



**CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD AGENDA**  
**Monday, June 15, 2015 - 6:00 P.M.**  
**Council Chambers**

The meetings of the Newport City Council and the Local Contract Review Board will be held on Monday, June 15, 2015, at 6:00 P.M. The meetings will be held in the Council Chambers of the Newport City Hall, located at 169 S.W. Coast Highway, Newport, Oregon 97365. A copy of the agenda follows.

The meetings 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 at 541.574.0613.

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

**CITY COUNCIL MEETING AGENDA**  
**Monday, June 15, 2015**  
**Council Chambers**

*Anyone wishing to speak at a 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 City Council.*

- I. Pledge of Allegiance**
- II. Call to Order and Roll Call**
- III. Public Comment**  
*This is an opportunity for members of the audience to bring to the Council'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*

#### **IV. Consent Calendar**

*The consent calendar consists of items of a repeating or routine nature considered under a single action. Any Councilor may have an item on the consent agenda removed and considered separately on request.*

- A. Approval of City Council Minutes from City Council Special Meeting of June 1, 2015, Executive Session of June 1, 2015, and Regular Meeting of June 1, 2015 (Hawker)
- B. Confirmation of Mayor's Appointments of Mayor Sandy Roumagoux, Ralph Busby, Doug Hunt, Kevin Greenwood, Lorna Davis, John Lavrakas, Ralph Grutzmacher, Susan Painter, Jamie Rand, Dennis Reno, and A.J. Mattila to the Regional Airport Review Task Force for a Term Expiring Upon Completion of the Task
- C. Confirmation of Mayor's Appointment of a Council Member to the Urban Renewal Advisory Committee

#### **V. Public Hearing**

*This is an opportunity for members of the audience to provide testimony/comments on the specific issue being considered by the City Council. Comments will be limited to three (3) minutes per person.*

- A. Public Hearing and Possible Adoption of the Budget Including Revenue Sharing and Utility Rates for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016
  - 1. Public Hearing and Possible Adoption of Resolution No. 3714 for Revenue Sharing
  - 2. Public Hearing and Possible Adoption of Resolution No. 3720, No. 3721, No. 3722, and No. 3723 for Water, Sewer, and Utility Rates
  - 3. Public Hearing and Possible Adoption of Resolution No. 3710 and No. 3711 for the Budget and Property Tax Rates
- B. Public Hearing and Possible Adoption of Resolution No. 3716 Adopting a Supplement Budget and Making Appropriations for FY 2014-15 Budget
- C. Public Hearing and Possible Adoption of Resolution No. 3719 Adjusting the Thompson's Sanitary Service Fees
- D. Public Hearing and Possible Adoption of Ordinance No. 2082 - Amending Chapter 2.05.070(A) of the Newport Municipal Code Relating to the Composition of the Wayfinding Committee
- E. Public Hearing on the Development of a Bicycle Pump Track Off SE Harborton Street

## **VI. Communications**

*Any agenda items requested by Mayor, City Council Members, City Attorney, or any presentations by boards or commissions, other government agencies, and general public will be placed on this part of the agenda.*

- A. From Salmon for Oregon - Status Report on the Information Request for the Tourism Facilities Grant
- B. From the Airport Advisory Committee - Authorization to Seek Proposals for the Contractual Operation of the Newport Municipal Airport

## **VII. City Manager Report**

*All matters requiring approval of the City Council originating from the City Manager and departments will be included in this section. This section will also include any status reports for the City Council's information.*

- A. Approval of an Intergovernmental Agreement Between the City of Newport and the Lincoln County Transportation Service District
- B. Consideration and Possible Adoption of Resolution No. 3718 Extending Workers' Compensation Coverage to Volunteers for the 2015-16 Fiscal Year
- C. Consideration and Possible Adoption of Resolution No. 3713 Ending Additional Contributions to the Agate Beach Closure Fund and Discontinuing the Allocation of Interest Earnings to the Agate Beach Closure Fund

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## **VIII.**

### **LOCAL CONTRACT REVIEW BOARD** **Monday, June 15, 2015**

- A. Call to Order
  - B. Offsite Improvements Relating to the Pool Project Parking, Sewer, Storm Sewer, and Sidewalk Work - Rejection of All Offers
  - D. Adjournment
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## **IX. Report from Mayor and Council**

*This section of the agenda is where the Mayor and Council can report any activities or discuss issues of concern.*

## **X. Public Comment**

*This is an additional opportunity for members of the audience to provide public comment. Comments will be limited to five (5) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others.*

## **XI. Adjournment**

June 1, 2015  
5:30 P.M.  
Newport, Oregon

The City Council of the City of Newport, met in a special meeting, on the above date in the Council Chambers of the Newport City Hall. On roll call, Allen, Swanson, Sawyer, Engler, Saelens, Roumagoux, and Busby were present.

Staff present was City Manager Nebel, City Recorder Hawker, City Attorney Rich, Fire Chief Murphy, and Human Resources Coordinator James.

MOTION was made by Busby, seconded by Swanson, to enter executive session pursuant to ORS 192.660(2)(d) for labor negotiator consultations with the IAFF. The motion carried unanimously, and Council entered executive session at 5:32 P.M.

MOTION was made by Allen, seconded by Engler, to leave executive session and return to the special meeting. The motion carried unanimously in a voice vote, and Council exited executive session at 6:17 P.M.

Having no further business, the meeting adjourned at 6:17 P.M.

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Margaret M. Hawker, City Recorder

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Sandra N. Roumagoux, Mayor



June 1, 2015  
6:18 P.M.  
Newport, Oregon

The City Council of the City of Newport met on the above date in the Council Chambers of the Newport City Hall. On roll call, Allen, Sawyer, Engler, Saelens, Busby, and Swanson, and Roumagoux were present.

Staff present was City Manager Nebel, City Recorder Hawker, City Attorney Rich, Community Development Director Tokos, Public Works Director Gross, and Police Sergeant Garbarino.

### **PLEDGE OF ALLEGIANCE**

Council, staff, and the audience participated in the Pledge of Allegiance.

### **PROCLAMATIONS, PRESENTATIONS, AND SPECIAL RECOGNITIONS**

#### **Presentation by the Police Department on the New Body Cameras Worn by Officers.**

It was reported that this item will be rescheduled as the officer scheduled to make the presentation is ill.

### **CONSENT CALENDAR**

The consent calendar consisted of the following:

- A. Approval of City Council minutes from the executive session and regular meeting of May 18, 2015;
- B. Approval of a recommendation to OLCC to grant a full, on premise sales new outlet liquor license to Pier 839 Restaurant and Bar, LLC, for Pier 839 Restaurant and Bar located at 839 SE Bay Boulevard.

MOTION was made by Engler, seconded by Sawyer, to approve the consent calendar with the changes to the minutes as noted by Busby. The motion carried unanimously in a voice vote.

### **PUBLIC HEARING**

**Public Hearing and Possible Adoption of Ordinance No. 2078 - Extending the Nye Beach Commercial Parking District for Twelve Months.** Hawker introduced the agenda item. Nebel reported that on July 1, 2010, the Nye Beach Commercial Parking District was formed to generate funding to pay for public parking system improvements in the district. He stated that the district was authorized for five-years. He noted that at the April 20 City Council meeting, the City Council established June 1 for a public hearing on the issue. He added that affected business owners were notified of this hearing, and

that if more than 33% of the affected businesses object, in writing, to the extension, the parking district will expire on July 1, 2015.

Nebel reported that the 12-month extension will provide sufficient time for a parking study to be performed to establish whether the parking district should continue in its current form or whether an alternative approach should be developed to address the area's parking needs. He stated that the parking district will also continue to generate revenues for the reconstruction or enhancement of the Nye Beach turnaround.

Nebel recommended that the City Council hold a public hearing on Ordinance No. 2078.

Roumagoux opened the public hearing on Ordinance No. 2078 at 6:25 P.M. She called for public comment. There were no comments - verbal or written. Roumagoux closed the public hearing for Council deliberation at 6:26 P.M.

MOTION was made by Sawyer, seconded by Engler, to read Ordinance No. 2078, an ordinance extending the Nye Beach Commercial Parking District for a period of twelve months, by title only and place for final passage. The motion carried unanimously in a voice vote. Hawker read the title of Ordinance No. 2078. Voting aye on the adoption of Ordinance No. 2078 were Sawyer, Saelens, Swanson, Roumagoux, Busby, Engler, and Allen.

## COMMUNICATIONS

**From Dave Price of the Oregon Coast Community College Small Business Development Center - Presentation on Services Provided to Micro-Enterprises in the City of Newport.** Hawker introduced the agenda item. Dave Price, Director of OCCC's Small Business Development Center, reviewed the purpose and activities of the Small Business Development Center and responded to Council questions. Allen asked about financial support from other cities. Price reported that Lincoln City contributes \$5,000 annually; Waldport contributes \$500 annually; and Lincoln County contributes \$30,000 annually. Saelens stated that he appreciates the opportunities provided by the SBDC.

**From the Port of Newport Regarding (1) Consideration of a Letter of Support to Seek Funding for the International Terminal; and (2) Consideration of a Letter of Support for a Transportation Growth Management Grant Application.** Hawker introduced the agenda item. Nebel reported that two requests have been made to the City Council, by the Port of Newport. He stated that one is a request for a general letter of support for the funding efforts that the Port will undertake for the construction of an international marine terminal export facility at the international terminal. He noted that this funding will provide the development of a ten-acre layout area with asphalt, fencing, a small work shack, stormwater collection system, transportation improvements off SE Bay Boulevard, extension of water and sewer lines, and other related work. He added that these efforts are intended to create the necessary infrastructure to complement the newly-completed international terminal by creating the necessary infrastructure to meet the needs to prepare loads for either international exporting or domestic near-shore barging. He requested, that as part of the general letter of support, the Council authorize any specific letters that would be necessary in the future for funding sources that may include a Tiger Grant, ConnectOregon Grant, and funding from the US Department of Commerce.

Nebel reported that the second request is for a letter of support for a grant from the Transportation Growth Management Program to update the strategic plans for the Port.

Nebel reported that staff has had preliminary discussions with the Port about creating a site specific urban renewal district covering the industrial properties near the international terminal. He noted that this is a separate issue that will be discussed, in the future, with the Urban Renewal Agency at the request of the Port.

Allen noted that there is a specific letter supporting the TGM grant, but more of a general form letter for the second request. He asked whether staff was anticipating developing something more tailored to the City Council.

Kevin Greenwood, Port Manager, noted that it is always nice to have a model for building a letter. He addressed the export facility, noting that this project is not at the terminal, but consists of nine acres east of the terminal. He stated that the terminal is considered a public wharf that can be used by commercial fishermen and anyone. He added that this parcel is owned by the Port which has a lease option with Teevin to be lease operators. Greenwood reported that the project cost of \$6.5 million includes wetland mitigation, grading, stormwater collection, asphalt, and construction of a work shack. He stated that he is working closely with the Hall family, and that most of the mitigation work will take place on the Hall property. He added that costs have increased over time, and that the Port will be subject to prevailing wage, Davis-Bacon laws, and will have to find a home for the dredge spoils. He noted that he will be developing the budget this week, and that the timeline for completion is 18 months once funding is in hand. He stated that it is critical that this spot is identified as an economic development district, and added that the marketing of the Port's nine acres and the balance of the Hall property could make thriving industrial property. Greenwood reported that this infrastructure will provide capacity for the Hall family to develop support uses for marine users of the terminal. He noted that he has received calls from companies looking for near-shore barging opportunities, and that there is a big interest in looking at how this facility can help Valley producers, of which logs will be a major component. He stated that Teevin's log handling equipment can also be used for handling small containers. He reported that he is looking at other options, including the TIGER grant, of which the chance of success is small. He added that work on the TIGER grant application can be duplicated in other grants. He noted that currently, he has 20 letters of support, half of which are from private sector businesses. He requested a letter of support for the TIGER grant application. Engler asked about the Hall property wetland mitigation and warehouse development. Greenwood noted that there is an acre above the gas plant that will be excavated, and the plan is to fill the majority of wetlands and mitigate this by adding water surface area to the inventory. Greenwood added that the concept was reviewed by DEQ and properly vetted. Greenwood reiterated that once financing is in place, it will be 18 months to complete the permits, public contracting process, building plans, permits, and construction. Allen asked when the intersection improvements will occur. Gross reported that the intersection project is in the environmental permitting stage now and has been for 18 months. Gross stated that the design is essentially complete, and work will occur when the permits are issued. Allen asked whether the TIA numbers are still relevant. Tokos reported that the scale of Teevin Brothers operation would fall within the bounds of the TIA which is set to expire in July. He reported that he has received a request to extend the TIA for six months. Saelens reported that there are certain types of transportation that are no longer allowed to use the Port of Portland, and

a community needing a way to ship that. He added that it would be a big deal to move a fraction of the Port of Portland cargo from Newport. Nebel asked Greenwood to expand on the TGM grant. Greenwood noted that the Port tends to react rather than proactive, and cited, as an example, the recent expansion at the Rogue Brewery. He added that there is a finite amount of land in South Beach, and he hopes to go through a master planning type of project that evaluates the vacant land the Port has; its' needs in that area; and provide the community an opportunity to add value to that. Allen asked whether Greenwood utilizes a third party in searching for grants. Greenwood reported that he is working with Rachel Cotton, who works with Caroline Bauman.

MOTION was made by Busby, seconded by Engler, to support the Port of Newport's efforts to secure Transportation Growth Management funding for a strategic plan and authorize the Mayor to sign a letter of support as included in the packet. I further move to authorize the Mayor to sign a general letter of support for the Port of Newport's efforts to secure funding for the construction of an international marine terminal export facility at the newly-competed international terminal, and further authorize the Mayor to sign any individual letters to specific grants/funding sources that may be required in the future for funding for this project. Allen asked whether there is an advantage in having both the Mayor and City Manager sign the letters, and encouraged Nebel to add both signatures if he believes it to be beneficial. The motion carried unanimously in a voice vote.

**From the Lincoln County Transportation Service District - Annual Report of Services Provided.** Hawker introduced the agenda item. Nebel reported that during the Budget Committee meetings, a request was made to have a report at an upcoming Council meeting from the Lincoln County Transportation Service District prior to adopting the budget, which includes a \$90,000 subsidy for transportation in the city. He noted that an intergovernmental agreement is being finalized for services beginning July 1, 2014. He added that the city will not make the 2014/2015 payment for services to the district until this agreement is approved. He noted that the packet contains a current draft of the agreement, as well as the report from Lincoln County that was submitted as part of the Budget Committee packet.

Nebel reported that no action is required at this meeting, but that staff intends to have an agreement ready for Council consideration and approval at the June 15 meeting, and that payment for the 2014/2015 fiscal year would be released upon execution of the agreement. He stated that the budget, as approved by the Budget Committee, includes the \$90,000 appropriation for the 2015/2016 fiscal year.

Cynda Bruce, Director of the Lincoln County Transportation Service District distributed a packet of information and reviewed the ridership and financial statistics for the 2014/2015 fiscal year. She reported that three entities contribute to the District, including the Cities of Newport and Lincoln City, and the Confederated Tribe of the Siletz Indians. She reviewed the differences in contributions and services between Newport and Lincoln City. Bruce reported that the District will purchase four new buses in the 2015 - 2017 biennium, and that she anticipates growth. She stated that she would like to utilize a smaller vehicle for the Dial-A-Ride bus for Newport. She added that she will provide the audit for this year as soon as she gets it. She reported that the District's tax base is 9.74 cents, and that this money is primarily used to leverage grants. She noted that the District has been successful and able to maintain a healthy reserve. Busby asked about the ridership trend over the last three years. Bruce noted that she

does not have the trend for the last three years, but has statistics at her office which she will provide to Council. Allen asked whether County Counsel, Wayne Belmont, is working on the intergovernmental agreement with the city. He suggested adding a signature line for Belmont's approval as to form. Saelens noted that he could be transported between Lincoln City and Salem, and back, for twelve dollars, and that this could save money over the current mileage rate. Engler asked whether the new bus stop signs will be placed at all the stops on the Newport city loop. Bruce stated that she will work with the city on where to install the signs. She added that at a Wayfinding Committee meeting, it was indicated that the city would assist with installation of the signs in city right-of-way if the District buys the sign materials. Engler requested the daily ridership and cost per rider. Bruce stated that she will get that information, adding that she did prepare a monthly total on numbers. Bruce indicated that the rider usually pays about ten percent. Sawyer stated that he is glad the signage is moving forward. He added that there have been complaints regarding the bus stop in front of City Hall. Bruce reported that complaints sometimes occur when a rider has lots of bags. She stated that the smoking problem is getting better, and added that it is a great visible location. Fred Collazzo, Operations Supervisor, for the District, reported that there is a dip in front of the bus shelter that drivers complain about. Sawyer asked whether there is a policy regarding how much baggage a passenger is allowed to take onto the bus, and Bruce reported that passengers are restricted to four grocery-sized bags. Sawyer noted that the Tribe is a major benefactor, and Bruce indicated that the Tribe does want services for the Tribe, but the whole community benefits from the Tribe's participation. Sawyer asked whether the Tribe has indicated whether funding will be stable. Bruce reported that it should be fairly stable for the next biennium, but funding can fluctuate considerably. Allen addressed the issue of ridership information noting that the Budget Committee unanimously felt that it needed more information regarding ridership and other items because of the amount of money being provided. Allen added that the Budget Committee had asked for an adequate and sufficient report before funding is released, in addition to entering into an intergovernmental agreement. Bruce asked whether the list covers what Council is looking for in a report. Nebel noted that Council is requesting an estimated cost per rider. He noted that once a regular report format is developed, it can be refined as necessary. Busby noted that this information was needed three months ago for budget preparation, and he suggested making the timeframe more appropriate. Engler asked whether the District coordinates with the Valley Retriever. Bruce reported that the two organizations previously coordinated closely, but at this point, the District takes care of passengers that are missed by the Valley Retriever. Rich reported that the agreement includes a provision that the report is due by the end of March for use in the budget development process. Engler suggested placing a QR Code on the bus stop signs. Bruce reported that the District does not typically advertise, but that it has been advertising in Corvallis and Portland that it has a \$30 round-trip service to the coast. She stated that she would like to create a package to increase tourism. Sawyer suggested that Bruce contact Lorna Davis, Executive Director of the Greater Newport Chamber of Commerce. Nebel stated that the requested data is needed before June 10 so that it can be included in the packet for the June 15 City Council meeting.

**From the Destination Newport Committee - Recommendation to Approve Tourism Marketing Grants for the Newport Symphony and the Lincoln County Fair.** Hawker introduced the agenda item. Nebel reported that the city instituted a Tourism Marketing Grant program to provide financial assistance for marketing various events that occur in the city. He stated that the intent of the program is to award marketing grants for a period of time not to exceed three years to help build these community events. He noted that the application process is administered by the Destination Newport Committee, and that the DNC has reviewed and is recommending that two grants be issued for two separate events.

Nebel reported that the first grant is for the Newport Symphony Orchestra, in the amount of \$5,000, to assist with marketing efforts for the promotion of the 2015/2016 season. He stated that as part of this three year effort, the Symphony has expanded its season by adding matinees, and that the goal is to attract more attendees from outside the area. He noted that this is the third and final year that the Newport Symphony Orchestra is eligible for the marketing assistance through this program.

Nebel reported that the second recommendation from the Destination Newport Committee is for the Lincoln County Fair in the amount of \$3,000. He stated that the Fair is under new management, and as a part of this effort, the Fair is planning for marketing outreach in Linn and Benton County's during 2015. He noted that the fair is scheduled for August 14, 15, and 16. He added that this year's event will include marine, forestry, and community organizations. He stated that the organizers are in the process of securing additional financial support for this year.

Sawyer reported that the Symphony has been organizing lodging packages, and sold out of concert tickets last year. Allen asked whether there was an issue with the Fair's nonprofit status. Nebel noted that the city has provided grants to other governmental entities and considered those to be nonprofit agencies.

MOTION was made by Sawyer, seconded by Saelens, to approve a tourism marketing grant, in the amount of \$5,000, for the Newport Symphony Orchestra for assistance with marketing and advertising for 2015/2016 season, which will be the third and final year for this grant program for this project. The motion carried unanimously in a voice vote.

MOTION was made by Sawyer, seconded by Saelens, to approve a tourism marketing grant, in the amount of \$3,000, for the new Lincoln County Fair to provide for marketing outreach in Linn and Benton County's for the August 14-16, 2015 Lincoln County Fair, which will be the first year the marketing grant has been provided for this event. The motion carried unanimously in a voice vote.

## **CITY MANAGER'S REPORT**

**Authorization to Apply to Lincoln County for a Bicycle Pump Track.** Hawker introduced the agenda item. Nebel reported that the Parks and Recreation Department, in conjunction with the bicycle community, has been looking at obtaining a suitable piece of property for the installation of a bicycle pump track for use by the community. He stated that the group is currently looking at a location near the Wilder subdivision off of SE Harborton Street. He added that the principals at Wilder are supportive of utilizing this location for this purpose under the same type of agreement that is currently used for the disc golf course. He noted that the location is included in the Urban Growth Boundary, but the property has not

been annexed into the city. He stated that if the city is interested in pursuing this matter, the city would be required to proceed with an application for approval of a land use action through Lincoln County. He added that before initiating this process, it would be appropriate for the City Council to give preliminary approval to pursue this site; authorize a land use application to be filed with Lincoln County for development of this site; and schedule a public hearing to hear public comment on utilization of this location for this purpose at the June 15 Council meeting. Nebel reported that overall, with the cooperation of the developer and the efforts of the local group to establish this type of facility, the location off of SE Harborton Street seems to be a good location for this facility.

Allen asked whether this matter will be a conditional use or an administrative review. Tokos reported that it will be a conditional use, but in talking with Protiva, the Lincoln County Planning staff believes that it can be handled administratively.

MOTION was made by Allen, seconded by Engler, that a land use application be authorized for the development of a bicycle pump track off of SE Harborton Street near the Wilder subdivision and authorize the City Manager to execute said permit. The motion carried unanimously in a voice vote.

MOTION was made by Allen, seconded by Swanson, that a public hearing be held on Monday, June 15, at 6:00 P.M. to give the public an opportunity to comment on the proposed development of a bicycle pump track off of SE Harborton Street near the Wilder subdivision. The motion carried unanimously in a voice vote.

**Consideration of a Letter of Support for the County Regionally Significant Industrial Area Designation for Property in the City.** Hawker introduced the agenda item. Nebel reported that early this spring, Carolyn Bauman, of the Economic Development Alliance of Lincoln County, brought together various governmental entities within the county that had significant industrial tracts of property for a meeting with Gary Van Huffel, Lands Manager for Business Oregon. He stated that Senate Bill 766, was adopted in the 2011 legislative session and supports the advancement of job creation on industrial land statewide by helping to preserve undeveloped industrial lands for future industrial uses. He added that the state is allowing 15 designations of regionally significant industrial areas to be formally designated, and has encouraged Lincoln County to submit an application for the Lincoln County sites. He noted that in addition to the two city sites, the county is reviewing including sites in Toledo, Waldport, and possibly Lincoln City with this designation.

Nebel reported that if the designation is granted, the state has indicated that priority will be given to the redevelopment of those sites for any state-funded programs. He added that the designation requires those sites to be kept in industrial use. He stated that the two city sites that would be impacted include: the McLean Point - International Terminal, which is zoned both heavy industrial and water dependent; the second site is the Avery Street Industrial Park, which has been certified by Business Oregon as project ready.

MOTION was made by Sawyer, seconded by Saelens, to support Lincoln County and the Economic Alliance of Lincoln County's efforts to designate the Port of Newport International Terminal along with the NW Avery Industrial Park as Regionally Significant Industrial Areas within the City of Newport and authorize the Mayor to sign the letter of support, as included in the packet. The motion carried unanimously in a voice vote.

**Status Report on June 29, 2015 Town Hall Meeting.** Hawker introduced the agenda item. Nebel reported that the month of June contains five Mondays, and that the city has traditionally scheduled a Town Hall meeting on fifth Mondays. He stated that staff is proposing to focus on the Bayfront at the June 29 Town Hall meeting as there are a number of issues the Bayfront will be facing, including: update from Port; parking study discussion; representative from seafood processing industry for update on industry; expansion of the seafood processing facilities; projects to address storm sewer project and issues; the reconstruction/renovation of the sea lion docks; renovations/improvements to the Maritime Museum; and other similar projects. He noted that the meeting will be held at the Maritime Museum, and asked Council to advise him of other specific items to address at this meeting.

Sawyer asked Greenwood when the terms begin for the new Port Commissioners. Greenwood reported that the terms begin on July 1, but the oath of office will be administered on July 23.

Allen asked whether it would be beneficial to do direct notification for the meeting. Nebel noted that he would investigate the possibility of direct notification.

### **LOCAL CONTRACT REVIEW BOARD**

The City Council, acting as the Local Contract Review Board, convened its meeting at 7:52 P.M.

**Notice of Intent to Award a Contract for the Fiscal Year 2015 Street Overlay Project.** Hawker introduced the agenda item. Nebel reported that on May 27, 2015, bids were opened for various resurfacing projects in the City of Newport. He noted that the low bid, from Road and Driveway, exceeded the available funding to complete all the work that was anticipated to be completed at this time. He added that as a result, NW Nye Street, between NW 3<sup>rd</sup> and 6<sup>th</sup> Streets has been deleted from this year's overlay project. He stated that this section will be added to the fiscal year 2016 street overlay projects. Get Spencer's revised report and replace above.

MOTION was made by Busby, seconded by Engler, to authorize a Notice of Intent to Award a contract for the fiscal year 2015 street overlay program (project 2014-006) to Road and Driveway Company of Newport, Oregon, in the amount of \$236,206.42. The motion carried unanimously in a voice vote.

### **RESUME CITY COUNCIL MEETING**

The City Council returned to its regular meeting at 7:55 P.M.

Gross reviewed the upcoming "Protecting Coastal Waterways Summit," that will be held in coordination with Chase Park Grants. Allen suggested posting information regarding this event on the city's website.

### **REPORTS FROM MAYOR AND COUNCIL**

Roumagoux reported that she attended the 50<sup>th</sup> anniversary celebration of Head Start on May 19.

Roumagoux reported that she met with Teresa Wisner, Director of Development for OCCC, on May 20.

Roumagoux reported that on May 22, she met the U.S. Regional Manager of the Small Business Administration, at an event hosted by the Small Business Development Center, at the Lincoln City campus of the OCCC. She noted that this is the first time a regional manager has visited Lincoln County. She added that trainings and other workshops were discussed, but that Lincoln County business owners will not make the trip to Portland for training when there are excellent training opportunities in Lincoln County.

Roumagoux reported that she attended the Eureka Cemetery Memorial Day event on May 25, and gave one of the welcoming speeches.

Roumagoux reported that on May 26 she met with Maxine Centala regarding extending the membership and looking for grants for future projects for the no spray group.

Roumagoux reported that she and Nebel attended the May 27 YBEF meeting at which support letters for the Port's grants were discussed. She added that Don Mann has been hired by the Lincoln County Fair Board.

Allen asked about the disaster planning event to be held at the Armory. Roumagoux reported that she had received the information from Jenny Demaris. Allen asked whether the event is open to the public, and Roumagoux noted that registration can be done online.

Sawyer reported on a recent meeting of the Cascades West Council of Governments. He noted that the budget of \$31,482,769 had been approved; the Meals on Wheels Program was discussed; along with client bases by county.

Sawyer reported that he attended a recent transportation meeting. He noted that ODOT needs additional funding as federal funding is down; the STIP is changing; a bigger push for bicycle pedestrian safety projects is expected; money has been saved on some of the Highway 20 projects, and this project is expected to be completed in 2016.

Saelens reported on activities of the VAC Steering Committee. He noted that lots of exciting things are happening for the VAC.

Swanson reported that she attended the recent Leadership Lincoln session.

Swanson reported that she attended the Eureka Cemetery Memorial Day event and met someone from the WWI naval service.

Swanson reported that she met the head librarian at the Guin Library at the Hatfield Marine Science Center.

Swanson reported that she attended a meeting of the City Emergency Management Committee and learned a lot during the disaster trial.

Busby reported that he attended Mary Markland's (Guin Library head librarian) welcoming party at the HMSC.

Busby reported on a recent meeting of the Public Arts Committee at which the mural restoration project was discussed. Also discussed were responses to the city's RFP for artwork for the new municipal swimming pool. He noted that 30 proposals had been received, and that the Committee would be reviewing the proposals on June 11. He noted that he will not participate in the review as Council will be asked to make the final decision on the award of a contract with an artist.

Busby reported that he attended a recent meeting of the Port of Newport. He noted

that the Port is trying to move forward, but is short on funds and facing lots of repairs. He added that there is a silt problem at NOAA's MOC-P, and the area will have to be dredged. He added that the Port is looking at ways to divert the silt flow.

Busby asked whether a date had been set for the initial meeting of the Regional Airport Review Task Force. Nebel noted that no meeting has been scheduled. Nebel reported that a draft RFP has been prepared for services at the airport, and that this document will be presented to the Airport Committee for review.

Engler reported that she has received lots of anti-drone comments.

Engler reported that she has received comments related to advertising being used more for events and less in simply trying to get people here. She suggested using some tourism dollars for public works projects due to the impact of tourism on infrastructure. She suggested a work session to discuss philosophy, or the possibility of a discussion on this topic at the Visioning Committee. Nebel reported that he is trying to get issues off the ground, but that this has been a busy period of time. He added that he is trying to work out multiple priorities. Sawyer noted that Council voted on the use of tourism dollars for two events earlier this evening.

Engler reported that the Farmer's Market held a visioning meeting at the Greater Newport Chamber of Commerce.

Engler reported that she had been contacted by a concerned citizen regarding the removal of trees at the VAC. Gross reported that the trees were cut at the request of the VAC due to the use of the grounds by transients. He added that the trees will grow back and can be sculpted. Nebel stated that the venue for visual arts issues is the VAC Steering committee. Engler stated that she would like to know what the parks crew is going to do, as lots of people care about what the city looks like. She added that it would be great to get this issue on an agenda. Engler reported that the Coastal Art Guild performs gardening around the VAC. Saelens reported that he would bring up a generic concern at the June 9 meeting of the VAC Steering Committee.

Allen reported that Jim Wright, from Salmon for Oregon, had sent an e-mail on Friday with an update on Salmon for Oregon. He added that he would forward the e-mail to the City Council.

Allen reported that he had heard a concern expressed by a federal agency official regarding the use of drones. He suggested a follow-up and noted that he would talk with Nebel following this meeting. Nebel reported that he has asked the drone contractor for a specific plan and when he has that information, he will share it with the Council.

Sawyer commended all the staff that worked on the recent Newport Marathon. He stated that the event was seamless.

## ADJOURNMENT

Having no further business, the meeting adjourned at 8:25 P.M.

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Margaret M. Hawker, City Recorder

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Sandra N. Roumagoux, Mayor



## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: IV.B.  
Meeting Date: 6/15/15

### Agenda Item:

### Confirmation of the Mayor's Appointments to the Regional Airport Review Task Force.

#### Background:

The City Council has established a Regional Airport Review Task Force to discuss the role that the Newport Municipal Airport plays within the Central Coast region. The appointments include the following: Mayor Roumagoux and Councilor Busby, representing the City Council; Doug Hunt representing Lincoln County; Kevin Greenwood representing the Port of Newport; Lorna Davis representing the Greater Newport Chamber of Commerce; John Lavrakas, representing economic development interests; Ralph Grutzmacher and Susan Painter representing the Airport Advisory Committee; AJ Mattila and Don Williams representing other Lincoln County cities' and Jamie Rand and Dennis Reno as at-large members. Please note that there is one additional slot available from other Lincoln County cities and one slot for the Confederated Tribes of the Siletz Indians that has not yet been filled to date.

#### Recommended Action:

I recommend that the City Council confirm the Mayor's appointments to the Regional Airport Review Task Force as outline above.

#### Fiscal Effects:

None.

#### Alternatives:

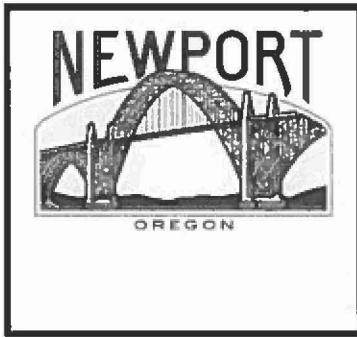
None recommended.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel".

Spencer R. Nebel  
City Manager





Agenda Item #: IV. B.

Meeting Date: June 15, 2015

CITY COUNCIL AGENDA ITEM SUMMARY  
City Of Newport, Oregon

Issue/Agenda Title: Confirmation of Mayor's Appointments to the Regional Airport Review Task Force

Prepared By: Hawker Dept Head Approval: ph City Mgr Approval: \_\_\_\_\_

Issue Before the Council: The issue before Council is the confirmation of the Mayor's appointments to the Regional Airport Review Task Force.

Staff Recommendation: This is a City Council decision.

Proposed Motion: I move to ratify the Mayor's appointment of the following members to the Regional Airport Review Task Force:

- 2 City Councilors from the City of Newport - Mayor Roumagoux and Councilor Busby;
- 1 Lincoln County Commissioner - Doug Hunt;
- 1 Port of Newport representative - Kevin Greenwood;
- 1 Representative from the Greater Newport Chamber of Commerce - Lorna Davis;
- 1 Representative with economic development expertise - John Lavrakas;
- 2 Airport Committee members - Ralph Grutzmacher and Susan Painter;
- 2 At-large members - Jamie Rand and Dennis Reno;
- 3 Representatives from Lincoln County cities - A. J. Mattila (Mayor of Depoe Bay).

Key Facts and Information Summary: Other Task Force positions to be filled include:

- 2 Representatives from other Lincoln County cities; and
- 1 Representative from the Confederated Tribes of the Siletz Indians.

Other Alternatives Considered: None.

City Council Goals: None.

Attachment List: Resolution No. 3689 creating the Regional Airport Review Task Force.

Fiscal Notes: None.



**CITY OF NEWPORT**  
**RESOLUTION NO. 3689**  
**A RESOLUTION ESTABLISHING**  
**A REGIONAL AIRPORT REVIEW TASK FORCE**

**Findings:**

1. The City of Newport owns and operates a municipal airport; and
2. The Newport Municipal Airport serves a region greater than the City of Newport; and
3. It has been determined that the Newport Municipal Airport will be extremely important, and possibly the only functional airport on the Oregon coast, in the event of a Cascadia Subduction Zone earthquake and subsequent tsunami; and
4. The City Council wishes to explore various options for the long-term support and development of the Airport recognizing its importance to the region.

**The City of Newport resolves as follows:**

**Section 1.** The City Council establishes a Regional Airport Review Task Force with the following composition to be appointed by the Mayor and confirmed by the City Council:

- 2 City Councilors from the City of Newport;
- 1 Lincoln County Commissioner;
- 3 Representatives from other Lincoln County cities;
- 1 Port of Newport representative;
- 1 Confederated Tribes of the Siletz Indians representative;
- 1 Representative from the Greater Newport Chamber of Commerce;
- 1 Representative with economic development expertise;
- 2 Airport Committee members;
- 2 At-large members.

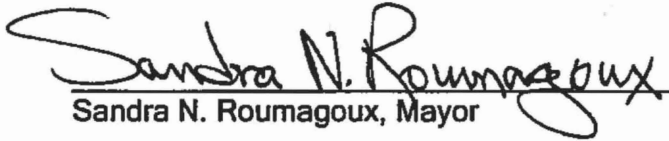
**Section 2.** The Task Force will consult with the appropriate city staff, as needed, in studying the issue.

**Section 3.** The Task Force will forward recommendations to the City Council for consideration and a potential plan of action.

**Section 4.** The Task Force will complete its task by the regular City Council meeting of March 16, 2015.

**Section 5.** This resolution is effective upon adoption.

Adopted by the Newport City Council on July 21, 2014.

