to exceed a total of \$250.00 per calendar year shall be charged to holders of endorsements to operate stands adjacent to the business, as permitted by NMC Section 4.10.025(A).(2).

SECTION 2 – Community Development Fees and Charges

Land Use Fees by Permit Type

Annexation	\$ 718.00
Annexation – Each additional parcel in separate ownership	45.00
Appeal – First Hearing	250.00
Appeal – Second Hearing *	299.00
Comprehensive Plan Amendment:	
Text	1,208.00
Map	1,208.00
Conditional Use Permit:	
Planning Commission	768.00
Staff	615.00
Estuarine Use Permit	591.00
Design Review – Nye Beach	618.00
Encroachment – Right-of-Way	478.00
Exception to Statewide Goal	378.00
Geologic Permit	206.00
Interpretation	424.00
Land Use Compatibility Signoff	55.00
Minor Plat	320.00
Nonconforming Use Permit	768.00
Partition	320.00
Planned Destination Resort:	
Conceptual Master Plan	1,340.00
per acre charge	48.00
Preliminary Development Plan	1,162.00
charge per each lot	48.00
Final Development Plan	1,056.00

SECTION 2 – Community Development Fees and Charges

Land Use Fees by Permit Type - continued

Planned Unit Development:	
Tentative Plan	1,162.00
charge per each unit	48.00
Final Plan	1,056.00
charge per unit	48.00
Property Line Adjustment	307.00
Shoreland Impact Permit	509.00
Signs:	
one temporary/portable sign**	\$ 30.00
each additional portable sign	10.00
other signs (new, replacement, or reconstruction)	122.00
sign demolition	10.00
surcharge for mural sign in excess of wall sign limits***	101.00
Subdivisions:	
Tentative Plan	970.00
charge per each unit	48.00
Final Plat	423.00
charge per each unit	48.00
Temporary Structures Permit	41.00
Traffic Impact Analysis (with no other land use)	615.00
Trip Assessment or Vesting Letter	54.00
Trip Reserve Fund	768.00
Urban Growth Boundary Amendment	1,451.00
Vacations (Streets and Plats)****	776.00
Vacation Rentals & B&B Endorsements	
(Includes initial inspection)	128.00
Follow-up inspection fee for each subsequent inspection ...	76.00
Variances/Adjustments:	
Planning Commission	591.00
Staff	509.00
Zoning Ordinance Amendments:	
Text	1,208.00
Map	1,208.00
Other staff level permits requiring public notice	483.00

SECTION 2 – Community Development Fees and Charges

Land Use Fees by Permit Type – continued

*Plus cost of producing a verbatim transcript of the initial evidentiary hearing (\$500 cap).

**Plus \$25 per month that the temporary signs remain within the right-of-way, not to exceed \$100 per calendar year. Nonprofit organizations are exempt from fees for temporary signs.

***Nonprofit organizations are exempt from this surcharge fee.

****Plus appraisal cost and damages.

Consistent with NMC Chapter 14.60, the fees established herein, shall be reviewed and adjusted each year to account for inflation using the Bureau of Labor Statistics Consumer Price index for Urban Consumers (CPI-U).

The applicant requiring notification under ORS 227.186 shall pay, in addition to the land use application fee, the cost of preparing and mailing the notification. The estimated cost shall be paid within five (5) business days after notification of such cost determination or the application shall be subject to dismissal.

The appeals of land use actions, the appellant shall pay the actual cost of preparing a verbatim written transcript up to \$500. If there is more than one appellant, each such appellant shall pay an appeal fee and the cost of preparing a written transcript. All of the appellants shall be jointly and severally liable for the cost and charges of such transcripts, and any or all appeals pending in any matters may be dismissed by the Newport City Council in the event of failure to make payment of the transcript fees. The estimated cost of the appeals transcript shall be paid within five (5) business days after notification of such determination, or the appeal shall be subject to dismissal.

In addition to the filing fee for withdrawal of annexations, the owner of each parcel of property to be so withdrawn shall, as a condition of such withdrawal action and prior thereto, pay or make arrangements satisfactory to the city for the payment of any bonded indebtedness or any other charges attributable to such property which may become a debt, obligation, or liability of the City of Newport by reason of such withdrawal.

All previously adopted resolutions or enactments establishing fees for land use actions are repealed to the extent that their provisions conflict with the fees set by this comprehensive fees and charges resolution.

SECTION 2 – Community Development Fees and Charges

Building Permit and Plan Review Fees

Construction Valuation:	
\$1.00 to \$500.00	\$13.00
\$501.00 to \$2,000.00	\$13.00 for the first \$500.00 plus \$1.95 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$42.25 for the first \$2,000.00 plus \$7.80 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$2,001.00 to \$25,000.00	\$42.25 for the first \$2,000.00 plus \$7.80 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001 to \$50,000.00	\$221.65 for the first \$25,000 plus \$5.85 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 to \$100,000.00	\$367.90 for first \$50,000.00 plus \$3.90 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,000.00 and up	\$562.90 for the first \$100,000.00 plus \$3.25 for each additional \$1,000.00 or fraction thereof

Plan Review Fees shall be 65 percent of the permit fee for structural review, when required, and shall be 40 percent of the permit fee for fire & life safety review, when required.

Fee for appeal of Building Official decision set by formula set forth in NMC 11.05.160.

Electrical Permit Fees

A. Residential per Unit Service included:	
1,000 sq. ft. or less	\$ 140.00
Each additional 50 sq. ft. or portion thereof	30.00
Limited Energy	30.00
Each Manufactured Home or Modular Dwelling Service	75.00

SECTION 2 – Community Development Fees and Charges

Electrical Permit Fees - continued

B. Services or Feeders-Installations, Alterations, or Relocations		
200 amps or less	\$ 75.00	
201 amps to 400 amps	95.00	
401 amps to 600 amps	150.00	
601 amps to 1,000 amps	200.00	
Over 1,000 amps or volts	440.00	
Reconnect only	60.00	
C. Temporary Services or Feeders-Installations, Alterations, or Relocation		
200 amps or less	60.00	
201 amps to 400 amps	70.00	
401 amps to 600 amps	125.00	
601 amps to 1,000 amps	190.00	
Over 1,000 amps or volts	400.00	
D. Branch Circuits-New, Alterations, or Extension per Panel		
Each Branch Circuit with purchase of service or feeder fee ..	5.00	
Branch Circuits without purchase of service or feeder fee:		
First Branch Circuit	60.00	
Each Additional Branch Circuit	7.00	
E. Miscellaneous (service or feeder not included)		
Each pump or irrigation cycle	50.00	
Each sign or outline lighting	50.00	
Signal Circuit(s) or a limited energy panel, alteration, or extension	50.00	
F. Each additional inspection over the allowable in any of the foregoing for those not covered under residential inspection caps, per inspection		85.00*

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

SECTION 2 – Community Development Fees and Charges

Plumbing Inspections and Services Fees.

A. One & Two Family up to 40 fixtures when purchased as a unit (includes: DWV/water distribution and the first 100 feet of water service):	
One & Two Family – 1 Bath	\$ 91.20
One & Two Family – 2 Bath	160.00
One & Two Family – 3 Bath	192.60
One & Two Family – Solar (when connected with potable water)	47.60
One & Two Family building, sewer, storm, or rain drain in accordance with Subsection B.(2.) below	-----
B. Commercial/Industrial/Single-Family:	
1. Commercial/Industrial:	
200 feet of water service and 10 or less fixtures plus sanitary/storm sewer/rain drain	145.00
If over 200 feet of water service and 11 fixtures, number of fixtures times \$16.50 plus 0.83 (\$17.33), plus water service, sanitary, and storm sewer/rain drain as required in Subsection (2) of this section	-----
2. Water Service/Sanitary/Storm Sewer:	
Water Service – first 100 feet or fraction thereof	47.60
Water Service – each additional 100 feet or fraction thereof	26.25
Building Sewer – first 100 feet or fraction thereof	47.60
Building Sewer – each additional 100 feet or fraction thereof	26.25
Storm Sewer or Rain Drain– first 100 feet or fraction thereof	47.60
Storm Sewer or Rain Drain - each additional 100 feet or fraction thereof	26.25
Alternate Potable Water Heating Systems – coli, extractor, heat pumps, etc.	47.60

SECTION 2 – Community Development Fees and Charges

Plumbing Inspections and Services Fees – continued

C. Mobile Homes:

M/H Park Sewer Connection & Water Distribution System - per space	\$ 47.60
M/H Service Connection – Sewer, Water, and Storm - not within a MH Park (see Section B (2)	-----

D. Miscellaneous (when applicable)

Minimum Permit Fee	40.00
Prefabricated Structures/Site inspections – includes site development and connection of the prefabricated structure .	47.60
Plan Review – 25% of permit fee charged (not to include surcharge)	-----
Special Inspections (per hour)	40.00
Fixture Fee	16.50

Surcharge Fee

In addition to the Plumbing Inspection and Service fees set forth above, a 5% surcharge shall be applied on the total of the amount for the purpose of remittance to the State of Oregon Building Codes Agency.

SECTION 3 – Fire Fees and Charges

Public Records FeesSee Section 1 – Page 1

Burn PermitsCurrently No Fee

Plan Check Fees?????

Fire Department Standby Fee at Newport AirportSee Section 5 – Page 4

Fire Hydrant Flow Test Fees:

For new installations????

Review that does not involve a building permit???? per hour

Review that does not involve a building permit???? minimum charge

Inspection Fees????

Weed Abatement????

SECTION 4 – Municipal Court Fees and Charges

<u>Court Administration Fees:</u>	<u>Crime</u>	<u>Violation</u>
Appeal Transcript Fee	??	??
City Attorney Deferred Sentence/Diversion	??	??
Civil Compromise Costs	??	??
Compliance Inspection Fee	??	??
Court appointed Counsel Fees and Charges	??	??
Default Judgment	??	??
Discovery Fees	??	??
Diversion by Municipal Court	??	??
Unclassified and Specific Fine Violations	??	??
Extend/Amend City Attorney Deferred Sentence/Diversion	??	??
Failure to appear for Bench Trial/Show Cause Hearing	??	??
Failure to Appear for Jury Trial	??	??
Forfeiture of Security	??	??
Mediation of Violation (Municipal Court Mediation)	??	??
Non-Sufficient Funds Check	\$25.00	\$25.00
Courts Costs	??	??
Expunction	??	??
Show Cause Admission of Allegation	??	??
Bench Probation Fee	??	??
Warrant	??	??

Other:

Civil Infractions:

Fees for enforcement of city ordinances	??	??
Penalty Charges for enforcement of city ordinances	??	??

Payment Plan Fees:

- A. \$25.00 collection fee if amount owing is less than \$150.00.
- B. Fifteen percent (15%) of any amount owing above \$150, with a collection fee of \$125.00.

Collection Referral Fee:

Twenty-five percent (25%) of the monetary obligation imposed by the court without the addition of the costs of collection, but shall not exceed \$250.00.

Editor's note: Some suggested fees and charges for the Municipal Court are highlighted above.

SECTION 5 – Newport Airport Fees and Charges

Airport Landing Fees:

1. A landing fee of \$0.50 per thousand pounds gross aircraft weight shall be paid for each landing of any aircraft with a gross weight in excess of 3,500 pounds.
2. Aircraft operated by the federal and state governments are exempt from the landing fees.
3. The City may agree with tenants that the rent paid by the tenant shall include a component to cover the landing fees. The monthly rent shall be calculated to include a component for landing fees in an amount reasonably estimated to cover the estimated average landing fees expected to be incurred per month. A tenant that pays rent that includes a landing fee component shall be deemed to have paid the landing fees for all operations of the tenant during the month, regardless of the number of actual landings, and shall not be entitled to any refund based on the number of actual landings.

Airport Fuel Flow Fees:

Fuel Flow Fee \$0.15 per gallon

Fuel deliveries to airplanes of less than 5,000 pounds gross weight are exempt from the fuel flow fee.

Lease Rates for T-Hangars Space:

1. Basic Rate for Non-Commercial Aircraft T-Hangar Ground Lease @ \$180.00 per month (Basic Rate of \$180.00 effective in year 2006, and leases commencing on or after January 1, 2007, shall be determined based on the CPI change).
2. A security deposit equal to one month's lease payment shall be paid upon entering into a lease for a T-hanger.
3. The lease terms shall be adjusted from for the initial lease term, and any renewal or extension term(s), and commencing every year thereafter from January 1 to July 1. The Basic Rent shall be increased in the event there shall be any increase using the Bureau of Labor Statistics Consumer Price Index for Urban Consumers (CPI-U). The Base CPI

SECTION 5 – Newport Airport Fees and Charges

Lease Rates for T-Hangars Space - continued

shall be the CPI as determined for the month ending January 31, 2015. Each year, prior to the July 1 adjustment date, the City shall obtain the CPI-U increase determined for the end of the month of January preceding the July 1 adjustment date (the “Adjustment CIP”). In any year in which the Adjustment CPI is less than or equal to the Base CPI, the Basic Rent shall continue at the rate in effect on the date the lease term commenced or the adjusted rate in effect at the commencement of the renewal term. In no event shall the Basic Rent be reduced to an amount less than the original Basic Rent or previously adjusted Basic Rent, whichever is greater. . Base Rates that were not annually adjusted pursuant to Resolution No. 3388 shall be adjusted accordingly.

4. Each lease shall be for a term of five (5) years, with an option for renewal, subject to reasonable modification of the terms and provisions of such lease at the time of any such renewal.

Lease Rates for Hangars Space other than T-Hangers

1. Non-Commercial Aircraft Hangar Ground Lease: \$0.18 per square foot per year (base rate), based upon the area designated in the lease or as referenced on the City’s “hangar layout plan.” The Base Rate shall be annually adjusted on July 1 to reflect the percentage increase, if any, in the CPI-U from the index available for January 31, 2015. Base Rates that were not annually adjusted pursuant to Resolution No. 3290 shall be adjusted accordingly.

2. Commercial Aircraft Ground Lease: \$0.015 per square foot per year (Base Rate), upon the area designated in the lease or as referenced on the City’s “hangar layout plan.” The Base Rate shall be annually adjusted on July 1 to reflect the percentage increase, if any, in the CPI-U from the index available for January 31, 2015. Base Rates that were not annually adjusted pursuant to Resolution No. 3290 shall be adjusted accordingly.

SECTION 5 – Newport Airport Fees and Charges

Lease Rates for Hangars Space other than T-Hangers – continued

Off-Street Parking Space – in common at designated Airport Tenants Parking Area:

1. Unpaved: \$175.00 per year (Base Rate). The Base Rate shall be annually adjusted on July 1 to reflect the percentage increase, if any, in the CPI-U from the index available for January 31, 2015. Base Rates that were not annually adjusted pursuant to Resolution No. 3290 shall be adjusted accordingly.
2. Paved: The City shall determine the amortized cost of the pavement and add that figure to the unpaved amount.

Terminal Building – exclusive and common area charges: ????????????????

Limited Aeronautical Activities:

A. Mobile Mechanics: Limited Activities Licenses for Mobile Mechanic services shall pay a license fee determined by either of the following, at the licensee’s election:

1. \$120.00, which license shall then be valid for a period of 120 days from the date of issuance of the license, in which event the mobile mechanic may perform Aircraft mechanical services on one or more aircraft at the Newport Airport.
2. \$25.00, which license shall then be valid for a period of 14 days from the day of Issuance of the license; provided however, that the licensee shall only be permitted to work upon one aircraft (which the licensee shall declare prior to commencement of work). If licensee wishes a license to work upon another aircraft, an additional License fee shall be paid by the licensee in accordance with tis section.

SECTION 5 – Newport Airport Fees and Charge

Limited Aeronautical Licenses other than Mobile Mechanics:

Persons holding a limited aeronautical activity license other than for mobile aircraft mechanic services shall pay a fee of \$150.00 per year, which shall include the fee for one activity authorized under the terms of the license. An additional fee of \$35.00 per year shall be charged for additional commercial activity/activities as set forth in each of the following subsections permitted under the activity license, (e.g., conducting two activities under subsection (b) would be a total additional fee of \$35.00, conducting one activity under subsection (b) and one activity under subsection (c) would be a total additional fee of \$70.00):

- (a) Charter
- (b) Sightseeing, Advertising and/or Photography
- © Flight Training and/or Aircraft Rental
- (d) Sales
- (e) Aircraft Repair (except Mobile Aircraft Mechanic)
- (f) Sales of Aircraft Parts and Avionics

Fire Department Standby Fee:

A fee of \$199.00 for each hour, or any part thereof, during which a City Fire Truck is on standby at the Airport for non-governmental aeronautical operations.

A Fire Department Standby Fee for scheduled airlines and municipal, state and federal agencies may be set by resolution or agreement.

The City Council may, upon request, waive fees resulting from Fire Department standby at non-profit public events at the Newport Airport.

Vegetation:

Any person wishing to obtain to harvest or remove any vegetation upon the Airport premise shall pay a fee of \$200.00 per year. The **Airport Manager** shall determine the areas within the Airport premise that contain harvestable vegetation or vegetation that may be removed; the license shall be limited to the harvestable/removable vegetation as set forth in the license.

SECTION 5 – Newport Airport Fees and Charge

Firewood:

Any persons wishes to obtain firewood from the Airport premises shall pay a fee of \$10.00 per cord. The **Airport Manager** shall determine the areas within the Airport premises where firewood may be obtained.

Long-Term Vehicle Parking:

Any person wishing to leave a vehicle at the Airport shall pay a fee of \$5.00 per month.

Aircraft Tie-Down Fee:

A daily fee of \$3.00 shall be assessed to aircraft tieing-down overnight at the Airport in areas designed by the **Airport Manager or designee**. This fee shall not exceed \$40.00 per month/

SECTION 6 – Parks and Recreation Fees and Charges

Pool Only Fees – Newport Residents

Drop-in:	
Youth	\$ 3.50
Adult	5.00
Senior	3.50
10 Punch:	
Youth	25.00
Adult	39.00
Senior	31.00
1-Month:	
Youth	36.30
Adult	72.60
Senior	48.40
3-Month:	
Youth	60.50
Adult	96.80
Senior	72.60
Annual:	
Youth	162.00
Adult	181.50
Senior	169.00
Rentals:	
1-20	83.19
21-40	99.83
41-80	116.47
61-80	133.10
81-100	149.74

Swim meet fees = \$3.50 per participant per day (a day is defined as any hours up to 10 hours in a 12:00 am to 11:59 pm period that the pool is utilized for a swim meet, including set-up, the swim meet, clean-up, and after swim meet events).

Annual Household Pool Pass = 70% times (2 Annual Adult Pass plus 2 Annual Youth Pass). Household shall be defined as members of a related family living in the same dwelling.

SECTION 6 – Parks and Recreation Fees and Charges

Pool Only Fees – Non Newport Residents

Drop-in:	
Youth	\$ 4.00
Adult	6.00
Senior	5.00
10 Punch:	
Youth	31.35
Adult	48.11
Senior	39.78
1-Month:	
Youth	48.40
Adult	92.57
Senior	60.50
3-Month:	
Youth	72.60
Adult	121.00
Senior	89.54
Annual:	
Youth	181.50
Adult	218.00
Senior	194.00
Rentals:	
1-20	104.36
21-40	125.54
41-80	145.20
61-80	166.38
81-100	181.50

Swim meet fees = \$3.50 per participant per day (a day is defined as any hours up to 10 hours in a 12:00 am to 11:59 pm period that the pool is utilized for a swim meet, including set-up, the swim meet, clean-up, and after swim meet events).

Annual Household Pool Pass = 70% times (2 Annual Adult Pass plus 2 Annual Youth Pass). Household shall be defined as members of a related family living in the same dwelling.

SECTION 6 – Parks and Recreation Fees and Charges

Newport Recreation Center Fees – Newport Residents

Drop-in:

Youth	\$ 3.50
Adult	5.00
Senior	4.50

10 Punch:

Youth	25.00
Adult	39.00
Senior	31.00

1-Month:

Youth	36.30
Adult	90.75
Senior	48.40

3-Month:

Youth	60.50
Adult	151.25
Senior	99.80

Annual:

Youth	189.10
Adult	411.50
Senior	302.50

Annual Pass Discount

- Any 2 at 10%
- Any 3 at 15%
- Any 4 at 30%
- Any additional youth above 2 children at \$50

3-Month Discount

- Any 2 at 5%
- Any 3 at 10%
- Any 4 at 15%
- Any 5 at 20%

SECTION 6 – Parks and Recreation Fees and Charges

Newport Recreation Center Fees – Non Newport Residents

Drop-in:

Youth	\$ 5.00
Adult	6.00
Senior	5.50

10 Punch:

Youth	31.35
Adult	48.10
Senior	39.80

1-Month:

Youth	48.40
Adult	108.90
Senior	72.60

3-Month:

Youth	72.60
Adult	181.50
Senior	109.80

Annual:

Youth	208.00
Adult	514.25
Senior	339.00

Annual Pass Discount

- Any 2 at 10%
- Any 3 at 15%
- Any 4 at 30%
- Any additional youth above 2 children at \$50

3-Month Discount

- Any 2 at 5%
- Any 3 at 10%
- Any 4 at 15%
- Any 5 at 20%

SECTION 6 – Parks and Recreation Fees and Charges

Newport Recreation Center Rental Schedule

Facility/Room:

Multi-Purpose Room (124A or B) @ 1 hour	\$ 28.75
Full Multi-Purpose Room (124)	57.50
Aerobics Room (129A or B) @ one-half room	11.50
Full Aerobics Room (105)	17.50
Meeting Room	17.50
Classroom (117A or B) @ one-half room	11.50
Full Classroom	17.50
Main Gym @ one-half room	28.75
Full Gym	57.50
Small Gym	28.75
Full Facility	345.00
Kitchen	5.75
Kitchen (refundable cleaning/damage deposit)	57.50
User Prep/Setup/Cleanup Time	5.75 per half hour
Big Creek Park – 4 hours or less	23.00
Big Creek Park – over 4 hours	46.00
Equipment Rental (refundable \$10 damage deposit) ...	5.75
TV/VCR, portable sound system & overhead projector .	17.25
Disco Ball or Coffeemaker	11.50
BBQ (stainless steel, includes utensils	23.00
Indoor Park Equipment (trikes, slides, mats, etc.)	5.75

If a patron rents an average of 20 hours or more per week, there is a 10% discount.

Program Recovery: Recreation Programs/Classes offerings held within the Recreation Center that are run by contracted instructors will split all proceeds with 30% going to Parks and Recreation and 70% going to the instructor.

Recreation Programs/Classes offerings within the Recreation Center that are run by City staff (excluding youth) will set fees to cover 100% of total direct and indirect costs.

Recreation Programs/Classes offerings held at the Recreation Center run by instructors who rent facility space will compensate the Parks and Recreation by the hour, for the space required.

SECTION 6 – Parks and Recreation Fees and Charges

Newport Senior Center Facility Rental Rates

1. Senior Programs, Clubs, Organizations:

No cost to participants;
No charge for use;
In-City community civic groups
open to public and free to participants.

Examples include: AARP, Pool, Ping-Pong,
Cards, Bunco, Book Club, French Group,
Art Classes, Wii, Pinochle, Bridge, TOPS,
Square Dance, OA

Kitchen @ \$38.00 per hour

Multi-Purpose @ \$13.00 per hour
(No charge for first 40 hours per month)

Lounge @ \$8.00 per hour
(No charge for first 40 hours per month)

Basement @ \$8.00 per hour
No Charge for first 40 hours per month

2. Renters:

No charge to participate;
Charge for use;
Groups from in and out of City, open to public,
typically having a 501 c3 status.

Examples include: AA, County, State, Non-Profit
Agencies, Churches

Kitchen @ \$38.00 per hour

Multi-Purpose @ 18 per hour

Lounge @ 13.00 per hour

Basement @ \$13.00 per hour

3. Commercial/for Profit:

Recover full cost;
Activity is private in nature;
Not open to public.

Examples include: Weddings, Family Reunions,
Political Meetings, Sales Meetings, Fund Raisers

Kitchen @\$48.00 per hour

Multi-Purpose @ \$28.00 per hour

Lounge @\$18.00 per hour

Basement @ \$18.00 per hour

Basement rental use includes the Health-Wellness Studio, Education Center/Computer Lab.

Newport Senior Center fees beginning January 1, 2013, and every year thereafter, shall be increased by an amount equal to the adjustment for inflation using the Bureau of Labor Statistics Consumer Price index for Urban Consumers (CPI-U) or 3% rounded to the nearest quarter.

Visual Arts Center See Resolution No. 3709

SECTION 7– Police Fees and Charges

Public Record Fees See Section 1 – Page 1

OLCC Fees See Section 1 – Page 2

Dishonored Checks Fees (non-sufficient funds) See Section 1 – Page 2

Medical & Recreational Marijuana Fees See Section 1 – Page 3

Taxicab Driver Permit Fees See Section 1 – Page 3

Parking Bail Schedule – If Paid Within the Timeframe Noted:

Violation	0 – 10 days	11-20 Days	21-30 Days
Overtime Parking	\$10.00	\$25.00	\$50.00
Facing Traffic	\$15.00	\$30.00	\$55.00
Backed into Angle	\$15.00	\$30.00	\$55.00
Bus/Taxi Zone	\$10.00	\$25.00	\$50.00
Double Parked	\$20.00	\$45.00	\$65.00
No Parking	\$40.00	\$85.00	\$125.00
Tow Zone	\$40.00	\$85.00	\$125.00
Yellow Zone	\$40.00	\$85.00	\$125.00
Loading Zone	\$40.00	\$85.00	\$125.00
Abandoned Vehicle	\$100.00	\$205.00	\$400.00
Fire Hydrant	\$75.00	\$105.00	\$205.00
Handicapped Permit	\$250.00	\$325.00	\$450.00
Improper Parking	\$15.00	\$30.00	\$55.00
Displaying Vehicle for Sale	\$45.00	\$90.00	\$130.00

Vehicle Impoundment Fee \$100.00

Vehicle Immobilization \$50.00

Traffic Citation Assessment Fee \$10.00

Firearms Discharge Permit \$50.00

Fingerprints Cards Fees ????

**CITY OF NEWPORT AND
NEWPORT URBAN RENEWAL AGENCY
RESPONSES TO THE HIT AND WISH LIST ITEMS
FOR THE 2015-16 FISCAL YEAR PROPOSED BUDGET**

The following is a response to each of the items that were proposed during the review of the proposed budget which an individual member of the Budget Committee requested an item be placed on the list for further explanation and/or possible modifications to the proposed budget. In addition, where staff has found any discrepancies in the budget, I have listed those as items for consideration by the Budget Committee as well. Please note that for each item there is a narrative on the background of that item fund, fiscal impact of change on modifying the proposed budget, my recommendation as to whether any changes should be made to the proposed budget, and any additional supplemental attachments.

The Chair of the Budget Committee will introduce each of these items and if a Budget Committee member would like to pursue a change in the proposed budget than that Budget Committee member should make a motion specifying the desired budgetary change. If that motion is seconded, then the Chair will ask if there are questions or clarifications and then ask for a discussion on the item. Following the discussion the Chair will call for a vote on that motion. If a majority of the Budget Committee members support the change, the change will be incorporated into the budget document that will be considered for approval by the Budget Committee at the May 20th Budget Committee meeting. Otherwise, the budget will remain as proposed.

THE HIT AND WISH LIST

1. Funding for Non-Profits through the General Fund

Background:

For a couple of years the City Council allocated \$10,000 in State Shared Revenues that were made available as a small grant program for non-profit organizations within the city conducting various services that are beneficial to the residents to the City of Newport. This was discontinued in the 2013-14 budget and there was no request for this appropriation to be made on the 2014-15 budget as well as the proposed budget for 2015-16 fiscal year. The funds were distributed through application process that was made available to various non-profit organization. Currently these funds are designated for general governmental services.

Fiscal Impact of Change:

If this program were added to the budget the General Fund expense would increase by \$10,000 reducing the fund balance.

Recommendation:

I do not recommend that this added appropriation be made at this time.

Supplemental Information:

None attached.

2. Maintenance of Bayfront Murals

Background:

A request was made during citizen comments regarding appropriating funds for maintenance of the Bayfront murals. In the attached report from City Recorder Peggy Hawker, it is indicated that the Public Arts Committee has recently initiated discussions on this issue. The Bayfront is a major economic contributor to the City of Newport and the murals certainly play a significant role in creating a unique and interesting atmosphere in this district. Some of the murals are showing significant deterioration.

Fiscal impact of Change:

This program could be funded through the Room Tax Fund. Please note that the proposed budget is leveraging a significant number of funds from this source. Later it is suggested that the City may want to hold on the Nye Beach turnaround project until the next fiscal year. If this decision is made there would be capacity to add this project.

Recommendation:

I do not recommend that this project be added at this time unless there can be a shift of other projects within this fund.

Supplemental Information:

See Attachment #2.

3. Fluoridation Equipment

Background:

The City of Newport initiated fluoridation of the city's water system following a number of steps including an advisory vote, actions by the City Council to implement the addition of fluoride into the city's water system, a citizen initiated a ballot proposal to reverse that decision which failed in the subsequent vote. The city then provided fluoride to the city's water system until about 2005 when an administrative decision was made to stop adding fluoride at the old water filtration plant. It is Tim Gross' understanding that the new plant originally had provisions to add fluoride to the city's water system, however as part of the cost containment for this project, the equipment was not added to the new plant. Tim Gross has obtained information from HDR Engineering on the cost of similar systems in similar size water plants. If the equipment can be accommodated within existing space within the plant the cost would be estimated would run approximately \$300,000 for installation of the equipment.

Please note that the space within the plant is currently being used for storage which will be remedied through the construction of a cold storage building at the plant during this next year. With the current project work load it is unlikely that this project could be designed, bid, and implemented within this next fiscal year. Since there was a directive from the 1960s from the voters of Newport to add fluoride to the city drinking water

system and since this was discontinued nearly ten years ago apparently based on an administrative decision, I think it would be appropriate for the City Council to discuss this item and determine what direction the Council would like to go as it relates to adding fluoride to the city's drinking water. An alternative would be to appropriate money for engineering to develop a more accurate estimate which would also identify long term operational maintenance costs for this equipment with these funds being appropriated for the 2015-16 fiscal year the amount of this funding would be \$50,000 with this funding coming from water fund-601.

Fiscal Impact of Change:

Water Fund could absorb the cost for preliminary design for the equipment and process to add fluoride to the city's water system.

Recommendation:

I recommend that the Budget Committee consider adding \$50,000 to initiate preliminary engineering for the addition of fluoride to the city's water system in the event the city Council elects to restore fluoride to the city's water system following public discussion on this matter.

