



**AGENDA & Notice of Work Session,
& Regular Meeting of Newport City Council (CC)
Including Acting in the Capacity as the
Local Contract Review Board (LCRB)
And Urban Renewal Agency (URA)**

The City Council of the City of Newport, also acting in the capacity as the LCRB and URA, will hold a work session at **12:00 noon**, on **Monday, March 1, 2010** in Conference Room “A” at City Hall. The regular Council meeting begins at **6:00 P.M.**, on **Monday, March 1, 2010**. The meeting will be held in the Council Chamber, 169 S.W. Coast Highway, Newport, Oregon 97365. A copy of the meeting agenda follows.

The work session and meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder (541)574-0613.

The City Council, also acting in the capacity as the LCRB and URA, reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the work session and/or meeting. Action items that do not require a public hearing may be moved up earlier in the meeting.

WORK SESSION AGENDA

12:00 Noon
CC – LCRB – URA

- I. Questions regarding evening agenda items
 - II. Consideration of Council FY 10/11 Goals.....**See Item IX.E.**
 - III. Discussion of long term planning for the Newport Swimming Pool facility
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REGULAR MEETING AGENDA

6:00 P.M.
CC – LCRB -- URA

Any person wishing to speak on any agenda item should complete a Public Comment Form and hand it to the City Recorder, Peggy Hawker. Public Comment Forms are located on a table at the entrance door to the City Council Chamber. If you wish to comment on a subject not on the agenda, the Mayor will call on you under “Public Comments”. If you wish to comment on a specific agenda item, the Mayor will call on you when the City Council gets to that item.

I. **Call to Order and Roll Call**

II. **Public Comments**

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

III. **Proclamations & Recognitions**

IV. **Consent Calendar**

The consent calendar is an area of the meeting agenda where items of a repeating or routine nature can be considered under a single action. Any person who desires to have an item on the consent agenda removed and considered separately could make it so by merely asking.

A. Approval of minutes from work session and regular meeting of Feb. 16, 2010, executive session of Feb. 19, 2010, and Council goal session of Feb. 22, 2010.....**pgs. 1-16**
(Hawker)

B. Adoption of evaluation process for City Attorney & City Manager.....**pgs. 1-2**
(McCarthy & Voetberg)

V. **Council Members' Reports and Comments**

VI. **Officers' Reports**

A. Mayor's Report
B. City Manager's Report.....**pgs. 1-14**
C. City Attorney's Report

VII. **Discussion Items and Presentations**

Items that do not require immediate Council action, such as presentations, discussion of potential future action items

7:00 P.M.

VIII. **Public Hearings**

IX. **Action Items**

Citizens will be provided the opportunity to offer comments on action items after staff has given their report and if there is an applicant, after they have had the opportunity to speak. (Action items are expected to result in motions, resolutions, orders, or ordinances)

- A. Environmental Consultant for City of Newport
Local Wetland Inventory.....**pgs. 1-32**
(Tokos)
- B. Consideration of a contract with H & W Emergency
Vehicles to purchase a 3,000 gallon water tender.....**pgs. 1-2**
(Crook/McCarthy)
- C. Newport Visual Arts Center Rental Rate
Adjustment.....**pgs. 1-14**
(Voetberg)
- D. Resolution relating to Agate Beach Landfill
Site Closure.....**pgs. 1-3**
(McCarthy)
- E. Adoption of City Council's 2010-11 Goals.....**pgs. 1-6**
(Voetberg)
- X. **Public Comment**
(Additional time for public comment – 5 minutes per speaker)
- XI. **Adjournment**

CITY COUNCIL GOALS ARE AT
THE BACK OF THE PACKET UNDER
ITEM IX.E.

February 16, 2010
Noon
Newport, Oregon

CITY COUNCIL WORK SESSION

Councilors present: Bain, Brusselback, Kilbride, Bertuleit, Obteshka, McConnell, and Patrick. Kilbride was excused.

Staff present: Voetberg, Hawker, McCarthy, Atkinson, Tokos, Ritzman, Crook, Cossey, Schulz, Smith, Protiva, and Miranda.

Also in attendance were Walter Sherman and Greg Stanton.

Council discussed the following items:

1. Council reviewed the evening agenda.
2. Obteshka asked whether he should recuse himself from voting on the consent calendar, as he had not attended all the meetings for which there are minutes on this agenda. McCarthy noted that Obteshka should note that he was refraining from voting only on the minutes of meetings he did not attend.
3. Obteshka noted that some of the payables numbers did not match the checks. Schulz noted that the numbers are based on invoices rather than checks.
4. It was noted that the expenditure to North Bank Excavation should have been on the summary list. It was mentioned that this expenditure is for the installation of new restrooms. A discussion ensued regarding water saving urinals, and it was noted that it is difficult to obtain heavy duty items with water saving features. Prison grade urinals will be used in the new restrooms.
5. Obteshka asked about the helicopter standby, and Crook reported that this refers to the fire department standing by for helicopter operations.
6. Obteshka will report on upgrades to the library this evening. He will also report on the DEQ meeting regarding the revised GP permit, and a recent meeting of the Marine Reserve Community Team.
7. Bertuleit will report on a recent meeting of the Bicycle/Pedestrian Committee this evening.
8. Patrick will report on Port of Newport activities, and the recent Airline Sustainability Task Force meeting.
9. Brusselback will report on the Blue Ribbon Task Force meetings this evening. He will also report on the DEQ meeting regarding the revised GP permit, and a recent Water Task Force meeting.
10. McCarthy reported that there is interest in preparing a protest letter regarding the current status of the ConnectOregon III grant application. She noted that she would be asking Council to direct staff to submit an official protest to ODOT by February 26, 2010.
11. McCarthy reported that ConnectOregon II funds were approved for retaining a consultant to review air service sustainability. She noted that staff would be preparing

an RFP, and that the City Council and the Port of Astoria would need to approve this use.

12. Catherine Rickbone will be presenting the annual OCCA update on use of city funds this evening. Voetberg reported that Rickbone has been working on a fee increase that may be brought to Council as soon as the next meeting.
13. Lorna Davis will be presenting the annual Chamber of Commerce update on use of city funds this evening.
14. Tokos reported that the request for a Council initiation of a street vacation for SE 1st Street between Avery Street and Highway 101 had been withdrawn by the applicant.
15. The special event fee waiver application for the Oregon Coastal Quilters Guild was discussed. It was noted that the criteria for fee waivers should be reviewed. It was also noted that financial need should be included in the criteria. It was reported that staff is working on a revision that will come to Council soon.
16. The Landwaves property exchange was discussed. Tokos reported that the request will include the authorization of the agreement and allowing staff to include the actual legal descriptions.
17. Patrick asked whether there were questions regarding the URA work session scheduled immediately following the City Council meeting this evening. Obtshka and McConnell disclosed that they had not attended the workshop on January 26, 2010. This session is planned to be a review of the January 26 meeting for Commissioners and public who had been unable to attend.
18. Brusselback suggested that the first step toward a sustainability plan could be in the form of a resolution. It was noted that this could be discussed at the Council goal setting session.
19. Voetberg noted that the goal setting session is scheduled for 8:30 A.M., Monday, February 22, 2010. He discussed the process, and asked that questions/goals be submitted in advance, if possible.
20. Obtshka asked what the City Council role is in the Lincom issue. Voetberg reported that he will bring that matter to Council at a future meeting.
21. Bertuleit inquired about wind energy. Bonnie Serken and Will Emery noted that they are planning a windmill at the entrance to the Wylder project. Serken noted that builders are being asked to build homes solar ready and to Earth Advantage Standards. Emery noted that a goal is to build a small building, completely off the grid, that could be shared by different entities, and be used during emergencies.
22. Bain discussed the SeaPort passenger analysis for the week.
23. Ritzman updated Council on the status of the Bayfront project. He reported that the project is on schedule, but that he is projecting \$80,000 over budget, and above the contingency, based on many surprises that the project has presented. Voetberg reported that he will be asking for Council authorization to exceed the cost of this project, once final costs are projected.
24. It was noted that the cause of the suds in the creek, as previously reported, is a result of a fire engine malfunction.

Having no further business, the meeting adjourned at 1:10 P.M.

February 16, 2010
6:00 P.M.
Newport, Oregon

The City Council of the City of Newport met on the above date in the Council Chambers of the Newport City Hall. On roll call, Bain, Brusselback, Kilbride, Patrick, McConnell, Obtshka, and Bertuleit were present.

Staff present was City Manager Voetberg, City Recorder Hawker, City Attorney McCarthy, Community Development Director Tokos, Public Works Director Ritzman, Interim Finance Director Schultz, Gene Cossey, Airport Director, Jim Protiva, Parks and Recreation Director, and Police Chief Miranda.

PUBLIC COMMENT

Cindy Hanson distributed a copy of a report on the use of city marketing grant monies for FisherPoets on the Edge. She thanked Council for its support of this program.

Diana Purdy, Maxine Centala, and Dr. Tom Kerns, representing the Concerned Citizens for Clean Air, addressed Council regarding the use of herbicides on city properties. They volunteered to be a resource and urged the city to develop a no spray policy.

Ronald Meadows, director of the Oasis Project, a prisoner re-entry program, recommended that Council review the business license for Joshua House, a transitional house located on NW 19th Street. He recommended that the city develop an ordinance regulating transitional housing. Bain noted that his concerns will be shared with the city's code enforcement staff.

Charla Guiwits addressed Council regarding the transitional house located at 210 NW 19th Street. She reported that the property is zoned as single family residential, and there are many men, women, and children living on the property. She noted that there is constant noise; unknown individuals frequenting the house at all hours, up to six cars at the property, and that cleanliness and safety are concerns. Bain noted that the matter has been referred to staff.

PROCLAMATIONS AND RECOGNITIONS

Police awards presentation. Miranda and Bain presented a Chief's Commendation for Superior Performance of Duty to Officer T.J. Eriksen; a Chief's Commendation for Superior Performance of Duty to Sergeant Jason Malloy; and a Distinguished Service Award to Officer Ken Real, regarding an incident in South Beach in December involving a suicidal man.

CONSENT CALENDAR

The consent calendar consisted of the following items:

- A. Approval of minutes from the City Council work session of January 27, 2010, and work session and regular meeting of February 1, 2010;
- B. List of claims paid for January 2010;
- C. Fire and Police Department monthly reports for January 2010.

McConnell and Kilbride reported that they were not in attendance at any of the meetings and therefore would not be voting on the approval of the minutes. Obtshka noted that he was only in attendance at the regular meeting of February 1, 2010, and would vote on that particular set of minutes. MOTION was made by Patrick, seconded by Brusselback, to approve the consent calendar as presented. The motion carried unanimously in a voice vote with the previously noted Councilors not voting on the minutes of the meetings which they did not attend.

COUNCILOR'S REPORTS AND COMMENTS

Bertuleit reported on a recent meeting of the Bicycle/Pedestrian Committee at which goals were discussed. The difficulty of bicycling near 17th Street and Oceanview Drive was discussed, and it was noted that there is sufficient right-of-way for a bike lane on both sides of the street in this area. He suggested this be discussed at the upcoming City Council goal setting session. Other issues discussed were the signs for the bike route, the potential purchase of bike racks from a local manufacturer, bike maps, and bike lockers.

