



**PRELIMINARY BUDGET COMMITTEE MEETING AGENDA
CITY OF NEWPORT AND NEWPORT URBAN RENEWAL AGENCY
Wednesday, March 16, 2016 - 6:00 P.M.
Council Chambers - 169 SW Coast Highway, Newport, Oregon 97365**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder, at 541.574.0613.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

1. Call to Order
2. Introduction of Budget Committee Members and Staff
3. Overview of the Proposed Budget Process
4. Limitation of Discussion Pursuant to Oregon Local Budget Law
5. General Review Items
 - A. Governmental Accounting
 - B. Statement of Revenues and Expenses - 2014/2015 Fiscal Year (Budget to Actual)
 - C. Financial Reports for the First Eight Months of the 2015/2016 Fiscal Year
 - D. Ten Year Review of City Revenues
 - E. Financial Reserves Policy
 - F. Discussion on General Economic Factors
6. Review and Discussion of Proposed City Council and Departmental Goals

7. Meetings to Deliberate on the 2016/2017 Fiscal Year City and NURA Proposed Budget

- A. First Meeting - Wednesday, April 27, 2016 at 5:00 P.M.
- B. Second Meeting - Wednesday, May 11, 2016 at 5:00 P.M.
- C. Third Meeting - Wednesday, May 18, 2016 at 5:30 P.M.

8. Budget Committee Comments

9. Public Comment

10. Adjournment



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

MEMO

DATE: March 11, 2016
TO: Budget Committee Members
FROM: Spencer Nebel, City Manager
SUBJECT: Budget Committee Preliminary Meeting of 3/16/16 @ 6:00 PM

The City of Newport Budget Committee is charged with the reviewing and approving a budget for the fiscal year, beginning July 1, 2016, and ending on June 30, 2017. The Budget Committee will review the City budget submitted by the City Manager. The Budget Committee is empowered to approve the budget as submitted or can revise the proposed budget and approve a modified budget. Additionally, the Budget Committee shall specify the ad valorem property tax amount or rate for all applicable funds.

The preliminary meeting of the Budget Committee will be held on Wednesday, March 16, 2016, at 6:00 P.M. in the City Council Chambers. Under State budgeting law, the Budget Committee is limited in what they can discuss at the preliminary meeting. A summary of those limitations is attached to this packet. The primary purpose of the preliminary meeting is to discuss the committee processes, the calendar and expectations, ground rules, rules of order for conducting the budget process, general discussion on vision and goals, review of the current year budget and expenditures and other similar preliminary type discussions.

Included in the attached materials is a description of governmental accounting, statement of revenues and expenses for the previous fiscal year (budget to actual), financial reports for the first eight months of 2015-16 Fiscal Year, a ten-year review of City revenues and review of the proposed City Council and Department goals for the 2016-17 Fiscal Year.

In addition, we want to review the financial reserves policy that was adopted by the City Council for potential revisions. These revisions are the result of further review of Oregon Municipal budgeting requirements as administered by the Oregon

Department of Revenue, who is the State agency responsible for overseeing local government budgeting in the State of Oregon.

The budget documents are scheduled to be available to the Budget Committee on Wednesday, April 20, 2016. The meetings of the Budget Committee are proposed as follows:

Wednesday, April 27, 2016, at 5 P.M.
Wednesday, May 11, 2016, at 5 P.M.
Wednesday, May 18, 2016, at 5:30 P.M.

We have had a request to shift the budget meetings from Wednesday to another day of the week. The Budget Committee should discuss this request.

Please note at the April 27, 2016, meeting, the Budget Committee will initiate its statutory requirements of electing a presiding officer, approve the 2015 minutes, and conduct a review of the proposed 2016-17 Fiscal Year budget following my budget message. At the first Budget Committee meeting, we are planning to continue the process of reviewing the budget page by page. This process allows any member of the committee to suggest specific changes to a proposed expenditure or revenue throughout this initial review process. The changes are not debated or discussed at this first meeting. At the end of the initial budget review, a list of all suggested changes will be compiled, and staff will provide a report for the Budget Committee's consideration for the second budget meeting.

At the second Budget Committee meeting, after reviewing any staff comments or suggested changes, the committee will determine (by majority vote or consensus) which changes are to be incorporated into the approved budget. This process will allow committee members to determine what changes should be made to the proposed budget. Those ideas will be discussed and voted on at the second budget meeting to determine whether they will be incorporated in the Budget Committee's approved budget document.

At the third budget meeting, the Budget Committee will formally propose, and recommend approval by the City Council for the adoption of the 2016-17 Fiscal Year budget, an approve tax levies. This is the process that has been implemented for the last two budget reviews. The committee should review these processes, and discuss whether any modifications to this review process should be implemented.

Finally, at Wednesday's preliminary budget meeting on March 16, a 2016-17 Budget Committee handbook will be provided to the committee members for their use throughout the review process. We will include hard copies of the materials submitted electronically, as part of this packet, so there is no need for committee members to print any of the attachments for the preliminary meeting. As was done last year, it is our intent to utilize one binder throughout the process to organize all information for the Budget Committee's deliberation, beginning with the preliminary

meeting and going through the three budget review sessions. Also additional tabs will be provided, as the budget and supporting information is distributed to the committee throughout the process.

I have included a “detailed budget calendar” for your review. I look forward to working with each of you to prepare and develop the 2016-17 Fiscal Year Budget for the City of Newport.

Respectfully submitted,

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

Spencer R. Nebel
City Manager

Attachment

cc: City Council, Finance Director, City Recorder

CITY OF NEWPORT

Budget Calendar - Detailed

For Fiscal Year 2016-17

Preliminary Personnel, Capital Outlay and Fee Schedule (City and NURA)

Distributed to Department HeadsTuesday, December 15, 2015

Submit any corrections for Personnel or Fee Schedules to Finance.....Friday, January 8, 2016

Preliminary Budget Worksheets (Six months, City and NURA)

Distributed to Department HeadsTuesday, January 19, 2016

- *Personnel Forms*Return to Finance by February 5, 2016
- *Fee Schedule*Return to Finance by February 5, 2016
- *Capital Outlay*
 - Equipment (\$5,000) and up*Return to Finance by March 1, 2016
 - Projects*Return to Finance by March 4, 2016

Goal Setting Meeting with City Council and Department Heads - (10:00am to 3:00pm) Monday, February 23, 2016

Final Budget Worksheets for Proposed Budgets with

Eight-Month Actuals (maybe seven) through February 2016.....Monday, March 7, 2016

Submit Department Proposed Budgets and Narratives to Finance.....Friday, March 11, 2016

Public Hearing and approval on Proposed Council Goals for 2016-17..... (6:00pm) Monday, March 21, 2016

Preliminary Meeting of the Budget Committee..... (6:00pm) Wednesday, March 16, 2016

Department Heads' Group Meeting on Capital Outlay (Projects & Equipment)

Review of Requests and Prioritizing Projects.....Thursday, March 17, 2016

Finance Completes Department Budget Requests Process and

Makes Final Requests AvailableFriday, March 21, 2016

Department Heads' Meetings with Budget Officer to Review, Revise

and Balance Budgets (City and NURA)Wednesday, March 22 through March 24, 2016

Final (wrap-up) Meeting on Capital Projects (City and NURA)Friday, March 25, 2016

**Publish First Notice of Budget Committee Meetings (City and NURA)Friday, April 1, 2016
(Finance only....To paper on March 29, 2016)**

Budget Officer Completes Budget MessageMonday, April 11, 2016

Revised March 11, 2016 March 11, 2016

Publish Second Notice of Budget Committee Meetings (City & NURA)Wednesday, April 13, 2016
(Finance only....City website on April 8, 2016)

Completed Proposed Budget to PrinterFriday, April 15, 2016

Distribute Proposed Budgets to Budget Committee & Department Heads ...Wednesday, April 20, 2016

First Budget Committee Meeting (5:00pm) Wednesday, April 27, 2016

- *Appoint/Elect Presiding Officer*
- *Receive City and NURA Budgets and Budget Message*
- *Public Hearing on Possible Uses of State Shared Revenues*
- *Review Budget Documents and Discuss Relevant changes*
- *Respond to Questions from the Budget Committee*
- *Provides for Members of the Public time for Input, Questions and Comments*
- *Present Report on Financial Policy of UEFBs and Contingencies*

Second Budget Committee Meeting (5:00pm) Wednesday, May 11, 2016

- *Budget Committee Deliberations*
- *Respond to Questions from First Meeting*

Third Budget Committee Meeting (5:30pm) Wednesday, May 18, 2016

- *Respond to Questions from Second Meeting*
- *Budget Committee approval of the Budget Documents (City and NURA)*
- *Approval of Ad Valorem Property Tax Amount or Rate for City General Fund and City Debt Service Funds and the NURA*

Publish Notice of Budget Hearing (only one notice required)Wednesday. June 8, 2016
(Finance only....To paper on June 3, 2016)

- *Publish Financial Summaries (separate City and NURA)*

Budget Public Hearing (6:00pm) Monday, June 20, 2016

- *Public Hearing on Proposed Uses of State shared Revenues*
- *Separate Public Hearings on City Budget and NURA Budget Adopt Budgets and Make Appropriations (City and NURA) Impose and Categorize Taxes for City and NURA*

Transmit Tax Certification DocumentsWednesday July 15, 2016

- *To County Assessor by July 15, 2016*
- *File Budget Document with County Recorder and Designated Agencies.*

Revised March 11, 2016 March 11, 2016

BUDGET COMMITTEE MEMBERS

David Allen
Ralph Busby
Wendy Engler
Sandra Roumagoux
Mark Saelens
Dean Sawyer
Laura Swanson

Term Expires

Chuck Forinash	12/31/18
Dietmar Goebel	12/31/17
Don Huster	12/31/18
Robert Smith	12/31/17
Fred Springsteen	12/31/16
Janet Webster	12/31/16
Vacancy	12/31/17

**LIMITATION OF DISCUSSION
PURSUANT TO OREGON LOCAL BUDGET LAW**

Pre-meeting Topics for Budget Committee Discussions

We are sometimes asked whether the budget committee can be called together for “preliminary” discussions prior to their first “official” meeting under ORS 294.426 at which the budget message is delivered and for which notice must be published.

Following is a list of the types or topics of discussion that can be conducted prior to that first official meeting:

- Training on the budget committee process, calendar, expectations for committee members, etc.
- Committee members’ preferences for ground rules, rules of order, conduct of meetings, voting / reaching consensus, fact finding process, etc.
- Orientation on the organization and its various departments, programs, staffing, etc., and on the activities or services provided by each.
- Orientation on the budget document, the fund structure and the types of activities or programs and expenditures made from each fund in the budget.
- General discussion of vision and goals, spending priorities, or philosophy on how to allocate scarce resources or make trade-off decisions as to which programs get funded and which don’t.
- General economic projections by the finance officer of possible changes in resources or requirements expected next year.
- Any and all discussion of the current year budget or prior year budgets, including what, in general, might be done differently next year.

What cannot be discussed before the formally “noticed” meeting?

ORS 294.426(6): “The budget committee may not deliberate on the budget document as a body before the first meeting.” So, we recommend that you do not talk about:

- Specific estimates or appropriation amounts associated with any fund or line item, resource or requirement.
- The question of whether to fund specific programs or expenditures.
- The question of whether to impose any tax levy, or the amount of any levy.

GOVERNMENTAL ACCOUNTING

Government Accounting

In order to understand the budget process, it is helpful to have some understanding of the requirements for local governments to utilize various types of funds for budgetary and accounting purposes. Many of the funds utilized by the City of Newport are required by the state. Other funds have been established to satisfy requirements of bond covenants or for financial management purposes. Finally, some funds are used for the convenience of the local government unit.

One of the goals of the City Council is for the City to participate in the Government Finance Officers Association (GFOA) Comprehensive Annual Financial Report (CAFR) Excellence in Reporting program. This program requires very strict adherence to nationwide standards set by GFAO for said program. The best place to begin is during the annual budget process thus the Budget document you will be presented to as the Budget Committee will incorporate these standards.

Government funds, also known as Governmental Activities, are used to account for various governmental services provided by the city that are supported by taxes and other general revenues for the city. Revenues are recognized as soon as they are both measurable and available. Revenues are considered *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Proprietary funds are used to account for operations that are financed and operated in a similar manner to private business enterprise, known as Business-type Activities. Operating revenues and expenses generally result from delivering goods and providing services in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water and sanitary sewer enterprise funds and the City's internal service funds are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the costs of services, administrative expenses, and depreciation on capital assets. In this fund type, fees charged are intended to support the overall business operation. These include the Water Fund (601) and Sewer Fund (602). In the audited financial report that are issued by the city's independent auditors each year, these proprietary funds are shown in separate schedules in business type activities. The balance of the funds are reflected on the balance sheets for governmental funds.

Furthermore the State of Oregon requires that governmental accounting divide its financial operations into several types of operating funds which in turn follow the GFOA Standards. The General Fund (101) is the general operating fund for the City of Newport. Most of the general city services are included within this fund such as General Government and Police and Fire. The next level of funds is called the Special Revenue funds and these are established to account for various revenues that are designated for a specific purpose.

The Special Revenue funds for the City are as follows:

201	Parks & Recreation
211	Public Parking
212	Housing
220	Airport
230	Room Tax
240	Building Inspection
251	Streets
252	Line Undergrounding
253	SDCs
254	Agate Beach Closure
270	Newport Urban Renewal Agency
701	Public Works

These funds are established since the city must ensure that funds collected for a specific purpose are spent on those purposes.

The next fund type are the Debt Service funds and they are noted as:

301	Debt Service – Water
302	Debt Service – Wastewater
303	Debt Service – General
304	Debt Service – Urban Renewal

Debt Service funds are used to account for the City's various debt type for the both the Governmental and Business-type activities.

The city has also established a Reserve Fund (404) which is a fund being used to accumulate money for financing the cost of future property or equipment acquisitions. Finally, the city is utilizing a Capital Projects Fund (402) for government type activities and (403) for proprietary type capital projects activities.

Finally, the Urban Renewal Agency budget activities are shown in fund 270. The Urban Renewal Agency is a separate blended component for the city but for purposes of the budget process these expenditures are included in the joint City of Newport and Urban Renewal Agency budget documents.

Expense Code Descriptions

The expense code consist of a series of numbers. The first three digits are the Fund number, the second four digits are the departments within the Fund, and the last five digits are the objects codes. A list of object codes and the typical types of expenses which are charged to these codes are as follows:

60100 PROFESSIONAL SERVICES: Architectural, title & real estate, Engineering, Environmental, Surveying, Laboratory and Grant Administration Services

60200 FINANCIAL PROFESSIONAL SERVICES: Audit, actuarial, banking, loan, and other similar professional services

60300 LEGAL PROFESSIONAL SERVICES: Legal and services of Bond Counsel

60400 EMPLOYMENT SERVICES: Temporary employees, personnel recruiting, union negotiations, Contract Employee, such as Services for Recreation Activities (?)

60500 BUILDING INSPECTION SERVICES: Electrical, plumbing, and mechanical services Building Code Expenses & State Permit Surcharge Payment

60900 OTHER PROFESSIONAL SERVICES: Translation, election and other professional & technical services

61100 UTILITIES – ELECTRIC: Electrical and street light expenses

61110 UTILITIES - GAS HEATING: Gas and fuel oil heating

61140 UTILITIES - WATER & SEWER: Water & sewer expenses

61190 UTILITIES – OTHER: Alarm monitoring and cable

61200 BUILDING & GROUNDS EXPENSES: General repair, maintenance, inspections, supplies & materials, and paint supplies for City facilities

61300 PERMITS/LICENSES EXPENSES: Operating licenses, permits, legal notices, taxes, and fees paid

61400 OTHER PROPERTY SERVICES: Other.....

62100 CLEANING EXPENSES: Garbage, cleaning and disposal expenses

62200 ABATEMENT EXPENSES: Cleanup of properties and the like

63100 VEHICLE EXPENSES: Automotive maintenance & repairs, vehicle supplies, and anything else related to vehicles upkeep

63200 EQUIPMENT EXPENSES: Equipment repair & maintenance, small tools, and non-capital equipment & machinery

63300 MAINTENANCE AGREEMENTS / CONTRACTS: Maintenance agreements, service contracts and so on.

63400 INFRASTRUCTURE EXPENSES: Pump station & tank maintenance, water & sewer repairs, storm drain repairs,

63410 BACKFLOW PREVENTION

63420 GREASE TRAP PROGRAM

64100 LEASE EXPENSES: Non-capital leases.... equipment we are leasing but have no plans to keep, LEASE LIBRARY MATERIALS

64200 RENTAL EXPENSES: Month to month rentals

65100 INSURANCE & JUDGEMENTS: Property, liability, fidelity premiums

65110 UNINSURED CLAIMS: Judgement & Settlements

65200 COMMUNICATIONS EXPENSE: Telephone, cell phone, internet, voice over internet and radio communication

65300 ADVERTISING & MARKETING EXPENSES: Advertising & marketing

65400 PRINTING & BINDING: Printing and binding

65500 TRAVEL & MEETING EXPENSES: Travel in and out of City and/or state, refreshments for in house training.

65550 MEMBERSHIP DUES & FEES: Membership's dues & fees

65600 TRAINING: Training – seminars, workshops and other

65700 PROGRAMS & PROGRAM SUPPLIES:

1. Services by Other Government Agencies
2. Non Profit Seed Money
3. Community Involvement/Participation
4. Sister City Expenses
5. Local Event Marketing - Tourism Promotion
6. City Funded Grant
7. Support of Local Transit
8. Community Celebrations
9. Program Supplies
10. Library Adult Programming
11. Library Children Programming

65900 OTHER OPERATING EXPENSES:

1. Parking Enforcement Expenses
2. Landfill Closure Cost
3. Economic Development
4. 911 Excise Pass Through
5. Other Operating Expenses

66100 OFFICE SUPPLIES: Office supplies

66150 BOOKS/PERIODICALS/DVD & VIDEO:

1. Subscriptions & Periodicals
2. Audio & Video Expenses
3. Reference Books
4. Adult Books
5. Children's Books
6. DVDs and CDs

66200 POSTAGE/SHIPPING EXPENSE: Postage and shipping

66250 CONSTRUCTION MATERIAL & SUPPLIES:

1. Rock
2. Cold Mix & Asphalt
3. Concrete

66300 TRAFFIC SAFETY & SIGNAGE

1. Traffic Safety Expenses
2. Signage
3. Sign Posts - Deco
4. Sign Posts - Standard
5. Sign Hardware
6. Sign Film & Blanks
7. Sign Installation Material

66350 CHEMICAL & LAB SUPPLIES: Chemical and laboratory supplies

66400 CONCESSIONS & CATERING: Catering and food for concessions

66450 AMMUNITION & FIREARMS: Ammunition, range supplies and firearms & related supplies

66500 CLOTHING & UNIFORMS: clothing related to work

66550 VOLUNTEER EXPENSES: Expenses related to volunteers

66600 GENERAL EXPENSES:

1. Aircraft & Pilot Expenses
2. Past Due Charges/Penalty
3. General Expenses
4. K9 Expenses
5. Furniture & Fixtures
6. Other Supplies

66700 SAFETY & HEALTH EXPENSES:

1. Health/Physical/Medical Services
2. Employee Health/Appreciation
3. Safety Supplies
4. First Aid-Health & Safety
5. EMS Equipment Supplies
6. Safety Committee Incentive Program

66800 FUEL: Propane, vehicle fuel, oil and other fuels

66850 JET FUEL: Jet Fuel

66855 AV-GAS: Av Gas

67100 DATA PROCESSING LEASES & EXPENSE: (IT ONLY)

1. Data Processing Services
2. Computer Software
3. Computer Hardware
4. Peripheral Hardware
5. Site Licenses
6. Domain Renewal
7. Computer Leases
8. Fiber Optic Conduit

67200 OTHER DATA PROCESSING EXPENSES (ALL OTHER DEPARTMENTS BUT IT)

1. Data Processing Services
2. Computer Software
3. Computer Hardware
4. Peripheral Hardware
5. Site Licenses
6. Domain Renewal
7. Computer Leases
8. Fiber Optic Conduit

69101 Services Provided by General Fund
69201 Services Provided by Parks Fund
69220 Services Provided by Airport Fund
69251 Services Provided by Streets Fund
69601 Services Provided by Water Fund
69701 Services Provided by Public Works Fund

70000 Series – for capital equipment and construction

80000 series – for City debt

90000 series – Transfers, contingency, ending fund balance and unappropriated reserves

Note: 50000 series – for City payroll, benefits and deductions, no change in object codes

Feel free to ask questions because it is a fascinating discussion!!