Supplemental Information:

See attachment #3.

4. Fund Detective Sergeant Position

Background:

In the requested budget, the Police Chief requested the addition of a new Detective Sergeant position within the department. The added expenses for funding this new position was \$109,724, this was not recommended in the proposed budget. The current budget proposes staffing in the budget is as follows:

Police Chief	1
Police Lieutenant	1
Police Sergeant	4
Detective (Please note that 2 of these position have been due to turnover and one of these has traditionally been assigned to LINT)	3
Police Officers	11
Total Sworn Officers	20
• Community Officer	1
• Executive Assistant	1
• Record Evidence Clerk	1
• Record Clerk	2

In addition, the budget included 50% funding for a School Resource Officer contingent upon Lincoln County School District funding the other half of this position. The schools have indicated that due to their budgetary situation they are unable to financially participate in funding that position. I will be recommending that those funds be utilized towards funding an Emergency Response Coordinator Position in the proposed budget.

Fiscal Impact of Change:

Adding a Detective Sergeant position to the Police department will result in an increase in expenses of \$109,724.

Recommendation:

I do not recommend that this position be added at this time.

Supplemental Information:

See attachment #4.

5. Fund Recreation Coordinator Position

Background:

In 2010 three full-time equalant positions were reduced from the Parks and Recreation budget. Parks and Recreation Director requested restoration of one of these positions to coordinate various youth and adult activities at the Recreation Center.

Fiscal Impact of Change:

The cost to the Recreation Fund would be an additional \$59,575. This would likely require an additional transfer from the General Fund to meet those needs.

Recommendation:

I do not recommend that this position be added at this time.

Supplemental Information:

See attachment #5.

6. Gifts

Background:

The proposed amount from revenues for gifts was shown as \$50,000, please note that this is an overstatement and the amount should have been \$5,000.

Fiscal Impact of Change:

This will reduce the General Fund revenues by \$45,000.

Recommendation:

I recommend that the error be corrected to reflect \$5,000 instead of \$50,000 for gifts and donation in the non-departmental fund expenditures.

Supplemental Information:

See attachment #6

7. Laptops for the Council

Background:

A question was raised as to the proposed expenditure of \$7,000 to purchase laptops for the Council. These funds are being appropriated in the event that the City Council elects to utilize agenda software that would allow for paperless agendas. In this case we would eliminate the printing of average of 2200 pages of information for each regular Council meeting. Which amounts to over 50,000 pages each year. The agenda software systems make it much easier to navigate and make notation on agenda items. It provides for a much more searchable database when looking for previous actions taken by the Council and reduces time in the compilation of the agenda packet. A software management system also simplifies the process for me in providing my agenda reports to the Council as well by requiring department to submit complete electronic packets that end up in a queue. Currently I spend a fair amount of time compiling the individual documents from department heads and we always have the opportunity to inadvertently leave something out of the packet that may be critical for that meeting. The laptops would allow the Council members to receive the agenda in a paperless format and work from their laptops (or iPads) during the Council meeting. Previously in Sault Ste. Marie we utilized this type of system and even for our two non-computer literate Commission members, they would never want to go back to the paper agendas. Before a decision would be made to proceed with the system we would want to do a demonstration with the Council. I believe it is important that the funds remain in the budget to allow this to go forward should the Council elect to do so during the 2015-16 fiscal year.

Fiscal Impact of Change:

The elimination of this purchase would result in a decrease in expenses for the General Fund in the amount of \$7,000. In account 101-1025-67100.

Recommendation:

I do not recommend a change in this expenditure at this time.

Supplemental Information:

None attached.

8. School Resource Officer

Background:

In the current budget \$95,866 was appropriated to jointly fund a School Resource Officer with the Lincoln County School District. A revenue of \$47,933 was also included recognizing the districts contribution. Due to budgetary constraints the District has indicated that they are not able to fund their portion of these proposed position for the 2015-16 fiscal year. One of the alternate programs explored by the Police has been utilizing the 2015 COPS hiring program. Under this program, \$125,000 would be contributed over a three year period to offset a portion of the wages. In the first year this would cover approximately \$42,000 of the estimated \$95,866 for the first year. In addition, the Chief was indicating that between uniforms, equipment, and purchase of a

vehicle for this position additional onetime start-up costs would be \$60,000. The city would be obligated to maintain this program for one year following the completion of the three year grant period. At this point, it is my thought that we should not proceed with this appropriation and Chief indicates that the grant is likely to be very competitive. Even if the city obtained the grant, the city would have salary and benefit expenses of approximately \$250,000 over the life of the program. In addition to vehicle, equipment, and uniform expenses during this four year period is estimated \$60,000. It is my opinion that we would be better waiting until next year to see if schools are in a better position to participate in jointly funding this position.

Fiscal Impact of Change:

The elimination of the revenue and the expense will result in a net gain of \$47,933 to the General Fund budget. I will be recommending that these funds be used to offset the creation of an Emergency Response Coordinator position within the City of Newport.

Recommendation:

I recommend that the Budget Committee remove the proposed revenues of \$47,933 and proposed expenses \$95,866 from the budget for the School Resource Officer from department 101-1070.

Supplemental Information:

See attachment #8.

9. Participation with the Lincoln County Interagency Narcotics Team (LINT)

Background:

The City of Newport along with the Lincoln City, City of Toledo, Lincoln County Sheriff's Office, the Oregon State Police along with support from the Lincoln County District Attorney's Office participated in the LINT due to staffing issues. Only Lincoln City is currently participating with an officer in the LINT. The State, Sherriff's Department, and Toledo are currently not participating. The LINT team has been place on hiatus at this time. If the Budget Committee were to recommend that one of the existing staff members be permanently assigned to LINT the Police Chief indicates that during times of significant turnover the services on the street will suffer. If the Budget Committee would recommend that we add a position specifically for LINT then the cost to the General Fund for that position would be approximately \$96,000.

Fiscal Impact of Change:

The addition of a new officer to specifically work for LINT would require \$95,866 of additional appropriation out of the General Fund.

Recommendation:

I do not recommend that an additional office be hired for LINT at this time.

Supplemental Information:

See attachment #9.

10. Police Overtime

Background:

Question was raised regarding a breakdown of overtime. The chief has given a general breakdown of typical causes for overtime. Please note that even if a position was added, the impact might reduce a portion of shift overtime but since shift coverage is determined by shift it would take an added officer on all four shifts in order to have a meaningful impact on the reduction on this portion of the overtime.

Fiscal Impact of Change:

There was not a specific amount mentioned.

Recommendation:

None recommended.

Supplemental Information:

See attachment #10.

11. Police Programs and Programs Supplies.

Background:

A question was asked regarding a breakdown of these item. A breakdown is attached for your review from the Police Chief.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #11, 12, 13.

12. Police Safety and Health Expenses

Background:

A question was asked as to the detail of this line item. The Police Chief has prepared a response.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #11,12,13.

13. Maintenance Agreements for the Police

Background:

A question was ask regarding this line item attached is a report from the Police Chief outlining the basis for this request.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #11,12,13.

14. Funding an Emergency Coordinator Position

Background:

Fiscal Impact of Change:

Recommendation:

Supplemental Information:

15. Fire Volunteer Cost/Other Paid Breakdown

Background:

A question was raised as to why the proposed budget reduced this line item from what was requested. This was based upon reviewing historical expenses incurred for this line item. It is my opinion the \$65,000 will be sufficient for covering this expense. Attached is a report from Fire Chief Murphy indicating how these funds are utilized. Please note that the 2013-14 amount was \$56,408 and we are estimated the expenses for the current fiscal year at \$58,470. While it is a reduction in the requested amount it is an increase from the previous year.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #15.

16. Lieu of Holiday Pay for the Fire Department

Background:

Since fire fighters are on duty 24 hours a day seven days a week, there are limitations to fire fighters taking holidays off of work. As a result, instead of getting holidays off, fire fighters receive 10 hours in lieu of holiday pay each month. This is provided to the fire fighters through payment of comp. time. The departmental request presumes that everyone will exercise their right to cash in their comp. in order to receive cash for the in lieu of holiday pay. In practice most do not. I believe that the proposed amount is still very conservative based on our past history. There is also the possibility that when fire fighters are cashing out comp. time that expense may be getting charged to a different part of the budget. I do not believe that any change is necessary with the proposed budget line item.

Fiscal Impact of Change:

This can be found in line item 101-1090-50180.

Recommendation:

None

Supplemental Information:

See attachment #16.

17. Fire Department Program and Program Supplies

Background:

A question was ask as to what constitutes this cost. Attached is a report from the Fire Chief outlining those costs.

Fiscal Impact of Change:

The line item is 101-1090-65700. No changes have been suggested or recommended.

Recommendation:

None

Supplemental Information:

See attachment #17.

18. Library Salaries Year to Year

Background:

It was noted that while there is a half a position reduction the Library and compensation does not appear to reflect that. Please note that all but three staff members are still receiving step increases during this next fiscal year increasing the compensation. Furthermore, there was an unfilled vacancy for part of the fiscal year the reduced the salaries during the current year. Upon review, the budget number reflects the calculated salary and benefits for the fully staffed Library at the new FTE.

Fiscal Impact of Change:

This costs can be found in 101-1100- in the personnel line items.

Recommendation:

None

Supplemental Information:

See attachment #18.

19. & 20 Library Elevator Lighting.

Background:

Ted Smith is indicating that between the Library lighting and the elevator renovation, it is more important to proceed with elevator renovation at this point in time. Ted would like to proceed with both the lighting and the elevator renovation at the same time. If this were the case it would be necessary to add an additional \$55,000 to the budget for the elevator renovation. If the elevator project replaces the Library lighting project for this next fiscal year then the net increase to the General Fund would be \$5,000 to do the elevator renovation instead of the lighting project.

Fiscal Impact of Change:

These costs would be absorbed into the General Fund 101-1100.

Recommendation:

I recommend that the Budget Committee replace the Library lighting project with the elevator renovation project resulting in a reduction of \$50,000 for the lighting project and an increase in \$55,000 for the elevator renovation project.

Supplemental Information:

See attachment #19 & 20.

21. Utilize Part-time City Employees Instead of Contracted Barrett Employees

Background:

A question was asked on the benefit of utilizing contract temporary and part-time employees. Attached is a response from Barb James of HR outlining the advantage that the city realizes by using a temporary service. Please note that while Barb is providing HR services on a full-time basis there is a significant amount of catch-up work that Barb will be doing in the next year or two in bring the city into compliance with many regulatory training and other similar efforts.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #21.

22. Design HVAC in the Attic than on the Roof

Background:

At the Budget Committee meeting, concern was expressed that the city was planning to replace the failing roof top HVAC system with new roof top units. Based on City Hall's dedication date of 2002 and the fact that in 2011 the city was looking at replacing those units, it is evident that the roof top units have a relatively short life in this environment. Structural and duck work changes would be necessary to install the units in the attic, however it would be expected that the mechanical system would have a significantly long life. In reviewing this matter it is the City Engineers recommendation that the city engage an architect to design the modifications necessary to move the HVAC into the attic which would mean the work on the HVAC system would have to extend into the 2016-17 fiscal year unless additional funds can be secured during the current fiscal year. Based on the comment made at the Budget Committee meeting and the City Engineer's reconsideration of this matter, I believe it is worth incurring the architect expenses in order to get a better solution for HVAC needs at City Hall.

Fiscal Impact of Change:

This cost can be found in 101-1320-73200 in the amount of \$275,000.

Recommendation:

I would recommend that the fund remain in place for the HVAC system since these are the remaining Northside Urban Renewal Funds that can be spent on this particular project. It is also my recommendation that the Budget Committee recommend that the City Council proceed with a design to place a new HVAC system in shelter in order to maximize this reinvestment in the mechanical system for the City Hall facility.

Supplemental Information:

See attachment #22.

23. Volunteer Programing for Beautification

Background:

The city it utilizes volunteers for many efforts throughout the City of Newport. In my own experience, volunteers are great to use for initiating new projects, planting flowers, and other one-time park and public works activities. It is more difficult to utilize volunteers for regular maintenance of landscaped areas, flower beds, and other similar activities. The Parks and Recreation has tried for years to get a park adoption program going with minimal success. With current activities on the plates of many of our key players, I think that this suggestion needs to be discussed and evaluated during this up-coming fiscal year to determine how we may be able to put together a program utilizing volunteers for various beautification projects. In my budget message I indicated that it is my intent to schedule a work session on August 2015 to discuss various aspects of city beautification including strong code enforcement. I believe that the issue of the use of volunteers something that could be further explored during that same work session.

Fiscal Impact of Change:

None.

Recommendation:

I would recommend that the issue of beautification be incorporated in the August 2015 work session proposed on various beautification issues.

Supplemental Information:

See attachment #23.

24. Expending Parks and Recreation Seasonal Employees

Background:

It was suggested that we expand the use of seasonal employee in our Parks and Recreation maintenance activities. I would not recommend any changes to the budget at this time since I think it is necessary to get clear understanding between the Council and staff as to what the priorities are in regarding to the maintenance of our park properties. I believe this would be appropriate to fold into the proposed August 2015 beautification work session and code enforcement.

Fiscal Impact of Change:

There was not a specific change required although additional seasonal personnel would impact the Parks Maintenance Fund 101-1330 in the General Fund.

Recommendation:

I do not recommend a change in the budget at this time, however this would certainly be appropriate to discuss in the August work session on beautification issues.

Supplemental Information:

See attachment #24

25. Potential Grant for Parks Improvements

Background:

The city is working on grant opportunities for various aspect of city improvements including the city's park properties through Chase Park Grants (the city's grant consultant).

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #25

26. Senior Planner Position

Background:

As I indicated in the budget message that there are two positions that I feel are important to consider filling that I did not recommend as part of the proposed budget for the next fiscal year. One position was the Emergency Coordinator position and the second position was the Senior Planner position. With increased economic activity plus a variety of planning issues that will be facing the city during this next fiscal year and beyond (Northside Urban Renewal District, Future Recreation Plan, The Airport Master Plan, Parking Studies, and other similar initiations) additional help is needed here. Historically this position was funded through 2011-12. In discussing this with Derrick not filling this position will mean a delay in moving some of the invitations along, since his first priority has to be meeting the statutory timetables for reviewing land use decisions, site plans, building codes issues, and other similar matters that have strict schedules for turn around. While Derrick has indicated that he can probably muddle through another year without this position being filled, I do believe that with the uptake in the economy this may not be the best decision for the City of Newport.

My primary concern with filling this position at this point is a certain level of uncertainty in regards to the city's ability to support this position over the long term. As Finance Director Mike Murzynsky and I gain a more comprehensive understanding of the city's financial position, I have been taking a conservative approach to these types of decisions. In this particular case, however, I believe that it may be appropriate to fund half of this position in the up-coming fiscal year with the intent to have someone in place by January 1st, with the provision that the final decision authorizing the actual filling the position be made after the close-out of the current fiscal year. This will allow for a reevaluation of our ability to support this position in the future.

Fiscal Impact of Change:

If this position is authorized on a half year basis for starting in January 2016, then the fiscal impact would be an additional expense to the General Fund 101-1400 of \$52,306.

Recommendation:

I recommend the Budget Committee consider adding \$52,306 to the Community Development budget (101-1400) to create a Senior Planner position effective January 1, 2016 contingent upon review of city finances following the closed out of the 2014-15 fiscal year.

Supplemental Information:

See attachment #26

27. Transit Funding Through Intergovernmental Agreement

Background:

Attached is an annual report to the City of Newport regarding the services and routeship including the Newport City Loop rider statistics. The city provides a payment of \$90,000 a year from the General Fund to provide regularly scheduled shuttle service

throughout the city, 10 hours daily, seven days a week. This payment has been made for a number of years to the Transit Authority with the service being provided without an Intergovernmental Agreement governing that relationship. The city has recently received a draft Intergovernmental Agreement between the Lincoln County Transportation Service District and the City of Newport regarding the provision of extra bus services within the city. Please note that we have not made any payment for the current 2014-15 fiscal year due to not having an agreement in place. This was contingent on entering into an Intergovernmental Agreement which we now have in draft form. The recommendation in the budget is to continue with the \$90,000 subsidy to the Lincoln County transportation Service District for the Newport City Loop.

Fiscal Impact of Change:

This funding has been appropriated in line item 101-1900-657000 in the amount of \$90,000.

Recommendation:

No recommendation in regarding to modifying the proposed budget however the City Council will be considering an Intergovernmental Agreement at a future meeting prior to the end of the fiscal year, so that payment for 2014-15 fiscal year can be made.

Supplemental Information:

See attachment #27

28. Parking Study - Bayfront Meter Component

Background:

It was suggested that the appropriation of \$45,000 with \$15,000 coming from the Bayfront, \$10,000 from Nye Beach, and \$5,000 from City Center could be reduced for the Bayfront area through a deduction of \$7,500 by narrowing the scope of that particular study. Furthermore there was a general consensus of the Bayfront Parking Advisory Committee that the stakeholder engagement could be narrowed. The request for proposal will be drafted incorporating this feedback. Planning Director Derrick Tokos is recommending the entire amount be appropriated with the RFP breaking down the cost based on the work that would be done in each district.

Fiscal Impact of Change:

The actual cost would reflect the breakout of expenses by the successful proposal for completing this work. If funding were reduced from the Bayfront component of \$7,500 that would leave \$7,500 for the study in account 211-4510-60900.

Recommendation:

I believe the budget should be left in tack since any unused funds will revert back to the appropriate parking fund.

Supplemental Information:

See attachment #28

29. How is General Parking Contingency Allocated

Background:

The remaining funds of \$232,646 in 405-4510-9901 have been reserved for future parking system improvements in the Bayfront area. The Nye Beach and City Center areas have previously used their allocation of the general parking contingency for specific projects in those districts.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #29

30. Housing Fund Professional Financial Services

Background:

A question was raised as to whether the potential funding that has been made available for loan agreements should instead be left in the housing fund contingency. Since these funds have been appropriated for the specific purpose of facilitating government assisted workforce housing I believe it is appropriate to have an amount appropriated for this purpose. Please note that any loan agreements will require the City Council approval. There are remaining funds in contingency of \$32,000 that by action of the Council could be also used for this purpose.

Fiscal Impact of Change:

\$100,100 is under Financial Professional Services 212-4710-60200. There is no fiscal impact to the Housing Fund if the funds were transferred back to contingency. If instead they were transferred back to fund balance then those funds would not be available except in the case of any emergency.

Recommendation:

I do not recommend a change in this funding.

Supplemental Information:

See attachment #30

31. Lincoln County Land Trust Dues

Background:

In reviewing this matter with the Community Development Director and the Finance Department, the entry of \$3,600 in membership dues and fees was not part of the Derrick's request and can be eliminated. I was under the mistaken impression that in

addition to the \$30,000 contribution to the Lincoln County Land Trust the city had dues as well. This information was not correct.

Fiscal Impact of Change:

Shift \$3,600 from 212-4710-65550 to contingency 212-4710-981000.

Recommendation:

Shift \$3,600 from the membership dues and fees line item to contingency in Housing Fund 212.

Supplemental Information:

See attachment #31

32. Airport Ending Fund Balance

Background:

A question was raised as to why the Recreational Fund Balance was reduced to \$0, however there still remains a fund balance in the Airport Unappropriated Ending Fund balance line item. It is my general feeling that these adjustments should be done over time. The fund balance policy allows an unappropriated ending fund balance to fall between 0% and 20% for the Airport Fund with a recommended contingency of 10%. I am concerned that if we eliminate the entire Airport Unappropriated Ending Fund balance in this current year it will give us a false impression of having more General Fund dollars. We would also need to increase the subsidy for the Airport. By smoothing this out I think it will have less of an impact on the General Fund. The Finance Director has prepared a summary if the Budget Committee wishes to eliminate unappropriated ending fund balance in the Airport in this current fiscal year which can be found in attachment #32.

Fiscal Impact of Change:

If the Budget Committee wanted to make a reduction to this fund balance the transfer from the General Fund to the Airport would be reduced to \$204,452 making the Airport Unappropriated Ending Fund balance \$0.

Recommendation:

I do not recommend a change in the proposed budget, however if a change is made I would ask that the Budget Committee remember the subsidy to the Airport in the next fiscal year will likely require a significant increase over the current year since \$100,000 of unappropriated ending fund balance is being utilized in one year for a one time reduction in the General Fund transfer.

Supplemental Information:

See attachment #32

33. OCCA 1% Increase

Background:

OCCA asked for a 1% increase in the operating subsidy for the 2015-16 fiscal year. It was my intent to include the requested amount in the budget of \$116,453 for the 2015-16 fiscal year.

Fiscal Impact of Change:

Line item 230-4310-63300 for the OCCA/PAC/VAC should be increased from \$115,300 to \$116,453 an increase of \$1,153.

Recommendation:

I recommended that the line item for the OCCA/PAC/VAC be increased from \$115,300 to \$116,453.

Supplemental Information:

None.

34. Transit Room Tax Project Expenditures

Background:

A question was raised regarding the use of the 46% portion of the Room Tax Revenue that is designated for Tourism Promotion and Tourism Related Facilities. City code provides that the City Council shall have the authority to determine which facilities are tourism related. City Council may determine that some facilities are in part tourism related facilities and the funds reserved for tourism related facilities may be used to cover an equivalent portion for the cost of such facility. Please note that it will be our intent to include language in the resolution approving the budget that will clearly indicate that the City Council has reviewed the projects for eligibility of use of the tourism portion of room tax for that specific purpose.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #34

35. Agate Beach Trail Connection

Background:

A question was raised as to whether the trail connection contained a provision for a bike ramp. The answer is no, however if the stairs are made of poured concrete then a bike stairway (channel next to the stairs for pushing bikes up could be included in the project).

Fiscal Impact of Change:

N.A.

Recommendation:

If the construction allows a “bike stairway” can be added to the project depending on construction type.

Supplemental Information:

See attachment #35

36. SDC Fund Forgiveness

Background:

A question was asked whether SDC funds could be reduced or forgiven in order to encourage development in specific areas. Attached is a description of the requirements under State law regarding SDCs from Community Development Director Derrick Tokos regarding this issue.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #36

37. City Hall Campus Parking Plan

Background:

Attached is the proposed reconfiguration of the City Hall Campus parking. Please note that there is continued discussion on specific allocation of spaces and scheduling of major events to ensure adequate parking exists in this circumstances.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #37

38. SDC Land Appropriation for \$50,000

Background:

A question was raised as to the purpose of the \$50,000 proposed appropriation for land in the Street SDC Fund. This is for the acquisition for additional right-of-way to continue the process to identify an easement connecting NE 6th Street above the intermediate

school with the Yaquina Heights Drive. Please note that during the past fiscal year a section of the highway was acquired to minimize the possibility of that continuing to be a dead end street in the future.

Fiscal Impact of Change:

N.A. the appropriation can be found in 253-3610-70100 for \$50,000.

Recommendation:

None.

Supplemental Information:

None attached.

39. Remaining Time Period on Agate Beach Closure Fund

Background:

The post closure obligations are projected to end in 2027 at the conclusion of a 30 year period. Please notice that there are problems identified the closure fund requirements could be extended.

Fiscal Impact of Change:

The Agate Beach Closure Fund 254. No changes are recommended.

Recommendation:

None.

Supplemental Information:

See attachment #39

40. Appropriated VS. Expended Funds for Capital Outlay Projects

Background:

A question was raised by Councilor Busby regarding the appropriated amount for capital outlay for the current year and the amount we are estimating expending for the current fiscal year. This is due to several factors, first of all we are normally budgeting the entire amount for a multiyear project in each appropriation year. This effectively commits designated funds (i.e. bond funds, grants, and other sources of funds) are for the specific projects they are intended to be utilized for. While the total amount is appropriated, it is not expected that the total amount will be expended in any given fiscal year. An example of that is the pool project. In the current fiscal year the entire project was appropriated since there is a designated source of funds for that project (the pool bond). At the time it was appropriated it was known that this project would minimally impact the current fiscal year. But by appropriating those funds, at that time, the budget clearly shows that those funds are not available for any other purposes. If the city did a multiyear budget, then more effort could be spent on dividing out the appropriated amounts into other years. At this point, with the level of sophistication we have with our budgeting and finance systems, I believe it is much safer to budget the entire project

amount from designated funding whether it is likely those funds will be spent in its entirety in the up-coming fiscal year or not.

The second issue affecting the actual construction of the project falls with the city's consulting firms who have limits to the amount of work they can produce at certain points of time. This can have the impact of causing some delays in getting projects fully designed and on the street. Currently the CIP is being managed by the Public Works Director/City Engineer and Assistant City Engineer. With the addition of a Senior Project Manager which was budgeted in the current fiscal year but not filled the review and administration of these projects can improve. Also for small projects that require internal design, the additional staff will help facilitate those projects as well. It should be noted, however, that there is a substantial work load for moving these projects from appropriation to preliminary design, to full design with specifications, and then bidding and constructing these projects. These is one of the reasons why all of the projects requested were not recommended to be pursued this year. We do need to play catch-up with what is already on the books. Most of the capital projects can be found in funds 402 and 403.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #40

41. Cost Outside the Original Water Treatment Plant Bond for Northside Storage Tank

Background:

Attached is a report from Public Works Director Tim Gross on the cost for the lower Agate Beach Tank and the Water Treatment Bond. We do not know the exact work that was anticipated as part of the original Water Plant Bond but Tim has listed the components of the project as it exist today.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #41

42. Policy Implications of Fluoridating

Background:

See number #3. Please note that the policy discussion are really outside of the Budget Committees responsibility.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

None.

43.- 46. Various Categorical Increases in Expenditures

Background:

In reviewing the overall budget it was noted that overtime in all funds was 10.3% higher than the last appropriation year, membership dues and fees were 13.2% higher than last year, and training was 26.5% higher than the last year. Please note that with the overtime, we did under appropriate funds for the current fiscal year for overtime. If you look at the estimated expenditures we are estimating that overtime will exceed the line items in a couple of accounts primarily Fire and Police. As a result I have incrementally increased the overtime appropriation from last year to recognize the fact that we are understating these costs based on historical levels.

On the training line item, the majority of this is the implementation of new training requirements for city employees with much of this training being provided online. The level of training the city has historically done with many of its line employees has not been adequate. Please note the entire training cost in the General Fund is \$87,600 out of \$11,300,000 of expenditures. The city history with litigation also demonstrates the value of having trained employees not making mistakes that will end up costing the city taxpayers additional money.

Membership and dues are 13% higher than the amount last year. A portion of this is with our new HR position, a new building official position that is in house, and in house City Attorney for their participation in activities. Also there was a shift of a line item for LGPI that had been charge to legal which is more appropriately is now being charged to membership and dues.

On professional services most cost centers have been reduced, however the SDC fund is proposing \$25,000 to review the SDC charges in the current fiscal year. This is found in 253-3660-60100. This proposed appropriation is the primary difference the previous fiscal year budget.

Fiscal Impact of Change:

As outlined above.

Recommendation:

None.

Supplemental Information:

Attachments none.

47. Shared Lane Markings (Sharrows)

Background:

A question was raised as to whether sharrows could be designated as a capital project item. Sharrows can be designated as a capital outlay item. Please note that the city has not budgeted costs for sharrows in this next fiscal year. The city is planning during this summer season to place sharrows on Elizabeth Street from Coast Street to Yaquina Bay State Park. These sharrows have been purchase and will be installed once time and weather conditions are appropriate. If additional lane markings are requested in future years it should come as a capital outlay request with specific locations in mind. In the alternative the Budget Committee could appropriate an amount for sharrows for the 2015-16 fiscal year.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #47

48. Highway Gas Tax Distribution

Background:

A question was raised as to distribution of the gas tax. In reviewing this issue we are recommending a slight adjustment to the proposed budget for the Budget Committees consideration. Please note that at the hearing we indicated there would be a 1% allocation for bicycle paths and trails at \$5,578. In addition the city appropriates \$15,000 as part of the sidewalk projects from the transportation funds. The \$5,578 should be transferred from the Street Fund to the Room Tax Fund in order to apply towards to Lucky Gap Trail at Agate Beach. This can be found in the Room Tax Fund 230-4310-90402. There is sufficient appropriated fund balance in the Street Fund to cover this transfer.

Fiscal Impact of Change:

N.A.

Recommendation:

I recommend the Budget Committee use \$5,578 of the State Gas Tax towards the Agate Beach State Park to Highway 101 connector to decrease the contribution from the Room Tax Fund for this project.

Supplemental Information:

See attachment #48

49. Georgia Pacific Transfer Fees

Background:

The City of Newport receives franchise fees for impact to right-of-ways from Georgia Pacific. By Resolution No. 3565 the City Council committed three years of funding for 2008, 2009, and 2010 totaling \$170,000 for the testing of ocean waters, habitat, beaches, and animal near the Georgia Pacific outfall. There was a general section of this resolution that the Council review and approve expenditures fees paid by Georgia Pacific under the Georgia Pacific agreements for 2011 and beyond. Please note that for the current fiscal year the proposed budget utilizes the franchise fees for general governmental purposes. Please note that the city has made substantial commitments to address various stormwater issues in the current fiscal year and beyond in several funds.

Fiscal Impact of Change:

\$68,000 is included in the General Fund Revenue for the current fiscal year. In line item 101-1900-41001.

Recommendation:

None.

Supplemental Information:

See attachment #49

50. Will 6th Street be Repaired this Year?

Background:

This work is anticipated to occur this year.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #50

51. Population Trend for Tourist vs. Permanent Residents

Background:

Derrick Tokos has provided some information for your review on this item.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #51

52. What does ACS Mean?

Background:

See attached report from Finance Director.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #52

53. More Information on Utility Bills

Background:

Attached are current printed bills front and back. Finance is exploring ways to add additional information on utility billing. We will bring a report back to the City Council in July on this matter.

Fiscal Impact of Change:

N.A.

Recommendation:

None.

Supplemental Information:

See attachment #53

54. Corrected Summary Sheets

Background:

Attached are the corrected summary sheets for the budget. As final changes were made for the budget some of these were not carried forward to the summary sheets. Please

note the page numbers and if you wish to include the corrected numbers in your binders you can place these pages in and remove the existing pages.

Fiscal Impact of Change:
N.A.

Recommendation:
None.

Supplemental Information:
See attachment #54

55. Video Broadcast of Council Meetings

Background:
One of the items not proposed in the budget was for permanently mounted cameras and equipment for videoing Council meetings. This would greatly facilitate video operations for City Council meetings.