  
Sandra N. Roumagoux, Mayor

ATTEST:

  
Margaret M. Hawker, City Recorder



## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: IV.C.  
Meeting Date: 6/15/15

### Agenda Item:

### Confirmation of the Mayor's Appointment of a Council Member to the Urban Renewal Advisory Committee

#### Background:

As you are aware, there is one position on the Urban Renewal Advisory Committee for a member of the City Council. Please contact Mayor Roumagoux if you are interested in serving in this capacity. Mayor Roumagoux will indicate who she wishes to appoint prior to the start of the meeting so it can be included in the reading of the consent calendar.

#### Recommended Action:

I recommend that the City Council confirm the Mayor's appointment of a Council member to the Urban Renewal Advisory Committee.

#### Fiscal Effects:

None.

#### Alternatives:

Remove from consent calendar for further discussion.

Respectfully submitted,

Spencer R. Nebel  
City Manager





## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: V.A.  
Meeting Date: 6-15-15

### Agenda Item:

### **Public Hearing and Possible Adoption of the Budget Including Revenue Sharing and Utility Rates for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016**

#### **Background:**

The development of the budgets for the City of Newport and the Newport Urban Renewal Agency for the fiscal year beginning July 1, 2015 and ending June 30, 2016, was initiated in January 2015. Since that time, the Finance Director, department heads, Finance Department personnel, other staff, and the City Manager have been working on various aspects of the proposed budget for consideration by the Budget Committee. The City Council's first involvement with the budget process was through a goal setting session that was held on February 23, 2015. During this session, the City Council heard presentations from each of the department heads; reviewed various upcoming issues; and prioritized goals for the 2015/2016 fiscal year. These goals were adopted following a public hearing on March 16, 2015. In accordance with City Charter, the City Manager developed and submitted a proposed budget to the Budget Committee on Monday, April 27, 2015.

#### **Revenues**

The 2015/2016 proposed budget for the City of Newport continues to levy the tax rate of \$5.5938 per \$1,000 of assessed evaluation for city operational purposes. In addition, the budget levies an amount to pay the 2015/2016 General Obligation Debt requirements for the city of \$2,329,169 for the wastewater refunding, water treatment plant issue, and the swimming pool bonds.

The City of Newport had previously adopted a schedule for various infrastructure rates that would have resulted in a 10% rate increase for water, a 15% rate increase for sewer, with 5% increases in storm water and infrastructure fees to fund major reconstruction of the city's utility systems. Based on Council action in 2014, the Council directed staff to develop a budget that would utilize revenue bonds instead of a "pay-as-you-go" method for financing infrastructure. This has allowed for a significant reduction in the proposed rate increases which has been incorporated in the 2015/2016 Fiscal Year Budget.

In accordance with this plan, the proposed utility rate increase for the 2015/2016 fiscal year have been reduced from this original plan to a 5% increase in water rates, 4% increase in wastewater rates, from the original long-term financing plan. In addition, the budget proposed a 5% increase in storm water rates, and a 5% increase in the infrastructure fee for the next fiscal year. This will generate funding to support bonding for water and sewer projects in future years in order to continue meeting the critical need to rebuild the city's infrastructure to serve the residents of Newport today and well into the future.

## Expenditures

The budget provides a continuation of existing types of expenditures for the new fiscal year. Included in this budget is funding for three new positions which include an Emergency Coordinator position, a Senior Planner position and a position in wastewater collections.

The budget continues to provide a substantial commitment for reinvestment in the city's water and sewer infrastructure during the course of the fiscal year. This will be funded in part through revenue bonds and State Revolving Fund financing with the future debt repayment coming from water and sewer rates. In addition, the construction of the pool project, as approved by votes in 2013, has a significant impact on funding levels. This budget represents an important continuation that focuses on rebuilding the City of Newport's aging infrastructure system.

Additionally, the budget continues to appropriate funding by individual capital projects including water and wastewater capital construction projects from the applicable operating funds transferred to either a Proprietary Capital Projects Fund (Fund 403) or a Capital Projects Fund (fund 402).

The Newport Urban Renewal Agency budget proposes to continue using \$5.4 million in bonded funds during this next fiscal year in order to pay for a number of major improvements in the South Beach area, particularly along the Highway 101 corridor, south of the Yaquina Bay Bridge.

## Budget Committee Actions

The City of Newport/Newport Urban Renewal Agency Budget Committee met on April 29, 2015 to conduct a page by page review of the budget. Budget Committee members were asked to identify possible changes, questions, or concerns regarding the proposed budget. These issues were not debated on April 29, but were listed in a report with background information that was provided by the city administration to the Budget Committee for review at the May 13 meeting. In addition, the Budget Committee held a public hearing on receiving state revenues. No public comments were received.

On May 13, the Budget Committee reviewed this report which included 61 items that had been placed on the list for additional consideration. At this second meeting, Budget Committee members discussed, debated, and made changes to the proposed budgets that were then voted on by the Committee to incorporate into each of the budgets in preparation of approval by the Committee.

As a result, several changes were made to the proposed budget for the City of Newport for the 2015/2016 fiscal year. These changes included the addition of \$5,000 from the Room Tax Fund for mural preservation on the Bayfront; a correction of an error regarding the amount of revenue anticipated in the General Fund from donations; elimination of the proposed School Resource Officer due to Lincoln County School District not being able to participate in funding this position; the creation of an Emergency Coordinator position and cost center; elimination of funding for the proposed Library lighting project and replacing it with the renovation of the Library elevator; the addition of \$10,000 for temporary employees for park maintenance; funding for a Senior Planner position at mid-year subject to the city's financial performance leading up to that time; elimination of an appropriation for membership and dues in the amount of \$3,600 which was placed in the budget in error; addition of a 1% increase for the Oregon Coast Council for the Arts agreement for the VAC and PAC; \$10,000 added for a shared lane marking project on Bay Blvd.; the transfer of revenue sharing funds toward the Lucky Gap Trail at Agate Beach; the inclusion of the VAC and PAC projects in the Capital Outlay Fund to recognize those projects that are being funded primarily by volunteer donations but will be completed as city projects; and the reduction of the appropriation for the Yaquina Bay Bridge around leaving only planning

dollars instead of the full resurfacing project for this fiscal year.

On May 20, the Budget Committee unanimously approved the budgets for the City for Newport and the Newport Urban Renewal Agency including approval of the tax rates for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

In addition, the Budget Committee recommended that the City Council review the appropriation of \$90,000 that has been included in the approved city budget for Lincoln County Transit District prior to budget adoption and after a presentation is made by the District to the Council on services that are being provided for these funds.

The budget for the City of Newport, as approved by the Budget Committee on May 20, 2015, proposed expenditures in the amount of \$ 71,389,790, unappropriated ending fund balances and reserves of \$4,787,619 for total requirements of \$76,177,409 for the 2015/2016 fiscal year.

The budget for the Newport Urban Renewal Agency as approved by the Budget Committee on May 20, 2015, proposed expenditures in the amount of \$2,722,842, unappropriated ending fund balances and reserves of \$3,288,822 for total requirements of \$6,011,664 for the 2015/2016 fiscal year.

### **June 15, 2015 Public Hearings Before the City Council**

The public hearings for the 2015/16 annual budgets, tax levies and receiving State Shared Revenues for the City of Newport and Newport Urban Renewal Agency are scheduled for Monday, June 15, 2015, at 6:00 P.M. in the Council Chambers. Following the appropriate public hearing, the Urban Renewal Agency and City Council will adopt budgets and establish tax levies for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

The State of Oregon Revenue Sharing law, ORS 221.770, requires cities to pass an ordinance or resolution each year stating their desire to receive State revenue sharing money. A resolution must be filed with the State of Oregon before July 31<sup>st</sup> in order to be eligible for these funds. Two public hearings are required with the first hearing having been on April 29, 2015, by the Budget Committee. The second hearing is scheduled for June 15, 2015. General shared revenues, liquor taxes, and cigarette taxes are proposed to be used for general operating purposes within the General Fund. Highway gas taxes are proposed for operational purposes within the Street Funds and 615,000 will be used for sidewalk and bicycle improvements in the Capital Projects Fund in the 2015/16 fiscal year budget.

The other major component to the budget approval process are the approval of resolutions to set various city utility rates in accordance with the budget plan. The rate increases are 5% for water, infrastructure and storm water rates while the wastewater rate will increase by 4%. These rate increases are in accordance with the recommendations in 2014 from the Infrastructure Task Force.

### **Recommended Action:**

I recommend that the Mayor conduct a public hearing on Resolution No. 3714 which declares the city's election to receive State Shared Revenues in the amount of \$140,000 for general shared revenues, \$145,772 in liquor tax, and \$12,619 in cigarette tax with those funds being utilized in the General Fund for general government services, and the highway gas tax being utilized in the Street Fund for \$557,790 with \$15,000 being utilized in the Capital Outlay Projects Fund for sideway and bicycle improvements.

I recommend the City Council consider the following motion:

**I move to adopt Resolution No. 3714 declaring the city's election to receive State shared revenues for the fiscal year beginning Jul 1, 2015 and ending June 30, 2016.**

I recommend the Mayor conduct a public hearing on the proposed utility rates for the water utility fees and charges, wastewater rates, infrastructure improvement fees, and storm water utility rates for the fiscal year beginning July 1, 2015 and ending June 30, 2016, with the rates being increased by 5% for the water, infrastructure, and storm water utilities and 4% for the wastewater rates as provided in the approved budget.

I recommend the City Council consider the following motions to approve the utility rates as follows:

- 1. I move adoption of Resolution No. 3720 which establishes rates for water utility charges, fees, deposits, and penalties effective July 1, 2015 and repeals Resolution No. 3679.**
- 2. I move adoption of Resolution No. 3721 which establishes wastewater utility rates, modifies the cost of class A slug manufactured and purchased and repeals Resolution No. 3680.**
- 3. I move adoption of Resolution No. 3722 which establishes utility infrastructure improvement fees effective July 1, 2015 and repeals Resolution No. 3681.**
- 4. I move the adoption of Resolution No 3723 which establishes storm water utility fees effective July 1, 2015 and repeals Resolution No. 3682.**

I recommend the Mayor conduct a public hearing on the approval of a budget for the fiscal year beginning July1, 2015 and Ending June 30, 2016 with budgeted appropriations of \$71,389,790, Unappropriated Ending Fund balance an reserves of \$4,787,619, for total requirements of \$76,177,409, and imposing taxes at the continued rate of \$5.5938 per thousand dollars of assessed evaluated \$904,825 for Water Treatment Plant bonded debt, \$935,925 for Wastewater bonded debt, and \$488,419 for Swimming Pool bonded debt for the 2015/16 fiscal year.

I recommend the City Council consider the following motions:

**I move adoption of Resolution No. 3711 a resolution imposing and categorizing Ad Valorem taxes for the City of Newport for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and establishing taxes at a rate of \$5.5938 per thousand dollars of assessed evaluation, plus an amount of \$2,329,169 to cover a debt requirements for the Water Treatment Plant bonded debt in the amount of \$904,825, Wastewater bonded debt in the amount of \$935,925, and Swimming Pool bonded debt in the amount of \$488,419.**

**I move the adoption of Resolution No. 3710 a resolution adopting the fiscal year 2015/16 budget and making appropriation in the amount of \$71,389,790, and reserves and unappropriated fund balances of \$4,787,619 for a sum total of \$76,177,409.**

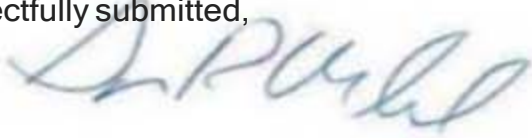
**Fiscal Effects:**

The 2015/16 budget identifies the various revenues and expenditures that are anticipated for the 2015/16 fiscal year in accordance with the approved utility rates, tax rates, and appropriation in the budget as approved by the City Council.

**Alternatives:**

City Council could amend the approved budget or take other actions as suggested by the City Council.

Respectfully submitted,

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

Spencer R. Nebel  
City Manager





Agenda Item #  
Meeting Date

V.A.  
June 15, 2015

**CITY OF NEWPORT AGENDA ITEM SUMMARY**  
City Of Newport, Oregon

**Issue/Agenda Title:** Public Hearing on and consideration of, Resolution No. 3714 declaring the City's election to receive State Shared Revenues.

**Prepared By:** Murzynsky    **Dept Head Approval:** Murzynsky    **City Mgr Approval:**

**Issue before the Agency:** To receive State Shared Revenues the City must pass a resolution in order to receive the various types of shared revenue.

**Staff Recommendation:**            Staff recommends the adoption of the Resolution No. 3714

**Proposed Motion:**            I move to adopt Resolution No. 3714 declaring the City's election to receive State Shared Revenues.

**Key Facts and Information Summary:** State Revenue Sharing Law, ORS 221.770, requires cities to pass an ordinance or resolution each year stating they want to receive their share and the resolution or ordinance must be filed with the Shared Financial Services of the Oregon Department of Administrative Services before July 31<sup>st</sup>. Prior to the June 15<sup>th</sup>, 2015 public hearing there must be one other public hearing with the City's Budget Committee and this was fulfilled at the April 29<sup>th</sup>, 2015 Budget Committee Hearing.

**Fiscal Notes:** The City receives four types of state shared revenues that include general shared revenues, liquor tax, cigarette tax and highway gas tax. General Shared revenues are allocated pursuant to a different statutory formula while the distribution of the liquor, cigarette and highway gas tax are allocated on the basis of population of the City and an estimated rate per capita based on projected available taxes collected. The estimated revenues for the 2015-16 Fiscal Year are as follows (see attachment A):

General Shared Revenues	\$ 140,000
Liquor Tax	145,772
Cigarette Tax	12,619
Highway gas tax	572,790

These estimated revenues will impact the General Fund in the amount of \$298,391 and the Street and Capital Projects will share the \$572,790 in this order, respectively, \$557,790 and \$15,000.



**CITY OF NEWPORT**  
**RESOLUTION NO. 3714**

**A RESOLUTION DECLARING THE CITY'S ELECTION  
TO RECEIVE STATE SHARED REVENUES**

**THE CITY OF NEWPORT** resolves that, pursuant to ORS 221.770, the City hereby elects to receive State Shared Revenues for the Fiscal Year 2015-16.

This resolution will become effective July 1, 2015.

Adopted by the Newport City Council on June 15, 2015.

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Sandra N. Roumagoux, Mayor

Attest:

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Margaret M. Hawker, City Recorder

I certify that a public hearing before the Budget Committee was held on April 29, 2015 and a public hearing before the City Council was held on June 15, 2015, giving citizens an opportunity to comment on use of State Revenue Sharing.

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Margaret M. Hawker, City Recorder

**CITY OF NEWPORT, OREGON**

**OREGON SHARED REVENUES  
PUBLIC HEARING BEFORE THE BUDGET COMMITTEE ON THE POSSIBLE USES  
FISCAL YEAR 2015-16 PROPOSED BUDGET  
"ATTACHMENT A"**

	REVENUE TYPE	CERTIFIED EST. POPULATION @ 7/1/2014	PER CAPITA RATES ESTIMATES	ESTIMATED REVENUES
<b>A.</b>	GENERAL SHARED REVENUES	Not Applicable	Not Applicable	\$ 140,000
<b>B.</b>	OTHER SHARED REVENUES			
	Liquor Tax	10,095	\$ 14.44	\$ 145,772
	Cigarette Tax	10,095	\$ 1.25	\$ 12,619
	Highway Gas Tax	10,095	\$ 56.74	\$ 572,790



Agenda Item #  
Meeting Date

V.A.  
June 15, 2015

**CITY OF NEWPORT AGENDA ITEM SUMMARY**  
City Of Newport, Oregon

**Issue/Agenda Title:** Consideration of resolution numbers 3720, 3721, 3722, 3723 - to set rates beginning July 1, 2015 for Water Utility Fess & Charges (3720), Wastewater Rates (3721), Infrastructure Improvement Fees (3722), and Stormwater Utility Rate (3723) in conjunction with the 2015-16 Fiscal Year Budget.

Prepared By: Murzynsky Dept Head Approval: Murzynsky City Mgr Approval:

**Issue before the Agency:** The purpose of these resolutions are to set the fees, charges, and rates for the Water, Wastewater, Infrastructure and Stormwater for the City of Newport for Fiscal Year 2015-16. The rates and fees for water, infrastructure and stormwater were increased by 5% while wastewater was increased by 4%.

**Staff Recommendation:** Staff recommends the adoption of Resolution Numbers 3720, 3721, 3722, and 3723 which will set the fees, charges and fees related to the Water, Wastewater, Infrastructure and Stormwater, respectively.

**Proposed Motion:** Staff recommends the following motions:

- 1) I move to adopt Resolution 3720 which establishes rates for water utility charges, fees, deposits, and penalties effective July 1, 2015, and repeals Resolution number 3679
- 2) I move to adopt Resolution 3721 which sets wastewater utility rates, modifies the cost of Class A sludge manufactured and purchased, and repeals Resolution 3680.
- 3) I move to adopt Resolution 3722 which sets utility infrastructure improvement fees effective July 1, 2015, and repeals Resolution no. 3681.
- 4) I move to adopt Resolution 3723 which sets stormwater utility fees effective July 1, 2015, and repeals Resolution no. 3682

**Key Facts and Information Summary:** In accordance the 2014-15 Goals of the City of Newport, the City Council directed staff to develop a budget that would utilize revenue bonds to finance the City infrastructure and as a result of this direction water rates were increase by 5%, wastewater were increase by 4%, stormwater rates by 5%, and infrastructure rates by 5%. Accordingly the 2015-16 Fiscal Year budget was built with these facts in mind.

**Fiscal Notes:** The fee structure will generate sufficient revenues to generate a 5% increase for the water utility, stormwater and infrastructure, and 4% increase for the wastewater utility in the City of Newport beginning July 1, 2015, in accordance with the 2015-16 Fiscal Year Budget adopted by the City Council.



**CITY OF NEWPORT**  
**RESOLUTION NO. 3720**

**A Resolution Setting Rates for  
Water Utility Charges, Fees, Deposits, and Penalties,  
And Repealing Resolution No. 3679**

**Findings**

- A. The City of Newport operates a water utility that diverts, stores, treats, and delivers water to customers within the City and to its customers outside the City.
- B. The Newport Municipal Code Chapter 5.10 governs the operation and use of the City's water utility. NMC Section 5.10.200 specifically authorizes the City Council to set charges, fees, deposits, and penalties for water utility users.
- C. The rates established by this resolution are calculated to cover the costs of water service, including amounts to pay for the operation, maintenance, repair, necessary replacement, and improvement, but do not generate revenue above what is needed for sound operation and management of the water system.

Based on these findings, the City of Newport resolves as follows:

**Section 1.    Connection Fee and Street Opening Fee**

- A. The fee for a new connection to the water system is based on the size of service. The fees for new connections are:

Service Size	Connection Fee
5/8" x 3/4"	\$1,725.00
1 inch	\$2,007.00
Larger than 1 inch	Actual cost plus 10%

- B. If cutting and restoration of asphalt streets is necessary, actual costs of the repair plus 10% will be added to the above costs.

**Section 2.    Deposit**

The amount of deposit required under NMC 5.10.020 is based upon meter size and is generally equal to 2 months of average usage. Deposits will not be refunded prior to discontinuation of service except in extenuating circumstances and then only by authorization by the city Finance Director. Deposits for new utility accounts are:

Service Size	Deposit
5/8" x 3/4"	\$240.00
1 inch	\$295.00
1 1/4" x 1 1/2"	\$1,145.00
2 inch	\$1,500.00
3 inch and larger	\$2,215.00

### **Section 3. Miscellaneous Charges**

- A. The charge for a normal reconnection or additional connection is \$20.00, in addition to any connection fee established under Section 1.
- B. The reconnection fee following a for-cause (delinquent payment or other cause) disconnect is \$44.00.
- C. The charge for opening a connection in violation of NMC Chapter 5.10 is \$100.00.
- D. The fee for late payment is \$20.00.
- E. The fee for a non-payment notice is \$20.00.

### **Section 4. Rates for Water Service within the City Service Area**

The rates in this Section 4 apply to all service areas.

The minimum monthly charge shall be based on the size of each meter except as otherwise defined within this section.

The minimum charge for unmetered fire suppression systems shall be based upon the size of the service line entering the property.

- A. The charges in this Section 4.A apply within the City of Newport.

Meter Size	Usage included with minimum charge	Minimum Charge	Cost per 1,000 Gallons in excess of included amount
5/8" x 3/4"	1,000 gallons	\$ 20.85	\$3.85
1 inch	1,000 gallons	\$ 27.70	
1 1/4" x 1 1/2"	1,000 gallons	\$ 42.20	
2 inch	1,000 gallons	\$ 72.25	
3 inch	1,000 gallons	\$ 107.85	
4 inch and over	1,000 gallons	\$ 179.25	

B. The charges in this Section 4.B apply outside the City of Newport.

Meter Size	Usage included with minimum charge	Minimum Charge	Cost per 1,000 Gallons in excess of included amount
5/8" x 3/4"	1,000 gallons	\$ 39.80	\$6.30
1 inch	1,000 gallons	\$ 54.20	
1 1/4" x 1 1/2"	1,000 gallons	\$ 75.35	
2 inch	1,000 gallons	\$ 132.85	
3 inch	1,000 gallons	\$ 197.70	
4 inch and over	1,000 gallons	\$ 324.80	

**Section 6. Temporary Service through Fire Hydrant**

Fire Hydrant Installation	\$265.00
Monthly charge (no usage included)	\$197.70
Usage per 1,000 gallons	\$6.30

**Section 7. Water Purchased and Privately Transported**

The amount charged for water purchased and transported by the purchaser directly from any authorized city facility is \$6.30 per 1,000 gallons.

**Section 8. This Resolution repeals Resolution No. 3679 in its entirety.**

**Section 9. Effective Date of Rates, Fees, Charges, and Penalties**

The effective date of this resolution is July 1, 2015. As applied to monthly bills, the change shall be based on the date of billing, not the date of service.

Adopted by the Newport City Council on June 15, 2015.

CITY OF NEWPORT

\_\_\_\_\_  
Sandra N. Roumagoux, Mayor

ATTEST:

\_\_\_\_\_  
Margaret M. Hawker, City Recorder



CITY OF NEWPORT  
RESOLUTION NO. 3721

A Resolution Setting Wastewater Utility Rates  
and Repealing Resolution No. 3680

Findings

- A. The City of Newport operates a wastewater utility that collects and treats wastewater from properties within the city and to some properties outside of the city limits but within the city's urban growth area.
- B. Newport Municipal Code Chapter 5.15 governs the operation and use of the wastewater utility. NMC Section 5.15.070 authorizes the City Council to set rates for wastewater service by resolution.
- C. The rates established by this resolution are calculated to cover the costs of sewer service, including amounts to pay for the operation, maintenance, repair, necessary replacement, and improvement of the system, but do not generate revenue above what is needed for sound operation and management of the sewer system.

Based on these findings, the City of Newport resolves as follows:

Section 1.     Metered Rates

The charges imposed in this Section 1 apply to properties that have sanitary sewer service.

A. Single-Family Residences and Duplexes within City Limits

The charge for sewer service for single-family dwellings and duplexes within city limits shall be \$22.90 per month, plus \$6.60 per 1,000 gallons of water usage. Sewer user charges for the months of June, July, August, and September shall not exceed the highest monthly sewer user charge for the first four months of the calendar year.

B. Multi-Family Residences, Commercial Properties, and Single-Family Residences and Duplexes outside of city Limits

The basic charge for service for residential properties with three or more dwelling units, for all commercial properties, and for single-family residences and duplexes outside of City limits shall be \$22.90 per month plus \$7.55 per 1,000 gallons of water usage.

An "Extra Strength Charge" of \$0.30 per pound of biochemical oxygen demand applies to commercial properties users when the biochemical oxygen demand exceeds 300 parts per million.

The charges for monitoring sewage discharge shall be \$15.80 per combined sample and \$8.25 per test.

Section 2. Individually Determined Rate

Commercial customers that are legally disposing of all or part of their processing wastewater to an acceptable waterway in conformance with applicable federal, state, and city laws, regulations and permits shall have a sewer user charge established by the City Manager based on an individual determination of the impact of the property on the sewer system. The City Manager shall take into account, when establishing the sewer rate, the estimated quantity in gallons, as well as, any adverse treatment or maintenance costs that may be incurred by the city handling extra strength wastewater that is being returned to the city sanitary sewers.

Section 3. Septage

The rate for disposal of septage at the city's wastewater treatment plant shall be \$0.18 per gallon.

Section 4. Class A Sludge Sales

Class A sludge manufactured at the city's wastewater treatment plant may be purchased for \$2.00 per cubic yard.

Section 5. This Resolution repeals Resolution No. 3680 in its entirety.

Section 6. Effective Date

The effective date of this resolution is July 1, 2015. As applied to monthly bills, the change shall be based on the date of billing, not the date of service.

Adopted by the Newport City Council on June 15, 2015.

CITY OF NEWPORT

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Sandra N. Roumagoux, Mayor

ATTEST:

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Margaret M. Hawker, City Recorder

# CITY OF NEWPORT

## RESOLUTION NO. 3722

### A Resolution Setting Utility Infrastructure Improvement Fees and Repealing Resolution No. 3681

#### Findings

- A. The City of Newport operates water, wastewater, and stormwater utilities that provide services to properties within the city and to some properties within the city's urban growth boundary.
- B. Newport Municipal Code Chapter 5.10 governs the operation and use of the water utility. NMC Section 5.10.200 authorizes the City Council to set charges for water service by resolution.
- C. Newport Municipal Code Chapter 5.15 governs the operation and use of the wastewater utility. NMC Section 5.15.070 authorizes the City Council to set charges for wastewater service by resolution.
- D. Newport Municipal Code Chapter 5.20 governs the operation and use of the stormwater utility. NMC Section 5.20.040 authorizes the City Council to set charges for stormwater service by resolution.
- E. The rates established by this resolution are calculated to cover the costs of water, wastewater, and stormwater maintenance, repair, necessary replacement, and improvement of the system, but do not generate revenue above what is needed for these improvements.

Based on these findings, the City of Newport resolves as follows:

#### Section 1. Utility Infrastructure Improvement Fee

- A. The charges imposed in this Section 1 apply to properties that have metered city water service.

Each customer shall pay a monthly infrastructure improvement fee. The fees are set as follows:

Water Meter Size	Monthly Infrastructure Improvement
¾"	\$ 6.95
1"	\$ 13.85
1 ½"	\$ 27.75
2"	\$ 48.35
3"	\$124.25
4"	\$193.20
5" and larger	\$441.70

Irrigation-only meters will be exempt from the Monthly Infrastructure Improvement Fee.

Section 2. This Resolution repeals Resolution No. 3681 in its entirety.

Section 3. Effective Date

The effective date of this resolution is July 1, 2015. As applied to monthly bills, the change shall be based on the date of billing, not the date of service.

Adopted by the Newport City Council on June 15, 2015.

CITY OF NEWPORT

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Sandra Roumagoux, Mayor

AITEST:

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Margaret M. Hawker, City Recorder

CITY OF NEWPORT

RESOLUTION NO. 3723

A Resolution Setting Stormwater Utility Fees  
And Repealing Resolution No. 3682

Findings

- A. The City of Newport operates stormwater utilities that provide services to right-of-ways and properties within the city and to some right-of-ways and properties within the city's urban growth boundary.
- B. Newport Municipal Code Chapter 5.20 governs the operation and use of the stormwater utility. NMC Section 5.20.040 authorizes the City Council to set charges for stormwater service by resolution.
- C. The rates established by this resolution are calculated to cover the costs of stormwater service, including amounts to pay for the operation, maintenance, repair, necessary replacement, and improvement of the system, but do not generate revenue above what is needed for sound operation and management of the stormwater system.

Based on these findings, the City of Newport resolves as follows:

Section 1. Stormwater Utility Fee

- A. The charges imposed in this Section 1 apply to properties that have metered city water service.

Each customer shall pay a stormwater utility fee. The fees are set as follows:

Water Meter Size	<u>Monthly Stormwater Utility Fee</u>
All meter sizes	\$7.90

Irrigation-only meters will be exempt from the stormwater utility fee.

Section 2. This Resolution repeals Resolution No. 3682 in its entirety.

Section 3. Effective Date

The effective date of this resolution is July 1, 2015. As applied to monthly bills, the change shall be based on the date of billing, not the date of service.

Adopted by the Newport City Council on June 15, 2015. CITY OF NEWPORT

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Sandra N. Roumagoux, Mayor

ATTEST:

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Margaret M. Hawker, City Recorder



Agenda Item #  
Meeting Date

V.A  
June 15, 2015

**CITY COUNCIL AGENDA ITEM SUMMARY**  
City Of Newport, Oregon

Issue/Agenda Title: Public Hearing on and consideration of, Resolution No. 3710 Adopting, Making Appropriations and Resolution No. 3711 Imposing and Categorizing Ad Valorem Taxes for the 2015-16 Fiscal Year Budget.

Prepared By: Murzynsky Dept Head Approval: Murzynsky City Mgr Approval:

**Issue before the Council:** The purpose of this resolution is to consider Resolution No. 3710 regarding the possible adoption of City of Newport 2015-16 Fiscal Year budget, make appropriations, and consider Resolution No. 9711 which imposes and categorizes Ad Valorem taxes for the ensuing Fiscal Year.

**Staff Recommendation:** Staff recommends the adoption of Resolution No. 3710 and Resolution No. 3711.

**Proposed Motion:**

First motion: I move to adopt Resolution No. 3710, a resolution adopting the Fiscal Year 2015-16 budget and making appropriation.

Second motion: I move to adopt Resolution No. 3711, a resolution imposing and categorizing Ad Valorem taxes for the City of Newport.

**Key Facts and Information Summary:** The Budget Committee approved the City Budget for Fiscal Year 2015-16 on May 20, 2015. Resolution 3710 provides for budgeted appropriations of \$71,389,790, unappropriated reserves and ending fund balance (UEFB) \$4,787,619 for total requirements of \$76,177,409.

Resolution No. 3711 provides for imposing the Ad Valorem taxes which balance the General Fund budget and provide for the debt services payments related to voter approved general obligation bonds. Seven (7%) percent of the tax levy amount is assumed to be uncollectible in the first year of the levy. With regards to the general obligation debt, the City is imposing a combined tax levy of \$2,329,169 to support debt service payments. The combined debt service levy consists of \$904,825 for the water treatment plant bonded debt, the wastewater bond is \$935,925 and the swimming pool bonded debt is \$488,419.

**Fiscal Notes:** This budget include the construction of the Parks & Recreation swimming pool, funded by the General Obligation approved by the citizens of Newport, an increase of \$3,000,000 in general City capital projects and \$5,000,000 increase in Water and Wastewater capital projects, see attachment A for the details. This budget also proposes an increase of 5% in water fees & charges and 4% in wastewater fees and charges. Finally, the budget provides a continuation of existing type expenditures and included are three new positions; an Emergency Coordinator in the Fire budget, a Senior Planner in the Planning budget and a new wastewater collection staff.

**CITY OF NEWPORT  
RESOLUTION NO. 3710**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2015-2016 BUDGET  
AND MAKING APPROPRIATIONS**

**THE CITY OF NEWPORT RESOLVES THAT** the budget for Fiscal Year 2015-2016 be adopted in the sum \$76,177,409; this budget is available for review now at City Hall.

**THE CITY OF NEWPORT FURTHER RESOLVES** that the amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below are hereby appropriated as follows:

<u>Fund</u>	<u>Adopted Budget</u>	<u>Fund</u>	<u>Adopted Budget</u>
<b>101-General Fund</b>		<b>254 - Agate Beach Closure Fund</b>	
City Administration	1,995,430	Agate Beach Closure	60,327
Police	3,603,480	Contingency	1,362,257
Fire	1,892,439	Total	<u>1,422,584</u>
Emergency Coordinator	107,000		
Library	1,225,857	<b>301 - Water Debt Fund</b>	
Community Development	315,380	Water Treatment GO Bond	904,825
Facilities & Parks	800,364	Water General Debt	124,676
Facilities & Parks Projects	426,000	Water Revenue Bond	330,988
Non-Departmental	421,488	Total	<u>1,360,489</u>
Transfer to Parks & Recreation	569,002		
Transfer to Housing	13,200	<b>302 - Wastewater Debt Fund</b>	
Transfer to Airport	310,288	Wastewater GO Bond	935,925
Transfer to Building Inspection	3,000	Wastewater General Debt	568,438
Transfer to General Debt Service	167,442	Total	<u>1,504,363</u>
Transfer to Capital Projects	5,500		
Transfer to Reserve - Fire	150,000	<b>303 - General Debt Fund</b>	
Transfer to Reserve - Police	30,000	Swimming Pool GO Bond	488,419
Contingency	541,322	General Debt Service	343,638
Total	<u>12,577,192</u>	Total	<u>832,057</u>
<b>201 - Parks &amp; Recreation Fund</b>		<b>402- Capital Projects - General</b>	
Administration	164,626	Capital Projects - General	10,674,520
60+ Activity Center	168,321	Capital Projects - Swimming Pool	8,225,884
Swimming Pool	392,466	Capital Projects - Airport	2,683,189
Recreation Center	545,606	Capital Projects -VAC/PAC	365,089
Recreation Programs	176,944	Contingency	58,458
Sports Programs	122,266	Total	<u>22,007,140</u>
Contingency	139,308		
Total	<u>1,709,537</u>	<b>403 Capital Projects - Proprietary</b>	
<b>211 - Public Parking Fund</b>		Water Capital Projects	5,303,808
Pub Parking-Nye Beach	12,722	Wastewater Capital Projects	6,474,417
Pub Parking-City Center	6,896	Total	<u>11,778,225</u>
Pub Parking-Bay Front	22,218		
Transfer to Capital Projects	40,000	<b>501 - Reserve Fund</b>	
Contingency	274,207	Capital Outlay - Police	40,000
Total	<u>356,043</u>	Capital Outlay	425,000
		Total	<u>465,000</u>

<b>212 - Housing Fund</b>			<b>601 - Water Fund</b>		
Housing		135,849	Water Plant		1,067,465
Contingency		35,732	Water Distribution		938,418
Total		<u>171,581</u>	Water Non Departmental		930,412
<b>220 - Airport Fund</b>			Transfer General Fund		13,050
Airport Operations		693,941	Transfer to Street Fund		35,000
Transfer to General Debt Service		6,746	Transfer Water Debt		455,664
Transfer to Capital Projects		154,293	Transfer General Debt		4,553
Contingency		71,691	Transfer Prop Cap Proj - Water		1,177,075
Total		<u>\$926,671</u>	Contingency		259,917
<b>230 - Room Tax Fund</b>			Total		<u>4,881,554</u>
Room Tax		1,145,246	<b>602 - Wastewater Fund</b>		
Transfer to General Fund		21,822	Wastewater Plant		1,536,391
Transfer to Parks & Rec		180,500	Wastewater Collection		601,914
Transfer to Airport Fund		25,000	Wastewater Non Dept		995,704
Transfer Gen Debt Fund		14,491	Transfer General Fund		13,050
Transfer Wastewater Debt		127,325	Transfer to Street Fund		35,000
Transfer Capital Projects		375,513	Transfer Water Debt		631,113
Contingency		126,381	Transfer General Debt		31,337
Total		<u>\$2,016,278</u>	Transfer General Cap Proj		140,000
<b>240 - Building Inspection Fund</b>			Transfer Prop Cap Proj		297,586
Building Inspection Services		258,868	Contingency		279,425
Contingency		25,887	Total		<u>4,561,520</u>
Total		<u>\$284,755</u>	<b>701 - Public Works Fund</b>		
<b>251 - Street Fund</b>			Public Works Admin		290,723
Street Maintenance		655,041	Engineering		533,554
Storm Drain Maintenance		426,956	Fleet Maintenance		88,282
Transfer Gen Debt Fund		62,190	Contingency		86,606
Transfer to General Fund		5,578	Total		<u>999,165</u>
Transfer Capital Projects		10,000	<b>Total Appropriations</b>		
Contingency		109,156	<b>Non-Appropriated Budget Requirement</b>		
		<u>\$1,268,921</u>	UEFB - General Fund		1,602,295
<b>252 - Line Undergrounding Fund</b>			UEFB - Airport		105,836
Line Undergrounding		400	UEFB - Room Tax Fund		83,510
Transfer Gen Debt Fund		59,435	UEFB - Building Inspection		355,198
Transfer Capital Projects		200,000	UEFB - Street Fund		372,535
Contingency		645,580	UEFB - Water Debt Service		52,508
Total		<u>\$905,415</u>	UEFB - Wastewater Debt ServiceFi		721,773
<b>253 - SDC Fund</b>			UEFB - General Debt Service		48,107
SDC - Streets		50,000	UEFB - Water Fund		235,122
SDC - Administration		25,000	UEFB - Wastewater Fund		203,897
Transfer to Proprietary Debt		10,000	UEFB - Public Works Fund		219,412
Transfer to Capital Projects		187,500	Reserve for 2010A Debt		568,438
Contingency		1,088,800	Reserve for Police		55,256
Total		<u>\$1,361,300</u>	Reserve for Fire		153,628
			Reserve for Library		10,104
			<b>Total Non-appropriated</b>		<u>4,787,619</u>
			<b>TOTAL USES OF FUNDS</b>		<u>76,177,409</u>

THE CITY OF NEWPORT FURTHER RESOLVES that the amounts appropriated above in the Capital Projects fund - General and Proprietary - are further appropriated by "named" capital project line-item as detailed on Attachment "A" and incorporated herewith.