**STATEMENT OF REVENUES AND EXPENSES
2014/2015 FISCAL YEAR
(BUDGET TO ACTUAL)**

CITY OF NEWPORT, OREGON
GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
Property taxes:				
Current Property Taxes	\$ 5,719,800	\$ 5,719,800	\$ 5,925,405	\$ 205,605
Delinquent Property Taxes	200,000	200,000	256,189	56,189
Transient Room Tax	1,323,000	1,323,000	1,705,342	382,342
Fees In Lieu Of Franchise	383,250	383,250	368,287	(14,963)
Vrc/B&B Endorsement Tax	3,000	3,000	3,261	261
State Cigarette Tax	12,700	12,700	13,521	821
State Liquor Proration	144,780	144,780	145,737	957
Franchise Tax-Georgia Pacific	875,000	875,000	755,838	(119,162)
Franchise Tax-Centrail Lincoln	-	-	24,579	24,579
Franchise Tax-Thompson	-	-	8,815	8,815
Franchise Tax-Miscellaneous	-	-	4,409	4,409
Homeland Fire Grant	-	-	48,705	48,705
Fema Grant	196,125	196,125	-	(196,125)
Law Enforcement Grant	13,000	13,000	-	(13,000)
Bullet Proof Vest Grant	-	-	2,862	2,862
State Revenue Sharing	115,000	115,000	121,329	6,329
D L C D Planning Grant	9,000	16,500	7,500	(9,000)
Ready To Read Grant	-	-	1,165	1,165
Newport Rural Fire Protection	228,026	228,026	225,576	(2,450)
Lincoln County Grant	-	7,500	7,500	-
Miscellaneous Grant	12,500	12,500	47,201	34,701
Cis Return To Work Grant	10,000	10,000	21,308	11,308
Library Foundation Grant	-	80,000	26,300	(53,700)
Lincoln Cnty Library District	335,000	335,000	289,301	(45,699)
Service Provided Parks & Rec	73,799	74,899	74,899	-
Service Provided Pub Parking	3,000	3,000	3,000	-
Service Provided Housing	4,743	4,743	4,743	-
Service Provided Airport	54,679	54,679	54,679	-
Service Provided Room Tax	80,975	80,975	80,975	-
Service Provided Building Insp	25,051	25,051	25,051	-
Service Provided Street	62,907	62,907	62,907	-
Service Provided Agate Beach	270	270	270	-
Service Provided Nura	28,167	28,167	28,167	-
Service Provided Water	231,685	231,685	231,685	-
Service Provided Wastewater	276,197	276,197	276,197	-
Service Provided Public Works	32,098	43,298	43,298	-
K-9 Program	5,000	5,000	5,500	500
Rents & Leases	92,000	92,000	124,049	32,049
Land Use Fees	-	-	28,773	28,773
Municipal Court Fines	140,000	140,000	154,989	14,989
Library Fines	10,000	10,000	9,827	(173)
Training Court Cost	-	-	1,258	1,258
Business Licenses	140,000	140,000	141,954	1,954
Interest On Investments	12,000	12,000	11,962	(38)
Misc. Sales & Services	100,000	112,000	185,029	73,029
Gifts & Donations	-	-	6,000	6,000
Special Event/Fundraising	-	-	525	525
Total revenues	10,952,752	11,072,052	11,565,867	493,815
Other financing sources				
Transfer From Room Tax Fund	5,000	182,687	182,687	-
Total other financing sources	5,000	182,687	182,687	-

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

Continued on next page

CITY OF NEWPORT, OREGON
GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL, continued
for the year ended June 30, 2015

	Original Budget	Final Budget	Actual	Over (Under)
Fund balance, beginning				
Undesignated	\$ 2,237,369	\$ 2,237,369	\$ 2,158,427	\$ (78,942)
Prior period Adjustments	-	-	(40,186)	
Total Fund Balance, beginning	<u>2,237,369</u>	<u>2,237,369</u>	<u>2,118,241</u>	<u>(78,942)</u>
Amount available for appropriation	<u>13,195,121</u>	<u>13,492,108</u>	<u>13,866,795</u>	<u>414,873</u>
Expenditures	Original Budget	Final Budget	Actual	(Over) Under
City Administration	\$ 1,903,046	\$ 1,935,346	1,764,639	\$ 170,707
Police	3,713,015	3,707,515	3,442,274	265,241
Fire	2,027,728	2,038,228	1,741,547	296,681
Library	980,480	1,060,480	1,047,117	13,363
Community Development	292,367	265,067	253,101	11,966
Facilities and Parks	749,193	749,193	688,941	60,252
Non Departmental	426,656	425,956	424,610	1,346
Contingency	489,605	570,671	-	570,671
Total expenditures	<u>10,582,090</u>	<u>10,752,456</u>	<u>9,362,229</u>	<u>1,390,227</u>
Other financing uses				
Transfers to other funds	1,382,782	1,509,403	1,509,403	-
Total expenditures and other financing uses	<u>11,964,872</u>	<u>12,261,859</u>	<u>10,871,632</u>	<u>1,390,227</u>
Fund balance, ending	<u>\$ 1,230,249</u>	<u>\$ 1,230,249</u>	<u>\$ 2,995,163</u>	<u>\$ 1,764,914</u>

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

CITY OF NEWPORT, OREGON
PARKS AND RECREATION FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

	Original Budget	Final Budget	Actual	Over (Under)
Revenues				
Interest On Investments	\$ 2,000	\$ 2,000	\$ 1,740	\$ (260)
Special Event	35,000	35,000	32,340	(2,660)
Rents & Leases	8,600	8,600	24,102	15,502
Senior Center Revenue	4,000	4,000	4,181	181
Misc. Sales & Services	7,400	7,400	4,997	(2,403)
Gifts & Donations	800	800	7,794	6,994
Swimming Pool Revenues	-	-	720	720
Swimming Pool Passes	60,000	60,000	59,497	(503)
Swimming Pool Daily Fees	15,000	15,000	16,170	1,170
Swimming Pool Lessons	19,000	19,000	14,140	(4,860)
Swimming Pool Merchandise	2,000	2,000	2,035	35
Swimming Pool Rentals	10,000	10,000	14,719	4,719
Swimming Pool Special Events	3,500	3,500	3,261	(239)
Recreation Center	255,000	255,000	275,944	20,944
Concessions	9,000	9,000	10,365	1,365
Activity Programs - Youth	90,000	90,000	136,324	46,324
Activity Programs-Seniors	1,000	1,000	1,286	286
Activity Programs-Adult	19,000	19,000	14,955	(4,045)
Misc Rec Program	700	700	-	(700)
Sports Programs-Adults	11,000	11,000	14,470	3,470
Sports Programs-Youth	26,000	26,000	24,301	(1,699)
Total revenues	<u>579,000</u>	<u>579,000</u>	<u>663,341</u>	<u>84,341</u>
Other financing sources				
Transfer From General Fund	648,481	648,481	648,481	-
Transfer From Room Tax Fund	180,500	180,500	180,500	-
Total other financing sources	<u>828,981</u>	<u>828,981</u>	<u>828,981</u>	<u>-</u>
Fund balance, beginning	<u>79,231</u>	<u>83,931</u>	<u>232,509</u>	<u>148,578</u>
Amount available for appropriation	<u>\$ 1,487,212</u>	<u>\$ 1,491,912</u>	<u>1,724,831</u>	<u>\$ 232,919</u>
	Original Budget	Final Budget	Actual	(Over) Under
Expenditures				
Parks Administration	\$ 151,152	\$ 165,852	164,055	\$ 11,326
Senior Center	146,059	146,059	133,436	12,623
Swimming Pool	393,982	393,982	356,493	37,489
Recreation Center	430,109	430,109	407,728	22,381
Recreation Programs	126,130	141,130	140,845	285
Sports Programs	111,017	111,017	105,270	5,747
Total expenditures	<u>\$ 1,358,449</u>	<u>\$ 1,388,149</u>	<u>1,307,827</u>	<u>\$ 80,322</u>
Other financing uses				
Contingency	128,763	103,763	-	103,763
Total expenditures and other financing uses	<u>\$ 1,487,212</u>	<u>\$ 1,491,912</u>	<u>1,307,827</u>	<u>\$ 184,085</u>
Fund balance, ending			<u>\$ 417,004</u>	

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

CITY OF NEWPORT, OREGON
PUBLIC PARKING FUND
STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
Interest On Investments	\$ 1,000	\$ 1,000	\$ 1,238	\$ 238
Fees In Lieu Of Parking	30,968	30,968	24,732	(6,236)
Total revenues	<u>31,968</u>	<u>31,968</u>	<u>25,970</u>	<u>(5,998)</u>
Fund balance, beginning	294,004	294,004	295,703	1,699
Amount available for appropriation	<u>\$ 325,972</u>	<u>\$ 325,972</u>	<u>321,673</u>	<u>\$ (4,299)</u>

Expenditures	Original Budget	Final Budget	Actual	(Over) Under
Nye Beach Parking District	\$ 2,543	\$ 2,543	980	\$ 1,563
City Center Parking District	1,827	1,827	327	1,500
Bay Front Parking District	6,830	6,830	1,830	5,000
Contingency	314,772	314,772	-	314,772
Total expenditures	<u>\$ 325,972</u>	<u>\$ 325,972</u>	<u>3,137</u>	<u>\$ 322,835</u>
Budgetary Fund Balance			318,536	
Fund balance, ending			<u>\$ 318,536</u>	

**CITY OF NEWPORT, OREGON
HOUSING FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015**

	Original Budget	Final Budget	Actual	Over (Under)
Revenues				
Interest On Investments	\$ 690	\$ 690	\$ 688	\$ (2)
Total revenues	<u>690</u>	<u>690</u>	<u>688</u>	<u>(2)</u>
Other financing sources				
Transfer From General Fund	13,000	13,000	13,000	-
Total other financial sources	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	<u>-</u>
Fund balance, beginning	181,150	181,150	177,479	(3,671)
Amount available for appropriation	<u>\$ 194,840</u>	<u>\$ 194,840</u>	<u>191,167</u>	<u>\$ (3,673)</u>
Expenditures				
Materials and services	\$ 194,743	\$ 194,743	34,833	\$ 159,910
Contingency	97	97	-	97
Total expenditures	<u>\$ 194,840</u>	<u>\$ 194,840</u>	<u>34,833</u>	<u>\$ 160,007</u>
Fund balance, ending			<u>\$ 156,334</u>	

CITY OF NEWPORT, OREGON
AIRPORT FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
Jet Fuel	\$ 115,000	\$ 215,000	\$ 339,782	\$ 124,782
Avgas	69,000	69,000	50,123	(18,877)
Oil	600	600	348	(252)
Pilot Supplies	1,000	1,000	10,609	9,609
Food Catering	1,500	1,500	544	(956)
Tie Down	150	150	122	(28)
Service Provided For Sewer Fund	30,704	30,704	30,704	-
Rents and Leases	52,500	52,500	57,943	5,443
Concessions	300	300	1,625	1,325
Interest On Investments	1,800	1,800	1,036	(764)
Misc. Sales and Services	1,500	1,500	2,574	1,074
Total revenues	<u>274,054</u>	<u>374,054</u>	<u>495,410</u>	<u>121,356</u>
Other financing sources				
Transfer From General Fund	355,814	355,814	355,814	-
Transfer From Room Tax Fund	25,000	25,000	25,000	-
Total other financing sources	<u>380,814</u>	<u>380,814</u>	<u>380,814</u>	<u>-</u>
Fund balance, beginning	<u>309,151</u>	<u>389,151</u>	<u>396,981</u>	<u>7,830</u>
Amount available for appropriation	<u>\$ 964,019</u>	<u>\$ 1,144,019</u>	<u>1,273,205</u>	<u>\$ 129,186</u>
Expenditures	Original Budget	Final Budget	Actual	(Over) Under
Personal services	\$ 206,690	\$ 206,690	137,739	\$ 68,951
Material and services	686,714	601,714	551,573	50,141
Capital outlay	10,000	10,000	-	10,000
Contingency	53,869	53,869	-	53,869
Total expenditures	<u>957,273</u>	<u>872,273</u>	<u>689,312</u>	<u>182,961</u>
Other financing uses				
Transfers out to other funds	6,746	271,746	271,746	-
Total expenditures and other financing uses	<u>\$ 964,019</u>	<u>\$ 1,144,019</u>	<u>961,058</u>	<u>\$ 182,961</u>
Fund balance, ending			<u>\$ 312,147</u>	

CITY OF NEWPORT, OREGON
ROOM TAX FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Over (Under)</u>
Revenues				
Transient Room Tax	\$ 1,127,000	\$ 1,127,000	\$ 1,462,050	\$ 335,050
Visual Arts Center Revenue	10,000	10,000	14,016	4,016
Interest On Investments	2,000	2,000	3,627	1,627
Total revenues	<u>1,139,000</u>	<u>1,139,000</u>	<u>1,479,693</u>	<u>340,693</u>
Fund balance, beginning	480,674	922,155	922,155	-
Amount available for appropriation	<u>\$ 1,619,674</u>	<u>\$ 2,061,155</u>	<u>2,401,848</u>	<u>\$ 340,693</u>
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>(Over) Under</u>
Expenditures				
Materials and services	\$ 965,020	\$ 965,020	801,483	\$ 163,537
Capital outlay	200,000	329,873	220,000	109,873
Contingency	56,950	190,871	-	190,871
Total expenditures	<u>1,221,970</u>	<u>1,485,764</u>	<u>1,021,483</u>	<u>464,281</u>
Other financing uses				
Transfers out to other funds	352,316	530,003	530,003	-
Total expenditures and other financing uses	<u>\$ 1,574,286</u>	<u>\$ 2,015,767</u>	<u>1,551,486</u>	<u>\$ 464,281</u>
Fund balance, ending			<u>\$ 850,362</u>	

CITY OF NEWPORT, OREGON
BUILDING INSPECTION FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
State Permit Surcharges	\$ 12,000	\$ 12,000	\$ 12,953	\$ 953
Building Permits	100,000	100,000	108,085	8,085
Electrical Permits	30,000	30,000	34,836	4,836
Plumbing Permits	9,000	9,000	11,306	2,306
Sign Permits	6,000	6,000	3,345	(2,655)
Interest On Investments	2,500	2,500	2,078	(422)
Misc. Sales & Services	-	-	4,187	4,187
Total revenues	<u>159,500</u>	<u>159,500</u>	<u>176,790</u>	<u>17,290</u>
Other financing sources				
Transfer from General Fund	3,045	3,045	3,045	-
Total other financing sources	<u>3,045</u>	<u>3,045</u>	<u>3,045</u>	<u>-</u>
Fund balance, beginning	<u>505,817</u>	<u>505,817</u>	<u>528,834</u>	<u>23,017</u>
Amount available for appropriation	<u>\$ 668,362</u>	<u>\$ 668,362</u>	<u>708,669</u>	<u>\$ 40,307</u>

Expenditures	Original Budget	Final Budget	Actual	(Over) Under
Personal services	\$ 183,853	\$ 183,853	125,542	\$ 58,311
Material and services	107,436	107,436	107,433	3
Contingency	16,625	16,625	-	16,625
Total expenditures	<u>\$ 307,914</u>	<u>\$ 307,914</u>	<u>232,975</u>	<u>\$ 74,939</u>
Fund balance, ending			<u>\$ 475,694</u>	

CITY OF NEWPORT, OREGON
STREETS FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

	Original Budget	Final Budget	Actual	Over (Under)
Revenues				
State Gas Tax Proration	\$ 566,487	\$ 566,487	\$ 584,599	\$ 18,112
Service Provided For Room Tax	5,000	5,000	5,000	-
Interest On Investments	-	-	2,281	2,281
Misc. Sales and Services	-	-	813	813
Storm Drain Utility Fees	404,300	404,300	407,103	2,803
	<u>975,787</u>	<u>975,787</u>	<u>999,796</u>	<u>24,009</u>
Transfer From Water Fund	141,587	141,587	35,000	(106,587)
Transfer From Wastewater	188,758	188,758	35,000	(153,758)
Total other financing sources	<u>330,345</u>	<u>330,345</u>	<u>70,000</u>	<u>(260,345)</u>
Fund balance, beginning	<u>393,871</u>	<u>393,871</u>	<u>635,859</u>	<u>241,988</u>
Amount available for appropriation	<u>\$ 1,700,003</u>	<u>\$ 1,700,003</u>	<u>1,705,655</u>	<u>\$ 5,652</u>
Expenditures	Original Budget	Final Budget	Actual	(Over) Under
Street Maintenance	\$ 677,452	\$ 704,452	458,204	\$ 246,248
Storm Drain Maintenance	665,321	665,321	514,670	150,651
Contingency	130,613	103,613	-	103,613
Total expenditures	<u>\$ 1,473,386</u>	<u>\$ 1,473,386</u>	<u>972,874</u>	<u>\$ 500,512</u>
Other financing uses				
Transfers out to other funds	62,190	62,190	62,190	-
Total other financing uses	<u>62,190</u>	<u>62,190</u>	<u>62,190</u>	<u>-</u>
Total expenditures and other financing uses	<u>\$ 1,535,576</u>	<u>\$ 1,535,576</u>	<u>1,035,064</u>	<u>\$ 500,512</u>
Fund balance, ending			<u>\$ 670,591</u>	

CITY OF NEWPORT, OREGON
LINE UNDERGROUNDING FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

	Original Budget	Final Budget	Actual	Over (Under)
Revenues				
Franchise Tax - Central Lincoln	\$ -	\$ -	\$ 11,170	\$ 11,170
Franchise Taxes	170,000	170,000	164,390	(5,610)
Interest On Investments	3,200	3,200	2,718	(482)
Total revenues	173,200	173,200	178,278	5,078
Fund balance, beginning	670,230	670,230	639,286	(30,944)
Amount available for appropriation	\$ 843,430	\$ 843,430	817,564	\$ (25,866)
Expenditures				
Contingency	\$ 783,995	\$ 783,995	-	\$ 783,995
Other financing uses				
Transfers out	59,435	59,435	59,435	-
Total expenditures and other financing uses	\$ 843,430	\$ 843,430	59,435	\$ 783,995
Fund balance, ending			\$ 758,129	

CITY OF NEWPORT, OREGON
SDC FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

	Original Budget	Final Budget	Actual	Over (Under)
Revenues				
System Development Charges	\$ 490,700	\$ 490,700	\$ 346,303	\$ (144,397)
Interest From System Development Charges	-	-	2,487	2,487
Interest On Investments	-	-	3,497	3,497
Total revenues	<u>490,700</u>	<u>490,700</u>	<u>352,287</u>	<u>(138,413)</u>
Other financing sources				
Transfer From Capital Project Fund	-	-	18,067	18,067
Total other financing sources	<u>-</u>	<u>-</u>	<u>18,067</u>	<u>18,067</u>
Fund balance, beginning	<u>743,282</u>	<u>743,282</u>	<u>791,582</u>	<u>48,300</u>
Amount available for appropriation	<u>\$ 1,233,982</u>	<u>\$ 1,233,982</u>	<u>1,161,936</u>	<u>\$ (72,046)</u>
	Original Budget	Final Budget	Actual	(Over) Under
Other financing uses				
Transfers to other funds	\$ 190,000	\$ 190,000	10,000	\$ 180,000
Contingency	673,168	673,168	-	673,168
Total other financing uses	<u>863,168</u>	<u>863,168</u>	<u>10,000</u>	<u>853,168</u>
Total expenditures and other financing uses	<u>\$ 863,168</u>	<u>\$ 863,168</u>	<u>10,000</u>	<u>\$ 853,168</u>
Fund balance, ending			<u>\$ 1,151,936</u>	

**CITY OF NEWPORT, OREGON
AGATE BEACH CLOSURE FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015**

Revenues	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Over (Under)</u>
Agate Beach Closure Fees	\$ 12,000	\$ 12,000	\$ 11,232	\$ (768)
Interest On Investments	5,000	5,000	5,552	552
Total revenues	<u>17,000</u>	<u>17,000</u>	<u>16,784</u>	<u>(216)</u>
Fund balance, beginning	<u>1,414,749</u>	<u>1,414,749</u>	<u>1,414,932</u>	<u>183</u>
Amount available for appropriation	<u>\$ 1,431,749</u>	<u>\$ 1,431,749</u>	<u>1,431,716</u>	<u>\$ (33)</u>

Expenditures	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>(Over) Under</u>
Materials and services	\$ 60,270	\$ 60,270	33,878	\$ 26,392
Contingency	1,371,479	1,371,479	-	1,371,479
Total expenditures	<u>\$ 1,431,749</u>	<u>\$ 1,431,749</u>	<u>33,878</u>	<u>\$ 1,397,871</u>
Fund balance, ending			<u>\$ 1,397,838</u>	

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

CITY OF NEWPORT, OREGON
URBAN RENEWAL AGENCY
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
Current Property Taxes	\$ 1,833,418	\$ 1,833,418	\$ -	\$ (1,833,418)
Delinquent Property Taxes	63,038	63,038	-	(63,038)
FEMA Grant	417,629	417,629	-	(417,629)
Interest On Investments	15,000	15,000	232	(14,768)
Total revenues	<u>2,329,085</u>	<u>2,329,085</u>	<u>232</u>	<u>(2,328,853)</u>
Other financing sources				
Bond and Loan Proceeds	5,400,000	5,400,000	5,456,000	56,000
Total other financing sources	<u>5,400,000</u>	<u>5,400,000</u>	<u>5,456,000</u>	<u>56,000</u>
Fund balance, beginning	<u>2,125,359</u>	<u>2,125,359</u>	<u>277,073</u>	<u>(1,848,286)</u>
Amount available for appropriation	<u><u>\$ 9,854,444</u></u>	<u><u>\$ 9,854,444</u></u>	<u><u>5,733,305</u></u>	<u><u>\$ (4,121,139)</u></u>

Expenditures	Original Budget	Final Budget	Actual	(Over) Under
Personal services	\$ 62,028	\$ 62,028	34,132	\$ 27,896
Material and services	111,717	111,717	117,139	(5,422)
Debt service	1,215,079	1,215,079	-	1,215,079
Capital outlay	1,525,000	1,790,000	1,649,123	140,877
Contingency	840,296	575,296	-	-
Total expenditures	<u>3,754,120</u>	<u>3,754,120</u>	<u>1,800,394</u>	<u>1,378,430</u>
Other financing uses				
Transfers out to other funds	3,193,106	3,193,106	3,193,106	-
Total expenditures and other financing use	<u><u>\$ 6,947,226</u></u>	<u><u>\$ 6,947,226</u></u>	<u><u>4,993,500</u></u>	<u><u>\$ 1,378,430</u></u>
Fund balance, ending			<u><u>\$ 739,805</u></u>	