Fiscal Impact of Change:
\$60,000 was requested in the Information Technology budget 101-1025-67100.

Recommendation:
I do not recommend funding at this time for this expenditure.

Supplemental Information:
See attachment #55

56. Additional dollars for Paving Streets

Background:
The city currently utilizes the local gas tax, in the amount of \$155,000, the State fund exchange in the amount of \$109,000, and can use a portion of the street funds for repaving city streets. Currently, there is not an additional source of funds for this purpose in the budget. Please note that the city cannot raise the local gas tax without a vote of the people.

Fiscal Impact of Change:
These revenues can be found in fund 402.

Recommendation:
None.

Supplemental Information:
Attachments none.

57. Dedicated Funds for City Property Maintenance

Background:

The city's current funding structure does not provide for the establishment of funding reserves for city buildings. Improvements are funded on an annual basis for the various buildings in conjunction with the Infrastructure Task Force the facility and maintenance needs are certainly not being funded at the level they should in order to maintain the integrity and quality of the various city facilities, particularly those that rely on the General Fund dollars. This also impacts our park facilities as well. This is something that the City Council should continue to evaluate to determine the adequate levels of investment that are necessary to maintain our facilities and finding mechanisms in order to funds those demands.

Fiscal Impact of Change:

Building projects are funded through a variety of funds.

Recommendation:

None.

Supplemental Information:

None.

58. OCCA Projects

Background:

There are a number of OCCA projects where fundraising coupled with city facilities grant funds are proposed to be used for improvements during this next year. Traditionally these have not been budgeted, but should be budgeted. A list of these projects is shown in attachment #58.

Fiscal Impact of Change:

Funding is already committed through grants to OCCA and private funding so there is no direct impact on existing funds. Please note that the \$5,000 and \$500 of city funds are intended to come out of the facility and grounds operations budgets in the General Fund.

Recommendation:

I recommend that the budget committee add these projects with the funding sources to the budget for approval.

Supplemental Information:

See attachment #58

59. Fund a Parks and Grounds Maintenance Position

Background:

Following the Budget Committee a request came from a Budget Committee member to consider funding a parks and grounds maintenance position with an individual that had

knowledge relating to landscaping, beautification, volunteer management and other types of activity.

Fiscal Impact of Change:

The total cost to the General Fund would be estimate at \$75,000 to fill this position.

Recommendation:

While there certainly would be benefit from adding a position with a person with this skill set. I do not believe that the General Fund could support this level of this position at this time. This can certainly be part of our discussion of beautification efforts that are schedule for August 2015 to develop a long term plan for these issues.

Supplemental Information:

See attachment #59

60. Acquisition of Parcel North of the Senior Center for Additional Parking

Background:

A suggestion was made for the city to acquire property located to the North of the Senior Center to expand the parking for the Senior Center and other city purposes. Derrick Tokos has included a report on this matter for you review.

Fiscal Impact of Change:

Currently the property is being advertised for lease at \$2,880 per month.

Recommendation:

I believe this is something we should continue to monitor, but I do not believe the city is in a position to acquire this property at this time, even if it were available for purchase.

Supplemental Information:

See attachment #60

61. Delay the Nye Beach Turnaround Payment Rehabilitation Project

Background:

It was suggested by a Budget Committee member following the meeting that the Nye Beach Turnaround be delayed in order to review to possibility of trying to meet other needs to enhance the Turnaround within the City of Newport. Based on our high demand on the Room Tax Fund for the current fiscal year, delaying this project may make some sense.

Fiscal Impact of Change:

The amount appropriated from Room Tax for this project is \$97,200 it was proposed that this would be matched with funds from the Nye Beach Parking Fund in the amount of \$25,000. If these funds were not spent in this year these funds could be carried over for consideration in the 2016-17 fiscal year.

Recommendation:

I would concur with postponing this project for one year, however some funds should be appropriated if there is going to be any design work done during this current year. I would recommend the appropriation for out of the parking fund be eliminated and that \$25,000 of Room Tax Funds be appropriated to assist in planning and preliminary designs for any improvement to this lot.

Supplemental Information:

None

This concludes the hit and wish list summary.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel", is written over a light blue circular stamp.

Spencer R. Nebel
City Manager

TO: Spencer R. Nebel, City Manager
FROM: Peggy Hawker, City Recorder/Special Projects Director
DATE: May 5, 2015
SUBJ: Response to Hit and Wish List - No. 2 - Maintenance of Bayfront Murals

At the first Budget Committee meeting, a suggestion was made to allocate \$5,000, from funding dedicated for beautification, to the maintenance of the Bayfront murals.

One of the tasks that the Public Arts Committee is currently working on is an inventory of public art - not just art that is owned by the city, but artwork that is publicly displayed throughout the city. Another project the Committee is working on is the development of a public art map - potentially a walking map. From these tasks, a discussion of the Bayfront murals arose. Committee Member Bill Posner agreed to photograph the Bayfront murals for a presentation at the April 16, 2015 meeting of the Public Arts Committee. At this meeting, Posner presented a series of 24 slides of Bayfront murals in various conditions. The Committee concluded that the murals are an amazing asset to the city in terms of cultural tourism, economic development, and quality of life.

The Committee discussed the establishment of a preservation plan for the murals. During this discussion, it was suggested that this project may fit the City Council's beautification goal. It was further suggested that the Committee request \$5,000 of funds that might be directed toward the beautification goal to kickstart the mural preservation project.

The project is in the very early stages at this time. The Committee is currently developing a list of artists; artist contact information; and determining building ownership. It recognizes that there is work to be done including agreements with property owners and artists, but if funding was made available, it is possible that the actual preservation work could begin in the 2015/2016 fiscal year.

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 3 Fluoridation Equipment

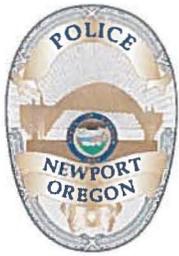
The cost of the fluoride equipment is an order of magnitude cost determined with assistance from HDR Engineering based upon what it cost to install similar systems in similar sized water plants.

Here is what I found out about the Fluoride costs from other HDR folks. It all depends on size and what type of Fluoride but to give you an idea it should be helpful:

- At the Big Goose WTP, we had an area inside the existing plant that we modified to accommodate the fluoride system, cost for that system was \$285,110.

- At the Sheridan WTP, we initially looked at doing a stand-alone building on the plant site for Fluoride, cost for that option was \$430,049. The client decided that was too expensive and we found a way to reuse an existing room at the plant and reduced the cost to \$284,630.

4



Noble
Professional
Dedicated

Newport Police Department Memorandum

One Team - One Future

Date: May 5, 2015
To: Spencer Nebel, City Manager
From: Mark J. Miranda, Chief of Police 
Subject: 4. Fund Detective Position (101-1070-_____)

Over the past several years, the Newport Police Department has had three officers assigned as detectives, -- two as general detectives, and one as a narcotics detective with LINT. Currently we have only one detective working the general duty assignment. We have made a selection for a second detective, but staffing shortages in Patrol have prevented us from transferring that officer to the detective assignment. We are hoping that later this summer, our staffing situation will be better and we can fill the second detective position.

The LINT detective position has been vacant for more than a year due to our staffing situation in Patrol. Unfortunately, should we become fully staffed, we still would not be able to assign an officer to a detective in LINT. The call load and activity load for Patrol officers has increased to the point that we cannot afford to short Patrol. We did not experience the usual winter slowdown of calls this year. At the end of March 2015, we have taken about 350 more calls than were taken at the same time in 2014. Calls have been increasing year-round; the patrol officers have been keeping busy with follow-up investigations, when they have time. We cannot take an officer away from patrol to fill a LINT detective position and still meet the minimum operations needs of patrol.

All agencies have had staffing problems. Oregon State Police (OSP), the Sheriff's Office, and NPD have pulled their detectives from LINT. Currently only Lincoln City PD has an officer assigned to LINT, and that is not a good situation. The detective cannot work cases, do search warrants and effect arrests on his own. The Sheriff's Office has indicated that they will not participate in LINT, and will utilize their detective in a street crimes capacity.

Although OSP pulled their detective, they indicated that they would be willing to assign a detective to LINT in the future. However, OSP does not want a supervisory roll with LINT as they have had since the inception of LINT.

Integrity – Excellence – Community – Employees – Teamwork – Commitment

5

To: Budget Committee, through Spencer Nebel, City Manager

From: Jim Protiva, Parks and Recreation Director

Date: May 5th, 2015

Subject: 2015/2016 Budget Hit and Wish List Item Justification

#	Fund Recreation Coordinator	Jim P.	201-4160	
5	Position			59,575.00

This position request is to backfill one of 3 FTE positions reduced in 2010 in a cost saving effort. By adding back this position the following benefits will be realized:

- Program development to enhance youth opportunities, increased adult usage & special events
- Improvement on quality and quantity of services and additional revenue generation
- Partnership development to increase facility opportunities
- Allow management staff time to focus on policy issues and operational improvement
- Improve safety and liability by having additional staff on location at program times

Before we reduced staff the Recreation Center had a full time youth coordinator and recreation coordinator and an administrative assistant. These positions played a vital role in how we managed and delivered services to the community. When the positions were eliminated the critical duties were divided between the Director and Superintendent and we have been spread thinly enough that many programs of work are not able to be offered. In other cases only the most critical duties are completed. By filling this position, it will not only afford new or replacement programming work but will free a small portion of time that existing staff are expending which will improve the overall quality and quantity of work generated by the Recreation Center Team.

2015-16 Hit and Wish List

Gifts pg. 20 (what does this consist of?)

Number 6

We believe that we inadvertently increased the department request from \$5,000 to \$50,000. Thus we are overstated by \$45,000 in total revenues. To correct this error the following should happen:

Reduce 101-1900-48000	Gift & Donations	to \$5,000
Reduce 101-1900-99200	Unappropriated EFB	to \$1,640,168

Revenues short by \$45,000

8



Noble
Professional
Dedicated

Newport Police Department
Memorandum

One Team - One Future

Date: May 3, 2015
To: Spencer Nebel, City Manager
From: Mark J. Miranda, Chief of Police *MJM*
Subject: 8. School Resource Officer (SRO) (101-1070-_____)

For FY 2015-2016 we have proposed the addition of a police officer position which would be dedicated as a SRO. Funding would come 50% from the City and 50% from the Lincoln County School District. The School District Superintendent was enthusiastically in favor of this arrangement. Unfortunately, the School District recently received notice from the State that their budget would be reduced by \$2.1 million. The School District will not be able to contribute to the 50% of the cost.

The Newport Police Department had an SRO assigned to the schools up until 2003, when due to budget cuts, the position had to be reassigned to patrol. Having been a SRO myself for four years, I am quite aware of how important this position is to the schools, students and community. About four years ago the Budget Committee and City Council approved the addition of an SRO position. Unfortunately, by order of the City Manager at the time, the position was never filled, and eliminated from the budget the following year.

The new US Department of Justice, Office of Community Oriented Policing Services has just announced the 2015 COPS Hiring Program. Part of this program includes the hiring of a SRO. The program will pay up to \$125,000.00 over a three year period. There is a requirement that the City would have to keep the officer employed for an additional one year and there is a 25% match. This grant does not cover costs such as uniforms, equipment and vehicle. There does not appear to be an administrative cost coverage. Traditionally these types of Federal grants are quite time consuming, and confusing, for the grant administrator.

The salary for an entry level officer over a four year period is approximately \$343,486.00. With the COPS grant paying \$125,000.00, the City would be responsible for \$218,486.00. This averages to approximately \$54,621 per year, over the four year period. Uniforms, equipment and a vehicle would be approximately \$60,000.00.

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No decision has been made to apply for the grant, but if applied for, we would not hear if the grant is awarded until September 30, 2015.

Inquiries have been made if we could only hire the SRO for half a year, or through the school year. That would be difficult for us, due to the mandatory law enforcement training we have to complete each year. A year-round officer could take some of the training during the summer months so he/she would not miss school.

Could a security guard, or civilian be hired as a SRO? For several reasons, no. An SRO has to have the law enforcement experience and background so his/her credibility will be high among the students. The SRO has to have the arrest powers of a police officer, and has to be competent in conducting criminal investigations in the schools.



Fact Sheet

www.cops.usdoj.gov

2015 COPS Hiring Program

Strengthening Community Policing by Hiring Officers

The fiscal year (FY) 2015 COPS Hiring Program (CHP) is designed to advance public safety through community policing by addressing the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide. CHP provides funds directly to law enforcement agencies to hire new and/or rehire career law enforcement officers, and to increase their community policing capacity and crime prevention efforts.

The FY 2015 CHP grant program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Supporting Local Law Enforcement

Twenty years after the Violent Crime Control and Law Enforcement Act of 1994 was signed into law, the COPS Office continues to support the efforts of law enforcement agencies across the country as they develop creative and innovative ways of dealing with long-standing community problems and public safety issues. To date, the COPS Office has funded the addition of more than 125,000 officers to more than 13,000 state, local, and tribal law enforcement agencies to advance community policing in small and large jurisdictions across the nation.

CHP is one of several hiring programs developed by the COPS Office since its inception to support law enforcement. COPS hiring programs such as CHP are particularly important as state, local, and tribal law enforcement agencies face the economic challenges of keeping their communities safe through community policing while maintaining sufficient sworn personnel levels in a changing economic climate.

RESOURCES

Following are a variety of resources to better enable law enforcement agencies to recruit, hire, and retain officers. Additional resources to assist with the hiring of military veterans as law enforcement officers are also included.

Innovations in Police Recruitment and Hiring – Hiring in the Spirit of Service

This publication discusses how agencies met their goals of hiring service-oriented recruits and the challenges encountered as well as lessons learned.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P090>

Law Enforcement Recruitment Toolkit

The Law Enforcement Recruitment Toolkit developed by the International Association of Chiefs of Police (IACP) comprises four reports, each focusing on a different area of recruitment. This toolkit is one step among many in addressing the recruitment needs of the field. The issues of police recruitment, selection, and retention are critical to the advancement of community policing and the policing profession in general.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P171>

Discover Policing

This website offers first-hand descriptions of law enforcement work and provides opportunities for potential recruits and agencies to connect.

www.discoverpolicing.org

Police Recruitment and Retention for the New Millennium

This guidebook summarizes for police practitioners lessons on recruiting and retaining diverse, effective workforces. It provides a means for local officials to identify what has been tried elsewhere and what might be applicable in their own communities.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P199>

Today's Police and Sheriff Recruits

This report provides the results of a recruit assessment conducted by RAND, including findings about the overall sample as well as those focused on groups often of particular interest to law enforcement recruitment professionals.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-W0592>

continued on page 2

RESOURCES cont'd**Combat Deployment and the Returning Police Officer**

This report examines issues concerning police officers' transition back to work after combat zone deployment. Topics include the psychological effects of combat deployment, methods that may lessen the severity of combat stress experienced, and strategies used by police agencies to help officers returning back to work, their families, and communities. The report highlights the responses of four police agencies that have taken measures to assist returning officers, and offers recommendations for further study.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P150>

Assigning Police Officers to Schools

Nearly half of all public schools have assigned police officers, commonly referred to as School Resource Officers (SROs) or education officers. Assigning Police Officers to Schools summarizes the typical duties of SROs, synthesizes the research pertaining to their effectiveness, and presents issues for communities to bear in mind when considering the adoption of an SRO model.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P182>

School Safety CD-ROM

This School Safety CD-ROM provides more than 110 documents and links related to school violence, gangs, bullying, and property crime as a resource to local policymakers, law enforcement, school administrators, parents, and students. Bullying, stalking, and other interpersonal crimes affect our nation's children at an alarming rate. As such, the CD-ROM provides school safety information in terms of bullying and interpersonal violence, youth violence prevention, alcohol and substance abuse, community partnerships, property crime and nuisance violations, School Resource Officers, and emergency preparedness and management.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-CD010>

Additional COPS publications and resources are posted online at www.cops.usdoj.gov.

Funding Provisions

FY 2015 CHP grants will provide up to 75 percent of the approved entry level salaries and fringe benefits of full-time officers for a 36-month grant period with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position. FY 2015 CHP grants may be used on or after the official grant award start date to (1) hire new officers (including filling existing officer vacancies that are no longer funded in an agency's budget); (2) rehire officers already laid off by any jurisdiction (at the time of application) as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions unrelated to the receipt of grant funding; or (3) rehire officers currently scheduled to be laid off by your jurisdiction (at the time of application) on a specific future date as a result of state, local, or BIA budget reductions unrelated to the receipt of grant funding. CHP applicants may request funding in one or more of the above-referenced hiring categories.

The COPS Office has capped the number of officers that an agency can request through the FY 2015 CHP program. All agencies' requests will be capped at no more than

5 percent of their actual sworn force strength as reported on the date of application. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; agencies with a service population less than 1 million may apply for up to 15 officer positions. The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer. CHP grant funding will be based on the current full-time entry level salary and fringe benefits package of an officer in the department. Any additional costs for higher than entry level salaries and fringe benefits will be the responsibility of the grantee agency.

The COPS Office may grant a waiver of some or all of an applicant's local match requirement. During the application review process, waiver requests will be evaluated based on a demonstration of *severe fiscal distress*.

The COPS Office statutory nonsupplanting requirement mandates that CHP funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward sworn officer positions if federal funding had not been awarded. CHP grant funds must not be used to supplant (replace) local funds that agencies other

wise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with state, local, or BIA funds.

At the conclusion of the 36 months of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of 12 months. The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds over and above the number of locally funded positions that would have existed in the absence of the grant. Applicants are required to affirm in their CHP grant application that their agency plans to retain any additional officer positions awarded following the expiration of the grant and identify their planned source(s) of retention funding.

Highlights of FY 2015 CHP

Under FY 2015 CHP, new hire officer positions are not required to be military veterans. However, because the COPS Office supports the attorney general's commitment to hiring military veterans whenever possible, applicants who commit to hiring or rehiring at least one military veteran under CHP will receive additional consideration for FY 2015 CHP funding. These military veterans may be in any of the three hiring categories described above, not just new hires.

Applicants who request officer positions in order to deploy School Resource Officers (SRO) will likewise receive additional consideration for FY 2015 CHP funding. Applicants who wish to do so must choose the "School Based Policing through School Resource Officers" community policing focus area in their 2015 CHP application. Note that applicants requesting officer positions(s) in order to deploy SROs must deploy **all** their officer positions as SROs. Moreover, if awarded CHP funding, CHP grantees that choose this specific community policing focus area will not be allowed to change it post-award. CHP grantees that use CHP funding to deploy SROs will be required to submit to the COPS Office the contact information for each school partner where they intend to deploy the SROs and to provide a Memorandum of Understanding between the CHP grantee and the school partner.

The COPS Office supports the attorney general's priority goal of reducing violent crime especially if it is gun related. Applicants that choose "Homicide" and "Gun Violence" as a problem area in their 2015 CHP application will receive additional consideration for funding. In addition, agencies that select "Building Trust" or "Home-land Security Problems" as their targeted community policing problem or focus area in the application will receive additional consideration for funding. Please note that if awarded CHP funding, grantees that choose any of these specific community policing problem or focus areas will not be allowed to change the problem or focus area post-award.

Additional consideration will be provided to agencies that have experienced an unanticipated catastrophic event, as well as agencies that have a neighborhood or other geographic area designated by the President's Promise Zone Initiative. In addition, all agencies that report that they have experienced a catastrophic event will be required to submit an attachment documenting the event or incident as part of their application.

How to Apply

Applicants are first required to register via www.grants.gov and complete an SF-424. Once the SF-424 has been submitted, applicants will receive an e-mail with instructions on completing the second part of the CHP application through the COPS Office Online Application System. To complete the CHP application, please go to the COPS Office website at www.cops.usdoj.gov and click on the "Account Access" link in the upper right hand corner. Enter your username and password and select "COPS Hiring Program" from the menu of services. Hard copies or electronic copies sent via e-mail will not be accepted.

Contact the COPS Office

For more information about the COPS Hiring Program, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office Online at www.cops.usdoj.gov.

Pre-Award Frequently Asked Questions (FAQ) for 2015 COPS Office Hiring Program (CHP)

Getting Started

Q: What is the purpose of COPS Office Hiring Program (CHP) funding?

A: CHP is a competitive grant program that provides funding to address the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide to increase their community policing capacity and crime prevention efforts. 2015 CHP grants provide 75 percent funding for approved entry level salaries and fringe benefits of newly hired and/or rehired full-time sworn career law enforcement officers over three years (36 months) up to a maximum of \$125,000 per officer position.

Q: Is CHP an open solicitation?

A: Yes. All state, local, and tribal law enforcement agencies that have primary law enforcement are eligible to apply.

Q: What is my username?

A: In the new COPS Office Agency Portal, your user is the log-in e-mail address you used to set up your account. At that time, you also established a 12-character password for logging in to the COPS Office Online Account Access site. If you need assistance in accessing the site, you may contact the COPS Office Response Center at 800-421-6770.

Q: How does my agency obtain its password if it is lost or forgotten?

A: To obtain your password, click on the "Account Access" link on the COPS Office website. The logon page has a "Reset Password" link that will ask you to enter your username, and if an account is recognized, you will receive an e-mail with a link and instructions on how to rebuild your password.

Q: I do not know my agency's ORI number; how can I obtain it?

A: If you've had grants with the COPS Office before and do not know your ORI number, please contact the COPS Office Response Center at 800-421-6770, and a representative will be able to look up your ORI number.

Q: My agency's Data Universal Numbering System (DUNS) number is about to expire; how do I renew it?

A: All applicants must have a DUNS number prior to submitting an application for COPS Office funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. If your DUNS number is due to expire on or before September 30, 2015, you should renew it as soon as possible. To verify the expiration date of your DUNS number, please call 866-705-5711 or visit www.dnb.com/us.

Q: My System for Award Management (SAM) registration is about to expire; how do I renew it?

A: All applicants for federal financial assistance must be registered in the SAM database prior to submitting an application for COPS Office funding. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active SAM registration with current information at all times during the grant application process. If awarded, you must also maintain the currency of your information in the SAM database until you submit the final financial report or receive the final payment under this grant, whichever is later. This requires that you review and update your information at least annually after the initial registration and more frequently if required by changes in your information or another award term. If you have an active SAM registration that is set to expire before September 30, 2015, you must renew your SAM registration before completing the application. To verify the expiration date of your SAM registration, please visit www.sam.gov.

Q: Can I print out a blank CHP application so I can see it on paper first?

A: Yes. The COPS Office website has provided a link to a PDF version of the application for agencies to use for reference only. To access the PDF version of the application, please go to the COPS Office website at www.cops.usdoj.gov and click on the "Grants and Funding" link. Once you access the grants and funding page, click the link for the "COPS Hiring Program," and a copy of the application will be posted there. As a reminder, applications are accepted online via the COPS Office website. The PDF version of the application serves as a reference document only and should not be used to submit your application. Note that not all fields in the printed PDF version of the application are required; the required fields will be specified in the online application.

Q: Is there any way to print the completed application so that I can review a hard copy prior to submission?

A: Yes. Before submitting the application on the last page of the online application, you will be able to print a copy for review; you will be able to print the entire application or individual sections. After submission, you will also be able to print the entire completed application.

Q: How much time do I have before the application times out?

A: The applications will time out after 20 minutes of inactivity. If your application times out, you will only lose the current page of data. It is advisable to click the "Save" button once you complete each page of the application. This will prevent you from losing data in the event your application is timed out. You will only be able to save pages that are completely filled out.

Allowable Costs Under CHP

Q: What may my agency request funding for under the CHP grant program?

A: Agencies may request funding to pay for the entry level salaries and fringe benefits of full-time sworn officers. 2015 CHP grants will provide up to 75 percent funding for approved entry-level salaries and fringe benefits of newly hired and/or rehired full-time sworn career law enforcement officers over three years (36 months) up to a maximum of \$125,000 per officer position; there is a minimum 25 percent local cash match. CHP funding may be

allocated among three hiring categories: to (a) hire new officer positions, which includes filling existing officer vacancies that are no longer funded in your agency's budget due to state, local, or BIA budget reductions unrelated to the receipt of grant funding; (b) rehire officers who have already been laid off by any jurisdiction (at the time of application) as a result of state, local, or BIA budget reductions; and/or (c) rehire officers who are (at the time of application) currently scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions.

Q: May CHP grant funding be used to pay for officer overtime or eliminate officer furloughs?

A: No. CHP funding may only be used to hire and rehire full-time law enforcement officers in order to increase law enforcement agencies' community policing capacity and crime prevention efforts.

Q: May CHP funding be used to fill sworn officer positions that are vacant at the time we apply for CHP funding?

A: No. Officers funded with CHP grant funds must be in addition to any officers funded in your agency's local budget. However, CHP funding may be used to fill vacant sworn officer positions if the positions are unfunded in the law enforcement budget (i.e., if state, local, or BIA funding has not been budgeted to pay for the salary and benefits costs of the positions) because of a hiring freeze or budget reductions due to local fiscal distress.

Q: How does the COPS Office define a "career law enforcement officer?" Does this include sworn jail or correctional officers?

A: The COPS Office statute defines a "career law enforcement officer" as an officer hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or supervise the prevention, detection, or investigation of criminal law violations. The CHP grant program only funds sworn officer or deputy positions who are first responders to calls for service. Sworn jail or correctional officers are **not** funded through this program.

Hiring Military Veterans Under 2015 CHP

Q: How do you define a military veteran?

A: Under the FY 2015 CHP solicitation, a military veteran is defined as an individual who served on active duty at any time in the armed forces for a period of more than 180 consecutive days any part of which occurred on or after September 11, 2001 and who has been discharged or released from active duty in the armed forces under honorable conditions.

Q: Are new hire officer positions required to be military veterans under 2015 CHP?

A: No. Under 2015 CHP, new hire officer positions are **not** required to be filled by military veterans. However, applicants who commit to hiring or rehiring at least one military veteran (as defined above) will receive additional consideration for 2015 CHP funding. These military veterans may be in **any** of the three hiring categories, not just new hires.

Q: What if my agency commits to hiring a military veteran under the 2015 CHP but has trouble finding a qualified candidate?

A: The COPS Office supports the attorney general's commitment to hiring military veterans whenever possible. Please note that additional consideration will be given to those agencies that commit to hiring a military veteran. Agencies will be required to maintain documentation that they made every effort possible (consistent with local procedures and policies) to hire at least one military veteran. The COPS Office has dedicated resources to assist agencies in the hiring of a military veteran. For additional information, please contact the COPS Office Response Center or visit our Vets to COPS resource page at <http://www.cops.usdoj.gov/Default.asp?Item=2631>.

Q: Are there any other areas of additional consideration under 2015 CHP?

A: Yes. Applicants that choose "Homicide/Gun Violence," "School Based Policing through School Resource Officers," "Building Trust," or "Homeland Security" as their community policing problem or focus area in section 6B, question 6 of the application will receive additional consideration for 2015 CHP funding; however, agencies awarded CHP funding for these problem/focus areas will not be able to change the problem or focus area of their community policing strategies post-award.

Agencies that have experienced an unanticipated catastrophic event or that are in one of the President's designated Promise Zones will receive additional consideration for 2015 CHP funding. All agencies that report that they have experienced an unanticipated catastrophic event will be required to submit an attachment documenting the event or incident as part of their application via section 13.

Rehiring Officers Under CHP

Officer positions already laid off by any jurisdiction at the time of application

Q: If my agency receives CHP funding to rehire officers who were already laid off at the time of our application, do we need to maintain documentation in the CHP grant file regarding the layoffs?

A: Yes. Your agency should keep a record of the date(s) the officers were laid off and the date(s) the positions were rehired with CHP funding in your grant file for future monitoring or audit purposes. Please note that CHP funding is based on your agency's entry level salary and benefits package and that any additional costs beyond entry level for rehired officers are the responsibility of your agency.

Q: If my agency is awarded CHP funding to rehire officers who were laid off, when may we rehire those officers?

A: Your agency may rehire the officers on or after the official grant award start date. In addition, your agency should maintain documentation showing the date(s) that the positions were laid off and rehired.

Officer positions scheduled to be laid off by your jurisdiction on a specific future date at the time of application

Q: If my agency receives CHP funding to rehire officers that are scheduled to be laid off on a specific date in the future, do we need to maintain documentation in the CHP grant file regarding the layoffs?

A: Yes. Your agency must keep documentation in your grant file for future monitoring or audit purposes that shows (a) the dates of the scheduled layoff(s); (b) the number of officers scheduled to be laid off; the number of officers rehired with CHP funds; (d) the date of the rehire(s); and (e) the reason(s) for the scheduled layoff(s) (only layoffs that will occur for reasons unrelated to the receipt of CHP funds may be rehired with CHP grant funds).

Q: What kind of documentation may be helpful to demonstrate that the layoff(s) is not related to the receipt of CHP funds?

A: Any records showing that the layoff(s) occurred as a result of state, local, or BIA budget reductions. To show that the layoffs did not occur as a direct result of the availability of CHP funds, it is especially helpful to demonstrate that budget reductions occurred in the entire (or at least additional) municipal or Tribal Governmental departments, not just the law enforcement department—or, if budget reductions occurred only in the law enforcement agency's budget, that they were across all categories and not just sworn officer positions. Such documents might include (but are not limited to) (a) council meeting minutes discussing the budget reductions and layoffs; (b) budget orders directing municipal departments to reduce their operating budgets; (c) personnel directives given to the officers who are scheduled for layoff(s); (d) any other local documents explaining why the layoffs occurred; or (e) notices provided to the individual officers regarding the date(s) of the layoffs.

Q: Our agency has applied for CHP funding to rehire officers who are scheduled to be laid off on a specific date in the future. Do we need to actually lay off officers before using COPS funds and then rehire them?

A: Unless required by your jurisdiction, your agency is not required to formally complete the administrative steps associated with the layoff of the individual officers you are seeking to rehire. As long as your agency can document that a final, approved budget decision, unrelated to the receipt of CHP funding, was made to lay off those particular individual officers on the identified layoff date(s), it may transfer the officers to the CHP funding on or after the date of the layoff. However, it must continue to fund the officers with its own funds from the grant award start date until the date of the scheduled layoff (for example, if the COPS Office award start date is September 1 and the layoff is scheduled for November 1, then the COPS Office funds may not be used to fund the officers until November 1, the date of the scheduled layoff).

Post-application layoffs

Q: If our agency's economic conditions change after receiving a CHP grant and we want to change the hiring categories from what we identified in our CHP application because of post-application layoffs, what should our agency do?

