

# Monthly Departmental Reports



February, 2014





# Memo

**To:** Spencer Nebel, City Manager and City Council  
**From:** Derrick Tokos, Community Development Director  
**Date:** March 6, 2014  
**Re:** Department Update

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## **MONTHLY PERMIT FIGURES**

The following is a summary of February 2014 building and land use activity.

	Building Permits	Electrical Permits	Plumbing Permits	Construction Value	Land Use Actions
Feb	13 (\$5,984.34)	18 (\$1,509.76)	7 (\$1,056.16)	\$592,500	2 (\$1,735.00)
YTD	22 (\$15,460.22)	39 (\$3,374.24)	13 (\$2,139.98)	\$1,762,400	6 (\$3,715.00)

Building permit activity included the remodel and addition of a theatre at the high school, demolition of the commercial building previously occupied by the Salvation Army, a commercial remodel, several residential remodels and repairs, and temporary signs. Land use actions include a property line adjustment request and an application to amend the Urban Growth Boundary to facilitate expansion of the Oceanview Senior Living facility.

## **STATUS OF MAJOR CONSTRUCTION PROJECTS**

Lincoln County School District: Permit issued for new high school theatre room, footings in place and inspected. Exterior siding work and construction of a new storage building is ongoing.

O'Reilly Auto Parts: Revised building plans have been approved. General contractor is proceeding with demolition work and limited site preparation. Cannot issue building permit until owner secures easement for planned parking and drive isle improvements on lot to the south which shares the same access onto US 101.

Nazarene Church Outreach/Community Center: Construction continues to progress slowly.

Curry Marine Building Remodel: Building is being renovated for use by the OSU Extension Service. Building permit is ready to issue. No work has started yet.

Coastcom Warehouse Foundation has been poured for the new warehouse building. Slab inspection performed.

County Health and Human Services Building: Temporary occupancy issued for 1<sup>st</sup> floor. Framing approved for 2<sup>nd</sup> floor renovations. Interior finish work continues within the building. Elevator to be delivered in April.

Catholic Church Addition: Permit issued. Framing inspection performed and approved.

Teevin Bros. Log Yard: City decision on Traffic Impact Analysis remand was not appealed and is now final. Teevin Bros. is still negotiating its lease and is working on project design issues. Awaiting plan submittal for building permit review.

## **SIGNIFICANT PLANNING PROJECTS**

**Pacific Marine Energy Center – South Energy Test Site (PMEC – SETS):** NNMREC-OSU held a meeting with area stakeholders and agencies on 11/12, 11/13 and 11/14. They are hoping to narrow options for cable landing sites down to 2 or 3 alignments within the next three weeks. All options are now south of the jetty. Marine and terrestrial surveys to be performed spring/summer 2014 to confirm viability of preferred alignment. Easement acquisition and directional bore for cable conduit planned for 2015 with installation of the cable system in 2016 once all permits are obtained. BOEM lease application for grid connected test site submitted 6/13 and revised 11/13. Initial FERC license documents to be submitted first quarter 2014.

**Safe Haven Hill Tsunami Evacuation Improvements:** FEMA funded Phase 1 scope of work, including supplemental geotechnical and benefit-cost analysis, is complete. Studies conclude that Safe Haven Hill is a viable tsunami assembly area in the event of a near shore Cascadia event and that planned improvements to the assembly area are critical in order to minimize loss of life. OEM is coordinating with FEMA on a Phase 2 grant for construction work. FEMA has been noncommittal on when the grant will be issued although the funding has been secured. Construction of the sidewalk, trail, staircase, and lighting improvements is estimated to be roughly \$650,000. FEMA is covering 75% of the cost with the local match coming from budgeted Urban Renewal funds.

**Creation of Land Bank for Work Force Housing:** Draft agreement between the City, Lincoln Community Land Trust, and Community Service Consortium to construct six workforce housing units over the next five years was vetted with policymakers at several meetings. Council tabled the agreement on 9/3/13, pending receipt of additional information about whether or not a broader, countywide effort might be a viable alternative. A Lincoln County Housing Forum was held on 10/24/13. The concept of a broader City/County coalition to fund the construction of workforce housing units is being developed, with a presentation before the City Council scheduled for 3/17/14.

**Vacation Rental Code Update:** At this time 145 applications for VRD or B&B endorsements have been submitted. The City has conducted 137 inspections, 112 of which have passed. Fire egress out of bedroom windows, safety glazing on windows close to doors, lack of GFCI outlets, inadequate hand railing or guard rails on staircases, and strapping on water heaters have been the primary issues identified through the inspection process.

**Agate Beach Street and Recreation Enhancements:** On 8/2/12 FHWA announced that the project will be funded in the amount of \$557,696. City received a final grant agreement from ODOT on 7/30/13. City staff met with state officials on 10/15/13 to conduct a preliminary scoping meeting. An RFP for design services was issued 2/6/14 and City is reviewing the submitted proposals. Project is expected to start May 2014 and be completed by Sept. 2016.

**Reservoir UGB Amendment and Annexation:** The expansion proposal was approved by the City Council on 5/6/13 and was forwarded to the County for its review and approval. The County Planning Commission held a hearing on the UGB expansion on 7/22/13 and recommended unanimously that it be approved by the Board of County Commissioners. A Board of Commissioners meeting is anticipated to occur in March. City and County staff have put together an intergovernmental agreement addressing the future transfer of Big Creek Road. The agreement is tentatively scheduled for a decision by the Council on 3/17/14.

**Port of Newport/City of Newport Task Force on Access to the International Terminal:** Taskforce met on 5/22/13. Determined that it did not possess enough information nor is it timely to try and identify specific alternative freight routes. Requested that City, County, and ODOT staff assist the group in identifying general criteria for identifying an appropriate route, which are to be presented to the taskforce at a future meeting. Criteria have been developed and shared with Port of Newport staff, including their new manager. A taskforce meeting to consider criteria is to be scheduled by the Port.

**Planning for Replacement of the Yaquina Bay Bridge:** City and County staff and elected officials met with ODOT on 5/16/13 to discuss a scope of services for the data and base line modeling that the consultants will develop. Counters were placed to collect traffic data in August. Staff met with ODOT consultants on 10/23/13 and 2/18/14 to discuss how the modeling will be performed and provided them with land use data they will need to perform growth projections. This effort will take several months and is funded by ODOT Region 2 to the tune of about \$150,000.

**Development of GIS Addressing Layer:** City is responsible for assigning addresses within its corporate limits. The paper maps used for this purpose are frail, and the process for updating the maps is inefficient. A consultant is preparing a new GIS based addressing layers for all jurisdictions in the County. The project is funded by OEM and the information will be used to support 911 services. Project was placed on hold while 911 service transfer occurred between Lincom and Willamette Valley. Staff anticipates the project will get going again soon.

2007 Seal Rock Water District IGA: City entered into an Intergovernmental Agreement in 2007 that moved the shared service boundary such that it is now largely south of the Airport. City agreed to compensate the District for lost revenue and took over service to the affected area on 1/1/08. Properties north of the new service boundary line remain in the District and continue to be subject to District property taxes even though they no longer receive services from the District. Staff is working with the District on an amended IGA to map out the process for withdrawing the properties. City will be responsible for some of the District's outstanding GO Bond debt for lands it has annexed. This will be spelled out in the amended IGA. A corrected map exhibit and the transfer of the District's easements in the affected area also needs to occur. An amended IGA is being reviewed by the city Attorney and could be ready for Council consideration as early as 3/17/14.

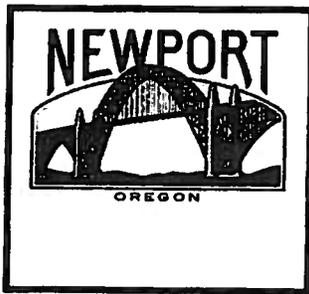
### **COMMITTEE WORK**

Planning Commission: The Commission and its Advisory Committee held a work session and regular meeting on 2/24/14. At its work session, the Commission reviewed ECONorthwest's technical analysis of the three options for boundaries for a new North Side Urban Renewal District and provided feedback on how they would like to see them refined. The members also reviewed land use and building activity for calendar year 2013, progress towards FY 13/14 Council goals, and likely Council goals for FY 14/15. At the regular session, the Commission appointed a new member to its Citizen's Advisory Committee and appointed members to a Nye Beach Design Review Overlay Ad Hoc Work Group that will be assisting the Commission on that project.

CWACT Technical Advisory Committee (TAC): The advisory committee did not meet in February.

Parking Districts: There were no parking district meetings in February.