Bertuleit reported on a recent meeting of the Airport Committee meeting, at which the Committee was introduced to Gene Cossey, the city's new airport director. He noted that Cossey was pleased with the airport and believes it has potential.

Patrick reported that the Port of Newport will be meeting next week to discuss the terminal project. She noted that the NOAA project manager has bought a house and moved to Newport. She added that NOAA is looking at additional commercial space.

Patrick reported on a recent meeting of the Airline Sustainability Task Force. The ConnectOregon III grant application rejection and appeal was discussed. The Task Force recommended the appeal include a new route to Seattle and no exclusion of the current Portland route. The Task Force also voted to approve an RFP for a consultant to assist them in their sustainability efforts, unless the 2008 Mead and Hunt study could be updated for less than \$5,000. At this meeting, Kilbride discussed his visit to the North Bend Airport, including the possibility of an air service district. Patrick recommended this discussion occur at a work session.

Obtshka reported that the Library Board will be meeting next week. He updated Council on the library beautification project, as well as usage statistics.

Obtshka reported on the recent DEQ public hearing regarding the Georgia-Pacific wastewater discharge permit. He noted that the permit has two major revisions; one is the prohibition of waste from outside sources; and the other is sampling at the discharge site.

Obtshka reported on a recent meeting of the Marine Reserve Community Team at which the development of boundaries for the marine reserve off Cape Perpetua was discussed.

Brusselback reported on a recent meeting of the Blue Ribbon Task Force at which a tour of the fairgrounds buildings occurred along with a discussion of expansion

possibilities. A final recommendation will be developed soon for presentation to the County Commissioners.

Brusselback reported on a recent meeting of the Water Task Force. He added that many conservation ideas were presented, including water saver kits; conservation packets and information for self audits of businesses; an annual workshop on water audits for businesses; formation of an ongoing citizens committee to review resource conservation issues; SDC's for water conservation measures, and using the Loyalty Days parade as a public outreach event.

McConnell noted that it is important to continue to process comments and complaints and that these items remain on the Council agenda until resolved.

Bain reported that he had attended a tsunami preparedness presentation, and shared the information with city staff.

Bain reported that he had participated in interviews of candidates for the directorship of the Oregon Department of Aviation.

Kilbride reported that contributions to the Library Foundation are in excess of \$10,000, and have exceeded the budget for this fiscal year.

OFFICER'S REPORTS

Mayor's Report. Budget Committee interview. Council interviewed Janet Webster for a vacancy on Budget Committee.

Committee Appointments. Bain appointed Janet Webster to the Budget Committee. Chip Norman to the Bicycle/Pedestrian Committee. MOTION was made by Patrick, seconded by Brusselback, to ratify the mayor's appointments. The motion carried unanimously in a voice vote.

City Manager's Report. Voetberg reminded Council that the upcoming Chamber after Hours program is sponsored by the Police Department, and will be held on February 18, from 5:30 – 7:00 P.M.

Voetberg recognized Ritzman and Melissa Roman for their excellent presentation to the Chamber of Commerce on the Bayfront project.

Tokos reported that a public workshop would be held on February 17, from 6:30 – 8:00 P.M. to discuss proposed changes to the geologic hazards section of the city's code.

City Attorney's Report. McCarthy reported that the city received a letter from ODOT rejecting the city's ConnectOregon III grant application. She noted that representatives from ODOT suggested the city submit a protest letter and look at new routing as a part of the application. She asked for direction from Council regarding possible new routes to Seattle and Salem. She noted that the Airline Sustainability Task Force had recommended a Seattle route. While not recommending a Salem route, this routing could open up another opportunity with the leg from Newport to Salem being subsidized, with the leg from Salem to Portland being unsubsidized. McCarthy reported that she has talked with Rob McKinney, the president of SeaPort Airlines, regarding the sustainability figures presented in December to the Airline Sustainability Task Force. She noted that McKinney thought the fares would be much better than what was presented.

She noted that McKinney is looking at a different aircraft that could substantially lessen the costs. Obtshka noted that he hoped the central coast cities could send support letters. McCarthy reiterated that Portland may not be able to be included in the subsidized route. Kilbride noted that Salem wants four round trips daily from Salem to Seattle. McCarthy added that ODOT is focused on NOAA coming, and while Seattle is an untried route, it is needed and logical to be subsidized. MOTION was made by Bertuleit, seconded by Patrick, to add to the protest letter a Seattle/Newport route and leave flexibility for Salem and Portland. The motion carried unanimously in a voice vote. Patrick asked that this information be relayed to the Airline Sustainability Committee. MOTION was made by Patrick, seconded by Bertuleit, to endorse the letter from the Airline Sustainability Task Force supporting the appeal of the ConnectOregon III grant application.

McCarthy reported that ConnectOregon II funds may be used to retain a consultant for the Airline Sustainability Task Force. It was noted that this matter would need the approval of the Port of Astoria and the City Council. Bertuleit asked whether a consultant would be necessary if an update to the 2008 Mead and Hunt Study could be completed. McCarthy noted that if the update cost less than \$5,000, an RFP would not be needed, but if the consultant did ongoing work that was in excess of \$5,000, an RFP would be required. MOTION was made by Patrick, seconded by Bertuleit, to instruct staff to initiate an RFP process, if necessary, for airline sustainability consulting work. The motion carried unanimously in a voice vote.

PRESENTATIONS

Presentation by Catherine Rickbone, Director of OCCA, on the use of city funds.

Catherine Rickbone, executive director of the OCCA, reported to Council on the use of city funds during the previous year. She noted that a written report is included in the City Council packet. She stated that one of the functions of OCCA is to preserve and protect city buildings, and act as more than a management company. She responded to Council questions regarding attendance, the impact of arts on the community, the VAC operating deficit, and the condition of the buildings.

Presentation by Lorna Davis, Director of the Greater Newport Chamber of Commerce, on the use of city funds.

Lorna Davis, executive director of the Greater Newport Chamber of Commerce, reported to Council on the use of city funds during the previous year. She noted that a written report is included in the City Council packet, and she distributed a travel impact study. She discussed room occupancy, the reasons visitors come to the city, and the impact of trade shows on Newport tourism. She responded to Council questions regarding room occupancy patterns, tracking of feedback, attendance at travel trade shows, ecotourism, and Seafood and Wine Festival costs.

ACTION ITEMS

Special event application – Oregon Coastal Quilters Guild. Hawker explained that the issue before Council is whether to approve a special event fee waiver for the Oregon Coastal Quilters Guild to waive a portion of the fees that would incur during use of the Newport Recreation Center for a quilt show on August 6 – 7, 2010. She noted that

the original request was based on the previous recreation center usage fees, and the request is to reduce the fees from \$4,110 to \$2,100, and to waive the \$100 fee for installing sliders into the “Welcome to Newport” signs. The current fees reflect an increase of 15% from the former fees, and if the new fees are applied, the total rental fee would be \$4,727. Jane Szabo, representing the Oregon Coastal Quilters Guild, explained that \$2,100 is a 40% increase over what the group paid last year. She summarized the group’s programs and use of monies.

MOTION was made by Bertuleit, seconded by Obteshka, to approve the special event permit fee waiver requested by the Oregon Coastal Quilters Guild for its quilt show to be held on August 6-7, 2010, in the amount of \$2,727, and that \$2,727 be transferred from the transient room tax fund to the general fund, to be used as reimbursement for the waived fees. A condition of approval is that the Community Development Department authorizes the temporary signage request, and that signs not be placed to create a hazard to pedestrian or vehicular traffic such as obstructing sight distance or other views. The motion carried unanimously in a voice vote.

Ordinance No. 1999 amending the Newport Municipal Code, Chapter 4.15 governing taxi cabs. McCarthy reported that this amendment will address the issue of auto insurance for the Temporary Driver Permit for persons soliciting riders for compensation during the annual Seafood and Wine Festival. MOTION was made by Obteshka, seconded by Bertuleit, to read Ordinance No. 1999 by title only, and place for final passage. The motion carried unanimously in a voice vote. Voetberg read the title of Ordinance No. 1999. Voting aye on the adoption of Ordinance No. 1999 were Bain, Bertuleit, Brusselback, Kilbride, Obteshka, Patrick, and McConnell.

Landwaves property exchange. Tokos reported that this issue is a consideration of an agreement between the city, Landwaves, Inc., and Emery Investments, Inc., to exchange property of equal value next to the city wastewater treatment facility. He noted that Council had previously agreed to the proposal and authorized the city manager to negotiate the details. He added that the configuration of the properties has changed slightly as a result of preliminary survey work, but the exchange value of the properties is equivalent. Obteshka asked whether the county needs to be a party to the agreement, and Tokos noted that the county has agreed to the process. Obteshka asked about the benefit to the city, and it was noted that the city could be used for expansion of the wastewater treatment facility. Bonnie Serken addressed Council regarding the exchange. MOTION was made by Bertuleit, seconded by Patrick, to approve the land exchange agreement, with the refined property descriptions, and authorize the city manager to sign the document and any related materials needed to complete the transaction. The motion carried unanimously in a voice vote.

COUNCIL COMMENTS

Bertuleit asked whether an update on Georgia-Pacific was forthcoming.

Kilbride suggested having a discussion on the street vacation processes at the next work session.

ADJOURNMENT

Having no further business, the meeting adjourned at 8:30 P.M.

Margaret M. Hawker, City Recorder

William D. Bain, Mayor

February 22, 2010
8:30 A.M.
Newport, Oregon

The City Council of the City of Newport met on the above date in the Council Chambers of the Newport City Hall. On roll call, Bain, Kilbride, Brusselback, Patrick, McConnell, Obteshka, and Bertuleit were present.

Staff attending was as follows: City Manager Voetberg, City Recorder Hawker, City Attorney McCarthy, Community Development Director Tokos, Public Works Director Ritzman, Police Chief Miranda, Executive Assistant Atkinson, Library Director Smith, Airport Director Cossey, Fire Chief Crook, Parks and Recreation Director Protiva, and Assistant Finance Director Brown.

INTRODUCTION/PROCESS/EXPECTATIONS

Voetberg reviewed the process and expectations, noting that at the end of the day, Council will have clear and achievable objectives; realistic expectations; and a consistent long-term vision.

UPDATE ON 2008-09 GOALS

Ritzman reported that the water treatment plant design was underway and on schedule. He added that the design of the NE 71st Street water tank was on track. Voetberg reported that he would be meeting with Lincoln City representatives regarding Rocky Creek. Ritzman reported that a list of level three water distribution system projects has been developed and those projects are dependent on development. He noted that a monthly fee for water and wastewater distribution facilities replacement and repair is not prudent at this time. He reported that the Water Task Force has made sixteen recommendations for inclusion in the Water Conservation Plan, and that the text is being prepared for inclusion in the plan. Ritzman noted that the city's Wastewater System Master Plan needs to be updated in order to identify and prioritize a project list. He noted that the bid for the second and third phases of the Elizabeth Street project will be awarded on March 15, 2010. Ritzman reported that the development of a storm drainage master plan for the north side is underway.