A: If your agency receives a CHP grant and after receiving the grant your agency needs to change the hiring category(s) it received funding under, your agency must request a post-award grant modification and must receive prior approval before spending CHP funding. To be considered for a post-application modification into the rehire post-application layoff category, an agency must demonstrate that the officers to be rehired were officially laid off post-application or are now officially scheduled for layoff on a specific future date as the result of financial reasons unrelated to the receipt of COPS Office funding.

The COPS Office will only consider a modification request into the rehire category for post-application layoffs after an agency has made final, approved budget or personnel decisions. To obtain information on modifying a CHP grant award, please contact the COPS Office Response Center at 800-421-6770.

Q: How will the COPS Office monitor my agency's use of CHP funds for rehiring laid off officers?

A: The COPS Office monitors grantee compliance with all grant requirements in a variety of ways. For example, your agency may receive an onsite monitoring visit from the COPS Office during the grant period or an onsite financial monitoring visit from the Office of Justice Programs, Office of the Chief Financial Officer, or it may be audited by the Office of the Inspector General's Audit Division. Your agency also may be asked to submit written documentation demonstrating its compliance with the grant conditions or in response to evaluations by outside organizations.

Q: How long must we keep copies of all of these records to demonstrate when and why we rehired laid off officers?

A: Your agency is required to maintain grant records to demonstrate your proper use of grant funds throughout the active grant period and then for at least an additional three years after the date of submission for the final expenditure report.

Hiring School Resource Officers (SRO) under 2015 CHP

Q: How do you define a School Resource Officer (SRO)?

A: An SRO is a career law enforcement officer with sworn authority deployed in community oriented policing, and assigned by the employing police department or agency to work in collaboration with schools and community-based organizations to (a) address crime problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school; (b) to develop or expand crime prevention efforts for students; (c) to educate likely school-age victims in crime prevention and safety; (d) to develop or expand community justice initiatives for students; (e) to train students in conflict resolution, restorative justice, and crime awareness; (f) to assist in the identification of physical changes in the environment that may reduce crime in or around the school; and (g) to assist in developing school policy that addresses crime and to recommend procedural changes.

Q: Are there any restrictions on using CHP grant funds to hire School Resource Officers (SRO)?

A: No. Deploying officers in a School Resource Officer capacity is acceptable under CHP. Note that funding for a School Resource Officer position must be based on your agency's standard salary and benefits for entry level sworn officer positions. If the School Resource Officer position salary and benefits are higher than those for entry level positions, the difference in dollar amount is the responsibility of the agency.

Q: May I apply for both SRO positions and non-SRO positions? How do I apply for SROs specifically?

A: If your agency is requesting officer position(s) in order to deploy SROs, then all of the grant-funded officer positions must be used to deploy full-time SROs; in order to request officer position(s) to deploy as SROs, you **must** select "School Based Policing through School Resource Officers" under "Child and Youth Safety Focus" as your community policing focus area in Section 6B, Question 6 of the application. If your agency selects this focus area and is awarded 2015 CHP funding, your agency will not be able to change the focus area of its community policing strategy post-award.

Q: Are there any other application requirements if my agency wants to request CHP grant funds to hire SROs?

A: No. However, if your agency is awarded CHP funding to hire SROs, the COPS Office will ask your agency to submit the name(s) and contact information of the school(s) where the SROs will be deployed. Your agency will be required to submit a Memorandum of Understanding (MOU) between your agency and the school/school district defining the roles and responsibilities of the individuals and partners involved, including SROs, school administrators, law enforcement and education departments, students, and parents. The MOU must contain the following: the purpose of the MOU, clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers' roles on safety; information sharing; supervision responsibility and chain of command for the SRO; and signatures. **In addition, if awarded, grantees agree that any officers deployed while implementing School-based Policing under the COPS Hiring Program grant cannot be involved in the administrative discipline of the students.** Please see the MOU fact sheet at www.cops.usdoj.gov/pdf/2015AwardDocs/chp/CHP_MOU_Fact_Sheet.pdf.

Q: I already know the names and contact information for the school partners, and we already have an MOU in place. May I submit them with my application?

A: You may provide the names and contact information for each school partner in section 12, "Official Partner(s) Contact Information," of the application. If you have an MOU already in place, you may upload it to the application in section 13, "Application Attachment." When attaching files to your COPS Office application, the following file types are acceptable: **standard .doc/.docx, PDF, or .xls/.xlsx.**

Preparing Your Application

Q: For the narrative sections, does the 4,000-character limit include spaces and special characters or just letters?

A: Yes, the 4,000-character limit includes letters, numbers, spaces, and special characters.

Q: I noticed that the number of officers I am allowed to request has been capped. How was the cap established, and may I still allocate those officers across the three hiring categories?

A: Because of the relatively limited funding available compared to the amount requested and the desire to distribute funding for officers to a larger number of agencies, the COPS Office has imposed caps on the total number of officer positions that can be awarded to any individual agency. All agencies will be capped at no more than 5 percent of their actual sworn force strength as reported in the application, up to a maximum of 25 officers. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; agencies with a service population less than 1 million may apply for up to 15 officer positions. The request of any agency with a sworn force strength less than or equal to 20 is capped at one officer. Applicants may allocate the capped number of officer positions, as indicated, across new hires, rehires of officers already laid off, and rehires of officers scheduled to be laid off on a future date.

Budget-Related Questions

Q. What are allowable fringe benefits?

A. In addition to Social Security, Medicare, health insurance, life insurance, vacation (enter value for line item only if funds are not included in the base salary listed above), sick leave (enter value for line item only if funds are not included in the base salary listed above), retirement, Worker's Compensation, and unemployment insurance, the following are allowable fringe benefits: (1) dental insurance, (2) vision insurance, (3) prescription drugs, (4) holiday pay, (5) disability insurance, (6) accidental death and disability, (7) 401(k) plan, (8) liability insurance, (9) shift differential payments, (10) accident insurance, (11) bonding insurance, (12) Police Trust, (13) state funded retirement system, (14) professional liability insurance, (15) Federal Unemployment Tax Act (FUTA) tax, (16) survivor benefit. Other benefits such as training, equipment (e.g., uniforms, weapons, vehicles), severance pay, hazard pay, etc., are not allowed. The COPS Office will not pay for any fringe benefits not listed, and if your agency pays those benefits for locally funded officer positions, your agency will be required to do so for CHP-funded officer positions with local funds.

Q: How do I determine the health care and fringe benefits costs for my agency?

A: An agency should contact its human resources/benefits office to help determine their costs for healthcare and fringe benefits.

Q: How should an agency calculate the first-year salary and benefit package of officers who will be recruits promoted to sworn officer positions, given that a recruit and sworn officer fall under different pay and benefit levels?

A: The first-year salary and benefits package should cover the “blend” of both the recruitment academy and the postgraduation amounts, with the sworn officer salary and benefits amount used to cover the salaries and benefits of the officer postgraduation.

Q: My agency has officers that are exempt from Social Security benefit deductions. How should I address this in the CHP application?

A: Agencies who have officers that are exempt from Social Security benefit deductions should check the “Exempt” option on the application. By checking “Exempt,” the agency is not required to submit additional information.

Q: Are indirect costs allowable under the CHP grant?

A: No, CHP does not pay for any indirect costs. CHP only pays for approved entry level salaries and fringe benefits of entry level full-time sworn officers over three years.

Q: May CHP grant funds be used to pay the salaries and benefits of officer recruits while they are in the academy, prior to being sworn in?

A: Yes, an agency may use CHP funding to pay the CHP-funded positions while in the academy if it is the standard practice of the agency to do so with locally funded recruits. To comply with the nonsupplanting requirement, the agency should hire the recruits post-award.

Q: The officers we plan to rehire are experienced officers who are paid a higher than entry level salary and benefit package. May we use the CHP funds to pay their salaries?

A: Yes, but only up to the entry level portion of their salary and benefits package. CHP funds are awarded based on your agency’s current entry level sworn officer salary and benefits package. You may use CHP funding to hire or rehire experienced officers, but any additional costs higher than entry level must be paid with local agency funds, not CHP funds.

Q: CHP states it will provide “75 percent of funding for approved entry level salaries and fringe benefits of full-time officers.” How does this apply in cases where law enforcement agencies have various base pay rates based on the prior education level of the officer?

A: In the limited cases of agencies that offer more than one entry level salary and benefit package based on prior education for new officers with no prior law enforcement experience, you may average those salaries and benefits to report your entry level salary and benefits. Please note, however, that any higher salaries and benefits that are paid to compensate for prior law enforcement experience are not considered entry level and should not be included in this average or otherwise reported as entry level. If awarded CHP funding, an agency must only use CHP funding to pay the actual entry level officer’s salary and benefits, and any CHP funds remaining after the 36-month award period will be deobligated.

Q: If awarded funding from the CHP grant program, will our agency be obligated to keep the total number of officers on staff at the time the grant was awarded, or are we only required to keep the grant position at the end of the three-year program?

A: To comply with the nonsupplanting requirement of the CHP grant, the grantee must maintain its locally funded sworn force baseline and any planned increases of officer positions during the grant award period through the retention period. To comply with the retention requirement of the CHP grant, the grantee must add all awarded officer positions to its law enforcement budget with state and/or local funds for at least 12 months at the conclusion of 36 months of federal funding for each position over and above the locally funded sworn force baseline. The purpose of CHP is to increase the total number of sworn officer positions that would have otherwise existed in the absence of the grant.

Nonsupplanting requirement

Q: Does the nonsupplanting requirement apply to the CHP grant program?

A: Yes. The nonsupplanting requirement is a legal requirement in the Public Safety and Community Policing Act, which is the COPS Office’s authorizing statute. The nonsupplanting requirement means COPS Office grant funds must be used to supplement (not replace) state, local, or Bureau of Indian Affairs (BIA) funds that would have been dedicated toward law enforcement if federal funding had not been awarded. As it applies to your agency’s CHP grant, grantees must not reduce the level of state, local, or BIA funding that would have been dedicated toward sworn officer positions as a result of receiving federal funding.

CHP funding and other COPS Office grants

Q: May our agency request funding under CHP if we have an active COPS Office hiring grant for sworn officer positions?

A: Yes. Agencies with an active COPS Office hiring grant are not disqualified from applying for a CHP grant, but the CHP-funded position(s) must be over and above the number of officer positions funded in the agency’s local budget and under any other COPS Office hiring grant.

Q: May CHP funding be used to retain officers hired under other COPS Office hiring programs?

A: No. CHP grant funding may not be used to comply with the retention requirement of your other COPS Office hiring grants. Instead, your agency must use state, local, or tribal funding to retain the COPS Office-funded positions for the required retention period following the conclusion of the grant period. In addition, the retained officer position(s) must be over and above your agency's locally funded sworn force and any full-time sworn positions awarded under the CHP grant.

Retention requirement

Q: What is the retention requirement?

A: Under CHP, the retention requirement establishes that grant recipients must plan to retain—at the time of grant application—and actually retain each officer position awarded for at least one year (12 months) following the conclusion of three years (36 months) of federal funding for that position. The additional officer positions should be added to the grantee's law enforcement budget with state and/or local funds over and above the number of locally funded officer positions that would have existed in the absence of the grant. Absorbing CHP-funded officers through attrition rather than by adding the extra positions to your budget with additional funding does not meet the retention requirement.

Q: When does the actual retention period begin?

A: The actual retention period begins after each awarded CHP position has completed the 36-month (three-year) grant funding period.

Q: When does the 36-month grant award period begin for each awarded officer position?

A: There is a standard grant award period. The grant has a start and end date; however, the actual 36-month period begins for an awarded officer position when that position has been filled. If the position becomes vacant during the award period, your agency must hire a new, additional officer to fill the position. The retention period begins for an awarded officer position once that position has completed the 36-month implementation period. If an agency is awarded several officer positions, the retention period for each individual officer position begins based on the completion of 36 months of funding for each position (not based on the cumulative overall grant award end date).

Q: When does my agency have to begin funding the position(s) in the local budget?

A: Your agency should fund the awarded officer position(s) in your local budget as each position completes the 36-month grant period. If a funded position becomes vacant during the award period, your agency would need to fill the position with a new, additional officer to complete the entire 36-month grant period before retaining and adding the position into the local budget.

Q: What documentation does my agency need to maintain in the event of an audit or monitoring site visit to demonstrate compliance with the retention requirement?

A: Your agency should maintain documentation demonstrating its intent to retain the CHP-funded officer positions, the anticipated funding source(s), the employment dates for each officer position funded under the CHP grant, and the dates each officer position started the retention period.

Other Questions

Q: What is the formula for disbursing these CHP grant awards?

A: CHP is not a "formula" grant program. All applications will be reviewed based on their answers to the fiscal health questions, crime statistics, community policing strategy, and other relevant factors determined by the COPS Office. Awards will be made on a competitive basis.

Q: What is the deadline for this solicitation and how does an agency verify their application was received?

A: Applications for this program require a two-step process. It is strongly recommended that applicants complete the SF-424 through the Grants.gov website as soon as possible. The SF-424 is a government-wide standard application for federal assistance. Once the SF-424 has been submitted via www.grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CHP application process through the COPS Office Online Application System (see "Registration" and "How to Apply" sections of the CHP Application Guide). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. *An application is not considered submitted until both of these steps are completed.* Complete application packages for the CHP 2015 solicitation are due by **June 19, 2015, 7:59 p.m. EDT.**

Agencies should log back into the "Account Access" page on the COPS Office website and click on the "CHP" link to access their application and verify that their application was submitted and received by the COPS Office before the application deadline (the current application status will be "Completed and submitted"). Agencies whose applications were not received by the COPS Office before the deadline will receive a message in red stating that the application deadline has passed and they will not be able to proceed further.

Q: When should I expect notification if awarded CHP grant funds?

A: The COPS Office anticipates making CHP grant award announcements prior to September 30, 2015.

Questions? Please call the COPS Office Response Center at 800-421-6770.

#9



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Newport Police Department Memorandum

One Team - One Future

Date: May 3, 2015

To: Spencer Nebel, City Manager

From: Mark J. Miranda, Chief of Police *MJM*

Subject: 9. Lincoln County Interagency Narcotics Team (LINT) (101-1070-_____)

LINT was established in the early 1990's, and participants included the Lincoln City Police Department, Toledo Police Department, Newport Police Department, Lincoln County Sheriff's Office, Lincoln County District Attorney's Office, and the Oregon State Police. LINT was housed at, and was supervised by, the Oregon State Police.

LINT has had a very successful history. Members have made hundreds of arrests and have been responsible for reducing drug trafficking in the County. LINT has also helped reduce property and person crimes as they dealt with the narcotics violations. The team has been able to help finance their operation through property and cash seizures/forfeitures.

In 2003 when I arrived to be the Chief of Police, the Newport Police Department had an authorized strength of 23 sworn officers. This included positions for a LINT detective and a School Resource Officer (SRO). Two positions became open when officers transferred to other agencies. Due to budget constraints in the City, the two positions were frozen and later eliminated in the FY 2003-2004 budget.

The loss of the two police officer positions had a direct impact on patrol. I had to make a decision to either eliminate a LINT detective position or that of the SRO. For officer safety, and emergency response reasons, we could not short patrol. I elected to eliminate the SRO position, and even by doing so, patrol was still shorted by one position. By evaluating the call for service load, we reduced the shift that received the least number of calls by one officer.

During this time, due to staffing issues, Lincoln City Police, Toledo Police and the Sheriff's Office were not participating in LINT. Only the Oregon State Police and the Newport Police Department contributed detectives. This continued for a couple of years until the other agencies were able to rejoin.

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About four years ago, the Budget Committee and City Council authorized a designated sworn police officer position for LINT. However, by order of the City Manager at the time, that position was never filled, and was eliminated the following budget year. Two years ago, due to turnover in Department personnel, patrol staffing became too short, and we had to pull our LINT detective to help out patrol. We had several officers leave for various reasons. The time to replace an officer can take up to a year. Currently we have an authorized strength of 20 sworn officers.

This last year the Sheriff's Office experienced severe staffing shortages, and the Oregon State Police detective retired. OSP indicated that they were going to replace their detective, but they did not want to be responsible for the supervision of the LINT team. Two months ago we were advised that the OSP detective would be assigned elsewhere in the state. The OSP captain advised that if, in the future, Lincoln County agencies could fully staff LINT again, OSP would work on assigning a detective to the team. Filling the position could be a lengthy process. The Sheriff's Office also advised that they would not be replacing their detective in LINT, as they have reassigned their LINT position to general detectives.

Lincoln City PD has made the commitment to maintain a drug enforcement presence. Their detective is going to be assigned to the Tillamook County team, or the Yamhill County team. He will still have resources and be able to keep up his skills. If/when LINT becomes a viable team again, Lincoln City PD will rejoin.

Currently we have two new officers in training. One is a lateral transfer, so he will probably be on his own by the end of summer. The second new officer does not go to the Police Academy until June. Once fully trained, we expect her to be on her own just after the first of the year, 2016. With the retirement of Officer Steve Kittson, we have one unfilled opening; we expect other retirements at the end of this year, and at the end of 2016. We are currently in the beginning stages of recruiting, and expect to have our one vacancy filled in July of this year.

Another trend that has impacted patrol is the increase in the calls for service. We did not experience the usual winter slowdown of calls. At the end of March 2015, we have taken about 350 more calls this year, than were taken at the same time in 2014. Calls have been increasing year-round, plus the patrol officers have been keeping busy with follow-up investigations, when they have time. We cannot take an officer away from patrol to fill a LINT detective position and still meet the minimum operations needs of patrol.



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Newport Police Department Memorandum

One Team - One Future

Date: May 3, 2015
To: Spencer Nebel, City Manager
Via: Mark J. Miranda, Chief of Police *MM*
From: Jason P. Malloy, Lieutenant *JPM*
Subject: Police Deployment

The Newport Police Department has undergone many personnel changes over the years. In addition to retirements, assignment changes, and turnover, NPD has also gone through changes of deployment needs. Furthermore, reductions in FTE positions have caused NPD to reevaluate deployment needs.

In 2003, NPD had 23 sworn FTE positions. From the 23 FTE positions we staffed a Chief of Police, four Patrol Sergeants, one Detective Sergeant, three Detectives (two criminal and one narcotics Officer), one School Resource Officer (SRO), and 13 Police Officers assigned to patrol. For patrol, this allowed us to deploy one supervisor and three Officers on each shift. It also allowed us to deploy one Officer as a dedicated traffic Officer. Thirteen Police Officers assigned to patrol was an adequate number that allowed us to meet our call load and deployment needs, while still meeting the needs of Officer Safety and providing our Officers with adequate personnel to meet their Officer Safety needs.

In 2003, we suffered a reduction in budget cuts, and two FTE Police Officer positions were eliminated from our budget. We were also faced with a third FTE elimination and our Department had to make a decision to eliminate either the SRO position or the LINT position. Due to need, the LINT position continued and the SRO position was eliminated. Even though the SRO position was eliminated, the functions of the SRO were assumed by patrol, and continue to be handled by patrol today. Our Officers respond to Newport area schools frequently for calls for service that were once assigned to the SRO. These calls include conducting criminal investigations, and requests from the schools to provide education to the students.

At the time of FTE reductions, there was a serious impact on Police deployment. We were forced to evaluate how the reduction in personnel would affect our response to the community's needs. Today,

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we are still faced with the impacts that the reduction in three FTE Police positions 12 years ago has had on our Department.

The reduction in available Police positions has had a significant effect on our available resources. The most apparent impact is the fact that our demands for Police services has increased over the years, while our personnel levels have not. Ultimately, we are doing more with less.

Since our FTE reductions in 2003, we were able to add a non-sworn Community Service Officer (CSO) position. The CSO position gave us the opportunity to have a position that could dedicate the time needed to monitor and enforce ordinance-related violations. The CSO position responds to ordinance-related calls in a proactive manner. Prior to the CSO position, patrol would handle ordinance related calls in a reactive manner only.

In 2008, NPD evaluated its deployment. It was determined that administrative needs had increased due to demands of better policies, accountability, and additional training, which is required of sworn Police Officers. The Detective Sergeant position was reassigned to administration, and was changed to a Lieutenant's position. The Lieutenant's position was assigned supervision of NPD operations, which includes supervising patrol, detectives, and the records division.

While the Lieutenant's position has assisted greatly with the administrative functions of NPD, patrol has continued to suffer due to a shortage of personnel. Retirements, transfers, and turnover have left our patrol division short on personnel. Our patrol division has had a reduction in personnel, but the demands of patrol have not been reduced. If anything, the demands of patrol have increased. NPD Officers take pride in serving the public, and responding to the demands of the citizens of Newport. This translates into the fact that we have not reduced the expectations of our Officers during any of our personnel reductions or shortages.

The City of Newport has consistently led the State of Oregon, or been in the top two in property crimes per capita. Our Officers have been forced into a role of reactive Police work, which means they spend more time responding to calls instead of being proactive and attempting to reduce crime rates. Due to a significant increase in calls for service and criminal activity, many of our Officers refer to themselves as "crime documenters" instead of "crime fighters."

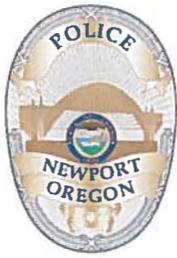
Over the past year, we have noticed a staggering increase in Police activity. Our Officers have attempted to be proactive while still responding to calls for service; however call load has hindered our ability to be as proactive as Officers would like to be. Generally the winter months show a reduction in calls for service, allowing our proactive activity to increase. This year we did not notice much of change between our summer call load and the transition to the winter months. Our Officers continued being busy. Many of our Officers have commented that besides the change in weather, it was difficult to tell that summer had ended based upon calls for service.

Today, we are forced to review our deployment needs to evaluate to needs of our Department and ensure we are using our resources in a manner that best meets the needs of the City. When all of our FTE positions are fully staffed and trained, we have 20 sworn FTE positions to deploy. This includes staffing administration, investigations, and patrol.

Ordinarily, one of our FTE positions would be assigned to LINT. Staffing shortages over the past year forced us to reassign our LINT position to patrol, so that we had enough available staffing to meet our Department mandated minimum staffing levels. Minimum staffing levels were established many years ago to ensure we have adequate personnel available for calls for service, provide back-up to officers on potentially dangerous calls, and meet the needs of the citizens of Newport. Recently, a policy board decision was made by Lincoln County Law Enforcement Administrators to temporarily disband LINT. While LINT is an operation that is needed, LINT's future status is unknown. We are once again forced to evaluate our deployment needs to ensure we are staffing our available position to meet the minimum requirements to do our job effectively and safely.

When reviewed, it is apparent that we do not have an adequate number of personnel to meet the needs of doing our job effectively and safely. We have looked at evaluating the possibility of reassigning or reallocating personnel so that we have an adequate number of personnel on patrol. Our most current decision is to reassign our LINT position to patrol, leaving our criminal division with only two investigators to handle a case load of three investigators. Operational need requires that we continue to have a Sergeant on each of our four patrol shifts to provide guidance to the shifts, and reduce liability to the City. With our current sworn FTE positions, we will deploy two administrative positions, one detective, four shift supervisors and 12 Patrol Officer positions. We have selected an officer to fill the second detective position, but due to patrol shortages, he has not yet been transferred to detectives. While this balances our patrol shifts, it leaves us short to assign any personnel. We have maximized our resources to reassign additional positions to detectives, or back to LINT should LINT become operational again.

Ultimately, the Police Department has been doing more with less since 2003. If anything, the demands and requirements of the Police Department have noticeably increased over the past 12 years. We are continuing to meet the demands placed on the Police Department, but not to the level that we would expect. We pride ourselves on providing a safe working environment for our Officers. Working at minimum staffing levels places them at risk. Our goal is to work with a balanced number of supervisors and Officers on each shift, while still staffing an effective investigative unit. Having the ability to investigate crimes and solve reported crime instead of only documenting that crimes occurred is an important function of any Police Department. We would like to contribute to reducing our crime statistics and enhances the livability of Newport. Newport as number one and two in property crime in the State of Oregon per capita is not good for business. The Police Department generally suffers criticism for this statistic. Increased personnel would dramatically aid in lowering our high crime standing in Oregon.



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Newport Police Department Memorandum

One Team - One Future

Date: May 3, 2015
To: Spencer Nebel, City Manager
From: Mark J. Miranda, Chief of Police 
Subject: 10. Overtime (101-1070-51110)

Police officers, sergeants, and our civilian staff are paid overtime when they work more than the specified hours in their work days. Although the overtime allotted for the Police Department is not the largest item in the Personnel Services Budget, it is not insignificant. There are many variables with overtime, but all overtime has to be approved by a supervisor. The following are the categories of overtime:

Shift Coverage (48%)

For officer safety and emergency response, the Police Department has mandatory staffing levels for the various patrol shifts. Generally there are three police officers on duty around the clock with four officers on duty Friday and Saturday nights. However, the shift coverage must not go to less than two officers between 1:00 am to 1:00pm, depending on call activity.

With the minimum staffing levels in mind, usually only one officer per shift is allowed off at a time. The time off is for vacations, compensatory time off, and training. Problems arise when someone else on the shift calls in sick, or has been injured in the line of duty. Overtime has to be expended to make sure that we maintain minimum staffing so that our shifts are adequately staffed, and our officers safe.

Training (20%)

We have many hours of in-service training that the officers have to attend, to include firearms, defensive tactics, and emergency vehicle driving courses. Unfortunately we do not have enough people on each squad to cover shifts while other squad members are in training. Thus, the training has to occur on the officers' days off. At times we send officers out of the area for specialized training, and overtime is incurred. Although we try to adjust their shifts to avoid overtime, it is not always possible.

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We rely heavily on Roll Call Training, Daily Training Bulletins and other training scenarios that can be completed on-duty. State law mandates certified officers to complete 84 hours of training every three years, plus an additional 24 hours for supervisors. Twenty-four of the 84 hours is required to be use of force related. The Department is responsible to ensure all sworn staff receive the required training.

Investigations (11%)

Unfortunately criminal investigations are never scheduled. Although we sometimes have the flexibility to adjust investigations to an officer's or detective's duty days, most of the time investigations occur after-hours. Fortunately we currently have only two investigations that are quite complex and time-consuming. The larger the investigation, the more officers we have to assign to work overtime. This last year we had two major investigations: the homicide on the bridge, and the arrest 12 people responsible for property crimes in Newport.

Court (7%)

The result of investigations and arrests is court. Municipal Court does its best to schedule court hearings when the officer is working day shift. Circuit Court has little or no flexibility. When an officer is subpoenaed to Court on his/her day off, or when working nights, they must appear.

Administration (7%)

Our sergeants and officers work various hours through the 24-hour day, and have various days off during the week. Scheduling meetings to run this Department where everyone can attend can only be done with the expenditure of overtime. Planning for major events cannot always happen during on-duty time, but must be accomplished.

Other (7%)

This 'catch all' category includes overtime expended for such special events as the Loyalty Days Parade, Seafood and Wine Festival, and Newport Marathon. After each event a bill is sent to the organizers for police services. If the fees were waived, the police expenses are reported to the Finance Department so monies can be transferred from the Transient Room Tax fund to the Police Department.

11, 12, 13



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Newport Police Department
Memorandum

One Team - One Future

Date: May 4, 2015
To: Spencer Nebel, City Manager
From: Mark J. Miranda, Chief of Police *[Signature]*
Subject: Specific Line Items

The Budget Committee requested detailed information on several specific line items.

11. Programs & Program Services (101-1070-65700)

- Willamette Valley Communications Center (WVCC) – This is the dispatch center that receives 9-1-1 calls from Newport, business/non-emergency calls for NPD, and dispatches officers to the calls. The cost for this service for FY15/16 is \$378,930.00.
- Regional Automated Information Network (RAIN) – NPD participates in a network that covers most of Oregon law enforcement agencies and many agencies in the Western United States. We have access to criminal cases investigated by other agencies, data on suspects, and the other agencies have access to ours. The cost for this service for FY15/16 is \$2,500.00.

Total cost for this line item is: \$381,430.00

12. Health and Safety Expenses (101-1070-66700)

- We anticipate that we will have to start replacing Personal Flotation Devices (PFD) and gas masks in 2016. We are required to provide first aid training every two years for Department members. 2016 will be a training year, so an increased amount will be needed for first aid training supplies

Total cost for this line item is: \$12,000.00

13. Maintenance Agreements (101-1070-63300)

- Law Enforcement Data System (LEDS) – This is the computer system that allows us to communicate with all law enforcement agencies in North America, access NCIC, DMV and other law enforcement related data bases. The cost for this service for FY15/16 is \$700.00.
- Alliance Records Management System – Although we are in the process of replacing this system, and the replacement will be completed this fiscal year, we need to maintain the system

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until all files are converted to the new system. The cost for this service for FY15/16 is \$18,000.00.

- Evidence.com – This is the service that we have started using due to the use of personal body cameras that our officers are using. The amount of storage space needed for the data would quickly overwhelm what storage space the City has for computer data. Evidence.com will store our digital evidence in the 'cloud'. It's a safe and secure way to handle all digital media evidence. The cost for this service for FY15/16 is \$5,000.00.
- Currently officers' duty days are scheduled by hand in an Excel spread sheet. This is a very time consuming task for developing and maintaining the schedule. We will be utilizing a web based scheduling program, which will free up quite a bit of the supervisor's time who is responsible for scheduling. In addition, there are other qualities that will benefit the Department and help improve our efficiencies. Officers will be able to track their time off usage on-line and make requests for time off, also on-line. The program will determine if the time off is acceptable or if there are conflicts with other employees. The cost for this service for FY15/16 is \$4,000.00.

The total cost for this line item is \$32,000.00

Mark Miranda

From: Mark Miranda
Sent: Thursday, March 26, 2015 10:36 AM
To: Michael Murzynsky
Cc: Spencer Nebel
Subject: Willamette Valley Dispatch cost for 15/16

Mike,

For line item 101-1070-65700 – Programs and Program Supplies. Yesterday WVCC provided me with our cost for FY 15/16. It's a little higher than my guestimate. Our cost will be \$378,930 (Fire Dept is \$74,330). Could we get this line item increased to \$382,000? This also includes the cost for the RAIN service.