Date: March 6, 2014

To: Spencer R. Nebel, City Manager  
Mayor and City Council Members

From: Bob Gazewood, Interim Finance Director

Subject: Monthly Departmental Report

### **Water/sewer Billings**

Caselle had a representative at Newport on February 19, 20 and 21<sup>st</sup> to review our issues with the Utilities Systems software and Accounts Receivable. The face-to-face contact was very beneficial to Finance staff and many issues were resolved with desk training, research of data and resolving individual work questions. For more detailed training for staff, we are working on scheduling two Caselle trainers to come to Newport about the week of April 16, 2014.

For February, a total of 4,470 water/sewer accounts were billed for a combined amount of \$650,179.99. At March 4, 2014, 200 water/sewer accounts are in delinquent status with a combined amount of \$19,617.63. From November's billing, \$314.29 is past due; from December's billing, \$1,423.43 is past due; and from January's billing, \$17,879.91 is past due.

### **Accounts Receivables - General**

The accounts receivable report includes outstanding amounts due to the City for airport rents/leases, landing fees and fueling charges, building permits, and septic tank disposal.

Last month I reported the accounts receivable aging report dated February 6, 2014 included 137 accounts totaling \$91,098.79. Of the \$91,098.79, an amount of \$67,822.97 or 74.45% of receivables were not collected in the "over 150 day" time period and \$10,079.69 or 11.06% were not collected during the time periods from "over 30 days through 149 days." The March 6, 2014 Aging Report shows accounts receivables decreasing to \$80,897.49 which is due in part to better monitoring, research and correction of accounts. A summary of the March 6, 2014 report is provided below for your information.

Future and Current billings	\$ 9,407.37	11.63%
Over 30 days	165.69	0.20%
Over 60 days	1,193.86	1.48%
Over 90 days	1,226.42	1.51%
Over 120 days	3,881.91	4.80%
Over 150 days	<u>65,022.24</u>	<u>80.38%</u>
Total	<u>\$80,897.49</u>	<u>100.00%</u>

One septic tank disposal service that has been billed a total of \$34,081.45 of which \$28,646.29 is outstanding over 150 days. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. The accounts receivable record shows Seaport Air Operations owing the City \$6,067.76 that has been outstanding also.

In addition to the foregoing amounts due the City, the aging report shows several accounts with credit balances totaling \$13,731.36. These credits require further review and we will continue looking into this further. However, many of these credit balances are pre-payments on accounts, in particular, airport leases.

We are continuing to implement a better monitoring system and considering collection options on all past due accounts. We are looking at informing users with past due accounts that they will have 14 calendar days to bring their account current or initiate action to bring their account current or those unpaid accounts will be assessed interest and penalties charges. As to assessing interest and penalty charges, we may have to come back to the City Council for such authority. For mid and long-term overdue accounts we will be looking into turning the accounts over to a collection agency.

### **Room Tax**

As reported last month, the City received five (5) Transient Room Tax Returns from the Embarcadero Resort Hotel for May 2012, June 2012, July 2012, August 2012 and September 2012 showing total taxes due of \$47,762.47. To date these transient room tax monies have not been received. This matter needs further discussion for collection and/or guidance relative to legal review/action.

At February 28, 2014, there are nineteen (19) transient room tax returns that are delinquent for the reporting month of January 2014. (See Attachment A). These tax returns were due at February 15, 2014. Delinquent notices have been mailed out.

### **Audit (Financial) Reports**

In last month's report, I reported we had received the Audit Report for the Newport Urban Renewal Agency for the fiscal period ended June 30, 2013 in January. However, the City Audit Report had not been received. On February 28, 2014, we received the hard copies of the Report. We will present and discuss the two Reports with the Audit Committee on

March 6, 2014 and the Committee's presentation of the audit reports to the City Council is expected to occur at the March 17, 2014 meeting.

## Monthly Financials

I have attached February 2014 financial schedules for all City funds (15) with the exception of the Debt Service Fund and the Newport Urban Renewal Agency for your perusal and information. These Fund schedules are included herewith as Attachment B through Attachment R. Brief comments on eight (8) major operating funds follow:

- 1. General Fund:** Of importance to note is that the General Fund schedule shows that 79% of the Fund's projected revenue for FY 2013-14 have been received as of February 28, 2014 compared to amounts expended at 58%. The year-to-date increase in the net change to fund balance of \$1,208,641 is a direct result of the 79% to 49% revenue to expenditure ratio. However, as the rate of expenditures for the next five (5) months catches up with declining receipts, the fund balance will decrease accordingly. The primary reason for the 79% revenue factor is that 91% of current year property taxes have been collected and distributed to the City by the County. The budgeted unappropriated ending fund balance at June 30, 2014 is projected at \$1,135,973. The actual amount should be at least \$200,000 higher. For comparison purposes, the actual beginning fund balance at July 1, 2013 was \$2,202,659.
- 2. Public Works Fund:** This fund is supported by service charges assessed against the Streets Fund, Water and Wastewater funds and such transfers of services charges are currently at 67% for eight (8) months. With eight (8) months of expenditures in this fund spending at the rate of 54%, the outlook for this fund coming in under budget is good, particularly, with a vacant budgeted position that is not contemplated to be filled during the fiscal year.
- 3. Streets Fund:** This fund is primarily supported by state gas taxes, storm drain utility fees and transfers from other funds. Taxes, fees and other revenues are running at 70% versus 43% for expenditures at February 28, 2014. Of special interest, the beginning fund balance (BFB) was budgeted at \$54,537 while the actual BFB came in at \$148,676 or an increase of \$94,139. The Streets Fund had a negative cash position of \$(98,552.39) at June 30, 2013 which means that other City funds were effectively supporting the Streets Fund's expenditures.
- 4. Water Fund:** The Water Fund appropriation was based on a beginning fund balance (BFB) estimate of \$766,499; however, the actual BFB at July 1, 2013 was \$548,243 or \$218,256 less than the estimate. Action has been taken by Public Works to cut back on projects or reduce the scope of projects to make up for the shortfall in the actual beginning fund balance. This would account for the expenditure of capital projects running at 36% of budgeted expenditures at February 28, 2014. Overall, revenue is running at 78% and expenditures are at 58% for the eight (8) month period.

**5. Wastewater Fund:** The Wastewater Fund appropriation was based on a beginning fund balance (BFB) estimate of \$550,000; however, the actual BFB at July 1, 2013 was \$281,123 or \$268,877 less than the estimate. Action has been taken by Public Works to cut back on projects or reduce the scope of projects to make up for the shortfall in the actual beginning fund balance. This would account for the expenditure of capital projects running at 16% of budgeted expenditures at February 28, 2014. While this Fund had a positive ending fund balance of \$281,123 at June 30, 2013, the Fund had a negative cash position of \$(203,835.37) at June 30, 2013 which means that other City funds were effectively supporting the Wastewater Fund's expenditures. Overall, revenue is running at 68% compared to expenditures at 51% for the eight (8) period.

**6. Parks and Recreation Fund:** This fund shows actual revenues from fees at 77% at February 28, 2014 compared to budgeted estimates. If this trend continues to June 30, 2014, the budget estimate of \$471,000 will be exceeded. Overall expenditures are averaging at 64% or 3% less than the eight (8) month factor of 67%. For informational purposes, transfers from other funds to support the activities of the Parks and Recreation Fund represent 45.3% of budgeted resources for fiscal year 2013-14.

**7. Airport Fund:** The airport runway project has been delayed so this project will essentially be rolled over into FY 2014-15. The project revenue (Federal aviation grant and Connect Oregon Grant) was estimated at \$8,170,000. At February 28, 2014, grant related revenues total \$253,164 for reimbursement for amounts expended on the airport runway project. The FBO activity budget is expending at a 82% rate compared to the eight (8) month factor of 67%. Public Works is monitoring the Fund's revenue/expenditure rates with potential adjustments in the budget occurring later in the fiscal year.

**8. Room Tax Fund:** In the original adopted budget, transient room tax revenues were budgeted at \$2,300,000. This amount was recast and increased in Resolution No. 3652 to \$2,435,000. At February 28, 2014, these revenues are running are 70% of the adjusted revenue projection. Based on collections rates at this date, it appears that the adjusted target estimate of \$2,435,000 will be sustainable.

## **Reorganization**

We are continuing our efforts back to reorganization of the Finance Department. Preliminary discussions have been held with the City Manager and individual meetings with Finance staff have been concluded. Some individual staffs' job duties are being reviewed for potential allocation of duties in the coming weeks to the extent possible.