CITY OF NEWPORT, OREGON
CAPITAL PROJECTS FUND (A MAJOR FUND)
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
State Gas Tax Proration	\$ 15,000	\$ 15,000	\$ -	\$ (15,000)
Newport Gas Tax Proration	180,000	180,000	140,202	(39,798)
Federal Scenic Byways Grant	-	557,696	-	(557,696)
Fema Grant	536,630	591,630	171,793	(419,837)
State Grants	122,500	122,500	57,496	(65,004)
State Is Tea Entitlement	108,245	108,245	-	(108,245)
Matching Funds	496,000	531,000	562,105	31,105
Capital Improvement Surcharge	476,334	543,370	558,797	15,427
Ksenyia Sidewalk Deposit	11,769	11,769	-	(11,769)
Easements	-	-	3,300	3,300
Aviation Grant	-	5,778,698	4,930,619	(848,079)
Connect Oregon Grant	-	286,877	(2,000)	(288,877)
Interest On Investments	16,000	16,000	48,528	32,528
Misc. Sales & Services	-	-	33,333	33,333
Total revenues	<u>1,962,478</u>	<u>8,742,785</u>	<u>6,504,173</u>	<u>(2,238,612)</u>
Other financing sources				
Bond and loan proceeds	2,559,359	2,559,359	-	(2,559,359)
Transfer From General Fund	15,000	45,000	45,000	-
Transfer From Airport Fund	-	265,000	265,000	-
Transfer From SDC Fund	180,000	180,000	-	(180,000)
Transfer From Urban Renewal Agency	3,193,106	3,193,106	3,193,106	-
Total other financing sources	<u>5,947,465</u>	<u>6,242,465</u>	<u>3,503,106</u>	<u>(2,739,359)</u>
Fund balance, beginning	<u>9,424,617</u>	<u>9,696,176</u>	<u>9,614,365</u>	<u>(81,811)</u>
Amount available for appropriation	<u>\$17,334,560</u>	<u>\$24,681,426</u>	<u>19,621,644</u>	<u>\$ (5,059,782)</u>
Expenditures	Original Budget	Final Budget	Actual	(Over) Under
Capital Projects - General	\$ 8,905,654	\$ 9,553,161	1,343,371	\$ 8,209,790
Capital Projects - Swimming Pool	7,802,612	7,802,612	548,598	7,254,014
Capital Projects - Airport AIP	-	6,863,838	5,722,800	1,141,038
Contingency	16,000	17,759	-	17,759
Total expenditures	<u>16,724,266</u>	<u>24,237,370</u>	<u>7,614,769</u>	<u>16,622,601</u>
Other financing uses				
Transfers to other funds	228,321	62,083	62,083	-
Total other financing uses	<u>228,321</u>	<u>62,083</u>	<u>62,083</u>	<u>-</u>
Total expenditures and other financing uses	<u>\$ 16,952,587</u>	<u>\$ 24,299,453</u>	<u>7,676,852</u>	<u>\$ 16,622,601</u>
Fund Balance - ending			<u>\$11,944,792</u>	

*** CITY OF NEWPORT, OREGON**
CAPITAL PROJECTS FUND - PROPRIETARY (A MAJOR FUND)
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
State Grants	\$ 250,000	\$ 250,000	\$ 250,000	\$ -
Interest On Investments	101,000	101,000	16,826	(84,174)
Misc. Sales & Services	-	-	11,800	11,800
Total revenues	<u>351,000</u>	<u>351,000</u>	<u>278,626</u>	<u>(72,374)</u>
Other financing sources				
Miscellaneous Loan Revenue	-	-	54,800	54,800
Bond and Loan Proceeds	7,509,086	7,159,878	5,918,354	(1,241,524)
CWSRF Loan #1	-	-	100,333	100,333
Transfer From General Fund	-	96,621	96,621	-
Transfer From Bonded Debt Fund	109,189	109,189	109,189	-
Transfer From Cap Proj Fund	228,321	44,016	44,016	-
Transfer From Water Fund	87,359	263,513	263,513	-
Transfer Fr. Sewer Fund	464,139	393,186	393,186	-
Total other financing sources	<u>8,398,094</u>	<u>8,066,403</u>	<u>6,980,012</u>	<u>(1,086,391)</u>
Fund balance, beginning	-	-	-	-
Amount available for appropriation	<u>\$ 8,749,094</u>	<u>\$ 8,417,403</u>	<u>7,258,638</u>	<u>\$ (1,158,765)</u>
Expenditures	Original Budget	Final Budget	Actual	(Over) Under
Capital Projects - Water	\$ 5,274,869	\$ 5,266,718	2,351,781	\$ 2,914,937
Capital Projects - Wastewater	3,473,225	3,149,685	1,783,968	1,365,717
Contingency	1,000	1,000	-	1,000
Total expenditures	<u>\$ 8,749,094</u>	<u>\$ 8,417,403</u>	<u>4,135,749</u>	<u>\$ 4,281,654</u>
Budgetary Fund Balance			<u>\$ 3,122,889</u>	

CITY OF NEWPORT, OREGON
RESERVE FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Over (Under)</u>
Revenues				
Interest On Investments	\$ -	\$ -	\$ 1,625	\$ 1,625
Other financing source				
Transfer From General Fund	180,000	180,000	180,000	-
Total other financing sources	180,000	180,000	180,000	-
Fund balance, beginning	<u>320,000</u>	<u>320,000</u>	<u>320,513</u>	<u>513</u>
Amount available for appropriation	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>502,138</u>	<u>\$ 513</u>
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>(Over) Under</u>
Expenditures				
Capital Outlay	\$ 425,000	\$ 425,000	-	\$ 425,000
	<u>\$ 425,000</u>	<u>\$ 425,000</u>	<u>-</u>	<u>\$ 425,000</u>
Fund balance, ending			<u>\$ 502,138</u>	

**CITY OF NEWPORT, OREGON
WATER FUND (A MAJOR FUND)
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015**

	Original Budget	Final Budget	Actual	Over (Under)
Revenues				
Water User Charges	\$ 3,465,000	\$ 3,465,000	\$ 3,523,479	\$ 58,479
Misc. Sales and Services	47,000	47,000	76,090	29,090
New Services and Meters	5,000	5,000	50,380	45,380
Interest On Investments	2,000	2,000	4,580	2,580
Total revenues	<u>3,519,000</u>	<u>3,519,000</u>	<u>3,654,529</u>	<u>135,529</u>
Fund balance, beginning	<u>433,534</u>	<u>766,103</u>	<u>764,824</u>	<u>(1,279)</u>
Total fund balance, beginning	<u>433,534</u>	<u>766,103</u>	<u>764,824</u>	<u>(1,279)</u>
Amount available for appropriation	<u>\$ 3,952,534</u>	<u>\$ 4,285,103</u>	<u>4,419,353</u>	<u>\$ 134,250</u>
Expenditures	Original Budget	Final Budget	Actual	(Over) Under
Water Plant	\$ 869,582	\$ 989,582	846,422	\$ 143,160
Water Distribution	938,246	965,246	887,147	78,099
Non Departmental	769,733	769,733	688,543	81,190
Contingencies	175,000	184,415	-	184,415
Total expenditures	<u>2,752,561</u>	<u>2,908,976</u>	<u>2,422,112</u>	<u>486,864</u>
Other financing uses				
Transfers out	955,658	1,131,812	363,066	768,746
Total other financing uses	<u>955,658</u>	<u>1,131,812</u>	<u>363,066</u>	<u>768,746</u>
Total expenditures and other financing uses	<u>\$3,708,219</u>	<u>\$4,040,788</u>	<u>2,785,178</u>	<u>\$1,255,610</u>
Budgetary fund balance			1,634,175	
RECONCILIATION TO NET POSITION				
Capital assets, Net			22,720,504	
Inventories			328,181	
Compensated absences			(33,154)	
Long term debt payable			(21,053,033)	
Bond premium			(154,075)	
Interest payable			(71,963)	
Net pension liability			(151,330)	
Deferred outflows of resources			12,637	
OPEB			(23,645)	
			<u>\$ 3,208,297</u>	

CITY OF NEWPORT, OREGON
SEWER FUND (A MAJOR FUND)
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
Sewer User Charges	\$ 3,717,000	\$ 3,717,000	\$ 3,832,265	\$ 115,265
Septage	-	-	9,055	9,055
Interest On Investments	500	500	1,913	1,413
Misc. Sales & Services	-	-	6,299	6,299
Total revenues	<u>3,717,500</u>	<u>3,717,500</u>	<u>3,849,532</u>	<u>132,032</u>
Fund balance, beginning	830,812	775,061	775,060	(1)
Amount available for appropriation	<u>\$ 4,548,312</u>	<u>\$ 4,492,561</u>	<u>4,624,592</u>	<u>\$ 132,031</u>

Expenditures	Original Budget	Final Budget	Actual	(Over) Under
Wastewater Plant	\$ 1,350,155	\$ 1,350,155	1,222,303	\$ 127,852
Wastewater Collection	493,132	568,132	546,160	21,972
Non-Departmental	856,171	866,171	797,341	68,830
Contingencies	250,000	180,202	-	180,202
Total expenditures	<u>2,949,458</u>	<u>2,964,660</u>	<u>2,565,804</u>	<u>398,856</u>
Other financing uses				
Transfers out to other funds	1,315,347	1,244,394	1,090,636	153,758
Total other financing uses	<u>1,315,347</u>	<u>1,244,394</u>	<u>1,090,636</u>	<u>153,758</u>
Total expenditures and other financing uses	<u>\$4,264,805</u>	<u>\$4,209,054</u>	<u>3,656,440</u>	<u>\$552,614</u>
Budgetary fund balance			968,152	

RECONCILIATION TO NET POSITION

Capital assets, Net	36,951,518
Compensated absences	(28,665)
Long term debt payable	(7,015,000)
Bond premium	(178,562)
Interest payable	(28,181)
Net pension liability	(127,411)
Deferred outflows of resources	10,639
OPEB	(17,851)
	<u>\$ 30,534,639</u>

CITY OF NEWPORT, OREGON
PUBLIC WORKS SERVICES FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues:	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Over (Under)</u>
Service Provided For Street Fund	\$ 150,000	\$ 150,000	\$ 119,150	\$ (30,850)
Service Provided For Water Fund	308,833	308,833	245,316	(63,517)
Service Provided For Sewer Fund	309,399	309,399	245,766	(63,633)
Interest On Investments	1,000	1,000	1,221	221
Misc. Sales & Services	-	-	80	80
Total revenues	<u>769,232</u>	<u>769,232</u>	<u>611,533</u>	<u>(157,699)</u>
Fund balance, beginning	196,867	196,867	204,481	7,614
Amount available for appropriation	<u>\$ 966,099</u>	<u>\$ 966,099</u>	<u>816,014</u>	<u>\$ (150,085)</u>

Expenditures	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>(Over) Under</u>
Public Works Administration	\$ 294,932	\$ 300,532	292,555	\$ 7,977
Engineering Services	482,499	476,899	338,772	138,127
Fleet Maintenance	88,119	88,119	1,210	86,909
Contingency	100,549	100,549	-	100,549
Total expenditures	<u>\$ 966,099</u>	<u>\$ 966,099</u>	<u>632,537</u>	<u>\$ 333,562</u>
Fund balance, ending			<u>\$ 183,477</u>	

CITY OF NEWPORT, OREGON
DEBT SERVICE - WATER FUND (A MAJOR FUND)
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
Current Property Taxes	\$ 2,210,336	\$ 2,210,336	\$ 854,451	\$ (1,355,885)
Delinquent Property Taxes	72,000	72,000	33,782	(38,218)
Interest On Investments	5,000	5,000	1,813	(3,187)
Total revenues	<u>2,287,336</u>	<u>2,287,336</u>	<u>890,046</u>	<u>(1,397,290)</u>
Other financing sources				
Prior Period transfer	-	-	198,878	198,878
Transfer From Water Fund	-	-	60,000	60,000
Total other financing sources	<u>-</u>	<u>-</u>	<u>258,878</u>	<u>258,878</u>
Fund Balance, Beginning	-	-	1,186,234	987,356
Prior period adjustment	-	-	(1,186,234)	987,356
Fund balance, beginning	<u>524,786</u>	<u>524,786</u>	<u>-</u>	<u>(524,786)</u>
Amount available for appropriation	<u>\$ 2,812,122</u>	<u>\$ 2,812,122</u>	<u>1,148,924</u>	<u>\$ (1,663,198)</u>

Expenditures	Original Budget	Final Budget	Actual	(Over) Under
2009 WTP GO BONDS	\$ -	\$ -	842,225	\$ (842,225)
SEAL ROCK AGREEMENT	-	-	60,000	(60,000)
2008 SEWER GO REFUNDING BOND	933,400	933,400	-	933,400
2009 WATER TREATMENT GO BOND	842,225	842,225	-	842,225
2013 SWIMMING POOL GO BOND	476,908	476,908	-	476,908
Total expenditures	<u>2,252,533</u>	<u>2,252,533</u>	<u>902,225</u>	<u>1,350,308</u>
Other financing uses				
Transfers to other funds	109,189	109,189	109,189	-
Total other financing uses	<u>109,189</u>	<u>109,189</u>	<u>109,189</u>	<u>-</u>
Total expenditures and other financing uses	<u>\$ 2,361,722</u>	<u>\$ 2,361,722</u>	<u>1,011,414</u>	<u>\$ 1,350,308</u>
Fund balance, ending			137,510	
Reconciliation to Net Position				
Property tax adjustments			65,203	
			<u>\$ 202,713</u>	

CITY OF NEWPORT, OREGON
DEBT SERVICE - SEWER FUND (A MAJOR FUND)
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
Current Property Taxes	\$ -	\$ -	\$ 868,594	\$ 868,594
Delinquent Property Taxes	-	-	42,392	42,392
Interest On Investments	3,000	3,000	5,611	2,611
Total revenues	3,000	3,000	916,597	913,597
Other financing sources				
Transfer From Room Tax Fund	127,325	127,325	127,325	-
Transfer From SDC Fund	10,000	10,000	10,000	-
Transfer From Sewer Fund	631,113	631,113	631,113	-
Transfer From Water Fund	60,000	60,000	-	(60,000)
Total other financing sources	828,438	828,438	768,438	(60,000)
Fund Balance, Beginning	-	-	-	-
Prior period adjustment	-	-	977,906	977,906
Fund balance, beginning	626,508	626,508	977,906	351,398
Amount available for appropriation	\$ 1,457,946	\$ 1,457,946	2,662,941	\$ 1,204,995

Expenditures	Original Budget	Final Budget	Actual	(Over) Under
2008 GO WW REFUNDING BOND	\$ -	\$ -	933,400	\$ (933,400)
2010A SERIES OBLIGATION BOND	571,407	571,407	571,406	1
SEAL ROCK AGREEMENT	60,000	60,000	-	60,000
Total expenditures	\$ 631,407	\$ 631,407	1,504,806	\$ (873,399)
Fund balance, ending			1,158,135	
Reconciliation to Net Position				
Property tax adjustments			64,339	
			<u>\$ 1,222,474</u>	

CITY OF NEWPORT, OREGON
DEBT SERVICE
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

Revenues	Original Budget	Final Budget	Actual	Over (Under)
Current Property Taxes	\$ -	\$ -	\$ 517,702	\$ 517,702
Interest On Investments	100	100	403	303
Total revenues	<u>100</u>	<u>100</u>	<u>518,105</u>	<u>518,005</u>
Other financing sources				
Transfer From General Fund	167,442	167,442	167,442	-
Transfer From Airport Fund	6,746	6,746	6,746	-
Transfer From Room Tax Fund	14,491	14,491	14,491	-
Transfer From Street Fund	62,190	62,190	62,190	-
Transfer From Line Underground Fund	59,435	59,435	59,435	-
Transfer From Water Fund	4,553	4,553	4,553	-
Transfer From Sewer Fund	31,337	31,337	31,337	-
Total other financing sources	<u>346,194</u>	<u>346,194</u>	<u>346,194</u>	<u>-</u>
Fund balance, beginning (Restated)	<u>7,466</u>	<u>7,466</u>	<u>9,450</u>	<u>1,984</u>
Amount available for appropriation	<u>\$ 353,760</u>	<u>\$ 353,760</u>	<u>873,749</u>	<u>\$ 519,989</u>
Expenditures	Original Budget	Final Budget	Actual	(Over) Under
SWIMMING POOL BOND	\$ -	\$ -	476,905	\$ (476,905)
GENERAL DEBT	-	-	343,006	(343,006)
MATERIALS & SERVICES	1,972	1,972	-	1,972
2007 LO-CAP PROGRAM	24,584	24,584	-	24,584
2009 LO-CAP PROGRAM	294,965	294,965	-	294,965
2013 NORTH SIDE FIRE AGREEMENT	24,673	24,673	-	24,673
Total expenditures	<u>346,194</u>	<u>346,194</u>	<u>819,911</u>	<u>(473,717)</u>
Unappropriated ending balance	<u>7,566</u>	<u>7,566</u>	-	<u>7,566</u>
Total expenditures and other financing uses	<u>\$ 353,760</u>	<u>\$ 353,760</u>	<u>819,911</u>	<u>(\$ 466,151)</u>
Fund balance, ending			<u>\$ 53,838</u>	

CITY OF NEWPORT, OREGON
DEBT SERVICE NEWPORT URBAN RENEWAL AGENCY FUND (A MAJOR FUND)
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
for the year ended June 30, 2015

	Original Budget	Final Budget	Actual	Over (Under)
Revenues				
Current property taxes	\$ -	\$ -	\$ 1,808,498	\$ 1,808,498
Delinquent property taxes	-	-	82,423	82,423
Interest on investments	100	100	18,454	18,354
Total revenues	<u>100</u>	<u>100</u>	<u>1,909,375</u>	<u>1,909,275</u>
Other financing sources				
Transfer from Water Fund	662,160	662,160	-	(662,160)
Total other financing sources	<u>662,160</u>	<u>662,160</u>	<u>-</u>	<u>(662,160)</u>
Fund balance, beginning	-	-	1,883,198	1,883,198
Amount available for appropriation	<u>\$ 662,260</u>	<u>\$ 662,260</u>	<u>3,792,573</u>	<u>\$ 3,130,313</u>

	Original Budget	Final Budget	Actual	(Over) Under
Expenditures				
Urban renewal debt service	\$ -	\$ -	1,215,078	\$ (1,215,078)
2014 Water Revenue Bond	331,080	331,080	-	331,080
Total expenditures	<u>\$ 331,080</u>	<u>\$ 331,080</u>	<u>1,215,078</u>	<u>\$ (883,998)</u>
Fund balance, ending			<u>\$ 2,577,495</u>	

**FINANCIAL REPORTS FOR THE
FIRST EIGHT MONTHS OF THE
2015/2016 FISCAL YEAR**

**CITY OF NEWPORT
GENERAL FUND - FISCAL YEAR 2016**

For Period Ending: **02/29/16** **67% of year**

	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Property Taxes	6,151,747	6,151,747	42,667	5,773,538	380,209	93.82%
Other Taxes	2,004,000	2,004,000	104,178	1,462,508	541,492	72.98%
Franchises	945,600	945,600	185,977	654,162	291,438	69.18%
Federal Sources	55,000	55,000	42,190	42,190	12,810	76.71%
State Sources	150,200	150,200	33,315	43,420	106,780	28.91%
Miscellaneous Sources	690,471	690,471	24,856	413,489	276,982	59.89%
Services Provided for	1,073,843	1,073,843	89,487	715,895	357,948	66.67%
Fee, Fines & Forfeitures	413,600	413,600	30,358	366,070	47,530	88.51%
Investments	9,700	9,700	-	7,856	1,844	80.99%
Miscellaneous	36,600	36,600	829	14,004	22,596	38.26%
TOTAL REVENUES:	11,530,761	11,530,761	553,857	9,491,133	2,039,628	82.31%
EXPENDITURES:						
City Administration						
Mayor & Council	98,150	98,150	24,397	82,773	15,377	84.33%
City Manager	348,049	353,171	28,324	230,798	122,373	65.35%
Information Technology	525,198	528,565	26,812	279,827	248,738	52.94%
Court	57,258	58,179	4,959	40,917	17,262	70.33%
Legal	153,200	155,730	12,314	102,412	53,318	65.76%
Finance	557,624	563,842	21,064	350,986	212,856	62.25%
Human Resources	114,918	116,230	8,841	69,355	46,875	59.67%
Safety Coordinator	104,533	105,159	3,980	50,032	55,127	47.58%
Finance Customer Service	36,500	36,500	2,417	25,660	10,840	70.30%
Total City Administration	1,995,430	2,015,526	133,107	1,232,760	782,766	61.16%
Police	3,603,480	3,616,339	249,018	2,291,055	1,325,284	63.35%
Fire	1,892,439	1,896,948	124,910	1,347,736	549,212	71.05%
Emergency Coordinator	107,000	107,000	1,940	4,445	102,555	4.15%
Library	1,225,857	1,239,088	88,459	702,562	536,526	56.70%
Community Development	315,380	319,161	15,393	139,823	179,338	43.81%
Facilities & Grounds:						
Facilities Operations	263,035	265,306	15,577	160,453	104,853	60.48%
Facilities Capital Projects	416,000	416,000	185	37,920	378,080	9.12%
Grounds Operations	413,503	416,370	19,659	214,573	201,797	51.53%
Grounds Capital Projects	10,000	10,000	-	-	10,000	0.00%
Custodial Operations:	123,826	124,609	11,302	84,998	39,611	68.21%
Total Facilities & Grounds	1,226,364	1,232,285	46,724	497,944	734,341	40.41%
Non Departmental	421,488	421,488	19,227	332,165	89,323	78.81%
Contingency	541,322	480,925				
TOTAL EXPENDITURES:	11,328,760	11,328,760	678,777	6,548,490	4,299,345	
Excess of Revenue over (under) Expenditures	202,001	202,001	(124,920)	2,942,643	(2,259,717)	
OTHER FINANCING SOURCES						
Transfer In	53,500	53,500	4,458	35,667	17,833	
Transfer Out	(1,248,432)	(1,298,432)	(89,624)	(916,786)	(381,646)	
Total Other Financing Sources (Uses)	(1,194,932)	(1,244,932)	(85,166)	(881,099)	(363,813)	
Net Changes in Fund Balance	(992,931)	(1,042,931)	(210,086)	2,061,544	(2,623,550)	
FUND BALANCE - BEGINNING OF YEAR	2,595,226	2,645,226		3,035,351	2,995,163	
FUND BALANCE - END OF YEAR	1,602,295	1,602,295		5,096,895	(1,082)	

	Appropriations	UEFB	Total Requirements	
Adopted Budget	12,577,192	1,602,295	14,179,487	-
Supplemental Budget Resolution # 3726	50,000		50,000	
Total Amended Budget:	12,627,192	1,602,295	14,229,487	-

**CITY OF NEWPORT
PARKS & RECREATION FUND - FISCAL YEAR 2016**

			For Period Ending: 02/29/16		.57% of year	
	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Fee, Fines & Forfeitures	566,365	566,365	31,967	408,760	157,605	72.17%
Investments	2,000	2,000	-	1,124	876	56.21%
Miscellaneous	43,800	43,800	210	12,813	30,987	29.25%
TOTAL REVENUES:	612,165	612,165	32,177	422,698	189,467	69.05%
EXPENDITURES:						
Parks Administration	164,626	166,728	12,035	117,282	49,446	70.34%
60+ Activity Center	168,321	169,753	9,592	85,852	83,901	50.57%
Swimming Pool	392,466	394,897	29,277	249,150	145,747	63.09%
Recreation Center	545,606	547,094	37,630	263,266	283,828	48.12%
Recreation Programs	176,944	176,944	9,122	93,457	83,487	52.82%
Sports Programs	122,266	122,266	11,753	85,100	37,166	69.60%
Contingency	139,308	131,855				
TOTAL EXPENDITURES:	1,709,537	1,709,537	109,408	894,108	683,574	
Excess of Revenue over (under) Expenditures	(1,097,372)	(1,097,372)	(77,231)	(471,410)	(494,107)	
OTHER FINANCING SOURCES						
Transfer In	749,502	749,502	62,459	499,668	249,834	
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	749,502	749,502	62,459	499,668	249,834	
Net Changes in Fund Balance	(347,870)	(347,870)	(14,773)	28,258	(244,273)	
FUND BALANCE - BEGINNING OF YEAR	347,870	347,870		417,005		
FUND BALANCE - END OF YEAR	-	-		445,264		