Mark



Rob Murphy, Fire Chief
Newport Fire Department
245 NW 10TH ST
Newport, Oregon 97365

15

May 04, 2015
To: Spencer Nebel, City Manager
Re: Fire Volunteer Wages for proposed budget for FY 15/16

Budget Committee Item # 15

Submitted by – Chief Rob Murphy

Fire Volunteer line item (101-1090-50130) in the personnel services cost center for the Fire Department is budgeted for the next fiscal at \$65,000. This is \$7,000 less than what is budgeted in this current fiscal year. This is because over the past two fiscal years actual expenses have been less than what was budgeted. As of today we have expended \$44,005. This is 61.1 percent of the line item and we are 83% into the budget year. Our estimated year end expense is \$58,470. The increase to \$65,000 for next year is due to increasing call volume and continued popularity in our shift stipend program. We use this line item to reimburse volunteers for the calls they respond to, training they attend, and participation in the shift stipend program. The shift stipend program is paid for by SAFER grant funds from FEMA for volunteer recruitment and retention. We receive \$55,000 for this purpose (101-1900-42001). The remaining \$10,000 comes from the general fund and pays for the reimbursement for call response and training.

Respectfully submitted,
Rob Murphy, Fire Chief

16



*Rob Murphy, Fire Chief
Newport Fire Department
245 NW 10th ST
Newport, Oregon 97365*

May 04, 2015
To: Spencer Nebel, City Manager
Re: Lieu of Holiday Pay for proposed budget for FY 15/16

Budget Committee Item # 16

Submitted by – Chief Rob Murphy/Assistant Finance Director Linda Brown

Our Fire personnel who are IAFF Union members receive 10 hours of “Lieu of Holiday Pay” each month. Lieu of Holiday Pay are paid hours, up and above their wages each month because Fire personnel are unable to take off Holidays throughout the year. The Fire personnel have the option of either being paid the 10 hours each month or receiving Compensation time for these hours. Most of the personnel has decided to receive the 10 hours as compensation time. Several times during the year, a firefighter asks to receive payment for the compensated time. Looking into the way the Finance software handles this situation, (mid-month checks for comp time), the Account Number for which it comes out of is 101-1090-50110 – Wages & Salaries, not Lieu of Holiday Pay. Finance is looking into this to see if we would be able to have these payments to be properly credited to 101-1090-50180 – Lieu of Holiday Pay.

Respectfully submitted,
Rob Murphy, Fire Chief
Linda Brown, Assistant Finance Director



*Rob Murphy, Fire Chief
 Newport Fire Department
 245 NW 10TH ST
 Newport, Oregon 97365*

May 04, 2015
 To: Spencer Nebel, City Manager
 Re: Program & Program Supplies for proposed budget for FY 15/16

Budget Committee Item # 17

Submitted by – Chief Rob Murphy

Program and Program Supplies (101-1090-65700) is in the Materials and Services Cost Center for the Fire Department. The amount requested in the proposed budget is \$157,000. With the new object codes being used in this year’s budget, many of the old codes have been lumped into a few new ones. This new object code contains 12 of the old codes. The Fire department used 6 of them over the last two budget years. For the proposed budget we only looked at 4 of the old codes. The other two were combined or discarded. I will list a breakdown of what we pay for out of this object code and a dollar amount for each one.

- \$80,700 – ‘Services to other govt. agencies’ (WVCC Dispatch Services \$74,300, LCSO Emergency Management Simulcast radio maintenance costs \$6,400)
- \$800 – ‘Community Involvement’ (Public education and marketing supplies)
- \$73,900 – ‘City funded grant expense’ (SAFER Grant pass through to Depoe Bay Fire Dist. For their volunteer shift stipend program \$71,400, Lincoln County Emergency Preparedness Grant matching funds \$2,500)
- \$1,600 – ‘Program Consumables’ (disposable facility supplies such as paper towels, toilet paper, and cleaning supplies)

Respectfully submitted,
 Rob Murphy, Fire Chief

#18 Library Salaries Year-to-Year – Ted Smith – Library Account 101-1100-50110

Q. Why did salaries increase this year?

A. While we have decreased our total FTEs by .5 FTE, all but 3 staff members will still be receiving step increases during FY 15/16. Expenses in Salary and Wages during FY14-15 increase approximately \$45,000 over the year before. This year's increase is only \$38,000 which is less than the increase the year before. I spoke to Linda Brown in Finance and she says the numbers are correct.

*Year in and year out the Library has never expended its total appropriation for salaries.

#19 Include both the Library Lighting and the Elevator Renovation – Ted Smith – Library Account 101-1100

There is an argument to be made to include both the exterior library lighting and the elevator renovation in the proposed budget.

The exterior front of the Library is poorly lit at night resulting in an unwelcoming feel. More importantly is the safety and security issue. The sidewalks in front of Nye Street and from the parking lot can be intimidating for patrons due to the high number of young people and homeless who hang out around the entrance. More lighting would provide better security for our patrons and also serve as a deterrent to congregating groups.

The elevator renovation is a necessity. The elevator is 29 years old. Replacement parts are no longer available. Our elevator repair company reports that if the elevator breaks down, it will take 90 days to bring it back on line. During that time anyone needing access to the lower level of the building would need to take the stairs. This is not feasible for the disabled.

While access to the lower level of the Library could be made available, it would require staff to set up a temporary circulation system at the rear of the Children's Room requiring extra staffing and allowing unaccompanied adults into an area that has a vulnerable population.

Another major issue is how to get approximately 10,000 books each month from the upper level to the lower level. These items are all transported on the elevator. It is unacceptable to expect or ask our volunteers – who do all the shelving – to push heavy book carts out the back of the library, through the upper lot, down the hill and through the lower lot to the upper level. Our volunteers are not physically able to do this. I don't believe this is safe and during rainy periods it is totally undoable.

#20 Opting for Elevator Renovation over Exterior Lighting – Ted Smith – Library Account 101-1100

The elevator renovation is a necessity. The elevator is 29 years old. Replacement parts are no longer available. Our elevator repair company reports that if the elevator breaks down, it will take 90 days to bring it back on line. During that time anyone needing access to the lower level of the building would need to take the stairs. This is not feasible for the disabled.

While access to the lower level of the Library could be made available, it would require staff to set up a temporary circulation system at the rear of the Children's Room. Not only would this require extra staffing, it would allow unaccompanied adults into the Children's Room – not a good idea.

Without an elevator it is almost logistically impossible to get 10,000 returned books each month back on the shelves in the lower level. These items are all transported on the elevator. It is unacceptable to expect or ask our volunteers – who do all the shelving – to push heavy book carts out the back of the library, through the upper lot, down the hill and through the lower lot to the lower level. Our volunteers are not physically able to do this. Our staff shouldn't be expected to do this either. I don't believe it is safe and during rainy periods it makes no sense to even try.

Losing the Library's elevator for 90 days would be a back-breaker. If the City doesn't have funds to do both projects, then it is absolutely essential that we manage the elevator renovation first.

MEMO

Date: May 4, 2015

To: Spencer Nebel, City Manager

From: Barb James, Human Resources

Re: Hit and Wish List Response

Response to the following question from Council: **#21 Why don't we procure our own temporary employees?**

Using a staffing agency vs. developing an in-house temporary staffing program can result in dramatically lower costs to the organization. Because staffing agencies manage the entire employment process, they relieve employers of costs related to pre-employment testing, background investigations and drug screening. In addition, employers save money related to the expense of payroll processing and benefits administration.

A temporary staffing agency collects resumes, screens job applicants, administers job-related applicant tests and assesses their skills on behalf of potential employers. When an employer has a temporary staffing need, the temp agency will narrow down many resumes to the best-suited applicants and choose the best candidates, saving the employer a tremendous amount of time and energy associated with a hiring procedure.

The temp agency also handles the temp employee's payroll, unemployment and worker's compensation insurance, and any other benefits the agency chooses to offer (sick/vacation, etc.).

In addition, with the implementation of the Affordable Care Act, an employer is required to offer any non-agency temporary employee who works 30 hours a week or more benefits (medical/dental/vision) right from the start of placement, regardless of how long they will be working. If the temporary employee works a variable schedule, then they are tracked during their initial measurement period and offered insurance at the conclusion of this period of time (during the administrative period) if they averaged 30 hours or more a week during the measurement period (looking back 12 months).

In summary, utilizing staffing agencies provides qualified temporary placements at remarkable savings to the organization.

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 22 HVAC System at City Hall

In 2011 The City Hall HVAC replacement was bid and contractors were given the option to substitute alternative HVAC units if they would verify through a structural evaluation that the new units could be mounted on/in City Hall. Since substantial structural and ductwork changes would be necessary to install the units in the attic, all contractors bid units that would replace the existing units in kind. The bid was not awarded because there were not sufficient funds.

I agree that the best scenario would be to install the new units in the attic to protect them from the weather, however experience has indicated that we do not currently have the available funds to design the structural changes and rebuild the ductwork to accommodate this change. My recommendation is to engage an architect to design the modifications necessary to move the HVAC in the attic and supplement the budget for this work in a future fiscal year when the construction estimate is complete.

#23

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 23 Volunteer program for beautification

Can volunteer be used for an upcoming beautification program? Absolutely yes. However managing volunteers is very time intensive and is an unreliable way to staff ongoing programs that require regular maintenance like gardens, parks and plantings. Parks and Recreation has tried for years to get a park adoption program going with minimal success. To effectively use volunteers, it requires a full-time staff person dedicated to managing the volunteers, setting up work for them to do, providing equipment and materials, and providing recognition for their activities. Currently we are not staffed to do this.

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 24 Expanding parks maintenance seasonal employees

The quality level that parks are maintained to is directly proportional to the amount of staff time spent. Seasonal employees are especially valuable in the park maintenance division because the division has more work in the spring and summer than the winter. Additional funding for seasonal employees would be welcome.

#25

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 25 Can Chase Park Grants pursue grants for parks?

Yes. Chase Park Grants (CPG) is routinely investigating and pursuing grants for all departments within the City. CPG is actively pursuing an Oregon Parks and Recreation Grant to do improvements at Sam Moore Park and the Skate Park. Because there is a cash match for this grant, CPG is also pursuing other funds to provide this cash match. This project is identified in the CIP as the Sam Moore Park Water Quality and Park Improvements.

The grant strategy that the City pursues is to identify the most fundable projects within the City's CIP. In other words, we match grants to projects, we don't pursue grants and then find a project that fits.

Budget Committee Item #26 – Senior Planner Position**Submitted by – Derrick Tokos**

Funding this position returns the Community Development Department to its 2011-2012 staffing level and puts it on par with comparably sized cities on the Oregon coast.

Enclosed is a memo that I prepared last year outlining in detail the justification for filling this position. Since that time, construction activity has increased as local economic conditions improve. This is documented in the City Manager's budget message. Applications for land use reviews are on the rise as developers and land owners position their properties for new construction. Through the first four months of the calendar year we have received almost as many land use applications and collected more in the way of land use permit fees than we did the entire previous calendar year.

While a healthy pace of development activity is excellent news for our community, it also means that more of my time, and the resources of our department must be dedicated to preparing land use decisions and reviewing plans for compliance with land use and building codes as those types of projects are under statutory review timelines.

The City has a number of long range planning initiatives in the works including the formation of a new urban renewal district; new storm drainage, sewer and airport master plans; major amendments to the City's system development charge methodology; a grant funded local improvement district implementation project; annexation of reservoir properties; updates to the Nye Beach Design Review code; a parking study for the Nye Beach, City Center and Bay Front areas; implementation of an e-Permitting system, and a community visioning work group. Several of these initiatives will require active outreach, and I am concerned that we will not be able to adequately staff them unless this position is filled.

Memorandum

To: City of Newport Budget Committee
From: Derrick Tokos, Community Development Director *DT*
Date: April 29, 2014
Re: Request to Fund Vacant Senior Planner Position #26

The proposed preliminary budget has the Community Development Department staffed at 3.5 FTE to administer the City's planning, building service, and urban renewal functions. This is a .5 FTE reduction from last year, and the Department's General Fund resources have been reduced by 20%. This approach is unsustainable and, as outlined below, is putting the Department in a position where it cannot effectively carry out its budgeted and statutory responsibilities.

For the last two fiscal years the Senior Planner position in the Department has been held vacant. This was a conscious decision at the time, as the City's budget was extremely tight and this choice afforded the opportunity to create a Senior Project Manager position with the Engineering Department, which was desperately needed to clear a log jam of planned but unimplemented projects. The Senior Planner position was not eliminated though, because City Administration recognized that it was not sustainable to do so over the long haul. The South Beach Urban Renewal Agency was in the process of wrapping up its Phase 1 work, many of the grants that the Department had written and secured were being reviewed at the Federal and State level, and active long range planning initiatives like the Transportation System Plan update had outside consulting resources that could compensate for the lack of City staff. This provided a little bit of breathing room. However, that window is now gone.

In the next fiscal year, the City will undertake its full Phase II borrow for the South Beach Urban Renewal District, and will be under critical deadlines to reconfigure rights-of-way, purchase property and install needed improvements to facilitate construction of the OMSI Youth Camp, planned improvements to Ferry Slip Road, Safe Haven Hill, and SE 35th and US 101. This will require a substantial amount of staff time, and these are not the type of projects that can be postponed given the finite life of the District. Further, the City is looking to engage the community in developing a new Park System Master Plan, and possibly forming a new urban renewal district north of the bridge. Both efforts will require substantial public outreach, which requires considerable staff resources. Funds have been budgeted to retain consultants to assist in these efforts; however, those budgets were prepared assuming this position would be funded and that outreach would be performed by city staff. They are inadequate if the budget moves forward as presented. Annexation of the City reservoirs; outreach efforts to assist owners in withdrawing property from the Seal Rock Water District; implementation of the Agate Beach Wayside Improvements; updates to the City's Business License code; outreach and updates to the Nye Beach Design Review Overlay; and legislative updates to the City's Airport, Storm Drainage, and Sewer Facility Plans and corresponding SDC methodologies are also projects planned for the upcoming year. This is in addition to the Department's basic service responsibilities in reviewing land use applications for development projects and providing building plan review and inspection services. The Community Development Director position is currently budgeted at .25 FTE for Building Services, .25 FTE for Urban Renewal, and .50 FTE for Planning. It is unrealistic for the City to expect that this level of staffing can carry-out the projects outlined above.

The .5 FTE proposed to be cut was a portion of the Assistant City Engineer's time that was allocated to CDD when the Department was asked to organize the City's real property inventory and assets and

address known property issues (i.e. title issues, erroneous legal descriptions, problematic easements, etc.). With that resource being reallocated, and not backfilled, the Department will not be in a position to provide the Council with the level of staff support in this arena that it expects. This will be an issue in the upcoming year, since the County wants to engage with the City to cleanup a number of outstanding real property management issues that are of mutual concern to both jurisdictions.

Another issue that the Committee should consider, and another reason why the City Administration did not believe that it was appropriate to eliminate the Senior Planner Position, is the lack of redundancy and staffing depth in the Department. Unlike other City Departments which have Police Lieutenant's, Assistant Library Director's, Assistant City Engineer's, Assistant Finance Director's, etc. there are no available staff resources that can backfill the Community Development Director's responsibilities should the Director be unable to perform for any meaningful period of time. From an organizational management perspective, this is a real concern.

Lastly, one area where the Department has had to pull back as a result of this vacancy is staffing City Committee's. Over the last two years, while the Senior Planner position has remained vacant, the Planning Commission has had to cut back its activities by about 50%. While some of this can be attributed to reduced levels of development, much of it relates to a lack of staff to move forward with the work program. The City's three commercial parking districts have also had their activities limited because of limited staff support.

Committees often look to staffing levels at comparable jurisdictions to gauge whether or not funding requests for positions are appropriate. With that in mind, enclosed are excerpts from the City of Astoria and Lincoln City's FY 13/14 budgets. Both are structured similar to the City of Newport, with Astoria having 5 FTE and Lincoln City having 6.5 FTE to cover their planning, building, and urban renewal functions. I encourage committee members to look at other jurisdictions as well, and am confident that you will not find any Community Development Department's that are staffed as minimally as what is contained in the proposed budget.

Two options were provided to the City Manager to fund the Senior Planner position. One, which is depicted as the "Department Requested" budget proposes that the position be fully funded out of the general fund. The other option, which I would propose, would have .25 FTE of the position funded out of urban renewal. Attached are the budget sheets. Taking this approach, the CDD impact on the General Fund for FY 14/15 will be \$358,042 as opposed to the current FY 13/14 budget of \$356,549. This increase is well within the anticipated growth rate of General Fund revenues.

Considering all of the above, I respectfully request that the Budget Committee recommend the Senior Planner position be funded for Fiscal Year 14/15 and restore the Community Development Department to its FY 11/12 staffing level.

Thank you for your time and consideration.

Attachments

Account Number	Account Title	2011-2012	2012-2013	2013-2014	2013-2014	2013-2014	2013-2014	2014-2015	2014-2015
		Prior Year Actual	Prior Year Actual	Current Year Orig Budget	Current Year Amend Budget	8 Month Actual	Final Total Estimated	Department Requested	Proposed Budget
GENERAL FUND - 101									
COMMUNITY DEVELOPMENT - 1400									
Personal Services									
101-1400-5010	WAGES & SALARIES	109,832	158,348	165,220	165,220	96,493	139,056	203,056	165,100
101-1400-5030	OVERTIME	-	-	-	-	471	471	-	-
101-1400-5210	INSURANCE BENEFITS	38,729	45,500	41,734	41,734	24,227	33,795	54,156	45,335
101-1400-5220	FICA EXPENSES	8,066	12,709	12,639	12,639	7,221	10,477	15,534	12,630
101-1400-5230	RETIREMENT	15,843	22,140	33,837	33,837	11,998	20,715	33,508	27,754
101-1400-5242	WORKER'S COMPENSATION	176	208	928	928	511	652	648	553
101-1400-5250	UNEMPLOYMENT INSURANCE	691	1,621	2,148	2,148	1,028	1,581	2,640	2,146
	Total Personal Services	173,338	240,525	256,506	256,506	141,948	206,747	309,542	253,518
Material & Services									
101-1400-6004	LEGAL SERVICES	19,280	29,898	24,000	24,000	13,670	23,434	24,000	24,000
101-1400-6007	DATA PROCESSING SERVICES	2,654	5,709	7,000	7,000	-	5,000	1,500	1,500
101-1400-6014	ELECTRICAL SERVICES	2,125	-	-	-	-	-	-	-
101-1400-6017	TITLE & REAL ESTATE SERVICES	4,000	1,147	4,000	4,000	2,900	3,500	4,000	4,000
101-1400-6020	BANK & OTHER FINANCE SERVICES	-	-	-	-	-	-	-	-
101-1400-6028	SURVEYING SERVICES	-	-	3,000	3,000	884	2,800	3,000	3,000
101-1400-6030	OTHER PROF & TECHNICAL SERV	35,283	15,007	36,000	36,000	2,578	32,600	42,500	42,500
	Total Professional & Technical Services	63,341	51,760	74,000	74,000	20,031	67,334	75,000	75,000
Property Expenses									
101-1400-6101	CLEANING EXPENSES	-	614	-	-	-	614	625	625
101-1400-6103	ELECTRICAL EXPENSES	-	1,357	1,227	1,227	489	838	1,000	1,000
101-1400-6106	GARBAGE EXPENSES	-	183	178	178	64	111	150	150
101-1400-6109	GAS HEATING EXPENSE	-	339	463	463	94	161	300	300
101-1400-6112	VEHICLE MAINTENANCE & REPAIR	463	1	100	100	1	50	100	100
101-1400-6120	OTHER PROPERTY SERVICES	-	-	2,500	2,500	-	2,000	2,000	2,000
	Total Property Expenses	463	2,495	4,468	4,468	648	3,774	4,175	4,175
Operating Expenses									
101-1400-6201	TRAVEL, LOCAL (LINCOLN CNTY)	-	79	250	250	-	-	-	-
101-1400-6202	TRAVEL, OUT OF COUNTY	463	99	600	600	430	738	800	800
101-1400-6203	TRAVEL, OUT OF STATE	-	41	-	-	-	-	-	-
101-1400-6204	TELEPHONE EXPENSES	597	770	750	750	313	536	700	700
101-1400-6205	CELL PHONE EXPENSES	135	-	-	-	-	-	-	-
101-1400-6207	ADVERTISING & MARKETING EXP	1,459	2,458	3,250	3,250	221	1,200	3,000	3,000
101-1400-6208	PRINTING & BINDING EXPENSES	3,274	373	300	300	16	200	300	300
101-1400-6209	NON CAPITAL LEASES	1,194	298	1,300	1,300	-	-	-	-
101-1400-6210	OPERATING LICENSES	-	-	500	500	-	500	500	500
101-1400-6211	MAINTENANCE AGREEMENTS	757	1,792	1,200	1,200	-	-	-	-
101-1400-6213	MEMBERSHIPS, DUES & FEES	535	545	800	800	545	545	600	600
101-1400-6215	POSTAGE/SHIPPING EXPENSES	1,695	1,394	3,000	3,000	1,518	2,603	3,000	3,000
101-1400-6216	TRAINING (SEMINARS,WORKSHOPS)	568	1,280	1,200	1,200	204	600	1,200	1,200
101-1400-6222	PERMITS,LICENSES,LEGAL NOTICES	-	2,505	250	250	609	1,044	1,500	1,500
101-1400-6235	COMMUNITY INVOLVEMT/PARTICIPAT	-	12	-	-	72	123	-	-
101-1400-6240	OTHER OPERATING EXPENSES	262	-	-	-	-	-	-	-
101-1400-6245	COPIER LEASE AND COPIES	-	-	-	-	1,185	2,032	2,200	2,200
	Total Operating Expenses	10,939	11,646	13,400	13,400	5,114	10,121	13,800	13,100
Hardware & Software Expenses									
101-1400-6301	OPERATING LICENSES	511	-	-	-	-	-	-	-
101-1400-6303	COMPUTER HARDWARE	40	452	500	500	-	1,000	500	500
101-1400-6309	VOICE OVER INTERNET	-	55	-	-	283	485	500	1,200
	Total Hardware & Software Expenses	551	508	500	500	283	1,485	1,000	1,700
Consumable Supplies									
101-1400-6402	OFFICE SUPPLIES & MATERIALS	4,140	4,158	6,000	6,000	2,581	4,425	5,000	5,000
101-1400-6403	VEHICLE FUEL,OIL,OTHER LIQUIDS	589	386	600	600	152	260	500	500
101-1400-6404	SUBSCRIPTIONS & PERIODICALS	76	-	200	200	87	148	200	200
101-1400-6405	FRESHMENTS	105	50	150	150	23	40	150	150
101-1400-6416	FIRST AID-HEALTH & SAFETY	14	-	-	-	-	-	-	-
	Total Consumable Supplies	4,924	4,594	6,950	6,950	2,843	4,873	5,850	5,850
Non Consumable Supplies									
101-1400-6502	OFFICE SUPPLIES & MATERIALS	175	54	-	-	76	130	100	101
101-1400-6515	DVDs and CDs	225	-	-	-	-	-	-	-
	Total Non Consumable Supplies	401	54	-	-	76	130	100	101
Insurance & Judgments									
101-1400-6601	LIABILITY INSURANCE PREMIUMS	656	853	725	725	980	980	1,200	1,098
	Total Insurance & Judgments	656	853	725	725	980	980	1,200	1,098
	Total Material & Services	81,274	71,910	100,043	100,043	29,974	88,697	101,125	101,024
Capital Outlay									
101-1400-7004	VEHICLE ACQUISITION	-	26,572	-	-	-	-	-	-
101-1400-7010	COMPUTER EQUIP / SOFTWARE	-	-	-	-	-	-	3,500	3,500
	Total Capital Outlay	-	26,572	-	-	-	-	3,500	3,500
TOTAL COMMUNITY DEVELOPMENT		254,611	339,008	356,549	356,549	171,922	295,444	414,167	358,042

Account Number	Account Title	2011-2012 Prior Year Actual	2012-2013 Prior Year Actual	2013-2014 Current Year Beg Budget	2013-2014 Current Year Amend Budget	2013-2014 8 Month Actual	2013-2014 Final Total Estimated	2014-2015 Department Requested	2014-2015 Proposed Budget
URBAN RENEWAL AGENCY - 901									
SO BEACH URA CONSTRUCTION RESOURCES - 9120									
901-9120-4001	BEGINNING FUND BALANCE URA SB	576,699	528,909	592,645	592,645	309,691	309,691	269,539	269,539
TOTAL BEGINNING FUND BALANCE		576,699	528,909	592,645	592,645	309,691	309,691	269,539	269,539
URA SOUTH BEACH CONSTRUCTION									
901-9130-4208	FEMA GRANT	-	-	-	-	-	-	417,629	417,629
901-9120-4415	INTEREST ON INVESTMENTS	-	-	-	-	-	-	-	-
901-9120-4801	BOND & LOAN PROCEEDS	-	-	-	-	-	-	5,400,000	5,400,000
TOTAL SOUTH BEACH CONSTRUCTION REVENUE		-	-	-	-	-	-	-	-
901-9120-4614	TRANSFR FR SB UR DEBT SERV	758,160	-	-	-	-	-	-	-
901-9120-4618	TRANSFER FROM CAP PROJ FUND	-	123,000	-	-	-	450,000	-	-
TOTAL SOUTH BEACH CONSTRUCTION TRANSFERS		758,160	123,000	-	-	-	450,000	-	-
TOTAL RESOURCES		1,334,859	651,909	592,645	592,645	309,691	759,691	6,087,168	6,087,168
URBAN RENEWAL AGENCY - 901									
SOUTH BEACH CONSTRUCTION - 9120									
Personal Services									
901-9120-5010	WAGES & SALARIES	40,368	-	-	-	-	-	-	58,320
901-9120-5030	OVERTIME	630	-	-	-	-	-	-	-
901-9120-5210	INSURANCE BENEFITS	7,152	-	-	-	-	-	-	12,622
901-9120-5220	FICA EXPENSES	3,024	-	-	-	-	-	-	4,461
901-9120-5230	RETIREMENT	6,036	-	-	-	-	-	-	9,924
901-9120-5242	WORKER'S COMPENSATION	322	-	-	-	-	-	-	215
901-9120-5250	UNEMPLOYMENT INSURANCE	206	-	-	-	-	-	-	758
Total Personal Services		57,738	-	-	-	-	-	-	86,300
Material & Services									
901-9120-6002	ARCHITECTURAL SERVICES	14,285	-	-	-	-	-	-	-
901-9120-6003	AUDIT SERVICES	6,830	7,340	7,000	7,000	-	7,500	7,500	7,500
901-9120-6004	LEGAL SERVICES	-	845	6,500	6,500	1,384	2,372	5,000	5,000
901-9120-6020	BANK & OTHER FINANCE SERVICES	-	-	-	-	-	-	-	-
901-9120-6027	ENVIRONMENTAL SERVICES	-	-	20,000	20,000	14,250	20,000	-	-
901-9120-6030	OTHER PROF & TECHNICAL SERV	36,963	8,785	-	-	-	-	20,000	20,000
Total Professional & Technical Services		58,078	16,970	33,500	33,500	15,634	29,872	32,500	32,500
901-9120-6205	CELL PHONE EXPENSE	30	-	-	-	-	-	-	-
901-9120-6222	PERMITS,LICENSES,LEGAL NOTICES	250	250	-	-	250	250	250	250
901-9120-6225	SERVICES BY OTHER GOV AGENCIES	390	390	-	-	516	885	800	800
Total Operating Expenses		670	640	-	-	766	1,135	1,050	1,050
901-9120-6701	SVCS PROVIDED BY GENERAL FUND	41,464	24,608	27,751	27,751	18,501	27,751	28,167	28,167
Total Services Provided by		41,464	24,608	27,751	27,751	18,501	27,751	28,167	28,167
Total Material & Services		100,213	42,218	61,251	61,251	34,900	58,758	61,717	61,717
Capital Outlay									
901-9120-7001	LAND ACQUISITION	-	-	110,000	110,000	-	10,000	-	1,525,000
Total Capital Outlay		-	-	110,000	110,000	-	10,000	-	1,525,000
Debt Service									
901-9120-8001	LOAN FEES	-	-	-	-	-	-	50,000	50,000
Total Debt Service		-	-	-	-	-	-	50,000	50,000
Transfer to other Funds									
901-9120-9004	TRANSFER TO CAPITAL PROJECTS	648,000	300,000	421,394	421,394	-	421,394	4,718,106	3,193,106
Total Transfer to Other Funds		648,000	300,000	421,394	421,394	-	421,394	4,718,106	3,193,106
TOTAL URA SOUTH BEACH CONSTRUCTION		805,950	342,218	592,645	592,645	34,900	490,152	4,829,823	4,916,123
901-9120-9901	CONTINGENCY ACCOUNT	-	-	-	-	-	-	840,296	840,296
TOTAL SB URA CONSTRUCTION EXPENDITURES		805,950	342,218	592,645	592,645	34,900	490,152	5,670,119	5,756,419
901-9120-9905	UNAPPROPRIATED ENDING FUND BAL	528,909	309,691	-	-	274,791	269,539	417,049	330,749
TOTAL SB URA CONSTRUCTION REQUIREMENTS		1,334,859	651,909	592,645	592,645	309,691	759,691	6,087,168	6,087,168

Cancelled PC Meetings 2013 & 2014 ytd

2013

<u>Work Session</u>	<u>Regular</u>	<u># potentially scheduled meetings</u>
		24
	2/11	
2/25		
	4/8	
5/13		
6/10	6/10	
	6/24	
7/8		
7/22	7/22	
8/26	8/26	
9/9	9/9	
10/14	10/14	
11/12		
11/25		
12/9	12/9	
12/23	12/23	
(12) (50%)	(10) (42%)	

2014

		<u># potentially scheduled mtgs. Ytd</u>
		8
	1/27	
2/10	2/10	
3/10	3/10	
	3/24	
4/28		
(3) (38%)	(4) (50%)	

CITY OF ASTORIA PROPOSED PERSONNEL LEVELS LAST 10 FISCAL YEARS

DEPARTMENT	2005 2005	2005 2006	2006 2007	2007 2008	2008 2009	2009 2010	2010 2011	2011 2012	2012 2013	2013 2014 (Proposed)
CITY MANAGER	1.93	2	2	2	2	2	2	2	2	2
COMMUNITY DEVELOPMENT	3.5	3.5	3.5	3.5	3.75	3.75	5	5	5	5
FINANCE	6.67	7	7	7	8	8	7	6	7	7
FIRE	12	12	12	12	12	12	12	12	12	11
HUMAN RESOURCES	1	1	1	1	1	1	1	1	-	-
LIBRARY	2	2	2	2	2	3	3	3	3	3
MUNICIPAL COURT	1	1	1	1	1	1	1	1	1	1
PARKS & RECREATION ADMINISTRATION	3	3	3	3	3	3	4	4	3	3
PARKS	3	3	4	4	4	4	4	4	4	4
POLICE	17.5	18.5	18.5	18.5	18.5	18	17	18	18	18
EMERGENCY COMMUNICATIONS	8	8	7.80	8	8	8	8	8	8	8
TOTAL GENERAL FUND	59.6	61	61.80	62	63.25	63.75	64	64	63	62
AQUATIC FACILITY	2.75	2.75	2.75	3	3	3	1	1	1	1
CEMETERY	1	1	1	1	1	1	1	1	-	-
ENGINEERING	7	7	8	8	8	8	8	8	8	8
PUBLIC WORKS	25	25	25	25	25	25	23	23	23	23
TOTAL PUBLIC WORKS FUND	32	32	33	33	33	33	31	31	31	31
TOTAL F.T.E	95.35	96.75	98.55	99	100.25	100.75	97	97	95	94
TOTAL EMPLOYEES	97	98	99	99	101	101	97	97	95	94