Crook reported that a new aerial truck had been purchased, and that a recommendation for the purchase of a water tender would be coming to Council in March. He reported that the old generator had failed and a replacement had been purchased. He added that the city's emergency plan was not completed, but that a draft was available from the county's contractor. He reported that two emergency exercises had been held, and that three are planned during 2010.

Miranda reported that the review of police department interagency involvements had been put on the back burner. He noted that the community services officer was working

on nuisance abatement. He reported that the city had observed National Night Out during August.

Tokos reported that the city has received three grants for updating the Comprehensive Plan. Projects initiated this fiscal year include the Transportation Refinement Plan for the South Beach Peninsula, a local wetland inventory, and a housing needs and buildable lands study. He noted that the periodic review has been delayed indefinitely by the state. The zoning code revision is on track. Parking districts are being discussed by the City Center Newport Association and the Bayfront Association, and approved for Nye Beach. An advisory council for the Nye Beach parking district will be appointed later this month.

Cossey reported that the Air Service Consortium is working with SeaPort on marketing and developing the air service. The Airline Sustainability Task Force is working on issues relative to sustaining the air service when grant funding is depleted. The Airport Committee is working on a business plan for the airport. He noted that the airport layout plan identifies needs, and he is working with the FAA on AIP program grants. The beacon will be replaced this summer.

Smith reported that the self check machine has been installed at the library, along with sixteen new computers. He noted that he is looking for grant monies to fund a feasibility study for library expansion. Improvements to the library were made this year, including paint and carpet. He noted that improvements are needed including furniture, IT staffing, work on staff retention, window replacement, and security.

Protiva reported that the city had received a grant for Coast Park and construction is scheduled to begin in July or August. He noted that the senior center renovation design is complete, and bid documents are being prepared. He noted that a grant application has been written for trails in South Beach that would connect OCCC to Mike Miller Park. He reported that new recreation user fees had been established.

Voetberg reported that the cost allocation and fee schedule study had been completed and would be applied in the upcoming budget. He noted that new financial reporting software had been purchased. He added that the interim finance director is talking with a non-profit corporation to which the city could refer indigent utility customers for possible assistance with utility bills.

Tokos reported significant progress with the zoning and comprehensive plan data layers. He is currently working on database capabilities and planning for information to be downloadable from the city's website.

Ritzman reported that no progress has been made with GIS staffing, but that he is planning for projects to be filed by geographical location and coordinates. He noted that an HVAC analysis of the city hall had been performed, but the recommendation is that nothing be replaced until the life of the equipment has been reached. He anticipates having a list of repairs to all city buildings by the end of the year. Ritzman reported that an inventory of major users of electrical power will be conducted.

FINANCIALS

Voetberg noted that the distributed information is meant to give Council a general understanding of the city's financial position. Brown reviewed the information.

DEPARTMENTAL SERVICES/NEEDS/GOALS/CHALLENGES

Smith reviewed the library's annual statistics, ongoing library services, future issues that will drive five-year operational goals, budget objectives for five-year operational goals, and one and five-year capital needs from the general fund.

Crook reviewed the fire department services, one-year goals, future considerations, and future capital projects.

Miranda noted that the police department would like to become proactive rather than responsive. He discussed capital needs, operational goals, and issues that impact future vision.

Cossey reviewed airport services, opportunities and goals, capital funding, and critical issues.

Tokos reviewed statistics including land use actions, building permit activity, and goals. Future goals include the development of a transition plan and service agreements for building services, completion of updates to the Comprehensive Plan, adoption of revisions to the Transportation System Plan, updates to the subdivision and zoning ordinances regarding stormwater management, and enhancing the city's GIS mapping and document imaging capabilities. He noted that prospective capital needs include \$10,000 - \$15,000 match for grant funds, replacement of the van, and a PC for the CDD counter.

Ritzman reviewed the goals of the public works department which include staying on schedule to complete the water treatment plant by fall of 2011; working toward including remote facilities in the SCADA system; working on Level 2 Priority projects in the Water System Master Plan, completion of the Wastewater Master Plan; adoption of a Storm Drainage Master Plan; implementation of storm drainage utility fees; development and implementation of a strategy to install sidewalks where they do not exist, and development and implementation of a strategy to pave gravel streets.

Protiva reviewed the recreation department annual statistics. He reviewed the overall department goals that include providing healthy recreational opportunities; evaluation and improvement of facilities; and maintenance and development of parks and city properties. He reviewed the future needs of the department including increasing staffing levels at the senior center; acquisition and implementation of a usage tracking system; interior remodeling at the senior center; replacement of the HVAC system at the pool within the next five years; remodeling of the pool locker rooms, and replacement of the pool roof; ongoing replacement of cardio equipment; reconfiguration of recreation center control desk and offices; vehicle replacement; replacement of unsafe playground equipment, and resurfacing and lighting the tennis courts.

Voetberg reviewed services provided by the city manager's office, the finance department, the information technology staff, and the city attorney. He reviewed the status of the 2009-10 goals. He discussed future objectives and goals including addressing community needs in a manner that reflects positively on the city; assisting the City Council in developing clear and achievable policies and direction; building a culture of teamwork within the staff and departments; and building increased trust and confidence between staff and the City Council; developing short and long-term spending plans that provide for a sustainable budget; keeping the city current with technology; and the consideration of economic and social sustainability in all city actions.

McCarthy reviewed the activities of the city attorney's office, noting that one of her major goals is to complete a revision to the personnel handbook; practice preventative law; and provide training opportunities for the City Council and staff.

RECAP/SUMMARIZE DEPARTMENT OPERATION NEEDS

A discussion ensued regarding the financial information that had been previously distributed. Brown reviewed the documents. Kilbride asked whether the URA is separate from the city budget. Voetberg reported that more monies are being spent across the board. Bain suggested a revenue column for an adequate review. Voetberg noted that this document was designed to show the projected funds at the end of the year, adding that there will be limited funds for the next few years. McConnell noted that he would like to see ten percent of each budget set aside for reserves. Kilbride noted that no increases in expenses are budgeted for the next several years. McConnell asked about the monthly collection of the fuel tax, and Brown reported that it has been averaging approximately \$3,300 for the last few months. Kilbride asked whether the audit is complete, and Brown noted that it is completed.

DEVELOP 2009-10 CITY COUNCIL GOALS

Council developed the following goals and amended mission statement:

ESSENTIAL CORE SERVICES

Water

Implement water conservation plan.

Complete water treatment plant by fall 2011.

Develop a contingency fund for capital improvements.

Include water tanks, pump stations, and pressure sensing stations in the SCADA system.

Work Level 2 Priority Projects in the city's Water System Master Plan.

Secure a water source on Rocky Creek.

Wastewater

Create a committee to work on wastewater treatment matters.

Complete and adopt the city's Wastewater Master Plan.

Locate and reduce sources of infiltration, inflow, and pollution.

Develop a contingency fund for capital improvements.

Storm Drainage

Adopt the Storm Drainage Master Plan.

Implement storm drainage utility fees.

Create a committee to work on storm drainage matters.

Public Safety:

Consider 911 consolidation or other structure.

Fire and Rescue

Replace fire and rescue equipment as existing equipment becomes unsafe or unusable.

Strengthen the working relationship between full-time and volunteer firefighters and increase volunteer ranks.

Explore a county-wide fire district and other cost-saving measures.

Police

Create a public safety committee to evaluate adequate staffing levels to balance needs and resources, and explore a county-wide law enforcement district.

Replace vehicles, equipment, and support systems as they become unsafe, inefficient, or unusable.

Strengthen positive law enforcement presence within the community.

Strengthen working relationship with other law enforcement agencies within the region.

REQUIRED SERVICES

Community Development (Planning and Building Permits)

Develop a transition plan for building services.

Complete updates to the Newport Comprehensive Plan for which grant funds have been obtained, and secure additional funding to update the Plan in advance of periodic review.

Adopt needed revisions to the Newport Transportation System Plan.

Pursue the implementation of an acceptable alternative mobility standard.

Appoint a task force/committee to pursue revitalization of the Highway 101 corridor including the possible relocation of the National Guard Armory to the airport

Initiate updates to the city's subdivision and zoning ordinances regarding storm water management and street vacation process.

Develop a user-friendly (one-stop shopping), predictable process for permitting and information services for developers.

IMPORTANT SERVICES

Airport

Obtain airline sustainability by conducting a marketing/passenger demand analysis; identifying cooperative partnerships for airline use/marketing; identifying alternative providers and options; and developing and implementing a marketing strategy.

Strengthen airport operations and maintenance by maintaining the Part 139 certification; identifying airside needs and developing opportunities; creating airside and landside operation plans and procedures; and identifying and creating airside rules and regulations.

Support increased aviation services by conducting a feasibility study; conducting a market study; identifying lines of business/ business opportunities; identifying service goals; identifying alternatives; and identifying strengths and weaknesses.

Update airport capital improvement needs by identifying AIP opportunities; creating an FAA approved CIP; addressing the Airport Layout Plan strengths and weaknesses; identifying master planning needs; setting long-term strategic plans; and identifying and creating non-FAA capital improvement plans.

Support airport partnerships in community economic development by identifying infrastructure weaknesses and needs; identifying business development needs; identifying business/corporate development opportunities; conducting a market study; creating a marketing plan and strategic goals; and identifying cooperative partnerships for economic development.

Develop airport guiding documents by reviewing and updating the strategic plan, rules and regulations, minimum standards, rates and fee policy, and development guidelines.

Develop a plan for interagency coordination on disbursement of emergency supplies in the event of a disaster.

Explore the creation of an airport district.

COMMUNITY LIVABILITY

Library

Install an RFID circulation/security system.

Keep the facility current.

Evaluate staff, programming, facility, and IT needs to respond to the service demands of the customers.

Ensure safety of library users and staff and minimize risks to city.

Streets/Transportation

Develop and implement a strategy to install sidewalks where none currently exist.

Complete Naterlin sidewalk project, and plan and develop other bicycle path projects.

Implement budgeted projects in the South Beach URA plan and other areas of the city.

Develop and implement a flexible strategy to pave gravel streets.

Continue to support, and possibly expand, the Lincoln County Transit District's city shuttle program.

Discuss and develop street clean-up program.

Continue support of wayfinding program.

Parks and Recreation

Provide healthy recreational opportunities to the community.

Explore the concept of an "Adopt a Park" program with specific criteria.

Evaluate and improve current facilities.

Maintain and develop parks and city-owned properties.

Explore the option of contracting with private operators for operation of the recreation center and swimming pool.

INSTITUTIONAL/INTERNAL SERVICES

Provide credit card and on-line payment options to customers.

Enhance the city's GIS mapping and document imaging capabilities.

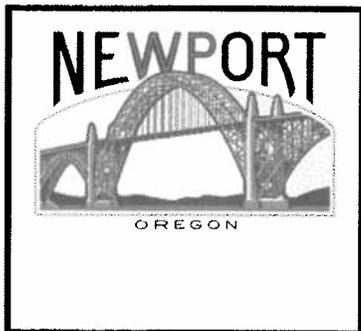
Keep the city current with technology.