Passed and adopted by the City Council of Newport on June 15, 2015

\_\_\_\_\_  
Sandra Roumagoux, Mayor

Attest:

\_\_\_\_\_  
Margaret M. Hawker, City Recorder

# CITY OF NEWPORT, OREGON

## ATTACHMENT "A" - RESOLUTION NO. 3710 - A RESOLUTION ADOPTING THE FISCAL YEAR 2015-2016 BUDGET AND MAKING APPROPRIATIONS

Fund/Cost Center	Project Name	Activity No.	Appropriation Amount
<b>402 - CAPITAL PROJECTS FUND</b>			
6110 - Capital Projects - General			
	Fire Station Seismic Rehabilitation	14005	1,491,223
	Strategic Grant Consulting Services - Chase Park Grants	13011	23,605
	Partial Funding of Park System Master Plan	P16-PP06	37,500
	LID Code Update Study	P16-PP07	15,000
	2015-2016 Street Overlays & Improvements	P16-S01	264,232
	2015-2016 Sidewalk & Bicycle Improvements	P16-S02	15,000
	SE Ferry Slip Road Street Improvement Project	14003	1,438,000
	South Beach Tsunami Improvement (Phase II)	11014	492,294
	SW Abalone Brant Street Improvement Project	14002	2,174,000
	Agate Beach Recreation & Wayside Improvements	13010	100,624
	SE 35th & Hwy 101 Signalization Improvements	13018	67,547
	Nye Beach Turnaround Pavement Rehabilitation	P16-S08	25,000
	Harbor Way between Nye Street the hospital on Abby Street	P16-S09	81,675
	Agate Beach State Park to Hwy 101 Trail Connector	P16-S11	29,120
	NE 6th Street Right of Way Acquisition	P16-S12	50,000
	Ferry Slip Road Utility Line Undergrounding	P16-S14	500,000
	Wayfinding Sign Project - Phase 3	12018	6,000
	Hwy 101 Pedestrian Crossing Improvements	11024	185,050
	Storm Sewer System Master Plan	13012	20,000
	Sam Moore Creek Water Quality & Trail Improvements	13020	129,550
	Bay Blvd, SE Moore Drive, SE Fogarty Street & SE 4th Street	12015	2,949,100
	NW 6th Street Storm Sewer	13002	380,000
	NE 7th & Harney Sliplining	P16-ST05	100,000
	City Center Park Improvement		90,000
	SHARROWS - For Bay Blvd from Natherlin East to John Moore		10,000
	Preparation of Newport Urban Renewal Plan		30,000
			<u>\$ 10,704,520</u>
6120 - Capital Projects - Swimming Pool			
	Aquatic Center	13019	7,940,000
	Aquatic Center Parking Improvements	14004	285,884
			<u>\$ 8,225,884</u>
6130 - Capital Projects - Airport			
	FBO Building Repairs	14021	310,000
	Airport Master Plan	15001	385,000
	RW 16-34 Rehabilitation	12092	990,933
	RW 16-34 Rehabilitation AIP 22	P16-ACP7	997,256
			<u>\$ 2,683,189</u>
6140 - Capital Projects - Visual Arts Center/Performing Arts Center			
	Runyan Floors		18,746
	Entry Stairway & Hall		8,422

2nd Floor Room Configuration	5,924
Wooden Art Doors	2,500
Lobby Expansion	282,267
Women's Restroom	47,230
	<u>\$ 365,089</u>

<b>TOTAL CAPITAL PROJECTS FUND APPROPRIATIONS</b>	<u><u>\$ 21,978,682</u></u>
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**403 - PROPRIETARY CAPITAL PROJECT FUND**

**6210 - Proprietary Capital Projects - Water**

Strategic Grant Consulting Services - Chase Park Grants	13011	25,192
SCADA System Upgrade Project - Water Treatment Plant	P-16-SC2	73,000
Big Creek Dams Preliminary Design	11025	451,300
NE 3rd / Yaquina Heights Drive Water Line Install	P-16-W02	250,000
NE 71st Street Water Tank & Pump Station	11018	2,037,139
Pave Parking Lot at Water Treatment Facility	14012	60,000
Candletree Pump Station Replacement	14016	450,000
Yaquina Hts Tank Interior recoating & handrails	12010	100,000
Fixed base Metering System	12029	1,150,000
Emergency Generator	14018	330,000
Old WTP Demolition/Construction of Storage Garage	14014	200,000
Water Distribution System Flushing Plan	14015	40,000
WTF Hallway Expansion	14013	25,000
Seal Rock Water District Intertie Project	13013	75,000
Water Rights Revisions	13014	5,533
Utility Rate Study		20,000
<i>Other Eligible Revenue Bond Projects/Misc Loan Revenue</i>		11,644
		<u>\$ 5,303,808</u>

**6220 - Proprietary Capital Projects - Wastewater**

Strategic Grant Consulting Services - Chase Park Grants	13011	25,192
Wastewater System Master Plan	13008	111,651
2016 Sanitary Sewer Televising Program	P-16-WW02	132,044
Big Creek Wastewater Lift Station Replacement	12025	2,346,128
Gravity Sanitary Sewer Upgrade-NW 48th to Big Creek LS	P-16-WW05	1,401,323
Nye Beach PS Screen & Grinder	11020	200,000
Schooner Creek Wastewater Lift Station Foremain Replacement	P-16-WW09	1,794,000
NE 7th & Douglas & Hubert between 3rd & 6th	P-16-WW10	275,000
Smoke Testing Program	13015	45,079
SCADA System Upgrade Project - Wastewater Plant	P-16-SC01	82,000
SCADA System Upgrade Project - Wastewater Collection	P-16SC03	42,000
Utility Rate Study		20,000
		<u>\$ 6,474,417</u>

<b>TOTAL PROPRIETARY CAPITAL PROJECTS FUND APPROPRIATIONS</b>	<u><u>\$ 11,778,225</u></u>
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**CITY OF NEWPORT  
RESOLUTION NO. 3711**

**A RESOLUTION IMPOSING AND CATEGORIZING AD VALOREMI TAXES FOR THE  
CITY OF NEWPORT, FISCAL YEAR 2015-2016**

**THE CITY OF NEWPORT RESOLVES** that the City Council for the City of Newport hereby imposes the taxes provided for the City's adopted budget for Fiscal Year 2015-2016 at the rate of \$5.5938 per \$1,000 of assessed value, plus and amount of \$2,329,169 for the debt fund and that these taxes are hereby imposed and categorized up the assessed value of all taxable property within the City for the tax year 2014-2015. The following allocations constitute and above aggregate levy.

General Fund	\$5.5938 / \$1,000
Water Treatment Plant Bonded Debt	\$904,825
Wastewater Bonded Debt	\$935,925
Swimming Pool Bonded Debt	\$488,419

**THE CITY OF NEWPORT FURTHER RESOLVES** that the City Council of the City of Newport hereby categorized the imposed taxes for the Fiscal Year 2015-2016 follows

Subject to the General Government Limitation:    General Fund    \$5.5938 / \$1,000

Excluded from the General Government Limitation:    Debt Fund    \$2,329,169

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Sandra Roumagoux, Mayor

Attest:

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Margaret M. Hawker, City Recorder





## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: V.B.  
Meeting Date: 6-15-15

### Agenda Item:

### **Public Hearing and Possible Adoption of Resolution No. 3716, which adopts a Supplemental Budget and makes appropriations for the 2014-15 Fiscal Year.**

#### **Background:**

As the City of Newport approaches the end of the Fiscal Year, it is necessary to make any final adjustments for the current year appropriations. The detail of the changes are included in the attached report from Finance Director, Mike Murzynsky. The net change to the General Fund is an increase in appropriations of \$12,000, an increase to the appropriation in the Wastewater (Non-Departmental Fund) for materials and services of \$10,000, and an increase in the appropriations of the Parks & Recreation Fund by \$25,000, with those funds coming from contingency. There will be an increase in the Airport materials and services appropriation of \$100,000 for the purchase of fuel, which is offset by increased revenues of \$100,000 in the sale of fuel. In Capital Projects, a net increase of \$65,000 in appropriations with adjustments in the Proprietary Capital Projects Funds not resulting in an increase or decrease in appropriations to that fund. With overall appropriations for the current Fiscal Year of approximately \$65 million, these are relatively minor adjustments. I appreciate the efforts of the various departments to remain within the appropriated amounts for the Fiscal Year that will end on June 30, 2015.

#### **Recommended Action:**

I recommend the City Council consider the following motion:

**I move adoption of Resolution 3716, with Attachment A, to make appropriations, and modifications to the 2014-15 Fiscal Year budget.**

#### **Fiscal Effects:**

All modifications to the budget are covered by sufficient contingency amounts, or by transferring existing appropriated funds to cover unanticipated expenditures as outlined in the attached report from the Finance Director.

#### **Alternatives:**

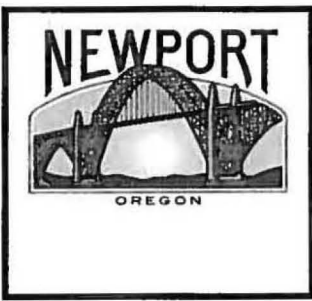
None recommended.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel".

Spencer R. Nebel  
City Manager





Agenda Item #  
Meeting Date

V.B  
June 15, 2015

## **CITY OF NEWPORT AGENDA ITEM SUMMARY**

City Of Newport, Oregon

Issue/Agenda Title: Resolution No. 3716 providing for a supplemental budget and making appropriation/total requirement changes for the Fiscal Year 2014-2015

Prepared By: Murzynsky Dept Head Approval: Murzynsky City Mgr Approval:

Issue before the Council: The purpose of this resolution is to adopt a supplemental budget to make appropriation increases and to make transfers of funds and changes that affect the General Fund, Wastewater, Parks & Recreation, Airport Fund and the Capital Projects Fund - General and Proprietary (Water and Wastewater). This supplemental budget does not require a public hearing as noted below.

Staff Recommendation: Staff recommends the adoption of the supplemental budget and making appropriation and transfer of funds changes in the four funds as detailed on Attachment "A" to Resolution No. 3716.

Proposed Motion: I move to adopt Resolution No. 3716 with Attachment "A", a resolution adopting a supplemental budget for fiscal year 2014-15 and making appropriation increases and changes for fiscal year 2014-15.

Key Facts and information Summary: ORS 294.471 authorizes a supplemental budget without a public hearing when the estimated expenditures differ by 10 percent or less from the expenditures from the most recent amended budget prior to the supplemental budget. Therefore, fund budgets may be changed by supplemental budget without a public hearing that are within that threshold. Fund budgets requiring an increase in appropriations supported by additional revenues and/or fund budgets requiring a decrease in appropriations due to insufficient resources may be included, accordingly.

Fiscal Notes: In the General Fund there are three changes, 1) increase appropriations in the Fire budget in the amount of \$9,000 for Overtime and \$3,000 for Capital Equipment Acquisition for the total of \$12,000 of additional expenditure, which is offset by revenue received from conflagration reimbursement. (2) To transfer funds to the Capital Project Fund - General for the Preparation of Newport Urban Renewal Plan Project. (3) Correction from Supplemental Budget Resolution # 3698, the resources were adjusted to the Proprietary Capital Projects Fund - Wastewater by a transfer from the General Fund, but the expense side of the transfer was not made at that time.

In the Wastewater fund, there is a need to transfer contingency to Non Departmental cost center in Wastewater Fund to provide additional appropriation authority for under budgeting or not anticipated expenditures.

In the Parks and Recreation fund there is a need to transfer contingency to Non Departmental cost center in Wastewater Fund to provide additional appropriation authority for under budgeting or not anticipated expenditures.

In the Airport fund jet fuel sales increased due to the Coast Guard purchases and accordingly we have increased expenditures thus both revenues and expenditures related to these items have been increase \$100,000 respectively.

For the General - Capital Projects fund we have the following five revisions: (1) add and make appropriation for a new Capital Project # 15002 - PAC -Lighting Project appropriation of \$35,000, offset by Matching Funds received from OCCA. (2) Appropriations changed for specified construction projects to provided additional appropriation for under budgeting or not anticipated expenditures. (3) A correction is needed for Supplemental Budget Resolution # 3696, the resources were adjusted to the Proprietary Capital Projects Fund - Water by a transfer from the Capital Projects Fund - General, but the expense side of the transfer was not made at that time. (4) Add an appropriation for a new Project - Preparation of Newport Urban Renewal Plan, offset by a transfer from General Fund. (5) Add appropriations for transferring back fund to SOC Fund - Streets for Ksenyia Ridge Sidewalk Project which is complete. (6) Transfer appropriation from Material & Services to Personal Service in the Capital Projects - Airport to provide appropriation authority for not anticipated expenditures

For the Proprietary - Capital Projects funds two year- end correction are needed (1) appropriations are changed for specified Water construction projects to provided additional appropriation for under budgeting or not anticipated expenditures, and similarly (2) appropriations are changed for specified Wastewater construction projects to provided additional appropriation for under budgeting or not anticipated expenditures.

**CITY OF NEWPORT**  
**RESOLUTION NO. 3716**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2014-15,  
MAKING APPROPRIATION CHANGES FOR SPECIFIC FUNDS**

**WHEREAS**, the City of Newport's 2014-15 budget requires changes of appropriation for the General Fund, Wastewater Fund, Parks & Recreation Fund, Airport Fund and the Capital Projects Fund General, Water and Wastewater; and

**WHEREAS**, under the provisions of Oregon Local Budget Law, fund accounts are required to reflect sufficient authorized appropriations consistent with available resources; and

**WHEREAS**, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting. Fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

**WHEREAS**, the General Fund requires additional spending authority for the Fire Department related to conflagration expenses of \$12,000, overtime of \$9,000 and capital equipment acquisition of \$3, 000 with a related revenues of \$12,000. Transfer of \$30,000 from Community Development Professional Services to Capital Project Transfer increase for the North Newport Urban Renewal Agency study and finally a correction to Supplemental Budget Resolution number #3698, a transfer was created however the expense side in the General Fund was not created. The net appropriation increase to the General Fund is \$12,000; and

**WHEREAS**, the Wastewater Fund is in need of internal adjustment to increase the Non-Departmental program appropriation by \$10,000 so the program is not overspent and a compensating Contingency decrease of \$10,000 leading a total budget change of \$0.00; and

**WHEREAS**, the Parks & Recreation Fund is in need of internal adjustment to increase the Parks Administration program appropriation by \$10,000 and the Parks Recreations program appropriation by \$15,000 so the programs are not overspent and a compensating Contingency decrease of \$25,000 leading a total budget change of \$0.00; and

**WHEREAS**, the Airport Fund is in need of an adjustment due to increased Coast Guard jet fuel sales of close to \$100,000, thus revenues need to be increase by \$100,000 and the related expenditure of jet fuel requires an increase of \$100,000. The net appropriation increase to the Airport Fund is \$100,000; and

**WHEREAS**, the Capital Project Fund - General requires an adjustment due to a new Capital Project # 15002 - PAC -Lighting Project appropriation of \$35,000, offset by Matching Funds received from OCCA, changes for specified construction projects (Bay Moore Storm Drain, NW 6<sup>th</sup> Street Storm Sewer, 2014 Sidewalk, Hwy 101 Pedestrian Crossing, Storm System Master Plan and Sam Moore Creek Water Quality) to provided additional appropriation for under budgeting or not anticipated expenditures, a correction from Supplemental Budget Resolution # 3696, the resources were adjusted to the Proprietary Capital Projects Fund - Water by a transfer from the Capital Projects Fund - General, but the expense side of the transfer was not made at that time, a new Project - Preparation of Newport Urban Renewal Plan, offset by a transfer from

General Fund, a transfer back fund to SDC Fund - Streets for Ksenyia Ridge Sidewalk Project which is complete, and transfer appropriations from Material & Services to Personal Service in the Capital Projects - Airport to provide appropriation authority for unanticipated expenditures. The net appropriation increase to the Capital Project Fund - General is \$65,000; and

**WHEREAS**, the Capital Project Fund - Proprietary (Water) requires adjustments to project Water Treatment Plant (10010) and Water Right Revisions (13103) with an offset to the Other Eligible Revenue Bond Funded projects in order to bring the projects into alignment at year-end. The Capital Project - Proprietary (Wastewater) requires adjustments to project Agate Beach Sanitary Sewer (11002), Sanitary Sewer Television (13009), and Nye Beach Screen Grinding Pump with an offset to Nazarene Church - Grove Street Extension (11019) in order to bring the projects into alignment at year-end. The net appropriation increase to the Capital Project Fund - General is \$0

**THE CITY OF NEWPORT RESOLVES AS FOLLOW:** that this supplemental budget is hereby adopted and decreases the appropriation for the General Fund by a net of \$12,000 to \$13,492,108; hereby increases the appropriation in the Wastewater Non-departmental Fund for Materials & Services by \$10,000, with a decrease in Contingency by \$10,000, the overall appropriation is unchanged at \$4,492,561; and hereby increases the appropriation in the Parks & Recreation Administration Fund by \$10,000 in Material & Services, \$15,000 in Material & Services for the Parks & Recreation - Recreation Programs with a corresponding adjust in Contingency, total appropriations remain \$1,491,912; hereby Airport Materials & Services by \$100,000, total appropriations increase to \$1,144,019; hereby increase appropriations for Capital Projects - General increase by \$65,000 and total appropriations for the fund increase to \$24,681,426; hereby reallocate projects between projects in the Capital Projects - Proprietary (Water and Wastewater) and the total appropriations remain the same, \$8,417,403. Attachment "A" sets forth the detail for the increases and decreases within each fund.

This resolution will become effective immediately upon passage.

Adopted by the Newport City Council on June 15, 2015.

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Sandra Roumagoux, Mayor

Attest:

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Margaret M. Hawker, City Recorder

Resolution No. 3716

## CITY OF NEWPORT, OREGON

## Attachment A

## NOTICE OF SUPPLEMENTAL BUDGET

A Supplemental Budget for the City of Newport, Oregon, for the fiscal year July 1, 2014 to June 30, 2015, will be held in the City Council Chambers at 169 SW Coast Highway, Newport, Oregon. The Supplemental Budget will be discussed on June 15, 2015 at 6:00 PM.

A copy of the Supplemental Budget document may be inspected or obtained on or after June 10, 2015 at the City Finance Department, 169 SW Coast Highway, Newport, Oregon between the hours of 9:00 AM to 5 PM.

GENERAL FUND			
RESOURCES	AMOUNT	EXPENDITURES	AMOUNT
CONFLAGRATION REIMBURSEMENTS	12,000	(1) GENERAL FUND - FIRE	12,000
		(2) GENERAL FUND - COMMUNITY DEVELOPMENT	(30,000)
		TRANSFER TO CAPITAL PROJECTS-GENERAL	30,000
		(3) TRANSFER TO PROPRIETARY CAPITAL PROJ - WASTEWATER	96,621
		CONTINGENCY	(96,621)
<b>GENERAL FUND RESOURCES</b>	<b>13,492,108</b>	<b>GENERAL FUND EXPENDITURES</b>	<b>13,492,108</b>

Comments: (1) To increase General Fund-Fire Appropriations in the amount of \$9,000 for Overtime and \$3,000 for Capital Equipment Acquisition for the total of \$12,000 of additional expenditure, which is offset by revenue received from conflagration reimbursement. (2) To transfer fund to the Capital Project Fund - General for the Preparation of Newport Urban Renewal Plan Project. (3) Correction from Supplemental Budget Resolution # 3698, the resources were adjusted to the Proprietary Capital Projects Fund - Wastewater by a transfer from the General Fund, but the expense side of the transfer was not made at that time.

WASTEWATER FUND			
RESOURCES	AMOUNT	EXPENDITURES	AMOUNT
		WASTEWATER NON DEPARTMENTAL	10,000
		CONTINGENCY	(10,000)
<b>WASTEWATER FUND RESOURCES</b>	<b>4,492,561</b>	<b>WASTEWATER FUND EXPENDITURES</b>	<b>4,492,561</b>

Comments: (1) To transfer contingency to Non Departmental cost center in Wastewater Fund to provide additional appropriation authority for under budgeting or not anticipated expenditures.

PARKS & RECREATION FUND			
RESOURCES	AMOUNT	EXPENDITURES	AMOUNT
		PARKS & RECREATION - ADMINISTRATION	10,000
		PARKS & RECREATION - RECREATION PROGRAMS	15,000
		CONTINGENCY	(25,000)
<b>PARKS &amp; RECREATION FUND RESOURCES</b>	<b>1,491,912</b>	<b>PARKS &amp; RECREATION FUND EXPENDITURES</b>	<b>1,491,912</b>

Comments: (1) To transfer contingency to various cost centers in Parks & Recreation Fund to provide additional appropriation authority for under budgeting or not anticipated expenditures.

AIRPORT FUND			
RESOURCES	AMOUNT	EXPENDITURES	AMOUNT
JET FUEL	100,000	MATERIAL & SERVICES	100,000
<b>AIRPORT FUND RESOURCES</b>	<b>1,144,019</b>	<b>AIRPORT FUND EXPENDITURES</b>	<b>1,144,019</b>

Comments: (1) To increase Material & Services appropriation by \$100,000 for additional expenses, offset by additional jet fuel revenue.

CAPITAL PROJECTS - GENERAL			
RESOURCES	AMOUNT	EXPENDITURES	AMOUNT
MATCHING FUNDS - OCCA	35,000	(1) PAC - LIGHTING PROJECT (15002)	35,000
		(2) BAY/MOORE STORM DRAIN (12015)	276,651
		NW 6TH STREET STORM SEWER (13002)	(298,479)
		2014 SIDEWALK & BIKE IMPROVE (14007)	(9,181)
		HWY 101 PEDESTIAN CROSSING IMPROVE (11024)	9,181
		STORM SEWER SYSTEM MASTER PLAN (13012)	8,421
		SAM MOORE CREEK WATER QUALITY (13020)	13,407
		(3) TRANSFER FROM PROPRIETARY CAPITAL FUND-WATER	(7,759)
		CONTINGENCY	7,759
TRANSFER FROM GENERAL FUND	30,000	(4) PREPARATION OF NEWPORT URBAN RENEWAL PLAN	30,000
		(5) KSENYIA RIDGE SIDEWALKS (13007)	(18,067)
		TRANSFER TO SDC STREET FUND	18,067
CAPITAL PROJECTS - AIRPORT			
		(6) PERSONAL SERVICES	1,000
		MATERIAL & SERVICES	(1,000)
<b>CAPITAL PROJECTS FUND RESOURCES</b>	<b>24,681,426</b>	<b>CAPITAL PROJECT FUND EXPENDITURES</b>	<b>24,681,426</b>

Comments: (1) To make appropriation for a new Capital Project # 15002 - PAC -Lighting Project appropriation of \$35,000, offset by Matching Funds received from OCCA. (2) Appropriation changed for specified construction projects to provided additional appropriation for under budgeting or not anticipated expenditures. (3) Correction from Supplemental Budget Resolution # 3696, the resources were adjusted to the Proprietary Capital Projects Fund - Water by a transfer from the Capital Projects Fund - General, but the expense side of the transfer was not made at that time. (4) To make appropriation for new Project - Preparation of Newport Urban Renewal Plan, offset by a transfer from General Fund. (5) To make appropriations for transferring back fund to SDC Fund - Streets for Ksenyia Ridge Sidewalk Project which is complete. (6) To transfer appropriation from Material & Services to Personal Service in the Capital Projects - Airport to provide appropriation authority for not anticipated expenditures

PROPRIETARY CAPITAL PROJECTS - WATER			
RESOURCES	AMOUNT	EXPENDITURES	AMOUNT
		(1) WATER TREATMENT PLANT (10010)	6,402
		WATER RIGHT REVISIONS (13014)	20,813
		OTHER ELIGIBLE REVENUE BOND FUNDED PROJECT	(27,215)
PROPRIETARY CAPITAL PROJECTS - WASTEWATER			
		(2) AGATE BEACH SANITARY SEWER (11002)	5,065
		NAZARENE CHURCH-GROVE STR EXTENSION (11019)	(116,427)
		SANITARY SEWER TELEVISION PROGRAM (13009)	106,419
		NYE BEACH SCREEN & GRINDING PUMP (14020)	4,943
PROPRIETARY CAPITAL PROJECTS FUND RESOURCES	8,417,403	PROPRIETARY CAPITAL PROJECT FUND EXPENDITURES	8,417,403

Comments: (1) Appropriation changed for specified Water construction projects to provided additional appropriation for under budgeting or not anticipated expenditures. (2) Appropriation changed for specified Wastewater construction projects to provided additional appropriation for under budgeting or not anticipated expenditures.



## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: V.C.  
Meeting Date: 6/15/15

### Agenda Item:

### **Public Hearing and Adoption of Resolution 3719, a Resolution Approving Rates for Thompson Sanitary Service, Inc., for Solid Waste, Recycling and Composting, effective July 1, 2015.**

#### **Background:**

The City of Newport has a franchise agreement for solid waste, recycling and composting with Thompson Sanitary Service, Inc. of Newport, Oregon. Under the terms of the franchise agreement, the franchisee shall charge and collect rates adopted by the City Council by resolution each year in accordance with Section 12 of the agreement to support the costs of this service. The agreement provide that rates are intended to produce a revenue requirement for the franchisee that is equal to the quotient of the allowable expenses divided by the operating ratio. This ratio is targeted at 88%. Please note that the last increase in rates for the disposal and recycling services was in 2012. In 2014, the City Council approved a compostable collection program, which added \$6.59 per month to residential households receiving this service, unless the customers utilized a 24 household garbage cart and elected to opt out of the residential compost collection program.

The agreement provides that on or before April 1<sup>st</sup> of each year, the franchisee shall submit to the City an annual report on operations. This report was received on March 30<sup>th</sup> and indicated that an 8.63% increase would be needed to achieve the specific target of 88%. At that point Thompson Sanitary Service was requesting a smaller change of 6.18% be considered by the City Council for the 2015-16 Fiscal Year. Thompson's was agreeable in delaying a report to the City Council, until a review of this request could be completed by me, due to other ongoing commitments that I was dealing with at that time.

In subsequent discussions with Thompson's, several adjustments are proposed for the City Council's consideration for the 2015 rate increase. Utilizing the 6.18% request that was made on March 30<sup>th</sup> as a beginning point, there are two adjustments proposed to reduce the impact of the rate for the 2015-16 Fiscal Year on the ratepayers for this next year. The first is related to discontinuing the fee that Thompson's contribute to the Closure Fund for Agate Beach (please review the item that is proposed to be acted upon by the City Council at a later point in the meeting on not collecting this fee at this time). If this fee is eliminated, the requested rate increase would go to 5.80% for this next year. Furthermore, Thompson's has offered to accept two-thirds of that adjusted rate for the 2015-16 Fiscal Year in order to ease the impact on their customers. This would be at 3.87% increase on the cost of solid waste, recycling and composting services for the City of Newport.

I appreciate the gestures on the part of Thompson's Sanitary Service to accept a lower rate adjustment for this fiscal year. Part of the reason for this lower adjustment is that the overall impact of the composting program is still sorting itself out. There is information provided indicating the success of the composting program based on the anticipated pounds of compostable that would be collected through this program. The overall role of the program has been quite successful with City Council Meeting June 15, 2015 63

the time of implementation of this program. Also with the overall economy improving, Thompson's is hopeful that part of the otherwise justifiable rate increase may be made up through increase business volumes during the course of this next year. The only concern I have with the deferment of a portion of the rate increase is its potential impact in 2016-17.

I have reviewed the financial audited statements for Thompson's Sanitary Service and other financial information, and I believe the rate review report accurately reflects those costs related to the operation of this system.

Please note that I have also included in the packet a list of questions that we will be considering for inclusion in a survey to evaluate the public response to the composting services that will have been in effect for almost one year. The original resolution had requested that the survey be done at an earlier point by the City. However, this was not accomplished within that time frame. I suspect a survey at this point will provide meaningful feedback as to the successes, concerns and issues that people have with the new composting program that individuals have been able to utilize for nearly 12 months.

**Recommended Action:**

I recommend that the Mayor conduct a public hearing on the proposed rate structure for Thompson's Sanitary Service, Inc. for solid waste, recycling, and composting services within the City of Newport, which includes a 3.87% proposed rate adjustment for the 2015-16 Fiscal Year.

Following the public hearing, and considering any comments made, I recommend the City Council consider the following motion:

**I move adoption of Resolution No. 3719, which establishes a 3.87% increase in rates for Thompson's Sanitary Service, Inc. for solid waste, recycling and composting effective July 1, 2015.**

**Fiscal Effects:**

None directly to the City. The City charges a franchise fee that is impacted by the revenues collected.

**Alternatives:**

Implement a 5.80% increase in rates or as suggested by the City Council.

Respectfully submitted,



Spencer R. Nebel  
City Manager

CITY OF NEWPORT

RESOLUTION NO. 3719

APPROVING A RATE STRUCTURE FOR  
THOMPSON'S SANITARY SERVICE, INC.  
FOR SOLID WASTE RECYCLE AND COMPOSTING

**Whereas**, the City of Newport and Thompson's Sanitary Service, Inc. entered into a solid waste franchise agreement in May of 2007; and

**Whereas**, Section 12(1)(a) of the May 2007 agreement states that the Franchisee shall charge and collect those rates adopted by the City Council resolution each year; and

**Whereas**, Section 12(1)(h)(1) of the May 2007 agreement states that the city shall review the report [a rate review report] and, if the city's review of the report indicates that the operating ratio is likely to be less than 85 percent or greater than 91 percent, the franchisee shall implement new rates for the next year. The rates shall provide the franchisee an operating ratio of 88 percent; and

**Whereas**, The City Council has reviewed Thompson's Sanitary Service, Inc. 2014 Rate Review Report and the operating ratio is 99.12%; and

**Whereas**, the calculated rate to bring Thompson's Sanitary Service, Inc. to an operating ratio 88% would require an increase in rates of 8.63%.

**Whereas**, Thompson's Sanitary Service, Inc. had initially reduced the requested increase to 6.18% which would provide an operating ratio of 90.02%, and in consideration of the elimination of expenses for the Agate Beach Closure Fee in accordance with City of Newport Resolution No. 3713 further reduced the request to a 5.80% increase.

**Whereas**, notwithstanding provisions for rate adjustments afforded in the May 2007 franchise agreement, Thompson's Sanitary Service, Inc. is requesting and recommending that two thirds of the calculated adjustment be implemented as of July 1, 2015, which will amount to a 3.87% increase in rates, with any remaining adjustments being considered as part of the rate approval process allowed by the Franchise Agreement for the year beginning July 1, 2016.

**The City of Newport resolves as follows:**

The City Council authorizes a 3.87% increase in solid waste, recycling, and composting rates effective July 1, 2015, in accordance with Attachment A. titled Thompson's Sanitary Service Proposed Rate Schedule.

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Sandra N. Roumagoux, Mayor

ATTEST:

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Margaret M. Hawker, City Recorder

Thompsons Sanitary Service					
Proposed Rate Schedule					
Effective July 1, 2015					
<b>RESIDENTIAL SERVICE</b>	Current Rate	Per	3.87%	With Increase	Proposed (Rounded to nearest \$0.05)
24 Gallon Weekly	\$25.74	Month	\$1.00	\$26.74	\$26.75
24 - No CMP weekly	\$19.15	Month	\$0.74	\$19.89	\$19.90
35 Gallon Weekly	\$26.94	Month	\$1.04	\$27.98	\$28.00
35 Monthly	\$23.24	Month	\$0.90	\$24.14	\$24.15
65 Gallon Weekly	\$46.84	Month	\$1.81	\$48.65	\$48.65
65 Gallon Monthly	\$38.84	Month	\$1.50	\$40.34	\$40.35
<b>COMMERCIAL</b>					
35 Gallon Weekly	\$21.35	Month	\$0.83	\$22.18	\$22.20
65 Gallon Weekly	\$41.70	Month	\$1.61	\$43.31	\$43.30
96 Gallon Weekly	\$59.05	Month	\$2.29	\$61.34	\$61.35
1 yd container Weekly	\$115.25	Month	\$4.46	\$119.71	\$119.70
200 Gallon Tub weekly	\$115.25	Month	\$4.46	\$119.71	\$119.70
Extra pickup	\$29.00	Each	\$1.12	\$30.12	\$30.10
1.5 yd container Weekly	\$162.55	Month	\$6.29	\$168.84	\$168.85
300 Gallon tub Weekly	\$162.55	Month	\$6.29	\$168.84	\$168.85
Extra pickup	\$40.60	Each	\$1.57	\$42.17	\$42.15
450 Gallon Weekly	\$240.10	Month	\$9.29	\$249.39	\$249.40
Special pick up	\$25	Minute	\$0.97	\$25.97	\$25.95
(15 minute Min)					
<b>Temporary Containers</b>					
1 Yd Container	\$43.45	Each	\$1.68	\$45.13	\$45.15
1.5 Yd Container	\$65.30	Each	\$2.53	\$67.83	\$67.85
Rent	\$4.35	Day	\$0.17	\$4.52	\$4.50
<b>Additional Services</b>					
Lid Up	\$2.45	Each	\$0.09	\$2.54	\$2.55
Extra Trash/Relocate	\$4.95	Each	\$0.19	\$5.14	\$5.15
Valet	\$9.90	Month	\$0.38	\$10.28	\$10.30
Enhanced	\$2.05	Minute	\$0.08	\$2.13	\$2.15
Trash In Recycling	\$14.75	Each	\$0.57	\$15.32	\$15.30
Return For Service	\$6.05	Each	\$0.23	\$6.28	\$6.30

June 8, 2015

Spencer Nebel, City Manager

City of Newport

Newport Oregon

Via E-mail

Re: Revised Rate Review Reports Requested

Attached please find Thompsons Sanitary Service Revised Rate Review Report with the changes that you discussed with Rob and Ken. I have also included a revised graph showing the CPI vs. Actual rate adjustments since 1997. There are a couple other attachments which include the cleaned up graph of the Mixed Compostable Weights and pickups that you requested and a new rate schedule based on the 3.87% proposed rate adjustment.

I wanted to clarify the steps taken to get to the 3.87% proposal currently under consideration as:

- Company calculates initial adjustment based on franchise agreement Operating Ratio of 88%, resulting in an 8% required adjustment.
- Company decides that in support of the community, and the public-private partnership goodwill, to propose a smaller adjustment that will bring the results into the Operating Ratio Range. This results in the initial submittal showing a 6.18% rate adjustment.
- Subsequent to our last meeting, there was a proposal to terminate funding of the closure fund for agate beach. Although the Company's rates are based on projections for the current year, and have already funded half of the year, the company agrees to adjust the projections by 100% of that funding. This results in a 5.80% rate adjustment required.
- Finally, to soften the rate adjustment, and spread the changes over two years, the company offers to propose that only 2/3 of that adjustment be enacted now, and that the balance will be included in the rate passed in 2016. Based on this, the current proposed rate adjustment in 3.87%. The remaining amounts, including reaching the target Operating Ratio of 88%, will be allowed in the 2016 rate review.