Report Criteria:

Tax return due date: 02/01/2014 - 02/28/2014

Account Number	Business Name	Tax Return Type	Tax Period End Date	Tax Return Due Date
<i>Rec'd</i> 239	EMBARCADERO	Transient Room Tax Return	01/31/2014	02/15/2014
<del>884</del>	<del>SOHOONER LANDING SHARE</del>	<del>Transient Room Tax Return</del>	<del>01/31/2014</del>	<del>02/15/2014</del>
909	STARFISH POINT INC	Transient Room Tax Return	01/31/2014	02/15/2014
1002	PORT OF NEWPORT	Transient Room Tax Return	01/31/2014	02/15/2014
1124	HALLMARK RESORTS	Transient Room Tax Return	01/31/2014	02/15/2014
2512	NEL SUE LLC	Transient Room Tax Return	01/31/2014	02/15/2014
2636	LINDA NEIGEBAUER	Transient Room Tax Return	01/31/2014	02/15/2014
3975	OREGON SHORES VACATION RENTALS	Transient Room Tax Return	01/31/2014	02/15/2014
4317	THE LIGHTHOUSE	Transient Room Tax Return	01/31/2014	02/15/2014
4324	D' GETAWAY	Transient Room Tax Return	01/31/2014	02/15/2014
4605	SMUGGLER'S COVE RESORT I	Transient Room Tax Return	01/31/2014	02/15/2014
5089	SKN INVESTMENTS	Transient Room Tax Return	01/31/2014	02/15/2014
5101	JUMPING SCALLOPS	Transient Room Tax Return	01/31/2014	02/15/2014
5102	OUR VACATION RENTALS	Transient Room Tax Return	01/31/2014	02/15/2014
5149	LONG VACATION RENTAL	Transient Room Tax Return	01/31/2014	02/15/2014
5176	SYLVIA RICHEN	Transient Room Tax Return	01/31/2014	02/15/2014
5198	PIERCE & DRAKE LIMITED LLC	Transient Room Tax Return	01/31/2014	02/15/2014
5239	JOHN ROSS VACATION RENTAL	Transient Room Tax Return	01/31/2014	02/15/2014
5280	A-FRAME	Transient Room Tax Return	01/31/2014	02/15/2014
90003	Cottage at Nye Beach, The	Transient Room Tax Return	01/31/2014	02/15/2014

Attachment A

**CITY OF NEWPORT  
GENERAL FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Property Taxes	5,980,000	5,980,000	66,495	5,417,360	562,640	91%
Other Taxes	158,848	158,848	1,163	82,007	76,841	52%
Fees	1,287,030	1,287,030	155,679	870,733	416,297	68%
Intergovernmental	650,000	650,000	54,966	340,984	309,016	52%
Grants	63,000	271,563	1,308	38,742	232,821	14%
Gift & Donations	5,000	5,000	-	1,000	4,000	20%
Fines	193,000	193,000	8,077	96,887	96,113	50%
Rents & Leases	75,000	75,000	(4,578)	61,286	13,714	82%
Interest	5,000	5,000	-	7,953	(2,953)	159%
Services Provided	845,016	845,016	70,388	563,101	281,915	67%
Miscellaneous	37,253	415,256	5,025	307,149	108,107	74%
<b>TOTAL REVENUES:</b>	<b>9,299,147</b>	<b>9,885,713</b>	<b>358,523</b>	<b>7,787,202</b>	<b>2,098,511</b>	<b>79%</b>
<b>EXPENDITURES:</b>						
City Administration	1,819,980	1,819,980	98,228	1,163,513	656,467	64%
Police	3,447,728	3,460,566	269,483	2,204,214	1,256,352	64%
Fire	1,905,674	2,142,276	118,523	1,225,640	916,636	57%
Library	1,014,715	1,014,715	62,512	607,154	407,561	60%
Community Development	356,549	356,549	13,348	171,922	184,627	48%
Facilities & Parks	878,444	1,159,054	46,498	497,619	661,435	43%
Non Departmental	331,500	533,626	18,366	300,354	233,272	56%
Contingency	74,443	129,528	-	-	129,528	0%
<b>TOTAL EXPENDITURES:</b>	<b>9,829,033</b>	<b>10,616,294</b>	<b>626,957</b>	<b>6,170,416</b>	<b>4,445,878</b>	<b>58%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	(529,886)	(730,581)	(268,434)	1,616,785	(2,347,366)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	1,292,000	1,595,510	53,239	951,076	644,434	
Transfer Out	(1,601,141)	(1,931,613)	(428,027)	(1,359,220)	(572,393)	
Total Other Financing Sources (Uses)	(309,141)	(336,103)	(374,789)	(408,144)	72,041	
<b>Net Changes in Fund Balance</b>	<b>(839,027)</b>	<b>(1,066,684)</b>	<b>(643,223)</b>	<b>1,208,641</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>2,120,000</b>	<b>2,202,657</b>		<b>2,202,657</b>		
<b>FUND BALANCE - END OF YEAR</b>						
Reserve Future Capital-Gen Fund	145,000	-				
Undersigned Ending Fund Balance	1,135,973	1,135,973		3,411,300		
<b>FUND BALANCE - END OF YEAR</b>	<b>1,280,973</b>	<b>1,135,973</b>		<b>3,411,300</b>		

	Appropriations	UEFB	Total Requirements
Original Budget Resolution # 3634	11,430,174	1,280,973	12,711,147
Resolution # 3644	224,525	(35,000)	189,525
Resolution # 3652	528,510	(110,000)	418,510
Resolution # 3654	390,841		390,841
Resolution # 3663	(26,143)		(26,143)
Total to date	<b>12,547,907</b>	<b>1,135,973</b>	<b>13,683,880</b>

*Attachment B*

**CITY OF NEWPORT  
PUBLIC WORKS - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Grants	-	-	-	-	-	0%
Interest	-	-	-	353	(353)	0%
Services Provided	869,567	697,484	58,124	464,989	232,495	67%
Miscellaneous	-	-	-	1	(1)	0%
<b>TOTAL REVENUES:</b>	<b>869,567</b>	<b>697,484</b>	<b>58,124</b>	<b>465,343</b>	<b>232,141</b>	<b>67%</b>
<b>EXPENDITURES:</b>						
Public Works Administration	239,248	239,248	17,402	151,033	88,215	63%
Engineering	462,361	396,483	27,579	255,998	140,485	65%
Mechanic	96,717	96,717	1,191	17,952	78,765	19%
Contingency	71,241	55,241	-	-	55,241	0%
<b>TOTAL EXPENDITURES:</b>	<b>869,567</b>	<b>787,689</b>	<b>46,173</b>	<b>424,983</b>	<b>362,706</b>	<b>54%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	-	(90,205)	11,950	40,360	(130,565)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	-	-	-	-	-	
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	-	-	-	-	-	
<b>Net Changes in Fund Balance</b>	<b>-</b>	<b>(90,205)</b>	<b>11,950</b>	<b>40,360</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>-</b>	<b>90,205</b>		<b>90,205</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>-</b>	<b>-</b>		<b>130,566</b>		

	Appropriations	UEFB	Total Requirements
Original Budget Resolution # 3634	869,567		869,567
Resolution # 3654	(81,878)		(81,878)
Total to date	787,689	0	787,689

Attachment C

**CITY OF NEWPORT  
STREET FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Other Taxes	531,965	531,965	52,025	384,390	147,575	72%
Fees	380,000	380,000	32,207	257,922	122,078	68%
Intergovernmental	-	-	-	(5,282)	5,282	
Grants	-	-	-	-	-	
Interest	-	-	-	702	(702)	
Services Provided	-	-	-	-	-	
Miscellaneous	-	-	-	101	(101)	
<b>TOTAL REVENUES:</b>	<b>911,965</b>	<b>911,965</b>	<b>84,232</b>	<b>637,833</b>	<b>274,132</b>	<b>70%</b>
<b>EXPENDITURES:</b>						
Street Maintenance	686,316	686,316	29,230	282,450	403,867	41%
Strom Drain Maintenance	448,281	448,281	25,912	235,599	212,682	53%
Contingency	73,289	73,289	-	-	73,289	0%
<b>TOTAL EXPENDITURES:</b>	<b>1,207,886</b>	<b>1,207,886</b>	<b>55,142</b>	<b>518,048</b>	<b>689,838</b>	<b>43%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	(295,921)	(295,921)	29,090	119,784	(415,705)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	396,018	396,018	33,002	264,012	132,006	
Transfer Out	(61,250)	(61,250)	(5,104)	(40,833)	(20,417)	
Total Other Financing Sources (Uses)	334,768	334,768	27,897	223,179	111,589	
<b>Net Changes in Fund Balance</b>	<b>38,847</b>	<b>38,847</b>	<b>56,988</b>	<b>342,963</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>54,537</b>	<b>54,537</b>		<b>148,676</b>		
<b>FUND BALANCE - END OF YEAR</b>						
Reserve Future Capital-Gen Fund	93,384	93,384		93,384		
Undersigned Ending Fund Balance	0	0		398,255		
<b>FUND BALANCE - END OF YEAR</b>	<b>93,384</b>	<b>93,384</b>		<b>491,639</b>		

	Appropriations	UEFB	Total Requirements
Orginal Budget Resolution # 3634	1,269,136	93,384	1,362,520