Consider economic and social sustainability in all actions taken by the City of Newport and appoint a Sustainability Committee.

Explore individual health insurance savings and employee pension plans.

MISSION STATEMENT

The Newport City Council and staff pledge to provide and manage city services utilizing sustainable practices. We strongly encourage citizen participation through volunteerism on committees and task forces to enhance the livability of Newport. We will maintain fiscal responsibility and encourage community partners and agencies to achieve economic and sustainable development.



Agenda Item # I.V.B.
Meeting Date March 1, 2010

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title: City Executive Evaluation Policy

Prepared By: McCarthy Dept Head Approval: _____ City Mgr Approval: _____

Issue Before the Council: Should the Council amend the process adopted by the Council on December 23rd, 2009 relating to evaluating the performance of the City Manager and the City Attorney?

Staff Recommendation:

Staff recommends that the Council amend the process.

Key Facts and Information Summary:

On December 21, 2009, the City Council received an evaluation process and forms for evaluating the City Manager and City Attorney (collectively "Executives") during their regular work session. On December 23, 2009, in a Special Session, the Council revised the process for evaluation to include an executive session both prior to and after evaluation of the executive. After an executive session, three members of the Council would share the Council's evaluation of the executive with the executive. The Council would then meet again in executive session. The process adopted by the Council on December 23, 2009 received criticism from the news media for excluding the news media from the meeting between the three members of the Council and the executive.

The proposed amended process addresses the concerns of the news media. It provides for the evaluation of an executive in executive session as allowed by Oregon law. It deletes the step of evaluation of the executive with three Councilors and the executive. The amended process also allows for the evaluation process to be an oral one. An oral evaluation process has been used successfully by other jurisdictions and public bodies.

Other Alternatives Considered: None

City Council Goals: None

Attachment List: Amended Process: Performance Evaluation – Executive

Fiscal Notes: None

CITY OF NEWPORT
PERFORMANCE EVALUATION - EXECUTIVE

PURPOSE

In order to establish and maintain effective City Council and Executive relationships, it is essential that the Council establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the Executive. "Executive" means City Manager and City Attorney.

Specifically, the evaluation should serve the following needs:

- A. Allow the Executive and the City Council to identify and refine their respective roles, relationships, expectations of, and responsibilities to each other.
- B. Allow the City Council the opportunity to provide positive feedback in areas that have been handled well and to outline clearly areas where the Executive could become even more effective through improved performance.

PROCESS

In executive session:

- A. The City Council will meet to discuss performance of the Executive prior to meeting with the Executive.
- B. Immediately following A., the City Council will meet with the Executive to conduct the evaluation. The Executive will be provided the opportunity to bring up and discuss topics he/she believes is important to his/her evaluation.

In open session:

- C. The Council will report generally on the evaluation and declare any increase of an Executive's salary in connection with the evaluation.

An Executive may request an open session rather than follow the process conducted in executive session as outlined in A. & B. above.



Jim Voetberg
City Manager
CITY OF NEWPORT
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Manager's Report Meeting of March 1, 2010

Following is the Manager's Report for the City Council meeting of March 1, 2010:

Suggestion/Concern/Complaint update: Attached for Council review is the Suggestion/Concern/Complaint update through the end of February 2010. The update covers citizen comments to staff, citizen comments brought to staff's attention by Councilors, and citizen comments voiced at Council meetings. As a reminder, this report will be provided to the Council at its first meeting of the month.

Northwest Aviation Conference: During discussions with the airport working group on development of an airport business plan, one of the side topics discussed was participating in the Northwest Aviation Conference that was planned to be held in Puyallup, Washington in February 2010. Through the efforts of members of the working group and the Chamber, Newport ONP/Newport Chamber had a booth at this Conference. Attached for Council review is a short observation write-up by Laura and Sheldon Hunt who worked in the booth. Many thanks should go to the Hunts, the Chamber (Mike Yost) and members of the airport working group who put this all together. This was an extremely good promotion of Newport and our airport. It is good information on how we (the airport) can improve, and is a good example of how the City is partnering with groups and organizations to better serve our community.

Airport Business Plan: The airport working group has completed their development of an Airport Business Plan and submitted it to the Airport Committee and City staff for review. Airport Director Gene Cossey has reviewed the Plan and has a few questions based on his experience at Southwest Oregon Regional Airport. However, out of courtesy to the Plan writers, Gene would like to observe the Airport's operations a little longer before making formal comments and/or observations. Specifically, Gene indicated his desire to better understand our airport, our operations, and our strengths

and weaknesses before commenting. Gene's request makes sense and will ultimately result in a better work product.

Sustainability Resolution: At the February 16, 2010, noon work session, Councilor Brusselback asked about a resolution relating to sustainability. Attached for Council review and possible discussion is Resolution 3401, a resolution to encourage sustainability, which was adopted in May of 2007. Staff will look to Council on whether there is a desire to modify or amend this resolution. If nothing, pulling this resolution out for discussion reminds Council and staff of the need to encourage and consider sustainability in our decision making process.

SUGGESTION/CONCERN/COMPLAINT FORM--CITY OF NEWPORT

Date City Was Notified	No. Assigned	Claimant	Suggestion/Concern/Complaint	Status
1/5/2010	1-PW-1-5-10	Katherine Martinson Provided by Councilor Patrick	Trouble navigating sidewalks near Library because of bad cracks	Sent to Public Works on 1/6/10 CLOSED -Contacted Katherine Martinson & discussed sidewalk issue. Sidewalk repair will be discussed in 5 year plan meeting
1/12/2010	2-PW-1-12-10	Sherry Bastow	Requested staff examine partially piped culvert on her rental property adjacent to city property. Run off is causing erosion, and inquiring if City can improve the culvert	OPENED -Public Works received on 1/12/2010 CLOSED -1/13/10 Contacted property owner and informed roof drains are not hooked into ditch. Water is washing material away from foundation. Gave her a couple of contractors phone numbers to call
1/12/2010	3-PW-1-12-10	Phoebe Hein	Requested gravel be placed on roadway and the road to be graded	OPENED & CLOSED - same day Public Works went out and graveled and graded same day of request Property owner very pleased
1/14/2010	4-AP-1-14-10	Mark Watkins Provided by Councilor Patrick	Claimant indicated Airport was closed on Thursday- 1/13/10--No City employee present No access to computer to file a flight plan	OPENED & CLOSED - same day Interim Airport Director contacted Mr. Watkins with his concerns
1/14/2010	5-PW-1-14-10	Jason @ Barrelhead Suppy, South Beach	Requested a catch basin at Barrelhead. It's about 2 to 4 inches above ground level and they would like some gravel placed to bring it back to ground level	OPENED -Sent street crew to take rock over and grade out on 1/15/10 Catch basins will need to be adjusted at a later date when weather permits. Informed Barrelhead
1/15/2010	6-PW-1-15-10	Don Miles	Storm drain at 8th & Grant street plugged	OPENED & CLOSED - same day Checked the storm drain and cleaned debris from grate, now draining fine
1/15/2010	7-PW-1-15-10	Kathy Cleary	It was reported private culvert pipe near NW 6th & High Streets had been pulled out and laying on higher ground next to the drainage ditch	OPENED & CLOSED - same day Investigated & found pipe described. Spoke with our staff and this particular pipe was found that way after City recently cleared brush

1/19/2010	8-PW-1-19-10	LinCom	LinCom received a report that a stop sign was hanging upside down on Hatfield/Bay Blvd. It appeared to have lost a mounting screw	around it. Could not see other culvert pipe because it was submerged with runoff due to current rains OPENED & CLOSED - same day Staff put all parts to correct orientation and tightened the bolts.
1/19/2010	9-PW-1-19-10	Newport Citizen	Reported to Lincom a dead racoon on the SW corner at NE 2nd and Coos/apparently on sidewalk	OPENED & CLOSED - same day Crew could not find the racoon.
1/13/2010	10-PW-1-13-10	City Staff	Noted street sign down at SW 9th & Abbey	OPENED & CLOSED - same day Repaired and replaced
1/19/2010	11-PW-1-19-10	Area Resident	Reported water bubbling up in middle of NE Avery, near Thompson's recycling entrance. Called did not know if this was a spring or a defective water line	OPENED -- Water coming from valve box. Area has springs and a lot of ground water -- CLOSED-1/22/10
1/28/2010	12-PW-1-28-10	Mayor Bain	Reported large tree extending into city right-of-way interfering with line of sight for traffic on southwest corner at 405 NW 11th Street	OPENED -Attempted to contact owner. Received no return call. Had crew trim hanging limbs for better sight down 11th Street-- CLOSED Feb. 1, 2010
1/29/2010	13-PW-1-29-10	Steve Whitmore	Near OCCC campus, South Beach, advised City of Newport pickup truck with lumber racks traveling at high speed almost hit claimants dog. Could not identify driver, nor plates, but thought it had city emblem on door	OPENED -with limited vehicle info. unable to determine if actually city vehicle. Discussed with PW supervisor, Police patrols advised (area actually out of City, but does get patrolled). E-mail sent to LCSO/OSP as patrol information. PW supervisor will also bring up at staff meeting on 2/9/10-- CLOSED
2/1/2010	14-PW-2-1-10	Robert Westerman	Storm drain plugged - ties from his property to intersection. He snaked in several feet, ran into plug	OPENED -Sent crew to inspect-found nothing wrong. Inspected following day during rain, still no problem, will keep an eye on situation.
2/4/2010	15-PW-2-4-10	Tony Yoder	Road recently graded-having issues with water	OPENED -Bladed small ditch to direct

2/3/2010	16-PW-2-3-10	Shawn Green	flowing from road down driveway & flooding carport Mr. Green is property owner, but does not live in the area. A tenant advised him the storm drain in the parking lot entrance is plugged and has created a small lake. Thinks it is on private property, but will verify.	water as requested by Mr. Yoder CLOSED- 2/8/10 OPENED- Jetted & vacuumed storm system and cleared root ball. Brushed path for access to end of outlet for future. There was a plugged outlet to Nye Creek w/ivy root ball. CLOSED-Feb. 5th
2/9/2010	17-PW-2-9-10	Jim	Sewage backed up into house at 9:30 a.m.	OPENED- At 9:40 same day, jetted manholes E7 and E8 east twice. Could not get all the way up. Tried to use push camera. At 5:00 p.m., Nate removed cleanout cover, and used main line camera. On 2-10-10 found roots at 149.4 ft. Contacted Farrington to have line dug up on 2/11/10. Replaced 8 foot of main and repaired lateral--one solid mass of roots-- CLOSED-2-11-10
2/16/2010	18-Parks-2-16-10	Dr. Tom Kerns Diana Purdy Maxine Centala	Came before Council as Concerned Citizens for Clean Air-Suggested a pesticide/herbicide policy be created and offered their services as a resource	OPENED- 2/16/10 -- Parks & Rec. is developing a draft Pesticide/Herbicide policy for Council review
2/16/2010	19-Plan-2-16-10	Charla Guiwits Ron Meadows Oasis Project-Oregon Prisoner Re-entry Program	Joshua's House -- Addressed Council on community issues arising from halfway house located at 210 NW 19th Street	OPENED- 2/16/10 City Building Official and Planning staff visited site on 2/11 in response to letter complaint. Tenant refused Landlord out of town until 2/19. Bldg inspection arranged for 2/24. Electrical work done without permit. Owner to pull permit and arrange for inspection. Two rooms in basement used as bedrooms in violation of bldg code due to lack of fire access. Owner to correct and call for follow-up inspection within 2 weeks. Tenant has 12 beds in home. Advised