I will be happy to answer any questions at the meeting on the 15<sup>th</sup>, however I will also be available to clarify any of the materials prior to that time as well.

Thank you for your time and assistance in this matter.

Respectfully

Joseph Cook

**City of Newport**  
**Thompson's Sanitary Service Inc.**  
Rate Review Report  
December 30, 2014

\* - Amended 5/8/2015 - Adjusted Closure to Zero

	Allocation Method	Total Company Actual 2014	City of Newport Actual 2014	Projected Adjustments	City of Newport Projected 2015
<b>INCOME AND EXPENSE DATA:</b>					
<b>REVENUE</b>					
<i>From CPA Reviewed FS</i>					
Collection Services	Actual	\$ 3,159,401	\$ 2,804,118	\$ 130,993	\$ 2,935,111
Non Franchised	Actual	36,484	-	-	-
Recycling Revenue	Actual	57,142	50,697	(17,686)	33,011
Other Income (Expenses)	Actual	-	-	-	-
<b>5.80% Rate Adjustment Required</b>				170,300	170,300
<b>Total Revenue</b>		<b>3,253,027</b>	<b>2,854,814</b>	<b>283,607</b>	<b>3,138,421</b>
<b>LABOR EXPENSES</b>					
Supervisor/Manager	Labor Hours	242,460	210,095	-	210,095
Customer Relations Representative	Labor Hours	164,881	142,871	3,986	146,857
Operational Personnel	Labor Hours	660,729	572,530	15,974	588,504
<b>Total Labor</b>		<b>1,068,070</b>	<b>925,496</b>	<b>19,960</b>	<b>945,456</b>
<b>OPERATIONAL EXPENSES</b>					
Bad Debt Expense	Labor Hours	7,027	6,089	-	6,089
Business Taxes and PUC	Labor Hours	62,246	53,937	-	53,937
12000 Closure	Labor Hours	11,202	9,707	(9,707)	-
Depreciation and Amortization	Labor Hours	10,105	8,756	(55)	8,701
Disposal Charges	Vessel Weights	642,186	580,706	17,202	597,907
Franchise Fees	Labor Hours	105,035	97,081	4,350	101,431
Fuel	Labor Hours	154,718	134,065	(26,813)	107,252
Insurance Expense	Labor Hours	58,728	50,888	-	50,888
Operational Lease and Rent (Note 3)	Labor Hours	415,320	359,880	(11,521)	348,359
Property Taxes	Labor Hours	9,827	8,516	-	8,516
PUC	Labor Hours	-	-	-	-
Recycling processing & transport	Labor Hours	137,082	118,783	-	118,783
Refund of Deposit on Service	Labor Hours	635	550	-	550
Rent	Labor Hours	-	-	-	-
Repairs and Maintenance	Labor Hours	279,832	242,478	4,588	247,065
12000 Solid Waste District Surcharge	Labor Hours	45,725	39,621	-	39,621
<b>Total Operational</b>		<b>1,939,667</b>	<b>1,711,056</b>	<b>(21,957)</b>	<b>1,689,099</b>
<b>GROSS PROFIT</b>		<b>245,291</b>	<b>218,262</b>	<b>285,604</b>	<b>503,867</b>
<b>ADMINISTRATIVE EXPENSES</b>					
Advertising	Customer Counts	16,561	14,503	(1,450)	13,053
Company Meetings	Customer Counts	12,998	11,383	-	11,383
Community Education & Support	Customer Counts	13,469	11,795	-	11,795
Dues and Subscriptions	Customer Counts	9,467	8,291	-	8,291
Employee benefits (Drug Program)	Customer Counts	6,577	5,760	-	5,760
Meals and entertainment	Customer Counts	5,968	5,227	-	5,227
Office Supplies	Customer Counts	46,091	40,365	-	40,365
Postage	Customer Counts	22,007	19,273	(964)	18,309
Professional fees	Customer Counts	55,965	49,012	-	49,012
Utilities	Customer Counts	44,981	39,393	-	39,393
<b>Total Administrative</b>		<b>234,084</b>	<b>205,003</b>	<b>(2,414)</b>	<b>202,589</b>
<b>NET INCOME BEFORE TAX</b>		<b>\$ 11,207</b>	<b>\$ 13,260</b>	<b>\$ 288,018</b>	<b>\$ 301,278</b>
<b>Allocation Percentages</b>					
Labor Hours		86.65%	86.65%		
Vessel Weights		90.43%	90.43%		
Customer Counts		87.58%	87.58%		

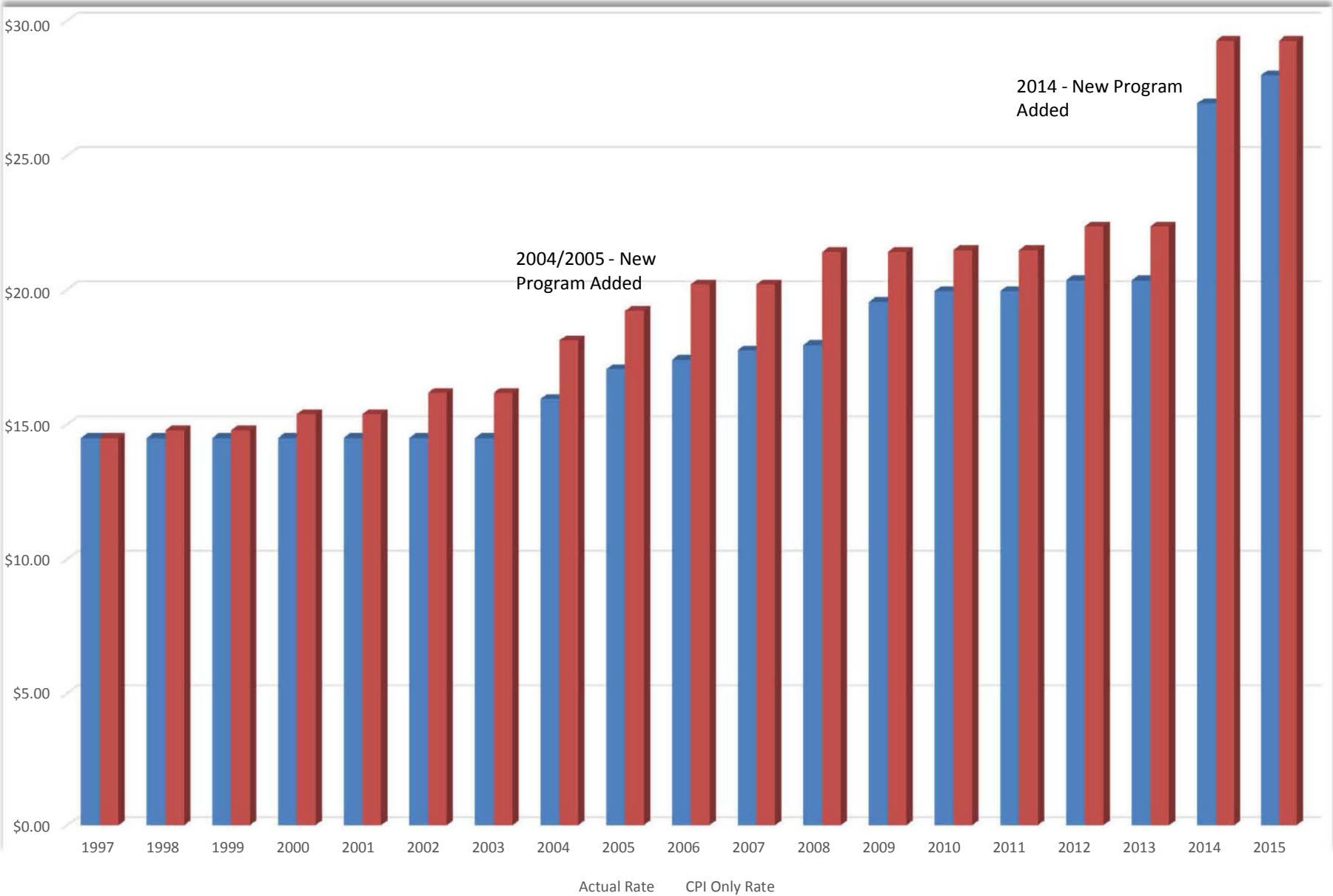
# City of Newport Thompson's Sanitary Service Inc.

Calculation of Operating Ratio  
December 30,

\* - Amended 5/8/2015 - Adjusted Closure to Zero

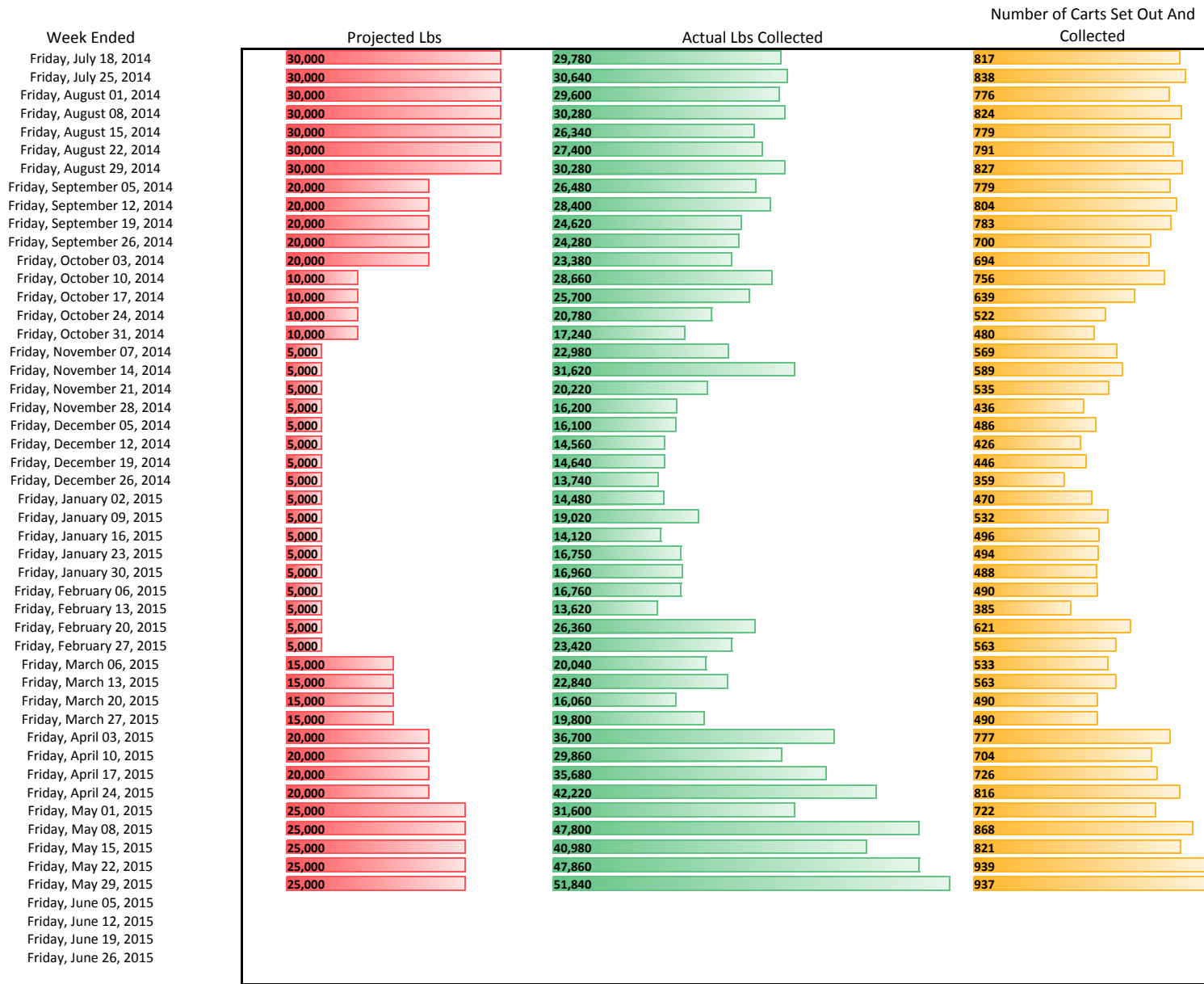
	Actual 2014	Projected 2015
Total Expenses:		
Total Labor	\$ 925,496	\$ 945,456
Total Operational	1,711,056	1,689,099
Total Administrative	205,003	202,589
Total	2,841,555	2,837,144
Less Non Allowable Expenses:		
Community Education & Support	(11,795)	(11,795)
Less "Pass Through Expenses"	-	-
Allowable Expenses	<u>2,829,759</u>	<u>2,825,348</u>
Revenue		
Revenue	2,854,814	3,138,421
Less "Pass Through Expenses"	0 -	-
Revenue (net of Pass Through)	<u>2,854,814</u>	<u>3,138,421</u>
Operating Ratio:		
Allowable Expenses	2,829,759	2,825,348
divided by		
Revenue (net of Pass Through)	<u>2,854,814</u>	<u>3,138,421</u>
<b>Calculated Operating Ratio</b>	<b><u>99.12%</u></b>	<b><u>90.02%</u></b>

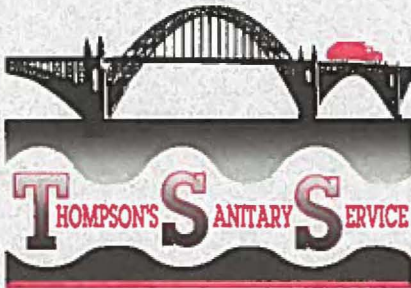
TSS Approved Rate History vs. 85% of CPI-U, West B/C Applied plus New Program Rates



# Thompsons Sanitary Service

Mixed Compostables Collected in Newport





**RECEIVED**

APR 01 2015

CITY OF NEWPORT

TEL: (541) 265-7249

FAX: (541) 265-3034

7450 NE Avery • PO Box 643 • Newport, OR 97365

Spencer Nebel  
City of Newport  
169 SW Coast Hwy  
Newport, Oregon 97365

March 30<sup>th</sup>, 2015

Re: 2015 Rate Review Report

Dear Spencer:

Enclosed are several schedules and a 2015 Reviewed Financial Statement prepared by our independent Certified Public Accountants. These items make up the "Rate Review Report" as outlined in the Solid Waste Collection Franchise. This information also makes up the Annual Report.

As required under The Franchise pursuant to Newport Municipal code 7.05, the enclosed rate review report contains: 1) all the actual allowable expenses incurred by Franchisee in the preceding calendar year (Exhibit A) on file ; 2) all additional allowable expenses that we reasonably anticipate will be incurred or imposed in the current year (Exhibit C Pg 1); 3) the allocation formulas used to determine expenses (Exhibit B); 4) the actual Operating Ratio for the preceding calendar year (Exhibit C Pg 2); and 5) the expected Operating Ratio for the current calendar year (Exhibit C Pg 2).

In addition, as required under The Franchise, the enclosed data also includes Reviewed Financial Statements. These are to be treated as confidential material.

Based on this data, the Operating Ratio for the current calendar year is outside the limits of the Operating Ratio Range of 85% to 91%. Our projected operating ratio is 95.52% and therefore indicates revenue is not sufficient. An 8.63% increase would be needed to achieve the specified target of 88%, we are recommending a smaller change of 6.18% which would project an operating ratio of 90.02%. Rates have not changed since 2012 which is the primary factor for this upward pressure. The new Mixed Compostable service implemented July 2014 based on a partial year's data appears to be in the range. On the next page we will outline some of these impacts of 2014. On May 4<sup>th</sup> we will present at the regular meeting of the City Council the annual report.

Respectfully,

*Robert M. Thompson*

Robert M. Thompson,  
President

Do you have a mc cart?  
If no, skip to question #

How often do you put your MC cart out for service?

Once a month  
Every other week  
Monthly  
Occasionally  
Never

As the weather changes, do you think you will put your mc cart out

More often  
Less  
Same

As a result of the increased capacity you receive with the mc service, do you feel that you have less material going into your garbage cart?

Yes  
No

Do you feel that you received enough information on the use of your new mc service?

Yes  
No

Do you put food waste in your mc cart?

Yes  
No

If yes, what percentage of all of your food waste would you say you put in your mc cart?

10%	60%
20%	70%
30%	80%
40%	90%
50%	100%

Of the food waste you put in your mc cart, what types do you include?

Vegetative  
Meats  
Dairy  
Bread  
Other  
Don't know

Overall, how satisfied are you with the garbage, recycling and mc services provided by TSS?

- Extremely
- Very
- Somewhat
- Not Very
- Not at All

Are you aware of TSS's menu of possible services that may save you money by changing your garbage service level due to increased room in your mc and recycling carts?

- Yes
- No

If you currently don't have an mc cart, it is because

- I don't have that type of waste
- I don't have room to keep it
- It costs too much
- I just want to throw everything in one place and forget about it

Have you had contact with TSS in the past year?

- Yes
- No

If yes, was it

- By phone
- By email
- In office
- On route
- Other

Would you describe your contact as:

- Excellent
- Good
- Alright
- Marginal
- Poor

What changes, if any, would you like to see in your service that would make it possible for you to recycle more of your waste?

Any additional comments



## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: V.D.  
Meeting Date: 6-15-15

### Agenda Item:

### **Public Hearing and Possible Adoption of Ordinance No. 2082 - An Ordinance which amends 2.05.070(A) of the Newport Municipal Code, related to the composition of the Wayfinding Committee**

#### **Background:**

At the May 5th City Council meeting, the Council passed a motion directing staff to prepare an ordinance that would amend the existing code provisions for the Wayfinding Committee by adding an ex-officio, non-voting member from the Greater Newport Chamber of Commerce as part of the membership structure for the Wayfinding Committee. City Recorder, Peggy Hawker, has drafted the ordinance for the City Council's review.

#### **Recommended Action:**

I recommend that Mayor conduct a public hearing on Ordinance No. 2082, an ordinance amending Chapter 2.05.070(A) of the Newport Municipal Code, relating to the composition of the Wayfinding Committee

Following the public hearing, and considering any comments made, I recommend that the City Council consider the following motion:

**I move that Ordinance No. 2082, an ordinance amending 2.05.070(A) of the Newport Municipal Code, relating to the composition of the Wayfinding Committee, be read by title only and place for final passage.**

*The Mayor will then ask for a voice vote on whether to read the ordinance by title only and place for final passage.*

*If the motion is approved, the City Recorder will read the title of the ordinance.*

*A roll call vote on the final passage of the ordinance will then be requested by the Mayor, and taken by the City Recorder.*

#### **Fiscal Effects:**

Approval of the Ordinance will not have any financial impact on the City.

#### **Alternatives:**

Do not approve the ordinance revision as suggested by the City Council.

Respectfully submitted,

Spencer R. Nebel  
City Manager





Agenda Item # V.D.\_\_\_\_\_

Meeting Date June 15, 2015

**CITY COUNCIL AGENDA ITEM SUMMARY**  
City Of Newport, Oregon

**Issue/Agenda Title:** Public Hearing on and Possible Adoption of Ordinance No. 2082 Amending Chapter 2.05.070(A) of the Newport Municipal Code related to the Composition of the Wayfinding Committee \_\_\_\_\_

**Prepared By:** Hawker\_ **Dept Head Approval:** ph\_ **City Mgr Approval:** \_\_\_\_\_

**Issue Before the Council:** The issue before Council is to hold a public hearing to take comment on proposed Ordinance No. 2082 which would amend Chapter 2.05.070(A) of the Newport Municipal Code related to the composition of the Wayfinding Committee.

**Staff Recommendation:** Staff recommends adoption of the ordinance following the public hearing.

**Proposed Motion:** I move to read Ordinance No. 2082, an ordinance amending Chapter 2.05.070(A) of the Newport Municipal Code, relating to the composition of the Wayfinding Committee, by title only, and place for final passage.

**Key Facts and Information Summary:** At the May 4, 2015 City Council meeting, Council considered a request from the Wayfinding Committee to expand the composition of the Wayfinding Committee to eight members which would include an ex-officio, non-voting staff member from the Greater Newport Chamber of Commerce. After discussion, Council passed a motion directing staff to prepare an ordinance amending 2.05.070(A) of the Newport Municipal Code to affect this requested change. Ordinance No. 2082, if adopted, will add the ex-officio, non-voting member from the Greater Newport Chamber of Commerce.

**Other Alternatives Considered:** Not amend this section of the code.

**City Council Goals:** None.

**Attachment List:** Ordinance No. 2082

**Fiscal Notes:** None.



**CITY OF NEWPORT**

**ORDINANCE NO. 2082**

**AN ORDINANCE AMENDING CHAPTER 2.05.070(A)  
OF THE MUNICIPAL CODE RELATED TO  
THE COMPOSITION OF THE WAYFINDING COMMITTEE**

**WHEREAS**, Chapter 2.05.070(A) of the Newport Municipal Code provides that the Wayfinding Committee shall consist of seven full members; and

**WHEREAS**, The Wayfinding Committee recommended to the City Council that the composition of the Committee be amended to add an ex-officio/non-voting staff member from the Greater Newport Chamber of Commerce; and

**WHEREAS**, The City Council discussed the recommendation from the Wayfinding Committee regarding the Committee composition, and concluded that an ex-officio/non-voting staff member from the Greater Newport Chamber of Commerce be added to the Committee composition;

**THE CITY OF NEWPORT ORDAINS AS FOLLOWS:**

**Section 1.** Chapter 2.05.070(A) is amended to read as follows:

**2.05.070 Wayfinding Committee**

A. The Wayfinding Committee shall consist of seven voting members, and one ex-officio/non-voting staff member from the Greater Newport Chamber of Commerce, and Committee members shall serve two year terms. All members must be residents, or business owners, of the City of Newport. The membership shall consist of one member from each of the following: Agate Beach District; Nye Beach District; Bayfront District; City Center District; and the South Beach District, two members at-large, and one ex-officio/non-voting staff member from the Greater Newport Chamber of Commerce.

**Section 2.** This ordinance shall become effective 30 days after passage.

Adopted by the Newport City Council on June 15, 2015

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Sandra N. Roumagoux, Mayor

ATTEST:

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Margaret M. Hawker, City Recorder

APPROVED AS TO FORM:

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Steven Rich, City Attorney



## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: V.E.  
Meeting Date: 6-15-15

### Agenda Item:

### **Public Hearing on the creation of a Bicycle Pump Track located east of SE Harborton Street near the Wilder Subdivision**

#### **Background:**

At the June 1, 2015, meeting, the City Council authorized an application to Lincoln County to proceed with the permitting requirements to develop a bicycle pump track on property located east of SE Harborton Street near the Wilder Subdivision. While the site is located within the City's urban boundaries, the property has not been annexed into the City where the proposed track would be constructed. As a result, the site plan and zoning review, for this project, will be conducted by Lincoln County.

Also at the June 1<sup>st</sup> meeting, the City Council scheduled a public hearing to give an opportunity for public comment on the development of a pump track at this location. The developers of Wilder Subdivision have indicated that they are willing to make property available for this development. The preliminary location is close to the disc golf course and dog park located on the east side of SE Harborton Street. There is good separation between this location and the residential homes in the Wilder Subdivision.

A new bicycle pump track is a continuous loop of berms and rollers (smooth dirt mounds) where a rider can use momentum and a push/pull pumping motion to maintain speed without pedaling. Pump tracks are made by reshaping the earth so it is relatively easy to build and easy to remove. Pump tracks are used by riders of all ages, from the very young to adult level.

There is no recommended action following the public hearing. If no alternate actions are taken, we will continue to pursue through the permitting process for this track. This was to give the public enough opportunity to comment on the development of a pump track at this location.

#### **Recommended Action:**

None at this time. If no action is taken, City Administration shall continue working on the development of the pump track at this location.

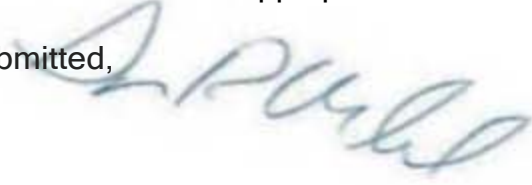
#### **Fiscal Effects:**

The property for this facility will be provided by the developers at a nominal cost to the City. The Yaquina Wheels Bicycle Club has done a considerable amount of research and fund raising regarding the development of this track. At this point there are no City funds appropriated for this project.

**Alternatives:**

Following the public hearing, if the Council wishes to change directions regarding proceeding with this project, then it would be appropriate for some sort of motion to be made to this effect.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel", is written over the "Respectfully submitted," text.

Spencer R. Nebel  
City Manager



Agenda Item #  
Meeting Date

V.E  
June 15, 2015

**CITY COUNCIL AGENDA ITEM SUMMARY**  
City Of Newport, Oregon

Issue/Agenda Title: Public Hearing in regard to a Pump Track at Wilder

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Prepared By: \_\_\_Protiva\_\_\_\_\_ Dept. Head Approval: JAP\_\_\_ City Manager Approval:

**Issue before the Council:**

COMMUNICATION WITH THE PUBLIC ABOUT INSTALLING A PUMP TRACK FOR PUBLIC USE IN THE WILDER SUBDIVISION.

**Staff Recommendation:**

Staff recommends allowing for public comment about the plans and desires of local organizations and the principals at Wilder to construct a dirt pump track for public use.

**Proposed Motion:**

No motion is necessary at this time

**Key Facts and Information Summary:**

The bicycling community has been working on obtaining a suitable piece of property for installation of the Pump Track for public use. Many different parcels and locations have been explored with various levels of issues or concerns by neighbors. While there is still considerable interest in the Harney and 7<sup>th</sup> street parcel, it appears that the Public Works will be occupying and monitoring the infrastructure in that area for a considerable amount of time.

The search for an accessible location without immediate neighbors or impacts lead us to explore the Wilder Subdivision. That resulted in a favorable outcome with the principals at Wilder. They are very open to providing this opportunity under the same type of agreement as the Disc Golf Course. A preliminary location is being explored close to the Disc Golf Course and Dog Park. The challenges have been that it may cross PUD right of way and Lincoln County jurisdictions. Currently all parties have been contacted and have given the go ahead. The Yaquina Wheels Bike Club is making contact with the contractor who will be constructing the new coffee shop to see if they can clear some brush and make sure the ground is level. The Bike Club has also agreed to construct and maintain the track moving forward. This location also appears to be ideal because of the location to the start/finish line of the Coast Hills Classic Mountain Bike Race that occurs early in May.

The Yaquina Wheels Bicycle Club have done a considerable amount of research and fund raising with the desire to help construct and maintain a dirt bicycle pump track in Newport. They have been engaged in the discussions and planning and feel that the Wilder location is going to be acceptable and actually complimentary to other bicycling activity in that area.

**Other Alternatives Considered:**

Several other locations have been considered, however at this time we feel that moving forward with Wilder is the best option for success.

**City Council Goals:**

To provide meaningful opportunities that are current and desired within our park system.

**Attachment List:**

None provided

**Fiscal Notes:**

The fiscal impacts to the City will be limited to staff time and equipment and permits



## DEPARTMENT OF PLANNING AND DEVELOPMENT

210 SW 2nd Street  
Newport, OR 97365  
(541) 265-4192  
Fax (541) 265-6945

# GENERAL INFORMATION

## REGARDING AN APPLICATION FOR A LAND USE ACTION

### ***IMPORTANT – PLEASE READ BEFORE STARTING YOUR APPLICATION***

Attached is an application for an approval of a land use action. Completion of this application form and providing the supporting information is the most important part of the application process. The information requested is required at the time you submit your application. The processing of your application does not begin until the application is determined to be complete. An incomplete application will postpone the decision, or it may result in a denial of the request.

In all land use actions, the “burden of proof” is on the applicant. It is important that you provide information that clearly describes the nature of the request. In preparing your application, a planner can explain which sections of the ordinances pertain to your specific request. **You must address each ordinance criteria in writing, on a point-by-point basis, in order for this application to be deemed complete.**

The planning staff can answer questions regarding the process and procedures, but they cannot prepare responses to the applicable criteria. If you require assistance with the application, you may want to confer with a professional land use consultant or attorney.



# Lincoln County Department of Planning & Development

210 SW 2nd Street, Newport, OR 97365  
Phone (541) 265-4192 Fax (541) 265-6945

## LAND USE APPLICATION

### TO BE COMPLETED BY STAFF

<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Variance	Date Received: _____	Staff Initials: _____
<input type="checkbox"/> Non-Conforming Use	<input type="checkbox"/> Zone Change	Fee: _____	Case File Number: _____
<input type="checkbox"/> Partition	<input type="checkbox"/> Plan Change	Receipt #: _____	Action: Administrative <input type="checkbox"/> Planning Commission <input type="checkbox"/>
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Exception	Assigned Staff Member: _____	
<input type="checkbox"/> Replat (Partition/Subdivision)		Current Zoning: _____	Comp. Plan: _____
<input type="checkbox"/> Planned Development		Violation: _____	Prev. Action: _____
<input type="checkbox"/> Property Line Adjustment		Number of Lots Involved: _____	
<input type="checkbox"/> _____		Any new lots created: _____	Existing lot sizes: _____
		Lot size required by Zone: _____	Proposed lot sizes: _____

### TO BE COMPLETED BY APPLICANT

What is proposed: \_\_\_\_\_

Name of Development, if applicable: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP: \_\_\_\_\_

Applicant is: ☐ Legal Owner ☐ Contract Buyer ☐ Option Buyer ☐ Agent

Name of Contact Person (if other than applicant): \_\_\_\_\_  
Last First Middle

Mailing Address of contact: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Numbers of: Applicant: WK \_\_\_\_\_ HM \_\_\_\_\_ Contact Person: WK \_\_\_\_\_ HM \_\_\_\_\_

Site Address: \_\_\_\_\_ Total Land Area: \_\_\_\_\_

Directions to Property: \_\_\_\_\_

Legal Description: T \_\_\_\_\_ R \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Adjacent Properties Under Same Ownership: T \_\_\_\_\_ R \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Existing/Proposed Source of Water: \_\_\_\_\_ Existing/Proposed Method of Sewage Disposal: \_\_\_\_\_

Anticipated Date of Development: \_\_\_\_\_

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

\_\_\_\_\_  
Owner's Signature (Required)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**INFORMATION REQUIRED**  
For  
**CONDITIONAL USE APPLICATIONS**

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**For all conditional use permit applications, the following minimum information must be submitted for the application to be considered complete:**

1. Plot plan, drawn to scale, of the subject property showing:
  - A. all property lines
  - B. all existing and proposed buildings and setbacks from all property lines
  - C. the location of the septic system, well and all easements
  - D. access to the property, and whether it is a state highway, county road, public road or private easement. Note: Applicant should check to determine if an access permit is required.
  - E. all wetland areas, areas of geological hazard, streams and waterways, and areas subject to flood hazard
  - F. general description of the topography and vegetation
  - G. plans for fencing
2. Total floor area, height and use of all existing and proposed structures.
3. Operating characteristics of all proposed commercial and industrial uses (what, where, when & how).
4. Location of all required off-street parking and loading facilities, if any.
5. Size and location of proposed signs, if any.
6. Other information as determined by staff.

**NOTE: ALL APPLICATIONS MUST BE COMPLETE. FAILURE TO SUBMIT A COMPLETE APPLICATION WILL DELAY THE ACCEPTANCE AND PROCESSING OF YOUR APPLICATION.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if other than property owner)

\_\_\_\_\_  
Date

## CONDITIONAL USES

**What is a Conditional Use?** A conditional use is one that may be located in a certain zoning district, provided it will not be detrimental to the public health, morals, and welfare and will not impair the integrity and character of that district. These uses are subjected to individual scrutiny in order to provide that they are permitted in a zone only when they comply with standards imposed by the ordinance, and are conditioned in such a way as to protect the neighborhood and public interest. A common example of a conditional use is a public utility substation, which must be located in a residential district.

**How do I apply?** To apply, submit a completed application, the appropriate filing fee, and a plot plan of the property, which shows all property lines, and the location of all existing and proposed structures. The application must be signed by the property owner or authorized in writing by the owner. The applicant should also submit a written description of the proposed use, which details the characteristics of the use (e.g. size and use of any structures, number of employees, amount of traffic generated, etc.)

**How long does it take?** If the request is determined by staff to be routine, the application will be handled administratively and typically takes 30 days to process. During this time, staff will review the proposal and document their findings in a staff report. The applicant and property owners within 250 feet of the subject property will be notified of the staff decision and will be given 15 days in which to appeal. If not appealed during this 15-day period, the staff decision is final. A staff decision, which is appealed, is forwarded to the Planning Commission for consideration at a public hearing.

If the conditional use has more than routine significance, the request will be reviewed by the Planning Commission in a public hearing. It generally takes six weeks to get on the agenda of the Planning Commission. Its decision is also subject to an appeal period of 15 days.

A conditional use permit generally is valid for two years, unless substantial construction pursuant thereto, as defined in the County land use code, has taken place. However, authorization may be extended upon request.

**NOTE: THE GUIDELINES LISTED ABOVE ARE GENERAL IN NATURE. APPLICANTS ARE REQUESTED TO REFER TO THE LINCOLN COUNTY DEVELOPMENT CODE FOR COMPLETE REQUIREMENTS.**

NEWPORT CITY COUNCIL

# Pump track still has a pulse

*New location being discussed for latest trend in biking*

BY JAY OMAR  
Of the News-Times

NEWPORT — The Newport biking community may soon have a reason to be pumped up.

During Monday's Newport City Council meeting, it was revealed that after a long search for a location, a site for a bicycle pump track may have been discovered.

Parks and Rec Director Jim Protiva spoke on behalf of the Parks and Rec Advisory Committee, and explained that discussions have turned serious between the department and the Wilder Subdivision located in South Beach.

A pump track is relatively small, and is a continuous loop of dirt utilizing berms and rollers so a rider can use momentum and a push/pull motion to maintain speed without pedaling. It is suitable for all ages, and is eagerly supported by the Yaquina Wheels Bike Club in Newport.

It has been an ongoing battle to find a site for the track, as the Nye Beach area was the original hope for installation.

However, due to arising issues with surrounding businesses and properties, new options were explored, lead-

ing to the discussions with Wilder.

The new plan would install the small pump track near the start line of the Coast Hills Mountain Bike Race, and would join a dog park and disc golf course as other attractions in the area.

"The space that is required is quite small, and it can fit in many places," Protiva said. "We are currently looking at a spot near the start/finish line at the Wilder property, and we have had great discussions with the principals of Wilder and they are all excited."

The fiscal impacts of the track would be minimal, and would simply require staff time and equipment from the city.

The Yaquina Wheels Bike Club has agreed to construct and maintain the property, if approved, and the track requires no structures or utilities — only dirt.

"The bicycle community is still interested in creating this type of experience," Protiva said. "It is one of the latest trends in the bicycle community, and the nearest one I know of is in Corvallis."

The process of acquiring the track has not been smooth for the Parks and Rec Department, and has forced them to look for options outside of the original geographical area.

However, Protiva believes that a solid partnership has begun with Wilder.

"We are looking for options,

and all of our trials have taken us to the Wilder subdivision," he said. "It is seemingly a good partnership; there doesn't appear to be any opposition."

Nothing is yet set in stone, especially the track's location.

Councilman Mark Saelens was sure to make that clear at Monday's meeting.

"I think it is important to let our public know that although we are thrilled with this opportunity in South Beach, we haven't necessarily given up on looking for a site that would meet the original idea of not having to load up your car and bikes and drive to South Beach," Saelens said. "We are still looking for potential locations in Newport. But this opportunity is wonderful."

A number of channels must still be explored on the new location, and a public hearing will be held if the idea moves forward.

In other business at the city council meeting:

- Jonathon Anderson took the oath of office to become Newport's newest firefighter.

- Police Chief Mark Miranda and Officers Kraig Mitchell and Brad Purdom were awarded a life saving medal for talking a suicidal individual off the ledge of the Yaquina Bay Bridge in December.

- The council and Mayor Sandy Roumagoux recognized the retirement of Newport Police Officer Steve R. Kittson.

## MONTHLY MEETING

# Democrats gather in Newport

Lincoln County Democrats will host Bridget Wolfe of KYAQ radio at their monthly meeting today (Wednesday) from 7 p.m. to 9 p.m. Wolfe will

Committee are free and open to the public. For more information, call

Polisner at 541-614-4490 or see the group's web page, [ldcc.org](http://ldcc.org).