	Appropriations	UEFB	Total Requirements
Adopted Budget	1,709,537	-	1,709,537
Total Amended Budget:	1,709,537	-	1,709,537

**CITY OF NEWPORT
PUBLIC PARKING FUND - FISCAL YEAR 2016**

For Period Ending: **02/29/16** .67% of year

	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Fee, Fines & Forfeitures	31,265	31,265	18	25,540	5,726	81.69%
Investments	1,045	1,045	-	660	385	63.13%
TOTAL REVENUES:	32,310	32,310	18	26,199	6,111	81.09%
EXPENDITURES:						
Public Parking -General	-	-	-	-	-	
Public Parking -Nye Beach	12,722	12,722	85	681	12,041	5.36%
Public Parking -City Center	6,896	6,896	33	264	6,632	3.83%
Public Parking - Bay Blvd	22,218	22,218	185	1,479	20,739	6.66%
Contingency	274,207	274,207				
TOTAL EXPENDITURES:	316,043	316,043	303	2,424	39,412	
Excess of Revenue over (under) Expenditures	(283,733)	(283,733)	(286)	23,775	(33,301)	
OTHER FINANCING SOURCES						
Transfer In	-	-	-	-	-	
Transfer Out	(40,000)	(40,000)	-	(40,000)	-	
Total Other Financing Sources (Uses)	(40,000)	(40,000)	-	(40,000)	-	
Net Changes in Fund Balance	(323,733)	(323,733)	(286)	(16,225)	(33,301)	
FUND BALANCE - BEGINNING OF YEAR	323,733	323,733		318,536		
FUND BALANCE - END OF YEAR	-	-		302,311		

	Appropriations	UEFB	Total Requirements
Adopted Budget	356,043	-	356,043
Total Amended Budget:	356,043	-	356,043

**CITY OF NEWPORT
HOUSING FUND - FISCAL YEAR 2016**

			For Period Ending: 02/29/16		.67% of year	
	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Investments	530	530	-	327	203	61.68%
TOTAL REVENUES:	530	530	-	327	203	61.68%
EXPENDITURES:						
Housing	139,449	139,449	479	3,890	135,559	2.79%
Contingency	32,132	32,132				
TOTAL EXPENDITURES:	171,581	171,581	479	3,890	135,559	
Excess of Revenue over (under)						
Expenditures	(171,051)	(171,051)	(479)	(3,563)	(135,356)	
OTHER FINANCING SOURCES						
Transfer In	13,200	13,200	1,100	8,800	4,400	
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	13,200	13,200	1,100	8,800	4,400	
Net Changes in Fund Balance	(157,851)	(157,851)	621	5,237	(130,956)	
FUND BALANCE - BEGINNING OF YEAR	157,851	157,851		156,334		
FUND BALANCE - END OF YEAR	-	-		161,571	-	

	Appropriations	UEFB	Total Requirements
Adopted Budget	171,581	-	171,581
Total Amended Budget:	171,581	-	171,581

CITY OF NEWPORT
AIRPORT FUND - FISCAL YEAR 2016

			For Period Ending: 02/29/16		.67% of year	
	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Services Provided for	30,704	30,704	2,559	20,469	10,235	66.67%
Fee, Fines & Forfeitures	258,420	258,420	1,345	120,685	137,735	46.70%
Investments	561	561	-	578	(17)	103.05%
Miscellaneous	54,280	54,280	4,626	44,763	9,517	82.47%
TOTAL REVENUES:	343,965	343,965	8,529	186,495	157,470	54.22%
EXPENDITURES:						
Airport	693,941	696,784	39,230	426,191	270,593	61.17%
Contingency	71,691	68,848				
TOTAL EXPENDITURES:	765,632	765,632	39,230	426,191	270,593	
Excess of Revenue over (under)						
Expenditures	(421,667)	(421,667)	(30,701)	(239,695)	(113,124)	
OTHER FINANCING SOURCES						
Transfer In	335,288	335,288	27,941	223,525	111,763	
Transfer Out	(161,039)	(161,039)	-	160,106	(321,145)	
Total Other Financing Sources (Uses)	174,249	174,249	27,941	383,631	(209,382)	
Net Changes in Fund Balance	(247,418)	(247,418)	(2,760)	143,935	(322,505)	
FUND BALANCE - BEGINNING OF YEAR	353,254	353,254		312,146		
FUND BALANCE - END OF YEAR	105,836	105,836		456,082	320,211	

	Appropriations	UEFB	Total Requirements
Adopted Budget	926,671	105,836	1,032,507
Total Amended Budget:	926,671	105,836	1,032,507

**CITY OF NEWPORT
ROOM TAX FUND - FISCAL YEAR 2016**

			For Period Ending: 02/29/16		.67% of year	
	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Taxes	1,307,300	1,307,300	55,505	1,001,706	305,594	76.62%
Fees, Fines & Forfeitures	12,000	12,000	1,224	6,527	5,473	54.39%
Investments	2,000	2,000	-	1,373	627	68.65%
TOTAL REVENUES:	1,321,300	1,321,300	56,729	1,009,606	311,694	76.41%
EXPENDITURES:						
Room Tax	1,145,246	945,246	49,579	665,621	279,625	70.42%
Contingency	126,381	66,381				
TOTAL EXPENDITURES:	1,271,627	1,011,627	49,579	665,621	279,625	
Excess of Revenue over (under)						
Expenditures	49,673	309,673	7,150	343,985	32,069	
OTHER FINANCING SOURCES						
Transfer In	-	-	-	-	-	
Transfer Out	(744,651)	(1,076,651)	(18,944)	(887,611)	(189,040)	
Total Other Financing Sources (Uses)	(744,651)	(1,076,651)	(18,944)	(887,611)	(189,040)	
Net Changes in Fund Balance	(694,978)	(766,978)	(11,794)	(543,626)	(156,971)	
FUND BALANCE - BEGINNING OF YEAR	778,488	850,488		850,362		
FUND BALANCE - END OF YEAR	83,510	83,510		306,736		

	Appropriations	UEFB	Total Requirements
Adopted Budget	2,016,278	83,510	2,099,788
Supplemental Budget Resolution # 3726	72,000		72,000
Total Amended Budget:	2,088,278	83,510	2,171,788

**CITY OF NEWPORT
BUILDING INSPECTION FUND - FISCAL YEAR 2016**

For Period Ending: **02/29/16** .57% of year

	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Fees, Fines & Forfeitures	162,740	162,740	22,950	198,114	(35,374)	121.74%
Investments	1,600	1,600	-	1,039	561	64.95%
Miscellaneous	2,670	2,670	-	1,839	831	68.88%
TOTAL REVENUES:	167,010	167,010	22,950	200,993	(33,983)	120.35%
EXPENDITURES:						
Building Inspection	258,868	261,897	20,708	178,307	83,590	68.08%
Contingency	25,887	22,858				
TOTAL EXPENDITURES:	284,755	284,755	20,708	178,307	83,590	
Excess of Revenue over (under) Expenditures	(117,745)	(117,745)	2,242	22,686	(117,573)	
OTHER FINANCING SOURCES						
Transfer In	3,000	3,000	250	2,000	1,000	
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	3,000	3,000	250	2,000	1,000	
Net Changes in Fund Balance	(114,745)	(114,745)	2,492	24,686	(116,573)	
FUND BALANCE - BEGINNING OF YEAR	469,943	469,943		475,695		
FUND BALANCE - END OF YEAR	355,198	355,198		500,380		

	Appropriations	UEFB	Total Requirements
Adopted Budget	284,755	355,198	639,953
Total Amended Budget:	284,755	355,198	639,953

**CITY OF NEWPORT
STREETS FUND - FISCAL YEAR 2016**

For Period Ending: **02/29/16** .67% of year

	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Other Taxes	571,487	571,487	55,749	382,914	188,573	67.00%
State Sources				217,477	(217,477)	
Fee, Fines & Forfeitures	408,000	408,000	35,868	288,572	119,428	70.73%
Investments	2,000	2,000	-	1,515	485	75.76%
Miscellaneous	1,200	1,200	-	-	1,200	0.00%
TOTAL REVENUES:	982,687	982,687	91,617	890,478	92,209	90.62%
EXPENDITURES:						
Streets Maintenance	655,041	655,920	35,365	415,342	240,578	63.32%
Storm Drain Maintenance	426,956	427,835	22,089	269,022	158,813	62.88%
Contingency	109,156	107,398				
TOTAL EXPENDITURES:	1,191,153	1,191,153	57,454	684,364	399,391	
Excess of Revenue over (under) Expenditures	(208,466)	(208,466)	34,163	206,114	(307,182)	
OTHER FINANCING SOURCES						
Transfer In	70,000	70,000	5,833	46,667	23,333	
Transfer Out	(77,768)	(77,768)	(465)	(67,303)	(10,465)	
Total Other Financing Sources (Uses)	(7,768)	(7,768)	5,369	(20,636)	12,868	
Net Changes in Fund Balance	(216,234)	(216,234)	39,532	185,478	(294,314)	
FUND BALANCE - BEGINNING OF YEAR	588,769	588,769		670,591		
FUND BALANCE - END OF YEAR	372,535	372,535		856,069		

	Appropriations	UEFB	Total Requirements
Adopted Budget	1,268,921	372,535	1,641,456
Total Amended Budget:	1,268,921	372,535	1,641,456

**CITY OF NEWPORT
LINE UNDERGROUNDING FUND - FISCAL YEAR 2016**

For Period Ending: **02/29/16** .67% of year

	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Franchises	170,000	170,000	18,212	84,071	85,929	49.45%
Investments	2,800	2,800	-	1,454	1,346	51.93%
TOTAL REVENUES:	172,800	172,800	18,212	85,525	87,275	49.49%
EXPENDITURES:						
Line Undergrounding	400	400	-	261	139	65.25%
Contingency	645,580	645,580	-	-	-	-
TOTAL EXPENDITURES:	645,980	645,980	-	261	139	-
Excess of Revenue over (under) Expenditures	(473,180)	(473,180)	18,212	85,264	87,136	-
OTHER FINANCING SOURCES						
Transfer In						
Transfer Out	(259,435)	(259,435)	-	(251,211)	(8,224)	-
Total Other Financing Sources (Uses)	(259,435)	(259,435)	-	(251,211)	(8,224)	-
Net Changes in Fund Balance	(732,615)	(732,615)	18,212	(165,947)	78,912	-
FUND BALANCE - BEGINNING OF YEAR	732,615	732,615		758,129		
FUND BALANCE - END OF YEAR	-	-		592,182	-	

	Appropriations	UEFB	Total Requirements
Adopted Budget	905,415		905,415
Total Amended Budget:	905,415	-	905,415

**CITY OF NEWPORT
SDC FUND - FISCAL YEAR 2016**

			For Period Ending: 02/29/16		.67% of year	
	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Fee, Fines & Forfeitures	245,800	245,800	83,770	368,221	(122,421)	149.80%
Investments	3,270	3,270	-	2,547	723	77.88%
TOTAL REVENUES:	249,070	249,070	83,770	370,767	(121,697)	148.86%
EXPENDITURES:						
SDC - Streets	50,000	50,000	-	-	50,000	0.00%
SDC - Water	-	-	-	-	-	0.00%
SDC - Wastewater	-	-	-	-	-	0.00%
SDC - Parks	-	-	-	-	-	0.00%
SDC - Storm Drain	-	-	-	-	-	0.00%
SDC - Administration	25,000	25,000	-	-	25,000	0.00%
Contingency	1,088,800	1,028,800	-	-	-	-
TOTAL EXPENDITURES:	1,163,800	1,103,800	-	-	75,000	
Excess of Revenue over (under) Expenditures	(914,730)	(854,730)	83,770	370,767	(196,697)	
OTHER FINANCING SOURCES						
Transfer In						
Transfer Out	(197,500)	(257,500)	-	(248,762)	(8,738)	
Total Other Financing Sources (Uses)	(197,500)	(257,500)	-	(248,762)	(8,738)	
Net Changes in Fund Balance	(1,112,230)	(1,112,230)	83,770	122,006	(205,436)	
FUND BALANCE - BEGINNING OF YEAR	1,112,230	1,112,230		1,151,935		
FUND BALANCE - END OF YEAR	-	-		1,273,941		

	Appropriations	UEFB	Total Requirements
Adopted Budget	1,361,300		1,361,300
Total Amended Budget:	1,361,300		1,361,300

CITY OF NEWPORT
AGATE BEACH CLOSURE FUND - FISCAL YEAR 2016

			For Period Ending: 02/29/16		.67% of year	
	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Fee, Fines & Forfeitures	12,000	12,000	-	-	12,000	0.00%
Investments	6,000	6,000	-	-	6,000	0.00%
TOTAL REVENUES:	18,000	18,000	-	-	18,000	0.00%
EXPENDITURES:						
Agate Beach Closure	60,327	60,327	(3,676)	13,105	47,222	21.72%
Contingency	1,362,257	1,362,257				
TOTAL EXPENDITURES:	1,422,584	1,422,584	(3,676)	13,105	47,222	
Excess of Revenue over (under)						
Expenditures	(1,404,584)	(1,404,584)	3,676	(13,105)	(29,222)	
OTHER FINANCING SOURCES						
Transfer In						
Transfer Out						
Total Other Financing Sources (Uses)	-	-	-	-	-	
Net Changes in Fund Balance	(1,404,584)	(1,404,584)	3,676	(13,105)	(29,222)	
FUND BALANCE - BEGINNING OF YEAR	1,404,584	1,404,584		1,397,838		
FUND BALANCE - END OF YEAR	-	-		1,384,732	-	

	Appropriations	UEFB	Total Requirements
Adopted Budget	1,422,584		1,422,584
Total Amended Budget:	1,422,584	-	1,422,584

**CITY OF NEWPORT
NEWPORT URBAN RENEWAL AGENCY FUND - FISCAL YEAR 2016**

			For Period Ending:		02/29/16	.67% of year
	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Federal Sources	358,857	358,857	-	-	358,857	0.00%
Investments	-	-	-	1,252	(1,252)	
Miscellaneous	72,000	72,000	-	-	72,000	0.00%
TOTAL REVENUES:	430,857	430,857	-	1,252	429,605	0.29%
EXPENDITURES:						
Newport URA	200,423	200,423	6,972	49,108	151,315	24.50%
Contingency	704,687	704,687				
TOTAL EXPENDITURES:	905,110	905,110	6,972	49,108	151,315	
Excess of Revenue over (under) Expenditures	(474,253)	(474,253)	(6,972)	(47,856)	278,290	
OTHER FINANCING SOURCES						
Transfer In						
Transfer Out	(300,000)	(300,000)	-	(300,000)		
Total Other Financing Sources (Uses)	(300,000)	(300,000)	-	(300,000)	-	
Net Changes in Fund Balance	(774,253)	(774,253)	(6,972)	(347,856)	278,290	
FUND BALANCE - BEGINNING OF YEAR	774,253	774,253		739,806		
FUND BALANCE - END OF YEAR	-	-		391,950	-	

	Appropriations	UEFB	Total Requirements
Adopted Budget	1,205,110		1,205,110
Total Amended Budget:	1,205,110	-	1,205,110

CITY OF NEWPORT
CAPITAL PROJECTS GENERAL - FISCAL YEAR 2016

				For Period Ending:	02/29/16	.67% of year
	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Other Taxes	170,000	170,000	6,407	127,154	42,846	74.80%
Federal Sources	350,000	350,000	(9,500)	156,688	193,312	44.77%
State Sources	1,600,455	1,600,455	-	-	1,600,455	0.00%
Miscellaneous Sources	229,871	229,871	-	16,000	213,871	6.96%
Fee, Fines & Forfeitures	580,000	580,000	49,355	394,360	185,640	67.99%
Investments	15,415	15,415	-	33,839	(18,424)	219.52%
Miscellaneous				585	(585)	
Loan Proceeds	2,919,088	2,919,088	-	-	2,919,088	0.00%
TOTAL REVENUES:	5,864,829	5,864,829	46,261	728,625	5,136,204	12.42%
EXPENDITURES:						
Capital Projects - General	10,674,520	10,794,520	368,971	2,677,541	8,116,979	24.80%
Capital Projects - Swim Pool	8,225,884	8,547,884	586,006	1,754,766	6,793,118	20.53%
Capital Projects - Airport	2,683,189	2,683,189	5,825	364,553	2,318,636	13.59%
Capital Projects - VAC/PAC	365,089	365,089	-	5,000	360,089	1.37%
Contingency	58,458	58,458				
TOTAL EXPENDITURES:	22,007,140	22,449,140	960,802	4,801,859	17,588,823	
Excess of Revenue over (under)						
Expenditures	(16,142,311)	(16,584,311)	(914,541)	(4,073,234)	(12,452,619)	
OTHER FINANCING SOURCES						
Transfer In	1,412,806	1,854,806	-	1,854,806	-	
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	1,412,806	1,854,806	-	1,854,806	-	
Net Changes In Fund Balance	(14,729,505)	(14,729,505)	(914,541)	(2,218,428)	(12,452,619)	
FUND BALANCE - BEGINNING OF YEAR	14,729,505	14,729,505		11,944,792		
FUND BALANCE - END OF YEAR	-	-		9,726,364	-	

	Appropriations	UEFB	Total Requirements
Adopted Budget	22,007,140	-	22,007,140
Supplemental Budget Resolution # 3726	322,000		322,000
Supplemental Budget Resolution # 3706	120,000		120,000
Total Amended Budget:	22,449,140	-	22,449,140

**CITY OF NEWPORT
CAPITAL PROJECTS PROPRIETARY - FISCAL YEAR 2016**

			For Period Ending: 02/29/16		.67% of year	
	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
State Sources	1,000,000	1,000,000	-	-	1,000,000	0.00%
Investments	-	-	-	17,180	(17,180)	#DIV/0!
Loan Proceeds	8,448,986	8,448,986	-	580,835	7,868,151	6.87%
TOTAL REVENUES:	9,448,986	9,448,986	-	598,015	8,850,971	6.33%
EXPENDITURES:						
Capital Projects - Water	5,303,808	5,303,808	73,907	1,572,310	3,731,498	29.64%
Capital Projects - Wastewater	6,474,417	6,474,417	214,122	888,764	5,585,653	13.73%
Contingency	-	-	-	-	-	-
TOTAL EXPENDITURES:	11,778,225	11,778,225	288,029	2,461,074	9,317,152	
Excess of Revenue over (under) Expenditures	(2,329,239)	(2,329,239)	(288,029)	(1,863,059)	(466,180)	
OTHER FINANCING SOURCES						
Transfer In	1,474,661	1,474,661	-	1,474,661	-	
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	1,474,661	1,474,661	-	1,474,661	-	
Net Changes in Fund Balance	(854,578)	(854,578)	(288,029)	(388,398)	(466,180)	
FUND BALANCE - BEGINNING OF YEAR	854,578	854,578		3,122,890		
FUND BALANCE - END OF YEAR	-	-		2,734,492		

	Appropriations	UEFB	Total Requirements
Adopted Budget	11,778,225	-	11,778,225
Total Amended Budget:	11,778,225	-	11,778,225

**CITY OF NEWPORT
RESERVE FUND - FISCAL YEAR 2016**

For Period Ending: **02/29/16** .57% of year

	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Investments	2,050	2,050	-	1,162	888	56.68%
TOTAL REVENUES:	2,050	2,050	-	1,162	888	56.68%
EXPENDITURES:						
Reserve - Police	40,000	40,000	-	-	40,000	0.00%
Reserve - Fire	425,000	425,000	-	-	425,000	0.00%
Reserve - Library	-	-	-	-	-	0.00%
Contingency	-	-	-	-	-	-
TOTAL EXPENDITURES:	465,000	465,000	-	-	465,000	
Excess of Revenue over (under) Expenditures	(462,950)	(462,950)	-	1,162	(464,112)	
OTHER FINANCING SOURCES						
Transfer In	180,000	180,000	15,000	120,000	60,000	
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	180,000	180,000	15,000	120,000	60,000	
Net Changes in Fund Balance	(282,950)	(282,950)	15,000	121,162	(404,112)	
FUND BALANCE - BEGINNING OF YEAR	501,938	501,938		502,138		
FUND BALANCE - END OF YEAR	218,988	218,988		623,300		

	Appropriations	UEFB	Total Requirements
Adopted Budget	465,000	218,988	683,988
Total Amended Budget:	465,000	218,988	683,988

**CITY OF NEWPORT
WATER FUND - FISCAL YEAR 2016**

For Period Ending: **02/29/16** .67% of year

	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Fee, Fines & Forfeitures	3,885,000	3,885,000	244,677	2,457,307	1,427,693	63.25%
Investments	5,200	5,200	-	2,623	2,577	50.45%
Miscellaneous	52,000	52,000	1,763	48,154	3,846	92.60%
TOTAL REVENUES:	3,942,200	3,942,200	246,439	2,508,084	1,434,116	63.62%
EXPENDITURES:						
Water Plant	1,067,465	1,069,272	76,799	688,387	380,885	64.38%
Water Distribution	938,418	940,154	32,911	559,310	380,844	59.49%
Water Non Departmental	930,412	930,412	32,908	561,825	368,587	60.38%
Contingency	259,917	256,374				
TOTAL EXPENDITURES:	3,196,212	3,196,212	142,619	1,809,521	1,130,317	
Excess of Revenue over (under) Expenditures	745,988	745,988	103,821	698,563	303,799	
OTHER FINANCING SOURCES						
Transfer In	-	-	-	-	-	
Transfer Out	(1,685,342)	(1,685,342)	(4,004)	(1,552,931)	(132,411)	
Total Other Financing Sources (Uses)	(1,685,342)	(1,685,342)	(4,004)	(1,552,931)	(132,411)	
Net Changes in Fund Balance	(939,354)	(939,354)	99,817	(854,368)	171,388	
FUND BALANCE - BEGINNING OF YEAR	1,174,476	1,174,476		1,634,175		
FUND BALANCE - END OF YEAR	235,122	235,122		779,807	-	