2/16/2010	20-PW-2-16-10	City Staff	Reported sewer plugged at RV Dump on Fall Street	they are operating a State licensed "residential care facility" which is a permitted use in the R-1 zone. This type of facility is for the care of six or more socially dependent individuals or individuals with physical disabilities. Tenant to provide copy of license. OPENED -2/16/10--Dyed sewer-open and flowing. Fresh water wash down hose had big hole in it-replaced. CLOSED -same day
2/16/2010	21-PW-2-16-10	Don Searcy	Reported slump in unpaved roadway in front of his property, which creates a large puddle in front of mailboxes. His paper delivery person will not deliver paper. He asked if he could fill with gravel	OPENED -2-16-10--PW met with Mr. Searcy and gave him permission to place rock, as the area is on his private property. Closed same day
2/16/2010	22-PW-2-16-10	Walk-In	Advised staff of numerous pot-holes on Abalone Drive (exit from US 101 to Marine Science Drive area)	OPENED & CLOSED -same day 2/16/10- No action was taken as property is State Highway
2/23/2010	23-PW-2-23-10	Rebekah Galindo	Galindo contacted City Manager and asked where the stop sign on Gladys Street went. She indicated there use to be one there. Appears this concern stems from a traffic accident	OPENED -2/23/10 -- Mike Eastman checked the area, advises the stop sign at 56th & Gladys is in place. He does not know of any other stop signs that would be on Gladys St. Eastman will call Ms. Galindo. CLOSED -- 2/24/10



NOTES:

Northwest Aviation Conference / Puyallup, WA / 20 – 21 February 2010

Admin:

Prepared by: L. Hunt / S. Hunt

Date: 24 Feb 2010

Just-in-time definitions / abbreviations:

VFR = Visual Flight Rules: the “nice weather” rules / regulations that most general aviation pilots that fly light aircraft operate under

IFR = Instrument Flight Rules: the “all-weather” rules / regulations that instrument rated pilots fly when operating specially equipped aircraft in weather conditions less than 1,000’ of ceiling and 3 miles of visibility

Attendees:

Mike Yost / Newport Chamber of Commerce / 541-265-8801 / mike@newportchamber.org

Laura Hunt / Newport Airport Supporter / 541-265-5070 / Lhunt@helmetfire.com

Sheldon Hunt / Newport Airport Supporter / 541-265-5070 / shunt@helmetfire.com

Estimated booth visitors engaging in detailed Newport/KONP discussions:

Saturday: 85*

Sunday: 45*

*Note: considerably more visitors collected information without engaging in lengthy or detailed conversations/discussions.

Show-specific comments related to the Newport booth:

- 1) Newport was one of the few booths that had a “non-aviation” theme and this appeared to be a BIG PLUS:
 - a. The nautical / coastal themes seemed very effective at attracting the attention of pilots and non-pilots alike
 - b. The seashells and starfish generated a lot of interest among youthful visitors
 - c. The taffy was a big hit
- 2) The “Glass Globe” drawing / giveaway seemed very popular

Recommendations specific to future pilot-centric tradeshow:

- 1) Develop a pilot-specific “KONP Info” card which includes the following information:
 - a. Airport photo (this seemed *very* important to a surprising number of VFR-only pilots)
 - b. Airport web address
 - c. Coupon for two nights of free KONP aircraft parking
 - d. Ground transportation options and phone numbers for coordinating their use
 - e. List of instrument approach types (i.e., ILS, GPS, VOR)
 - f. Runway lengths
 - g. Time / distances to the nearest restaurants
- 2) Develop a visitor-specific “Newport Info” flyer which includes the following information (with an emphasis on festivals depicted on a 12-month calendar):
 - a. Crab Crack
 - b. Depoe Bay Salmon Bake
 - c. Farmers Market
 - d. Rouge Brewer’s Festival
 - e. Seafood and Wine Festival
 - f. Toledo Boat Show



Top three questions asked by attendees RE: KONP

- 1) What sort of transportation is available from the airport to town?
- 2) What sort of transportation is available from the airport to town?
- 3) What sort of transportation is available from the airport to town?

Transportation-related notes:

- 1) Availability of an airport courtesy car was a primary concern for approximately 75% of all visitors:
 - a. 3.0 – 4.0 hours was the length of time most frequently indicated as being the “time needed” to use a courtesy car, especially if kids and meals were involved
 - b. Multiple visitors indicated that a “2 hour limit” was an insufficient amount of time, especially if kids and meals were involved
- 2) There was considerable interest in some sort of an “on demand” (or regularly available) shuttle service that could provide transportation from the airport to “downtown” and back
- 3) Discussions of rental car availability frequently led to requests that:
 - a. Rental cars be made available on the field (vs. visitors having to be picked up and driven to an off-airport rental car office location in order to complete paperwork)
 - b. Rental cars be made readily available on weekends (not just weekdays)

Other questions asked by attendees:

- 1) Are there on-field camping facilities?
 - a. How far was the airport to the nearest camp ground?
 - b. What transportation options were available between the airport and the nearest campground?
- 2) What RV (Recreational Vehicle) / motor home park options are available in the Newport area?
 - a. This was a surprisingly common question amongst visitors ~60 years of age, or older
- 3) What options are there for crabbing and/or charter boat fishing?
 - a. Some visitors asked specific questions about specific fisheries
- 4) Is there a restaurant on the field at KONP?
 - a. A negative response to this question very frequently precipitated the question, “How do I get to the nearest place to eat, and how far is it?”
- 5) What are the KONP tie-down fees?
 - a. Mention of a \$3.00 per night fee did not appear to garner any negative responses
 - b. No questions were asked regarding hangar availability

Weather-related considerations / concerns for VFR-only pilots:

- 1) A number of visitors made mention of KONP being a “VFR Trap” (i.e., a pilot arrives in VFR conditions but then gets “stuck” when the fog rolls in and the field goes IFR)
 - a. The availability of SeaPort air seemed to mitigate this type of concern for some pilots
 - b. Several pilots asked if “special fares” were available if they “got stuck” and had to use SeaPort to get home
 - c. Perhaps SeaPort could be approached regarding the idea of a special, short-notice “Space Available” fare for VFR pilots stranded at KONP (e.g., space permitting, stranded pilots could qualify for 21 day advance ticket purchase price (vs. the normal “day of” fare))

General observations, in no particular order:

- 1) Many booth visitors (>75%) were familiar with Newport in terms of its general location
- 2) Many of the booth visitors (>50%) had visited KONP by airplane or by car or by RV
- 3) A non-trivial number of booth visitors spoke favorably of their last visit to Newport, but also indicated that it had been 5+ years since they had been to Newport



- 4) A non-trivial number of booth visitors were unaware of the Aquarium and HMSC:
 - a. Of those that were familiar with these facilities, everyone seemed to speak very highly of them
 - b. Notably, several visitors made unprompted comments to other (unknown-to-them) visitors describing the richness of their visits to the Aquarium and HMSC
- 5) The vast majority of booth visitors expressed an interest in “creating an excuse to fly someplace”:
 - a. This was truly a notable, and recurring, theme

Competing destinations:

- 1) Cannon Beach and Seaside were by far the most frequently mentioned “Oregon Coast” destinations referenced by booth visitors:
 - a. Proximity and distance seemed to account for some (but certainly not all) of the Cannon Beach and Seaside “draw”
 - b. Habit (“we always go there when we go to the coast”) and familiarity (“we know what’s there – and we like it”) also seemed to be a recurring theme associated with these two locations
- 2) Other coastal destinations referenced by a relatively small number of booth visitors (<10%) included:
 - a. The Bandon Dunes golf courses
 - b. Lincoln City
- 3) Astoria (KAST) was also described as a seemingly frequent destination however:
 - a. It seemed to be more of a cross-country / training stop (i.e. an airport-only destination)
 - b. Interest in KAST also seemed to be linked to the on-airport restaurant (which closed when SeaPort moved into the KAST FBO (Fixed Base Operator) building)

Aviation-related organizations (or representatives) that visited the booth:

- 1) The Oregon Pilot’s Association (Brendan Fitzpatrick / President)
- 2) The Washington Pilot’s Association (John Townsley / Legislative Representative)
- 3) Exxon Mobile (Tom Towell / Account Rep)

Ideas suggested (or shared) by pilot organization members:

- 1) Courtesy cars should advertise the presence of visiting pilots (aka, KONP’s economic impact) to local business owners:
 - a. Large, prominent signage affixed to each courtesy car’s left door, right door and rear bumper have been successfully employed elsewhere (e.g., “Newport Municipal Airport Courtesy Car”)
 - b. As M. Yost from the chamber suggested, local sign makers might be interested in donating vehicle signage in exchange for adding a “tag line” (e.g., “sign provided by Paul’s Printing”)
- 2) Several airport volunteer groups have been able to help their airport’s offset grant-related 10% matching fund requirements through the use of “in-kind” volunteer work-hour donations. For example:
 - a. An airport qualifies for a state grant that requires the municipality to contribute 10% of the grant amount in matching funds
 - b. Airport volunteers provided well-documented, in-kind man-hour donations at a predetermined rate
 - c. The municipality thereby offsets the actual “out of pocket” cost of participating in the grant-related effort



- 3) Several airport volunteer groups have held fund-raisers to purchase airport-related equipment (or materials) which have then been donated (with ownership formally transferred) to the receiving airport
- 4) An ad hoc network of regional pilot groups (e.g., EAA chapters, Oregon Pilot Association chapters, etc.) should be contacted regarding a "Coastal Emergency Contingency Plan".
For example:
 - a. Non-Newport pilot groups could be mobilized to provide airlift into / out of KONP in the event of a Tsunami, earthquake or other type of natural disaster
 - b. It would be absolutely essential to coordinate / plan for this sort of effort prior to an actual occurrence (e.g., communication networks, Letters of Understanding, KONP familiarization briefings, establishment of designated command centers and staging areas at other airports, etc.)