City Council Meeting June 15, 2015

PAUL ROSTERLUND ATTORNEY PC

City of Newport  
Newport, Oregon

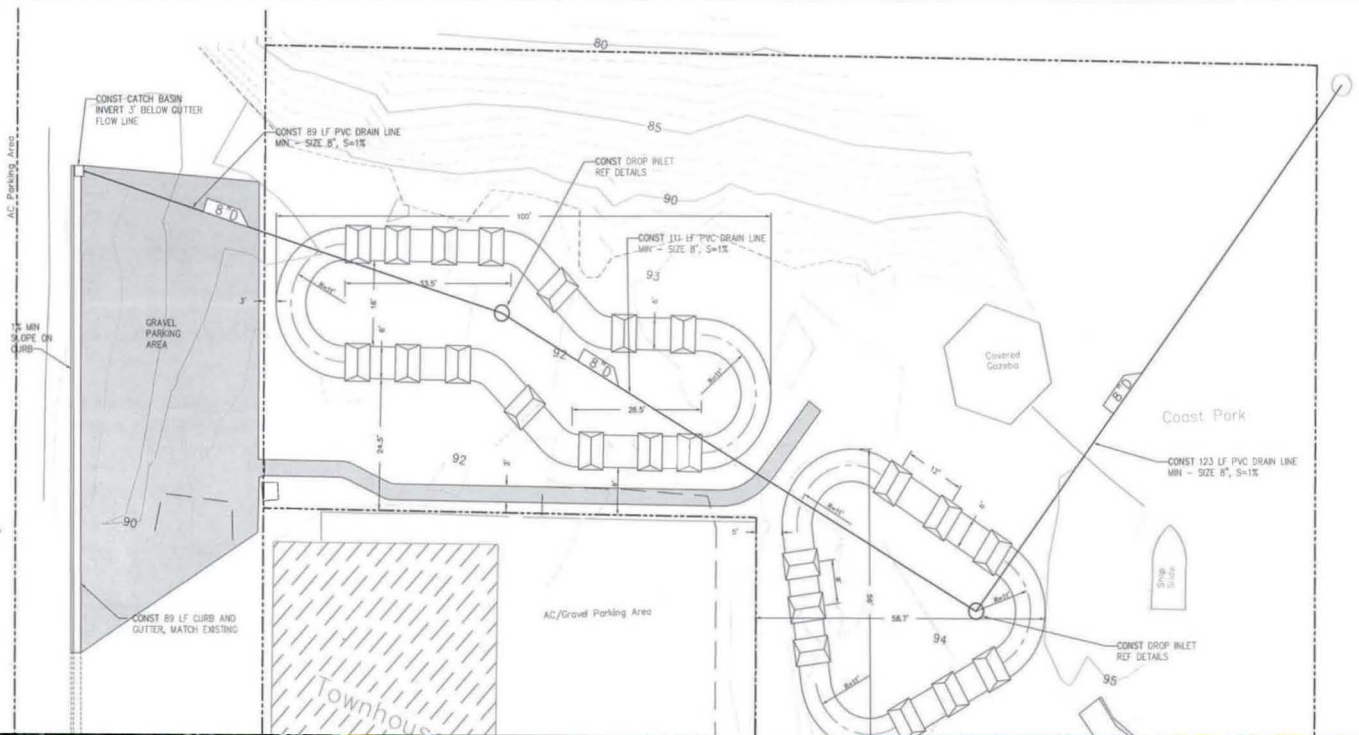
Bike Park, Pump Track

SITE PLAN

REV.	DATE	DESCRIPTION	BY
Designed By: RSW		Drawn By: RSW	Checked By: RSW
Project No: 1502-002			

**Civil West**  
Engineering Services, Inc.
609 SW Hubert Street  
Newport, Oregon 97365541-264-7040  
www.civilwest.com

PRELIMINARY



# Bicycle Pump Track - Newport, OR

**A continuous loop of dirt** utilizing berms and “rollers” (smooth dirt mounds) where a rider can **use momentum and a push/pull pumping motion to maintain speed without pedaling**. It creates a fun family friendly experience for riders of all levels.

**You don't need a huge area to build a pump track.** Pump tracks fit just about anywhere. Since most tracks are made from dirt, they are easy to build and easy to remove. The main purpose of a track is to provide a community gathering place where riders gain confidence and skills while “playing” in a safe & supportive environment.

**Pump tracks can be ridden by anyone.** They are enjoyed by cyclists of all ages and skill levels. You don't need a special kind of bicycle to ride on a pump track. They are a safe, traffic free environment for the whole family to get exercise and improve bike handling skills at the same time.

**Maintenance is minimal.** Yaquina Wheels Bicycle Club (YWBC) will organize and train volunteers to help maintain the park. YWBC will also actively fundraise to provide additional materials – tools for maintenance, signs with rules and regulations, dirt, etc.

**This would add an additional amenity to Coast Park;** the pump track will be accessible to local residents, families, kids ,and easy to find for tourists.







Google

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## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: VI.A.  
Meeting Date: 6/15/15

### Agenda Item:

### From Salmon for Oregon Association Status Report on the Information Request for the Tourism Facilities Grant

#### Background:

Enclosed is a communication from James Wright of Salmon for Oregon Association regarding the pending grant application submitted for rearing pens to initiate a spring Chinook planting program in Yaquina Bay. Late in 2014, the Council agreed to give Salmon for Oregon until June 30 of this year in order to meet the requirement outlined by the City Council. Since this is the last regular City Council meeting prior to June 30, Jim Wright would like to update the Council on Salmon for Oregon efforts at secure a State appropriation to facilitate this effort. Mr. Wright is requesting a 30 to 60 day extension on the project as far as meeting the requirements of the Council. I certainly do have a problem with an extension to July 20<sup>th</sup>, since Council will not be meeting again in a regular session until that date. This should correspond with the ending of the legislative session which will determine whether the legislature has appropriated funding for this project.

#### Recommended Action:

I recommend that the City Council request a complete report be provided to the City Council for the July 20 City Council meeting so that a final determination can be made in regards to the remaining \$26,000 of Tourism Facilities Grant Funding that remains unappropriated by the City Council from this program.

#### Fiscal Effects:

\$26,000 remains unappropriated from the Tourism Facilities Grant Funds. Please note that there are a number of grants that have been previously granted that have not been expended in full at this time. We fully anticipate those grants being expended in full.

#### Alternatives:

As suggested by the Council.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel".

Spencer R. Nebel  
City Manager



## Spencer Nebel

---

**From:** JAMES F WRIGHT <jamesfwright@me.com>  
**Sent:** Tuesday, June 09, 2015 3:52 PM  
**To:** Spencer Nebel  
**Cc:** John Brenneman  
**Subject:** Re: Spring Chinook project update

Spencer,

I am including two attachments indicating the status of Senate Bill 803 in this email. I will speak to the Council next week and update on the status of the bill and the project.

I think at this point, the best course of action is to request a 30 to 60 day extension on the project as far as meeting the requirements of the Council. I anticipate the current legislative session will conclude in early July. It will not be concluded by end of fiscal year June 30th.

Cam Parry and I spoke with Senator Roblan last week at the Capitol and he indicated he is optimistic about the bill. He is also a senior member of the Joint Ways & Means Committee. We do believe at this point that the final disposition of SB-803 will be decided during the busy final days of the session.

I have spoken with Ed Bowles, Director of Fisheries for ODFW and he indicated he has instructed his planners to begin making contingency plans for the project if the legislation passes. As the project is designated as an 8 year pilot project, information that I did not have last November, that will be another issue the Council will need to address. I do anticipate that future funding will most likely be included in the Governors budget for the next biennium. If that is not the case we will repeat the Legislative process for that next session. We also intend to continue to conduct private fundraising. We hope to establish a buy-in from across the spectrum of governments, business, and private individuals.

Thanks for your attention to this matter. I look forward to seeing you next week.

Jim Wright  
Salmon For Oregon Assoc.  
503-749-1150

## Senate Bill 803

Sponsored by Senator ROBILAN, Representative MCKEOWN; Senators JOHNSON, KRUSE, WHITSETT, Representatives BOONE, COMBERG, KRUEGER

## SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Appropriates moneys from General Fund to State Department of Fish and Wildlife for activities related to certain spring chinook salmon hatchery programs.

Declares emergency, effective July 1, 2015.

## A BILL FOR AN ACT

1 Relating to the financial administration of the State Department of Fish and Wildlife; and declaring  
2 an emergency.

3 Be It Enacted by the People of the State of Oregon:

4 **SECTION 1.** In addition to and not in lieu of any other appropriation, there is appropri-  
5 ated to the State Department of Fish and Wildlife, for the biennium beginning July 1, 2015,  
6 out of the General Fund, the amount of \$370,000, which may be expended for activities related  
7 to the administration, operation and monitoring of the Yaquina Bay and Coos Bay spring  
8 chinook salmon hatchery programs approved on June 6, 2014, by the State Fish and Wildlife  
9 Commission as part of the Coastal Multi-Species Conservation and Management Plan, in-  
10 cluding reasonably incurred expenses of community-based organizations in assisting the de-  
11 partment with the administration, operation and monitoring of the hatchery programs.

12 **SECTION 2.** This 2015 Act being necessary for the immediate preservation of the public  
13 peace, health and safety, an emergency is declared to exist, and this 2015 Act takes effect  
14 July 1, 2015.  
15  
16

The screenshot shows the Oregon State Legislature website. The header includes the Oregon State Legislature logo and navigation links. The main content area displays the details for Senate Bill 803, including its title, sponsors, and a summary. The bill is titled "Relating to the financial administration of the State Department of Fish and Wildlife; and declaring an emergency." The sponsors listed are Senator Robilan, Representative Mckeown, Senators Johnson, Kruse, Whitsett, and Representatives Boone, Comberg, and Krueger. The summary states that the bill appropriates \$370,000 from the General Fund to the State Department of Fish and Wildlife for activities related to certain spring chinook salmon hatchery programs. The bill also declares an emergency, effective July 1, 2015. The page includes a table of contents and a list of related bills.

On Jun 2, 2015, at 9:01 AM, Spencer Nebel <[S.Nebel@NewportOregon.gov](mailto:S.Nebel@NewportOregon.gov)> wrote:

Hi Jim:

Thanks for the update. I have attached a link to the November 3rd City Council minutes for your review. The motion that was approved by the City Council outlined a number of conditions that needed to be met by the Salmon for Oregon project before the end of the City's fiscal year on June 30th. I would suggest that you plan to make a presentation at the June 15th City Council

meeting on the status of these items. (This will be the last meeting prior to the close of the fiscal year) I would need your materials for the agenda packet by 5:00 p.m. on Tuesday June 9th to make the agenda deadline. Please note that based on the June 30th date, you would have some additional time after the June 15th meeting to finalize a few details, particularly the appropriation from the State. When is the legislative session expected to end?

If you are unable to provide responses to all of the issues outlined in the motion of the City Council by this time, then you could pursue providing a response and supporting materials for those items that have been addressed by Salmon for Oregon since the November 3rd meeting. You could ask that the Council for an extension to preserve this funding for a later date in order to meet any remaining issues with an explanation of why the additional time is necessary. The Council could either provide a further extension or opt to initiate a new round of funding to allocate the remaining \$26,000 in this fund and Salmon for Oregon could reapply. If progress has not been made on the items, then it would likely be my recommendation to the Council that the Council provide one additional round of applications with a deadline of September 30th for the \$26,000 of remaining funds. Salmon for Oregon could submit a completed application for reconsideration of funding in the City's next fiscal year.

In regard to your question regarding the challenge of having a ten year plan to financially sustain the City's investment in this tourist infrastructure, it should be understood that with any state funding is subject to the appropriations process. If funding is provided for the next two years, I think that a reasonable plan could state that the it is the intent that additional state funds will be requested through the ten year commitment for funding. If those funds are discontinued by the state in a future years, then identify a back-up plan to keep the program going, perhaps on a reduced scale with private donations.

Anyway, I think this is a good project, but it still must meet the requirements established by the City Council as outlined in the November 3rd minutes. Feel free to set up a time with Cindy for a call on these issues if that would be helpful to you. Cindy can be reached at 541-574-0603.

The link to the Council minutes from November is as follows:  
[http://newportoregon.gov/citygov/comm/cc/minutes/November\\_3\\_2014.pdf](http://newportoregon.gov/citygov/comm/cc/minutes/November_3_2014.pdf)

Spencer R. Nebel  
City Manager  
City of Newport, Oregon 97365  
541-574-0601  
[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)

-----Original Message-----

From: JAMES F WRIGHT [mailto:jamesfwright@me.com]  
Sent: Friday, May 29, 2015 1:17 PM  
To: Spencer Nebel  
Cc: David N. Allen; Peggy Hawker; John Brenneman; bkumo@aol.com; Cam Parry  
Subject: Spring Chinook project update

Spencer,

It is the last Friday in June and I thought I had better give you an update as to where we are at with the Legislature concerning the spring Chinook project in Yaquina Bay.

Senate Bill SB-803 designates \$370,000 in general funds to ODFW for startup and the first two years of operation of the springer projects in both Yaquina Bay and Coos Bay. Senator Roblan, your State Senator is sponsoring the bill along with the entire Coastal Caucus. Which includes Representative Dave Gombert from Newport.

Currently the bill has passed through the Senate Environment and Natural Resources Committee and currently sits in the joint Ways and Means Committee with no action currently planned at the present time. Senator Roblan and the Coastal Caucus has prioritized the bill so I think we stand a good chance of seeing it signed. We won't know though until the Legislative session ends as it will probably come down to the last minute flurries of the session.

I think in my last visit before the Council last fall, there was discussion by Councilman Allen and other members of the Council that we be given until the end of the session to report back and that ten years of funding be secured for the project. As the only obvious way to fund this project right now is through the legislature, only two years of funding at a time can be legislated. I didn't know this at the time of our visit at city council.

I have spent close to 300 hours working at the legislature and with ODFW to bring this home for Newport. All pro bono. We have picked up lobbying support from the CCA, which is a national fishing organization, and the entire Oregon board of the CCA is supporting this. Our only two opponents are Native Fish Society, and NW Trout Unlimited. They are not apposed to the projects, just the State general fund paying for any of it.

At this point, ODFW waits to see what happens with the Legislature before taking the next step to designate the location of the acclimation pens, whether in the City limits as required by the Grant or in Lincoln County, and also to set aside the brood stock for the project.

I am not sure where that leaves us as at this point as far as the Grant is concerned. The gears are turning slower than I anticipated, but still moving. Perhaps we should have a discussion on status and options moving forward as far as the City's involvement. I do know from my last conversation with Terry Thompson that Lincoln County will contribute \$15,000 to infrastructure once the project is at that point.

We as Salmon For Oregon Association have put a majority of our efforts into this Legislative session to help the project funding along. We are very grateful for Senator Roblan's help and that of all the Coastal Caucus. We do intend to launch into other initiatives in the near future that we have not announced yet, but are very excited about.

Sincerely,

Jim Wright  
Salmon For Oregon Association  
503-749-1150



## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: VI.B.  
Meeting Date: 6/15/15

### Agenda Item:

### **From the Airport Committee - Recommendation that the Newport City Council Authorize the Issuance of a Request for Proposals to Solicit Proposals for the Operation of the Newport Municipal Airport.**

#### **Background:**

Earlier this year, an "Expression of Interest" to operate the Newport, Oregon Municipal Airport was issued, with three firms indicating an interest in submitting a proposal for this operation. Since the Expressions of Interests were received, there has been an additional contractor expressing an interest in providing these services to the City of Newport, as well. The Airport Committee has reviewed the documents submitted by these firms and requested that an outline of possible provisions be developed to help guide the Airport Committee in making a recommendation to the City Council on whether to seek formal proposals for the privatization of the operation of the Airport. On June 9<sup>th</sup>, the Airport Committee unanimously recommended that the City Council authorize the issuance of a Request for Proposals to solicit proposals for the operation of the Newport Municipal Airport in an attempt to obtain a full service fixed base operator (FBO) and for management of Airport facility operations.

If the Council authorizes this action, I will be working with the Airport Committee to develop the RFP document that would be used to solicit proposals for review. There was considerable discussion over the past couple meetings of the Airport Advisory Committee as to the benefits and disadvantages of pursuing a private operator of the Airport. There is still a reasonable concern as to whether a private contractor can operate the Airport at a reduced cost to the City. Also there is a question as to what added value a private operator may bring to the Airport, based on the skill sets of personnel associated with any particular private operating firm. The end conclusion, from the discussions at the Airport Committee meeting, is that it is certainly worth the effort to go forward with a Request for Proposals to evaluate what a private contract would cost, or what value it would bring to the operation of the Newport Municipal Airport. Please note that the Airport Committee expressed its appreciation for the work that Lance and the crew continue to do at keeping the Airport operational during a time of much transition and personnel relating to the Airport.

The alternative to privatizing the management and operation of the Airport, including fixed base operations (FBO) could be privatizing only the FBO and maintaining the Airport with City staff, or proceeding with the hiring of an Airport Manager to oversee all aspects of the management and operations of the Newport Municipal Airport.

#### **Recommended Action:**

I recommend that the City Council concur with the Airport Advisory Committee and authorize the issuance of a Request for Proposals to solicit proposals for the operation of Newport Municipal Airport in an attempt to obtain a full service Fixed Base Operator (FBO) and for the management of the Airport facility operations.

**Fiscal Effects:**

Other than indirect staff time spent developing the RFP, there are no additional costs for soliciting proposals for the operation of the Airport, other than advertising costs.

**Alternatives:**

Proceed with the hiring of an Airport Manager, proceed only with an RFP for Fixed Base Operations (FBO), or as suggested by the City Council.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel", is written over the text "Respectfully submitted,".

Spencer R. Nebel  
City Manager

The City of Newport Public Works

169 S.W. Coast Highway

Newport, OR 97365

Coast Guard City, U.S.A.



phone: 541.574.3366

fax: 541.265.3301

[www.newportoregon.gov](http://www.newportoregon.gov)

Home Port of NOAA Pacific Fleet

Sister City: Mombetsu, Japan

## MEMO

**Date:** June 9 2015

**To:** Spencer Nebel, City Manager

**From:** Robert Fuller, Airport Committee Staff 

**Subject:** Motion made and passed, Airport Committee meeting of June 9, 2015

1. A motion was passed by unanimous voice vote to recommend that the Newport City Council authorize the issuance of a Request for Proposals (RFP) to solicit proposals for the operation of the Newport Airport in an attempt to obtain a full-service fixed base operator (FBO) and for management of airport facility operations.



## Outline of Preliminary Provisions for a Request for Proposals to Operate the Newport, Oregon Municipal Airport

### **Introduction**

The following is a listing of potential elements to be included in a request for proposals (RFP) to operate the Newport, Oregon Municipal Airport. These items have been compiled from a number of sources and at this point are listed for the Airport Committee to think through the issues relating to whether a formal request for proposals should be solicited to operate the entire airport, or part of the airport operations, on a contractual basis. In the alternative, the Airport Committee could recommend that the Council not pursue privatization of the airport at this time and instead proceed with hiring a manager for this facility. This will be a good opportunity for the Airport Committee to review the various items that are included in this preliminary list to determine whether or not these items should be part of an RFP should the Airport Committee choose to recommend to the City Council that we proceed with a private operator of the airport. This is also a good opportunity to determine whether the entire operation should be contracted out or whether only the traditional fix based operations should be contracted out in an RFP. This list is an attempt to outline the various services and processes that are required in order to operate the Newport Municipal Airport. In some case there may be some items that may be redundant or conflicting with other items within this outline. It would be helpful to come to some kind of consensus on the extent or limitations of operations that would be included in the request for proposals.

### **1.0 General Performance**

- 1.1 The contractor will manage and operate the airport for use and benefit for of the city and general public in accordance with the provisions included in the RFP.
- 1.2 The contractor shall maintain monthly records of all correspondence and financial transactions relating to the operation of the airport.
- 1.3 The contractor shall provide a monthly report to the Airport Advisory Committee and to the City Council on various aspect of airport operations.
- 1.4 The contractor shall work with the city to develop and maintain policies for environmental protection at the airport and once the policies are adopted, work to maintain compliance with those polices.
- 1.5 The contractor shall maintain liability insurance in an amount specified by the City of Newport.
- 1.6 The contractor shall attend meetings of the Airport Advisory Committee and, when requested, shall attend meetings of the City Council.
- 1.7 The contractor shall provide public relations and marketing of services for the airport to increase business at the airport.
- 1.8 The contractor shall provide an accounting of all revenues and expenditures relating to the operation of the airport under this contract.
- 1.9 The contractor shall be involved in educating the community on various airport operations.
- 1.10 The operator will be offer a five year renewable agreement for the operation of the Newport Municipal Airport.
- 1.11 The contractor will continue the employment of the city's two full-time employee for a minimum period of six months after initiation of the contract at a minimum of the current hourly rate for

those employees. The City of Newport will continue benefits to those two employees for a period of time not to exceed six months.

- 1.12** The contractor must perform reasonably, safely, legally, and in a manner consistent with this agreement.
- 1.13** The contractor shall also be responsible to provide a work product and services of a quality and professional standard acceptable to the city.

## **2.0 Airport Operations**

- 2.1** The contractor shall operate and maintain the airport in compliance with 14CFR Part 139, the airport certification manual and the airport certificate including but not limited to the following items:
  - a.** Keep, maintain and furnish upon request the necessary records required by the FAA.
  - b.** Employ sufficient qualified personal in the operation of the airport
  - c.** Maintain all paved areas of the airport.
  - d.** Maintain markings, signs, and lighting at the airport.
  - e.** Conduct snow and ice control if needed.
  - f.** Follow all procedures and protocols for handling hazards substances and materials and meeting various required safety standards.
  - g.** Work with the city to review, update, and exercise an airport emergency plan.
  - h.** Conduct daily inspections as required.
  - i.** Limit access for pedestrian and ground vehicles in accordance with airport security needs.
  - j.** Remove, mark, or light any obstructions within the airport.
  - k.** Protect navigational aides.
  - l.** Manage the wildlife hazard program.
  - m.** Report airport conditions through NOTAMs and other required means.
  - n.** Identify, mark, and light any unserviceable areas within the airport.
  - o.** Support the Fire Department's involvement with ARFF.
  - p.** This list is not intended to be all inclusive but demonstrates the types of efforts the contractor would be responsible for in the operation of the airport in compliance with the FAA requirements.
- 2.2** The Contractor shall assist the city with respect to the city's dealing with all applicable federal and state agencies relating to airport operations and development.
- 2.3** The contractor agrees to provide security during all non-business office hours 365 days a year.(?)
- 2.4** The contractor shall operate the airport for public access 24 hours a day and have a least one staff person available at the airport seven days a week 8 A.M. to 5 P.M. exclusive of Thanksgiving Day, Christmas Day and New Year's Day.
- 2.5** The contractor shall act as a representative of the city through participation at meetings and activities of present and future airport users and interest groups, and include this activity in monthly reports to the Airport Advisory Committee and City Council.

- 2.6 The contractor shall be responsible for preventive maintenance and minor repairs to the facilities and infrastructure located at the airport. Major repairs shall remain the obligations of the City of Newport subject to approval of expenditures and authorization of the City Manager in writing to proceed with those repairs. The city shall oversee those major repair contracts.
- 2.7 The contractor shall be responsible for all notifications necessary should a temporary closure of the airport be required.
- 2.8 The contractor shall not be responsible for any maintenance to federal facilities including airport aides operated and maintained by the FAA except to ensure that other airport operations do not damage or negatively affect those federal facilities.
- 2.9 The contractor shall maintain authorized representatives on-call at a reasonable time to act on behave of their respective parties for mutual difficult or emergency maintenance situations at the airport.
- 2.10 The contractor shall not conduct operations in or on the airport in any way that interferes with the responsible use of the facility by others at the airport in the reasonable judgement of the city.
- 2.11 The contractor shall be responsible for all routine maintenance activities at the airport including grounds, building, and infrastructure except as specially outline in this proposal.

### **3.0 Fixed Base Operations**

- 3.1 The contractor shall provide fueling services at the airport utilizing the city owned tanks, pumps, and equipment. A fuel flowage fee shall be paid to the city at a rate of \_\_\_\_ cents per gallon to cover the use of the fueling system with that payment being made on a monthly basis.
- 3.2 The contractor shall maintain the fueling system at the airport.
- 3.3 The contractor shall maintain a pilot's lounge, courtesy cars, ground handling services and concierge services for pilots utilizing the airport. The courtesy cars will be provided by the City of Newport.
- 3.4 In addition, the contractor may provide aircraft maintenance and instruction with appropriately licensed individuals conducting those services.
- 3.5 The contractor may also provide aircraft rental.
- 3.6 The contractor will review the price of fuel and recommend appropriate adjustments to those fuel prices based on providing an adequate return to the City of Newport, keeping the gas prices competitive with other similar airports, and within any formula adopted by the City of Newport.
- 3.7 All business services shall be provided at the airport on a non-exclusive basis in accordance with minimum standards adopted by the City of Newport for commercial aeronautics activities at the Newport Municipal Airport.

### **4.0 Lease and Rents**

- 4.1 The contractor shall prepare, negotiate, administer, and enforce on behalf and in the name of the city all the lease agreements, contracts, documents, and instruments relating to the Newport Municipal Airport.

- 4.2 The city specifically authorizes the contractor to request and demand all rent and other such charges on behalf of and in the name of the city.
- 4.3 The contractor shall provide for routine invoicing and collection of all fees, rents, and property lease charges due to the airport.

## **5.0 Planning and Economic Development**

- 5.1 The contractor shall assist the city in obtaining FAA, Oregon Transportation Funding or other funding for major improvements at the airport.
- 5.2 The city with the assistance of the contractor shall provide for planning and development for the airport and the surrounding airport lands in cooperation with the city.
- 5.3 The contractor shall encourage the development of new facilities and services in accordance with the approved airport master plan.
- 5.4 The contractor shall submit periodic input concerning the airport layout plan (ALP) to the city. The city agrees to update the ALP data base and provide revised copies of the ALP as required by the contractor or interested governing agencies. (?)
- 5.5 The contractor shall assist the city with development and recommendation for approval of a five year airport capital improvement plan.
- 5.6 The contractor will provide support and assistance for continuing the development of the airport with state or federal funding sources.
- 5.7 The contractor shall support the city in its goal of attracting commercial passenger air service to the Newport Municipal Airport.
- 5.8 The city shall be responsible for costs relating to capital improvements, major repairs, and other investments of new assets at the airport.

## **6.0 Budgeting**

- 6.1 The contractor may propose capital improvements or property development work to the city of Newport for consideration for possible funding.
- 6.2 The contractor shall prepare an annual operating projection that will include the following:
  - a. Detail projection of revenues and expenses relating to airport operations for each fiscal year with this report being submitted to the City Manager in accordance with a budget schedule adopted for all city departments.
  - b. Contractor shall submit requests for capital and major expense items that are anticipated in the upcoming fiscal year.
  - c. The contractor shall submit a list of recommended fees on an annual basis as part of the appropriations process.

## **7.0 Finances**

(Please note this is an area that there are a number of approaches that the city could take ranging from having the contractor pay all costs and collecting all revenues with any necessary subsidy or profits above a certain threshold being paid or returned to the city. In the alternative the city could hire the contractor to collect all revenues and have the city pay all expenses with the contractor being paid a contractual amount on a monthly basis for providing these services. Other alternatives include blending these items with the contractor having the right to certain revenues whereas other revenues are collected by the contractor and submitted to the city to offset the operation of the airport. The next list of items

are those types of financial issues that could follow any of the alternatives outlined above. It would be helpful for the Airport Committee to have some discussion on these items to determine whether they should be structured in a particular way as part of this request for proposals.)

- 7.1 The contractor shall pay to the city a fuel flowage fee of \_\_\_\_\_ cents per gallon sold at the airport (it is presumed the contractor keeps the balance. In the alternative the contractor could collect these fees and turn the entire fee over to the city).
- 7.2 The contractor agrees to pay at its sole expense for all charges for the airport electrical, water, sewer, garbage, security personnel (if required), all system monitoring, annual fire extinguisher inspection, fire system annual inspection, and other costs not related to a specific tenant or leased property. (The city could be responsible for these charges as an alternative.)
- 7.3 The city shall be responsible for providing property and liability insurance for the airport property with the fixed base operator having the responsibility of pay for the liability and renters insurance for the purpose for protecting any of their asset on city property.
- 7.4 The contractor shall be responsible for collecting all hanger, tie down, and fuel charges with those fees being remitted to the city. (In the alternative the contractor could keep those fees as part of their compensation for operating the airport.)
- 7.5 The contractor shall pay a lease amount paid to the city. (This would be a standard provision if it were strictly a fixed bases operator's agreement.)
- 7.6 The leasee would pay any property tax incurred through the lease of city properties. (If the city leases the facilities to the contractor.)
- 7.7 All revenues are collected and submitted to the City of Newport. (If this model is utilized for this agreement.)
- 7.8 It is the city's goal to eventually operate the airport without a city subsidy. (?)

## 8.0 Attachments

In the expression of interest there were several requested pieces of information that would be included in a RFP for operation of the airport. This would include a copy or link to the Airport Master Plan, Airport Layout Plan, three years of financial statements with detail income and expenses for the operations of the airport, schedule of wages for the two full-time employees, as well as the statistical information (updates) that was included in the expressions of interest.

This concludes the draft outline for the request for proposals for the airport operations. I look forward to discussing these issue with the Airport Committee at tomorrow's meeting.

  
Respectfully submitted,

Spencer R Nebel, City Manager





## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: VII.A.  
Meeting Date: 6/15/15

### Agenda Item:

### **Consideration of Approval of an Intergovernmental Agreement with the Lincoln County Transportation Service District.**

#### **Background:**

For a number of years, Lincoln County Transportation Service District has been providing regularly scheduled, intra-city bus service, which is known as the City Loop. The City has been subsidizing the Lincoln County Transportation District \$90,000 annually for this loop. The agreement describes the services, which operates seven days per week, five loops daily. Additional bus service for City sponsored special events can be requested at no additional charge subject to the agreement of the City and the District. The agreement dates retroactively back to July 1, 2014. We have not paid our fees for the current Fiscal Year pending an executed agreement between the District and the City. The agreement provides that reports shall be provided by March 31<sup>st</sup>. In addition, by May 1<sup>st</sup> of each year, the District was to provide a copy of the proposed budget for the next fiscal year. A copy of the most recent audit, a breakdown by source of all revenues received by the District, the daily ridership stats for the City shuttle service, random samplings of surveys to determine the share of the use of the bus service between tourists and citizens, subsidy per rider, and any other mutually agreed upon information requested by the City to support the use of funds to subsidize the service.

It is my opinion this agreement meets the request that the Budget Committee and City Council placed on the \$90,000 for the current fiscal year. If the agreement is approved by the City Council, we will release the payment for the current fiscal year. The agreement lays out the parameters for various reports, and mechanisms going forward into the next fiscal year as well.

I have attached a revised report from Cynda Bruce, Director of the Lincoln County Transportation Services District for your review. The report adds additional information that was requested by the City Council at the June 1<sup>st</sup> meeting. Please let me know what additional information Council would like to be included in this report for future years.

#### **Recommended Action:**

I recommend that the City Council consider the following motion:

**I move approval of an Intergovernmental Agreement with the Lincoln County Transportation District to provide the City Loop bus service within the City of Newport as outlined in the agreement.**

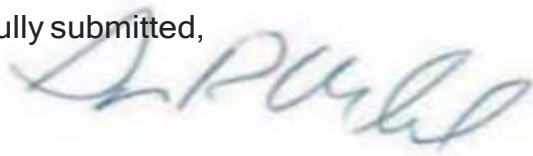
#### **Fiscal Effects:**

The City contributes \$90,000 a year to provide seven day a week bus service within the City of Newport.

**Alternatives:**

As suggested by the City Council.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel", is written over the text "Respectfully submitted,".

Spencer R. Nebel  
City Manager



Agenda Item #: VIII, A

Meeting Date: June 15, 2015

CITY COUNCIL AGENDA ITEM SUMMARY  
City Of Newport, Oregon

Issue/Agenda Title: Consideration of Approval of an Intergovernmental Agreement with the Lincoln County Transportation Service District to Provide the Newport Shuttle Program

Prepared By: Hawker Dept Head Approval: ph City Mgr Approval: \_\_\_\_\_

Issue Before the Council: The issue before the City Council is consideration of an intergovernmental agreement with the Lincoln County Transportation Service District to provide the City Loop.

Staff Recommendation: This is a City Council decision.

Proposed Motion: I move to approve the intergovernmental agreement, as provided in the City Council packet of June 15, 2015, with the Lincoln County Transportation Service District to provide the City Loop bus service, a regularly scheduled intra-city bus service in the City of Newport.

Key Facts and Information Summary: For several years, the Lincoln County Transportation Service District has been providing regularly scheduled intra-city bus service known as the City Loop. The city has been subsidizing the service in the amount of \$90,000 annually, without the benefit of an intergovernmental agreement that specifies the services to be provided; the term; the fees for service; and a required annual report. Both the City Council and the Budget Committee have requested that an intergovernmental agreement be developed to address the issues noted above.

The intergovernmental agreement that is included in the packet has been reviewed by Lincoln County staff, and city staff, including the City Attorney. Revisions were made based on these reviews, and the agreement before Council is one that is supported by all parties.

The intergovernmental agreement provides for services that began on July 1, 2014. The city has yet to pay the \$90,000 subsidy for the 2014/2015 fiscal year, but on approval of this agreement, staff will submit a request to release the 2014/2015 fiscal year funding to the Lincoln County Transportation Service District.

Other Alternatives Considered: Not approve the agreement or subsidize the service.

City Council Goals: None.

Attachment List: Proposed intergovernmental agreement with the Lincoln County Transportation Service District.

Fiscal Notes: If the agreement is approved, \$90,000 would be paid to the District from the 2014/2015 fiscal year budget. Subsequent year's fees are subject to 3. of the Terms of Agreement.

INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE CITY OF NEWPORT AND  
LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT  
REGARDING FINANCIAL SUPPORT FOR  
THE LINCOLN COUNTY TRANSPORTATION SERVICE 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 a portion of the costs 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. The regularly scheduled intra-city bus service within Newport, commonly known as City Loop and includes Oregon Coast Community College, Hatfield Marine Science Center, Oregon Coast Aquarium, and businesses and services south of the Yaquina Bay Bridge; north along Highway 101 for businesses, and to 73<sup>rd</sup> Street for multi-family and senior housing clients; west through Nye Beach; and east along the Bayfront. These routes are operated seven days per week (except Christmas and Thanksgiving), five loops daily. The City of Newport funding supports these intra-city loop services. Changes in service shall be discussed with the City prior to implementation.
  - B. Bus service for City-sponsored special events at the request of the City with mutual agreement by the District.
- 2. Term. The District began providing the services described in (1) above at 12:01 A.M., on July 1, 2014, and the agreement will 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 in each FY2014/2015 and FY2015/2016 for the services described above, payable within 30 days of receipt of the required annual report. Future reports shall be provided by March 31, 2016, and by March 31 of each year thereafter. Either party may request a change in the fee for services by notifying the other party by March 31 of any 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 by May 1;
  - B. Copy of the most recent audit (an electronic copy may be sent to the City Manager to meet this requirement);
  - C. Breakdown by source of all revenues received by the District;
  - D. Daily ridership statistics for the City shuttle service. A random sampling survey relative to the use by tourists and citizens, including the cost per rider;
  - E. Any other mutually agreed upon information requested by the City to support the use of funds to subsidize this service provided the request is within the 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  
Phone: 541.574.0601

Notice should be sent to the District at:

Cynda Bruce, Director  
Lincoln County Transportation Service District  
410 NE Harney Street  
Newport, Oregon 97365  
Phone: 541.961.7991

LINCOLN COUNTY TRANSPORTATION  
SERVICE DISTRICT

CITY OF NEWPORT

\_\_\_\_\_  
By: District Authorized Representative

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Wayne Belmont, County Counsel

\_\_\_\_\_  
Steven E. Rich, City Attorney



## Lincoln County Transportation Service District

Cynda Bruce, Program Director

410 NE Harney Street

Newport, OR 97365-2898

Phone: (541) 265-4900

Fax: (541) 574-1296

cbruce@co.lincoln.or.us

June 8, 2015

Spencer Nebel, Newport City Manager  
Mayor Sandra Roumagoux  
Newport City Council Members  
169 SW Coast Highway  
Newport, OR 97365

Greetings Mr. Nebel, Mayor Roumagoux and City Council Members,

You will find a copy of Lincoln County Transportation Service District's annual report to the City of Newport as outlined in the Terms of the Intergovernmental Agreement recently completed. The following are attached:

- Copy of the District's proposed budget, including breakdown by source of all revenues received by District;
- Copy of the most recent audit (FY 2013/14);
- Daily ridership statistics for the City shuttle service;
- Any other mutually agreed upon information requested by the city to support the use of funds to subsidize this service provided the request is within the District's reasonable ability to develop.