	Appropriations	UEFB	Total Requirements
Adopted Budget	4,881,554	235,122	5,116,676
Total Amended Budget:	4,881,554	235,122	5,116,676

**CITY OF NEWPORT
WASTEWATER FUND - FISCAL YEAR 2016**

For Period Ending: **02/29/16** *.57% of year*

	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Fee, Fines & Forfeitures	3,865,680	3,865,680	288,017	2,539,573	1,326,107	65.70%
Investments	2,000	2,000	-	1,409	591	70.46%
Miscellaneous	5,000	5,000	-	1,169	3,832	23.37%
TOTAL REVENUES:	3,872,680	3,872,680	288,017	2,542,151	1,330,529	65.64%
EXPENDITURES:						
Wastewater Plant	1,536,391	1,538,200	106,498	799,988	738,212	52.01%
Wastewater Distribution	601,914	601,914	56,314	376,585	225,329	62.56%
Wastewater Non Departmental	995,704	995,704	41,834	646,214	349,490	64.90%
Contingency	279,425	277,616				
TOTAL EXPENDITURES:	3,413,434	3,413,434	204,645	1,822,787	1,313,031	
Excess of Revenue over (under) Expenditures	459,246	459,246	83,372	719,364	17,498	
OTHER FINANCING SOURCES						
Transfer In	-	-	-	-	-	
Transfer Out	(1,148,086)	(1,148,086)	(4,004)	(551,013)	(597,073)	
Total Other Financing Sources (Uses)	(1,148,086)	(1,148,086)	(4,004)	(551,013)	(597,073)	
Net Changes in Fund Balance	(688,840)	(688,840)	79,368	168,351	(579,575)	
FUND BALANCE - BEGINNING OF YEAR	892,737	892,737		968,152		
FUND BALANCE - END OF YEAR	203,897	203,897		1,136,503		

	Appropriations	UEFB	Total Requirements
Adopted Budget	4,561,520	203,897	4,765,417
Total Amended Budget:	4,561,520	203,897	4,765,417

**CITY OF NEWPORT
PUBLIC WORKS FUND - FISCAL YEAR 2016**

For Period Ending: **02/29/16** **.57% of year**

	Adopted Budget	Amended Budget	Current Month Activity	Actual Year to Date Activity	Budget Remaining	% of Actual To Budget
REVENUES:						
Services Provided for	1,028,376	1,028,376	-	599,886	428,490	58.33%
Investments	1,000	1,000	-	666	334	66.63%
Miscellaneous	99	99	-	10	89	10.10%
TOTAL REVENUES:	1,029,475	1,029,475	-	600,562	428,913	58.34%
EXPENDITURES:						
Public Works - Admin	290,723	294,154	22,516	193,386	100,768	65.74%
Engineering	533,554	537,572	38,935	247,743	289,829	46.09%
Fleet Management	88,282	89,164	-	-	89,164	0.00%
Contingency	86,606	78,275				
TOTAL EXPENDITURES:	999,165	999,165	61,451	441,129	479,761	
Excess of Revenue over (under) Expenditures	30,310	30,310	(61,451)	159,433	(50,848)	
OTHER FINANCING SOURCES						
Transfer In	-	-	-	-	-	
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	-	-	-	-	-	
Net Changes in Fund Balance	30,310	30,310	(61,451)	159,433	(50,848)	
FUND BALANCE - BEGINNING OF YEAR	189,102	189,102		183,477		
FUND BALANCE - END OF YEAR	219,412	219,412		342,910	(328)	

	Appropriations	UEFB	Total Requirements
Adopted Budget	999,165	219,412	1,218,577
Total Amended Budget:	999,165	219,412	1,218,577

TEN YEAR REVIEW
OF CITY REVENUES

**City of Newport
Annual Revenue Sources by Fund
2006-2015**

Fund	Name	Fiscal Year									
		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
101	Current Property Taxes	3,723,551	3,952,482	4,156,378	4,308,044	4,410,253	5,194,132	5,489,776	5,610,803	5,697,658	5,925,405
101, 230	Transient/Room Taxes	2,007,490	1,926,821	2,242,760	2,229,833	2,278,501	2,297,243	2,367,590	2,419,698	2,764,050	3,167,392
101	Fees in Lieu of Franchise	153,598	163,709	198,389	212,552	202,346	225,577	155,750	298,388	339,652	368,287
101, 252	Franchise Taxes	731,623	779,139	903,022	870,131	1,087,424	917,554	1,067,719	993,622	982,966	969,201
101	State Cigarette Tax	16,322	19,746	18,670	16,544	25,507	22,517	14,695	13,105	13,665	13,521
251, 402	State Gas Tax Proration	477,616	471,704	484,207	405,125	439,764	510,880	547,261	553,094	580,294	584,599
251, 402	Newport Gas Tax Proration	-	-	-	-	59,839	139,689	150,063	176,114	155,463	140,202
101	State Liquor Proration	100,634	114,153	129,310	126,939	111,006	114,585	128,355	134,790	142,245	145,737
101	State Revenue Sharing	87,924	81,359	108,248	97,558	92,375	80,119	130,131	110,800	157,460	121,329
101	County Library Contribution	279,048	287,722	285,653	306,575	289,962	-	377,065	335,237	327,889	289,301
101	NRFPD IGA Payment	34,414	169,715	178,099	148,947	193,316	67,185	207,910	212,670	221,389	225,576
601	Water User Charges	1,157,516	1,348,208	1,717,891	1,888,718	1,816,018	1,969,600	2,220,881	2,745,603	3,254,281	3,523,479
601	Water User Charges - Seal Rock	-	-	18,090	57,930	57,509	55,771	59,107	22,547	-	0
601	New Services & Meters	76,045	127,068	67,008	22,115	28,292	29,394	27,394	8,613	23,521	50,380
602	Capital Improvement Surcharge	-	-	-	-	410,172	424,871	458,286	513,425	-	0
602	Sewer User Charge	1,905,769	2,111,803	2,227,673	2,394,222	2,414,461	2,485,945	2,642,935	3,208,925	3,537,325	3,832,265
101, 201, 220	Rents & Leases	84,762	90,066	125,566	165,852	152,530	169,494	175,501	177,244	160,667	206,095
101	Business Licenses	107,857	106,631	110,226	133,744	126,960	129,190	137,906	136,228	136,457	141,954
101	Fines - Municipal Court	128,228	158,709	158,179	141,154	163,292	202,289	169,422	169,418	144,768	154,989

FINANCIAL RESERVES POLICY

RESOLUTION NO. 3684

A RESOLUTION ADOPTING A POLICY REGARDING UNAPPROPRIATED ENDING FUND BALANCES, CONTINGENCIES AND FINANCIAL RESERVES POLICY AND RESCINDING RESOLUTION NO. 3534 IN ITS ENTIRETY

WHEREAS, Resolution No. 3534 set forth the financial policy for city funds and such Policy required the City Council no later than January 2014 to direct staff to perform a complete review of the Policy and present such findings at the first meeting of the Budget Committee for the FY 2014-15 budget; and

WHEREAS, the City Council directed staff at its meeting on January 21, 2014 to do a complete review of all of the City's funds and to present such findings at the first meeting of the FY 2014-15 Budget Committee; and

WHEREAS, such review was performed and a complete rewrite of the financial policy was presented to the Budget Committee; and

WHEREAS, the Budget Committee unanimously approved the draft Financial Policy with specific amendments to the General Fund UEFB and contingency; and

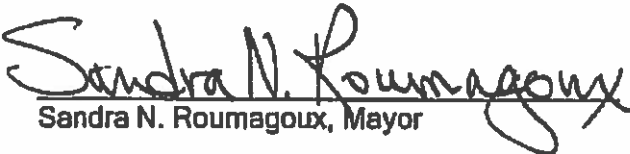
WHEREAS, such amendments are incorporated in the Financial Policy and such amended Financial Policy is attached as Exhibit A and incorporated herewith; and

WHEREAS, the financial policies set forth in Resolution No. 3534 have been completely rewritten and, therefore, have no further effect.

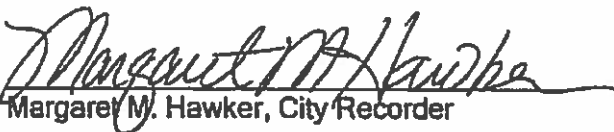
THE CITY OF NEWPORT RESOLVES AS FOLLOWS: The attached Financial Policy (Exhibit A) is hereby adopted and Resolution No. 3534 is hereby rescinded in its entirety.

This resolution will become effective immediately upon passage.

Adopted by the Newport City Council on July 7, 2014.


Sandra N. Roumagoux, Mayor

ATTEST:


Margaret M. Hawker, City Recorder

FINANCIAL POLICY**City of Newport Fund Balance, Contingencies & Reserves Policy****1.0 – PURPOSE:**

The purpose of this policy is to provide guidance to the city administration, Budget Committee, and City Council regarding the maintenance of unappropriated ending fund balances, contingencies and reserves for the various operating funds. This policy is intended to identify desired levels to protect the city's credit as well as its financial position in the event of unanticipated emergencies.

2.0 – DEFINITIONS**2.1 – Unappropriated Ending Fund Balance (UEFB)**

Unappropriated Ending Fund Balance (UEFB) represents the remaining unappropriated funds after any expenses and transfers from that fund are deducted from the total of the beginning fund balance, fund revenues and transfers by that fund from other funds within a fiscal year. Please note of that a portion of the UEFB may be restricted for specific uses within that fund. The UEFB cannot be appropriated in a subsequent budget amendment unless an emergency situation is declared by the City Council requiring appropriation of this funding.

2.2 - Contingencies

Contingencies are indicated in various funds to meet emergency or unforeseen expenditures that occur during the fiscal year. Contingencies cannot be used unless appropriated by the Council as part of a subsequent budget amendment. The use of contingencies should occur only after evaluating the re-appropriation of funding of other activities within that same fund.

2.3 - Reserves

Reserves are created to establish funding over several fiscal years to facilitate the purchases of equipment or for capital outlay purposes. Reserves will be established as part of the budget adoption process with funds being placed in a separate reserve fund. Those funds will be designated for specific uses. Any funds used from the reserves must be appropriated as part of the budget process or a subsequent budget amendment.

3.0 - FUNDING LEVELS FOR UEFB & CONTINGENCIES**3.1 - Calculation of Funding Levels**

The funding levels for the UEFB and contingencies are calculated as a percentage of the operating expenditures, including debt payments, and any transfers for operating purposes for other funds, but shall exclude expenditures for capital outlay and equipment and any transfers to other funds for these purposes as well. Furthermore, fund contingencies shall not be included in the calculation of any UEFB. Any reserved or restricted fund balances shall be included in the fund balance calculation if those funds are not to be utilized during that fiscal year and provided that the portion of the reserved

or restricted fund balance does not exceed 25% of UEFB. In the event that the restricted fund balance exceeds 25% of UEFB then only that amount 25% or less shall be calculated in determining the fund balance targets.

3.2 - UEFB & Contingency Levels

The funding targets of the UEFB and contingencies in the city's operating funds shall be as follows:

	<u>UEFB</u>		<u>Recommended Contingencies</u>
	<u>High</u>	<u>Low</u>	
General Fund	18%	13%	4%
Self-Supporting Funds (1)	20%	8%	10%
Funds Supported by Transfers (2)	20%	0%	10%
Development Funds (3)	0%	0%	100% (3)
Debt Retirement Funds (4)	As required by bond issue		

- (1) Self-Supporting Funds - Street, Water, Wastewater, Room Tax Fund, & Building Inspection Fund
- (2) Funds Supported by Transfers - Public Works Fund, Parks & Recreation & Airport
- (3) Development Funds - Line Underground, SDC, Public Parking, Agate Beach, Housing, Capital Projects, Proprietary Capital Projects and Reserve. The remaining fund balance (beginning fund balances and revenues less expenditures) shall be held as contingency. Reserve Funds are subject to local budget law.
- (4) Debt Retirement Funds - Bonded Debt, Proprietary Debt and General Debt

4.0 - TARGETED FUND BALANCE GOALS

4.1 - UEFB Falls Below Targeted Goals

In the event that the UEFB falls below the designated range for that type of fund, the city administration shall develop a proposed plan to bring the UEFB back to the appropriate range for consideration and approval by the City Council within six (6) months after this discovery.

4.2 - UEFB Exceeds Targeted Range

In the event that the UEFB falls above the designated range for any funds, the city administration shall develop a plan to bring the UEFB within the targeted limits through a one-time capital expenditure, commitment of funds to reserves, or other fiscally responsible actions for that fiscal year. In subsequent fiscal year, the funding requirements and or expenses for that fund should be evaluated to determine whether revenues can be reduced, services increased, or other actions taken to address subsequent fund balance issues.

4.3 - Implementation

The City of Newport fund balance, contingencies and reserves policy shall be effective for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and thereafter. The funding levels will be reviewed as part of the preparation of the 2015-16 budget and reviewed every three years thereafter by the Budget Committee and City Council.

**PROPOSED CITY COUNCIL
AND DEPARTMENTAL GOALS
FOR FISCAL YEAR 2016/2017**

CITY COUNCIL GOALS FOR THE 2016-2017 FISCAL YEAR

Introduction

The Newport City Council met in an annual goal setting session on Tuesday, February 23, 2016, beginning at 10:00 a.m. and concluding at 4:00 p.m. The meeting was held in the City Council Chambers located in City Hall at 169 SW Coast Highway. The Council reviewed the Mission Statement, heard presentations on departmental goals, and reviewed various plans and documents prior to identifying potential future goals for the City to pursue in the next fiscal year and beyond.

The City Council also discussed the visioning effort that is proposed to take place during the 2016-17 Fiscal Year. It is expected that the visioning process will redefine the Council's Annual Goal Setting process in the future. The visioning process should help focus development of longer term goals that are directed towards implementing the overall community vision.

The primary purpose of the current goal setting process is to identify priorities that the Council would like to address in the upcoming budget for the City of Newport. This is the basis for the recommendations that will follow in this report.

Throughout the course of the Goal Setting Session, Councilors identified various projects or goals that the City Council would like considered in the upcoming budget for this next fiscal year. These issues were noted on 5 x 8 index cards by each Councilor. Once the cards were collected they were organized into various groupings for the Council's review. Councilors were provided with 14 stickers, which could be placed on 14 items that were identified through the course of the work session to determine overall Council priorities. Those items that were identified by 3 or more Councilors as a priority have been included as Council Goals for the 2016-2017 fiscal year. Other ideas mentioned during the Goal Setting Session are listed for informational purposes only. Please note that the specific goals of the City Council may include some goals that were identified as priorities by the departments. At the March 7, 2016, City Council meeting, the Council will formally will proposed goals for the 2016-17 Fiscal Year, and requested public comments on the proposed goals. On March 24, 2016, following a public hearing, the City Council will adopt the Departmental Goals and the City Council proposed goals.

As part of the upcoming budget process, the budget message from the City Manager will detail how the Council goals have been addressed, or not addressed in the proposed budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017. The Budget Committee can evaluate the City Manager's proposed budget and make any modifications to reflect the wishes of that body. This will also include any ongoing goals from the 2015-16 Fiscal Year.

Review of the 2015-16 Fiscal Year City Council Goals

The 2015-16 Fiscal Year has been a transformative year for the City of Newport. Many public improvements are taking place along the US 101 corridor in South Beach addressing Safe Haven Hill, access to the OMSI property, improvements to Ferry Slip Road, implementation of neighborhood refinement plans, and other projects that are part of the Urban Renewal District for South Beach.

Camp Gray is in process of being completed by OMSI west of US 101. Furthermore, Oregon State University continues to move forward with planning for an undergraduate campus that will ultimately house 500 students in conjunction with the Hatfield Marine Science Center. This effort by OSU will have

a significant impact on the City by expanding both Newport's university student population, as well as adding faculty and support staff who will work in Newport. With these additions, the Marine/Science sector of Newport's economy will continue to grow.

Discussions have been taking place regarding the regional role that the Newport Municipal Airport could play for the future on the Central Oregon Coast. In addition, discussions have also taken place on the best way to operate the airport. Work is underway on the construction of the Aquatic Center adjacent to the City's Recreation Center. This facility should be completed by the end of 2016. In conjunction with OSU and other identified priorities, discussions have been ongoing on how to address workforce housing within the City of Newport. The City is proceeding with a \$1.5 million retrofit to the City's main Fire Hall funded entirely by grant resources later this year.

From a planning standpoint, the City created two new Urban Renewal Districts in 2015, the North Side Urban Renewal District and McLean Point Urban Renewal District will capture any growth of property tax revenue from incremental growth in taxable value with those funds remaining within the districts to create improvements that will improve the overall economic conditions of the City of Newport. Urban Renewal Districts of the past have created much of the infrastructure in the City of Newport that is now iconic such as the Boardwalk on the Bay Blvd, PAC VAC, and the Recreation Center. Urban Renewal also facilitated many of the improvements in South Beach that facilitated NOAA's relocation to Newport.

Also in 2015, the local regulation and management of recreational marijuana and fluoridation of City's water required extensive discussions with new regulations adopted for recreational marijuana and a decision to place fluoridation on the May ballot.

Significant headway has been made on a number of critical infrastructure projects including the 71st Street Water and Pump Station project, increasing water availability and fire flows to the Agate Beach area, inter-tie of the City's water system with the Seal Rock Water District, Big Creek Wastewater forced main and lift station projects, Street and Bike path construction in South Beach, the initiation of construction of a New Aquatics Center, and many other smaller improvements. Progress is being made!

During this past fiscal year, staff dealt with a number of unusually and unanticipated issues as well. Severe weather conditions in December resulted in a number of issues ranging from slides, damage to sanitary sewer systems, road issues, and destruction of private property. With the recently declared Federal Disaster for these events, the City will be involved in a substantial amount of record keeping in order to make any claims for reimbursement for public expenses that resulted during the declared emergency. Furthermore, the City will be continuing to work for any opportunities for assistance to the home owners on NE 70th Drive.

Also in December, the City Police Department had to use potentially deadly force to address a situation on U.S. 101. While this did not result in the death of an individual, it did lay out an extensive process

of review and evaluation by the District Attorney who found that the use of force was justified and also resulting in an internal review of this matter as well.

In addition to the items outlined above, during the first seven and a half first months of the fiscal year, the status of the goals established by the City Council for the 2015-16 Fiscal Year are as follows:

15.1.0 City Operations

15.1.1 Create an online dashboard that would include the financial reporting on project costs and schedules for Public Works projects (3). Status: Ongoing

Finance, Engineering, and I have met on a number of occasions to move this effort forward. The initial review indicated some fundamental issues needed to be resolved in order to have the project information tie into the City's financial software. This has been completed. We currently can run a complete appropriation to expenditure report for all projects. One challenge for presenting financial reports on projects that extend across fiscal years is that Oregon Budget Law requires tracking over a fiscal year while project management focuses on the project from start to finish. This requires tracking revenues and expenditures on a different basis than a fiscal year. We are currently working to add additional information for a report that can be produced for the Council that will show completion dates for contracted projects as well as contracted amounts. Once we have this information refined and corrected, we will be able to post this information online for public information as well as report regularly with our financial reports to the City Council on the status of these projects. Tim Gross has also assigned our new Project Manager to look at project management software which will help with the tracking and reporting of projects as well. This could result in a modification of the project report that we have developed to date.

15.1.2 Proceed with the discussion of regionalization of the Newport Municipal Airport with various stakeholders (3). Status: Completed

The Regional Airport Review Task Force began meeting in July and held their last meeting on February 17, 2016. Their report will be provided to the City Council, Airport Committee, and to the Public Advisory Committee on the development of the Airport Master Plan in March 2016.

15.2.0 Facilities & Infrastructure

15.2.1 Install Street lights for the Newport Library (5). Status: Ongoing

Funds were allocated, in the amount of \$50,000, for this purpose. At the request of the Library Director, the Budget Committee shifted this funding for the renovation of the elevator at the Library. This change was adopted by the City Council. There will be a new request in 2016-17 Fiscal Year.

15.2.2 Proceed with the replacement of an HVAC system at City Hall (3). Status: Ongoing *In the budget, funds were provided for the engineering and architectural services for this project. Engineering anticipates having a contract for the design of this system which will be placed under the existing roof of City Hall to increase the longevity of the HVAC system. It is anticipated that an architect will be under contract in the next two months.*

15.2.3 Move forward with Stage 2 of the Library Strategic Plan (3). Status: Completed

\$150,000 was appropriated for the creation of a teen space at the Library. Of this amount, \$100,000 is being paid for by the Library Foundation with the City committed \$50,000 for this project. Work is currently underway to complete the teen room.

- 15.2.4** Develop a long-term financing plan for City facilities and begin funding that plan (3). Status: Ongoing

The development of this plan will need to be outsourced due to time commitments and expertise. Will include a budget number to embark on this type of facilities planning as part of the 201617 fiscal year budget.

15.3.0 Community Development

- 15.3.1** Pursue City beautification.

15.3.1.1 Pursue City beautification with flower plantings. Status Ongoing

15.3.1.2 Implement stronger code enforcement. Status Ongoing

15.3.1.3 Proceed with annexation of certain South Beach properties. Status: Ongoing

15.3.1.4 Make modifications to the billboard ordinance (6). Status: Ongoing

This is a multi-part goal. In the area of maintenance, the Council budgeted additional contractual labor to help better maintain the existing park, trails, and bathrooms at a higher level than before. Please note that current staffing for these activities is through park maintenance/custodial. Also the City and Library have contracted for maintenance services due to the limitations of time our in-house staff have for this purpose. The Council will need to explore increasing contractual services and staffing to make a more significant impact on beautification projects.

A new Urban Renewal District was formed north of the Yaquina Bay Bridge that will generate funding in the future for streetscape enhancements, benches, public art, and billboard removal. How the funds can best be utilized will be determined with future City-wide and neighborhood specific planning efforts. Utility undergrounding is underway in South Beach along SW Abalone Street and is being planned for US 101 between the bridge and 35th Street and along SE Ferry Slip Road. Once finished, that work will significantly improve the streetscape in the area. Community Development has a limited role in code enforcement, as much of that is handled by the community service officer who works out of the Police Department. That said, the Department has actively coordinated with the Police Department to resolve nuisance issues, enforce sign codes to reduce clutter (e.g. the northwest corner of Harney and US 20) and enforce building codes to resolve public health and safety issues. A work session will be held on annexation issues later this spring.