Specific visitor items that require follow-up:

- 1) The chairman of the Seattle Chapter of the "Ninety Nines" is interested in investigating KONP / Newport as a destination for one of their organization's weekend "fly-out" destinations:
 - a. Andrea Chay / Chairman of the Seattle Chapter of the 99's / 253-638-1679 / andrea40@juno.com / <http://sites.google.com/site/seattle99s/>
 - b. In terms of logistics, they have a number of requirements that need to be provided by the "hosting location" (e.g., in exchange for bringing 15 – 40 people to town, they request no-cost use of a large meeting room for a one day event, transportation is also needed from the airport to their meeting / lodging location, etc.
 - c. A. Chay is also an FAA employee (Program Implementation Manager) and was instrumental in establishing the new airport control tower at North Bend Airport. Translation: she would be a great person to make familiar with ONP and all that it has to offer.
 - d. S. Hunt has contacted a local hotel interested in hosting the 99's and will forward this information to the KONP airport manager (Gene Cossey)
- 2) A company based out of Bremerton, WA expressed interest in conducting both helicopter sightseeing flights as well as parasailing operations in the Yaquina Bay area
 - a. Jesse Norton / Sky Fly'n Helicopter, Inc. / 360-377-4115 / skyflyn@comcast.net / <http://www.skyflyn.com>
 - b. Sky Fly'n has operated out of Bigfork, Montana and Bremerton, WA; in addition to conducting operations in conjunction with noise sensitive events (e.g., Skagit County Tulip Festival, etc.)
 - c. Sky Fly'N is particularly interested in access to foot traffic (vs. an airport-based operation), hence an initial inquiry regarding the possibility of being provided use of a football field-sized landing pad in the area of the Embarcadero
 - d. Very preliminary discussion have included references to a "peak tourist season" operation (vs. a year-round operation)
 - e. S. Hunt has initiated contact with the Newport Port Authority (Don Mann) and will forward this information to the KONP airport manager (G. Cossey)

Other recommended follow-up activities:

- 1) The vast majority of visitors to the Newport booth expressed an interest in:
 - a. Contriving a justification (i.e., excuse) for using their aircraft – Newport needs to figure out a mechanism for assisting potential visitors in this regard
 - b. Going someplace "interesting" – Newport needs to communicate "what can be done / what can be seen" when visiting the Newport area
 - c. Eating upon arrival – KONP needs to figure out a mechanism by which transportation can be easily arranged to / from nearby restaurants



- 2) The vast majority of visitors to the Newport booth seemed genuinely interested in perusing the KONP and Newport-related information that was being made available to them at the expo. Therefore, if it makes sense (in terms of ROI):
 - a. A *pilot-centric* advertising campaign should be developed to attract visiting pilots via recurring advertisements in aviation-related publications distributed in the Pacific Northwest
 - b. Developing a *pilot-centric* “card-rack” brochure (e.g., “Newport... a great place to fly!”) that could be left at other major *aviation-related destinations* throughout the Northwest. Note: this “*pilot-centric*” brochure would be in addition to the “standard” Newport brochures currently distributed by the Chamber and would *only* be used for select “*pilot-specific*” destinations (e.g., the Tillamook Aviation Museum, the Evergreen Aviation Museum in McMinnville, the Museum of Flight at Boeing Field in Seattle, etc.).
 - c. Continued participation at the Northwest Aviation Expo in Puyallup
- 3) Courtesy car policies:
 - a. Consider the adoption of an informal reservation system for use of the vehicles
 - b. Consider a change in usage policy to allow a 4 hour maximum
 - c. Consider the application of airport signage on each vehicle
- 4) Future aviation-related tradeshow materials:
 - a. Consider developing pilot-specific handouts
 - b. Consider developing a 12-month calendar delineating Newport area events
- 5) Seattle Chapter of the Ninety-Nines needs to be contacted:
 - a. S. Hunt has additional preliminary conversation notes
- 6) Sky Fly'n Helicopters, Inc. needs to be contacted:
 - a. S. Hunt has additional preliminary conversation notes
- 7) SeaPort Airlines needs to be contacted regarding:
 - a. The feasibility of “Stranded Pilot, Space Available Fares”
- 8) KONP might want to consider membership in adjoining state pilot associations:
 - a. Washington
 - b. Idaho
 - c. California
- 9) KONP and the Newport Chamber might want to consider:
 - a. Devising a coupon (or discount) program that helps local businesses measure the impact (and frequency) of visiting pilots
 - b. Incentivizing regional pilots to visit KONP and the surrounding Newport area
 - c. Devising a mailing list to follow-up with the Newport booth visitors that provided their name and contact information in conjunction with the Chamber sponsored glass globe drawing / giveaway

A special thanks to:

- 1) Mike Yost of the Newport chamber for doing the lion's share of the work associated with exhibiting at the expo – and allowing the airport volunteers a wide range of latitude in interacting with visitors about all things aviation-related.
- 2) Lorna Davis for authorizing the chamber's sponsorship of the Newport booth at the expo.
- 3) The KONP airport manager (Gene Cossey) for donating several KONP-related giveaways.
- 4) Steve Schuster for originally suggesting the idea of attending the expo (back in November).

NW AVIATION EXPO (20-21 Feb 10) IMPACT CALCULATIONS (Rev 2)

Updated:
24-Feb-10
S.Hunt

Notes:

All numbers are approximate

No "smell-checking" or numbers verification has been performed

The "Number of Precipitated Aircraft Visits" could include multiple visits from a single pilot

	<u>Worst Case</u>	<u>Expected Case</u>	<u>Best Case</u>
SHOW IMPACT (Airport Only)			
Number of Show-precipitated Aircraft Visits	10	25	100
Number of Gallons of 100LL Purchased	20	30	45
Total Anticipated 100LL Sales Increase (in Gallons)	200	750	4,500
Assumed KONP Net Profit per Gallon	\$0.50	\$1.00	\$1.25
Anticipated Net Revenue Increase from Fuel Sales	\$100.00	\$750.00	\$5,625.00
Anticipated Net Revenue Increase from Ramp Fees	\$0.00	\$75.00	\$300.00
Anticipated Net Revenue Increase from Pilot Supplies	\$0.00	\$50.00	\$100.00
Total Anticipated KONP Revenue Increase	\$100.00	\$875.00	\$6,025.00

SHOW IMPACT (Off-airport Economic Activity)

Number of Visitors per Aircraft	1	2.5	4
Number of Hotel Room Nights	0	1	2
Average Hotel Room Cost	\$110.00	\$110.00	\$110.00
Anticipated Gross Hotel Revenue	\$0.00	\$110.00	\$220.00
Number Days In-town	0.5	2	3
Funds Spent on Meals per Person per Day	\$15.00	\$45.00	\$55.00
Anticipated Gross Restaurant Revenue	\$15.00	\$225.00	\$660.00
Funds Spent Shopping per Person per Day	\$10.00	\$50.00	\$75.00
Anticipated Gross Shopping Revenue	\$10.00	\$250.00	\$900.00
Anticipated Off-airport Activity (per Aircraft)	\$25.00	\$585.00	\$1,780.00
Number of Show Precipitated Aircraft Visits	10	25	100
Total Anticipated Off-Airport Economic Impact	\$250.00	\$14,625.00	\$178,000.00

Estimated Cost of Attending the NW Aviation Expo

Booth	\$600.00
Printed Materials	\$200.00
Show Drawing / Giveaway (Major)	\$45.00
Show Drawing / Giveaway (Minor)	\$25.00
Booth Maintenance / Repair / Wear and Tear	\$25.00
Travel (Chamber Member Only) (Approx. Guess)	\$314.00
285 miles x .55/mile = \$157 x 2 = \$314	
Lodging	\$226.00
\$113 x 2 nights = \$226	
Labor / Comp Time	Unkwn
Material Shipping	N/A
Total Estimated Cost of Show Attendance	\$1,435.00

CITY OF NEWPORT
RESOLUTION NO. 3401

A Resolution Encouraging Sustainability

Findings

1. The city council has adopted a statement of values that includes the following:
 - Thoughtful and active process for making decisions
 - A culture of responsibility with accountability and ownership at all levels
2. The city's mission statement calls for "sustainable development."
3. To be thoughtful and responsible, any decision that involves physical or energy resources must involve consideration of sustainability.
4. The concept of sustainability involves consideration of the impact of the decision on human and natural resources, including energy resources.
5. Decisions promote sustainability if they:
 - a. Favor the use of renewable resources over non-renewable resources;
 - b. Limit or reduce the use of resources, whether renewable or not;
 - c. Promote reuse and/or recycling;
 - d. Limit the use of toxic and hazardous substances, including toxic and hazardous agricultural and manufacturing or the generation of hazardous wastes.
6. Sustainability is an appropriate consideration for government, businesses, and individuals

Based on the above findings,

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

- Section 1. All city decision-makers shall consider sustainability in making their decisions. However, nothing in this resolution requires a decision-maker to ignore or fail to comply with any applicable legal standard in making a decision or applies to a land-use decision process.
- Section 2. City staff are authorized to coordinate and cooperate with Lincoln County and other cities and districts in the county in developing programs and standards relating to sustainability, including both programs and standards to promote sustainability within governments and programs to encourage or facilitate sustainability by the public.

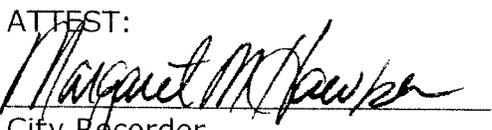
Section 3. Staff are authorized to participate in county or other committees to promote sustainability.

Section 4. This resolution shall take effect immediately on passage.

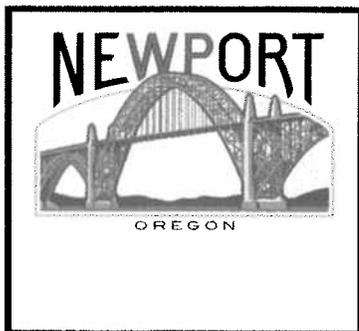
Passed by the Newport City Council on May 7, 2007.



Mayor

ATTEST:


City Recorder



Agenda Item #
Meeting Date

IX.A.
March 1, 2010

CITY COUNCIL AGENDA ITEM SUMMARY
City of Newport, Oregon

Issue/Agenda Title Environmental Consultant for City of Newport Local Wetland Inventory

Prepared By: Derrick Tokos Dept Head Approval: DT City Mgr Approval: [Signature]

ISSUE BEFORE THE COUNCIL: Whether or not the Council should authorize staff to enter into a contract with PBS Engineering and Environmental to assist the City in completing a local wetland inventory.

STAFF RECOMMENDATION: Staff recommends the Council authorize staff to enter into the contract.

PROPOSED MOTION: I move to authorize the Community Development Director to negotiate a contract with PBS Engineering and Environmental in an amount not to exceed \$30,000 and authorize the City Manager to sign the contract subject to City Attorney approval.

KEY FACTS AND INFORMATION SUMMARY: On December 9, 2009 the Department of Land Conservation and Development (DLCD) awarded a grant in the amount of \$25,000 to the City of Newport to develop a Local Wetland Inventory (LWI) consistent with Oregon Statewide Planning Goal 5, and the wetland policy of the Newport Comprehensive Plan which calls for the City to complete such an inventory prior to its next periodic review. The City is matching the grant with \$5,000 of budgeted funds and in-kind services.

The location and quality of wetland and riparian resources are to be inventoried for the 11.4 square miles (7,351 acres) of land that is within the City's Urban Growth Boundary (UGB). This is the first phase of the project. The second phase, proposed for 2011, will include the development of a resource protection plan and an implementing ordinance. This work addresses tasks that the State will likely require the City undertake when it enters periodic review in the coming years. It also supports the City's housing, economic development and infrastructure planning, as understanding the location and quality of wetland and riparian resources is critical to those efforts.