**CITY OF LINCOLN CITY
ANNUAL BUDGET 2013-2014
CITY PERSONNEL**

Wednesday, July 10, 2013

FTEs	DEPARTMENT/POSITION	ANNUAL BUDGETED SALARY
1.00	Reference Librarian	54,365
0.50	Sr Outreach Svcs Coo	22,467
0.50	Volunteer Coordinato	25,382
1.00	Youth Program Coordi	48,332
9.00	TOTAL LIBRARY	439,407
	MUNICIPAL COURT	
0.60	Court Clerk	26,410
0.00	Judge	15,000
0.60	TOTAL MUNICIPAL COURT	41,410
	PLANNING	
1.00	Assistant Planner	48,332
0.75	Planning Permit Tech	36,249
0.85	Planning/Comm Dev Di	81,200
0.20	Public Info Special	10,661
1.00	Senior Planner	72,803
3.80	TOTAL PLANNING	249,245
	POLICE	
0.38	Building Maint.-Sec	17,261
1.00	Code Enforcement Off	53,339
3.00	Detective	209,535
1.00	Evidence Tech	45,854
1.00	Police Chief	89,814
1.00	Police Lieutenant	93,706
8.00	Police Officer	433,893
1.00	Police Secretary	46,740
4.00	Police Sergeant	324,414
9.00	Sr. Police Officer	612,220
29.38	TOTAL POLICE	1,926,776
	RECREATION DEPT	
1.00	Admin. Ass't	36,958
1.10	After School Care	21,507
1.00	Aquatic & Member Ser	42,440
1.00	Aquatic Supervisor	58,669
1.00	Community Center Dir	76,785
1.00	Counter Clerk	39,740
1.20	Lifeguard w/o PERS	24,511
2.90	Lifeguard with PERS	68,267
1.20	Recreation Leader II	43,314

**CITY OF LINCOLN CITY
ANNUAL BUDGET 2013-2014
CITY PERSONNEL**

Wednesday, July 10, 2013

FTES	DEPARTMENT/POSITION	ANNUAL BUDGETED SALARY
	BUILDING INSPECTION	
1.00	Building Permit Tech	41,410
0.15	Planning/Comm Dev Di	14,626
1.15	TOTAL BUILDING INSPECTION	56,036
	CITY ADMINISTRATION	
0.40	Admin Support	14,542
1.00	City Manager	101,990
1.00	City Recorder	66,733
0.60	Executive Assistant	27,508
1.00	Human Resources Dir.	82,766
0.50	Public Info Special	26,651
4.50	TOTAL CITY ADMINISTRATION	320,190
	CITY ATTORNEY	
1.00	City Attorney	89,334
0.20	Executive Assistant	9,170
1.20	TOTAL CITY ATTORNEY	98,504
	FINANCE	
1.00	Account Clerk II	43,833
1.00	Acct. Rec. Manager	62,935
1.00	Finance Director	96,837
0.25	Financial Planner	24,058
1.00	Payroll Administrato	49,749
0.15	Public Info Special	7,995
1.00	Senior Accountant	62,935
1.00	Sr. Accounts Payable	46,029
6.40	TOTAL FINANCE	394,371
	GENERAL FUND NON-DEPARTMENTAL	
0.60	Emergency Safety Cor	22,174
0.60	TOTAL GENERAL FUND NON-DEPARTMENTAL	22,174
	LIBRARY	
0.50	Cataloguer	21,918
1.00	Circulation Supervis	66,133
1.00	Library Assistant	26,849
1.00	Library Assistant I	33,204
1.50	Library Asst II	59,899
1.00	Library Director	80,858

**LINCOLN CITY URBAN RENEWAL AGENCY
ANNUAL BUDGET 2012-2013
URA PERSONNEL**

Tuesday, July 09, 2013

FTES	DEPARTMENT/POSITION	ANNUAL BUDGETED SALARY
	URBAN RENEWAL GENERAL FUND	
1.00	Asst UR Director	66,133
0.06	Financial Planner	6,016
0.50	URA Director	49,621
1.56	TOTAL URBAN RENEWAL GENERAL FUND	121,770
1.56	TOTAL LINCOLN CITY URBAN RENEWAL AGENCY	121,770

Annual Report to the City of Newport
Provided by Lincoln County Transportation Service District
Fiscal Year 2014-15
April, 2015

Pursuant to the Intergovernmental Agreement between the Lincoln County Transportation Service District and the City of Newport to provide extra bus services within the City of Newport (intra city services) this Annual Report is provided to document the service elements, ridership and costs for these services.

District provided the following services for residents and visitors to the City of Newport:

Services and Ridership

- Inter-city bus service between Newport, Corvallis and Albany. These routes operate seven days a week (except Christmas and Thanksgiving), four round trips daily. Riders can connect to services to Portland, Albany (Amtrak) and Eugene and other areas from the end terminals.
- Inter-city bus service between Newport and points north including Lincoln City, Otis and Rose Lodge. These routes operate seven days a week (except Christmas and Thanksgiving), five round trips daily. Connecting routes to Tillamook, Grand Ronde and Salem from end terminals.
- Inter-city bus service between Newport and points east including Toledo and Siletz. These routes operate seven days a week (except Christmas and Thanksgiving), five round trips daily. Inter-city bus service between Newport and points south including Waldport and Yachats. These routes operate seven days a week (except Christmas and Thanksgiving).
- Dial a ride on demand services in greater Newport area. Service provided five days a week (no weekends or holidays).
- Intra-city bus service within Newport. City loop includes community college, marine science center, aquarium and businesses and services south of Yaquina Bay Bridge, north along 101 for businesses to 73rd street for multi-family and senior housing clients, west through Nye Beach, and east along bay front. These routes are provided five days a week (except Christmas and Thanksgiving), seven loops daily. The City funds under the agreement add two additional week day

hours and 10 hours (seven loops) per day Saturday and Sunday to these intra-city loop services. Ridership figures below:

Newport City Loop Rider Statistics

	2013	2014	2015	2016
Jan	2239	2055	2044	
Feb	1906	1569	2045	
Mar	2088	1906	2097	
Apr	1783	1834		
May	2088	1945		
June	2023	2141		
July	2179	2008		
Aug	2180	2145		
Sept	1947	2103		
Oct	2040	2379		
Nov	1748	2054		
Dec	2008	2038		
Totals	24229	24177	6186	0

- Special Events Services within the City are provided the District. These are coordinated by mutual agreement between the District and City staffs.

Starting next fiscal year, the District will conduct random sample surveys of ridership on the intra-city loop routes to provide a picture of the breakdown of ridership on those routes between residents and visitors, and also to understand workforce use of the transit system. The survey methodology will be developed by the District and provided to city staff.

Financial Information

A copy of the District's fiscal year 2014-15 and proposed 2014-15 budgets are attached to this report. A breakdown of District finances for the fiscal year 2014-15 and 2015-16 is included in the budgets. It includes all elements revenue and expense, including state and federal funds, fees for services, and intergovernmental revenues (including local funding). Readers can view more detailed information and additional fiscal year budgets by going to www.co.lincoln.or.us/finance

A copy the most recent District audited financial report (June 30, 2014) is attached to this report. Readers can view this and addition financial reports by going to www.co.lincoln.or.us/finance

**LINCOLN COUNTY
 FY 2015-16 ANNUAL BUDGET
 TRANSPORTATION SERVICE DISTRICT FUND**

		2014-15 BUDGET	2015-16 PROPOSED BUDGET
FUND SUMMARY			
REVENUE			
31XXX	TAXES	597,000	605,000
33XXX	INTERGOVERNMENTAL	1,054,778	944,604
34XXX	CHARGES FOR SERVICES	550,500	619,500
36XXX	MISCELLANEOUS	16,000	15,000
4XXXX	BEGINNING BALANCE	1,777,224	2,233,061
TOTAL REVENUE		3,995,502	4,417,165
EXPENDITURES			
	PERSONNEL SERVICES	1,430,300	1,456,329
	MATERIALS & SERVICES	617,709	835,900
	CAPITAL OUTLAY	659,542	693,400
	CONTINGENCY	374,853	371,296
TOTAL EXPENDITURES		3,082,404	3,356,925
ENDING BALANCE		913,098	1,060,240
EXPENDITURES BY DEPARTMENT			
115	TRANSIT OPERATIONS	2,701,117	2,983,629
116	SPECIAL TRANSPORTATION GRANT	6,434	2,000
115	CONTINGENCY	374,853	371,296
115	ENDING BALANCE	913,098	1,060,240
TOTAL EXPENDITURES		3,995,502	4,417,165

TOTAL # FTE: 20.00

LINCOLN COUNTY, OREGON
204 TRANSIT DISTRICT FUND
 Schedule of Revenues, Expenditures, and Changes in Fund Balance
 Budget and Actual (Budgetary Basis)
 For the Year Ended June 30, 2014

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:				
Taxes and land sales	\$ 592,000	\$ 592,000	\$ 607,850	\$ 15,850
Intergovernmental revenues	903,333	903,333	755,737	(147,596)
Charges for services	562,000	562,000	656,988	94,988
Investment earnings	8,000	8,000	10,442	2,442
Other revenue	25,500	25,500	16,689	(8,811)
Total revenues	<u>2,090,833</u>	<u>2,090,833</u>	<u>2,047,706</u>	<u>(43,127)</u>
Expenditures:				
Personal services	1,443,510	1,443,510	1,206,679	236,831
Materials and services	716,596	716,596	629,707	86,889
Capital outlay	590,000	590,000	108,139	481,861
Contingency	348,000	348,000	-	348,000
Total expenditures	<u>3,098,106</u>	<u>3,098,106</u>	<u>1,944,525</u>	<u>1,153,581</u>
Net change in fund balances	(1,007,273)	(1,007,273)	103,181	1,110,454
Fund Balance:				
Beginning of year	<u>1,920,371</u>	<u>1,920,371</u>	<u>2,056,859</u>	<u>136,488</u>
End of year	<u>\$ 913,098</u>	<u>\$ 913,098</u>	<u>\$ 2,160,040</u>	<u>\$ 1,246,942</u>

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF NEWPORT AND LINCOLN DISTRICT TRANSIT DISTRICT
REGARDING FINANCIAL SUPPORT FOR
THE LINCOLN DISTRICT TRANSIT DISTRICT
PROVIDING THE NEWPORT SHUTTLE PROGRAM**

Pursuant to authority granted in Chapter 190 of the Oregon Revised Statutes, this agreement is entered into by and between the City of Newport ("City") and Lincoln County Transportation Service District ("District") collectively referred to as "Parties."

RECITALS

- A. ORS Chapter 190 authorizes governmental entities to enter into written agreements for the performance of functions and activities.
- B. District provides scheduled and on-call bus transportation throughout the City.
- C. City has paid District for providing a shuttle service throughout the City.
- D. City wishes to continue funding to the District to provide the shuttle services for its citizens and visitors.

TERMS OF AGREEMENT

- 1. **Services to Be Performed.** District shall provide:
 - A. Regularly scheduled shuttle service throughout the City ten hours daily including weekends and holidays.
 - B. Bus service for City-sponsored special events at the request of the City.
- 2. **Term.** The District will begin providing the services described in (1) above at 12:01 A.M., on July 1, 2014 and thereafter continue for each subsequent fiscal year (July 1 to June 30) unless otherwise terminated in accordance with paragraph 7 below.
- 3. **Fees for Services.** The City shall pay the District \$90,000 for the services described above in the 2014/2015 fiscal year, payable on receipt of the required annual report. The first report will be provided to the City by September 30, 2014 (and include the FY 14-15 adopted budget). Thereafter the report shall be provided by May 1 for the succeeding year. Annually thereafter, either Party may request a change in the fee for services by notifying the other party of the request by May 1 for the succeeding year. The parties shall negotiate the fees, adjust services as warranted, or terminate this agreement in accordance with paragraph 7 if agreement cannot be reached.

4. **Annual Report Required.** The District shall provide the City an annual report on the use of City funds. The report shall include:
 - A. Copy of the District's proposed budget for the succeeding fiscal year. This shall be provided by May 1 for the succeeding year;
 - B. Copy of the most recent audit (an electronic copy may be sent to the City Manager to meet this requirement);
 - C. List of all subsidies provided by the District and others;
 - D. Amount of tax levy;
 - E. Ridership statistics for the City shuttle service. Initially it will identify ridership on a daily basis. In addition, District will undertake random sampling survey to provide a a breakdown of relative use by tourists and citizens.
 - F. . The Parties may mutually agree to provide other information within District's reasonable ability to develop.
5. **Amendment.** This intergovernmental agreement may be amended by mutual written agreement of the Parties.
6. **Defense and Indemnification.** District agrees to defend, indemnify, and hold harmless the City, and its officers, agents and employees, against all claims and actions, and all damages and expenses related thereto, arising from the agreement.
7. **Termination.** Either party may terminate this agreement for the succeeding fiscal year by providing written notice to the other party by May 1. Either party may terminate for any other reason upon thirty (30) days written notice to the other party.; provided however, that a pro rata payment for services rendered to date shall be paid to District for services to the date of termination. District shall refund a pro-rata amount, if the payment has been pre-paid prior to termination.
8. **Notice.** Notices should be sent to the City at:

City of Newport
Attention: Spencer R. Nebel, City Manager
169 SW Coast Highway
Newport, Oregon 97365

Notice should be sent to the District at:

Lincoln County Transit District
410 NE Harney Street
Newport, Oregon 97365

LINCOLN COUNTY TRANSIT DISTRICT

CITY OF NEWPORT

By: District Authorized Representative

By: Mayor

Date

Date

Budget Committee Item #28 – Parking Study – Bayfront – Meter Component**Submitted by – Derrick Tokos**

Funding is included in the proposed budget for a parking study to be performed in the Bay Front, City Center and Nye Beach areas. Its purpose is to develop an effective parking management strategy for these areas that will maximize the available parking supply to support a vibrant working waterfront and retail-oriented, tourist commercial businesses.

The study is being timed to inform policymakers on whether or not the existing commercial parking districts should continue in their current form or whether an alternative approach should be pursued to address the areas parking needs. Those districts will soon expire. Components of the study will include an inventory of available spaces and regulatory practices; stakeholder engagement to identify parking related opportunities and constraints; field surveys during peak and off-peak periods to identify utilization and turnover rates; an assessment of parking maintenance and improvement needs (with planning level cost estimates); strategies for funding needed improvements, including the calibration of a potential parking metering program; and policy recommendations for parking management strategies and implementation measures that should be put into effect. The study is to be completed by March of 2016 to inform the fiscal year 16/17 budgeting process.

The study will likely cost between \$30,000 and \$45,000 depending upon the detail of the analysis and level of public outreach. The Bay Front, Nye Beach, and City Center parking districts would contribute \$15,000, \$10,000 and \$5,000 respectively with \$15,000 coming from the general fund. In discussing the proposed scope of work with the Bay Front parking district advisory committee, there was general consensus that the study should deemphasize major stakeholder engagement given its narrow focus. This should provide for cost savings.

A Request for Proposals (RFP) will be drafted incorporating this feedback and members of each of the parking district advisory committees will assist in reviewing and rating the submitted proposals. The project should be budgeted at the full \$45,000 to ensure that there will be adequate funding for the project. If a proposal(s) are received below that figure that are acceptable to the RFP review committee then the contributions from each of the parking districts and general fund would be reduced proportionally.

Budget Committee Item #29 – How is General Parking Contingency Allocated?**Submitted by – Derrick Tokos**

The general parking contingency of \$232,646 (#405-4510-9901) includes the remaining balance of funds that accrued over the years under a City administered program that allowed a developer to pay a fee in lieu of constructing off-street parking spaces for traffic generated by their project. The payment in lieu program was an option in the Bay Front, City Center and Nye Beach areas where the historic development pattern and terrain leave little in the way of developable land for off-street parking. These areas also have a significant number of publicly maintained parking spaces that businesses rely upon and funds from the payment in lieu program were to be used to maintain and enhance those parking assets. The payment in lieu program was discontinued several years ago in favor of parking districts that that generate funding through business license surcharges.

Citizen Advisory Committees for the Nye Beach and City Center parking districts used their proportional share of the payment in lieu funds to construct parking system improvements. In City Center the funds were used to resurface and stripe the 9th and Hubert parking lot. In Nye Beach, the funds helped pay for the construction of a substantial stretch of sidewalk along NW 3rd Street.

The funds that remain in the general parking contingency have been reserved for future parking system improvements in the Bay Front area.

Budget Committee Item #30 – Professional Financial Services – Housing – Should This Be Here or in Contingency?

Submitted by – Derrick Tokos

The \$100,100 listed under Financial Professional Services (#212-4710-60200) is a revolving loan fund for the construction of government assisted and workforce housing. The fund was established utilizing proceeds from the sale of a city owned property and is intended to be self-perpetuating. That is, funds loaned for construction would be paid back to the City once a unit is sold. The program implements Policy 1, Goal 2 of the housing element of the City's Comprehensive Plan, which was updated in 2011 and called for the establishment of creative funding tools to bolster the city's inventory of housing affordable to its workforce (60-120% of median family income). Lincoln City and Toledo have established similar revolving loan programs.

For these funds to be used, a loan agreement would have to be prepared requiring City Council approval. The advantage of having them listed under a Professional Services Account as opposed to contingency is to identify that they are to be used for a specific purpose. The FY 14/15 budget identified this line item as a revolving loan program. This is less clear with the new account structure, but would be even more so if the funds were placed in contingency.

While this fund has not yet been tapped, the City Council considered, but ultimately did not pursue, a proposal from the Lincoln Community Land Trust to utilize a portion of the revolving loan funds. The Planning Commission is currently reviewing a proposal from Habitat for Humanity to tap into the loan program. It is likely that proposal will be presented to the City Council this summer.

The figure of \$100,100 is lower than the amount I requested in a draft budget that I provided the Finance Department on March 23, 2015. The line item should be bolstered to \$130,100 so the bulk of these "one-time" funds are available for this purpose. This will leave \$2,132 in contingency.

31

Budget Committee Item #31 – LCLT Dues – Is there an Agreement?

Submitted by – Derrick Tokos

The \$3,600 figure listed in the draft budget under Membership Dues and Fees (#212-4710-65550) is an error. The budget for the Housing Fund that I provided the Finance Department on March 23, 2015 did not include any funding for this line item.

2015-16 Hit and Wish List

Airport EFB reduction vs GF Subsidy???

Number 32

In the heat of finalizing the complete budget we obviously overlooked the Financial Policy regarding Fund Balance and Contingencies. According to the policy "Funds supported by Transfers" for which Airports is one, the policy reads "Funds Supported by Transfer" should have an Unfunded Ending Fund Balance (UEFB) that can range from 0% to 20% with a Recommended Contingencies" of 10%. Thus if we hold the Airport UEFB to 0% (with a 10% Contingency) the numbers will work out as follows:

Reduce - General Fund Transfer to Airport 101-1900-90220 to	\$204,452.00
Increase – General Fund UEFB 101-1900-98100 to	\$1,746,004.00

Reduce – Airport Transfer from General Fund to:	\$204,452.00
Reduce – Airport UEFB to:	\$0.00

Savings of \$105,836.00

TO: Spencer R. Nebel, City Manager

FROM: Peggy Hawker, City Recorder/Special Projects Director

DATE: May 4, 2015

SUBJ: Response to Hit and Wish List - No. 34 - Compliance with Code Provisions Related to TRT Project Expenditures - What Percentage of Projects is Tourism-Related



At the first Budget Committee meeting, a question arose regarding whether the city is in compliance with code provisions related to TRT project expenditures, and what percentage of projects are tourism related.

The Newport Municipal Code, Section 3.05.150(A)(1) states, "At least 46% of the room tax revenue shall be used for tourism promotion and tourism related facilities. The city may accumulate funds dedicated to tourism promotion and tourism related facilities and such funds will be considered to be used for tourism promotion and tourism related facilities. The City Council shall have the authority to determine which facilities are tourism related. The City Council may determine that some facilities are in part tourism related facilities, and funds reserved for tourism related facilities may be used to cover an equivalent proportion of the cost of such facilities."

Section 3.05.150(A)(2) states, "The finance director shall account for the room tax revenues and expenditures and may establish funds and sub-funds in the budget as needed to administer the provisions of this chapter and the allocation of funds provided in this section."

The Finance Department accounts for the room tax revenues and expenditures, and as evidenced by the budget, establishes funds and sub-funds to account for these.

Attached is a copy of Section 3.05.150 of the Newport Municipal Code related to the administration of room tax funds.

3.05.150 Administration

A. Disposition and use of room tax funds.

1. At least 46% of the room tax revenue shall be used for tourism promotion and tourism related facilities. The city may accumulate funds dedicated to tourism promotion and tourism related facilities and such funds will be considered to be used for tourism promotion and tourism related facilities. The City Council shall have the authority to determine which facilities are tourism related. The City Council may determine that some facilities are in part tourism related facilities, and funds reserved for tourism related facilities may be used to cover an equivalent proportion of the cost of such facilities.

(Chapter 3.05.150(A.)(1.) was amended by Ordinance No. 1971 on January 21, 2009; effective February 21, 2009.)

2. The finance director shall account for the room tax revenues and expenditures and may establish funds and sub-funds in the budget as needed to administer the provisions of this chapter and the allocation of funds provided in this section.

B. Records required from operators. Every operator shall keep records to account for all proceeds from room rentals and collection of room tax for at least three years and one half years.

C. Examination of records; investigations. The tax administrator or designee may examine the records during normal business hours and may obtain copies of the records to audit the returns.

D.

E. Confidential character of information obtained; disclosure unlawful. The tax administrator and all designees shall maintain the confidentiality of information provided by operators. Nothing in this sub-section shall be construed to prevent:

The disclosure to, or the examination of records and equipment by another City of Newport official, employee or agent for collection of taxes for the sole purpose of administering or enforcing any provisions of this chapter or collecting city business license fees.

Disclosure of information to the operator and the operator's agents.

The disclosure of the names and addresses of any persons to whom Room Tax Registration Certificates have been issued.

The disclosure of general statistics regarding taxes collected or business done in the city.

#35

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 35 Did Agate Beach Trail Connection include a bike ramp?

No, the trail connection is a stairway and the terrain is much too steep for a bike ramp. If the stairs were poured concrete, then potentially a "bike stairway" could be added (narrow channel next to the stairs for pushing bikes up).

Budget Committee Item #36 – Can SDC Funds be Reduced or Forgiven to Encourage Development in Specific Areas?**Submitted by – Derrick Tokos**

The City of Newport's System Development Charges (SDCs) methodology does not currently allow SDCs to be reduced in this manner and it would be difficult to justify under the statutes that govern the collection of such charges (ref: ORS Chapter 223). State law requires that SDCs charges be based upon ratemaking principals employed to finance publicly owned capital improvements and that contributions asked of future system users are equitable in nature. When a jurisdiction develops or amends its methodology, its rationale is subject to legal challenge. The City of Newport would be hard pressed to defend a methodology that discounts SDCs for a development in one part of the city, when a proposed development with equivalent impacts on city services is required to pay more simply because it is located in a different part of town.

Cities can choose to collect less than the total amount of SDCs that they can justify charging and some have done so in the hope that it would stimulate economic development. This is typically done "unilaterally" to ensure that it is equitable to those that are subject to the fee. When this is done, existing taxpayers pick-up a larger share of the cost of upgrading city services (water, sewer, storm drainage, transportation and parks) to support new development. Another approach that some jurisdictions have employed is to use urban renewal dollars to pay the SDCs for new development or redevelopment within a target area to incentivize public/private investment.

SDC methodologies must also consider prior contributions by existing users, which is often accomplished in the form of a credit for existing development that is on a property. The City of Newport's methodology offers generous credits, meaning that redevelopment projects pay less in the way of SDC fees than projects that are occurring on undeveloped ground. In fact, in many cases, redevelopment projects do not pay any SDCs because the impact they have on city services is no greater than the development that previously existed on the property. This is another approach that jurisdictions employ to encourage development.

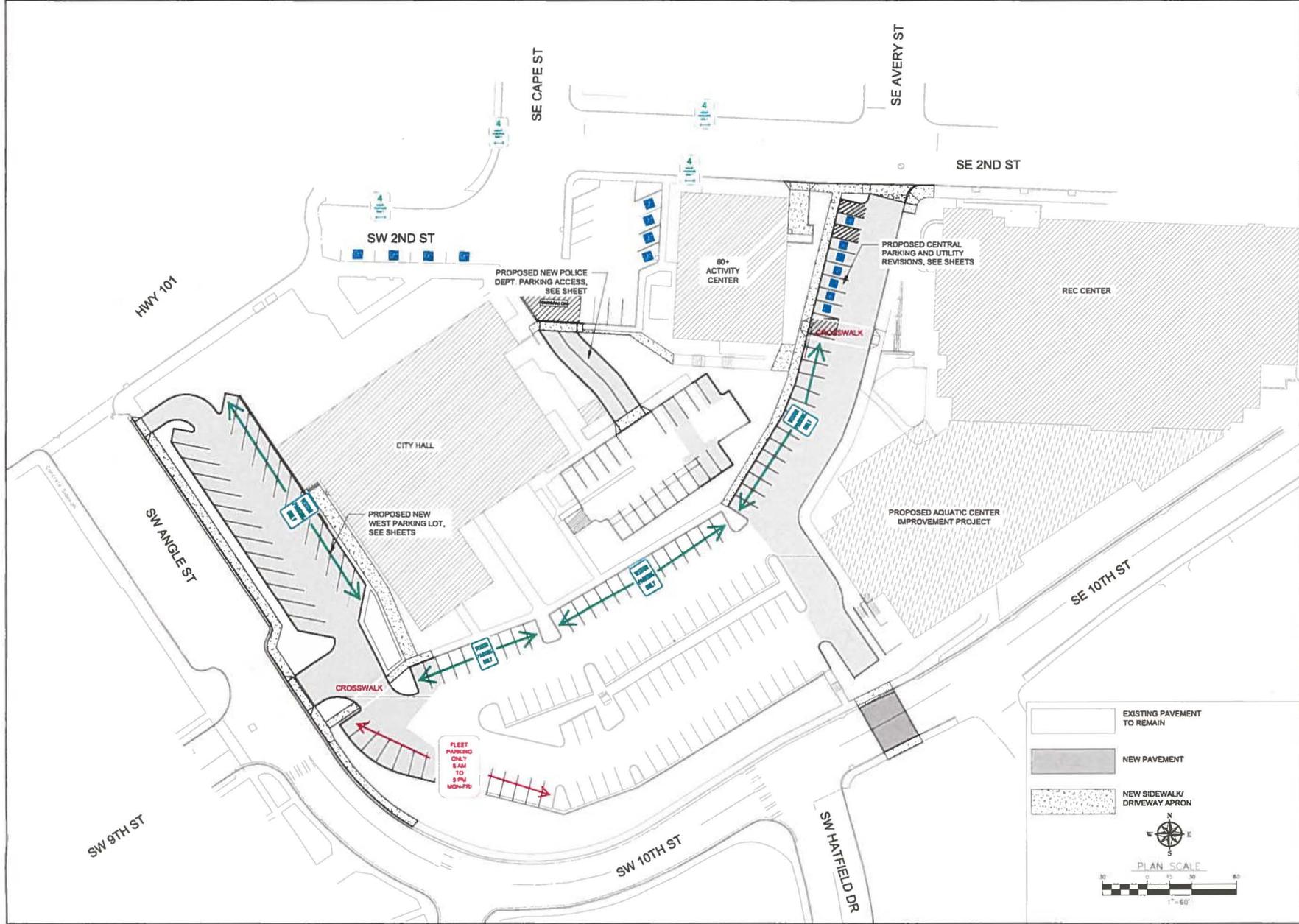
The proposed budget includes funding to update the City's SDC methodology. This presents an opportunity for the City to explore whether or not it should make adjustments to its SDC formulas to ensure that it strikes the right balance between encouraging development and generating revenue needed to construct capital infrastructure to support such growth.

#37

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 37 City Hall Campus Parking Plans

A copy of the parking plan is attached



REGISTERED PROFESSIONAL ENGINEER
83524PE
OREGON
MAY 10 2012
MATTHEW D. WADLINGTON
EXPIRATION DATE: 06/30/2016

Civil West
Engineering Services, Inc.
541-264-7040
www.civilwest.com
609 SW Hubert Street
Newport, Oregon 97365

REV.	DATE	DESCRIPTION	BY

Checked By: JLP
 Drawn By: VAS
 Prepared By: VAS
 Project No: 2312-03A

CITY OF NEWPORT
LINCOLN COUNTY, OREGON
CITY HALL PARKING EXPANSION PLAN
PROPOSED SITE LAYOUT
APRIL 2015

Budget Meeting May 13, 2015 141

#39

TO: Spencer R. Nebel, City Manager
FROM: Peggy Hawker, City Recorder/Special Projects Director
DATE: May 5, 2015
SUBJ: Response to Hit and Wish List - No. 39 - Remaining Time Period for the Maintenance of the Agate Beach Closure Fund

At the first Budget Committee meeting, a question arose regarding how long the city is obligated to continue funding the Agate Beach Closure Fund.

Through an intergovernmental agreement, the Lincoln County Solid Waste Consortium was created. The Consortium consists of the Cities of Newport, Depoe Bay, Lincoln City, Siletz, Toledo, Lincoln County, the Oregon DEQ, and the Lincoln County Solid Waste Disposal District. The Consortium was created to participate in the operation, closure, and post-closure operation and monitoring of the Agate Beach Landfill. A surcharge on waste disposal funds these obligations, which under a DEQ permit, are expected to continue for 30 years from the date of closure in 1997.

The city's current Agate Beach Closure Fund fee was revised to \$1.00 per ton on the adoption of Resolution No. 3390 in 2006. The post-closure obligations at the closed Agate Beach landfill are projected to end in 2027 - at the conclusion of the 30-year permit period.