I am taking this opportunity to request a representative from the City of Newport to participate on the transit advisory committee. This committee meets on a quarterly basis with additional special meetings being called as needed. The City of Newport had traditionally been represented on this committee until approximately five years ago. I believe this may have contributed to the breakdown in communication and rapport between our entities as your representative acts as the liaison between the city and District. I am looking forward to improving our partnership to the level it was when this project began.

The Transit District has some exciting improvements budgeted for the next biennium. Projects that will directly affect the city include:

- the purchase of one new City Loop bus and one new Dial-A-Ride bus at a cost of approximately \$250,000
- A bus sign/bus schedule/bus shelter project is in the beginning phase. The cost for this project will come in at about \$150,000, with a majority of the work being completed in the Newport area. I will need assurance from the city, in writing, that the city of Newport will install the signs within the city right of way. The District will supply materials for installation.
- A TGM (Transportation Growth Management) grant that will produce a Transportation Development Plan. This will be a road map for the District over the next 5-10 years. The city of Newport will have input to this planning process.

With a contribution to the District of \$90,000 per year for a portion of city loop costs, and District obtained assets for the area of Newport in excess of \$300,000 over the next biennium (not including the actual additional cost of the Newport City Loop), the city is receiving a bargain in services provided.

I look forward to improved relations with the City of Newport in the near future.

Regards,

*Cynda Bruce*  
Cynda Bruce, Program Director

**PROPOSED BUDGET  
FOR FISCAL YEAR 2015/2016**

Fund 204 - TRANSIT DISTRICT FUND						2014-2015	2014-2015	2015-2016
FUND #	DEPT/ OBJECT #		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	YTD @ 12/31/2014	Annual Projection	Proposed Budget
		Department: 115 - TRANSIT ADMINISTRATION						
		REVENUE						
204	115-31000	PROPERTY TAX-YEAR END ADJ	5,333	6,286	-	-		
204	115-31110	CURRENT YEAR PROPERTY TAX	575,237	579,809	582,000	545,268	580,000	585,000
204	115-31120	PRIOR YEAR PROPERTY TAX	24,312	21,754	15,000	13,855	15,000	20,000
204	115-33107	5311 OPERATING FUNDS	386,449	444,416	420,000	207,373	497,746	527,611
204	115-33108	5310 CAPITAL GRANTS	262,350	20,161	351,557	360,412	360,412	205,398
204	115-33358	VEHICLE PRESERVATION	26,931	-	-	-	-	-
204	115-33510	STATE FORESTRY SALES DISTR	7,101	2,636	-	279	2,600	-
204	115-33771	5309 FEDERAL CAPITAL BUS				56,430	56,430	-
204	115-33780	STATE STF TRANSFER	108,190	81,284	211,787	106,150	211,787	139,595
204	115-33782	STATE EMPLOYEE ASSESSMENTS	83,642	86,917	65,000	24,233	65,000	70,000
204	115-33785	US DEPT OF ENERGY	335,999	114,127	-	-	-	-
204	115-33786	ODOT FLEX FUNDS	10,000	-	-	-	-	-
204	115-34940	TRANSIT FEES	133,189	135,547	125,000	75,997	150,000	150,000
204	115-34941	AGENCY PASSES	73,109	80,374	80,000	45,783	80,000	90,000
204	115-34942	NEWPORT SERVICES	85,000	90,000	80,000	-	90,000	90,000
204	115-34943	LINCOLN CITY SERVICES	25,000	28,000	25,000	29,000	29,000	28,000
204	115-34944	TRIBAL SERVICE FEES	180,750	320,922	240,000	65,168	260,000	260,000
204	115-34990	OTHER CHARGES FOR SERVICE	410	2,145	500	-	-	500
204	115-36175	INTEREST	9,444	10,442	8,000	5,232	10,000	10,000
204	115-36177	VEHICLE ADVERTISING	15,135	7,700	1,000	-	-	-
204	115-36650	REFUNDS & REIMBURSEMENTS	2,208	1,047	2,000	1,644	2,000	2,000
204	115-36990	MISCELLANEOUS	16,452	7,941	5,000	2,324	2,324	3,000
204	115-40000	BEGINNING BALANCE	1,694,694	2,056,861	1,777,224	2,160,042	2,160,042	2,233,016
		TOTAL REVENUE	4,060,936	4,098,372	3,989,068	3,699,190	4,572,341	4,415,120
		PERSONNEL SERVICES						
204	115-90201	DIRECTOR	79,152	81,138	83,185	38,126	77,000	83,185
204	115-90229	OPERATIONS SUPERVISOR	108,528	113,154	116,002	53,191	108,000	116,003
204	115-90317	TRANSIT BUS DRIVER	390,533	409,951	511,097	189,828	415,000	511,097
204	115-90325	TRANSIT DISPATCHER	91,127	94,136	73,145	33,763	73,145	73,145
204	115-90420	ON CALL EMPLOYEE-NO BENEFITS	94,457	116,664	90,000	48,349	90,000	90,000
204	115-90501	OVERTIME	30,287	19,596	40,000	6,980	30,000	40,000
204	115-90504	COMP TIME PAY OFF	-	-	3,000	-	-	3,000
204	115-90603	TELEPHONE STIPEND	840	1,680	1,680	770	1,680	1,680
204	115-90801	FICA	57,342	62,337	70,234	30,409	70,234	70,235
204	115-90802	401(K) RETIREMENT	75,219	79,852	91,092	38,842	80,000	91,092
204	115-90804	HEALTH INSURANCE	170,377	120,051	192,891	37,034	95,000	210,893

Fund 204 - TRANSIT DISTRICT FUND								
FUND #	DEPT/ OBJECT #		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 YTD @ 12/31/2014	2014-2015 Annual Projection	2015-2016 Proposed Budget
204	115-90805	DENTAL INSURANCE	25,473	21,725	31,224	7,980	25,000	32,527
204	115-90806	LIFE INSURANCE	940	980	1,440	465	1,440	1,440
204	115-90807	LTD INSURANCE	2,725	2,927	3,120	1,380	3,120	6,240
204	115-90808	WORKER'S COMPENSATION	34,319	49,061	61,949	24,182	55,000	61,949
204	115-90809	UNEMPLOYMENT	15,492	8,723	9,181	4,075	9,181	9,181
204	115-90810	PEHP	1,495	1,560	1,560	780	1,560	1,560
204	115-90812	HEALTH SAVINGS ACCOUNT	-	23,145	49,500	-	35,000	49,500
		<b>TOTAL PERSONNEL SERVICES</b>	<b>1,178,307</b>	<b>1,206,679</b>	<b>1,430,300</b>	<b>516,165</b>	<b>1,170,360</b>	<b>1,452,727</b>
		<b>MATERIALS &amp; SERVICES</b>						
204	115-91101	TRAVEL EXPENSE	5,172	3,931	7,500	1,555	6,000	7,500
204	115-91102	FLEET SERVICES	249,313	333,210	280,000	195,423	391,000	426,000
204	115-91201	MEALS & LODGING	3,733	3,347	6,000	2,116	4,000	6,000
204	115-91401	TELEPHONE	3,516	3,660	5,000	1,488	4,000	5,000
204	115-91501	POSTAGE	193	226	500	129	300	500
204	115-91601	PRINTING & PUBLICATIONS	17,736	6,293	27,000	2,916	7,000	25,000
204	115-92101	EQUIPMENT REPAIR	90	-	3,000	-	-	4,000
204	115-92801	PROFESSIONAL SERVICES	228	475	1,000	-	1,000	5,000
204	115-92802	PROFESSIONAL CONFERENCE	-	-	3,000	-	1,000	3,000
204	115-92803	AUDIT EXPENSE	4,660	4,840	5,500	-	5,500	5,500
204	115-92807	DOCTORS/EXAMS	1,885	1,204	3,000	440	1,000	3,000
204	115-92901	MEMBERSHIP FEES & DUES	1,910	1,590	2,500	1,595	1,595	2,500
204	115-93301	MAINTENANCE AGREEMENTS	3,000	2,062	3,000	-	3,000	3,000
204	115-93901	CONTRACTUAL SERVICES	71,945	82,328	10,000	11,366	17,000	70,000
204	115-93947	TILLAMOOK CONNECTION	-	19,042	25,500	8,789	25,500	45,000
204	115-94101	OFFICE SUPPLIES	1,739	1,017	3,500	641	1,800	3,500
204	115-94102	FURNITURE & EQUIP < \$10,000	-	3,250	10,000	3,759	7,000	10,000
204	115-94201	PRINT SHOP	967	-	-	-	-	-
204	115-95102	MEDICAL SUPPLIES	-	-	500	-	-	500
204	115-95202	CONTINUING EDUCATION	960	620	2,500	90	1,500	2,500
204	115-95901	OTHER SUPPLIES	1,001	2,511	10,000	928	3,000	16,000
204	115-95944	ODOT FLEX FUNDS	11,102	-	-	-	-	-
204	115-96301	PROPERTY/LIABILITY INSURANCE	2,104	1,112	2,875	4,252	4,252	5,000
204	115-96302	VEHICLE INSURANCE	15,139	18,714	21,000	25,361	25,361	28,000
204	115-96601	RENTALS OF SPACE	2,400	2,400	2,400	-	2,400	2,400
204	115-96901	INDIRECT COST ALLOCATION	134,091	129,960	171,000	63,267	130,000	150,000
204	115-96902	ROAD BILLABLE COSTS	1,500	2,202	5,000	-	2,000	5,000
		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>534,382</b>	<b>623,998</b>	<b>611,275</b>	<b>324,114</b>	<b>645,208</b>	<b>833,900</b>

Fund 204 - TRANSIT DISTRICT FUND								
FUND #	DEPT/ OBJECT #		2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 YTD @ 12/31/2014	2014-2015 Annual Projection	2015-2016 Proposed Budget
		<b>CAPITAL EXPENDITURES</b>						
204	115-98201	EQUIPMENT	-	-	38,000	34,170	34,170	90,000
204	115-98301	MOTOR VEHICLES	292,378	108,139	546,542	439,542	439,542	573,000
204	115-98302	BUS STOP SIGNAGE & EQUIPMENT	-	-	75,000	-	50,000	30,400
		<b>TOTAL CAPITAL EXPENDITURES</b>	<b>292,378</b>	<b>108,139</b>	<b>659,542</b>	<b>473,712</b>	<b>523,712</b>	<b>693,400</b>
		<b>Dept 115 TOTAL EXPENDITURES</b>	<b>2,005,066</b>	<b>1,938,814</b>	<b>2,701,117</b>	<b>1,313,981</b>	<b>2,339,280</b>	<b>2,980,027</b>
204	115-99501	CONTINGENCY	-	-	374,853	-	-	374,853
		<b>ENDING BALANCES</b>						
204	115-99601	RESERVE FOR FUTURE EXPENSES	-	-	500,000	-	-	647,142
204	115-99603	COMPENSATED ABSENCES	-	-	413,098	-	-	413,098
		<b>TOTAL ENDING BALANCES</b>	<b>-</b>	<b>-</b>	<b>913,098</b>	<b>-</b>	<b>-</b>	<b>1,060,240</b>
		<b>Department: 116 - SPECIAL TRANSPORTATION GRANT</b>						
		<b>REVENUE</b>						
204	116-33766	STATE GRANT	6,196	6,196	6,434	6,434	6,434	2,000
		<b>TOTAL REVENUE</b>	<b>6,196</b>	<b>6,196</b>	<b>6,434</b>	<b>6,434</b>	<b>6,434</b>	<b>2,000</b>
		<b>MATERIALS &amp; SERVICES</b>						
204	116-91601	PRINTING & PUBLICATIONS	48	-	-	-	-	-
204	116-93810	SENIOR SERVICES	419	1,258	1,258	629	1,258	-
204	116-93814	SENIOR COMPANION PROGRAM	3,777	3,176	3,176	1,588	3,176	-
204	116-94101	OFFICE SUPPLIES	960	1,278	2,000	-	2,000	2,000
		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>5,204</b>	<b>5,712</b>	<b>6,434</b>	<b>2,217</b>	<b>6,434</b>	<b>2,000</b>
		<b>Dept 116 TOTAL EXPENDITURES</b>	<b>5,204</b>	<b>5,712</b>	<b>6,434</b>	<b>2,217</b>	<b>6,434</b>	<b>2,000</b>
		<b>SUMMARY</b>						
		<b>Fund: 204 - TRANSIT DISTRICT FUND REVENUE</b>	<b>4,067,132</b>	<b>4,104,568</b>	<b>3,995,502</b>	<b>3,705,624</b>	<b>4,578,775</b>	<b>4,417,120</b>
		<b>Fund: 204 - TRANSIT DISTRICT FUND PERSONNEL SERVICES</b>	<b>1,178,307</b>	<b>1,206,679</b>	<b>1,430,300</b>	<b>516,155</b>	<b>1,170,360</b>	<b>1,452,727</b>
		<b>Fund: 204 - TRANSIT DISTRICT FUND MATERIALS &amp; SERVICES</b>	<b>539,586</b>	<b>629,707</b>	<b>617,709</b>	<b>326,331</b>	<b>651,642</b>	<b>835,900</b>
		<b>Fund: 204 - TRANSIT DISTRICT FUND CAPITAL EXPENDITURES</b>	<b>292,378</b>	<b>108,139</b>	<b>659,542</b>	<b>473,712</b>	<b>523,712</b>	<b>693,400</b>
		<b>Fund: 204 - TRANSIT DISTRICT FUND CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>374,853</b>	<b>-</b>	<b>-</b>	<b>374,853</b>
		<b>Fund: 204 - TRANSIT DISTRICT FUND UNAPPROPRIATED</b>	<b>-</b>	<b>-</b>	<b>913,098</b>	<b>-</b>	<b>-</b>	<b>1,060,240</b>
		<b>TOTAL EXPENDITURES</b>	<b>2,010,271</b>	<b>1,944,526</b>	<b>3,995,502</b>	<b>1,316,198</b>	<b>2,345,714</b>	<b>4,417,120</b>

## **COST PER RIDER NEWPORT CITY LOOP**

COST PER RIDER  
NEWPORT CITY LOOP

Cost to Operate Newport City Loop	\$271,500
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Newport City Loop Fares	\$ 12,590
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NET COST	\$258,910
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Number of Riders - 24,850

\$12,590 (fares) divided by 24,850 (riders) = \$10.42 - Unsubsidized Cost per Rider

\$90,000 divided by 24,850 = \$3.62 - Subsidized Cost per Rider

## **RIDERSHP STATISTICS NEWPORT CITY LOOP**

Jan-13	<i>Riders</i>	Feb-13	<i>Riders</i>	Mar-13	<i>Riders</i>
1/1/2013	40	2/1/2013	88	3/1/2013	105
1/2/2013	106	2/2/2013	59	3/2/2013	66
1/3/2013	73	2/3/2013	53	3/3/2013	56
1/4/2013	76	2/4/2013	97	3/4/2013	98
1/5/2013	55	2/5/2013	88	3/5/2013	74
1/6/2013	35	2/6/2013	94	3/6/2013	84
1/7/2013	101	2/7/2013	62	3/7/2013	89
1/8/2013	80	2/8/2013	82	3/8/2013	62
1/9/2013	80	2/9/2013	61	3/9/2013	51
1/10/2013	81	2/10/2013	38	3/10/2013	34
1/11/2013	94	2/11/2013	69	3/11/2013	87
1/12/2013	57	2/12/2013	71	3/12/2013	82
1/13/2013	55	2/13/2013	69	3/13/2013	79
1/14/2013	71	2/14/2013	75	3/14/2013	74
1/15/2013	60	2/15/2013	86	3/15/2013	67
1/16/2013	72	2/16/2013	50	3/16/2013	44
1/17/2013	76	2/17/2013	45	3/17/2013	36
1/18/2013	64	2/18/2013	56	3/18/2013	63
1/19/2013	47	2/19/2013	77	3/19/2013	69
1/20/2013	65	2/20/2013	65	3/20/2013	59
1/21/2013	54	2/21/2013	80	3/21/2013	62
1/22/2013	83	2/22/2013	74	3/22/2013	75
1/23/2013	84	2/23/2013	62	3/23/2013	66
1/24/2013	72	2/24/2013	44	3/24/2013	42
1/25/2013	81	2/25/2013	79	3/25/2013	62
1/26/2013	43	2/26/2013	82	3/26/2013	80
1/27/2013	60	2/27/2013	67	3/27/2013	58
1/28/2013	65	2/28/2013	64	3/28/2013	58
1/29/2013	78			3/29/2013	70
1/30/2013	80			3/30/2013	69
1/31/2013	61			3/31/2013	51
2149		1937		2072	

Apr-13	<i>Riders</i>	13-May	<i>Riders</i>	13-Jun	<i>Riders</i>
4/1/2013	70	5/1/2013	102	6/1/2013	78
4/2/2013	74	5/2/2013	82	6/2/2013	59
4/3/2013	81	5/3/2013	77	6/3/2013	87
4/4/2013	75	5/4/2013	50	6/4/2013	87
4/5/2013	60	5/5/2013	62	6/5/2013	72
4/6/2013	42	5/6/2013	82	6/6/2013	59
4/7/2013	33	5/7/2013	69	6/7/2013	78
4/8/2013	76	5/8/2013	81	6/8/2013	79
4/9/2013	80	5/9/2013	81	6/9/2013	62
4/10/2013	57	5/10/2013	67	6/10/2013	87
4/11/2013	72	5/11/2013	50	6/11/2013	75
4/12/2013	60	5/12/2013	42	6/12/2013	71
4/13/2013	50	5/13/2013	31	6/13/2013	58
4/14/2013	30	5/14/2013	80	6/14/2013	61
4/15/2013	74	5/15/2013	86	6/15/2013	45
4/16/2013	64	5/16/2013	72	6/16/2013	57
4/17/2013	66	5/17/2013	60	6/17/2013	63
4/18/2013	73	5/18/2013	77	6/18/2013	70
4/19/2013	41	5/19/2013	31	6/19/2013	71
4/20/2013	35	5/20/2013	73	6/20/2013	72
4/21/2013	23	5/21/2013	65	6/21/2013	63
4/22/2013	99	5/22/2013	64	6/22/2013	56
4/23/2013	73	5/23/2013	69	6/23/2013	42
4/24/2013	81	5/24/2013	63	6/24/2013	55
4/25/2013	72	5/25/2013	47	6/25/2013	72
4/26/2013	67	5/26/2013	44	6/26/2013	58
4/27/2013	37	5/27/2013	37	6/27/2013	63
4/28/2013	34	5/28/2013	54	6/28/2013	88
4/29/2013	59	5/29/2013	75	6/29/2013	47
4/30/2013	140	5/30/2013	51	6/30/2013	47
		5/31/2013	71		
	1898		1995		1982

Jul-13	<i>Riders</i>	Aug-13	<i>Riders</i>	Sep-13	<i>Riders</i>
7/1/2013	84	8/1/2013	66	9/1/2013	75
7/2/2013	74	8/2/2013	62	9/2/2013	62
7/3/2013	95	8/3/2013	59	9/3/2013	85
7/4/2013	48	8/4/2013	75	9/4/2013	65
7/5/2012	68	8/5/2013	97	9/5/2013	49
7/6/2013	33	8/6/2013	67	9/6/2013	67
7/7/2013	55	8/7/2013	72	9/7/2013	54
7/8/2013	71	8/8/2013	73	9/8/2013	70
7/9/2013	82	8/9/2013	62	9/9/2013	86
7/10/2013	87	8/10/2013	73	9/10/2013	67
7/11/2013	80	8/11/2013	41	9/11/2013	65
7/12/2013	85	8/12/2013	75	9/12/2013	52
7/13/2013	68	8/13/2013	87	9/13/2013	78
7/14/2013	45	8/14/2013	93	9/14/2013	58
7/15/2013	89	8/15/2013	77	9/15/2013	50
7/16/2013	75	8/16/2013	85	9/16/2013	67
7/17/2013	73	8/17/2013	59	9/17/2013	71
7/18/2013	94	8/18/2013	41	9/18/2013	60
7/19/2013	102	8/19/2013	66	9/19/2013	72
7/20/2013	50	8/20/2013	70	9/20/2013	66
7/21/2013	43	8/21/2013	64	9/21/2013	85
7/22/2013	84	8/22/2013	63	9/22/2013	42
7/23/2013	78	8/23/2013	75	9/23/2013	66
7/24/2013	65	8/24/2013	64	9/24/2013	65
7/25/2013	81	8/25/2013	50	9/25/2013	69
7/26/2013	66	8/26/2013	68	9/26/2013	65
7/27/2013	78	8/27/2013	80	9/27/2013	52
7/28/2013	42	8/28/2013	61	9/28/2013	38
7/29/2013	64	8/29/2013	81	9/29/2013	40
7/30/2013	61	8/30/2013	92	9/30/2013	61
7/31/2013	58	8/31/2013	52		
	2178		2150		1902

Oct-13	<i>Riders</i>	Nov-13	<i>Riders</i>	Dec-13	<i>Riders</i>
10/1/2013	73	11/1/2013	74	12/1/2013	44
10/2/2013	43	11/2/2013	70	12/2/2013	91
10/3/2013	69	11/3/2013	42	12/3/2013	77
10/4/2013	95	11/4/2013	61	12/4/2013	72
10/5/2013	49	11/5/2013	66	12/5/2013	84
10/6/2013	52	11/6/2013	68	12/6/2013	6
10/7/2013	86	11/7/2013	80	12/7/2013	47
10/8/2013	67	11/8/2013	60	12/8/2013	56
10/9/2013	66	11/9/2013	53	12/9/2013	74
10/10/2013	97	11/10/2013	42	12/10/2013	79
10/11/2013	76	11/11/2013	51	12/11/2013	82
10/12/2013	70	11/12/2013	69	12/12/2013	68
10/13/2013	33	11/13/2013	66	12/13/2013	65
10/14/2013	66	11/14/2013	68	12/14/2013	65
10/15/2013	61	11/15/2013	56	12/15/2013	67
10/16/2013	52	11/16/2013	48	12/16/2013	96
10/17/2013	91	11/17/2013	46	12/17/2013	64
10/18/2013	55	11/18/2013	76	12/18/2013	83
10/19/2013	40	11/19/2013	57	12/19/2013	75
10/20/2013	53	11/20/2013	62	12/20/2013	79
10/21/2013	46	11/21/2013	62	12/21/2013	57
10/22/2013	56	11/22/2013	59	12/22/2013	33
10/23/2013	58	11/23/2013	55	12/23/2013	65
10/24/2013	82	11/24/2013	46	12/24/2013	59
10/25/2013	60	11/25/2013	43	12/26/2013	63
10/26/2013	58	11/26/2013	65	12/27/2013	59
10/27/2013	49	11/27/2013	81	12/28/2013	48
10/28/2013	63	11/29/2013	47	12/29/2013	50
10/29/2013	52	11/30/2013	46	12/30/2013	98
10/30/2013	65			12/31/2013	83
10/31/2013	58				
		1941	1719	1989	
Jan-13	2149	May-13	1995	Sep-13	1902
Feb-13	1937	Jun-13	1982	Oct-13	1941
Mar-13	2072	Jul-13	2178	Nov-13	1719
Apr-13	1898	Aug-13	2150	Dec-13	1989
Totals for 2013		23912			

Jan-14	<i>Riders</i>	Feb-14	<i>Riders</i>	Mar-14	<i>Riders</i>
1/1/2014	45	2/1/2014	65	3/1/2014	47
1/2/2014	94	2/2/2014	41	3/2/2014	31
1/3/2014	65	2/3/2014	63	3/3/2014	75
1/4/2014	39	2/4/2014	65	3/4/2014	74
1/5/2014	55	2/5/2014	64	3/5/2014	83
1/6/2014	87	2/6/2014	41	3/6/2014	67
1/7/2014	60	2/7/2014	0	3/7/2014	67
1/8/2014	76	2/8/2014	63	3/8/2014	57
1/9/2014	85	2/9/2014	42	3/9/2014	33
1/10/2014	72	2/10/2014	72	3/10/2014	78
1/11/2014	62	2/11/2014	66	3/11/2014	62
1/12/2014	58	2/12/2014	56	3/12/2014	62
1/13/2014	88	2/13/2014	75	3/13/2014	87
1/14/2014	74	2/14/2014	67	3/14/2014	60
1/15/2014	70	2/15/2014	28	3/15/2014	69
1/16/2014	74	2/16/2014	38	3/16/2014	47
1/17/2014	83	2/17/2014	40	3/17/2014	80
1/18/2014	61	2/18/2014	59	3/18/2014	55
1/19/2014	49	2/19/2014	81	3/19/2014	57
1/20/2014	44	2/20/2014	45	3/20/2014	66
1/21/2014	71	2/21/2014	61	3/21/2014	54
1/22/2014	58	2/22/2014	68	3/22/2014	57
1/23/2014	75	2/23/2014	40	3/23/2014	64
1/24/2014	67	2/24/2014	69	3/24/2014	65
1/25/2014	65	2/25/2014	62	3/25/2014	63
1/26/2014	33	2/26/2014	68	3/26/2014	59
1/27/2014	76	2/27/2014	51	3/27/2014	66
1/28/2014	67	2/28/2014	79	3/28/2014	64
1/29/2014	68			3/29/2014	44
1/30/2014	62			3/30/2014	32
1/31/2014	72			3/31/2014	81
	2055		1569		1906

Apr-14	<i>Riders</i>	May-14	<i>Riders</i>	Jun-14	<i>Riders</i>
4/1/2014	74	5/1/2014	54	6/1/2014	91
4/2/2014	64	5/2/2014	70	6/2/2014	85
4/3/2014	76	5/3/2014	70	6/3/2014	86
4/4/2014	64	5/4/2014	49	6/4/2014	85
4/5/2014	55	5/5/2014	78	6/5/2014	71
4/6/2014	39	5/6/2014	74	6/6/2014	83
4/7/2014	74	5/7/2014	55	6/7/2014	75
4/8/2014	61	5/8/2014	75	6/8/2014	36
4/9/2014	54	5/9/2014	64	6/9/2014	91
4/10/2014	78	5/10/2014	48	6/10/2014	83
4/11/2014	64	5/11/2014	55	6/11/2014	112
4/12/2014	44	5/12/2014	65	6/12/2014	68
4/13/2014	55	5/13/2014	66	6/13/2014	75
4/14/2014	70	5/14/2014	61	6/14/2014	72
4/15/2014	65	5/15/2014	77	6/15/2014	75
4/16/2014	64	5/16/2014	74	6/16/2014	78
4/17/2014	51	5/17/2014	64	6/17/2014	70
4/18/2014	82	5/18/2014	37	6/18/2014	65
4/19/2014	70	5/19/2014	67	6/19/2014	48
4/20/2014	34	5/20/2014	82	6/20/2014	98
4/21/2014	71	5/21/2014	79	6/21/2014	56
4/22/2014	66	5/22/2014	65	6/22/2014	59
4/23/2014	62	5/23/2014	57	6/23/2014	70
4/24/2014	60	5/24/2014	46	6/24/2014	76
4/25/2014	73	5/25/2014	44	6/25/2014	59
4/26/2014	64	5/26/2014	48	6/26/2014	65
4/27/2014	36	5/27/2014	81	6/27/2014	51
4/28/2014	59	5/28/2014	63	6/28/2014	56
4/29/2014	41	5/29/2014	89	6/29/2014	38
4/30/2014	64	5/30/2014	88	6/30/2014	72
		5/31/2014	75		
1834		2020		2149	

Jul-14	<i>Riders</i>	Aug-14	<i>Riders</i>	Sep-14	<i>Riders</i>
7/1/2014	104	8/1/2014	98	9/1/2014	65
7/2/2014	61	8/2/2014	49	9/2/2014	77
7/3/2014	71	8/3/2014	55	9/3/2014	75
7/4/2014	59	8/4/2014	52	9/4/2014	72
7/5/2014	69	8/5/2014	67	9/5/2014	65
7/6/2014	50	8/6/2014	74	9/6/2014	64
7/7/2014	83	8/7/2014	47	9/7/2014	61
7/8/2014	74	8/8/2014	79	9/8/2014	85
7/9/2014	73	8/9/2014	58	9/9/2014	77
7/10/2014	71	8/10/2014	30	9/10/2014	82
7/11/2014	65	8/11/2014	61	9/11/2014	79
7/12/2014	55	8/12/2014	90	9/12/2014	110
7/13/2014	32	8/13/2014	65	9/13/2014	67
7/14/2014	74	8/14/2014	76	9/14/2014	41
7/15/2014	68	8/15/2014	62	9/15/2014	70
7/16/2014	60	8/16/2014	58	9/16/2014	73
7/17/2014	65	8/17/2014	42	9/17/2014	63
7/18/2014	81	8/18/2014	59	9/18/2014	60
7/19/2014	60	8/19/2014	94	9/19/2014	63
7/20/2014	48	8/20/2014	73	9/20/2014	73
7/21/2014	69	8/21/2014	80	9/21/2014	52
7/22/2014	61	8/22/2014	74	9/22/2014	74
7/23/2014	56	8/23/2014	79	9/23/2014	72
7/24/2014	72	8/24/2014	54	9/24/2014	63
7/25/2014	74	8/25/2014	101	9/25/2014	74
7/26/2014	52	8/26/2014	97	9/26/2014	86
7/27/2014	55	8/27/2014	43	9/27/2014	54
7/28/2014	68	8/28/2014	78	9/28/2014	59
7/29/2014	43	8/29/2014	123	9/29/2014	63
7/30/2014	73	8/30/2014	69	9/30/2014	84
7/31/2014	62	8/31/2014	58		
2008		2145		2103	

Oct-14	<i>Riders</i>	Nov-14	<i>Riders</i>	Dec-14	<i>Riders</i>
10/1/2014	90	11/1/2014	60	12/1/2014	75
10/2/2014	81	11/2/2014	48	12/2/2014	72
10/3/2014	83	11/3/2014	86	12/3/2014	89
10/4/2014	80	11/4/2014	69	12/4/2014	68
10/5/2014	82	11/5/2014	102	12/5/2014	67
10/6/2014	98	11/6/2014	84	12/6/2014	76
10/7/2014	85	11/7/2014	88	12/7/2014	53
10/8/2014	88	11/8/2014	58	12/8/2014	92
10/9/2014	104	11/9/2014	49	12/9/2014	61
10/10/2014	99	11/10/2014	84	12/10/2014	65
10/11/2014	69	11/11/2014	75	12/11/2014	75
10/12/2014	72	11/12/2014	79	12/12/2014	83
10/13/2014	71	11/13/2014	62	12/13/2014	63
10/14/2014	78	11/14/2014	88	12/14/2014	44
10/15/2014	82	11/15/2014	70	12/15/2014	62
10/16/2014	86	11/16/2014	66	12/16/2014	81
10/17/2014	75	11/17/2014	79	12/17/2014	71
10/18/2014	61	11/18/2014	76	12/18/2014	76
10/19/2014	67	11/19/2014	72	12/19/2014	68
10/20/2014	73	11/20/2014	88	12/20/2014	57
10/21/2014	82	11/21/2014	66	12/21/2014	61
10/22/2014	65	11/22/2014	50	12/22/2014	71
10/23/2014	76	11/23/2014	50	12/23/2014	63
10/24/2014	77	11/24/2014	73	12/24/2014	68
10/25/2014	45	11/25/2014	83	12/26/2014	74
10/26/2014	48	11/26/2014	79	12/27/2014	63
10/27/2014	76	11/28/2014	59	12/28/2014	57
10/28/2014	71	11/29/2014	67	12/29/2014	69
10/29/2014	63	11/30/2014	44	12/30/2014	50
10/30/2014	67			12/31/2014	64
10/31/2014	85				
2379		2054		2038	

Jan-14	2055	May-14	2020	Sep-14	2103
Feb-14	1569	Jun-14	2149	Oct-14	2379
Mar-14	1906	Jul-14	2008	Nov-14	2054
Apr-14	1834	Aug-14	2145	Dec-14	2038

Totals for 2014  
24260

# **May 2014 through April 2015 Dial-A-Ride and City Loop Statistics**

## **Newport Dial-A-Ride:**

Month	# Riders	Hours	Miles	Gal Fuel	Fares
May-14	434	168	2119	219	88
Jun-14	453	171	1941	205	99
Jul-14	412	175	1854	201	99
Aug-14	422	172	1942	220	87
Sep-14	466	168	2070	241	98
Oct-14	492	185	2211	232	97
Nov-14	400	143	1705	271	75
Dec-14	469	171	1913	217	75
Jan-15	392	151	1781	202	63
Feb-15	388	149	1725	185	59
Mar-15	432	173	1989	210	90
Apr-15	419	167	1899	202	74
<b>Total</b>	<b>5179</b>	<b>1993</b>	<b>23149</b>	<b>2605</b>	<b>1004</b>

## **Lincoln City Dial-A-Ride:**

Month	# Riders	Hours	Miles	Gal Fuel	Fares
May-14	503	164	2166	209	146
Jun-14	453	171	2004	178	108
Jul-14	441	179	1942	212	112
Aug-14	415	173	1875	193	114
Sep-14	439	159	1981	181	99
Oct-14	489	183	2129	202	71
Nov-14	360	141	1674	161	57
Dec-14	411	173	1808	203	81
Jan-15	348	156	1618	166	40
Feb-15	340	148	1629	157	33
Mar-15	342	174	1791	168	86
Apr-15	387	177	1847	191	75
<b>Total</b>	<b>4928</b>	<b>1998</b>	<b>22464</b>	<b>2221</b>	<b>1022</b>

## **Newport City Loop:**

Month	# Riders	Hours	Miles	Gal Fuel	Fares
May-14	2020	310	4241	379	1021
Jun-14	2149	300	4124	390	976
Jul-14	1977	310	4251	371	993
Aug-14	2222	310	4279	421	1035
Sep-14	2102	300	4133	424	1000
Oct-14	2379	310	4270	408	1110
Nov-14	2054	290	3985	369	1013
Dec-14	2038	300	4122	454	1117
Jan-15	1964	310	4263	415	1104
Feb-15	1917	280	3875	359	1083
Mar-15	1978	310	4274	407	1098
Apr-15	2050	300	4159	429	1040
<b>Total</b>	<b>24850</b>	<b>3630</b>	<b>49976</b>	<b>4826</b>	<b>12590</b>

## **Lincoln City Loop:**

Month	# Riders	Hours	Miles	Gal Fuel	Fares
May-14	2643	260	3443	389	1403
Jun-14	2562	250	3326	359	1467
Jul-14	2618	260	3459	366	1590
Aug-14	2912	260	3392	379	1800
Sep-14	2734	250	3298	375	1723
Oct-14	2700	270	3596	382	1434
Nov-14	2288	230	3019	300	1202
Dec-14	2338	260	3441	370	1244
Jan-15	2517	250	3378	355	1472
Feb-15	2489	230	3078	366	1400
Mar-15	2774	258	3437	350	1579
Apr-15	2748	260	3524	355	1584
<b>Total</b>	<b>31323</b>	<b>3038</b>	<b>40391</b>	<b>4346</b>	<b>17898</b>