Phase 1 work that the consultants will be assisting the City with includes the physical inventory of wetland and riparian areas; draft, revised, and final LWI maps; and digitized geospatial data for each wetland and riparian area based upon field data. City staff will complete a functional assessment of the resources using Division of State Lands protocols and will compile the information into a final report for State concurrence.

On February 1, 2010, a request for quotes was distributed to 7 firms that had expressed an interest in providing environmental consulting services to the City of Newport under a Request for Proposals (RFP) that was issued by the Public Works Department for an Engineer of Record. Two additional firms, that have a history of environmental work in the area, were given an opportunity to respond. Responses were due February 12, 2010.

Staff received six responses. Five of the quotes were between \$27,950 and \$39,500. A sixth estimate was for \$73,000. The lowest estimate was dropped because it lacked sufficient supporting information to establish the requisite experience and that the full range of deliverables would be provided. The highest estimate was dropped considering that it was well above the others. Of the four remaining estimates, two were within the

proposed budget of \$30,000, and PBS Engineering and Environmental is the only one of those that can perform the work in accordance with the project timeline (March 2010 to December 2010).

OTHER ALTERNATIVES CONSIDERED: Staff considered other estimates as noted above and rejected them for the reasons stated.

CITY COUNCIL GOALS: This grant funded project is in keeping with the Council's objective of assisting community partners in achieving economic diversification, sustainable development, and a livable community. It also furthers the Council's goal of initiating Periodic Review tasks.

ATTACHMENT LIST:

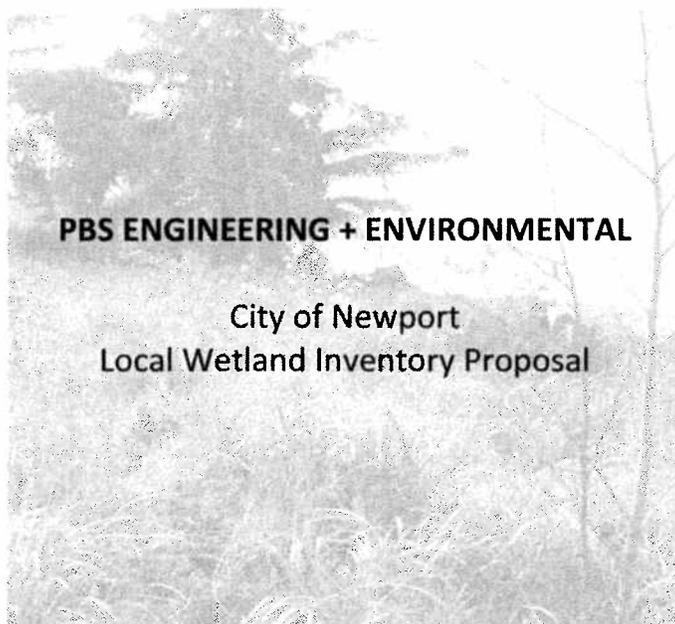
Proposal from PBS Environmental, dated February 12, 2010

Copy of DLCD Grant Agreement TA-NP-10-003

FISCAL NOTES: The \$30,000 for consulting services will be paid for with the \$25,000 grant and \$5,000 that the Community Development Department has budgeted for professional services.



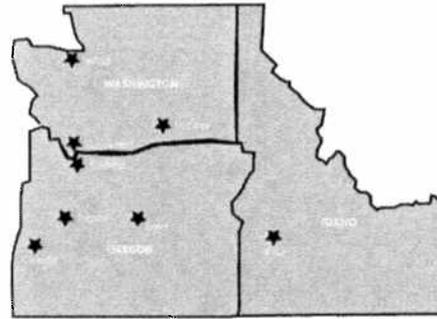
Engineering +
Environmental



February 12, 2010

FIRM INTRODUCTION

PBS Engineering + Environmental (PBS) provides professional consulting and management services throughout our eight offices in Oregon, Washington and Idaho. Our core services include: Natural Resources, Geo-Environmental, Health & Safety, and Geotechnical & Civil Engineering. We pride ourselves in offering experienced local staff and responsive project delivery services to a broad range of public and private clients.



QUALIFICATIONS

PBS has extensive experience conducting wetland determinations and delineations throughout Oregon. We have three Professional Wetland Scientists on staff with extensive experience identifying estuarine, coastal, and freshwater wetlands in Newport, along the Oregon Coast, and throughout the Pacific Northwest. Our experience working with the City of Newport, identifying wetlands in Newport, Lincoln County, and coastal Oregon, and our GIS capabilities will allow us to successfully work with the City of Newport on the completion of their Local Wetland Inventory.

Our experience, in addition to the areas mentioned above, includes conducting wetland determination and delineation projects on agricultural lands, disturbed sites, and other sites where identifying wetlands can be difficult. Our scientists are adept at using their knowledge of plants, hydrology, and soils, as well as the requirements for identifying wetlands, to establish wetland boundaries. Staff members routinely use air photos, national wetland inventory maps, and soils data to predict the presence of wetlands for wetland delineations and to assist in the selection of potential mitigation sites.

PBS staff also has considerable experience evaluating riparian habitat in conjunction with wetland and waterway delineations, stream surveys, habitat surveys, and natural resource assessments. Staff routinely evaluates riparian habitat conditions, functions, and quality on sites in support of permit applications.

PBS's GIS specialist has assisted with Local Wetland Inventories for the cities of Gearhart, Seaside, and Warrenton in Clatsop County, Oregon while working for the Columbia River Estuary Study Taskforce (CREST). Work included updating or developing LWI maps, evaluating the identified wetland areas using the Oregon Freshwater Wetland Assessment Methodology, and assisting with field verification.



PBS's GIS Specialist has experience using GIS to present a variety of natural resource information through GIS mapping, creation of GIS data through digitizing or import of GPS data, and GIS data analysis to support permitting, wetland delineations, local wetland inventories, and other land use projects. PBS uses ArcView 9.3 and has a large format printer and scanner capable of producing full-size prints.

PBS staff has experience working with the Oregon Department of State Lands (ODSL) staff through the public review process in relation to review and approval of wetland delineation reports and removal/fill permit applications. Prior to working for PBS, Melinda Wood, worked as a Wetland Delineation and Permit Specialist at the ODSL. During this time she interpreted national and local wetland inventory maps and aerial photographs, completed on and off-site wetland determinations, made jurisdictional determinations, and



reviewed and approved wetland delineation reports in addition to permit review related tasks. She was also responsible for meeting with the public, consultants, and government agencies to discuss wetlands, State wetland and removal/fill rules and regulations, and concerns relating to the rules and regulations.

APPROACH

Project Management & Coordination

PBS understands the importance of maintaining open lines of communication with City staff to ensure the work is executed to the City's full satisfaction. Effective communication also results in efficient conduct of the task order assignment, monitoring of progress, and anticipation and correction of potential problems. The project will begin with a kick-off meeting to determine information sources, points of contact, responsibilities, and schedule. In addition, questions regarding the task can be answered at this time.

Coordination with the City of Newport will be crucial throughout the LWI process. Coordination with the City will be necessary to acquire local knowledge and available information up front, to include the City on the wetland and riparian area inventory so they are able to complete the ORWAP (Oregon Rapid Wetland Assessment Protocol) analysis for the identified areas and prepare the field and written analysis for the LWI report. PBS proposes weekly meetings be held throughout the process, with additional meetings as necessary, to maintain close coordination between the PBS and City of Newport. Meetings can be a conference call or in person, as need dictates. PBS will also coordinate with the City of Newport to gain access to private property during the planning process for field verification work and to assist the City, as needed, during the public review process.

Background Research & Preparation

PBS will conduct a systematic survey of all land within the City of Newport and its Urban Growth Boundary to locate, map, and classify wetland and riparian areas. This task will begin with the review and collection of available resources to inform the potential location of wetlands and riparian areas within the City of Newport and its Urban Growth Boundary. PBS wetland scientists will utilize available resources to help identify areas of the City where wetlands and riparian are likely located. Resources to be utilized will include, at a minimum: the Lincoln County soil survey, Lincoln County list of hydric soils and soils with hydric inclusions, national wetland inventory maps, topographic maps, floodplain maps, DSL wetland determination and delineation files, and high resolution color aerial photographs (infrared if available). Other sources of information to be considered may include any of the following: local knowledge, irrigation drainage district maps, MidCoast Watersheds Council data and reports, local fish and wildlife biologists, and LIDAR data.

PBS's GIS specialist will create base maps utilizing local GIS data in combination with the GIS versions (as available) of information listed above. Using these data overlays, the GIS specialist will prepare a base map overlain on an aerial photograph identifying the location of NWI wetlands and waters, hydric soils, soils with hydric inclusions, and identified sites based on other information (e.g., DSL determination/delineation files). Wetland scientists will interpret the aerial photograph to identify additional areas of potential wetlands. These locations will be included on the field maps as well. Field maps will be developed based on this information. The potential wetland areas will be classified into areas with high, medium, and low potential in an effort to direct field work.

Once the initial site identification and mapping has occurred staff will conduct field observations of the sites and collect data on vegetation,



hydrology, and soils, where necessary, to verify whether an area is a wetland or not. The City will be responsible for requesting property access from landowners. If access is not granted, wetland presence will be confirmed from nearby visual access points to the extent possible. If this is not possible, off-site determination methods will be used. Within each verified wetland, one sample plot which best characterizes the wetland will be recorded. The Cowardin class and dominant HGM class and subclass will be determined.

LWI Map Preparation

Wetland documentation collected during field verification will be documented in the LWI GIS shapefile to be created for this project. This information will be relayed to the City as it becomes available so they can complete the functional assessment and LWI report. A draft LWI map will be developed and provided to the City for their review and comment. PBS will revise the map based on comments received from the City. Any additional attribute information developed by the City during their assessment process can be attached to the wetland shapefile at this time. If necessary, additional field verification will be undertaken. A final draft LWI map will be provided to the City for submittal to DSL. Once DSL has approved the LWI, final maps and GIS datasets will be provided to the City.

BUDGET

PBS proposes to complete the scope of work present above for \$29,952.

SCHEDULE

PBS' proposed schedule is outlined on the following page.