*Attachment D*

**CITY OF NEWPORT  
WATER FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Fees	3,055,000	3,055,000	196,714	2,354,654	700,346	77%
Grants	1,500	1,500	-	-	1,500	0%
Interest	1,000	1,000	-	1,474	(474)	147%
Services Provided	-	-	-	-	-	0%
Miscellaneous	26,500	26,500	3,626	34,604	(8,104)	131%
<b>TOTAL REVENUES:</b>	<b>3,084,000</b>	<b>3,084,000</b>	<b>200,340</b>	<b>2,390,732</b>	<b>693,268</b>	<b>78%</b>
<b>EXPENDITURES:</b>						
Water Plant	805,340	805,340	38,725	541,923	263,417	67%
Water Distribution	910,970	910,970	163,861	678,258	232,712	74%
Water Capital Projects	981,824	981,824	14,472	350,270	631,554	36%
Water Non Departmental	729,594	729,594	54,587	504,227	225,367	69%
Contingency	166,700	166,700	-	-	166,700	0%
<b>TOTAL EXPENDITURES:</b>	<b>3,594,428</b>	<b>3,594,428</b>	<b>271,644</b>	<b>2,074,678</b>	<b>1,519,750</b>	<b>58%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	(510,428)	(510,428)	(71,303)	316,054	(826,482)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	-	-	-	-	-	
Transfer Out	(206,071)	(206,071)	(17,173)	(137,381)	(68,690)	
Total Other Financing Sources (Uses)	(206,071)	(206,071)	(17,173)	(137,381)	(68,690)	
<b>Net Changes in Fund Balance</b>	<b>(716,499)</b>	<b>(716,499)</b>	<b>(88,476)</b>	<b>178,673</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>766,499</b>	<b>766,499</b>		<b>548,243</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>50,000</b>	<b>50,000</b>		<b>726,916</b>		

	Appropriations	UEFB	Total Requirements
Original Budget Resolution # 3634	3,800,499	50,000	3,850,499

Attachment E

**CITY OF NEWPORT  
WASTEWATER FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Fees	3,575,000	3,575,000	264,270	2,424,091	1,150,909	68%
Grants	-	-	-	-	-	0%
Interest	-	-	-	70	(70)	0%
Services Provided	-	-	-	-	-	0%
Miscellaneous	-	-	-	11	(11)	0%
<b>TOTAL REVENUES:</b>	<b>3,575,000</b>	<b>3,575,000</b>	<b>264,270</b>	<b>2,424,172</b>	<b>1,150,828</b>	<b>68%</b>
<b>EXPENDITURES:</b>						
Wastewater Plant	1,224,833	1,224,833	75,465	730,568	494,265	60%
Wastewater Collection	618,155	618,155	27,591	322,858	295,297	52%
Wastewater Capital Projects	605,407	605,407	6,139	96,566	508,841	16%
Wastewater Non Departmental	837,218	837,218	64,232	578,690	258,528	69%
Contingency	134,860	134,860	-	-	134,860	0%
<b>TOTAL EXPENDITURES:</b>	<b>3,420,473</b>	<b>3,420,473</b>	<b>173,427</b>	<b>1,728,682</b>	<b>1,691,791</b>	<b>51%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	154,527	154,527	90,843	695,490	(540,963)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	-	-	-	-	-	
Transfer Out	(654,527)	(654,527)	(54,544)	(436,351)	(218,176)	
Total Other Financing Sources (Uses)	(654,527)	(654,527)	(54,544)	(436,351)	(218,176)	
<b>Net Changes in Fund Balance</b>	<b>(500,000)</b>	<b>(500,000)</b>	<b>36,299</b>	<b>259,139</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>550,000</b>	<b>550,000</b>		<b>281,123</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>50,000</b>	<b>50,000</b>		<b>540,262</b>		

	Appropriations	UEFB	Total Requirements
Orginal Budget Resolution # 3634	4,075,000	50,000	4,125,000

Attachment F

**CITY OF NEWPORT**  
**LINE UNDERGROUND FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Franchise Fees	-	-	16,900	69,446	(69,446)	0%
Interest	-	-	-	1,280	(1,280)	0%
Miscellaneous	-	-	-	-	-	0%
TOTAL REVENUES:	-	-	16,900	70,726	(70,726)	0%
<b>EXPENDITURES:</b>						
Material & Services	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	0%
Contingency	431,465	431,465	-	-	431,465	0%
TOTAL EXPENDITURES:	431,465	431,465	-	-	431,465	0%
<b>Excess of Revenue over (under)</b>						
Expenditures	(431,465)	(431,465)	16,900	70,726	(502,191)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	-	-	-	-	-	
Transfer Out	(58,535)	(58,535)	(4,878)	(39,023)	(19,512)	
Total Other Financing Sources (Uses)	(58,535)	(58,535)	(4,878)	(39,023)	(19,512)	
<b>Net Changes in Fund Balance</b>	<b>(490,000)</b>	<b>(490,000)</b>	<b>12,022</b>	<b>31,703</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>490,000</b>	<b>490,000</b>		<b>560,695</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>-</b>	<b>-</b>		<b>592,398</b>		
	<b>Appropriations</b>	<b>UEFB</b>	<b>Total Requirements</b>			
Original Budget Resolution # 3634	490,000		490,000			

*Attachment G*

**CITY OF NEWPORT  
SDC FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	<b>ADOPTED BUDGET</b>	<b>AMENDED BUDGET</b>	<b>CURRENT MONTH ACTIVITY</b>	<b>ACTUAL YEAR TO DATE ACTIVITY</b>	<b>BUDGET REMAINING</b>	<b>% OF ACTUAL TO BUDGET</b>
<b>REVENUE</b>						
SDC Charges	364,969	364,969	-	73,089	291,880	20%
Interest on SDC Charges	-	-	-	-	-	0%
Interest	-	-	-	1,575	(1,575)	0%
Miscellaneous	-	-	-	-	-	0%
<b>TOTAL REVENUES:</b>	<b>364,969</b>	<b>364,969</b>	<b>-</b>	<b>74,664</b>	<b>290,305</b>	<b>20%</b>
<b>EXPENDITURES:</b>						
Street SDC	-	-	-	-	-	0%
Water SDC	-	-	-	-	-	0%
Wastewater SDC	-	-	-	-	-	0%
Parks SDC	68,388	68,388	-	-	68,388	0%
Storm Drain SDC	-	-	-	-	-	0%
Admin SDC	10,000	10,000	-	-	-	0%
Contingency	478,565	478,565	-	-	478,565	0%
<b>TOTAL EXPENDITURES:</b>	<b>556,953</b>	<b>556,953</b>	<b>-</b>	<b>-</b>	<b>546,953</b>	<b>0%</b>
<b>Excess of Revenue over (under)</b>						
<b>Expenditures</b>	<b>(191,984)</b>	<b>(191,984)</b>	<b>-</b>	<b>74,664</b>	<b>(256,648)</b>	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In						
Transfer Out	(436,301)	(436,301)	(833)	(6,667)		
<b>Total Other Financing Sources (Uses)</b>	<b>(436,301)</b>	<b>(436,301)</b>	<b>(833)</b>	<b>(6,667)</b>	<b>-</b>	
<b>Net Changes in Fund Balance</b>	<b>(628,285)</b>	<b>(628,285)</b>	<b>(833)</b>	<b>67,997</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>633,785</b>	<b>633,785</b>		<b>677,905</b>		
Undersigned Ending Fund Balance	5,500	5,500		745,902		
<b>FUND BALANCE - END OF YEAR</b>	<b>5,500</b>	<b>5,500</b>		<b>745,902</b>		

	<b>BFB</b>	<b>YTD Activity</b>	<b>EFB</b>
Street SDC	503,361	18,073	521,434
Water SDC	39,635	14,346	53,981
Wastewater SDC	36,802	16,855	53,657
Parks SDC	61,626	7,752	69,378
Storm Drain SDC	33,573	8,031	41,604
Admin SDC	2,908	2,941	5,849
	<b>677,905</b>	<b>67,997</b>	<b>745,902</b>

	<b>Appropriations</b>	<b>UEFB</b>	<b>Total Requirements</b>
Original Budget Resolution # 3634	993,254	5,500	998,754