Newport City Loop	<u>Riders</u>	<u>Hours</u>	<u>Miles</u>	<u>Gallons</u>	<u>Fares</u>
5/1/2014	54	10	140	14.9	30
5/2/2014	70	10	134	14.5	45.05
5/3/2014	70	10	134	14.75	35.93
5/4/2014	49	10	136	13.5	28
5/5/2014	78	10	137	13.7	40
5/6/2014	74	10	140	13.9	45.95
5/7/2014	55	10	137		29.02
5/8/2014	75	10	138		42
5/9/2014	64	10	135	15.25	31
5/10/2014	48	10	130	9.5	19
5/11/2014	55	10	135		26.86
5/12/2014	65	10	138	14	32
5/13/2014	66	10	140	12.9	32.76
5/14/2014	61	10	139.5	15.6	28.8
5/15/2014	77	10	140	13.6	41
5/16/2014	74	10	134	14.5	40.15
5/17/2014	64	10	134	13.3	26
5/18/2014	37	10	137	14.25	24.85
5/19/2014	67	10	139	13.4	39.97
5/20/2014	82	10	140	13.6	40.75
5/21/2014	79	10	138	13.6	45
5/22/2014	65	10	134	14	25
5/23/2014	57	10	133	13.5	31
5/24/2014	46	10	139		14
5/25/2014	44	10	135	14.25	22.36
5/26/2014	48	10	136	12.75	28.46
5/27/2014	81	10	139	16	38.01
5/28/2014	63	10	138	13.7	26
5/29/2014	89	10	138	14.4	36
5/30/2014	88	10	135	17.5	46
5/31/2014	75	10	138	14.5	30.3
Totals	2020	310	4240.5	379.35	1021.22

Newport City Loop	<u>Riders</u>	<u>Hours</u>	<u>Miles</u>	<u>Gallons</u>	<u>Fares</u>
6/1/2014	91	10	134		34
6/2/2014	85	10	139	14	47.92
6/3/2014	86	10	140	13.9	50.78
6/4/2014	85	10	138	14	34.86
6/5/2014	71	10	140	13.4	42
6/6/2014	83	10	133	13.5	39.5
6/7/2014	75	10	135	13.75	28
6/8/2014	36	10	136	13.5	21
6/9/2014	91	10	139	13	43
6/10/2014	83	10	138	13.4	42.5
6/11/2014	112	10	138	14.5	44.75
6/12/2014	68	10	139	13.5	27
6/13/2014	75	10	134	13.75	27.99
6/14/2014	72	10	135	15.1	27
6/15/2014	75	10	138	13	25
6/16/2014	78	10	140	13.4	33.05
6/17/2014	70	10	141	14	36
6/18/2014	65	10	138	12.6	28
6/19/2014	48	10	139	13.8	25
6/20/2014	98	10	136	15.5	31
6/21/2014	56	10	137	14.5	29
6/22/2014	59	10	133	14.25	21.51
6/23/2014	70	10	137	13	34.96
6/24/2014	76	10	142	14	31.82
6/25/2014	59	10	141		22.8
6/26/2014	65	10	138	11	35.7
6/27/2014	51	10	134	17.25	29.06
6/28/2014	56	10	137	15.5	26.3
6/29/2014	38	10	136	14	23
6/30/2014	72	10	139	14.5	33.88
Totals	2149	300	4124	389.6	976.38

## Newport City Loop

Jul-14	Riders	Hours	Miles	Gallons	Fares
7/1/2014	104	10	142		52
7/2/2014	61	10	137	13.4	27.85
7/3/2014	71	10	136	13.25	37
7/4/2014	59	10	141	16.25	34.1
7/5/2014	69	10	134	17	36
7/6/2014	50	10	137		25
7/7/2014	83	10	142	14.9	38
7/8/2014	74	10	139	14	38
7/9/2014	73	10	136	12.9	44.08
7/10/2014	71	10	139	14.2	42.75
7/11/2014	65	10	135	14	35.25
7/12/2014	55	10	134	14	21.99
7/13/2014	32	10	137		21
7/14/2014	74	10	140	13.1	37
7/15/2014	68	10	137	13.5	24
7/16/2014	60	10	138	13.6	28
7/17/2014	65	10	134	15	33.05
7/18/2014	81	10	134	15	47.78
7/19/2014	60	10	135	13	36
7/20/2014	48	10	137		28
7/21/2014	69	10	137	12.9	27.8
7/22/2014	61	10	140	15	22.5
7/23/2014	56	10	136		23
7/24/2014	72	10	135	13.8	30
7/25/2014	74	10	135	17	40
7/26/2014	21	10	137	14	24
7/27/2014	55	10	135	14.5	21
7/28/2014	68	10	137	13.5	29.75
7/29/2014	43	10	137	13.8	26
7/30/2014	73	10	140	15	31
7/31/2014	62	10	138	14	31
Totals	1977	310	4251	370.6	992.9

## Newport City Loop

Aug-14	Riders	Hours	Miles	Gallons	Fares
8/1/2014	98	10	135	14.5	46
8/2/2014	49	10	133	14	24.01
8/3/2014	55	10	134	15	20.9
8/4/2014	52	10	138	13	30.9
8/5/2014	67	10	141	13.8	28
8/6/2014	74	10	137	14.8	44.75
8/7/2014	47	10	137	14	26.88
8/8/2014	79	10	136	15	36.16
8/9/2014	58	10	137	16.5	28
8/10/2014	30	10	137	14	17
8/11/2014	138	10	138	14.6	32.95
8/12/2014	90	10	139	13	41
8/13/2014	65	10	137	13.7	30
8/14/2014	76	10	139	15	33
8/15/2014	62	10	144	14	40
8/16/2014	58	10	143	16.76	21.96
8/17/2014	42	10	138	16.01	22
8/18/2014	59	10	139	14.5	32.99
8/19/2014	94	10	140	13.8	43.05
8/20/2014	73	10	141	13.5	39
8/21/2014	80	10	140	15.2	37.05
8/22/2014	74	10	135	14.5	35
8/23/2014	79	10	136		27.03
8/24/2014	54	10	139	14	29
8/25/2014	101	10	140	15	50
8/26/2014	97	10	142	13.4	36
8/27/2014	43	10	141	13.4	22
8/28/2014	78	10	137	16	34
8/29/2014	123	10	134		53
8/30/2014	69	10	138	15.6	33.9
8/31/2014	58	10	134	14.25	39
Totals	2222	310	4279	420.82	1034.53

## Newport City Loop

Sep-14	Riders	Hours	Miles	Gallons	Fares
9/1/2014	65	10	137	16.5	28.8
9/2/2014	77	10	141	15.3	38
9/3/2014	75	10	140	12	38.09
9/4/2014	72	10	141	13.7	33.5
9/5/2014	65	10	135	17.5	24
9/6/2014	64	10	135	14.88	31
9/7/2014	61	10	135	14	25.95
9/8/2014	85	10	139	14	53.02
9/9/2014	77	10	140	13.8	42.71
9/10/2014	82	10	140	14	36.37
9/11/2014	79	10	139	14.9	29.35
9/12/2014	110	10	135	17	47.1
9/13/2014	67	10	135	14.75	28.75
9/14/2014	41	10	136	15	19
9/15/2014	70	10	140	13.7	40.9
9/16/2014	73	10	142	15.6	35.02
9/17/2014	62	10	135	11.6	25.2
9/18/2014	60	10	140	15.9	29.55
9/19/2014	63	10	135		32.1
9/20/2014	73	10	132	16	40
9/21/2014	52	10	136	13.5	24.98
9/22/2014	74	10	140	13.5	37
9/23/2014	72	10	141	15	33
9/24/2014	63	10	139	16.6	32.5
9/25/2014	74	10	139	12	32.71
9/26/2014	86	10	135	16	39.75
9/27/2014	54	10	134	16	29.21
9/28/2014	59	10	137	13	30.05
9/29/2014	63	10	139	13.5	29
9/30/2014	84	10	141	14	33
Totals	2102	300	4133	423.23	999.61

## Newport City Loop

	Oct-14 Riders	Hours	Miles	Gallons	Fares
10/1/2014	90	10	138	13.9	43.07
10/2/2014	81	10	138	16.9	49
10/3/2014	83	10	136	14	0
10/4/2014	80	10	135		40.1
10/5/2014	82	10	136	15	45.75
10/6/2014	98	10	139	13	47.75
10/7/2014	85	10	140	16.5	39.1
10/8/2014	88	10	139	11.4	31.86
10/9/2014	104	10	135	16	55.6
10/10/2014	99	10	136		59
10/11/2014	69	10	138	11.5	33.69
10/12/2014	72	10	137	15	31
10/13/2014	71	10	140	19	31.34
10/14/2014	78	10	138	13.9	41
10/15/2014	82	10	140	15	26.15
10/16/2014	86	10	140	13	43
10/17/2014	75	10	135	17.25	35.95
10/18/2014	61	10	135	14.5	28
10/19/2014	67	10	137	15.5	33.97
10/20/2014	73	10	139	15	45
10/21/2014	82	10	142	14.5	40.95
10/22/2014	65	10	139	16.5	24.1
10/23/2014	76	10	139	15.5	37
10/24/2014	77	10	133	16	45
10/25/2014	45	10	138		25.91
10/26/2014	48	10	137	6	26.2
10/27/2014	76	10	139	13.6	34.8
10/28/2014	71	10	139	16	34
10/29/2014	63	10	140	14	23
10/30/2014	67	10	138	15	26.1
10/31/2014	85	10	135	15	32.35
Totals	2379	310	4270	408.45	1109.74

## Newport City Loop

Nov-14	Riders	Hours	Miles	Gallons	Fares
11/1/2014	60	10	136	14	22
11/2/2014	48	10	138	14.5	22.62
11/3/2014	86	10	137	13	32.67
11/4/2014	69	10	140	17	34
11/5/2014	102	10	138	13.6	54.54
11/6/2014	84	10	141	15.9	40.88
11/7/2014	88	10	136	16.5	50.05
11/8/2014	58	10	137	13	26
11/9/2014	49	10	136	13.5	32
11/10/2014	84	10	139	13.5	40.05
11/11/2014	75	10	135	13.5	35.03
11/12/2014	79	10	139	17.6	39
11/13/2014	62	10	140	16.6	28.25
11/14/2014	88	10	137	14.7	43
11/15/2014	70	10	139	15.75	38.95
11/16/2014	66	10	139		46
11/17/2014	79	10	137	26.8	40
11/18/2014	76	10	138	14.7	43.07
11/19/2014	72	10	140	14.6	30.14
11/20/2014	88	10	132		38.85
11/21/2014	66	10	127		22.79
11/22/2014	50	10	138	12.5	23.97
11/23/2014	50	10	136		22
11/24/2014	73	10	139		38.75
11/25/2014	83	10	140	15.7	36.66
11/26/2014	79	10	140	14.8	47
11/28/2014	59	10	137	16.53	32
11/29/2014	67	10	136	15.5	33.41
11/30/2014	44	10	138	15.5	19
Totals	2054	290	3985	369.28	1012.68

## Newport City Loop

Dec-14	Riders	Hours	Miles	Gallons	Fares
12/1/2014	75	10	138	14.8	40
12/2/2014	72	10	139	16.5	44.95
12/3/2014	89	10	140	13	42.85
12/4/2014	68	10	139	16	38
12/5/2014	67	10	135	15	32.04
12/6/2014	76	10	136	15	38.65
12/7/2014	53	10	136	14	27.75
12/8/2014	92	10	138	14	49.9
12/9/2014	61	10	141	15	31
12/10/2014	65	10	138	14.7	30.79
12/11/2014	75	10	140	15.4	44.75
12/12/2014	83	10	135	16	44.64
12/13/2014	63	10	137	13.75	36
12/14/2014	44	10	136	15	24.92
12/15/2014	62	10	138	17	30.65
12/16/2014	81	10	141	14	48.95
12/17/2014	71	10	137	15	35.04
12/18/2014	76	10	138	14.9	31
12/19/2014	68	10	135	15.75	32.1
12/20/2014	57	10	135	16.5	32.91
12/21/2014	61	10	138	15.5	30.03
12/22/2014	71	10	139	14	40.98
12/23/2014	63	10	140	14	43
12/24/2014	68	10	138	13.8	34.1
12/26/2014	74	10	131	15.01	53.9
12/27/2014	63	10	134	16.25	38
12/28/2014	57	10	136	16.01	31
12/29/2014	69	10	140	17	40.23
12/30/2014	50	10	139	15.8	27.86
12/31/2014	64	10	135	15.5	40.77
Totals	2038	300	4122	454.17	1116.76

## Newport City Loop

	Jan-15 Riders	Hours	Miles	Gallons	Fares
1/1/2015	38	10	136	12.4	21.1
1/2/2015	78	10	135		44
1/3/2015	63	10	138	14	39
1/4/2015	46	10	138	15.5	29.73
1/5/2015	87	10	140	14.5	45
1/6/2015	101	10	140	14.5	52.8
1/7/2015	92	10	138	16.4	54.25
1/8/2015	64	10	137	13.6	34.15
1/9/2015	64	10	135	15	35.76
1/10/2015	43	10	138	15.5	21
1/11/2015	33	10	136	14	23
1/12/2015	53	10	139	14.5	28.85
1/13/2015	86	10	140	14	42
1/14/2015	71	10	138	15.5	35.9
1/15/2014	62	10	140	13.9	30
1/16/2015	55	10	133	14	29
1/17/2015	52	10	138	15.5	27
1/18/2015	42	10	137	14.25	28.89
1/19/2015	69	10	132	12	43.01
1/20/2015	78	10	139	17	52.99
1/21/2015	66	10	138	13.8	32.85
1/22/2015	57	10	140	14	40.05
1/23/2015	67	10	137	14.5	43
1/24/2015	50	10	137	17	32
1/25/2015	33	10	137	12.5	23.01
1/26/2015	73	10	139	14	38.46
1/27/2015	75	10	140	14.6	39
1/28/2015	74	10	139	13.8	34
1/29/2015	63	10	140	13.6	31
1/30/2015	75	10	135		36.75
1/31/2015	54	10	134	11.5	36
Totals	1964	310	4263	415.35	1103.55

## Newport City Loop

Feb-15	Riders	Hours	Miles	Gallons	Fares
2/1/2015	50	10	141	14.52	31
2/2/2015	68	10	138		35.11
2/3/2015	97	10	140	15	51
2/4/2015	98	10	140	14	62
2/5/2015	81	10	139	15	48.06
2/6/2015	74	10	135	16	39.82
2/7/2015	45	10	127		31
2/8/2015	44	10	138		27
2/9/2015	78	10	142	15.6	52.27
2/10/2015	91	10	141	14.9	45
2/11/2015	72	10	140	13.8	36
2/12/2015	74	10	138	15	25
2/13/2015	70	10	137	15	35
2/14/2015	57	10	137	13.5	37.01
2/15/2015	47	10	139	15	23
2/16/2015	58	10	137	13.57	31.09
2/17/2015	86	10	141	16.7	47
2/18/2015	60	10	138	14.5	28.9
2/19/2015	72	10	141	13.6	39.01
2/20/2015	73	10	139	15.6	45.86
2/21/2015	64	10	137		41
2/22/2015	49	10	138	13	28.25
2/23/2015	54	10	139	12.9	36
2/24/2015	73	10	141	15	44.97
2/25/2015	70	10	141	20.5	37.89
2/26/2015	82	10	141	15.3	50.97
2/27/2015	71	10	135	16	42.55
2/28/2015	59	10	135	14.5	30.77
Totals	1917	280	3875	358.49	1082.53

Newport City Loop

	<u>Riders</u>	<u>Hours</u>	<u>Miles</u>	<u>Gallons</u>	<u>Fares</u>
3/1/2015	60	10	137	14.5	34.08
3/2/2015	68	10	139	14	46
3/3/2015	85	10	140	9	58.7
3/4/2015	61	10	141	16	31.01
3/5/2015	68	10	138	14.4	37.09
3/6/2015	79	10	137	17.25	34
3/7/2015	67	10	137	15	37.91
3/8/2015	50	10	138		30
3/9/2015	64	10	139	12	41
3/10/2015	69	10	136	14	37
3/11/2015	80	10	139	14	52.55
3/12/2015	63	10	140		33.06
3/13/2015	53	10	137	14.25	33
3/14/2015	46	10	137	15	22.05
3/15/2015	37	10	134	13.5	23
3/16/2015	72	10	139	14	43.05
3/17/2015	67	10	139	14	41.1
3/18/2015	50	10	139	13	31
3/19/2015	85	10	139	13	50.98
3/20/2015	72	10	136	15	38
3/21/2015	56	10	135		27
3/22/2015	54	10	138	14	32
3/23/2015	61	10	137	14.5	30
3/24/2015	61	10	139	13.5	33
3/25/2015	77	10	139	13.6	30
3/26/2015	81	10	138	14.75	33.75
3/27/2015	68	10	137	14.5	27.8
3/28/2015	53	10	133.9	13.9	29
3/29/2015	38	10	136	14	21
3/30/2015	59	10	139	13	39.85
3/31/2015	74	10	141	29.5	40
Totals	1978	310	4273.9	407.15	1097.98

Newport City Loop	<i>Riders</i>	<i>hours</i>	<i>miles</i>	<i>fuel</i>	<i>fares</i>
4/1/2015	82	10	139	14	52
4/2/2015	63	10	141		32
4/3/2015	80	10	136	15.4	43.95
4/4/2015	57	10	135	14	33
4/5/2015	36	10	135	14	24
4/6/2015	89	10	139	15.9	43.61
4/7/2015	80	10	140	14	42
4/8/2015	95	10	140	14.6	61
4/9/2015	75	10	140	14	34.95
4/10/2015	91	10	136	15.5	39
4/11/2015	39	10	142	13.75	18
4/12/2015	39	10	138	14	23.94
4/13/2015	75	10	137	15.8	35
4/14/2015	69	10	140	13	33.9
4/15/2015	70	10	140	13	35.96
4/16/2015	71	10	140	15	32
4/17/2015	91	10	139	15.25	45.98
4/18/2015	47	10	137	14	24
4/19/2015	29	10	138	13.25	18.12
4/20/2015	80	10	137	14	38.1
4/21/2015	83	10	141	23.8	33
4/22/2015	70	10	141	29	41
4/23/2015	70	10	138	16.7	33
4/24/2015	109	10	138	15.5	44.9
4/25/2015	40	10	137	14.5	15
4/26/2015	45	10	139		23
4/27/2015	67	10	138	13.6	33
4/28/2015	61	10	140	15	29
4/29/2015	64	10	139	14	33.22
4/30/2015	83	10	139	14.9	44.22
2050	300	4159	4294 <sup>5</sup>	\$1,039.85	

## **Lincoln County Transportation Service District:**

(a.k.a. Lincoln County Transit)

Cost for Public Transit Services w/out Capital                      \$75 per hr.

## **Intergovernmental Funds For Purchased Services:**

Confederated Tribes of Siletz Indians	\$260,000
* 3,100 hours x \$75 =	<u>\$232,500</u>
Remaining \$\$ put towards bus replacement and bus passes for Tribal members	\$27,500
City of Newport Contribution	\$90,000
Dial-A-Ride Hours 2080 x \$75 =	\$156,000
Newport City Loop Hours 3,620 x \$75 =	\$271,500
City of Lincoln City Contribution	\$29,000
Dial-A-Ride Hours 2080 x \$75 =	\$156,000
Lincoln City Loop Hours 3030 x \$75 =	\$227,250

## **Comparison of Newport and Lincoln City:**

Dial-A-Ride costs are the same.

### **City Loop Costs and Comparable Contributions:**

Newport	\$90,000
Lincoln City	<u>\$29,000</u>
Increased amount Newport provides over L. City	\$61,000
Newport Loop Cost	\$271,500
Lincoln City Loop Cost	<u>\$227,250</u>
Additional cost for Newport Loop service	\$44,250
Newport's larger contribution	\$61,000
Newport's additional cost	<u>\$44,250</u>
Additional amount Newport pays for direct service	\$16,750

### **Additional services Lincoln City provides to Lincoln County Transit:**

Purchase of bus shelters; placement of bus shelters including labor and supplies (cement pads etc.); maintenance/cleaning of bus shelters; Install bus stop signs and outdoor vandal-resistant bus schedule holders; City Loop schedule design (we used their design for Newport Loop schedules); printing of Loop schedules; Provide secure housing for three transit buses; provide city wash facility to keep buses clean

**MISCELLANEOUS INFORMATION  
INCLUDING  
SCHEDULE AND MARKETING MATERIALS**

# Schedule Change

## Lincoln County to Albany Buses

The schedules below show a change (in red) of 15 minutes later for each stop on the evening schedule. Effective date is **April 20, 2015**.

### FARES

\$10 each way adults 12+ years (6 rides for \$50 discount available)  
 \$7 each way— seniors (60 +), youth (under 12) & disabled (6 rides for \$36 discount available) We have 3-day (\$25) and 7-day (\$30) North by Northwest Connector passes. Ask your driver for further information



Office:  
 541-752-2615 or  
[www.coasttovalley.com](http://www.coasttovalley.com)



Office:  
 541-265-4900 or  
[www.co.lincoln.or.us/transit](http://www.co.lincoln.or.us/transit)

west bound	Benton	Lincoln	Benton	Lincoln
Amtrak Station, Albany	-	8:55 AM	-	5:22 PM
Samaritan Hospital & Clinics	-	-	3:40 PM	5:52 PM
Corvallis Transit Center	6:20 AM	9:17 AM	3:50 PM	6:06 PM
Corvallis Hilton Garden Inn	6:25 AM	9:24 AM	3:55 PM	6:12 PM
BI-Mart, 53rd Street	6:30 AM	-	***	-
Philomath, 14th & Main	6:37 AM	9:35 AM	4:10 PM	6:24 PM
Eddyville P.O.-Flag Stop	7:08 AM	10:05 AM	4:40 PM	6:54 PM
Toledo Park and Ride	7:30 AM	10:27 AM	***	7:18 PM
Newport City Hall	7:40 AM	10:39 AM	5:07 PM	7:30 PM
South Beach, Hatfield MSC	7:50 AM	***	5:20 PM	***
east bound	Lincoln	Benton	Lincoln	Benton
South Beach, Hatfield MSC	***	8:40 AM	-	5:30 PM
Newport City Hall	6:31 AM	8:55 AM	3:15 PM	5:35 PM
Toledo Park N Ride	6:45 AM	9:05 AM	3:33 PM	5:55 PM
Eddyville Church-Flag Stop	7:08 AM	9:27 AM	3:55 PM	6:17 PM
Philomath, 11th & Applegate	7:38 AM	9:57 AM	4:25 PM	6:45 PM
BI-Mart, 53rd Street	-	***	-	6:52 PM
Corvallis Hilton Garden Inn	7:56 AM	10:07 AM	4:35 PM	6:57 PM
Corvallis Transit Center	8:02 AM	10:11 AM	4:40 PM	7:02 PM
Samaritan Hospital & Clinics	8:15 AM	10:25 AM	-	-
Amtrak Station, Albany	8:40 AM	-	5:07 PM	-

# *Your Ticket TO Spring Break*

AT THE COAST!

7-Day Pass... **ONLY \$30**

The NW Connector runs daily round trip buses from Corvallis to Newport. Affordable three and seven day passes, with unlimited free transfers up and down the scenic coast from Astoria to Yachats.

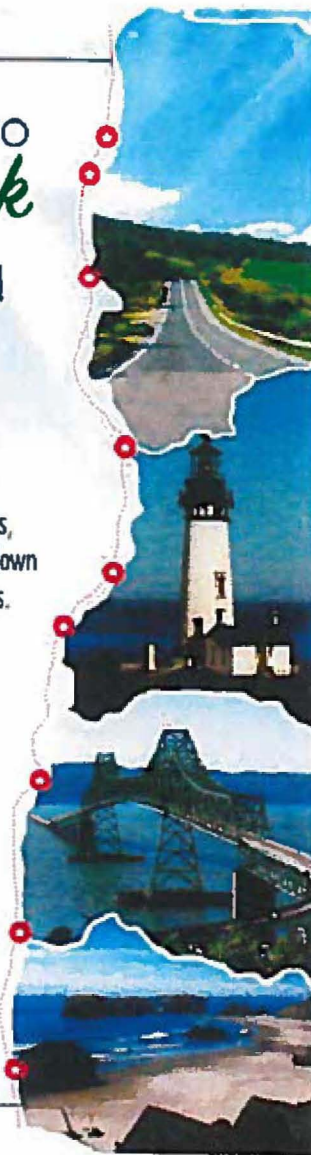
Plan your trip at:  
**[www.nwconnector.net/coasttovalley](http://www.nwconnector.net/coasttovalley)**

*(Oh yeah... did we mention they're equipped with bike racks?)*

NORTH & NORTHWEST



**CONNECTOR**  
*get on it!*



NW CONNECTOR  
**BENTON COUNTY -CORVALLIS**  
Spring Break Campaign  
2/20/15 12:45 PM

#### OVERVIEW

Engage audiences on radio and in print to consider using the Connector to get to the coast for Spring Break. All media is targeted with the message and demos ranging from 18-54. Using a mix of :15's and :30's for radio. There is also a web component that accompanies the newspaper.

#### RADIO

##### KRKT FM - COUNTRY

Demo is A 18-54	
14x per week 3/11-15	\$379.00
19x per week 3/16-22	\$554.00
12x per week 3/23-25	\$352.00

##### KEJO AM - OSU SPORTS/BEAVERS

Demo is A 18-34	
14x per week 3/11-15	\$146.00
19x per week 3/16-22	\$202.00
10x per week 3/23-25	\$114.00

##### KTTH FM - COMEDY 990

Demo is A 18-49	
13x per week 3/11-15	\$118.00
16x per week 3/16-22	\$140.00
10x per week 3/23-25	\$108.00

TOTAL SCHEDULE CREDITED:	\$2,113.00
ORIGINAL CREDIT:	\$2,112.40

#### PRINT

##### Albany Democrat-Herald

2c x 6" (3.339" x 6") Full Color	\$198.00
Run Date: 3/15	
Space Deadline: 3/11	
Ad Deadline: 3/12	

Web component	\$100.00
10 K online banner & 10K Mobile impressions	

**The Commuter**

4" x 6" Full Color

\$318.00

Run Date: 3/4, 3/11

Space Deadline: 2/20

Ad Deadline: 2/25

**Corvallis Gazette-Times**

2c x 6" (3.339" x 6") Full Color

\$396.00

Run Date: 3/15, 3/19

Space Deadline: 3/11

Ad Deadline: 3/12

Web component

\$100.00

10 K online banner &amp; 10K Mobile impressions

**Daily Barometer**

2c x 6" (3.458" x 6") Full Color

\$424.00

Run Date: 3/9

Space Deadline: 3/2

Ad Deadline: 3/6

**PRODUCTION****RADIO**

\$580.00

2 x :30's includes script, talent, studio, music and producer

1 x :30 General Use

1 x :30 Spring Break

**PRINT**

\$225.00

Edit text and resize initial art for 3 print ads/ various sizes

Build 1x web ad 300 x 250

**AGENCY COORDINATION**

\$270.00

**TOTAL PLAN****\$2,611.00**

PRINT: \$1,536.00  
 RADIO: \$0.00  
 TELEVISION: \$0.00  
 PRODUCTION: \$805.00  
 MAVERICK MEDIA \$770.00

**NW OREGON TRANSIT ALLIANCE**  
**CORVALLIS**  
**FISCAL YEAR 2014-2015**

DATE: 2/20/15  
 BUDGET: \$2,413.00  
 TOTAL PLAN \$2,611.00  
 RESERVE (+/-): \$198.00  
 REVISED:

MONTH	2014/2015 WEEKS	ALBANY Democrat Herald General	CORVALLIS Gazette-Times General	LEBANON Express General	PHILOMATH Express General	OSU Barometer Student	LBC The Commuter Student	KRKY FM RADIO	KEJO AM RADIO	KTTH FM RADIO	PRODUCTION & AGENCY Radio/Print	TOTAL
JULY	Jun 30 Jul 07 Jul 14 Jul 21	X	X	X	X	X	X	X	X	X		
AUGUST	Jul 28 Aug 04 Aug 11 Aug 18 Aug 25											
SEPTEMBER	Sep 01 Sep 08 Sep 15 Sep 22											
OCTOBER	Sep 29 Oct 06 Oct 13 Oct 20											
NOVEMBER	Oct 27 Nov 03 Nov 10 Nov 17 Nov 24											
DECEMBER	Dec 01 Dec 08 Dec 15 Dec 22 Dec 29											
JANUARY	Jan 05 Jan 12 Jan 19											
FEBRUARY	Jan 26 Feb 02 Feb 09 Feb 16										\$580.00 R	
MARCH	Feb 23 Mar 02 Mar 09 Mar 16 Mar 23 Mar 30						\$159.00 I \$159.00 I				\$225.00 P \$270.00 M	
Spring Break	Apr 06 Apr 13 Apr 20 Apr 27							\$0.00 14 \$0.00 19 \$0.00 12	\$0.00 14 \$0.00 19 \$0.00 10	\$0.00 13 \$0.00 16 \$0.00 10		
APRIL	May 04 May 11 May 18 May 25											
MAY	Jun 01 Jun 08 Jun 15 Jun 22											
JUNE	TOTAL	\$298.00 I	\$496.00 2	\$0.00 0	\$0.00 0	\$424.00 1	\$318.00 2	\$0.00 45	\$0.00 43	\$0.00 39	\$1,075.00	\$2,611.00

## North by Northwest Connector - Outreach and Communication Modalities: March – August 2013

<b>Overview</b>	<p><b>Situation:</b> Lincoln County Transit partnered with five other counties to create the Northwest Oregon Transit Alliance. The group was awarded a Department of Energy grant to enhance regional transit services and publicize these services with a targeted media and outreach campaign.</p> <p><b>Objective:</b> Promote The North by Northwest CONNECTOR is a coordinated regional public transit system providing transportation services between cities and towns throughout Northwest Oregon.</p> <p><b>Strategy:</b> Utilize Gard Communications marketing tool kit to publicize the enhanced transit services across both traditional media and other outreach opportunities.</p>	
<b>Communication</b>	<b>Description</b>	<b>Amount</b>
<b>Media Releases/Editorials</b>		
	<ul style="list-style-type: none"> <li>Media releases are written</li> <li>Need contact editorial staff and feature story writers</li> <li>Need photographs of service in use</li> </ul>	
<b>Radio</b>		
KSHL 97.5	<ul style="list-style-type: none"> <li>KSHL air 30 second ads at the rate of \$7 - As this is a non-profit, KSHL will bonus 100% of schedule. Ads will air as per your schedule, 6a-8p. (257 ads plus 257 bonus)</li> </ul>	<b>\$1800</b>
YBC Radio Stations	<ul style="list-style-type: none"> <li>120 thirty-second commercials, on each of our 6 radio stations, 1440 total commercials, spread out over 6 months.</li> </ul>	<b>\$1794</b>
	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Community Events</b>		
	<ul style="list-style-type: none"> <li>Board of Commissioner Meeting. Discuss the opportunity. Explain the SOS.</li> <li>Chamber of Commerce events</li> <li>Other</li> </ul>	
<b>Newspaper</b>		
Oregon Coast Today	<ul style="list-style-type: none"> <li>11,000 Dist. (1/6 ad size, 2.47"w x 6.7"h. Rate is \$62.00 for black and white and \$77.00 for full color. Ad rates are per week and includes posting in our weekly on line pdf.)</li> <li>2x a Month x 6 months (Full Color)</li> </ul>	<b>\$770</b>
News Times	<ul style="list-style-type: none"> <li>10,300 Dist. (1/4 page ad special we have at \$799 which gets you four ¼ pages (5.683" wide x 10.5" tall)</li> <li>8x over 6 months</li> </ul>	<b>\$1598</b>
News Guard	<ul style="list-style-type: none"> <li>\$8.65 per column inch so \$12.00 per week less. Color charge is the same as we don't own the presses. So total cost per ad will be 103.80, times 12 insertions \$1245.00</li> </ul>	<b>\$1245</b>
<b>Social Media</b>		
	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Community Partners</b>		

	<ul style="list-style-type: none"> <li>• Need to arrange possible meeting with Newport Chamber of Commerce Ambassadors to promote County Transit Services</li> <li>• Need to share multi-passes with additional organizations</li> </ul>	
<b>Web</b>		
News Lincoln County	<ul style="list-style-type: none"> <li>• Banner ad and small tile</li> </ul>	<b>\$350</b>
	<ul style="list-style-type: none"> <li>• <a href="http://www.nworegontransit.org">http://www.nworegontransit.org</a></li> <li>• Connector graphics integrated into the Lincoln County Web Site</li> <li>• Need to develop graphics for in-kind placement in other online media sources</li> </ul>	
<b>Internal</b>		
	<ul style="list-style-type: none"> <li>• Need to send all users email about the new transit services</li> <li>• Possibly provide free passes to staff for wellness committee incentives</li> </ul>	

Stephanie Lynn -

KSHL 97.5

Script attached. Audio by out of market voice. MP3's sent to Yaquina Bay Communications

KSHL air 30 second ads at the rate of \$7

March - August - Even Distribution

As this is a non-profit, KSHL will bonus 100% of schedule.

Ads will air as per your schedule, 6a-8p. (257 ads plus 257 bonus)

**\$1800**

**Invoice**

Lincoln County Transit

Attn: Cynda Bruce

410 NE Harney Street

Newport, Oregon 97365

Yaquina Bay Communications - Broadcast Center

Larry's Package B6 - Billed in Full

Purchase is for 240 thirty-second commercials per station.

**Commercials scheduled by computer, 6am to midnight.  
March - August. (Even Schedule)**

**Some commercials may be infrequently "bumped" due to programming conflicts. (ballgames, etc)  
Commercials may not be "borrowed" from one station and added to another.**

**LIMITED TIME OFFER.**

**Cash in advance (\$1,794.) and double your advertising schedule. Get 40 per month per station. That is 240 commercials per month...**

**MP3 Audio will be provided to Yaquina bay Communications with in the next week.**

#### **Invoice**

**Lincoln County Transit  
Attn: Cynda Bruce  
410 NE Harney Street  
Newport, Oregon 97365**

- **10,300 Dist. (1/4 page ad special we have at \$799 which gets you four ¼ pages (5.683" wide x 10.5" tall)**
- **8x over 6 months**

**Oregon Coast Today – Newspaper 11,000 Dist.  
(1/6 ad size, 2.47"w x 6.7"h.)  
\$77.00 for full color. Ad rates are per week and includes posting in our weekly on line pdf.)  
2x a Month x 5 months (April – August)  
Ad Attached here**

**Charles -**

**Charles -**

- **- Oregon Coast Today – Newspaper 11,000 Dist.**
- **(1/6 ad size, 2.47"w x 6.7"h.)**
- **\$77.00 for full color. Ad rates are per week and includes posting in our weekly on line pdf.)**
- **2x a Month x 5 months (April – August)**

2 • dailybarometer.com/special

The Daily Barometer • The Best of 2015

## The Best of 2015

For our fourth annual "Best Of" issue, we asked readers to share the best place for a date night, the best student organizations, and even where to find the best campus restroom. These are questions that your TA doesn't have answers to. These are answers worth knowing.

Nearly 1,000 surveys were completed in our online poll over one week. Thank you to all participants.

We hope you find the results entertaining and useful.