- 15.3.2** Proceed with an update of the City of Newport's Parks Master Plan (5). Status: Ongoing
Partial funding was included in the 2015-16 budget. There will be a request to fund the balance in the 2016-17 Fiscal Year budget so this effort will proceed as outlined in last year's proposed budget.

- 15.3.3** Make a concerted local effort, involving the building owners and lot owners in the City Center to repair their buildings (3). Status: Ongoing

The new urban renewal district north of the Yaquina Bay Bridge includes the City Center area. Funding for a business façade improvement loan/grant program is an eligible project. The City is embarking on a community visioning effort, which will inform a subsequent refinement planning process that will focus on the transportation network and buildings of the downtown area. This will provide business owners with important information so that they can make long term investment plans, and should align nicely when urban renewal funding will be available (2019-2026 timeframe).

15.3.4 Encourage economic development by being friendly to small businesses and finding ways to make Newport a better place for small business success (3). Status: Ongoing

The Community Development Department worked with key stakeholders to update the Nye Beach Design Guidelines, eliminating ambiguous language making it easier for business owners to understand the rules they need to follow for new development or when they are expanding businesses. The Community Development Department extended access to building services to 7 days a week, will be assuming mechanical permitting from the County within the Newport City limits (providing one stop shopping for permits), and is going live with ePermitting this spring so that businesses can submit applications and in some cases obtain permits online without having to drive to City Hall. Lastly, the Community Development Department issued 182 building permits in calendar year 2015 with a total construction value of \$21,957,649. This is on par with pre-recession levels of permit activity (e.g. 2006/2007) and is a 19% increase over the number of permits issued last year. Land use actions, where owners or businesses obtain approvals for new development, were similarly up over last year's numbers with 67 approvals being issued (a 76% increase). All of these permits were issued within established review timelines with only two appeals (one building and one land use), both of which were upheld.

15.3.5 Create a larger more prominent display for Coast Guard memorabilia within the City of Newport (3). Status: Ongoing

There has not been any significant work on this initiative so far this fiscal year. We will have a report for the Council consideration by May on this matter.

15.4.0 Public Safety

15.4.1 Pursue the hiring of a Fire Prevention Officer/Emergency Manager (6). Status: Completed
As part of the proposed budget, I did not recommend funding for this position however as part of the Budget Committee discussions when the school was not able to partially fund a school resource officer position, at a staff level we recommended the creation of an emergency coordinator and cost center. This position is currently being advertised and it is anticipated that the position will be filled by April.

15.4.2 Assign to the LINT Team (4). Status: Dropped

As part of the development of the budget, I did not recommend funding for a new position designed specifically for the LINT Team. The department was willing to consider naming one of the existing positions to the LINT Team once the department staffing situation stabilized. Since that time the LINT Team has disbanded.

15.4.3 Jointly fund a School Resource Officer with Lincoln County Schools (4). Status: Ongoing
At budget time, this position was funded assuming 50% of the funding would come from the school district. The schools were not able to fund this position and as a result those funds were shifted over to help create an emergency coordinator position as described earlier. Ongoing discussions are being held by the schools.

2016-2017 City Council Goals

The Goals prioritized by the City Council are identified by the numbered items (i.e. 1.1, 1.2). The number within parentheses indicates the number of Councilors who identified this item as a priority in the Goal Setting process. Goals indicated with "C" have been included by consensus.

16.1.0 Personnel

16.1.1 Pursue funding to create a deputy City recorder position (5).

16.1.2 Pursue designation of a police officer as a canine officer and acquirer a new dog (5).

16.1.3 Maintain funding for an assistant planner in the Community Development Department (4).

4

16.1.4 Increase resources for the Finance Department to proceed with project management tracking (4).

Other items identified by the Council during the goal setting session but not prioritized as goals:

- Make employee safety officer a full time position (1).
- Create a drug detective position (1).
- Hire fire prevention officer (1).
- Create a traffic enforcement officer (1).
- Provide financial support for volunteer recruitment (1).
- Hire an HR assistant.
- Increase funding for the training for the Public Works Department relating to reorganization (2).

16.2.0 Human Resources

16.2.1 Conduct a comprehensive review of all job descriptions of City employees and then complete a salary study for all employees of the City(C).

16.2.2 Pursue a comprehensive reorganization of the Public Works Department (C).

Other Items Identified by the Council during the Goal Setting Session but not prioritized as goals:

- Fund additional Public Works employees (2).
- Fund a preparedness guide book (1).
- Continue focus on training in the Police Department (1).
- Create a City wide safety training calendar (1).
- Implement photo ID badging for all City employees.
- Cross train Public Works employees on various jobs to create a higher level of proficiency.
- Provide funding for safety fairs.
- Continue funding for safety including jackets, vest, safety glasses, gloves, etc.

16.3.0 Community Development

16.3.1 Complete a comprehensive parking study for the Bayfront, City Center, and Nye Beach(C).

16.3.2 Complete a review of the system development charges for the City of Newport (C).

16.3.3 Review the roles and functions of City advisory committees (C).

16.3.4 Secure the second half of funding so that a Parks Master Plan can be initiated in the 201617 Fiscal Year (4).

- 16.3.5 Develop a mountain bike trail system on reservoir property which would also include a walking trail with disability/wheelchair access (3).
- 16.3.6 Investigate relocating National Guard Armory to the airport/South Beach (3).
- 16.3.7 Promote housing for all income levels, incorporating the requirements for smart growth and livability (3).

Other items identified by the Council during the goal setting session but not prioritized as goals:

- Evaluate alternative bridge location when replacement of the Yaquina Bay Bridge is required (2).
- Explore alternative crossing methods of Yaquina Bay (1).
- Implement a Tree Master Plan (1).
- Work with Fred Meyer to establish a gas station in Newport (1).
- Inventory City properties.

- Construct a new flag pole monument in front of City Hall
- Complete the bicycle pump track.

16.4.0 Capital Outlay

- 16.4.1 Review operations and plan for the start-up of the new Aquatic Center in conjunction with the Recreation Center (C).
- 16.4.2 Make improvements to the Betty Wheeler Field to address drainage problems (3).
- 16.4.3 Conduct a seismic study of the airport runways and facilities (3).
- 16.4.4 Develop parking for the City Hall Campus to address the pool, 60+ Center, Police, and Farmers Market needs (3).
- 16.4.5 Continue with reinvesting to renew the City's infrastructure (C).

Other Items Identified by the Council during the Goal Setting Session but not prioritized as goals:

- Upgrade firearms range building and firearms training equipment (2).
- Extend water and sewer services for economic and land development around the airport (2).
- Prioritize the capital improvement projects including a more comprehensive review of project schedules (2).
- Repair City clock and Landscaping around the clock (2).
- Install flashing lights on all crosswalks on 101(2).
- Complete the Fire Hall seismic retrofit (1).
- Fund demolition of the former wastewater building to be used as a safety and training site for the Fire Department (1).
- Refurbish the fuel farm (1).
- Pursue and acquisition with AIP Funding at the airport.
- Complete Airport Master Plan.
- Provide financial support for annual fly in event at the airport.

- Develop shovel ready plans for infrastructure upgrades at the airport.
- Support grant application for automatic weather observation system and pilot repeater.
- Coordinate with ODOT on the design and construction of the of the SW 35th Street intersection.
- Develop a pavement management program and funding mechanism.
- Gracefully retire the old swimming pool.

16.5.0 Equipment

- 16.5.1** Install four security cameras at the Library (3).

Other Items Identified by the Council during the Goal Setting Session but not prioritized as goals:

- Obtain a back-up generator for the Agate Beach Fire Station (2).
 - Update security systems in IT (2).
 - Install a permanent camera system in City Hall for broadcasting meetings (1).
 - Install security cameras for all city facilities inside and outside (1).
 - Purchase three-day survival kits for city employees to use if they are working during a natural disaster (1).
 - Purchase gas monitors in addition to other safety equipment (1).
 - Update registration of software for the management of the recreational facilities (1).
 - Update for laptops for the Library (1).
 - Provide additional financial support for IT.

- Replace the Parks and Recreation vehicle.
- Purchase a new canine car for the Police Department.
- Install speed monitoring on school access routes.
- Have survival kits for three days in all City vehicles.
- Replace SCVA units for the Fire Department.
- Replace Microphone covers in the Council Chambers.
- Replace chairs seats in the Council Chambers.

16.6.0 Operations

- 16.6.1** Undertake a comprehensive sewer and water rate study (C).
16.6.2 Review and write comprehensive water and sewer policies (C).

Other Items Identified by the Council during the Goal Setting Session but not prioritized as goals:

- Reestablish City Newsletters (Quarterly) as an enclosure in the water/sewer bill (2).
- Implement a \$.5 gas tax year round for the paving of gravel roads in the City (2).
- Review all City fees to make to it more friendly for development (1).
- Reestablish funding for non-profit (social service) agencies that provided services within the City (1).

- Review and rewrite the City's investment policy (1).
- Work to develop clear policies relating to public lighting, trees and sidewalks (1).
- Reestablish community and neighborhood watches.
- Create a facilities budget cost center.
- Fund historical records preservation.

Vision 2040

This fall the City Council accepted a report from the Community Visioning Work Group to initiate a comprehensive community visioning effort later in 2016. After accepting the report, the City Council appointed a steering committee to develop a request for proposals (RFP) for consultants to facilitate the community visioning process for the greater Newport area. It is expected that this visioning process will incorporate the views of many key stakeholders located within the City of Newport to develop a long term vision to help guide future development and policies in the community. This will include outreach efforts to all community stakeholders including those who do not normally interact with local government. The key provisions of this report are outlined below:

Community Vision

A vision for the City of Newport should create broad aspirational descriptions of the quality of life that the community desires in the future. These concepts can be divided into several appropriate categories and should serve as the long-term target for future planning efforts, particularly as the Comprehensive Plan is updated. In order for a vision to be sustainable, it needs to be based on a statement of values, and in the forefront of future city decision making processes. Furthermore, a vision needs to be revisited on a regular basis. The community vision should be the focus of annual goal setting sessions and appropriations processes to continue to determine specific steps for reaching the city's vision.

Guiding Principles for the Visioning Process

The Work Group identified several guiding principles for this undertaking.

1. Encourage the community to thoroughly participate and engage.
2. Engage Greater Newport Area participants, respecting all perspectives and opinions.
3. Establish a value based approach to addressing complex issues.
4. Strengthen relationships between community leaders and citizens.

Geography

The Work Group felt that the visioning process should go beyond the current city limits and current urban growth boundaries and encompass the Greater Newport Area.

Vision Target

Traditionally, a community visioning project will identify a target year in which to focus the visioning effort. The Work Group discussed a range of years from 20 years to 50 years. The Work Group recommends that a Greater Newport Area visioning process focus on 2040.

Stakeholders

A successful visioning process will include participation by many different groups and individuals within the Greater Newport Area. The Work Group has identified a list of participants that should be included in the community visioning process.

Potential Topic Areas of a Community Visioning

A community vision should focus on a number of key areas that will be defined as part of the visioning process, for example, they may include, but not be limited to:

- Education
- Health
- Environment
- Economic Development
 - Tourism
 - Research/Science
 - Commercial Fisheries
 - Governmental (NOAA, US Coast Guard, OSU, EPA, and others)
 - Industrial development
- Maritime commerce
- Infrastructure
- Transportation
- Maritime
- Safety/Disaster Preparedness
- Neighborhoods and Districts
- Arts
- Culture
- History
- Recreation
 - Sport fishing

Engagement Tools

The visioning process needs to facilitate broad participation and reach populations not previously reached, including, but not limited to:

- Collection of organizational visions from other community groups (i.e. schools, Port, OSU, etc.)
- Public opinion surveys
- Stakeholder's surveys
- Focus group discussions
- One on one interviews (personal, phone)
- Use of existing advisory boards and committees
- Participation by other governmental entities
- A speaker's bureau
- Community events
- Youth events
- Public meetings

- Online interaction (Including Websites, social media)
- Newsletters
- Media
- Multicultural outreach using translation services
- Community celebrations focused on the visioning process
- Other similar means to involve the community

Outcomes of Visioning Process

The Work Group defined four desired outcomes critical for the success of the visioning effort, including: vision; core values; realistic strategies to guide sustainable and ongoing implementation; local public engagement building community capacity. This process will create mechanisms to ensure that the community vision becomes a primary consideration of all future planning, updates to the Comprehensive Plan, and the annual appropriations process by the city and other organization to ensure that efforts are moving the community in the necessary direction to fulfill the visionary concepts identified through this process. A key component of the visioning process will be to identify these mechanisms to ensure that the vision will in Newport's future.

1. Mission
2. Core values
3. Realistic strategies to guide sustainable and ongoing implementation
4. Local public engagement building community capacity

Timetable

A comprehensive visioning process will likely take year to complete. The Visioning Steering Committee developed a comprehensive RFP. Proposals are due to the City of Newport on March 4, 2016. The Steering Committee will then conduct a review of the proposals received and likely conduct interviews of the firms to determine who will provide the best services for conducting a community wide visioning effort. It is anticipated that the visioning process would be initiated by summer 2016 and completed early in 2017. The approved vision would then be available to begin guiding the City of Newport, including future goal setting sessions to work towards the realization of the community vision.

A properly executed visioning process should provide the framework for development of longer term goals that will be reviewed on an annual basis and modified as necessary from time to time. This will provide great continuity from year to year to allow the Council, staff, advisory boards, and community to focus on longer term strategies to implement various aspects of the community vision. This will be an

exciting process and will give the community an excellent opportunity to play a meaningful role in carving out the vision for the future of the greater Newport area.

Attachments

Attached to this report are the departmental goals for 2016-17 Fiscal Year.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "S. Nebel". The signature is fluid and cursive, with the first letter of the first name being a large, stylized 'S'.

Spencer R Nebel, City Manager

City of Newport

2016-2017 Department Goals Setting Information Form



Submitted By: Lance Vanderbeck, Airport Operations & Administration Manager

Department: Newport Municipal Airport

Date: 2/18/2016

A. Service Priorities Narrative:

Operational priorities for fiscal year 2016-2017 is continued operation of the airfield; in accordance with FAA grant Assurances, has laid out in the FAA's Airport Compliance Manual, Order 5190.6B. We will follow all current and any new FAA standards, regulations, or rule changes that may be put into effect by the FAA in regards to the Part 139 Certificate and Order 5190.6B. We will follow best practices and the continued training of Airport Operations personnel according to Newport's Airport Compliance Manual, (ACM) has agreed upon with the FAA.

We will continue the outstanding customer service at the FBO making all flying and non-flying public feel welcomed and valued. We will follow all National Air Transportation Association, (NATA) Safety First rules, regulations, and guidelines for fueling operations. We will follow best practice and continue training of FBO personnel in customer service and meeting the needs of all our customers.

We will continue to work with the Airport Advisory Committee to help guide and achieve goals that are in the best interests of the City of Newport, Airport stakeholders, and airport users.

B. Ongoing Goals

1. Maintaining airfield safety, security, and maintenance standards to keep the flying and non-flying public safe while using or visiting Newport's Municipal Airport, FBO, or grounds outside the fence.
2. Continued positive promotion of Newport's Municipal Airport and making everyone's visit a positive one.
3. Seeking out business to operate out of the airport, i.e. Scenic flights, Air tours, Air charter service, Scheduled air service, flight instruction, and any other possible air related business that would be positive for Newport Municipal Airport.
4. Continued training of employees to provide outstanding customer service and maintaining safety of fuel delivery systems, operational vehicles, and operational systems.

C. Goals for FY 2016-17:

1. Updated the Automated Weather Observation System, (AWOS) ceiling height reader.
2. Adding of Pilot repeater for added pilot safety and better communication with Flight Control Center during inclement weather conditions.
3. AIP Grant Land Acquisition of property on south end of airport to protect runway protection zone, (RPZ) of 34.
4. AIP Grant for Taxiway Alpha redesign
5. Finish Master Plan and start implementation.
6. Refurbishing fuel farm.
7. Seismic study of airport
8. Continue to prepare for possible Cascadia Subduction Zone event and what role airport will play for Newport.
9. Close out current AIP runway 16/34 rehabilitation grant.

D. 2-5 Year Goals:

1. Have shovel ready plans for infrastructure upgrade, i.e. Water, Sewer, and land development inside and outside the fence.
2. Fully develop annual fly in event.
3. Development of Marketing plan to attract flying public and business to the Newport Municipal Airport.
4. Finalize Minimum Standards
5. Draft Airport Rules & Regulations
6. Tree survey for all Runway Protection Zones, (RPZ) and commission of runway 34 precision approach path indicator, (PAPI).
7. Upgrading Automated Weather Observation System, (AWOS) to current technology or replacing AWOS fully with new Automated Surface Observing System, (ASOS) to help start lower landing standard for $\frac{3}{4}$ mile to $\frac{1}{2}$ mile visibility.
8. Refurbish main FBO Hangar, T-hangars, and other publicly owned structures, i.e. double wide, operation maintenance facilities, after hour's shelter and FBO deck area.
 9. Update road signage and parking lot markings.
 10. Build more Hangars to support growing demand.

Goals beyond 5 Years:

1. Replacing aging operations equipment and looking at equipment that would best be suited for airport operations.
2. Implementing next round of 5 year Capital Improvement Projects, (CIP) form FAA Master Plan.
3. Preparing shovel ready project for FBO retro fit to act has dual functioning building FBO/ terminal building; housing TSA, creating a clean area, or renting out FBO to private businesses and building a new terminal building.

4. Working on land development inside and outside the fence, i.e. proper zoning, addition of infrastructure, adding ready to build sites for Hangars and other business opportunities.

F. Attachments:

City of Newport

2016-2017 Department Goals Setting Information Form



Submitted By: Peggy Hawker

Department: City Recorder/Special Projects Director

Date: February 18, 2016

A. Service Priorities Narrative:

The City Recorder's Office has multiple priorities and ongoing goals, including:

Providing legislative and administrative services and support to the City Council, advisory committees, staff, and the public.

Ensuring that public records and information are distributed and available to the City Council, advisory committees, staff, media, and the public accurately and on a timely basis.

Responding to public records requests in a professional and timely manner.

Fostering transparency and access to public meetings and records.

Assisting departments, through on-going training, in records management policies and procedures to ensure compliance with adopted records retention laws.

Assisting departments, through on-going training, in meeting management to ensure a consistent look of meeting agendas and minutes.

Continuing to draft and update policies, proclamations, agreements, resolutions, ordinances, press releases, RFPs, and other documents.

Continuing to maintain the municipal code.

Coordinating municipal elections in an efficient and neutral manner.

Assisting the City Council, Urban Renewal Agency, Bicycle and Pedestrian Advisory Committee, the Public Arts Committee, the Vision 2040 Steering Committee, and other assigned committees in achieving their goals.

Working with other department heads and departmental staff to provide appropriate information and training for committee meetings, where applicable.

Completing other projects as assigned.

B. Ongoing Goals:

1. Provide legislative and administrative services and support to the City Council, advisory committees, staff, and the public.
2. Ensure that public records and information are distributed and available to the City Council, advisory committees, staff, media, and the public accurately and on a timely basis.
3. Respond to public records requests in a professional and timely manner.
4. Foster transparency and access to public meetings and records.
5. Assist departments, through ongoing training, in records management, agenda management, and meeting management to ensure consistency and compliance with Oregon Public Records and Meetings Laws.
6. Draft and update policies, proclamations, agreements, resolutions, ordinances, press releases, RFPs, and other documents.
7. Continue to maintain the municipal code.
8. Coordinate municipal elections in an efficient and neutral manner.
9. Continue the scanning of ordinances, resolutions, and agreements for inclusion on the city website.
10. Assist the City Council, Urban Renewal Agency, Bicycle and Pedestrian Advisory Committee, the Public Arts Committee, the Vision 2040 Steering Committee, and other assigned committees in achieving their goals.
11. Serve as PIO for the Emergency Operations Center, and obtain appropriate FEMA training.
12. Continue to be the first point of contact for the processing of OLCC licenses and special event permit applications.
13. Coordinate the recording of documents with the County Clerk's Office.
14. Coordinate the processing of insurance claims against the city.
15. Participate in various meetings and special projects throughout the year.

C. Goals for FY 2016-17:

1. Finalize a revision to the public records policy and public records request policy.
2. Implement training relative to preparing agendas, minutes, and meeting management for consistency throughout the city.
3. Implement training relative to records management to ensure compliance with the Oregon Public Records Law.
4. Develop an RFP for a contractor to preserve the city's historic records.
5. Participate in the development of a template and index for general city policies.
6. Develop a process for the handling of insurance claims.
7. Develop a job description for a Deputy City Recorder, and hire this position contingent upon City Manager approval and budget.
8. Review options for off-site records storage of city documents.

D. 2-5 Year Goals:

1. Contract with a document restoration company to restore the city's historic documents (many from the late 1800's) that are handwritten and required to be permanently retained, based on available funding.
2. Hire a Deputy City Recorder, and provide appropriate training so that that person could transition into the City Recorder position, as a part of the succession planning for the City Recorder's position.
3. Pursue the acquisition of records management software.

E. Goals Beyond 5 Years:

1. Implement contemporary records management software, and complete the scanning of ordinances, resolutions, agreements, minutes, and packets.
2. Promote the Deputy City Recorder to the City Recorder position.

F. Attachments:

1. None

City of Newport

2016-2017 Department Goals Setting Information Form



Submitted By: Derrick I. Tokos, AICP

Department: Community Development

Date: February 18, 2016

A. **Service Priorities Narrative:** The Community Development Department (CDD) is responsible for administering the city's land use planning, building services and urban renewal programs, with an emphasis on providing clear, courteous, and consistent service to the Council, Planning Commission, and public. Service priorities for each of these programs are as follows:

Land Use Planning - Assist the citizenry in planning for, and facilitating future growth of the community; evaluate development projects to ensure that they meet city and state land use requirements; respond to customers with planning and zoning questions; and work with constituents to resolve code enforcement issues.

Building Services - Review and approve building plans; update building codes and system development charges to comply with state law and local policy; issue electrical and plumbing permits; respond to customers with building questions; and conduct building inspections.