*Attachment H*

**CITY OF NEWPORT**  
**PARKS & RECREATION FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING 2/28/2014

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Fees	471,000	471,000	27,076	361,389	109,611	77%
Grants	-	-	-	-	-	0%
Gift & Donations	1,700	1,700	-	195	1,505	11%
Rents & Leases	14,700	14,700	339	4,914	9,786	33%
Interest	-	-	-	6,178	(6,178)	0%
Miscellaneous	56,000	56,000	-	7,262	48,738	13%
<b>TOTAL REVENUES:</b>	<b>543,400</b>	<b>543,400</b>	<b>27,415</b>	<b>379,939</b>	<b>163,461</b>	<b>70%</b>
<b>EXPENDITURES:</b>						
Park Administration	154,238	154,238	10,615	92,910	61,328	60%
Senior Center	144,753	144,753	9,603	85,864	58,889	59%
Swimming Pool	384,591	384,591	26,109	233,444	151,147	61%
Recreation Center	424,782	424,782	28,570	258,623	166,159	61%
Recreation Programs	113,041	113,041	7,611	68,528	44,513	61%
Sports Programs	105,556	105,556	7,879	59,377	46,179	56%
New Pool Construction	-	-	-	64,160	(64,160)	0%
Contingency	16,143	16,143	-	-	16,143	0%
<b>TOTAL EXPENDITURES:</b>	<b>1,343,104</b>	<b>1,343,104</b>	<b>90,387</b>	<b>862,907</b>	<b>480,197</b>	<b>64%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	(799,704)	(799,704)	(62,972)	(482,968)	(316,736)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	622,761	622,761	44,293	427,711	195,050	
Transfer Out	-	-	-	-	-	
<b>Total Other Financing Sources (Uses)</b>	<b>622,761</b>	<b>622,761</b>	<b>44,293</b>	<b>427,711</b>	<b>195,050</b>	
<b>Net Changes in Fund Balance</b>	<b>(176,943)</b>	<b>(176,943)</b>	<b>(18,680)</b>	<b>(55,257)</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>208,646</b>	<b>208,646</b>		<b>219,002</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>31,703</b>	<b>31,703</b>		<b>163,745</b>		
	<b>Appropriations</b>	<b>UEFB</b>	<b>Total Requirements</b>			
Orginial Budget Resolution # 3634	1,343,104	31,703	1,374,807			

Attachment I

**CITY OF NEWPORT  
AIRPORT FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING 12/31/2013

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Fees	287,950	287,950	30,744	324,327	(36,377)	113%
Grants	8,170,000	8,170,000	17,014	253,164	7,916,836	3%
Rents & Leases	40,000	40,000	4,319	36,398	3,602	91%
Interest	-	-	-	1,294	(1,294)	0%
Services Provided	30,704	30,704	2,559	20,469	10,235	67%
Miscellaneous	8,500	8,500	47	1,037	7,463	12%
<b>TOTAL REVENUES:</b>	<b>8,537,154</b>	<b>8,537,154</b>	<b>54,683</b>	<b>636,690</b>	<b>7,900,464</b>	<b>7%</b>
<b>EXPENDITURES:</b>						
Airport Ops	9,149,325	9,149,325	32,048	412,540	8,736,785	5%
Airport FBO	422,377	422,377	39,493	347,006	75,371	82%
Contingency	28,950	19,309	-	-	19,309	0%
<b>TOTAL EXPENDITURES:</b>	<b>9,600,652</b>	<b>9,591,011</b>	<b>71,541</b>	<b>759,546</b>	<b>8,831,465</b>	<b>8%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	(1,063,498)	(1,053,857)	(16,859)	(122,856)	(931,001)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	761,092	803,279	62,536	512,076	291,203	
Transfer Out	(6,932)	(6,932)	(578)	(4,621)	(2,311)	
<b>Total Other Financing Sources (Uses)</b>	<b>754,160</b>	<b>796,347</b>	<b>61,958</b>	<b>507,454</b>	<b>288,893</b>	
<b>Net Changes in Fund Balance</b>	<b>(309,338)</b>	<b>(257,510)</b>	<b>45,100</b>	<b>384,598</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>436,614</b>	<b>384,786</b>		<b>384,786</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>127,276</b>	<b>127,276</b>		<b>769,384</b>		

	Appropriations	UEFB	Total Requirements
Original Budget Resolution # 3634	9,607,584	127,276	9,734,860
Resolution # 3654	(9,641)		(9,641)
<b>Total to date</b>	<b>9,597,943</b>	<b>127,276</b>	<b>9,725,219</b>

Attachment J

**CITY OF NEWPORT**  
**ROOM TAX FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Other Taxes	2,300,000	2,435,000	83,031	1,693,092	741,908	70%
Fees	10,000	10,000	-	6,561	3,439	66%
Interest	4,500	4,500	-	1,414	3,086	31%
Miscellaneous	-	150,000	-	-	150,000	0%
<b>TOTAL REVENUES:</b>	<b>2,314,500</b>	<b>2,599,500</b>	<b>83,031</b>	<b>1,701,066</b>	<b>898,434</b>	<b>65%</b>
<b>EXPENDITURES:</b>						
Material & Services	854,900	1,010,500	44,265	580,399	430,101	57%
Capital Outlay	481,000	631,000	4,626	150,822	480,178	24%
Contingency	87,100	76,224	-	-	76,224	0%
<b>TOTAL EXPENDITURES:</b>	<b>1,423,000</b>	<b>1,717,724</b>	<b>48,891</b>	<b>731,221</b>	<b>986,503</b>	<b>43%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	891,500	881,776	34,140	969,846	(88,070)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	-	-	-	-	-	
Transfer Out	(1,501,500)	(1,524,400)	(61,872)	(1,105,294)	(419,106)	
Total Other Financing Sources (Uses)	(1,501,500)	(1,524,400)	(61,872)	(1,105,294)	(419,106)	
<b>Net Changes in Fund Balance</b>	<b>(610,000)</b>	<b>(642,624)</b>	<b>(27,732)</b>	<b>(135,449)</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>610,000</b>	<b>642,624</b>		<b>642,624</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>-</b>	<b>-</b>		<b>507,175</b>		

	Appropriations	UEFB	Total Requirements
Original Budget Resolution # 3634	2,924,500		2,924,500
Resolution # 3652	317,624		317,624
<b>Total to date</b>	<b>3,242,124</b>	<b>0</b>	<b>3,242,124</b>

Attachment K

**CITY OF NEWPORT  
BUILDING INSPECTION FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING 2/28/2014

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Permits	169,000	169,000	8,192	65,634	103,366	39%
State Permit Surcharge	16,000	16,000	689	4,796	11,204	30%
Interest	2,000	2,000	-	1,512	488	76%
Miscellaneous	400	400	-	-	400	0%
<b>TOTAL REVENUES:</b>	<b>187,400</b>	<b>187,400</b>	<b>8,882</b>	<b>71,942</b>	<b>115,458</b>	<b>38%</b>
<b>EXPENDITURES:</b>						
Personal Services	114,856	114,856	7,820	66,923	47,933	58%
Material & Services	152,988	152,988	8,904	55,104	97,884	36%
Capital Outlay	-	-	-	-	-	0%
Contingency	433,195	433,195	-	-	433,195	0%
<b>TOTAL EXPENDITURES:</b>	<b>701,039</b>	<b>701,039</b>	<b>16,724</b>	<b>122,027</b>	<b>579,012</b>	<b>17%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	(513,639)	(513,639)	(7,842)	(50,085)	(463,554)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	3,000	3,000	250	2,000	1,000	
Transfer Out	-	-	-	-	-	
<b>Total Other Financing Sources (Uses)</b>	<b>3,000</b>	<b>3,000</b>	<b>250</b>	<b>2,000</b>	<b>1,000</b>	
<b>Net Changes in Fund Balance</b>	<b>(510,639)</b>	<b>(510,639)</b>	<b>(7,592)</b>	<b>(48,085)</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>510,639</b>	<b>510,639</b>		<b>572,072</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>-</b>	<b>-</b>		<b>523,986</b>		

	Appropriations	UEFB	Total Requirements
Orginial Budget Resolution # 3634	701,039		701,039

Attachment L

**CITY OF NEWPORT  
PUBLIC PARKING FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING 2/28/2014

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Fees	11,625	11,625	70	24,923	(13,298)	214%
Interest	-	-	-	653	(653)	0%
<b>TOTAL REVENUES:</b>	<b>11,625</b>	<b>11,625</b>	<b>70</b>	<b>25,575</b>	<b>(13,950)</b>	<b>220%</b>
<b>EXPENDITURES:</b>						
Public Parking General	-	-	-	-	-	0%
Nye Beach Parking	1,901	1,901	13	101	-	5%
City Center Parking	8,144	8,144	54	429	7,715	5%
Bay Front Parking	16,254	16,254	105	836	15,418	5%
Contingency	252,455	252,455	-	-	252,455	0%
<b>TOTAL EXPENDITURES:</b>	<b>278,754</b>	<b>278,754</b>	<b>171</b>	<b>1,366</b>	<b>275,588</b>	<b>0%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	(267,129)	(267,129)	(101)	24,209	(289,538)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In						
Transfer Out	-	-	-	-	-	
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Changes in Fund Balance</b>	<b>(267,129)</b>	<b>(267,129)</b>	<b>(101)</b>	<b>24,209</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>267,129</b>	<b>267,129</b>		<b>268,830</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>-</b>	<b>-</b>		<b>293,039</b>		
	<b>Appropriations</b>	<b>UEFB</b>	<b>Total Requirements</b>			
Original Budget Resolution # 3634	<b>278,754</b>		<b>278,754</b>			