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 40 Will the Senior Project Manager in the Engineering division help move projects through the CIP more quickly?

The City's CIP has a large dollar value compared to what is actually constructed annually. This is caused by several reasons. First, City staff budget multi-year projects at full estimated construction value to obligate the funds so that they are not also appropriated to another project. This is particularly done when the revenue source is a bond or loan that covers multiple projects. Projects are also budgeted at full estimated construction value when it is unsure if the project is going to be under construction across multiple fiscal years. An example of this is the Aquatic Center which was budgeted at \$7.9M in FY14 but will not be constructed until FY 15.

How quickly the projects within the CIP are executed is also dependent upon the staff load of the City's consulting firms. The City's consultants are currently working at maximum capacity to generate the designs for construction. Civil West, the City's engineer of record in streets, storm water and water distribution is currently under contract for 11 separate concurrent task orders.

The CIP is currently being maintained by the Public Works Director/City Engineer and Assistant City Engineer, taking away from the duties we would otherwise be doing. The Senior Project Manager will provide more continuity in the execution of the CIP, but also provide internal design for projects administered solely by the City without outside consulting assistance.

#91

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 41 Cost of the Lower Agate Beach Tank in Water Treatment Bond

The total bond for the water treatment plant was \$15.9M. The Lower Agate Beach Tank was proposed to be included in that bond but I cannot find in any documentation an estimate of what the tank would be.

The actual construction cost of the Lower Agate Beach Tank, water line and pump station is as follows:

Engineering - Agate Beach Tank and Waterlines:	\$271,105
Engineering - Salmon Run PS:	\$49,734
Construction Phase Services:	\$99,010
Construction – Waterline:	\$397,884
Construction – Pump Station:	\$305,000
Construction – Lower Agate Beach Tank:	\$725,000
Easement and Land Acquisition:	<u>\$41,500</u>
TOTAL:	\$1,889,233

47

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 47 Can Shared Lane Markings (sharrows) be a capital projects item?

In FY 14-15 the City made a commitment to purchase sharrows to be installed on Elizabeth Street from Coast Street to Yaquina Bay State Park. These sharrows have been purchased and are awaiting installation. The City has not budgeted to purchase or install sharrows this coming fiscal year. It is my recommendation that additional lane markings are requested that they be included as a project request in the following fiscal year (FY 16-17).

#48

Cindy Breves

From: Michael Murzynsky
Sent: Wednesday, May 06, 2015 5:39 PM
To: Spencer Nebel
Cc: Cindy Breves
Subject: Final Hit & Wish List from Finance
Attachments: 2015-16 Hit and Wish Lisat response to SRN.docx

Spencer,

Here is my final response to the hit and wish list...let me know if you need anything else.

Mike

2015-16 Hit and Wish List State Shared Revenue \$15.5K plus 1% for what?? Number 48

According to Tim Gross, the City is to spend 1% of the State Gas tax on Sidewalks and Other Improvements (ORS 366.514 requires the City to dedicate no less than 1% of funds received through the State Gas Tax to sidewalk and bicycle improvements). He said the \$5,578 is part of the \$15,000 to Capital Outlays which is used for those purposes. However we will transfer the \$5,578 out of Streets to General Fund to help fund the Lucky Gap Trail at Agate Beach. In turn we will reduce the Transfer Out from Room Tax by this amount of \$5,578. Here are the budget parameters:

Street Fund

Increase Transfer to General Fund (GF) 251-3210-90101	+\$5,578.00
Decrease Ending Fund Balance (EFB) 251-3210-99200	-\$5,578.00

Room Tax

Decrease Transfer to GF 230-4310-90101	-\$5,578.00
Increase EFB 230-4310-99200	+\$5,578.00

General Fund

Decrease Transfer In from Room Tax 101-1900-49230	-\$5,578.00
Increase Transfer In from Streets 101-1900-49251	+\$5,578.00

Michael A Murzynsky
Finance Director
City of Newport
169 SW Coast Highway
Newport, OR 97365

Phone: 541-574-0610

#49

TO: Spencer R. Nebel, City Manager
FROM: Peggy Hawker, City Recorder/Special Projects Director
DATE: May 5, 2015
SUBJ: Response to Hit and Wish List - No. 49 - Georgia Pacific Franchise Agreement - How is Revenue to be Used

At the first Budget Committee meeting, a question arose regarding how the revenue from the Georgia Pacific franchise agreement is to be used.

The City Council adopted Resolution No. 3502, establishing the use of funds received from Georgia-Pacific Toledo, LLC, under the agreement dated April 5, 2010 between the city and Georgia-Pacific. It subsequently adopted Resolution No. 3565 which amends Resolution No. 3502 related to the use of Georgia-Pacific funds paid pursuant to the franchise agreement.

Resolution No. 3565 states, "The Council intends that fees paid by GP be utilized for testing, monitoring, or mitigating environmental impacts. Funding for the years 2008, 2009, and 2010 will be dedicated to the testing of ocean waters, habitat, beaches, and animals near or adjacent to the GP outfall." The GP franchise fees, for the years of 2008, 2009, and 2010, totaled \$170,000, and were used, in compliance with this resolution, for a bioaccumulation survey conducted by Oregon State University.

Resolution No. 3565 further states that "The Council will review and approve the expenditure of fees paid by GP under the GP agreement for years 2011 and beyond." Council has approved, in compliance with this resolution, the use of funds for testing, monitoring, and mitigating environmental impacts, including smoke testing of the sanitary and storm sewers, storm water maintenance program, and development of a GIS infrastructure map.

Attached are copies of Resolution Nos. 3502 and 3565, and staff reports, dated October 3, 2011 and June 17, 2013, from the Public Works Director, regarding the use of GP franchise fees.

CITY OF NEWPORT

RESOLUTION NO. 3565

**A RESOLUTION AMENDING RESOLUTION NO. 3502
ESTABLISHING THE USE OF FUNDS RECEIVED
FROM GEORGIA-PACIFIC TOLEDO, LLC UNDER THE AGREEMENT
DATED APRIL 5, 2010 BETWEEN THE CITY OF NEWPORT
AND GEORGIA-PACIFIC TOLEDO, LLC**

Findings:

1. On March 15, 2010, the City Council adopted Resolution No. 3497 which approved an agreement allowing Georgia-Pacific Toledo, LLC (GP) to operate and maintain North and South pipelines within public rights-of-way (GP Agreement). This Agreement culminated several years of discussions between the City and GP and endless hours of work performed by the GP Task Force. The Agreement was signed by the parties and effective on April 5, 2010.
2. Provisions in the GP Agreement provided for an annual payment by GP for use of the public rights-of-way equaling \$55,000 for year 2008, \$56,650 for year 2009, \$58,350 for year 2010, and for subsequent years, an increase of 3% annually. The Agreement is effective for a period of seven (7) years beginning in the year 2010.
3. Recommendations of the GP Task Force included that testing of ocean waters, habitat, beaches, and animals near the GP outfall be performed, utilizing fees paid by GP under the GP Agreement.
4. The Council has determined that there is a city benefit to testing, monitoring, and mitigating environmental impacts in, around, and adjacent to the city and to utilize funds received from the GP Agreement for such purposes.
5. It is the Council's desire to consider recommendations of the GP Task Force by allocating GP Agreement funds received for years 2008, 2009, and 2010, totaling \$170,000, for the testing of ocean waters, habitat, beaches, and animals near the GP outfall.
6. The Technical Advisory Task Force has been diligently working on City Council directed tasks and has recommended that Resolution No. 3502 be amended to allow greater flexibility in accepting submissions for the testing of ocean waters, habitat, beaches, and animals near the GP outfall.

7. It is the Council's desire to publicly recognize and thank members of the GP Task Force for their dedicated and endless hours of volunteer work on this important issue to the citizens of Newport.

Based on these Findings,

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1. The Council directs that fees paid by GP under the GP Agreement as stated in Section 2 of the Findings for years 2008, 2009, and 2010, totaling \$170,000, be utilized for the testing of ocean waters, habitat, beaches, and animals near the GP outfall.

Section 2. The Council directs that the city establish a Technical Advisory Task Force for the purpose of soliciting individuals, groups, or businesses interested in providing ocean monitoring services which will be funded from fees paid by GP under Section 1. Recommendations for ocean monitoring services will be made by the Technical Advisory Task Force and forwarded to the City Council for approval.

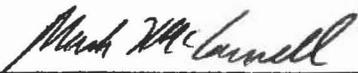
Section 3. The Council will review and approve the expenditure of fees paid by GP under the GP Agreement for years 2011 and beyond.

Section 4. The Council intends that fees paid by GP be utilized for testing, monitoring, or mitigating environmental impacts. Funding for the years 2008, 2009, and 2010 will be dedicated to the testing of ocean waters, habitat, beaches, and animals near or adjacent to the GP outfall.

Section 5. By this resolution, the Council publically recognizes and thanks members of the GP Task Force for their dedicated and endless hours of volunteer work on this important issue for the citizens of Newport.

Section 6. Effective Date. This Resolution is effective upon adoption.

Passed by the Newport City Council on November 7, 2011.



Mark McConnell, Mayor

ATTEST:



Margaret M. Hawker, City Recorder

CITY OF NEWPORT

Resolution No. 3502

A Resolution to Establish the Use of Funds Received From Georgia-Pacific Toledo, LLC. under the Agreement Dated April 5, 2010 Between The City of Newport and Georgia-Pacific Toledo, LLC.

Findings:

1. On March 15, 2010, the City Council adopted Resolution No. 3497 which approved an agreement allowing Georgia-Pacific Toledo, LLC (GP) to operate and maintain North and South pipelines within public right-of-ways (GP Agreement). This agreement culminated several years of discussions between the City and GP and endless hours of work performed the GP Task Force. The Agreement was signed by the parties and effective on April 5, 2010.
2. Provisions in the GP Agreement provided for an annual payment by GP for use of the public rights-of-way equaling \$55,000 for year 2008, \$56,650 for year 2009, \$58,350 for year 2010 and for subsequent years an increase of 3% annually. The Agreement is effective for a period of seven (7) years, beginning in the year 2010.
3. Recommendations of the GP Task Force included that testing of ocean waters, habitat, beaches, and animals near the GP outfall be performed, utilizing fees paid by GP under the GP Agreement.
4. The Council has determined that there is a city benefit to testing, monitoring and mitigating environmental impacts in, around and adjacent to the city and to utilize funds received from the GP Agreement for such purposes.
5. It is the Council's desire to consider recommendations of the GP Task Force by allocating GP Agreement funds received for years 2008, 2009 and 2010, totaling \$170,000, for the testing of ocean waters, habitat, beaches and animals near the GP outfall.
6. It is the Council's desire to publicly recognize and thank members of the GP Task Force for their dedicated and endless hours of volunteer work on this important issue to the citizens of Newport.

Based on these Findings,

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1. The Council directs that fees paid by GP under the GP Agreement as stated in Section 2 of the Findings for years 2008, 2009 and 2010, totaling

\$170,000, be utilized for the testing of ocean waters, habitat, beaches, and animals near the GP outfall.

Section 2. The Council directs that the City establish a Technical Advisory Task Force for the purpose of soliciting grant proposals which will be funded from fees paid by GP under Section 1. Award of the grant shall be recommended by the Technical Advisory Task Force and approved by the Council. The Council intends that the "Framework to Develop an Effluent Monitoring Plan" developed by the Georgia Pacific Task Force, dated May 24, 2009, be used as a resource in the review of grant proposals referred to herein.

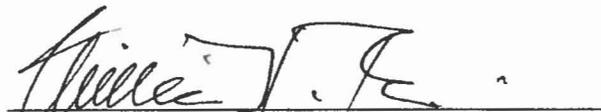
Section 3. The Council will review and approve the expenditure of fees paid by GP under the GP Agreement for years 2011 and beyond.

Section 4. The Council intends that fees paid by GP be utilized for testing, monitoring, or mitigating environmental impacts in, around, and adjacent to the city, which may but are not required to include, but with priority given to, the testing of ocean waters, habitat, beaches and animals near or adjacent to the GP outfall.

Section 5. By this resolution, the Council publically recognizes and thanks members of the GP Task Force for their dedicated and endless hours of volunteer work on this important issue for the citizens of Newport.

Section 6. Effective Date. This Resolution is effective upon adoption.

Passed by the Newport City Council on April 19, 2010.



William D. Bain, Mayor

Attest:



Margaret M. Hawker, City Recorder



Agenda Item #
Meeting Date

June 17, 2013

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title: Designate the Use of Georgia Pacific Franchise Agreement Funds from Calendar Years 2013 and 2014 for the Sanitary and Storm Sewer Smoke Testing Program

Prepared By: TEG Dept Head Approval: TEG City Manager Approval: _____

Issue Before the Council:

For a number of years, the storm sewer outfall at Nye Beach has regularly exceeded State guidelines for acceptable levels of fecal coliform and E-coli. Surfriders Foundation and City of Newport Public Works staff have been testing storm sewer outfalls for these contaminants, attempting to identify sewer cross connections or illicit discharges to the storm sewer system. The testing had been conducted weekly, primarily in the Nye Creek/John Moore Creek watershed, at various locations including the Nye Creek outfall at the seawall, John Moore Creek at the skate park, the trailer park on NW 3rd Street, a storm sewer manhole at 3rd and Cliff, and various other locations. This testing program initially saw moderate success and a number of sanitary sewer cross connections were identified and eliminated. Recently however, since the obvious cross connections have already been identified and eliminated, it has been increasingly more difficult to track the contaminants to their source because of the randomness of the high readings and the poor storm sewer mapping records the City was working with.

The City conducted a limited smoke testing program in the fall of 2009 to further identify cross connections. There were many locations identified with issues and many of those were addressed. However some of the issues that were identified have not been resolved and need further following up.

In 2011, Council authorized City Staff to use 2011 and 2012 Georgia Pacific Franchise Agreement funds to develop a GIS infrastructure map that would allow better identification of potential cross connections. This exercise is largely complete and City staff would like to utilize this infrastructure mapping and pick up where the initial smoke testing program left off. This would include following up on the problems that have not been corrected, and continuation of smoke testing throughout the rest of the downtown area.

City staff would like to request dedication of the calendar year 2013 (\$64,716) and 2014 (\$65,672) revenues from the Georgia Pacific Franchise agreement to fund this program. The scope of work that will be included in this program is attached.

Staff Recommendation:

Designate the use of Georgia Pacific Franchise Agreement funds from calendar years 2013 and 2014 for the Sanitary and Storm Sewer Smoke Testing Program.

Proposed Motion:

I move to authorize the use of the Georgia Pacific Franchise Agreement funds from calendar years 2013 and 2014 in the amount of \$130,388 to fund Phase II of the Sanitary and Storm Sewer Smoke Testing Program.

Key Facts and Information Summary:

On March 15, 2010, the City Council adopted Resolution No. 3497 which approved an agreement allowing Georgia-Pacific Toledo, LLC (GP) to operate and maintain North and South pipelines within public right-of-ways. Provisions in the GP Agreement provided for an annual payment by GP for use of the public right-of-ways equaling \$55,000 for year 2008, \$56,650 for year 2009, \$58,350 for year 2010 and for subsequent years an increase of 3% annually. The Agreement is effective for a period of seven years beginning in the year 2010.

On April 5, 2010, the City Council adopted resolution No. 3502 which directed the use of the first three years of collected funds from 2008, 2009, and 2010, to be used to testing of ocean waters, habitat, beaches, and animals near the GP outfall. Additional funds collected beyond 2010 were to be utilized for testing, monitoring, or mitigating environmental impacts in, around, and adjacent to the City. Furthermore, this resolution mandated that City Council will review and approve the expenditure of fees paid by GP under the GP Agreement for years 2011 and beyond. A copy of this resolution is attached to this memo.

Other Alternatives Considered:

None.

City Council Goals:

Wastewater

- A. Identify and reduce inflow, infiltration, and pollution.

Stormwater

- C. Continue to identify cross-connections and pollution sources.

Attachment List:

- Smoke Testing – Wastewater/Stormwater Phase 2, Civil West Engineering Scope of Work
- Resolution No. 3502 – Resolution to Establish the Use of Funds from the GP Franchise Agreement



Memo

To: Jim Voetberg, City Manager and City Council
From: Timothy Gross, Director of Public Works/City Engineer
Date: October 3, 2011
Re: Georgia Pacific Franchise Funds

On March 15, 2010, the City Council adopted Resolution No. 3497 which approved an agreement allowing Georgia-Pacific Toledo, LLC (GP) to operate and maintain North and South pipelines within public right-of-ways. Provisions in the GP Agreement provided for an annual payment by GP for use of the public right-of-ways equaling \$55,000 for year 2008, \$56,650 for year 2009, \$58,350 for year 2010 and for subsequent years an increase of 3% annually. The Agreement is effective for a period of seven years beginning in the year 2010.

On April 5, 2010, the City Council adopted resolution No. 3502 which directed the use of the first three years of collected funds from 2008, 2009, and 2010, to be used to testing of ocean waters, habitat, beaches, and animals near the GP outfall. Additional funds collected beyond 2010 were to be utilized for testing, monitoring, or mitigating environmental impacts in, around, and adjacent to the City. Furthermore, this resolution mandated that City Council will review and approve the expenditure of fees paid by GP under the GP Agreement for years 2011 and beyond.

For the past few years Public Works staff have been testing storm sewer outfalls for E-coli and Fecal Coliform, attempting to identify sewer cross connections or illicit discharges to the storm sewer system. The testing is conducted weekly, primarily in the Nye Creek/John Moore Creek watershed, at various locations including the Nye Creek outfall at the seawall, John Moore Creek at the skate park, the trailer park on NW 3rd Street, a storm sewer manhole at 3rd and Cliff, and various other random locations. This testing program initially saw moderate success and a number of sanitary sewer cross connections were identified and eliminated. Recently however, since the obvious cross connections have already been identified and eliminated, it has been increasingly more difficult to track the contaminants to their source because of the randomness of the high readings and the poor storm sewer mapping records the City has to work with.

Within the past few months, a few test results have indicated higher than acceptable contaminant readings. City crews were unable to track the contaminants further upstream because they could not reproduce the same high readings as they worked upstream; because there were so many unidentified or inaccessible connections to the storm drainage system, they were unable to isolate the lines responsible for the contaminants.

What makes this process exceedingly more difficult is the population fluctuation due to tourism in Newport. Vacation rental properties create a unique problem due to the inconsistency of their use. A vacation rental property may have an illicit sanitary cross connection to the storm sewer, but this is only detectable when the property is occupied and the sewer is in use. This property may cause a spike in the test readings but when the Public Works crews attempt to trace the contaminants back to their source the property is unoccupied again. An additional issue is the recreational vehicle use in Newport. These vehicles carry their own wastewater tanks and it is not unheard of for users to discharge their tanks into a convenient catch basin. Also the transient camps contribute contaminants to the watershed. The camps are often in ravines and creek basins where the vegetation is thicker, and the waste from their camps discharges directly into the creeks and inlets to the watershed. Other random illicit discharges that do not necessarily contribute to an E-coli or fecal count that are

dumped into the storm sewer system include automobile oil and other fluids, concrete washout, paint, and other household chemicals and products not easily disposed of in other fashions.

There are two significant hurdles that must be overcome in order for this pollution elimination program to see success in the future. First, it is necessary to add additional manpower to effectively implement a more comprehensive storm drainage maintenance and inspection program. The Streets/Storm Sewer division has only 4 employees including the supervisor. The time for one of these employees is 100% dedicated to traffic control and signage, and another spends 50% of his time on the street sweeper. This leaves only 2.5 FTE's to conduct all of the streets and storm sewer maintenance, inspection, and repair. Because the Streets/Storm Sewer Division does not have the manpower, the Wastewater Division is currently running the E-coli and Fecal Coliform tests on the storm sewer and has conducted the smoke testing in the past. Through experience, the Streets/Storm Sewer Division maintains and cleans problem catch basin inlets and manholes to prevent local flooding, but they do not currently have the manpower to regularly inspect all inlets. For example, when meeting to discuss the future improvements to the Sister City Park on SW Alder Street, I observed what appeared to be grease in a catch basin grate on SW 6th Street. It turned out to be cooking grease that residents from the adjacent apartment building were dumping into the storm drain. Also last year, Dave White successfully identified a local bank as a location where RV's were dumping their septic tanks into a parking lot catch basin. Without regular inspection of every storm drain inlet, it is not possible to discover and address illicit dumping activity.

Public Works crews have periodically smoke tested the storm sewer system to identify where illicit sanitary connections occur. However, this testing has been sporadic at best and needs to be consolidated into a systematic plan to blanket the City one block at a time. Conducting this testing requires a minimum of two, preferably three personnel. The testing is simple, inexpensive, but labor intensive. Because the storm drain system is being tested, all inlets need to be blocked off to prevent the smoke from simply coming out of the catch basins and grates. Over the past few months the testing at the storm sewer outlets have yielded high counts for both E-coli and Fecal Coliform. Additional smoke testing and inspection of the storm drain system is necessary to track the problem, but City staff have not had the time to follow up due to other ongoing maintenance problems and regular duties.

The second significant hurdle that must be overcome is the development of a comprehensive storm drain base map. Current records are incomplete and do not identify most leads tying into the storm drain system. Without mapping all of the structures, then televising the lines to identify incoming storm drain lines, crews are forced to rely solely on smoke testing to identify connections. This method is limited because it does not work when the line is full of water which is common in our aging and settled infrastructure, and does not work for open systems where the storm drain system discharges directly to creeks and streams. Without a decent map, it is not possible to track and repair pipe settlements and failures. Additional benefits to a comprehensive storm drain map are the ability to model the performance of the system to properly size pipe, plan for infill development and additional demands on the system, and to identify existing undersized infrastructure and plan for repairs like the local flooding issues at Nye Beach and Oceana Foods.

Yearly inspection of storm drain outfalls, regular inspection and maintenance of storm sewer inlets, and a comprehensive storm sewer base map, among other things, are all requirements for communities regulated under the National Pollutant Discharge Elimination System (NPDES) Phase II program, administered by the Department of Environmental Quality in Oregon. City's regulated by NPDES Phase II are those of over 10,000 population in an area identified as an urbanized area by the US Census bureau. It is likely that in the coming years Newport will ultimately be governed by these regulations; for this reason, and simply because it is the right way to responsibly manage the City's storm water system, Newport must implement these measures.

City staff would like Council to authorize the use of the GP Franchise agreement funds to expand the City's current storm water maintenance program. This would initially mean adding a new storm water utility worker position. This position would be instrumental in initiating a more comprehensive maintenance and inspection program and creating a useable and comprehensive storm drain base map. This position and these tools are critical and necessary elements to test, monitor and mitigate environmental impacts in, around, and adjacent to the City of Newport.

50

2105-16 Hit and Wish List
Tim Gross
Public Works/Engineering

No. 50 Will 6th Street at Brook Street be repaired this year?

Yes. This project is budgeted to be constructed this fiscal year.

Budget Committee Item #51 – Population Trend for Tourism versus Permanent Residents**Submitted by – Derrick Tokos**

Newport continues to be a popular destination for tourism, and statistics suggest that the percentage of residential units in the City dedicated to seasonal use is growing. The chart below depicts data from the U.S. Census Bureau American Community Survey. It shows that about 6% of the City's residential units were used for seasonal purposes in 1990. That figure increased to 18% as part of their 2009-2013, 5-year estimate. New residential construction since 2007/08 in Newport has almost exclusively been single family dwellings. We do not inquire as to the intended occupancy (seasonal or year round), so I can't tell you how many of the units were built for seasonal use. Recently, the City has been approached by a developer who is looking to construct a residential subdivision exclusively for vacation rental or seasonal occupancy. That project is in the concept stage and it is unclear at this point in time whether or not it will move forward.

Strong demand for seasonal housing in the City of Newport has driven up the cost of homes to the point that they are out of reach for much of the workforce. This is extensively documented in the housing element of the Comprehensive Plan, which was updated in 2011.

Vacancy Status for Newport

	1990		2000		2005-2009		2009-2013	
	Units	Percent	Units	Percent	Units	Percent	Units	Percent
Occupied	3,545	86%	4,112	82%	4,453	81%	5,731	76%
Vacant	560	14%	922	18%	1,075	19%	1,851	24%
For Sale	31	1%	108	2%	28	1%	129	2%
For Rent	96	2%	277	6%	71	1%	211	3%
Rented or Sold	35	1%	30	1%	50	1%	51	1%
Seasonal	260	6%	437	9%	885	16%	1,380	18%
Other	138	3%	70	1%	41	1%	80	1%

Source: U.S. Census American Community Survey

The American Community Survey (ACS) is a nationwide survey designed to provide communities a fresh look at how they are changing. The ACS replaced the decennial census long form in 2010 and thereafter by collecting long form type information throughout the decade rather than only once every 10 years.

Questionnaires are mailed to a sample of addresses to obtain information about households that is, about each person and the housing unit itself.

The American Community Survey produces demographic, social, housing and economic estimates in the form of 1-year, 3-year and 5-year estimates based on population thresholds. The strength of the ACS is in estimating population and housing characteristics. It produces estimates for small areas, including census tracts and population subgroups.

Although the ACS produces population, demographic and housing unit estimates, the Census Bureau's population estimates program produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns, and estimates of housing units for states and counties.

For 2010 and other decennial census years, the Decennial Census provides the official counts of population and housing units.

53

2015-16 Hit and Wish List

More information on UB invoices???

Number 53

Currently the invoices in Finance are "Preprinted" so there is no room on the back of the invoice (see two attachments). We could consider removing some of the data but that would be down the road. However on the front of the preprinted invoice there is space for a four line memo, I have instructed staff to check into the capabilities.

Something else to consider, what if Finance creates a quarterly newsletter that would be inserted into the invoices/. Within that newsletter we could give an explanation on the use of the water and sewer rates and provide graphs galore.

Make Check Payable to



City of Newport
169 S.W. Coast Hwy
NEWPORT OR 97365

City of Newport



NEWPORT OR 97365

SERVICE ADDRESS [REDACTED]

ACCOUNT NUMBER [REDACTED]

TOTAL AMOUNT DUE 102.30

DUE DATE 05/15/15

AMOUNT ENCLOSED \$

SOS Fund \$ 5.00 _____ \$10.00 _____ Other \$ _____



PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT



CITY OF NEWPORT
169 S.W. Coast Hwy
NEWPORT OR 97365
(541) 574-0611

WATER/SEWER BILLING

ACCOUNT NUMBER [REDACTED]	CUSTOMER NAME [REDACTED]	BILLING DATE 04/30/15	DUE DATE 05/15/15
SERVICE ADDRESS [REDACTED]		BILLING CYCLE 04/01/15 to 04/30/15	AMOUNT DUE 102.30

METER INFORMATION

Meter	Size	Date	Previous	Date	Current	Usage
00397556	3/4	03/13/15	807	04/14/15	812	5

DESCRIPTION	AMOUNT
PREVIOUS BALANCE	92.30
LAST PAYMENT AMOUNT	92.30CR
CURRENT PERIOD ADJ	.00
Water	34.45
Sewer Flat Rate	22.00
Sewer Qty	31.75
Infrastructure	6.60
Storm Drain	7.50

TOTAL AMOUNT DUE \$ 102.30

IMPORTANT NOTES

Change of Address Information:

Mailing Address: _____

City, State, Zip: _____

Phone No. _____

Phone Numbers for Important City Services

Finance Department 541-574-0611
Utility Billing Questions 541-574-0617

Public Works
Utility Service Questions: 541-574-3366

After hours Public Works
emergency dispatch: 541-265-4231

Due Dates and Past Due Balances

Bills are due and payable by 5:00 PM on the 15th day of the month. Payments received after the due date are subject to a late fee.

Change of Owner or Mailing Address

Owners are responsible for notifying the City Finance Department of any changes. Service may be terminated if we do not have a valid mailing address for bills.

E-Billing Statements

Go to www.xpressbillpay.com to sign up to receive e-billing statements.

Want More Information?

Service rates, schedules, and municipal codes are also available online at www.newportoregon.gov

Department listings, meetings and agendas, citizen involvement, City news and projects, and much more are all available at our website.

Auto Pay

When you sign up for our Auto-Pay Plan, payment of your City of Newport utility bill is deducted automatically through your bank account on the due date of the bill.

Pay Your Bill Online

Go to www.xpressbillpay.com to view your account, sign up for e-bills, and pay your utility bill with a credit card or electronic check.

Drop Box Payments

Checks and money orders may be put in our drop box. Payments are collected at 8:00 AM. Payments put in the drop box after 8:00 AM will be processed the following business day.

Returned Payments

Any returned payment will result in a \$25 NSF fee. The amount of the returned check and NSF fee are payable in cash or money order to our office. Any unpaid returned payments will result in penalties for non-payment.

Any account that has three payments returned will be required to make all payments in cash for the one year following the third NSF.

SOS Fund

The City of Newport has established an SOS fund for low income utility users. If you would like to contribute to the SOS fund, please indicate on the top portion of your bill the amount that should be credited to the fund.

Comments/Suggestions:

#54

2015-16 Hit and Wish List Correct Summary Sheets

Number 54

We have corrected formula errors....see attached.