Urban Renewal - In consultation with the Urban Renewal Agency, implement and refine, as needed, projects identified in the Newport Northside, Mclean Point, and South Beach Urban Renewal Plans. Project implementation for the South Beach Urban Renewal Plan is scheduled to run through 2020, at which point the primary focus will turn to debt retirement. The South Beach District is anticipated to close on 12/31/27. The other districts are newly formed with implementation over a 25 to 30 year timeframe.

B. Ongoing Goals

1. **Maintain and implement economic development strategies**

Goal met. CDD coordinated with the Planning Commission, City Council, impacted taxing districts and members of the broader community to put in place two new urban renewal districts north of the bridge, establishing a funding source for economic development initiatives over the next 20 to 30 years. The Department also administers the South Beach Urban Renewal District's Phase II construction program, and is coordinating with Oregon State University, Lincoln County and other partners on strategies for incentivizing the construction of multi-family development, including student housing, to support the University's plans to expand enrollment at the Hatfield Marine Science Center.

2. Involve citizens in every aspect of planning

Goal met. The Department actively solicits public participation at town hall meetings and all land use actions through direct mail notification, and encourages the public to attend land use hearings. Outreach meetings have been held on significant planning projects such as the establishment of the new, north side urban renewal districts. Citizen participation has also been encouraged through the formation of advisory committees to assist Department staff on legislative initiatives, such as the Ad Hoc Work Group that helped to update the Nye Beach Design Review Overlay and the advisory committee that is assisting in overseeing a parking management plan for the Bay Front, Nye Beach and City Center commercial districts.

C. Goals for FY 15-16

1. Incorporate storm drainage and sewer master plans into the Public Facilities Element of the Newport Comprehensive Plan.

Goal not yet met. Technical data for the sewer master plan is still being developed by consultants under contract with the Public Works Department. When that is complete, we will be in a position to take both plans through a Planning Commission and City Council adoption process. This will likely occur toward the end of this fiscal year with adoption in the fall.

2. Assist the Public Works Department and its consultant in identifying Comprehensive Plan and Zoning Ordinance amendments needed in conjunction with an updated Airport Master Plan.

Goal met. The Department has provided the Airport Master Plan consultants with relevant zoning and comprehensive plan documents.

3. Initiate substantial amendment to System Development Charge methodology to reflect projects from the storm drainage, sewer, and airport master plan updates and ensure that the fee methodology is equitable.

Goal not yet met. A request for proposals is being prepared for qualified consultants. Updated capital needs assessments for storm and sewer services and those for the airport (as they relate to infrastructure) should be refined enough that they will be able to inform the SDC work. This project is likely to be ongoing through the first half of next fiscal year.

4. Complete annexation of the reservoir properties and jurisdictional transfer of Big Creek Road.

Goal not yet met. Annexation was put on hold until the County legalized Big Creek Road. That work is complete and staff is coordinating with the County on a maintenance agreement. The annexation should be wrapped up by the end of the fiscal year.

5. Initiate parking study to evaluate utilization and financing strategies for public parking assets in Nye Beach, City Center, and the Bay Front business districts with an eye toward using these assets as a rationale for eliminating off-street parking requirements for new development in these areas.

Goal met. Consultant has been hired to perform the study and a steering committee has been formed. Work will extend into the first half of next fiscal year.

6. Engage Lincoln County and other taxing entities on viability of establishing a multiple unit tax exemption program to incentivize construction of multi-family housing and provide recommendations on an appropriate course of action.

Goal not yet met. Staff is looking for Council support to approach Lincoln County on putting together a technical work group to address this issue.

7. Coordinate with the Seal Rock Water District to complete the withdrawal of annexed properties within the IGA service area in South Beach and assist owners of unincorporated parcels that are within the service area in filing withdrawal petitions with the County.

Goal partially met. Previously annexed properties have been withdrawn from the Seal Rock Water District. Staff has not yet initiated outreach to property owners in unincorporated pockets that are within the City's service area.

8. Update City of Newport building codes, processes, and agreements to streamline and enhance building services now that the City has hired a full time building official.

Goal met. The City updated its building codes and is streamlining its processes as part of the e-permitting implementation that is set to go live on March 7, 2016.

9. Secure an intergovernmental agreement with Lincoln County to allow the City to administer its mechanical permitting program within the Newport city limits.

Goal not yet met. City submitted paperwork to the Oregon Building Codes Division in October requesting that the mechanical permitting program be transferred to the City. The State is required to make a decision by April 1, 2016. Staff is working with Lincoln County to update our mutual aid IGA. All of this work should be complete by the end of the fiscal year.

10. Assess opportunities to implement e-permitting to streamline building services.

Goal met. City is in the process of implementing an e-permitting system.

11. Institute credit/debit card payment option for land use and building fees.

Goal met. Credit card payment will be an option when the e-permitting system goes live on March 7, 2016.

12. Coordinate with ODOT on a joint project to secure funding as part of the 2018-2021 STIP cycle to improve signal timing and intersection functionality along US 101.

Goal not met. Funding for highway system enhancements was reduced for the 2018-2021 STIP cycle such that this project was no longer viable. Staff submitted a separate project for sidewalk along the east side of US 101 between NW 25th and NE 36th Street. No word yet on whether or not this project will be funded.

13. Implement multi-jurisdictional partnership to facilitate development of workforce housing.

Goal met with the MOU between the Lincoln Community Land Trust and Lincoln County, Lincoln City and Newport. Additional partnerships are needed and staff and the Council will be working to identify a number of steps that the City should take to move the dial on workforce and affordable housing issues.

14. Implement the TGM LID Grant funded project to develop model policy, code, and informational materials to assist the City of Newport in making local improvement districts an effective and publicly acceptable financing tool for needed transportation system improvements.

Goal not yet met. This State funded project has been moving forward. New Local Improvement District policies, code, modeling tools, and informational materials have been developed. A Planning Commission hearing is scheduled for March 14, 2016 and the City Council could take up the matter as early as April 25th.

15. Administer implementation of Phase II Urban Renewal projects in South Beach.

Goal met. Funded projects are under construction, with the exception of the US 101 / 35th Street improvements that are being designed by ODOT. Additional funding was secured from FEMA for Safe Haven Hill, which will require further Agency action in March or April.

16. Complete process of forming a new north side Urban Renewal District (if determined to be feasible).

Goal met. The new Northside and McLean Point Urban Renewal Districts were established in October.

17. Oversee short-term management of leased properties and setup account for future demolition of the structures on the Urban Renewal Agency owned parcel at the intersection of US 101 and SE 35th Street.

Goal met. Existing tenants are in short term, month to month leases with proceeds to be used for ongoing property maintenance and demolition of structures once the State completes the 35th Street signal and US 101 improvements in 2018.

D. Goals for FY 2016-17:

1. Assist the consultant, stakeholders and the broader community in developing a 2040 Vision Plan for the Greater Newport Area.
2. Facilitate adoption of the storm drainage, sewer, and airport master plans into the Newport Comprehensive Plan.
3. Complete the funded, substantial amendment to the City's System Development Charge methodology.
4. Initiate an update to the City's 1993 Park System Master Plan in coordination with the Newport Parks and Recreation Department.
5. Complete the parking study for the Bay Front, Nye Beach and City Center areas, including any recommended changes to the City's Comprehensive Plan, Zoning Ordinance and Municipal Code.
6. Implement City adopted affordable and workforce housing strategies, which may include collaboration with the County on development of a Multiple Unit Property Tax Exemption program.
7. Assist the Council in reviewing city owned properties to identify if any are surplus to the public need.
8. Amend City land use regulations, as needed, to address state and federal floodplain and wetland regulatory mandates.
9. Coordinate with ODOT and the Public Works Department on the implementation of the Agate Beach Wayside project.

10. Work with Central Lincoln People's Utility District and ODOT on the preparation and implementation of a utility undergrounding plan for US 101 south of the bridge and SE Ferry Slip Road.
11. Coordinate with ODOT on the design and construction of the SW 35th Street intersection project.
12. Work with the Urban Renewal Agency and community on a redevelopment concept for the 2.3 acre, agency owned, parcel at the northeast corner of SE 35th and US 101.
13. Assist the Urban Renewal Agency in establishing South Beach Urban Renewal Plan Phase III project priorities and seek matching funds where appropriate.
14. Assess initial e-permitting implementation and update, as needed, to improve customer service.
15. Obtain new 2017 aerial imagery in collaboration with Lincoln County and integrate the imagery and other GIS data into the e-permitting software, if practicable.

E. 2-5 Year Goals:

1. Facilitate adoption of the 2040 Vision Plan and the integration of its strategies and actions into the Newport Comprehensive Plan.
2. Complete updates to the City's Park System Master Plan and incorporate the changes into the City's Comprehensive Plan, Zoning Ordinance and SDC methodology as appropriate.
3. Implement recommendations of the parking study for the Bayfront, Nye Beach, and City Center commercial districts.
4. Develop an annexation strategy for South Beach industrial areas, including outreach to owners of unincorporated properties within the City's water service area that continue to be assessed by the Seal Rock Water District.
5. Implement Council strategies for strategic property acquisitions and sale and/or donation of property that is surplus to the public need.
6. Explore viability of obtaining Community Rating System certification to reduce flood insurance rate premiums for properties located within floodplains.
7. Assist the community in developing an Agate Beach Neighborhood Plan and revise the projects in the Northside Urban Renewal District to align with the plan.
8. Seek opportunities to partner with ODOT to improve signal timing and intersection functionality along US 101.

9. Assist the community, in partnership with ODOT, on the preparation of a Downtown Revitalization Plan and revise the projects in the Northside Urban Renewal District to align with the plan.
10. Adopt storm drainage and erosion control standards for new development in line with the newly adopted storm drainage master plan.
11. Initiate community engagement on forming an LID to supplement URA funding for street improvements in the Coho/Brant neighborhood.
12. Coordinate with ODOT on the design and construction of the SW 35th Street Intersection project.
13. Implement South Beach Urban Renewal Plan Phase III project priorities.
14. Work with the Port of Newport and Public Works Department to fund the design and construction of a sewer extension to Mclean Point as envisioned in the urban renewal plan.

F. Goals Beyond 5 Years:

1. Assist the community in revisiting and refreshing the 2040 Vision Plan, as needed.
2. Provide staff support on a range of strategies to achieve a tangible increase in the amount of affordable and workforce housing units in the City.
3. Obtain funding and initiate updates to Newport's housing and buildable lands inventories.
4. Assess staffing of community development and building service functions and seek adjustments, where needed, to respond to workflow demands.
5. Coordinate with ODOT on the replacement of the Yaquina Bay Bridge.
6. Assist with the implementation of the sewer extension and other projects identified in the McLean Point Urban Renewal Plan.
7. Pursue implementation of projects identified in the Northside urban renewal plan.
8. Facilitate closure of the South Beach urban renewal plan.

City of Newport

2016-2017 Department Goals Setting Information Form



Submitted By: Mike Murzynsky
Department: Finance
Date: February 18, 2016
Subject: Finance Department Goal Status

A. Service Priorities Narrative :

The Finance Department has one main service priorities with at least nine subsets:

1. Provide support to the City Manager and Departments to provide:
 - Support to prepare budgets;
 - Financial advice and assistance to City staff and customers;
 - Collect and record all City of Newport revenues (i.e. room taxes, licenses, fees, etc.);
 - Utility billing for Water and Wastewater users;
 - Accounts Payable for City Vendors;
 - Payroll services for City Employees;
 - Management of City debt requirements;
 - Investment of idle cash;
 - Oversight of budgetary restrictions;
 - Maintenance of accurate financial records;
 - Safeguards for City assets.

The reorganization is now in a transition/monitoring mode, we are providing the proper support and data to everyone as intended. However, I will continue to monitor workflows....see 2016-17 goals.

B. Update on 2015-16 Goals

- Utility billing: find a more consistent method of handling late payers and strengthen the lien process. Working with staff to be more consistent and also having one

staff member handle this process. With regards to liens, I will work with Steve Rich.

- Implement a Purchase Order system: This goal will be moved out a year, it will take a bit of work to accomplish..
- Complete the Auditor RFP process: Completed!
- Complete a Banking RFP before June 30, 2015: I really do not see any reasons to make a bank transition at this time. I am moving this to the 2-5 year goal area in order to keep it in sight.
- Implement Project Accounting system. This may happen in 2016-17 with the addition of the Project Manager in Public Works.
- General Ledger Account numbering consolidation. Completed!

C. Ongoing Goals - 2015-16

- Continue to provide an accurate budget document, this is a work in progress;
- Continue newly created monthly financial reporting process , on line but still updating the data ;
- Work with auditors to ensure that the City's and Newport Urban Renewal Agency financials are completed by December 31, 2015, we have completed the audit but missed the deadline, Finance is hoping that next year it will be better;
- Issue an Actuary RFP, to be issued February 24, 2016, we should be done before the end of March.
- Implement Human Resources, see HR for details;
- Project Accounting module, will be moved to next year;
- Setup new review processes for Account Receivables, a work in progress;
- Create an Investment policy, will move out to next year;
- Create Internal Control documentation by Finance function, Finance may tackle this before the next audit begins;
- Review Cash Procedures city wide, will be part of the 2015-16 audit;

C. Goals for FY 2016-17:

- Continue to provide an accurate budget document, a work in progress;
- Continue newly created monthly financial reporting process, it is a work in progress ;
- Work with auditors to ensure that the City's and Newport Urban Renewal Agency financials are completed by December 15, 2016, audit contract may be changed in order to accomplish this goal;
- Project Accounting module may be implemented due to addition of Project Manager in Public Works
- Setup new review processes for Account Receivables, a work in progress;
- Create an Investment policy, will move out to next year unless other items are completed;

- Create Internal Control documentation by Finance function, Finance may tackle this before the next audit begins;
- Review Cash Procedures city wide, may be part of the 2015-16 audit
- Implement a Purchase Order system D. 2-5 Year Goals:
- Complete a Banking RFP - moved to the 2-5 year goal area in order to keep it in sight
- Implement a Purchase Order system, this system may be a few years out before we have time to look at the system. E. Goals beyond 5 Years:
- None

F. Attachments:

City of Newport



Submitted By: Rob Murphy, Fire Chief

Department: Fire Department

Date: 02/17/2016

A. Service Priorities Narrative:

The Fire Department has four main priorities: 1.) provide enough well-trained staff and well-maintained apparatus and equipment for effective emergency readiness and response 2.) Provide administrative capabilities to plan for emergency needs and to optimize the efficiency and effectiveness of emergency resources in order to meet the “standard of cover” goals 3.) Educate and prepare the public to better deal with emergencies in the community 4.) Provide a safe and positive work environment for fire department personnel in the stations and during emergency incidents.

The Fire Department is a combination department, consisting of a mix of career and volunteer personnel. In meeting these priorities, fire department programs include recruitment and retention of volunteers, training for new recruits and ongoing training in firefighting and emergency medical techniques for all personnel, disaster preparedness activities, public education campaigns, fire inspections in commercial buildings, investigation of the cause and origin of fires and a timely response capability with enough well-trained personnel to deal with routine emergencies.

The following goals have been established as priorities of the fire department:

B. Ongoing Goals

1. Volunteer Relationships:

Continue to strengthen volunteer and paid staff relationships.

2. Improve Volunteer Recruitment and Retention:

We are continuing to work to improve our volunteer recruitment numbers and retention of volunteers.

3. Training Programs:

Improve training programs, officer development and succession planning.

Fire Department 2016-2017 Department Goals

4. Improvements to Service:

Collaborate with other departments and agencies for improvements to service.

C. Goals for FY 2016-17:

1. Volunteer Firefighters:

Continue to pursue and strengthen our volunteer ranks.

2. Seismic Retrofit:

Complete main station (Station 3200) seismic retrofit project. Develop and implement a plan to continue operations during construction.

3. Station 3200 Improvements:

Pursue additional upgrades and improvements for Station 3200, not covered in the seismic retrofit to improve long-term use, function and livability.

The seismic retrofit will satisfy the requirements in case of a major catastrophe or disaster for the main station. For this to remain our main station for the foreseeable future it must be upgraded and improved to meet the changing needs of our firefighters.

4. Old Wastewater Building:

Demolish the old wastewater building at the training facility and repave the drill grounds. Add a class room to the training facility.

5. Capital Replacement Fund:

Continue to contribute to the fire department capital replacement reserve fund for future apparatus replacement. Replace one staff vehicle. Continue to pursue alternative upgrade/purchasing opportunities.

6. Standard Operating Guidelines:

Update and implement a complete set of Standard Operating Guidelines.

7. Emergency Coordinator/Assistant Chief Positions:

Integrate new Emergency Preparedness Coordinator position into City programs; fill vacant Assistant Chief Position. The Assistant Chief position will be changed to better manage the day-to-day operations of the Department.

Fire Department 2016-2017 Department Goals

2

8. Fire Prevention Officer Position:

Create a new Fire Prevention Officer position. With the change to the Assistant Chief position, a new position is needed to maintain our progress made in business inspections, community risk reduction and other fire prevention programs.

9. Fire Preplan Software:

Pursue and obtain fire preplan software to aid the Department and improve safety of occupancies.

Fire Preplan Software is used and maintained to give a layout of the inside of each individual building. By looking at the layout of a building from the inside, it shows where staircases, exit doors, inside doors and potential hazards are located. In a structure fire this information is paramount in ensuring firefighter safety.

10. Community Relationships/ Partners:

Continue to build and strengthen our relationships with our community partners.

D. 2-5 Year Goals:

1. Replace the SCBA/Cascade breathing, air compressor and storage system at Station 3200:

Our breathing Air Cascade system is over 15 years old and nearing the end of its useful life. This system fills our breathing air bottles we use when entering hazardous atmospheres. It is required to meet the respiratory protection standards used by OSHA.

2. Obtain and install a backup generator for the Agate Beach Station. (Station 3400):

This is our only Fire Station that does not have a backup generator. It is important that we fortify this station to meet the needs of residences in North Newport during a disaster.

3. Add a kitchen, shower and bunk facilities to the Agate Beach Station to allow for future staffing:

Most population growth has been in North Newport. This is reflected in our call statistics. Looking into future response needs, it is vital we bring the Agate Beach Station to a similar level of service and readiness as our Main and South Beach stations.

Fire Department 2016-2017 Department Goals

4. Continue with upgrades/improvements for Station 3200 not achieved in the seismic retrofit in order to improve function and livability for long-term use. 3
5. Continue to contribute to the fire department capital replacement reserve fund for future apparatus replacement. Purchase and outfit a new Heavy Rescue:

Our Heavy Rescue (Rescue 3232) is currently the oldest apparatus in our inventory. Being built in 1992, it is over 26 years old. We need a new rescue that will allow us to better respond to vehicle extrication, technical rescues, hazardous material incidents and better support fire ground operations.

6. Conduct an annual review and update of the fire department strategic plan.
7. Evaluate staffing needs based on call volume and explore funding sources for staffing.
8. Develop a daytime training officer position:

We are asking for this position to better manage our training program and to free up one of our shift captains for operational assignments.

9. Purchase new thermal imaging cameras:

Our two cameras are aging. New technology makes them lighter, smaller and more cost effective.

10. Continue to pursue onboard technology to aid us and improve response time in the field.
11. Continue to build and strengthen our relationships with community partners.

E. Goals Beyond 5 Years:

1. Evaluate options and plan for site acquisition of a new main fire station/public safety building:

With upgrades and remodeling we can expect approximately 20 more years of use from our current facilities at our Main Fire Station. We will need to start exploring options for land acquisition and building a new station at least 5 to 10 years before construction can happen.

2. Remodel and expand the South Beach Fire Station. (Station 3300):
By expanding the apparatus Bays we can store more Fire Apparatus.
3. Fully fund the fire department apparatus replacement reserve fund.

Fire Department 2016-2017 Department Goals

4. Pursue department accreditation.

4

5. Evaluate opportunities for fire-based EMS transport.
6. Evaluate the benefits of merging with Newport Rural Fire Protection District:

For long term funding stability and increasing opportunities for collaboration with other agencies, exploring the option of merging with NFRPD is worth evaluating.

F. Attachments: None.

Fire Department 2016-2017 Department Goals

5

City of Newport

2016-2017 Department Goals Setting Information Form



Submitted By: Barb James
Department: Human Resources
Date: February 18, 2016

A. Service Priorities Narrative:

Recruitment: Compete for top talent with effective recruitment strategies, efficient recruitment processes, and an attractive total rewards package.

Excellence: Commit to the principle of excellence to help create an environment where employees of all backgrounds can thrive and everyone is treated with respect and professionalism.

Retention: Improve employee retention by leading efforts for adoption of strategies which create a great work climate.

Talent Development: Support the talent development of our employees through professional and career development.

Work- Life Balance and Wellness: Promote the achievement of work-life balance and wellness in our employee community.

Deliver HR services, programs, and communications that add value for our prospective employees, current employees, and retirees.

B. Ongoing Goals

1. Provide consistent and timely service to all employees related to human resources.
2. Continue to assess current policies, procedures, and practices for compliance and best practices.
3. Take the necessary steps to align the human resource function with all state, federal and local laws and best practices.
4. Develop HR plans and policies that help the city meet its goals and objectives.
5. Attend regular trainings, conferences, etc. to stay current with HR knowledge and case law.
6. Continue to identify opportunities to gain knowledge related to public sector employment, organization internal structure and external influences.

C. Goals for FY 2016-17:

1. Update all policies within the Employee Handbook. Reorganize the policies so they are more appropriately organized within the document. Communicate changes to all employees.

[The following policies were revised/newly developed and implemented in 2015:](#)

Drug/Alcohol
Anti-Harassment/Bullying
Workplace Violence
Workplace Rules and Prohibited Conduct
Mandatory Reporting (Policy, Forms, and Procedures developed)
Concussion Training (Policy, Forms, and Procedures developed)
Equal Employment Opportunity
Training and Development
Ethics
Blood Borne Pathogens

Policies currently under development:

Sick Leave (to comply with the Oregon sick leave law that took effect 1/1/16)
Photo ID Badging
Independent Contractor
Cell Phone Allowance
Time Reporting
Social Media
Active Shooter
Affirmative Action Policy Statement

Revisions to the entire Employee Handbook have begun.

Revisions to the format, layout, and organization has been completed.

Numerical system for policies have been developed. This will aid with easy reference for related forms, documents, procedures, etc.

Work will continue into 2016 with an anticipated completion by year-end

Administrative Manual

Discussion for the development of a City Council and Administrative Policy and Procedures Manual / Internal Operating Guide occurred in 2015.