Attachment M

**CITY OF NEWPORT**  
**AGATE BEACH CLOSURE FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Fees	10,000	10,000	1,502	6,295	3,705	63%
Interest	5,000	5,000	-	3,228	1,772	65%
TOTAL REVENUES:	15,000	15,000	1,502	9,523	5,477	63%
<b>EXPENDITURES:</b>						
Material & Services	42,261	42,261	22	22,281	19,980	53%
Contingency	1,412,739	1,412,739	-	-	1,412,739	0%
TOTAL EXPENDITURES:	1,455,000	1,455,000	22	22,281	1,432,719	2%
<b>Excess of Revenue over (under)</b>						
Expenditures	(1,440,000)	(1,440,000)	1,480	(12,758)	(1,427,242)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In						
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	-	-	-	-	-	
<b>Net Changes in Fund Balance</b>	<b>(1,440,000)</b>	<b>(1,440,000)</b>	<b>1,480</b>	<b>(12,758)</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>1,440,000</b>	<b>1,440,000</b>		<b>1,431,861</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>-</b>	<b>-</b>		<b>1,419,103</b>		
			<b>Total</b>			
	<b>Appropriations</b>	<b>UEFB</b>	<b>Requirements</b>			
Orginial Budget Resolution # 3634	1,455,000		1,455,000			

Attachment N

**CITY OF NEWPORT  
HOUSING FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Interest	-	-	-	403	(403)	0%
Miscellaneous	-	-	-	-	-	0%
TOTAL REVENUES:	-	-	-	403	(403)	0%
<b>EXPENDITURES:</b>						
Material & Services	188,924	188,924	389	6,670	182,254	4%
Contingency	-	-	-	-	-	0%
TOTAL EXPENDITURES:	188,924	188,924	389	6,670	182,254	4%
<b>Excess of Revenue over (under)</b>						
Expenditures	(188,924)	(188,924)	(389)	(6,267)	(182,657)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	7,000	7,000	583	4,667		
Transfer Out	-	-	-	-	-	
Total Other Financing Sources (Uses)	7,000	7,000	583	4,667	-	
<b>Net Changes in Fund Balance</b>	<b>(181,924)</b>	<b>(181,924)</b>	<b>194</b>	<b>(1,600)</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>181,924</b>	<b>181,924</b>		<b>180,924</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>-</b>	<b>-</b>		<b>179,324</b>		
	<b>Appropriations</b>	<b>UEFB</b>	<b>Total Requirements</b>			
Original Budget Resolution # 3634	<u>188,924</u>		<u>188,924</u>			

Attachment 0

**CITY OF NEWPORT  
RESERVE FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING 2/28/2014

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Interest					-	0%
Miscellaneous	-	25,000	-	-	25,000	0%
<b>TOTAL REVENUES:</b>	-	25,000	-	-	25,000	0%
<b>EXPENDITURES:</b>						
Material & Services					-	0%
Contingency	-	-	-	-	-	0%
<b>TOTAL EXPENDITURES:</b>	-	-	-	-	-	0%
<b>Excess of Revenue over (under)</b>						
Expenditures	-		-	-	25,000	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	-	295,000	320,000	295,000		
Transfer Out	-	-	-	-	-	
<b>Total Other Financing Sources (Uses)</b>	-	295,000	295,000	295,000	-	
<b>Net Changes in Fund Balance</b>	-	320,000	295,000	295,000		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	-	-		-		
<b>FUND BALANCE - END OF YEAR</b>						
Reserve Future Capital-Gen Fund	-	320,000		295,000		
Undersigned Ending Fund Balance	-	-		-		
<b>FUND BALANCE - END OF YEAR</b>	-	320,000		295,000		
Police Reserve		35,000				
Fire Reserve		275,000				
Library Reserve		10,000				
		320,000				
	<b>Appropriations</b>	<b>UEFB</b>	<b>Total Requirements</b>			
Original Budget Resolution # 3634	0		0			
Resolution # 3652	0	190,000	190,000			
Resolution # 3663	0	130,000	130,000			
<b>Total to date</b>	0	320,000	320,000			

Attachment P

**CITY OF NEWPORT  
CAPITAL PROJECTS FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING **2/28/2014**

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Taxes	176,965	176,965	5,689	103,217	73,748	58%
Fees	495,000	495,000	43,076	342,598	152,402	69%
Grants	1,510,178	2,376,986	19,200	145,549	2,231,437	6%
Interest	-	-	-	2,785	(2,785)	0%
Miscellaneous	135,211	135,211	-	-	135,211	0%
<b>TOTAL REVENUES:</b>	<b>2,317,354</b>	<b>3,184,162</b>	<b>67,964</b>	<b>594,149</b>	<b>2,590,013</b>	<b>19%</b>
<b>EXPENDITURES:</b>						
Material & Services	22,700	22,700	31,357	433,922	(411,222)	1912%
Capital Outlay	4,936,121	5,817,608	254,873	1,576,522	4,241,086	27%
Contingency	-	-	-	-	-	0%
<b>TOTAL EXPENDITURES:</b>	<b>4,958,821</b>	<b>5,840,308</b>	<b>286,231</b>	<b>2,010,444</b>	<b>3,829,864</b>	<b>34%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	(2,641,467)	(2,656,146)	(218,266)	(1,416,295)	(1,239,851)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	1,041,467	847,695	-	-	-	
Transfer Out	-	-	-	-	-	
<b>Total Other Financing Sources (Uses)</b>	<b>1,041,467</b>	<b>847,695</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Changes in Fund Balance</b>	<b>(1,600,000)</b>	<b>(1,808,451)</b>	<b>(218,266)</b>	<b>(1,416,295)</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>1,600,000</b>	<b>1,808,451</b>		<b>1,809,435</b>		
<b>FUND BALANCE - END OF YEAR</b>	<b>-</b>	<b>-</b>		<b>393,140</b>		

	Appropriations	UEFB	Total Requirements
Orginial Budget Resolution # 3634	4,958,821		4,958,821
Resolution # 3644	216,702		216,702
Resolution # 3663	664,785		664,785
<b>Total to date</b>	<b>5,840,308</b>	<b>0</b>	<b>5,840,308</b>

Attachment Q

**CITY OF NEWPORT  
URBAN RENEWAL FUND - FISCAL YEAR 2014**

FOR PERIOD ENDING 2/28/2014

	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTIVITY	ACTUAL YEAR TO DATE ACTIVITY	BUDGET REMAINING	% OF ACTUAL TO BUDGET
<b>REVENUE</b>						
Taxes	1,999,746	1,999,746	21,836	1,707,427	292,319	85%
Interest	-	51,113	-	9,633	41,480	19%
Miscellaneous	-	-	-	-	-	0%
<b>TOTAL REVENUES:</b>	<b>1,999,746</b>	<b>2,050,859</b>	<b>21,836</b>	<b>1,717,060</b>	<b>333,799</b>	<b>84%</b>
<b>EXPENDITURES:</b>						
North Side URA	20,000	-	36	501	(501)	0%
South Beach Construction	171,251	171,251	5,813	34,900	136,351	20%
South Beach Debt Service	1,376,406	1,376,406	-	155,176	-	11%
Contingency	1,635,767	1,455,767	-	-	1,455,767	0%
<b>TOTAL EXPENDITURES:</b>	<b>3,203,424</b>	<b>3,003,424</b>	<b>5,848</b>	<b>190,577</b>	<b>1,591,616</b>	<b>6%</b>
<b>Excess of Revenue over (under)</b>						
Expenditures	(1,203,678)	(952,565)	15,987	1,526,483	(1,257,817)	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer In	-	-	-	-	-	
Transfer Out	(421,394)	(702,004)	-	-	(702,004)	
<b>Total Other Financing Sources (Uses)</b>	<b>(421,394)</b>	<b>(702,004)</b>	<b>-</b>	<b>-</b>	<b>(702,004)</b>	
<b>Net Changes in Fund Balance</b>	<b>(1,625,072)</b>	<b>(1,654,569)</b>	<b>15,987</b>	<b>1,526,483</b>		
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>2,402,635</b>	<b>2,432,132</b>		<b>1,950,292</b>		
<b>FUND BALANCE - END OF YEAR</b>						
Reserve (Loan)	777,563	777,563				
Undersigned Ending Fund Balance	0	0		0		
<b>FUND BALANCE - END OF YEAR</b>	<b>0</b>	<b>0</b>		<b>3,476,774</b>		

	BFB	YTD Activity	EFB
NS URA	272,310	12,624	284,934
South Beach Construction	315,216	(34,900)	280,315
South Beach Debt	1,362,766	1,548,759	2,911,525
	1,950,292	1,526,483	3,476,774

North Side URA	Appropriations	UEFB	Total Requirements
Original Budget Resolution # 3639	200,000		200,000
Resolution # 3660	80,610		80,610
<b>Total to date</b>	<b>280,610</b>	<b>0</b>	<b>280,610</b>

South Beach URA	Appropriations	UEFB	Total Requirements
Original Budget Resolution # 3639	3,424,818	777,563	4,202,381

*Attachment R*



# Memo

To: Spencer Nebel, City Manager and City Council  
From: Ted Smith, Library Director  
Date: March 6, 2014  
Re: Library Department Update

## **Professional & Civic Involvement:**

On February 27, the Library Director presented a program about the Library at the weekly meeting of the Rotary Club of Newport.