BUDGET SUMMARY BY FUND
FISCAL YEAR 2014-2015

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
PUBLIC PARKING FUND - 211								
REVENUES:								
Taxes								
Franchises								
Federal Sources								
State Sources								
Miscellaneous Sources								
Services Provided for								
Fees, Fines & Forfeitures	26,602	31,665	30,968	30,968	24,065	31,265	31,265	31,265
Investments	1,271	1,128	1,000	1,000	782	1,040	1,045	1,045
Miscellaneous								
Loan Proceeds								
TOTAL REVENUES:	27,873	32,793	31,968	31,968	24,847	32,305	32,310	32,310
EXPENDITURES								
PUBLIC PARKING - GENERAL	694							
NYE BEACH PARKING DISTRICT	5,566	151	2,543	2,543	241	1,021	12,796	12,722
CITY CENTER PARKING DISTRICT	168	644	1,827	1,827	218	327	6,953	6,896
BAY FRONT PARKING DISTRICT	219	2,974	6,830	6,830	2,317	2,927	23,372	22,218
TOTAL EXPENDITURES WITHOUT CONTINGENCY	6,647	3,769	11,200	11,200	2,776	4,275	43,121	41,836
CONTINGENCY			314,772	314,772			248,982	249,207
TOTAL EXPENDITURES:	6,647	3,769	325,972	325,972	2,776	4,275	292,103	291,043
TRANSFERS								
TRANSFER IN								
TRANSFER OUT							65,000	65,000
NET TRANSFERS IN & OUT	-	-	-	-	-	-	(65,000)	(65,000)
EXCESS REVENUES OVER EXPENDITURES	21,226	29,024	(294,004)	(294,004)	22,071	28,030	(324,793)	(323,733)
BEGINNING FUND BALANCE	245,753	266,679	294,004	294,004	295,703	295,703	323,733	323,733
UNAPPROPRIATED FUND BALANCE								
ENDING FUND BALANCE	266,979	295,703	-	-		323,733		-

Budget Meeting May 13, 2015

BUDGET SUMMARY BY FUND
FISCAL YEAR 2014-2015

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
AIRPORT FUND - 220								
REVENUES:								
Taxes								
Franchises								
Federal Sources	1,613,876							
State Sources								
Miscellaneous Sources								
Services Provided for	30,704	30,704	30,704	30,704	20,469	30,704	30,704	30,704
Fees, Fines & Forfeitures	283,162	476,813	187,250	187,250	312,021	392,969	258,420	258,420
Investments	1,471	2,600	1,800	1,800	574	861	561	561
Miscellaneous	61,019	55,740	54,300	54,300	38,863	53,453	54,280	54,280
Loan Proceeds								
TOTAL REVENUES:	1,990,232	565,857	274,054	274,054	371,927	477,987	343,965	343,965
EXPENDITURES								
AIRPORT OPERATIONS	2,075,941	344,330	903,404	718,404	440,055	630,782	722,075	693,941
AIRPORT FBO	370,685	504,621						
TOTAL EXPENDITURES WITHOUT CONTINGENCY	2,446,626	848,951	903,404	718,404	440,055	630,782	722,075	693,941
CONTINGENCY			53,869	53,869				71,691
TOTAL EXPENDITURES:	2,446,626	848,951	957,273	772,273	440,055	630,782	722,075	765,632
TRANSFERS								
TRANSFER IN	534,460	302,225	380,814	380,814	253,876	380,814	335,288	335,288
TRANSFER OUT	51,319	6,932	6,746	271,746	271,059	271,746	291,039	161,039
NET TRANSFERS IN & OUT	483,141	295,293	374,068	109,068	(17,183)	109,068	44,249	174,249
EXCESS REVENUES OVER EXPENDITURES	26,747	12,199	(309,151)	(389,151)	(85,311)	(43,727)	(333,861)	(247,418)
BEGINNING FUND BALANCE	358,040	384,785	309,151	389,151	396,981	396,981	353,254	353,254
UNAPPROPRIATED FUND BALANCE								105,836
ENDING FUND BALANCE	384,787	396,984	-	-		353,254		-

BUDGET SUMMARY BY FUND
FISCAL YEAR 2014-2015

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
WATER DEBT SERVICE FUND - 301								
REVENUES:								
Taxes	716,392	842,175	872,832	872,832	806,445	874,486	838,014	838,014
Franchises								
Federal Sources								
State Sources								
Miscellaneous Sources								
Services Provided for Fees, Fines & Forfeitures								
Investments	2,080	3,706	1,600	1,600	1,822	2,200	1,100	1,100
Miscellaneous								
TOTAL REVENUES:	718,472	845,881	874,432	874,432	808,267	876,686	839,114	839,114
EXPENDITURES								
WATER GO BOND								
WTP GO BOND	736,225	796,225	842,225	842,225	101,113	842,225	904,825	904,825
WATER GENERAL DEBT	60,000	60,000	60,000	60,000	60,000	60,000	60,000	124,676
WATER REVENUE BOND			331,080	331,080			330,988	330,988
TOTAL EXPENDITURES WITHOUT CONTINGENCY	796,225	856,225	1,233,305	1,233,305	161,113	902,225	1,295,813	1,360,489
CONTINGENCY								
TOTAL EXPENDITURES:	796,225	856,225	1,233,305	1,233,305	161,113	902,225	1,295,813	1,360,489
TRANSFERS								
TRANSFER IN	60,000	60,000	722,160	722,160	40,000	60,000	390,888	455,664
TRANSFER OUT			109,189	109,189	109,189	117,156		
NET TRANSFERS IN & OUT	60,000	60,000	612,971	612,971	(69,189)	(57,156)	390,888	455,664
EXCESS REVENUES OVER EXPENDITURES	(17,753)	49,656	254,098	254,098	577,965	(82,695)	(65,811)	(65,711)
BEGINNING FUND BALANCE	169,011	151,257	184,696	184,696	200,914	200,914	118,219	118,219
RESERVE LOAN			331,080	331,080				
UNAPPROPRIATED FUND BALANCE			107,714	107,714				52,508
ENDING FUND BALANCE	151,258	200,913				118,219		-

Budget Meeting May 13, 2015

BUDGET SUMMARY BY FUND
FISCAL YEAR 2014-2015

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
CAPITAL PROJECTS FUND - 402								
REVENUES:								
Taxes								
Franchises								
Federal Sources	18,152	1,820,840	536,630	6,964,431	4,906,135	5,142,596	350,000	350,000
State Sources	341,114	853,328	425,745	712,622	128,800	614,288	1,770,455	1,770,455
Miscellaneous Sources			496,000	496,000		496,000		
Services Provided for								
Fees, Fines & Forfeitures	513,425	517,495	476,334	549,103	372,081	549,103	721,542	580,000
Investments	2,376	27,576	16,000	16,000	27,290	44,623	15,415	15,415
Miscellaneous		5,820	11,769	11,769	36,634	48,403		
Loan Proceeds		8,621,473	2,559,359		31,105		2,919,088	2,919,088
TOTAL REVENUES:	875,067	11,846,532	4,521,837	8,749,925	5,502,045	6,895,013	5,776,500	5,634,958
EXPENDITURES								
CAPITAL PROJECTS - GENERAL	1,617,952	3,182,229	8,905,654	6,803,276	723,997	1,452,503	11,209,720	10,761,720
CAPITAL PROJECTS - SWIM POOL		145,097	7,802,612	7,802,612	272,428	377,952	8,225,884	8,225,884
CAPITAL PROJECTS - AIRPORT		1,712,623		6,863,838	5,578,449	3,227,654	3,353,189	2,683,189
TOTAL EXPENDITURES WITHOUT CONTINGENCY	1,617,952	5,039,949	16,708,266	21,469,726	6,574,874	5,058,109	22,788,793	21,670,793
CONTINGENCY			16,000	10,000				58,458
TOTAL EXPENDITURES:	1,617,952	5,039,949	16,724,266	21,479,726	6,574,874	5,058,109	22,788,793	21,729,251
TRANSFERS								
TRANSFER IN	1,719,339	979,237	3,388,106	3,473,106	460,000	3,473,106	1,612,788	1,364,788
TRANSFER OUT		123,000	228,321	51,775	51,775	51,775		
NET TRANSFERS IN & OUT	1,719,339	856,237	3,159,785	3,421,331	408,225	3,421,331	1,612,788	1,364,788
EXCESS REVENUES OVER EXPENDITURES	976,454	7,662,820	(9,042,644)	(9,308,470)	(664,604)	5,258,235	(15,399,505)	(14,729,505)
BEGINNING FUND BALANCE	831,998	1,808,451	9,042,644	9,308,470	9,089,297	9,089,297	14,347,532	14,347,532
RESTRICTED			381,973	381,973				
UNAPPROPRIATED FUND BALANCE								
ENDING FUND BALANCE	1,808,452	9,471,270				14,874,602		

BUDGET SUMMARY BY FUND
FISCAL YEAR 2014-2015

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
CAPITAL PROJECTS PRIOPRIETARY - 403								
REVENUES:								
Taxes								
Franchises								
Federal Sources								
State Sources			250,000	250,000		250,000	1,000,000	1,000,000
Miscellaneous Sources								
Services Provided for								
Fees, Fines & Forfeitures								
Investments			101,000	101,000	2,873	4,567		
Miscellaneous								
Loan Proceeds			7,509,086	7,159,878	5,866,089	7,168,394	5,337,547	5,337,547
TOTAL REVENUES:	-	-	7,860,086	7,510,878	5,868,962	7,422,961	6,337,547	6,337,547
EXPENDITURES								
WATER CAPITAL PROJECTS			5,274,869	5,266,718	1,086,721	2,106,811	5,722,164	5,303,808
WASTEWATER CAPITAL PROJECTS			3,473,225	3,149,735	1,399,459	1,990,588	7,074,417	6,474,417
TOTAL EXPENDITURES WITHOUT CONTINGENCY	-	-	8,748,094	8,416,453	2,486,180	4,097,399	12,796,581	11,778,225
CONTINGENCY			1,000	8,759				-
TOTAL EXPENDITURES:	-	-	8,749,094	8,425,212	2,486,180	4,097,399	12,796,581	11,778,225
TRANSFERS								
TRANSFER IN			889,008	914,334	512,647	640,755	1,794,661	1,474,661
TRANSFER OUT								
NET TRANSFERS IN & OUT	-	-	889,008	914,334	512,647	640,755	1,794,661	1,474,661
EXCESS REVENUES OVER EXPENDITURES	-	-	-	-	3,895,429	3,966,317	(4,664,373)	(3,966,017)
BEGINNING FUND BALANCE							842,934	842,934
RESTRICTED REVENUE BOND						3,123,383	3,123,083	3,123,083
UNAPPROPRIATED FUND BALANCE								
ENDING FUND BALANCE	-	-	-	-		842,934		-

BUDGET REQUIREMENTS
FISCAL YEAR 2015 - 2016

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
101 - GENERAL FUND								
Personnel Services	5,838,842	6,013,529	6,485,204	6,540,704	4,107,735	6,170,025	7,306,051	6,796,831
Material & Services	2,794,321	3,380,678	3,208,301	3,260,101	1,759,809	2,963,321	3,350,060	2,986,227
Capital Outlay	470,625	248,348	398,980	398,980	242,214	376,361	1,841,905	976,440
Debt Service	2,139	-	-	-	-	-	-	-
Contingency	-	-	489,605	570,671	-	-	-	541,322
Total Appropriations:	9,105,927	9,642,554	10,582,090	10,770,456	6,109,758	9,509,707	12,498,016	11,300,820
Transfers to other Funds	859,912	1,943,155	1,382,782	1,479,403	1,057,736	1,479,403	1,297,134	1,242,932
Reserve for Future/Restricted	-	-	-	-	-	-	-	-
Ending Balance	2,202,659	2,158,427	-	-	-	2,595,226	-	-
Unappropriated Fund Balance	-	-	1,230,249	1,230,249	-	-	-	1,685,168
Total:	12,168,498	13,744,136	13,195,121	13,480,108	7,167,494	13,584,336	13,795,150	14,228,920
201 - PARKS & RECREATION FUND								
Personnel Services	800,376	803,582	872,498	872,498	589,388	874,155	973,667	898,399
Material & Services	321,019	391,827	473,700	478,400	255,148	452,452	517,514	527,585
Capital Outlay	30,421	10,109	12,251	12,251	-	-	171,612	144,245
Contingency	-	-	128,763	128,763	-	-	-	139,308
Total Appropriations:	1,151,816	1,205,518	1,487,212	1,491,912	844,536	1,326,607	1,662,793	1,709,537
Ending Balance	219,002	232,510	-	-	-	347,870	-	-
Total:	1,370,818	1,438,028	1,487,212	1,491,912	844,536	1,674,477	1,662,793	1,709,537
211 - PUBLIC PARKING FUND								
Material & Services	6,947	3,769	11,200	11,200	2,776	4,275	42,121	41,836
Contingency	-	-	314,772	314,772	-	-	248,982	249,207
Total Appropriations:	6,947	3,769	325,972	325,972	2,776	4,275	291,103	291,043
Transfers to other Funds	-	-	-	-	-	-	65,000	65,000
Ending Balance	266,678	295,703	-	-	-	323,733	-	-
Total:	273,625	299,472	325,972	325,972	2,776	328,008	356,103	356,043

BUDGET REQUIREMENTS
FISCAL YEAR 2015 - 2016

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
212 - HOUSING FUND								
Material & Services	1,800	11,904	194,743	194,743	3,224	33,224	133,700	139,449
Contingency			97	97			37,861	32,132
Total Appropriations:	1,800	11,904	194,840	194,840	3,224	33,224	171,561	171,581
Ending Balance	181,686	177,479				157,851		
Total:	183,486	189,383	194,840	194,840	3,224	191,075	171,561	171,581
220 - AIRPORT FUND								
Personnel Services	194,128	182,430	206,690	206,690	83,793	125,691	195,599	192,831
Material & Services	2,172,668	664,721	686,714	501,714	356,262	505,091	504,150	488,784
Capital Outlay	79,831	1,800	10,000	10,000	-	-	22,326	12,326
Contingency	-	-	53,869	53,869	-	-	-	71,691
Total Appropriations:	2,446,626	848,951	957,273	772,273	440,055	630,782	722,075	765,632
Transfers to other Funds	51,319	6,932	6,746	271,746	271,059	271,746	291,039	161,039
Reserve for Future/Restricted	-	-	-	-	-	-	-	-
Ending Balance	384,785	396,981	-	-	-	353,254	-	-
Unappropriated Fund Balance	-	-	-	-	-	-	-	105,836
Total:	2,882,730	1,252,864	964,019	1,044,019	711,114	1,255,782	1,013,114	1,032,507
230 - ROOM TAX FUND								
Material & Services	1,468,461	851,251	965,020	965,020	515,661	896,488	869,625	879,093
Capital Outlay		320,560	200,000	329,873	35,000	35,000	389,718	389,718
Contingency			56,950	190,871				126,381
Total Appropriations:	1,468,461	1,171,811	1,221,970	1,485,764	550,661	931,488	1,259,343	1,395,192
Transfers to other Funds	1,443,717	1,524,400	352,316	530,003	294,550	530,003	968,311	675,311
Reserve for Future/Restricted								
Ending Balance	642,624	922,155				778,488		
Unappropriated Fund Balance			45,388	45,388				29,285
Total:	3,554,802	3,618,366	1,619,674	2,061,155	845,211	2,239,979	2,227,654	2,099,788

BUDGET REQUIREMENTS
FISCAL YEAR 2015 - 2016

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
240 - BUILDING INSPECTION FUND								
Personnel Services	100,910	98,108	183,853	183,853	71,060	125,849	184,890	184,890
Material & Services	99,316	97,084	107,436	107,436	73,567	97,688	66,775	73,978
Contingency			16,625	16,625				25,887
Total Appropriations:	200,226	195,192	307,914	307,914	144,627	223,537	251,665	284,755
Ending Balance	572,698	528,834				469,943		
Unappropriated Fund Balance			360,448	360,448				355,198
Total:	772,924	724,026	668,362	668,362	144,627	693,480	251,665	639,953
	772,924	724,026	668,362	668,362	144,627	693,480	251,665	639,953
251 - STREET FUND								
Personnel Services	375,897	388,395	417,233	417,233	288,280	424,244	501,707	426,246
Material & Services	427,805	356,514	705,540	705,540	248,393	372,603	429,954	580,411
Capital Outlay	122,815	55,464	220,000	247,000	208,522	239,923	75,340	75,340
Contingency	-	-	130,613	103,613	-	-	-	109,156
Total Appropriations:	926,517	800,373	1,473,386	1,473,386	745,195	1,036,770	1,007,001	1,191,153
Transfers to other Funds	242,226	61,250	62,190	62,190	62,190	62,190	62,190	62,190
Ending Balance	148,676	635,859	-	-	-	588,769	-	-
Unappropriated Fund Balance	-	-	164,427	164,427	-	-	-	388,113
Total:	1,317,419	1,497,482	1,700,003	1,700,003	807,385	1,687,729	1,069,191	1,641,456
	1,317,419	1,497,482	1,700,003	1,700,003	807,385	1,687,729	1,069,191	1,641,456
252 - LINE UNDERGROUNDING								
Material & Services	4,032				232	300		400
Contingency			783,995	783,995				645,580
Total Appropriations:	4,032	-	783,995	783,995	232	300	-	645,980
Transfers to other Funds	79,469	58,535	59,435	59,435	59,435	59,435	259,435	259,435
Reserve for Future/Restricted								
Ending Balance	560,695	639,286				732,615		
Unappropriated Fund Balance								
Total:	644,196	697,821	843,430	843,430	59,667	792,350	259,435	905,415
	644,196	697,821	843,430	843,430	59,667	792,350	259,435	905,415

BUDGET REQUIREMENTS
FISCAL YEAR 2015 - 2016

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
253 - SDC FUND								
Material & Services	6,362	7,344	-	-	-	-	25,000	25,000
Capital Outlay	23,132	37,048	-	-	-	-	50,000	50,000
Contingency	-	-	673,168	673,168	-	-	1,188,800	1,088,800
Total Appropriations:	29,494	44,391	673,168	673,168	-	-	1,263,800	1,163,800
Transfers to other Funds	349,395	104,976	190,000	190,000	182,209	10,000	197,500	197,500
Ending Balance	681,634	791,582	-	-	-	1,112,230	-	-
Unappropriated Fund Balance	-	-	370,814	370,814	-	-	-	-
Total:	1,060,523	940,949	1,233,982	1,233,982	182,209	1,122,230	1,461,300	1,361,300
254 - AGATE BEACH CLOSURE								
Material & Services	44,638	38,787	60,270	60,270	13,231	25,770	60,327	60,327
Contingency	-	-	1,371,479	1,371,479	-	-	1,362,257	1,362,257
Total Appropriations:	44,638	38,787	1,431,749	1,431,749	13,231	25,770	1,422,584	1,422,584
Ending Balance	1,438,709	1,414,931	-	-	-	1,404,584	-	-
Unappropriated Fund Balance	-	-	-	-	-	-	-	-
Total:	1,483,347	1,453,718	1,431,749	1,431,749	13,231	1,430,354	1,422,584	1,422,584
301 - WATER DEBT SERVICE								
Debt Service	796,225	856,225	1,233,305	1,233,305	146,113	902,225	1,295,813	1,360,489
Total Appropriations:	796,225	856,225	1,233,305	1,233,305	146,113	902,225	1,295,813	1,360,489
Transfers to other Funds	-	-	109,189	109,189	109,189	117,156	-	-
Reserve for Future/Restricted	-	-	331,080	331,080	-	-	-	-
Ending Balance	151,257	200,914	-	-	-	118,219	-	-
Unappropriated Fund Balance	-	-	107,714	107,714	-	-	-	52,508
Total:	947,482	1,057,139	1,781,288	1,781,288	255,302	1,137,600	1,295,813	1,412,997
302 - WASTEWATER DEBT SERVICE								
Debt Service	1,500,431	1,498,206	1,504,807	1,504,807	1,011,203	1,504,807	1,504,363	1,504,363
Total Appropriations:	1,500,431	1,498,206	1,504,807	1,504,807	1,011,203	1,504,807	1,504,363	1,504,363
Reserve for Future/Restricted	-	-	573,713	573,713	-	-	568,438	568,438
Ending Balance	917,394	977,906	-	-	-	1,145,329	-	-
Unappropriated Fund Balance	-	-	560,752	560,752	-	-	460,465	721,773
Total:	2,417,825	2,476,112	2,639,272	2,639,272	1,011,203	2,650,136	2,533,266	2,794,574

BUDGET REQUIREMENTS
FISCAL YEAR 2015 - 2016

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
303 - GENERAL DEBT SERVICE								
Debt Service	536,293	375,099	823,102	823,102	593,037	823,078	832,057	832,057
Total Appropriations:	536,293	375,099	823,102	823,102	593,037	823,078	832,057	832,057
Ending Balance	3,240	7,399	-	-	-	58,186	-	-
Unappropriated Fund Balance	-	-	42,426	42,426	-	-	-	48,107
Total:	539,533	382,498	865,528	865,528	593,037	881,264	832,057	880,164
402 - WATER FUND								
Personnel Services	737,716	777,219	852,903	852,903	494,780	734,338	903,918	903,918
Material & Services	1,921,684	1,673,996	1,586,858	1,586,858	1,107,140	1,650,421	1,831,687	1,779,537
Capital Outlay	968,698	455,462	137,800	284,800	106,462	106,462	112,840	252,840
Contingency	-	-	175,000	184,415	-	-	-	259,917
Total Appropriations:	3,628,098	2,906,677	2,752,561	2,908,976	1,708,382	2,491,221	2,848,445	3,196,212
Transfers to other Funds	64,556	206,071	955,658	1,131,812	402,457	1,025,226	452,083	1,672,292
Ending Balance	548,244	764,824	-	-	-	1,174,476	-	-
Unappropriated Fund Balance	-	-	244,315	244,315	-	-	-	248,172
Total:	4,240,898	3,877,572	3,952,534	4,285,103	2,110,839	4,690,923	3,300,528	5,116,676
404 - WASTEWATER FUND								
Personnel Services	562,475	629,166	652,787	652,787	410,883	612,903	797,273	720,544
Material & Services	2,051,286	1,930,765	1,921,671	1,996,671	1,319,696	1,877,584	2,131,187	2,073,704
Capital Outlay	1,029,126	105,328	125,000	125,000	107,219	108,000	339,761	339,761
Contingency	-	-	250,000	190,202	-	-	-	279,425
Total Appropriations:	3,642,887	2,665,259	2,949,458	2,964,660	1,837,798	2,598,487	3,268,221	3,413,434
Transfers to other Funds	1,246,411	654,527	1,315,347	1,244,394	645,619	1,090,636	1,735,036	1,135,036
Ending Balance	281,124	775,061	-	-	-	892,737	-	-
Unappropriated Fund Balance	-	-	283,507	283,507	-	-	-	216,947
Total:	5,170,422	4,094,847	4,548,312	4,492,561	2,483,417	4,581,860	5,003,257	4,765,417

BUDGET REQUIREMENTS
FISCAL YEAR 2015 - 2016

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
701 - PUBLIC WORKS FUND								
Personnel Services	508,828	382,846	671,803	671,803	332,348	501,621	731,630	658,297
Material & Services	126,203	144,416	186,247	186,247	82,324	124,307	230,848	207,762
Capital Outlay	3,196	56,697	7,500	7,500	-	-	46,500	46,500
Contingency	-	-	100,549	100,549	-	-	-	86,606
Total Appropriations:	638,227	583,959	966,099	966,099	414,672	625,928	1,008,978	999,165
Ending Balance	90,206	204,481	-	-	-	189,102	-	-
Unappropriated Fund Balance	-	-	-	-	-	-	-	219,412
Total:	728,433	788,440	966,099	966,099	414,672	815,030	1,008,978	1,218,577
402 - GENERAL CAPITAL PROJECTS FUND								
Personnel Services	-	-	-	-	110	110	-	-
Material & Services	-	180,771	-	231,000	33,334	231,000	-	-
Capital Outlay	1,617,952	4,859,178	16,708,266	21,238,726	6,541,430	4,826,999	22,788,793	21,670,793
Debt Service	-	-	-	-	-	-	-	-
Contingency	-	-	16,000	10,000	-	-	-	58,458
Total Appropriations:	1,617,952	5,039,949	16,724,266	21,479,726	6,574,874	5,058,109	22,788,793	21,729,251
Transfers to other Funds	-	123,000	228,321	51,775	51,775	51,775	-	-
Reserve for Future/Restricted	-	-	381,973	381,973	-	-	-	-
Ending Balance	1,808,452	9,471,270	-	-	-	14,874,602	-	-
Unappropriated Fund Balance	-	-	-	-	-	-	-	-
Total:	3,426,404	14,634,219	17,334,560	21,913,474	6,626,649	19,984,486	22,788,793	21,729,251
403 - PROPRIETARY CAPITAL PROJECTS FUND								
Capital Outlay	-	-	8,748,094	8,424,212	2,486,180	4,097,399	12,796,581	11,778,225
Contingency	-	-	1,000	1,000	-	-	-	-
Total Appropriations:	-	-	8,749,094	8,425,212	2,486,180	4,097,399	12,796,581	11,778,225
Reserve for Future/Restricted	-	-	-	-	-	3,123,383	-	-
Ending Balance	-	-	-	-	-	842,934	-	-
Unappropriated Fund Balance	-	-	-	-	-	-	-	-
Total:	-	-	8,749,094	8,425,212	2,486,180	8,063,716	12,796,581	11,778,225

BUDGET REQUIREMENTS
FISCAL YEAR 2015 - 2016

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
501 - RESERVE FUND								
Capital Outlay			425,000	425,000			465,000	465,000
Total Appropriations:	-	-	425,000	425,000	-	-	465,000	465,000
Reserve for Future/Restricted Ending Balance		320,513	75,000	75,000		501,938	218,988	218,988
Total:	-	320,513	500,000	500,000	-	501,938	683,988	683,988
TOTAL CITY FUNDS - EXPENDITURES								
Personnel Services	9,119,172	9,275,275	10,342,971	10,398,471	6,378,377	9,568,936	11,594,735	10,781,956
Material & Services	11,446,542	9,733,826	10,107,700	10,285,200	5,770,797	9,234,524	10,192,948	9,864,093
Capital Outlay	4,345,796	6,149,994	26,992,891	31,503,342	9,727,027	9,790,144	39,100,376	36,201,188
Debt Service	2,835,088	2,729,530	3,561,214	3,561,214	1,750,353	3,230,110	3,632,233	3,696,909
Contingency	-	-	4,562,485	4,694,089	-	-	2,837,900	5,076,127
Total Appropriations:	27,746,597	27,888,625	55,567,261	60,442,316	23,626,554	31,823,714	67,358,192	65,620,273
Transfers to other Funds	4,337,005	4,682,846	4,661,984	5,129,947	3,136,219	4,697,570	5,327,728	5,470,735
Reserve for Future/Restricted Ending Balance	-	-	1,361,766	1,361,766	-	3,123,383	787,426	787,426
Unappropriated Fund Balance	11,099,763	20,916,115	-	-	-	28,662,086	-	-
Unappropriated Fund Balance	-	-	3,410,040	3,410,040	-	-	460,465	4,070,519
Total:	43,183,365	53,487,586	65,001,051	70,344,069	26,762,773	68,306,753	73,933,811	75,948,953

TO: Spencer R. Nebel, City Manager
FROM: Richard Dutton, IT Manager
DATE: May 5, 2015
SUBJ: Response to Hit and Wish List - No. 55 - Video Broadcast of Council Meetings

At the first Budget Committee meeting, a suggestion was made that the city fund the live video broadcasting of City Council meetings.

This item would enable the city to purchase the required hardware and software to permanently mount cameras and cabling to facilitate live video streaming from the Council Chambers. Equipment would continue to be operated by staff and students from LCSD, but setup time would be considerably diminished since most equipment would already be present and in position. Video recordings would continue to be archived for on-demand playback.

The proposed budget includes an expenditure of \$60,000 for some of this equipment, but this amount would only cover basic implementation costs.

RD

April 15, 2015

TO: Spencer Nebel, City of Newport City Manager
FROM: Catherine Rickbone, OCCA Executive Director
RE: City Budget FY 15 - 16 – PAC & VAC Building Expenditures

Spencer, pursuant to our discussion last week and your request for OCCA to provide the City with a list of building activities that would include City funds, please see below. This list includes only those projects that OCCA will be involved in and does not include routine building maintenance and oversight that John Johnston would do, projected capital building expenditures that the City has on its list, emergency items, etc.

The projects below have already been discussed with you. Please let me know if you need further information. Thank you for City support.

	Total Expenses	City Portion
Newport Visual Arts Center:		
Runyan Floor and Walls	\$18,746	\$5,000 Plus City oversight
First Floor Entry Stairway & 2 nd Floor Hall	\$ 8,422	City Oversight
Second Floor Room Configuration	\$ 5,924+	City oversight
Wooden Art Doors	\$ 2,500+	\$ 500 Plus City oversight
Newport Performing Arts Center: “Entertain the Future” Capital Campaign:		
PAC Lobby Expansion	\$282,267	N/A City oversight
Women’s Restrooms	\$ 47,230	N/A City oversight

#59

To: Budget Committee, through Spencer Nebel, City Manager

From: Jim Protiva, Parks and Recreation Director

Date: May 5th, 2015

Subject: 2015/2016 Budget Hit and Wish List Item Justification

#	59	Fund a Parks/Grounds Maintenance Position	Jim P.	TBD	\$75,000. Estimated
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This request for an additional position originally came in the form of a Parks/Grounds Maintenance Position, however after analyzing the requested key work issues it was determined that an Urban Forrester position, Landscape Planner or Volunteer Coordinator would be more appropriate. Those areas of work being:

- Development of a beautification plan
- Coordination of volunteers to further Councils beautification goal
- Be a key resource in developing a Parks Master Plan
- Work on a vocabulary of attractive, low maintenance plants to do well here
- Support our Tree City USA designation and develop a City Tree Ordinance

These areas of work are being discussed at the volunteer level by the Park and Recreation Advisory Committee. As with all volunteer groups, the amount of precision and knowledge is limited by the skills that elect to join. By taking these project specific desires and dedicating a qualified staff person with the background and passion necessary to provide a high level result, the character and nature of beautification in Newport would significantly increase. By filling this position, there would be a full time resource dedicated to improving the look and pride that is experienced by communities that provide a clean manicured appearance. The existence of beautification is a large reason that people come to specific place, stay longer and then elect to return.

By filling this position, it will not only afford new or replacement programs of work but will free a small portion of time that existing staff are expending which will improve the overall quality and quantity of work generated by the Parks and Recreation staff.

Budget Committee Item – Availability of Vacant Parcel North of Senior Center

Submitted By – Derrick Tokos

Councilor Engler inquired as to the availability of the vacant commercial property at Cape Street and US 101 and whether or not it could be purchased by the City for use as a parking lot to serve the 60+ Senior Center, the Recreation Center and the Aquatic Facility. The owner of the property is currently marketing the site through Commercial Associates Real Estate Services. They are looking to lease the property for \$2,800 a month and offer the site as a build to suit location. Considering that the property has good US 101 visibility, it is attractive for this purpose. The property owner may be willing to sell the parcel outright.

It would be prudent for the City to look strategically at what the City Hall campus should look like long term as the current campus footprint will be fully developed with the addition of the aquatic facility. As the City grows there will be a need for new buildings and services and thought should be given to where those improvements should be constructed. How the acquisition of additional property would be financed is another consideration.

The L-shaped configuration of the vacant commercial property is somewhat of a constraint. If the site could be acquired with the office building parcel, which is under separate ownership, then there would be an opportunity to potentially vacate or reconfigure 2nd Street and Cape Street so that additional surface parking could be created immediately adjacent to the 60+Senior Center. That would be preferable to a scenario where seniors with mobility issues are asked to regularly cross 2nd Street to get to the 60+ Center.