The Employee Handbook will become part of this manual

General policies that apply across the organization will be contained in the manual and categorized by subject matter.

A skeletal outline for a Table of Contents has been developed. This is similar to the code structure.

2. Recordkeeping for all employee files to be implemented in conjunction with state and federal law. Employee files are to be maintained with all legally required documentation, removing what should be maintained in separate files. Benefit and medical files have been set up for all employees. The process of separating documents out of the employee files and into the appropriate benefit/medical/I-9 files needs to be completed.

Completed

Employee files have been organized and inappropriate documents have been removed
Benefit/Medical files have been developed for all employees

I-9 documents have been pulled out of employee files. I-9 files have been set up for both 'Active' and 'Terminated' employees
A full audit of the I-9's has been completed. All I-9's were checked against an all employee list to ensure we have completed I-9's for all employees

3. Revise the City Employment Application to be compliant with state and federal law. Remove all illegal questions. Add an EEO/OFCCP Voluntary Self-Identification forms to the application to comply with Section 503 of the Rehabilitation Act and VEVRAA. Expand EEO language to include protected classes. Add I-9 language to the application to comply with federal law. Add language to comply with disability and veteran status laws.

In Process – To be finalized and implemented March 2016

City Employment Application has been revised and reviewed by legal
EEO and required OFCCP Voluntary Self-Identification forms have been included as part of the application
AAP Policy Statement has been development
EEO language has been added to job postings and application documents
Language has been added to comply with disability and veteran status requirements

4. Implement the Caselle HR Module. Begin tracking EEO and disability information on all applicants and all hires. This is required to be in compliance with AA, Section 504 of the Rehabilitation Act and federal grant assurances. To be in full compliance we will need to;

Completed

HR Module has been purchased and implemented

In Process

Tracking for EEO, veteran, and disability status will begin with the implementation of the revised employment application.

New hires will be asked to complete the voluntary forms during NEO

Current Employees will be asked to self-identify if they have a disability

1)Invite all current employees to self-identify if they have a disability and every 5 years thereafter, Implementation March 2016

2)Implement an annual reminder procedure

Implementation March 2016 with revised application

3)Input into the HR Module so reporting can be developed to track effective outreach and recruitment efforts. Implementation March 2016 with revised application

5. Revise the Background Check policy. Develop comprehensive procedures for Background Checks. Develop defined criteria for eligibility for hire/ineligibility for hire. Establish internal controls/centralize all background checking through HR. Review application release to see if any changes are needed. Train all management staff on the policy and procedures.

In Process – combined efforts with Police Department management staff, City Attorney, and City Manager

- Background Check Policy has been developed
- Procedures have been developed
- Criteria for hire has been developed
- Background check criteria for levels of checks have been established
- Each position in the City has been evaluated for risk and assigned a level of background check
- New Background Check Request form has been developed

Anticipated completion and implementation is July 2016

Completed

- Background checks have been centralized through HR

6. Participate in the launch of the SafePersonnel Training System.

Completed

- The SafePersonnel Training System was rolled out citywide in September 2015

7. Management Training - Continue to identify and organize appropriate management trainings throughout the year. Investing in the employees will help the city to gain an advantage with retention and risk management objectives.

Completed in 2015

- 1) All employee classroom trainings occurred in 2015
 - Harassment
 - Ethics
- 2) SafePersonnel training modules for staff implemented in September 2015
 - Drug/Alcohol
 - Workplace Violence
 - Mandatory Reporting (as applicable)
 - Concussion Training (as applicable)
 - Discrimination Awareness
 - General Safety
- 3) Management staff classroom training
 - 4-Day Leadership Training
 - Federal Motor Carrier Safety Administration (FMSCA) Controlled Substance and Alcohol Use and Testing training for supervisors who supervise CDL employees.

Training slated for 2016

- Active Shooter -Conducted in February

Bloodborne Pathogens
Customer Service
Safe Driver
Bullying
Retaliation Liability
Diversity

Training will be an ongoing focus in 2016/2017

8. Recruitment policy and procedures. Develop a structured, comprehensive and legally compliant recruitment process. Centralize all recruitments through HR. Develop an internal and external recruitment policy. Document recruitment procedures for internal, external and volunteer hires. Update and/or develop recruitment and staffing forms. Implement standard offer letters.

In Process

Recruitment Requisition was developed and implemented
City Manager and HR sign off implemented for all recruitments
Worked with Police Department to fine tune their recruitment process. Panel and Chief Interview questions were modified, Detective Interview questions and processes were modified
Selection Matrix developed and implemented with Police Department recruitments (other departments to follow)

Full citywide policy and process development to be completed by year-end

9. Develop a comprehensive Drug and Alcohol policy that takes into account the legalization of marijuana. In addition, the city has to comply with the Drug-Free Workplace Act because the city is a federal contractor. As part of the requirements of the Act, the city will need to develop a written statement (the revised policy), establish a drug-free awareness program (as part of the policy), and notify employees in a written statement that as a condition of employment they must abide by the policy.

Completed and Implemented

10. Third Party Staffing (Temporary) - Meet with the staffing agencies to get new contracts in place. Review screening requirements to ensure all placements have met city requirements. Develop a temporary staffing policy and comprehensive procedures. Train management staff on how temporary staff are to be supervised and the liability that can be created by treating them like city employees.

Due to other priorities and demands, this status is incomplete

11. Independent Contractors - Develop and implement a formal policy, process and procedure for IC's. Centralize all IC's through HR. Checklists developed and used to determine if individuals actually meet the IRS definition of IC. Implement and consistently use the new Personal Services Agreement. Eliminate all other versions city-wide. Communicate new policy, process and procedures to all management staff. Develop an IC Staffing Requisition to be used as the trigger for IC staffing.

In Process

Policy, forms, and procedures are in the development stage
Discussions have occurred with P&R staff on new process, compensation structure, procedures, etc. for instructors who are currently classified as IC's but are really employees

12. Continue work to develop and/or refine HR forms. Standard HR forms are to be implemented and used for all HR related functions (i.e. recruitment, staffing, performance management, change of address, employee changes, etc.)

The following forms have been developed and implemented in 2015:

Recruitment Requisition
Name/Address Change
Employee Voluntary Contribution to City Retirement Plan
Medical Opt-Out
Authorization for Cell Phone Allowance
Background Check Permission for Prospective Consultant or Independent Contractor
Parental/Guardian Consent for Minor Criminal Background Check
Vacation Payout Request
Policy Acknowledgement forms for all revised and developed policies (see #1)

This will be an ongoing process for 2016/2017

13. Revise Personnel Action Form (PAF) to include all necessary and pertinent information for HR and Payroll.

Completed

14. Conduct a current Salary Survey. Implement a plan to conduct them annually to ensure that salaries are in line with market.
15. Job Descriptions. Review and revise as part of the salary survey.

In Process

Efforts for a 2016 citywide salary survey began in February
Updates to job descriptions have begun as part of the salary survey process

16. Implement Photo ID Badging for all city employees **In Process**

ID Badging equipment has been purchased
Draft policy has been developed
Procedures are currently being developed
Badge format has been developed
Anticipated implementation date is March/April 2016

D. 2-5 Year Goals:

1. Performance Management - Develop a strong and meaningful performance management system. Not just what is easy and quick. I don't feel that the current system had a lot of thought behind it. There is not consistency with the forms that are used, they are limiting, no space for supporting comments. The current system does not allow for or support a meaningful review process to be conducted with employees. Strong focus should be put on our leaders and how they are leading, managing and directing staff. I would like to build in a Leadership Competency Model for evaluation of leaders against defined competencies. This would be a very involved and time consuming process, however, I think it would lay a solid foundation to building strong leaders.
2. Work with City Manager to develop a Leadership Competency Model - Developing strong leaders is critical to the success of the city. Define what makes a good leader and establish core, position and functional competencies. Develop and/or identify training that would support leaders in meeting the competencies. (i.e. Fostering a Team Environment: Consists of four competencies - Communication, Interpersonal Skills, Team Leadership, and Conflict Management. Creating Organizational Transformation: Consists of five competencies - Change Leadership, Vision & Strategic Thinking, Flexibility, Global Perspective, and Organizational Awareness. Maximizing Performance Results: Consists of seven competencies - Analytical Thinking, Decision Making, Customer Focus, Planning & Organizing, Thoroughness, Forward Thinking, and Results Orientation Building Trust & Accountability: Consists of two competencies - Ethics and Integrity; and Personal Credibility. Promoting a High-Performance Culture: Consists of three competencies - Fostering Diversity, Workforce Management, and Developing Others. Building Coalitions: Consists of two competencies - Influencing Others and Relationship Building
3. Time Reporting - Revise time cards for exempt and non-exempt staff. Work with Payroll to develop clear and compliant time reporting procedures. Work with Payroll to train employees and management staff on appropriate time reporting completion and overall procedures. Help management to understand their responsibility with accurate time reporting.
4. Job Family Progressions - Review current job family jobs to determine appropriateness. Identify other areas of the organization that could benefit from having a job family. (i.e. Recreation Center and the Pool are two that I feel may benefit. This could help with recruitment and retention).
5. Succession Planning -Work with management to develop succession plans for all departments. Identify needed trainings to help meet the succession plans. We have long-term employees/aging workforce that will require us to establish succession plans for a number of key areas in the city.
6. Work with the Director of Public Works on a department re-organization to gain efficiencies and improve service standards.
7. Develop a formal Employee Recognition Program.
8. Implement a Tuition Reimbursement Program. E. Goals Beyond 5 Years:
 1. Continue to evaluate recruitment and outreach efforts to ensure we are meeting diversity requirements (EEO, Disability, and Veteran).
 2. Continue to align HR goals and objectives to the city's goals and objectives.
 3. Develop wellness programs that help to promote employee health and reduce benefit costs.

F. Attachments:

City of Newport

2016-2017 Department Goals Setting Information Form



Submitted By: Ted Smith

Department: Library

Date: February 17, 2016

A. Service Priorities Narrative: The library's mission is to be the community center that stimulates the imagination, invites and enables lifelong learning for all ages and creates young readers. B.

C. Ongoing Goals

1. Ensure the safety of library users and staff and minimize risk
2. Pursue improvements to keep the library current
3. Continue to purchase materials in multiple formats that meet the educational and recreational needs of patrons.
4. Continue educational activities including: book discussion groups, computer classes, guest speakers, author presentations and writing classes
5. Continue programs and outreach to adults, young adults, and children in schools, preschools, juvenile detention, rehabilitation centers, at the Library and Literacy Park

C. Goals for FY 2016-17:

1. Install lights along Nye Street in front of the Library to increase visibility at night.
2. Replace parking lot lights with LEDs to increase visibility at night.
3. Install flood lights or light poles on west end of lower parking lot to increase visibility and ensure safety of staff and patrons who use the lot in the evening.
4. Update 4 of 12 laptops used for computer classes offered to the public.
5. Install four more security cameras in the library and two in the parking lot. D. 2-5

Year Goals:

- 1.

E. Goals Beyond 5 Years:

1. Engage the community and City Council in Library Building or Expansion Planning

F. Attachments:

City of Newport

2016-2017 Department Goals Setting Information Form



Submitted By: Jim Protiva

Department: Parks and Recreation

Date: 2/18/2016

A. Service Priorities Narrative:

The Newport Parks and Recreation Department exists to help meet the recreation needs of residents and guests by providing quality facilities, trails, fields and open space. We strive to offer a variety of activities and environments that allow for personal, social, and economic, benefits with open to all people. Our goal is to provide leadership and coordination on projects and programs that enhance the livability and quality of life in Newport.

B. Ongoing Goals

1. Provide recreational services to the City of Newport and surrounding area
2. Provide accessible well run facilities that enhance quality of life
3. Provide parks, open space and trails to citizens and guests of Newport

C. Goals for FY 2016-17:

1. Implement Integration plan for merging Pool and Rec. Center operations
2. Open new Aquatic Facility to the public
3. Establish a timeline and begin Parks Master Planning
4. Establish a Mountain Bike Master Plan for the City's water reservoir
5. Completion of a Bicycle Pump Track
6. Development of a Tree Plan in conjunction with the Parks Master Plan
7. Identify and elect a champion to advance the Friends Foundation

D. 2-5 Year Goals:

1. Construct a mountain bike trail system that will garner regional attention
2. Replace the Parks and Recreation vehicle
3. Evaluate our registration software and explore modern systems

E. Goals Beyond 5 Years:

1. Creation of a national attention garnering event (ex. Marathon, Big Wave Surfing)

2. Acquire strategic property for the purpose of expanding the Park System

City of Newport

2016-17 Department Goal Setting Status

Submitted by: Chief Mark J. Miranda
Department: Newport Police Department
Date: February 18, 2016

A. Service Priority Narrative:

To provide emergency first responder service 24/7 to the Citizens and visitors to Newport. To maintain a training level to achieve this service priority along with maintaining up-to-date policies and accreditation standards.

B. Ongoing Goals:

1. Keep up with, and current with 104 accreditation standards.
2. Continue with community policing concepts and ideas currently established.
3. Maintain positive relationship with community and community partners.
4. Maintain equipment replacement schedule as outlined by the Public Safety Committee (including vehicle replacement).
5. Maintain full staffing for allocated FTE positions.
6. Provide training to Department members to meet the DPSST maintenance requirements for certification.

C. Goals for FY 2015-16

1. Secure storage at NPD impound yard.
2. Add lighting and video to NPD impound yard.
3. Purchase/construct a 24'x24' covered shelter for NPD impound yard.
4. Replace three old patrol cars.
5. Conduct a Citizen Academy Class in Spring 2016
6. Replace 2-2008 patrol vehicles and one 2007 detective vehicle.
7. Establish two Neighborhood Watch groups in City.
8. Select K9 handler, purchase K9 and send both to training.
9. Conduct community survey regarding how the Police Department is doing.
10. Hire and assign SRO (50% funded by LCSD)
11. Dedicate one officer to traffic enforcement

12. Begin firearms range upgrades to range building and firearms training equipment.
13. Remodel Records workstations
14. Select officer to attend crash reconstructionist training.
15. Purchase Con-Sim equipment for scenario based training.

D. 2 – 5 Year goals:

1. Secure Police parking.
2. Replace K9 vehicle.
3. Conduct a study to determine how many more FTE officers are needed to meet the needs of the City.
4. Purchasing Department issued firearms.
5. Conduct a Citizen Academy Class in Spring 2018
6. Participate in county-wide MRT (Mobile Response Team).
7. Replace worn downstairs carpet.

E. Goals Beyond 5 Years:

1. Replace Incident Response Vehicle
2. Develop a new, updated Police Department facility
3. Develop a regional public safety training facility
4. Develop a take home car program

Department: Facilities/Park Maintenance/Custodial

Date: 2-18-16

A. Service Priorities Narrative:

Facilities and Park Maintenance is in charge of maintaining the 11 major commercial buildings, multiple small buildings and facilities, and the dozen or so parks within the City. Park Maintenance also maintains the grounds around the major commercial facilities and the City owned bathroom facilities. The custodial division cleans the City owned bathroom facilities and the Public Works Shop. In addition to self-performing maintenance, this division also manages contracts to conduct work that is too large or requiring specialized skills that are too complicated for City Staff.

B. Ongoing Goals

1. Develop and implement a comprehensive facility maintenance and staffing plan.
2. Develop and implement a comprehensive parks maintenance and staffing strategy.

C. Goals for FY 2016-17:

1. Add an additional Park Maintenance staff member. **D. 2-5 Year Goals:**

1. Continue to develop in-house Custodial Services
2. Conduct a Facilities assessment and maintenance plan to assist in adequately funding Facilities and to be able to conduct preventive maintenance in a timely fashion.
3. Conduct a Park assessment and maintenance plan to assist in adequately funding Park repairs and to be able to conduct preventive maintenance in a timely fashion.

E. Goals Beyond 5 Years:

1. Build a Park Maintenance building F.

Attachments:

City of Newport

2016-2017 Department Goals Setting Information Form



Submitted by: Timothy Gross, PE, Director of Public Works/City Engineer
Department: Streets and Transportation

Date: 2-18-16

A. Service Priorities Narrative:

The Streets Department service priority is to provide a safe, efficient, and economical transportation system for all forms of transportation including vehicles, bicycles, and pedestrians. Service priorities are established first on safety, then on volumes, of the respective transportation mode.

B. Ongoing Goals

1. Provide consistent funding for street improvement projects
2. Continue to support multi-modal forms of transportation in the City of Newport
3. Designate and develop pedestrian and bicycle routes in association with streets, and work with the school district to create safe routes to schools.
4. Designate and develop gravel streets for paving, and develop a paving inventory and replacement program.

C. Goals for FY 2016-17:

1. Develop a pavement maintenance program. D. 2-5 Year Goals:

1. Provide consistent funding for street improvement projects, particularly large regional capacity improvements as identified in the TIP. E. Goals Beyond 5 Years:

- 1.

F. Attachments:

Department: Storm Water

Date: 2-18-16

A. Service Priorities Narrative:

Storm water is a division of the Streets Department. The primary service priorities for the Storm Water Division are to provide adequate drainage of City streets and drainage ways to prevent local flooding thereby protecting life, promoting safety, and protecting residents and businesses from property damage. Furthermore, the Storm Water Division protects the receiving waters of the storm sewer system by adequately maintaining and cleaning storm water infrastructure.

B. Ongoing Goals

1. Participate in emergency response committee planning process.
2. Consider funding sources for storm water improvement projects.
3. Continue to identify cross-connections and pollution sources.
4. Plan for NPDES requirement (illicit discharges) legislative control of storm water system.
5. Develop Storm Water Master Plan. **C. Goals for FY 2016-17:**

1. Participate in emergency response committee planning process.
2. Consider funding sources for storm water improvement projects.
3. Implement design standards and City ordinances controlling discharge rates, water

quality improvements, and erosion and sediment control for development. **D. 2-5 Year Goals:**

1. Strategic replacement program for storm sewer infrastructure
2. Implement regional water quality improvement projects to address water quality issues at major City storm water outfalls.

E. Goals Beyond 5 Years:

- 1.

F. Attachments:

City of Newport

2016-2017 Department Goals Setting Information Form



Submitted by: Timothy Gross, PE, Director of Public Works/City Engineer
Department: Water

Date: 2-18-16

A. Service Priorities Narrative:

The Water Department is comprised of two divisions, Water Treatment and Water Distribution. The priorities of the department are to produce an uninterrupted supply of safe and high quality drinking water, free from disease causing organisms and toxic substances. Secondary priorities are to provide good tasting and clear water. The City provides water for domestic and commercial use, but also for fire protection. Domestic and commercial users are concerned primarily with uninterrupted supplies and high quality water. Some of the users include dialysis clinics, breweries, and laundries, requiring very high quality and clear water. Fire protection requires large volumes of water very quickly, resulting in large diameter distribution pipes and high capacity pump stations.

B. Ongoing Goals

1. Plan for remediation or replacement of upper and lower Big Creek dams
2. Update the Water Supply System Master Plan and Comprehensive Plan (condition analysis). C.

Goals for FY 2016-17:

1. Implement automatic meter reading system.
2. Plan for remediation or replacement of upper and lower Big Creek dams.
3. Begin the systematic replacement of water supply lines and develop plans for future replacement.
4. Begin place based planning exercise to discuss regional water needs D. 2-5 Year Goals:

1. Implement automatic meter reading system.
2. Plan for remediation or replacement of upper and lower Big Creek dams.
3. Develop and implement a flushing program.
4. Seismic retrofit for water tanks
5. Integrate all water pump stations and tanks into the SCADA system.

E. Goals Beyond 5 Years:

1. Systematic replacement of water mains
2. Redundant bay crossing waterline F.

Attachments:

City of Newport

2016-2017 Department Goals Setting Information Form



Timothy Gross, PE, Director of Public Works/City Engineer

Submitted By:

Department: Wastewater

Date: 2/18/16

A. Service Priorities Narrative:

The Wastewater Department is comprised of two divisions, Wastewater Treatment and Wastewater Collections. The Collections division primarily ensure the safe collection of wastewater through maintenance, construction and repair of wastewater collection pipes, cleanouts, lift stations, sewer services, and other infrastructure within the public right-of-way and on public owned facilities and easements. The Treatment division primarily ensures that wastewater effluent standards are met through the operation and maintenance of the wastewater treatment plant and pump stations.

B. Ongoing Goals

1. Identify and reduce inflow, infiltration, and pollution
2. Plan for funding for wastewater system projects.
3. Develop a Wastewater Master Plan. C. Goals for FY 2016-17:

1. Continue improvements to Agate Beach wastewater program
2. Plan and implement systematic replacement of the wastewater collection system
3. Increase wastewater revenues to adequately fund operations, capital improvements and debt service

D. 2-5 Year Goals:

1. Continue improvements to Agate Beach wastewater program
2. Plan and implement systematic replacement of the wastewater collection system
3. Acquire additional property to ensure continued land application of wastewater sludge

E. Goals Beyond 5 Years:

1. Plan for improvements at the Wastewater Treatment Facility

2. Replace the Nye Beach Pump Station F. Attachments:

City of Newport

2016-2017 Department Goals Setting Information Form

Date: 2/19/2016
To: Spencer Nebel-City Manager
Submitted by: Jim Salisbury, Safety Officer
Subject: Safety Department Goal Status
Service Priorities Narrative:

The Safety and Health needs continue to be necessary to our organization. The challenges from my perspective continue to be the dozens of different opinions about how to handle or respond to this various interpretation of safety and health topics.

A. Ongoing Goals

- Maintain Safety Officer and part-time employee budget.
- Maintain goals of training and safety equipment needs
- Maintain annual city wide Safety Fair
- Maintain Adventist Health hearing test
- Maintain certifications levels
- Maintain other professional technical services

C. Goals for FY 2016-17:

- Make Safety Officer a full time positions
- Increase third party safety health instructors two fold. Not only for the Public Works Department but for other department staff that may benefit
- Increase safety and health classes
- Obtain additional training certifications for myself and possible others
- Provide more city wide awareness safety posters
- Completed Emergency Preparedness Guide Book
- Additional New Employee/Safety Orientation training space needs
- Update Safety Manual
- Partner with new Emergency Manager D. 2-5

Year Goals:

- Added additional employee/certified instructors
- Add distracted driver classes city wide



Years:

- Replace Ford Escape E. Goals Beyond 5
- Replace Confined Space Gas Monitor