On February 27, the Library Director was in discussions with representatives of the Tillamook County Information Technology (IT) Department to finalize plans for a software migration that will affect all Oceanbooks Library Consortium libraries (Tillamook County Library, Driftwood Public Library in Lincoln City and Newport Public Library). The migration will require a shared server to be taken offline for about 10 hours. As a result, the Library will close for the day on May 22. Staff will use the day for in-service training.

On March 4, the Library Director attended the monthly board meeting of the Rotary Club of Newport.

On March 5, the Library Director met with Julie Hanrahan, from Columbia Bank, to discuss roles and responsibilities for the Library Director as President-Elect of the Rotary Club of Newport.

## **Other Library News**

The Library Director was on vacation from February 9, through February 19.

Long time staff member, Jennifer Keirans completed her last day at the Library on February 21. Jennifer took a job in Washington, joining her husband, who has been employed near Seattle for the past two years. Job advertisements have been placed and the Library will be accepting applications for two part-time library clerks through February 28.

Library staff are busy planning for the summer reading program. This year, we are adding an adult aspect to the program, since so many parents are already involved with their children. To that end, the library will host two programs – one on home-brewed beer and one about fossils – for adults over the summer.

Local hiker Ashley Lowe will be giving a talk on hiking the Pacific Crest Trail in April. This program supplements the Foundation's Newport Reads program which will feature author Bob Welch and his book, Cascade Summer.

Internationally known and best-selling author, Phillip Margolin will present a program at the Library on Sunday, May 4, at 2:00.

Author Rosanne Parry presented a workshop for families and writers Wednesday, March 5, about *Writing Family Stories*. This was part of her Lincoln County tour that included appearances at both Newport Intermediate School and Taft Middle/High School. This event was put together by a partnership between the Library and the Lincoln County School District. Funding included grants from the Lincoln County Cultural Coalition and the Optimist Club of Yaquina Bay.

The Library's Youth Services staff presented 34 programs to 927 children and their families during the month of February. They are also gearing up for summer programs as they plan the crafts and activities, order the materials and find space to store everything until they roll it all out for summer library fun.

### **Strategic Planning/Building Analysis Initiative**

On February 20, the Library Director, staff member Stacy Johns and Ruth Metz conducted a focus group exercise with Head Start parents and teachers. Later that afternoon, the same exercise was done with public school teachers, parents and homeschool parent/teachers.

On February 21, the Library Director, staff, library advocates and Ruth Metz met to discuss the strategic planning process, gather information and share their thoughts about the future public libraries, in general, and the importance of Newport Public Library, specifically.

On February 25, the Library Director, staff member Stacy Johns and Ruth Metz met with the Strategic Planning Committee of finalize the Library's mission statement, and specific roles for the next five years. Those roles are: to create young readers, provide materials and services for life-long learning and stimulate the imagination. Overarching all of this is that the Library as place will be welcoming, clean and up to date.

On February 26, the Library Director and library management team met with Ruth Metz to develop goals and measurable action items for the strategic plan.



Noble  
Professional  
Dedicated

## Newport Police Department Memorandum

*One Team - One Future*

---

**Date:** March 5, 2014  
**To:** Spencer R. Nebel, City Manager  
**From:** Mark J. Miranda, Chief of Police *AM*  
**Subject:** February Department Report

1. The Children's Advocacy Center (CAC) held its annual "Celebrate the Children" event. This is the major fundraising event for the CAC. I am the CAC Board Chair and Newport PD utilizes the center frequently. The CAC does not charge clients for services it provides. Most of the services are investigatory in nature and there is follow-up counseling available to the victims. A majority of the funding to run the CAC comes from charitable organizations. Very little comes from government agencies. Newport does not provide any direct support.
2. As everyone is aware, the Seafood and Wine Festival was at the end of February. It was a successful event in many ways. About 24,000 people went through the tent and there were very few incidents. There were only two DUII arrests attributed to the festival. One would expect more, but with the Chamber providing shuttle buses and there being a heavy police presence, people decided not to drive under the influence.
3. The Police Department and City participated in a Tsunami Table Top Exercise. This is where we react to a script of events and discuss our response around a table. As usual lessons were learned, which is the purpose of the exercise, and we'll be working on bettering ourselves for the future.
4. The abatement process is continuing on the Azar property on NW Nye Street. The current phase is to remove asbestos and other hazardous materials. CSO Dustin Kittel obtained a warrant to allow us on the property to conduct the removal. This is an expensive task and we planned to handle it in this year's budget. We will continue working on the abatement in next year's budget.

5. I conducted a 'Chief's Interview' with a police officer applicant and he has been given a conditional job offer. He still has a few more 'hoops' to jump through before he can be employed.
6. I attended the City-County Insurance Services (the City's insurance company) annual conference. This year they provided a Law Enforcement track which was interesting. The main topic was dealing with stressed out employees. I was able to pick up some good information that I will be able to use with our Department.
7. I attended the following meetings:
  - a. Partnership Against Alcohol and Drug Abuse Board meeting
  - b. Lincoln County School Board meeting
  - c. Childrens Advocacy Center Board meeting
  - d. Library strategic planning
  - e. Department Use of Force training
  - f. Addiction, Prevention & Recovery Committee meeting
8. The new Lincoln County radio system is still being worked on. We're now hoping for a 'go live' date at the end of March.
9. During the two week period starting February 10<sup>th</sup>, we participated in an ODOT safety belt overtime blitz. The emphasis was on safety belt usage, proper use of booster seats and distracted driving. During this two week period, 92 written warnings were issued and 50 citations were issued.
10. Lt. Malloy also attended the following meetings:
  - a. Oregon Impact (traffic safety) board meeting
  - b. Participated in the OCCC review of proposed mission and vision update



*Phil Paige, Fire Chief  
Newport Fire Department  
245 NW 10<sup>TH</sup> ST  
Newport, Oregon 97365*

March 5, 2014

To: Spencer Nebel, City Manager  
Re: February Monthly Activities

Here is a brief summary of Fire Department activities in February:

For 2014, the fire department responded to 283 calls for service as of the end of February, as compared to 261 at that time in 2013. While we had no major fires in Newport last month, we experienced high winds that collapsed a portion of the tents for the Seafood and Wine Festival on 2/15. Other significant calls included house fire in Toledo on 2/20, where we provided a mutual aid engine company and investigators through the Lincoln Fire Investigation Team (LFIT), and a fire at a self-fueling gas station on 2/24, involving a fuel pump and one burn patient who was injured when he decided to light a cigarette while the vehicle was fueling.

This past month we lost one volunteer who moved out of state. For about a year now, we have tried out a new volunteer program involving a resident volunteer. Brandon Weber has been living at the South Beach Station (3300) and providing additional staffing shifts as a college student. He has taken a full time job that will not allow him to meet his time commitments under the resident program, so he will be moving out of the station this month. We will be reevaluating the program before we bring anyone else into it. Two major considerations are the viability of a fire science program at COCC, and possible impending changes in the rules governing volunteer compensation.

The new Command Unit has been purchased and painted, and will be sent to the valley later this week for installation of lights, radios and storage compartments. It should be in service later this month.

The fire Department was very involved with the Seafood and Wine Festival, and while there were weather related issues prior to the festival, the festival committee and tent installers worked hard and the event came together and was well attended.

As a reminder, the fire department's awards dinner will be this Saturday, March 8<sup>th</sup>. I look forward to seeing you and Angela, as well as several Councilors there.

I continue to spend most of my time between preparation of the budget and preparation of Chief Murphy for the Interim Fire Chief assignment. Hopefully, your discussions with the career and volunteer firefighters went well, and the tentative transition plan can be solidified sometime during the next week or so.

Finally, I will be going on vacation for two weeks, March 21-April 7, and during that time Chief Murphy will be Acting Fire Chief.