Congratulations to the businesses, organizations, and individuals recognized as The Best of 2015. Keep up the great work - Go Beavs

Brendan Sanders  
Barometer Business Manager

The Best of 2015 brought to you by  
these Daily Barometer staff members:

BUSINESS MANAGER  
Brendan Sanders

CREATIVE SERVICES COORDINATOR  
Don Boucher

ADVERTISING REPRESENTATIVES

Kamelyn Bovinette

Daniella Bridges

Betty Chao

Gunther Klaus

Logan Taylor

Mandy Wu

[dailybarometer.com/special](http://dailybarometer.com/special)



### Date Night Restaurant

1. Sky High Brewing
2. Block 15

### Pizza Place

1. American Dream Pizza
2. Woodstock's Pizza Parlor

### Burger

1. Block 15
2. Cheesy Stuffed Burgers

### Sandwich

1. Jimmy Johns
2. Subway

### Vegetarian/Vegan

1. Nearly Normal's
2. Laughing Planet Café

### Mexican Cuisine

1. El Sol de Mexico
2. Riva's Taco Shop

### Restaurant on Monroe

1. Thai Chili
2. Local Boyz Hawaiian Café

### Restaurant Downtown

1. Block 15
2. Sky High Brewing

### Breakfast Spot

1. Broken Yolk Café
2. Sharon's Café

### Caffeine Fix

1. Dutch Bros. Coffee
2. Coffee Culture Roastery

### Chinese Cuisine

1. China Blue
2. Blue Sky

### Thai Cuisine

1. Thai Chili
2. TarnTip Thai Cuisine

### Sushi Restaurant

1. Aomatsu Japanese Cuisine
2. Tokyo Japanese Steakhouse and Sushi Bar

### Place to Eat on Campus

1. Pangea Café
2. Bing's Café

### Restaurant Overall

1. Block 15
2. Sky High Brewing

### Beer Selection

1. Block 15
2. Suds and Suds

### Happy Hour

1. Red Fox Café
2. McMenamins

### Overall Bar

1. Sancho's Mexican Grill
2. Clodfelter's Public House

### Brewery in Town

1. Block 15
2. Sky High Brewing

**WHAT COULD BE BETTER THAN... SUPS & SIDS**

... over 35 beers on tap  
(and many more bottles)  
and Woodstock's pizza?

**PROMOS MOST THURSDAYS**

Get your Growlers filled!

Your Ticket to Spring Break  
AT THE COAST!

7 Day Pass: ONLY \$30

The NW Connector runs daily round trip buses from Corvallis to Newport. Affordable fares and seven day passes, with optional line transfers up and down the scenic coast from Astoria to Tualuma.

Plan your trip at  
[www.nwconnector.net/coasttovalley](http://www.nwconnector.net/coasttovalley)

"It's not just a bus, it's a way of life."





Cynda Bruce <cbruce@co.lincoln.or.us>

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## Daily Barometer

12 messages

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Mary Wallberg <bugme@maverickmediabuys.com>

Wed, Mar 25, 2015 at 11:33 AM

To: Cynda Bruce <cbruce@co.lincoln.or.us>, Lee Lazaro <Lee.Lazaro@corvallisoregon.gov>

Cc: Mary McArthur <mbmcarthur@comcast.net>

Hey Cynda and Lee,

Just thought I'd let you know that we got premium positioning in the OSU Barometer...page 2 of "The Best of 2015" issue on 3/9. Your ad is right next to the table of contents... so great visibility! Here's a screen capture from their online issue.

M~

**Maverick Media**

503.233.9096

[bugme@maverickmediabuys.com](mailto:bugme@maverickmediabuys.com)

[www.maverickmediabuys.com](http://www.maverickmediabuys.com)

## **FINANCIAL STATEMENTS, AUDIT AND SUPPLEMENTAL INFORMATION**

**LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**  
**(A COMPONENT UNIT OF LINCOLN COUNTY)**  
**NEWPORT, OREGON**  
**FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION**  
**with Independent Auditors' Report**  
**Year Ended June 30, 2014**

**LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**  
(A COMPONENT UNIT OF LINCOLN COUNTY)

Principal Officials

June 30, 2014

**BOARD OF COMMISSIONERS**

<u>Title</u>	<u>Name</u>
Commissioner, Chair	Terry N. Thompson
Commissioner	Bill Hall
Commissioner	Doug Hunt

All individuals receive mail at the address listed below:

225 W Olive Street  
Newport, OR 97365

**ADMINISTRATIVE STAFF**

Wayne Belmont, County Counsel  
225 W Olive Street  
Newport, OR 97365

Janice Riessbeck, Director of Finance  
210 SW Second Street  
Newport, OR 97365

**LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**

(A COMPONENT UNIT OF LINCOLN COUNTY)

For the Year Ended June 30, 2014

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## INDEPENDENT AUDITORS' REPORT



Board of Commissioners  
Lincoln County Transportation Service District  
Newport, Oregon

An independently Owned Member  
**MCGLADREY ALLIANCE**



### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of the Lincoln County Transportation Service District ("District"), a component unit of Lincoln County, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the general fund of the District as of June 30, 2014, and the changes in its financial position and the budgetary comparison of the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Other Matters**

##### **Required Supplementary Information**

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

##### **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information on page 11 is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

##### **Report on Other Legal and Regulatory Requirements**

In accordance with the Minimum Standards of Audits of Oregon Municipal Corporations, we have issued our report dated January 26, 2015 on our consideration of District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Isler CPA

By:



Paul R Nielson, CPA, a member of the firm  
Eugene, Oregon  
January 26, 2015

## **BASIC FINANCIAL STATEMENTS**

**LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**

**Governmental Funds Balance Sheet / Statement of Net Position**

June 30, 2014

	<u>General Fund</u>	<u>Adjustments</u>	<u>Governmental Activities</u>
<b>ASSETS</b>			
Due from Lincoln County	\$ 2,039,494	\$ -	\$ 2,039,494
Receivables	217,232	-	217,232
Capital assets:			
Equipment	<u>-</u>	<u>888,638</u>	<u>888,638</u>
Total assets	<u>\$ 2,256,726</u>	<u>888,638</u>	<u>3,145,364</u>
<b>LIABILITIES</b>			
Accounts payable	\$ 12,350	-	12,350
Payroll and related accruals	32,964	-	32,964
Compensated absences	<u>-</u>	<u>95,865</u>	<u>95,865</u>
Total liabilities	<u>45,314</u>	<u>95,865</u>	<u>141,179</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable revenue - property taxes	51,372	(51,372)	-
<b>FUND BALANCE / NET POSITION</b>			
Fund balance:			
Unassigned	<u>2,160,040</u>	<u>(2,160,040)</u>	<u>-</u>
Total liabilities, deferred inflows of resources, and fund balance	<u>\$ 2,256,726</u>		
Net position:			
Net investment in capital assets		888,638	888,638
Unrestricted		<u>2,115,547</u>	<u>2,115,547</u>
Total net position		<u>\$ -</u>	<u>\$ 3,004,185</u>

Fund balances of the governmental fund have been adjusted and reported differently than the net position of the governmental activities because:

- Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.
- Property taxes that are accrued, but not collected within 60 days following year end are not recognized as revenues in the governmental funds and are reported as deferred inflows of resources on the balance sheet
- Compensated absence liabilities are not due and payable in the current period and therefore are not reported in the governmental fund balance sheet.

The notes to the financial statements are an integral part of this statement

# **LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**

## Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance / Statement of Activities

For the Year Ended June 30, 2014

	<u>General Fund</u>	<u>Adjustments</u>	<u>Governmental Activities</u>
<b>REVENUES</b>			
Taxes and land sales	\$ 607,850	\$ (2,717)	\$ 605,133
Intergovernmental revenues	755,737	-	755,737
Charges for services	656,988	-	656,988
Investment earnings	10,442	-	10,442
Miscellaneous	16,689	-	16,689
Total revenues	<u>2,047,706</u>	<u>(2,717)</u>	<u>2,044,989</u>
<b>COMMUNITY SERVICE EXPENDITURES / EXPENSES</b>			
Personal services	1,206,679	12,151	1,218,830
Materials and services	629,707	(19,249)	610,458
Capital outlay	108,139	(108,139)	-
Depreciation	-	218,214	218,214
Total community service expenditures / expenses	<u>1,944,525</u>	<u>102,977</u>	<u>2,047,502</u>
Net change in fund balance	103,181	(105,694)	-
<b>OTHER FINANCING SOURCES (USES)</b>			
Change in net position			(2,513)
Fund balance / net position:			
Beginning of year	<u>2,056,859</u>	<u>949,839</u>	<u>3,006,698</u>
End of year	<u>\$ 2,160,040</u>	<u>\$ 844,145</u>	<u>\$ 3,004,185</u>

Amounts reported for governmental activities are different than those of the General Fund because of the following:

- Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.
- Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental funds, instead they are reported as deferred inflows of resources.
- Expenses related to the change in compensated absences are reported in the statement of activities and do not require the use of current financial resources therefore, they are not reported as expenditures in the governmental funds.

The notes to the financial statements are an integral part of this statement

**LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**

**GENERAL FUND**

**Statement 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>
<b>Revenues:</b>				
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	<u>25,500</u>	<u>25,500</u>	<u>16,689</u>	<u>(8,811)</u>
Total revenues	<u>2,090,833</u>	<u>2,090,833</u>	<u>2,047,706</u>	<u>(43,127)</u>
<b>Expenditures:</b>				
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	<u>348,000</u>	<u>348,000</u>	<u>-</u>	<u>348,000</u>
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 balance	<u>(1,007,273)</u>	<u>(1,007,273)</u>	<u>103,181</u>	<u>1,110,454</u>
<b>Fund balance:</b>				
Beginning of year	\$ 1,920,371	1,920,371	\$ 2,056,859	\$ 136,488
End of year	<u>\$ 913,098</u>	<u>\$ 913,098</u>	<u>\$ 2,160,040</u>	<u>\$ 1,246,942</u>

The notes to the financial statements are an integral part of this statement

## LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT

### Notes to the Financial Statements

June 30, 2014

#### Note I - Description of the District and summary of significant accounting policies

##### **A. Organization**

The Lincoln County Transportation Service District ("District") was funded in November 1996. The District provides a comprehensive transportation program. Services include a scheduled-stop bus-system (the "Central Coast Connection") along the Highway 101 corridor, outlying cities and communities, and ancillary feeder lines available to all residents of the County. A "dial-a-ride" service is also provided for the transit disadvantaged and senior and disabled members of the County, enabling them to obtain medical and other services.

The District had no potential component units. Since Lincoln County is financially accountable for and significantly influences the operations of the District and the County Board of Commissioners also serves as the District's Board, the District is included as a blended component unit in the Comprehensive Annual Financial Report of Lincoln County for the year ended June 30, 2014.

##### **B. Basis of presentation**

###### *Government-wide financial statements*

The Statement of Net Position and Statement of Activities display information about the primary government ("District"). These statements include all the financial activities of the District. Governmental activities are supported by taxes and operating grants.

The Statement of Activities presents a comparison between direct expenses and revenues for the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function.

When both restricted and unrestricted net position are available, restricted net position is used first and then unrestricted resources are used as needed.

###### *Fund financial statements*

The fund financial statements provide information about the District's only fund, the General Fund. This fund is used to account for all revenues and expenditures necessary to carry out basic governmental activities of the District.

##### **C. Basis of accounting**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting.

Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes and intergovernmental revenues are the major source of nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligible requirements have been satisfied.

Governmental funds are recorded using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Property tax revenues are recognized in the fiscal year for which they were levied, provided they are due and collectible within 60 days following year end. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt services expenditures, as well as expenditures related to compensated absences and claims, and judgments are recorded only when payment is due. General capital assets acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financing sources.

**LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**

**Notes to the Financial Statements**

June 30, 2014

**Note I - Description of the District and summary of significant accounting policies, continued**

**D. Receivables**

Property taxes receivable in the governmental fund types, which have been collected within 60 days following year end are considered measurable and available and are recognized as revenues. Real and personal property are assessed and property taxes become a lien against the property as of July 1 each year. Property taxes are payable in three installments, following the lien date, on November 15, February 15, and May 15. Taxes unpaid and outstanding on May 16 are considered delinquent. Grant receivables will be recognized as revenue in the current period if they are material, measurable, and the related expenditures have been incurred.

All property taxes receivable are due from owners of property within the County.

Receivables for the state shared revenue are recorded as the revenue is earned.

**E. Capital assets**

Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is unavailable. Contributed capital assets are valued at their estimated fair market value on the date contributed. The District defines capital assets as assets with an initial, individual cost of more than \$10,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated using the straight-line method over their estimated useful lives in the government-wide statements. The estimated useful lives are as follows:

Equipment	3 to 15 years
-----------	---------------

**F. Compensated absences**

Compensated absences and related taxes are not recorded as expenditures in the governmental funds until paid. Sick leave does not vest, except in the following two cases: employees who reach the age of 55 or older; and employees who are represented by the Lincoln County Employee's Association - Transit, and have been a member of the union for at least five years. In both of these circumstances, the sick leave is 50 percent vested upon their retirement. Sick leave accumulates at the rate of 8 hours per month for the employees who qualify for vested sick leave.

All benefit-eligible employees (after six months of continuous service) earn vacation leave. The amount earned per pay period is determined based upon length of service and representation. Accumulation limits of vacation leave differ by length of service.

Certain employees earn paid leave for personal holidays with a maximum accumulation of 8 hours. All non-exempt benefit-eligible employees are eligible for compensatory time with a maximum accumulation of 80 hours for most employees with the exception of employees who work 24 hour shifts, in which case the maximum accumulation is 120 hours.

## LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT

### Notes to the Financial Statements

June 30, 2014

#### **Note I - Description of the District and summary of significant accounting policies, continued**

##### **G. Fund balance**

In the fund financial statements, the fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The fund balance classifications are:

*Nonspendable* - resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include inventories, prepaids and deposits, and assets held for sale.

*Restricted* - constraints placed on the use of resources are either: (a) externally imposed by creditors (such as through debt covenants), grants, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed* - the County Commissioners pass an ordinance that places specific constraints on how the resources may be used. The County Commissioners can modify or rescind the ordinance at any time through passage of an additional ordinance.

*Assigned* - resources that are constrained by the District's intent to use them for a specific purpose, but are neither restricted nor committed. Intent is expressed when the County Commissioners approve which resources should be "reserved" during the adoption of the annual budget.

*Unassigned* - resources that have not been restricted, committed, or assigned within the General Fund.

##### **H. Budget policies and budgetary control**

Generally, Oregon Local Budget Law requires annual budgets to be adopted for all funds except agency funds. The modified accrual basis of accounting is used for all budgets. All annual appropriations lapse at the fiscal year end.

The District begins its budgeting process by appointing Budget Committee members in the fall of each year. Budget recommendations are developed by management through early spring, with the Budget Committee meeting and approving the budget document in late spring. Public notices of the budget hearing are generally published in May or June and the hearing is held in June. The Board of County Commissioners adopts the budget, makes appropriations, and categorizes the tax levy no later than June 30. Expenditures appropriations may not be legally over-expended, except in the case of grant receipts and bond sale proceeds which could not be reasonably estimated at the time the budget was adopted.

The resolution authorizing appropriations sets the level at which expenditures cannot legally exceed appropriations. The District established the levels of budgetary control at the personal services, material and services, capital outlay, operating contingencies, debt service, and all other requirement levels.

##### **I. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosure. Accordingly, actual results could differ from those estimates.

#### **Note II - Amounts due from Lincoln County**

Amounts due from Lincoln County are comprised of funds held and invested by the Lincoln County Treasurer. Interest earnings are allocated from the Treasurer based on the proportion of the District's funds to total County funds. Reference should be made to the County's Comprehensive Annual Financial Report for the year ended June 30, 2014 for compliance with Oregon Revised Statutes relating to the collateralization of deposits and the County's policies related to custodial credit risk. The District's cash and investments are maintained in the name of the County.

**LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**

**Notes to the Financial Statements**

June 30, 2014

**Note III - Receivables**

Receivables for the year ended June 30, 2014 are as follows:

Taxes	\$ 57,579
Grant receivable	159,653
Total receivables	<u>\$ 217,232</u>

**Note IV - Capital Assets**

Capital asset activity for the year ended June 30, 2014 was as follows:

<b><u>Governmental Activities</u></b>	<b><u>Balances</u></b> <b><u>July 1, 2013</u></b>	<b><u>Additions</u></b>	<b><u>Deletions</u></b>	<b><u>Balances</u></b> <b><u>June 30, 2014</u></b>
<i>Capital assets being depreciated:</i>				
Equipment	\$ 1,877,255	\$ 108,139	\$ (47,326)	\$ 1,938,068
Total capital assets being depreciated	1,877,255	108,139	(47,326)	1,938,068
<i>Less accumulated depreciation for:</i>				
Equipment	878,542	218,214	(47,326)	1,049,430
Total capital assets being depreciated, net	998,713	(110,075)	-	888,638
	<u>\$ 998,713</u>	<u>\$ (110,075)</u>	<u>\$ -</u>	<u>\$ 888,638</u>

**Note V - Defined contribution plan**

The District contributes to the Lincoln County Retirement Plan ("Plan"). The Plan is a defined contribution pension plan 401(k) established by the County to provide benefits to substantially all County and District employees. At June 30, 2014, there were 466 Plan members. Required contributions are made by the District monthly, based upon 11 percent of eligible employees' salaries. The District's contribution for each employee and interest allocated to the employee's account are fully vested after four years of membership. District contributions for, and interest forfeited by, employees who leave employment before four years of service are placed in a forfeiture account. This account is used to pay current charges for administration of the plan and may be used to reduce the District's contribution requirement. County-wide employer contributions were \$1,898,972 and employees contributed \$377,748 for the year ended June 30, 2014. Investments are self-directed by the employees between a fixed income account and a number of equity funds. The Plan is administered by the Board of County Commissioners. All Plan provisions and contribution requirements are established and may be amended by the Board of County Commissioners.

**Note VI - Deferred compensation plan**

The District's employees can contribute to the Lincoln County deferred compensation plan created in accordance with the Internal Revenue Code Section 457(g) ("457 Plan"). The 457 Plan is administered by independent plan administrators through administrative service agreements. The 457 Plan is available to substantially all employees of the County. Employees may defer a portion of their salary until future years. Deferred compensation is not available to employees until termination, retirement, death, or financial hardship. The 457 Plan's assets are held in a custodial account for the exclusive benefit of participants and beneficiaries, and are not subject to claims of the County's creditors, nor can they be used by the County for any purpose other than the payment of benefits to the plan participants. Accordingly, these plan assets and related liability are not recorded on the accompanying statement of net assets. Employee contributions to the 457 Plan for the year ended June 30, 2014, were \$267,534 for all County employees.

**LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**

**Notes to the Financial Statements**

**June 30, 2014**

**Note VII - Risk Management**

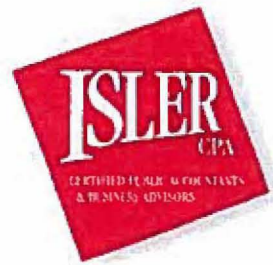
The District is exposed to various risks of loss related to theft of, damage to, and destruction of assets; torts; errors and omissions; injuries to employees; and natural disasters. The District is covered against such risks of loss through the commercial insurance purchased by the County. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

## **SUPPLEMENTARY INFORMATION**

**LINCOLN COUNTY TRANSPORTATION SERVICE DISTRICT**  
**Schedule of Property Tax Transactions and Outstanding Balances**  
**For the Year Ended June 30, 2014**

<u>Fiscal Year Ended</u>	<u>Taxes Receivable July 1, 2013</u>	<u>Levy Extended by Assessor</u>	<u>Discounts and Adjustments Allowed</u>	<u>Net Taxes for Collection</u>	<u>Total Cash Collections</u>	<u>Taxes Receivable June 30, 2014</u>
2014	\$ -	\$ 623,760	\$ (16,364)	\$ 607,396	\$ 581,093	\$ 26,303
2013	28,889	-	(77)	28,812	13,868	14,944
2012	15,823	-	(43)	15,780	6,038	9,742
2011	10,032	-	(33)	9,999	6,074	3,925
2010	3,456	-	(29)	3,427	1,932	1,495
2009	422	-	(33)	389	85	304
2008	175	-	(16)	159	42	117
Prior	846	-	(2)	844	95	749
<b>Total</b>	<b>\$ 59,643</b>	<b>\$ 623,760</b>	<b>\$ (16,597)</b>	<b>\$ 666,806</b>	<b>\$ 609,227</b>	<b>\$ 57,579</b>

## **COMPLIANCE SECTION**



**COMMENTS AND DISCLOSURES OF INDEPENDENT AUDITORS'  
REQUIRED BY STATE STATUTE**

An independently owned member  
**MCGLADREY ALLIANCE**



Board of Commissioners  
Lincoln County Transportation Service District  
Newport, Oregon

We have audited the basic financial statements of Lincoln County Transportation Service District, Oregon ("District") as of and for the year ended June 30, 2014, and have issued our report thereon dated January 26, 2015. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

**Compliance**

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Budgets legally required (ORS Chapter 294)**
- **Insurance and fidelity bonds in force or required by law**
- **Programs funded from outside sources**
- **Authorized investment of surplus funds (ORS Chapter 294)**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C)**

In connection with our testing nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

**OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report is intended for the information of management, the County Commissioners and the Secretary of State, Audits Division, of the State of Oregon. However, this report is a matter of public record and its distribution is not limited.

*Paul R. Nielson*

Paul R. Nielson, CPA, a member of the firm  
for Isler CPA  
January 26, 2015  
Eugene, Oregon

## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: VII.B.  
Meeting Date: 6-15-15

### Agenda Item:

**Consideration and Possible Adoption of Resolution No. 3718, which extends Worker's Compensation Coverage to Volunteers in the City of Newport for the coverage year 2015-16.**

#### Background:

Pursuant to ORS 656.031, Worker's Compensation Coverage is provided to volunteer workers for the City of Newport. Annually the City is required to adopt a Resolution to outline this coverage.

#### Recommended Action:

I recommend the City Council consider the following motion:

**I move adoption of Resolution No. 3718, which will extend Worker's Compensation coverage to volunteers in the City of Newport for the 2015-16 Fiscal Year.**

#### Fiscal Effects:

The cost of this coverage for volunteers is approximately \$20,000 per year. It has been included in the 2015-16 Fiscal Year Budget.

#### Alternatives:

None recommended.

Respectfully submitted,



Spencer R. Nebel  
City Manager





Agenda Item #  
Meeting Date

VII.B  
June 15, 2015

**CITY OF NEWPORT AGENDA ITEM SUMMARY**  
City Of Newport, Oregon

**Issue/Agenda Title:** Consideration of, Resolution No. 3718 , a resolution extending workers' compensation coverage to volunteers of the City of Newport for coverage year 2015-16.

**Prepared By:** Murzynsky    **Dept Head Approval:** Murzynsky    **City Mgr Approval:**

**Issue before the Agency:** The purpose of this annual resolution is to extend workers' compensation coverage to the volunteers for the City of Newport for Fiscal Year 2015-16.

**Staff Recommendation:** Staff recommends the adoption of the Resolution No. 3718 which will extend Workers' Compensation coverage to volunteers of the City of Newport.

**Proposed Motion:** I move to adopt Resolution No. 3718 which will extend Workers' Compensation coverage to volunteers of the City of Newport for the 2015-16 Fiscal Year.

**Key Facts and Information Summary:** In pursuant to ORS 656.031 workers' compensation coverage will be provided to the volunteer workers for the City. The City of Newport Workers' Compensation coverage is through City County Insurance Services (CIS).

**Fiscal Notes:** The City pays approximately \$20,000 each year for volunteer workers' compensation and this is included in the 2015-16 Fiscal Year budget.

**CITY OF NEWPORT**

**RESOLUTION NO. 3718**

**A RESOLUTION EXTENDING CITY OF NEWPORT'S  
WORKERS' COMPENSATION COVERAGE  
TO VOLUNTEERS OF THE CITY OF NEWPORT  
FOR COVERAGE YEAR 2015/2016**

**WHEREAS**, the City of Newport elects the following:

Pursuant to ORS 656.031, worker's compensation coverage will be provided to the volunteer workers by their workers' compensation class code description.

1. An assumed monthly wage of \$1,800 will be used for public safety volunteers (volunteer firefighters and police volunteers); and
2. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
3. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year end audit; and
4. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Newport's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

The City of Newport resolves as follows: to provide for Workers Compensation insurance coverage as indicated above. This resolution will be updated annually.

The resolution will become effect July 1, 2015

Adopted by the Newport City Council on June 15, 2015

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Sandra N. Roumagoux, Mayor

Attest:

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Margaret M. Hawker, City Recorder



## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: VII.C.  
Meeting Date: 6/15/15

### Agenda Item:

### **Consideration and Possible Adoption of Resolution No. 3713, ending Additional Contributions to the Agate Beach Closure Fee and Discontinuing the Allocation of Interest Earnings to the Agate Beach Closure Fund.**

#### **Background:**

During Budget Committee discussions, questions were raised regarding the Agate Beach Closure Fund. This fund was established as a requirement to cover future maintenance issues at the former City landfill. The City of Newport is responsible for 42.30% of any future costs regarding maintenance activities at the landfill. The State of Oregon has calculated the amount that the City of Newport needs to have in a closure fund designated towards maintenance at the former landfill site. Discussions with Lincoln City's former Finance Director, Ron Tierney, has indicated that Lincoln City stopped making additional contributions into this fund several years ago. Furthermore, the interest earned on this fund is distributed to other city operating funds since their funding level exceeds the amount required by the State. The calculated post closure care fund amount required to be set aside is \$2,019,874, of which the city is responsible for \$854,406.70. The City currently has a balance of \$1,404,584 in the Agate Beach Closure Fund. The amount of financial responsibility has been declining in recent years. Please note that the closure commitments were expected to last 30 years from the date of closure of the landfill in 1997. The Consortium of former users of the landfill are under a current permit that will run through 2019 and will likely be reissued in the future.

The attached resolution is modeled after Lincoln City's resolution and eliminates additional contributions from our waste hauler into the Agate Beach Closure Fee, and it would distribute any interest from these funds to the other operating funds of the City until further notice. Further note that the resolution reserves the right to reinstate the fee if future occurrences require additional funding to meet post closure costs associated with the Agate Beach landfill. The current fee is based on the tonnage of solid waste disposed by Thompson Sanitary Service from the City of Newport.

Please note that I have discussed this option with Lincoln County Counsel, Wayne Belmont. While Wayne favors a symbolic contribution into the Agate Beach Closure Fund for the County, he indicated he does not have any objection to the City Council eliminating this fund, as long as there is a recognition that should conditions change at the landfill, and should the City's future liabilities increase, that Council acknowledge the potential need to reinstate the fee for this purpose.

**Recommended Action:**

I recommend that the City Council consider the following motion:

**I move the adoption of Resolution No. 3713, ending the collection of an Agate Beach Closure Fee, and discontinuing the allocation of interest earnings to the City of Newport's Agate Beach Closure Fund due to the current funding of the City's calculated liability for the closure of this facility.**

**Fiscal Effects:**

The City will stop receiving approximately \$12,000 in fees per year for this fund and will allocate the anticipated investment income of \$6,000 to other operating funds of the City of Newport in accordance with the proposed resolution. The balance beginning July 1<sup>st</sup> is estimated to be \$1,404,584. This amount will remain in the Agate Beach Closure Fund, with annual expenditures being deducted from this fund, based on the City's prorated share of the expenses for the remaining time the City is responsible for these costs. Please note that the annual costs have ranged from an estimated \$25,770 in the current fiscal year to a high of \$44,638 in the 2012-13 Fiscal Year. In the event that the City's long term liability for the closure fund would increase to or beyond the funds the City has reserved for this purpose, the City reserves the right to resume this fee which would be paid by our waste hauler. One final note, the elimination of this fee is reflected in a slight decrease in the requested rates from Thompson Sanitation for this next fiscal year (as well as future fiscal years) since there will not be an obligation for our waste hauler to pay for these costs.

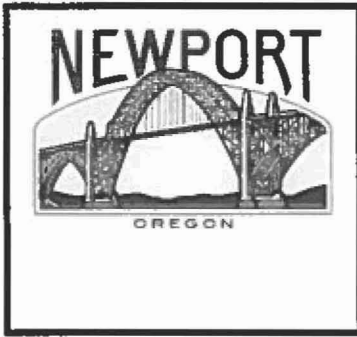
**Alternatives:**

If the Council chooses to continue contributing into the Agate Beach Closure Fund, then the Council will need to consider an adjustment to the rates for Thompson Sanitary Service to compensate them for this change, since the rates are based on the elimination of this contribution.

Respectfully submitted,

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

Spencer R. Nebel  
City Manager



Agenda Item #: VII.C.

Meeting Date: June 15, 2015

CITY COUNCIL AGENDA ITEM SUMMARY  
City Of Newport, Oregon

Issue/Agenda Title: Consideration and Possible Adoption of Resolution No. 3713 Ending the Agate Beach Closure Fee and Discontinuing the Allocation of Interest Earnings to the Agate Beach Closure Fund

Prepared By: Hawker Dept Head Approval: ph City Mgr Approval: \_\_\_\_\_

Issue Before the Council: The issue before Council is the consideration and possible adoption of Resolution No. 3713 which, if adopted, would end the Agate Beach Closure Fee and discontinue the allocation of interest earnings to the Agate Beach Closure Fund.

Staff Recommendation: This is a Council decision.

Proposed Motion: I move to adopt Resolution No. 3713 ending the Agate Beach Closure fee and discontinuing the allocation of interest earnings to the Agate Beach Closure Fund.

Key Facts and Information Summary: The city established the Agate Beach Closure Fund to be used for paying the city's proportionate share of the closure and post-closure costs associated with the Agate Beach landfill.

As of April of 2014, the updated total cost estimate for post-closure care was \$2,019,874, of which the city is responsible for 42.30% or \$854,406.70. The city currently has a balance of \$1,404,584 in the Agate Beach Closure Fund. This amount exceeds the city's proportionate share of the estimated closure and post-closure costs of the Agate Beach landfill. Currently, the Agate Beach Closure Fund is over-funded by approximately \$550,177.30 based on the city's projected costs of closure. If interest earnings continue to be allocated to that Fund, it will further increase the over-funding.

Resolution No. 3713, if adopted, would end the Agate Beach Closure fee which is currently \$1.00 per ton, and amounts to approximately \$12,000 annually, and discontinue the allocation of interest earnings to the Fund. This resolution also reserves the city's right to reinstate the fee if it is required to adequately fund costs associated with the closure of the landfill. If the resolution is approved, Thompson's Sanitary Service will no longer be required to collect the fee.

Other Alternatives Considered: Continue the Agate Beach Closure fee and the allocation of interest earnings to the Agate Beach Closure Fund.

City Council Goals: None.

Attachment List: Resolution No. 3713

Fiscal Notes: Approximately \$12,000 annually, plus interest earnings on the Fund balance, will no longer be allocated to the Fund.

CITY OF NEWPORT

RESOLUTION NO. 3713

A RESOLUTION ENDING THE AGATE BEACH CLOSURE FEE  
AND DISCONTINUING THE ALLOCATION OF INTEREST EARNINGS  
TO THE AGATE BEACH CLOSURE FUND

WHEREAS, the City of Newport established the Agate Beach Closure Fund to be used for paying the City of Newport's proportionate share of the closure and post-closure costs associated with the Agate Beach landfill; and

WHEREAS, the April 2014 updated total cost estimate for post-closure care is \$2,019,874, of which the City of Newport is responsible for 42.30% or \$854,406.70; and

WHEREAS, the City of Newport's current balance of \$1,404,584 in the Agate Beach Closure Fund exceeds the city's proportionate share of the estimated closure and post-closure costs of the Agate Beach landfill facility, so that the city's share of the estimated costs is fully funded; and

WHEREAS, the continued allocation of interest earnings would increase this excess.

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1. Effective July 1, 2015, the Agate Beach landfill closure fee is ended; and Thompson's Sanitary Service shall not be required to pay the fee as to waste collected in the city after that date. The City of Newport reserves the right to reinstate the fee if required to adequately fund its post-closure costs associated with the Agate Beach Landfill.

Section 2. Effective July 1, 2015, the allocation of interest earnings to the Agate Beach Closure Fund is discontinued.

Section 3. This resolution shall become effective on July 1, 2015.

Adopted by the Newport City Council on June 15, 2015.

\_\_\_\_\_  
Sandra N. Roumagoux, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Margaret M. Hawker, City Recorder

\_\_\_\_\_  
Steven Rich, City Attorney





## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: VIII.B.  
Meeting Date: 6/15/15

### Agenda Item:

### **Report on Bids for Improvements Relating to the Offsite Pool Project Parking, Sewer, Storm Sewer, and Sidewalk Work - Rejection of All Offers**

#### **Background:**

On Thursday, June 4 at 2 P.M. only one bid was received for the various offsite improvements relating to the swimming pool project which included the City Hall parking expansion, sewer and storm sewer repairs and sidewalk improvements located offsite. The bids came in above engineer estimates and above the available funding for this project. As a result, it is the recommendation of the city administration that the City Council consider rejecting all offers on this project and rebid the work as part of the overall Aquatic Center bid package. By combining these projects in bid one package, the quantities will be substantially increased relating to the scale of this project which may reduce the cost. The parking improvements can be incorporated with the construction with the Aquatic Center allowing the city to release the bids for the Aquatic Center earlier. The city will be able to make a better financial decision on the project as a whole when we see the entire cost for this project and the Aquatic Center in one lump sum.

It should also be noted that the specifications for the City Hall parking and access improvements project had a mandatory pre-bid meeting. Only one contractor attended that meeting so they were aware that there would be no other bids coming forth for this project. The Aquatic Center should draw a number of contractors providing a more competitive bidding arena for this work.

The city's adopted procurement rules provide that the contracting agency may reject all offers based on price, quality, or performance presented by the bidders. In this particular case it is our belief that the city may realize a more cost effective price by combine this work with the pool project.

#### **Recommended Action:**

I recommend that the City Council consider the following motion:

**I move to reject all offers received for the City Hall parking and offsite improvements project.**

#### **Fiscal Effects:**

None by this action.

**Alternatives:**

Award the bid and appropriate sufficient additional funding to cover these costs or as suggested by the Council.

Respectfully submitted,



Spencer R. Nebel  
City Manager



Agenda Item #  
Meeting Date

VIII.B  
June 15, 2015

**CITY COUNCIL AGENDA ITEM SUMMARY**  
City Of Newport, Oregon

**Issue/Agenda Title:** REJECTION OF ALL OFFERS FOR THE CITY HALL PARKING EXPANSION AND ACCESS IMPROVEMENTS PROJECT

Prepared By: TEG

Dept Head Approval: TEG

City Manager Approval:

**Issue Before the Council:**

Rejection of all offers for the City Hall Parking and Access Improvements Project

**Staff Recommendation:**

Reject all offers

**Proposed Motion:**

I move to reject all offers received for the City Hall Parking and Access Improvements Project.

**Key Facts and Information Summary:**

Bids were opened for the City Hall Parking and Access Improvements Project on Thursday, June 4, 2015 at 2:00 p.m. Only one bid was received from Trench Line Excavation Inc. in the amount of \$642,106.00. This bid exceeded the Engineers Estimate of \$606,274.85 and exceeds the funds intended to be used for this portion of the Aquatic Center Improvement project.

City Staff discussed this issue in depth and decided it is in the best interests of the City to reject all offers on this project and rebid the work as part of the overall Aquatic Center bid package. Although it was initially desired to build the projects separately for sequencing reasons, combining the projects into one bid package provides several advantages:

- The parking improvements by themselves are a bit of a specialty project with small quantities. Bidding the projects as one package will hopefully reduce the parking lot portion by increasing the overall quantities on the project.
- The City Hall Parking and Access Improvements Project had a mandatory pre-bid meeting. Only one contractor attended that meeting so they knew they were the only responsive bidder. This surely increased their price because they knew they had no competition. The Aquatic Center should draw several large contractors providing a more competitive bidding arena.
- Combining the two projects allows better coordination between the civil and architectural improvements because one general contractor is coordinating both.

- The Aquatic Center can be bid sooner because the City will not have to wait for the parking improvements to be completed.
- The City will be able to make a better financial decision on the project as a whole if the low bid exceeds available resources on the Aquatic Center. The potential exists that the City could complete the parking improvements and then not be able to continue with the Aquatic Center because of insufficient funds.

The City has the ability to reject all offers in accordance with the City's adopted Procurement Rules section 137-047-0650 *Rejection of All Offers*, paragraph 2b:

*(2) Criteria. The Contracting Agency may reject all Offers based upon the following criteria:  
(b) The price, quality or performance presented by the Offerors are too costly or of insufficient quality to justify acceptance of any Offer.*

The Aquatic Center project is proposed by be advertised beginning Wednesday, June 17, 2015. Staff intends to rebid this work with the Aquatic Center package at that time.

**Other Alternatives Considered:**

Awarding the contract. This option was not feasible because the contract exceeded available funds.

**City Council Goals:**

N/A

**Attachment List:**

None

**Fiscal Notes:**

See above.