Respectfully submitted,  
Phil Paige, Fire Chief

# NEWPORT FIRE DEPARTMENT

## City Report February 2014

	CITY	RURAL		CITY	RURAL
FIRE CALLS:	4	0	PERMITS ISSUED:		
AUTOMATIC ALARMS:	5	0	BURN PERMITS:	24	48
MEDICAL CALLS:	81	12	FIREWORKS PERMIT:	2	0
MOTOR VEHICLE COLLISION	5	0	FIREWORKS DISPLAY:	0	0
RESCUE	0	0	PERSON INSERVICES TOURS:	0	
MUTUAL AID RENDERED:	0	3	TOTAL INSPECTIONS:	12	
MUTUAL AID RECEIVED:	0	0	VIOLATIONS:	2	
AVIATION STANDBY:	0		ABATEMENTS:	47	
PUBLIC SERVICE	24	8	PLAN REVIEWS:	10	
HAZARDOUS CONDITION	1	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0	VOLUNTEER HOURS	422	

### OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	3	0
HOSPITAL/CARE CENTER:	1	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	1	0	RESIDENTIAL:	1	0
LABORATORIES:	0	0	RESTAURANT:	3	0
LAUNDRAMATS:	0	0	SCHOOLS:	0	0
LAUNDRIES:	0	0	SERVICE STATION:	1	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	0	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	0	TRAILERS:	0	0
NATURAL COVER:	0	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

# NEWPORT FIRE DEPARTMENT

## City Report February 2014

### CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	5	0	HEATING APPLICANCE:	0	0
CARELESS SMOKING:	1	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOUR	0	0	PROHIBITED MATERIALS	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	2	0
ELECTRICAL:	0	0	OPEN FIRES:	0	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	0	0
FALSE ALARM:	2	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	0	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

#### **LOSS OF LIFE**

CIVILIAN: 0    FIREFIGHTER: 0

#### **INJURY**

CIVILIAN: 0    FIREFIGHTER: 0





# Memo

**To:** Spencer Nebel, City Manager and City Council

**From:** Jim Protiva, Parks and Recreation Director

**Date:** March 5, 2014February

**Re:** Department Update – February 2014

## **Recreation Center**

- The SilverSneakers program is now up and running. The Rec. Center is reimbursed per visit, per person, up to a pre-determined maximum amount by this program
- The Athletic Edge Gymnastic tournament was held here on February 7-9<sup>th</sup>. The turnout of participants and spectators was lower than usual as the tournament coincided with the snow and ice storm Newport experienced that weekend.
- Darren Villeneuve has been hired to instruct classes and support of the cardio/weight area patrons and equipment.

## **Municipal Pool**

- sold out swimming lesson sessions, have added another for March to meet demand
- 3 Job Corp water safety classes were offered this month
- We endured a cold month with heating system out of commission. Everything is resolved, new heater, new gas line to the heater, and locker room heaters.
- We have added a new water aerobics combination independent exercise class on Monday mornings. The instructor is Marie Beaulieu

### **Sports Programs**

- Youth and Middle School basketball seasons survived the snow storm.
- Meeting was held with Newport's Middle School Track Coaches. I introduced myself as the new coordinator. We discussed the upcoming season, the direction that we want to go with athlete development and each coach's responsibilities.
- Request was for \$2,000 to assist with marketing and promotion for the Coast Hills Classic MTB Race was approved by the DNC.
- Meeting was held for the upcoming Lincoln County Track Season. Representatives from Toledo, Eddyville, Newport and Lincoln City were present.

### **60 Plus Center**

- 71 people attended the annual Mad Hatter Tea Party and fashion show
- The AARP tax preparation volunteers helped 277 clients fill and file their taxes
- The 'Kings and Queens' Chess club has begun with good attendance
- Living and Thriving wellness program by Dean Shrock had 24 participants

<b>Parks &amp; Rec Data February 14</b>	<b>Facility usage counts</b>	<b># Programs offered</b>	<b>New annual passes</b>	<b>Total annual passes</b>	<b>New other passes</b>	<b>Total other passes</b>	<b>Drop in users</b>
Senior Center	1,609	34	N/A	N/A	N/A	N/A	84
Sports	1512 est. vists mult. Locations	9	N/A	N/A	N/A	N/A	516
Recreation Center	17,217	24	67	702	94	998	1136
Municipal Pool	4,545	9	11	155	26	390	171
<b>Totals</b>	<b>24,883</b>	<b>76</b>	<b>78</b>	<b>857</b>	<b>120</b>	<b>1,388</b>	<b>1,907</b>

\*spectators are not required to have a pass

\*Rec Center pass allows Pool use

\*300 City employee/FD Volunteer active passes not included in total





# Memo

**To:** Ted Smith, Interim City Manager and City Council  
**From:** Timothy Gross, PE, Director of Public Works/City Engineer  
**Date:** February 27, 2014  
**Re:** Capital Projects Status Update

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- Project:** **NE 71st Waterline Improvements**  
Project Number: 2011-018  
Contractor: WW Construction  
Status: Contractor is testing watermain. There is a section of the watermain that is not passing pressure testing requirements and the City is working with the contractor to have this section replaced.  
Next Task: Connecting watermain to adjacent existing infrastructure.  
Budget: \$482,125  
Description: Installing a new water distribution pipeline along US-101 in the Agate Beach area and along NE 71<sup>st</sup> St for Phase 1 of the NE 71<sup>st</sup> St. Water System Improvements Project.
- Project:** **Lakewood Hills Pump Station**  
Project Number: 2012-013  
Status: Submittals for the pump station are under review by the Engineer.  
Contractor: Clackamas Construction  
Next Task: Submittal approval. Fabrication of package pump station.  
Budget: \$622,378  
Description: The Lakewood Hills Pump Station replaces an aging pump station that currently cannot provide fire flow and runs on only one pump. The new pump station will provide adequate fire flow, pump redundancy, and will have a backup generator that will keep the neighborhood in water in event of a power failure.
- Project:** **Agate Beach Wastewater Improvements/ Big Creek Force Main**  
Project Number: 2012-024  
Contractor: not awarded yet  
Status: SRF Funding Application is complete. Staff is still working with Chase Park Grants and DEQ staff to get this project and the Bay/Moore Storm Drainage Project accepted into the DEQ sponsorship program which will significantly lower interest rates on the loan. Project is currently advertised for bid.  
Next Task: Approval of SRF Loan Agreement  
Budget: \$1.3 MM  
Description: Installing a new force main from the Big Creek pump Station to the Northside pump station along NW Oceanview Drive, up NW 17<sup>th</sup> Street to NE Nye Street and then south on NW Nye Street. The existing force main is undersized and in poor condition.

**Project: Big Creek Dam 1 and 2 Assessment**

Project Number: 2011-025  
Contractor: HDR Engineering, Inc.  
Status: Reviewing results of soil sampling.  
Next Task: Meet with HDR and Cornforth & associates to review soil sampling results.  
Budget: \$350,000  
Description: This analysis will continue the previous geotechnical analysis that was conducted on the dam structures to eliminate some of the assumptions that had to be made on the last study because of the inability to access certain parts of the dam for drilling. When the soils analysis is complete, the consultant will develop a feasibility study identifying remediation options and costs.

The City in conjunction with assistance from Chase Park Grants and HDR Engineering Inc. have submitted a grant application to the Oregon Department of Water Resources to assist in funding the feasibility study for Big Creek Dams 1 and 2. This application was submitted Nov. 1 and may yield up to \$250,000 in additional funding for this project. Awards for this grant should take place sometime after the 1<sup>st</sup> of the year.

**Project: Highway 101 Pedestrian Improvements**

Project Number: 2011-024  
Contractor: not awarded yet  
Status: Project is \$325,000 over budget. Waiting on ODOT review of 90% drawings.  
Next Task: ODOT is still trying to acquire additional \$100,000 in funding for the project. ODOT Bike and Ped is contributing \$100,000 towards the shortfall and the City agreed to contribute and additional \$150,000. Acquiring easements.  
Budget: Original budget - \$502,000 / projected needs - \$852,000  
Description: This project will create safer pedestrian crossing locations on Hwy 101 at 8 locations. Improvements include pavement markings, pedestrian ramps, pedestrian refuge islands or curb bump outs, and a pedestrian activated signal at Angle Street. Cross locations are at NW15th, NE 10<sup>th</sup>, NW 3<sup>rd</sup>, SW Angle, SW Lee, SW Alder, SW Abbey, and SE Bayley Streets.

**Project: Bay Boulevard/SE Moore Drive Storm Sewer Improvements**

Project Number: 2012-015  
Contractor: not awarded yet  
Status: Engineer is developing preliminary environmental report for CWSRF Loan application and working on preliminary design.  
Next Task: Waiting on decision by DEQ if project will be exempt from crosscutting requirements.  
Budget: \$2,925,532  
Description: This project corrects failing storm sewer at Bay Boulevard and SE Moore drive, Bay Boulevard and SE Fogarty Street, and along SE 4<sup>th</sup> and SE Fogarty. The intersection at SE Moore Drive and Bay Boulevard will be realigned to provide better intersection safety.