City of Newport Local Wetland Inventory Project Schedule

February 2010

Task Name	Start	Finish	2010														
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct					
Notice to Proceed	Mon 3/1/10	Mon 3/1/10		◆ 3/1													
Background Research and Preparation																	
Kick-Off Meeting	Wed 3/3/10	Fri 4/2/10			◆ 3/3												
Obtain and Review Existing Information	Thu 3/4/10	Fri 3/19/10															
Produce Base Maps	Tue 3/9/10	Fri 3/12/10															
Map Existing Wetlands	Mon 3/15/10	Wed 3/17/10															
Identify Potential Wetlands and Riparian Areas	Mon 3/22/10	Fri 3/26/10															
Produce Field Maps	Mon 3/29/10	Fri 4/2/10															
Field Verification																	
Conduct Field Verification	Mon 4/5/10	Fri 4/30/10															
Analyze Data	Mon 4/19/10	Fri 4/30/10															
Local Wetland Inventory Maps																	
Prepare Draft LWI Map	Mon 5/3/10	Mon 9/13/10															
Submit Draft LWI Map & Data to City	Mon 5/17/10	Mon 5/17/10															◆ 5/17
Client Review of Draft Report	Mon 5/17/10	Mon 5/24/10															
Meet with City to Review Map	Wed 5/26/10	Wed 5/26/10															◆ 5/26
City's Public Review Process	Mon 5/31/10	Wed 6/30/10															
Meet with City to Review Comments	Fri 7/2/10	Fri 7/2/10															◆ 7/2
Conduct Additional Fieldwork (as necessary)	Mon 7/5/10	Fri 7/9/10															◆ 7/5
Revise LWI Map and Data	Mon 7/12/10	Fri 7/23/10															
Submit Final Draft of LWI Map and Data to City	Mon 7/26/10	Mon 7/26/10															◆ 7/26
DSL Review of LWI Map	Tue 7/27/10	Tue 8/31/10															
Prepare Final LWI Map and Data	Wed 9/1/10	Fri 9/10/10															
Submit Final LWI Map and Data to City	Mon 9/13/10	Mon 9/13/10															◆ 9/13

* Timeline may be condensed or extended depending on the length of the public review and Department of State Lands review processes.

KEY PERSONNEL

MELINDA WOOD, PWS

PROJECT MANAGER/WETLAND & PERMIT SPECIALIST



Education:

B.S., Environmental Science, University of Vermont, 1999

Accreditation:

Professional Wetland Scientist
 PSU Wetland Mitigation and Restoration Professional Certification
 PSU Wetland Delineation Professional Certification
 ODOT Biological Assessment Certificate of Qualification

Melinda Wood is an experienced wetland and permit specialist with over 9 years experience in wetland and waterway science and regulations, which includes both private consulting and government experience. Melinda has worked for the Oregon Department of State Lands (ODSL) reviewing and approving wetland delineation reports and 404 Joint Removal/Fill permit applications. She is experienced in coordination and negotiation with ODSL, USACE, ODFW, Oregon DEQ, NMFS, USEPA, USFWS, and many local agencies. Her experience includes completing, reviewing, and managing wetland delineations; natural resource assessments; wetland functional assessments; and 404 joint removal/fill permit applications and mitigation plans. Over the past 2.5 years, Melinda has managed multiple public projects for PBS.

Project Highlights:

- **Coos Bay Wastewater Treatment Plant Wetland Delineation, Coos Bay, OR; Civil West Consulting Engineers** - Wetland Specialist responsible for completing and reviewing wetland delineation data sheets, report text, and figures to ensure the report meets state and federal requirements.
- **Albany Force Main Wetland Delineation, Albany, OR; HBH Consulting Engineers** - Wetland Specialist responsible for review the response to DSL's comment regarding a 2007 Wetland Delineation Report. Ms. Wood provided QA/QC review using her DSL employment experience to provide a review from an agency viewpoint.
- **Myrtle Point Wastewater Treatment, Myrtle Point, OR; Civil West Consulting Engineers** –Wetland Specialist responsible for reviewing the wetland delineation report to ensure the report meets state and federal requirements. The site covered 7.4 acres, which contained 5 wetlands and 1 ditch totaling 1.6 acres. Ms. Wood provided QA/QC review using her DSL employment experience to provide a review from an agency viewpoint.
- **Oregon State Hospital Replacement, Salem, OR; Hellmuth, Obata + Kassbaum, Inc.** - Wetland Specialist responsible for reviewing the wetland delineation report to ensure the report meets state and federal requirements. Ms. Wood provided QA/QC review using her DSL employment experience to provide a review from an agency viewpoint. She also completed 2 wetland functional assessments using DSL's new ORWAP methods and prepared a memorandum addressing wetland mitigation through the purchase of mitigation bank credits.
- **Four Military Installations Wetland Delineation, Albany, OR; Oregon Military Department** –Wetland Specialist responsible for reviewing the wetland delineation data sheets to ensure the report meets state and federal requirements. Ms. Wood provided QA/QC review using her DSL employment experience to provide a review from an agency viewpoint.



Key Personnel



CHRISTY MCDONOUGH, MSEL
SENIOR ENVIRONMENTAL PLANNER



Education:

M.S.E.L., Environmental Law, Vermont Law School, 1998
B.A., Political Science, University of British Columbia, 1995

Project Management Bootcamp, 2007
Introduction to Aquatic Toxicology, 2007
ArcView 9 for Fisheries and Wildlife Biology Applications, 2006
ArcView 8.x for Natural Resource Applications, 2004

Accreditation:

Certified Biologist for Biological Assessment Deliverables (ODOT)
Certified Erosion & Sediment Control Lead, Washington
Certified Erosion Control Inspector, Oregon

Christy McDonough is a key member of PBS's Natural Resources group. She has over 8 years of experience working on land use planning, project permitting, and GIS deliverables in Oregon and Washington. Her experience can be grouped in the following categories: GIS, development project permitting, and natural resource reports. Prior to working at PBS, Christy had experience working with Cities, Counties, and Port Districts in the Columbia River Estuary. Project experience includes GIS mapping, creation of GIS data through digitizing or import of GPS data, and GIS data analysis to support natural resource ordinances, Local Wetland Inventories, Port project permitting, wetland permitting, and other land use projects.

GIS Project Highlights:

- **Wetland Delineations/Oregon Military Department** – GIS analyst for wetland delineations completed for three separate OMD facilities in Oregon. Populated a geodatabase provided by OMD and created metadata for wetland delineations. Included processing GPS data, importing into ArcMap and creating shapefiles. PBS completed the wetland delineations in 2007.
- **Tillamook County Dredged Material Disposal Inventory/Tillamook County** – GIS analyst for a site analysis and inventory of identified dredged material disposal sites in Tillamook and Nehalem Bays. Prepared overview and individual maps of each site showing their boundaries and limitations. December 2005, Tillamook County, Oregon.
- **Natural Resource Reports** - Create maps and figures to support Wetland Delineation Reports, Natural Resource Assessments, permit applications, and other reports. Work includes working with GPS data, developing shapefiles, creating attribute tables, and writing metadata.
- **City of Gearhart Local Wetlands Inventory** - Worked with a wetland scientist to identify the potential location of wetlands within the City of Gearhart using aerial photographs, National Wetland Inventory maps, and local knowledge. Assisted in evaluating the wetlands using the Oregon Freshwater Wetland Assessment Methodology (OFWAM). Used GIS to map wetland locations.
- **City of Seaside Local Wetlands Inventory** – Assisted with the completion of the City of Seaside Local Wetland Inventory text and mapping.
- **City of Warrenton Local Wetlands Inventory** - Worked with the Oregon Department of State Lands to update an old wetland inventory using a specific method designed to make the LWI consistent with OFWAM. Prepared GIS maps of the LWI.

PBS

Key Personnel



JOSEPH D. LEYDA
SENIOR WETLAND SCIENTIST



Education:

M.A., Biology, College of William & Mary in Virginia, 1997
B.S., Biological Sciences, University of New Orleans, 1994

Accreditation:

Professional Wetland Scientist
Certified Ecologist

Committees & Memberships:

Society of Wetlands Scientists
Ecological Society of America

Mr. Leyda has a strong background in wetland delineation, including prior converted cropland, Food Security Act, and forensic wetland delineations, as well as wetland mitigation design, functional assessment, hydrogeomorphic classification, and hydrologic monitoring. He has acted as a policy advisor and reviewed and commented on several proposed Shoreline Master Programs and Critical Areas Ordinances in Washington. His wildlife experience includes beaver, osprey, bald eagle, and great blue heron colony monitoring and habitat assessment, and falcon hawk site and telemetry work.

As a Project Manager, he has played an integral role in local, state, and federal agency permitting, including Section 404 Nationwide and Individual wetland permits, 401 water quality certifications, JPA & JARPA submittals, and Washington state environmental policy act (SEPA) checklists. As a former draftsman, Mr. Leyda easily works alongside of engineers from different teams, and his ability to exchange AutoCAD drawings and his own original design content increases the efficiency of each project.

Project Highlights:

- **Seal Rock Water District Wetland and Waters Determination, Seal Rock, OR; City of Seal Rock** – Sr. Scientist determined presence and location of wetlands at proposed new headquarters.
- **Fairview Training Center Wetland Delineation, Salem, OR; Curry Investments LLC** – Sr. Scientist delineating wetlands within the 100-acre project area.
- **Junction City Correctional Facility, Junction City, OR; KMD Architects and Planners** – Sr. Scientist preparing mitigation construction drawings in AutoCAD.
- **Oregon State Hospital Replacement Project, Salem and Junction City Sites, OR; Hellmuta, Obata + Kassbaum, Inc.** - Sr. Scientist preparing mitigation construction drawings in AutoCAD. Wetland delineation, mitigation for Park Avenue Extension.
- **Lower Daybreak Park Master Plan, Clark County, WA; Alta Planning & Design** – Sr. Scientist delineating wetlands and streams within the 100-acre project area.
- **Columbus Avenue School Wetland Mitigation Plan, Medford, OR; Medford School District #549C** – Sr. Scientist preparing and revising construction drawings in AutoCAD for wetland mitigation plan and for bid package.
- **Spruce St. LID Stormwater Pipe, Florence, OR; Branch Engineering** – Sr. Scientist delineated wetlands at location of proposed outfall at Munsel Creek.



Key Personnel



SKIP HAAK, MS, CPESC
SENIOR SCIENTIST



Education:

M.S., Natural Resources, University of Michigan, 1987
B.S., Fisheries, Oregon State University, 1984
B.S., Wildlife Science, Oregon State University, 1984

Accreditation:

Certified Fisheries Professional (American Fisheries Society)
Certified Biologist for Biological Assessment Deliverables (ODOT)
Qualified Consultant to Write Biological Assessments (WSDOT)
Certified Professional in Erosion and Sediment Control, No. 4827

During the past 20 years, Mr. Haak has worked as an environmental consultant throughout the Pacific Northwest. He has experience in all facets of wetland projects including delineating wetland boundaries, permitting wetland impacts, preparing mitigation plans, and monitoring for permit compliance. He has delineated wetlands in Oregon, Washington, and California and managed numerous delineation projects. In addition, Mr. Haak is experienced assessing stream and riparian habitats using a variety of protocols. He is an experienced project manager and has served as technical task leader on many projects.

ANNETTE GARRIGUES
FIELD BIOLOGIST



Education:

B.S., Environmental Science, Minors in Biology & Geography
University of Oregon, Eugene OR, 2007

USFS Stream Inventory Training, Snorkel Survey Training, NW Region 6
ODFW Stream Habitat Surveys, Aquatic Inventories Project, Corvallis, OR
Wetland Grasses, Sedges and Rushes of the PNW, Portland State University, 2008
Native Plants of Oregon, Portland Community College, 2008

Accreditations:

Certified Erosion & Sediment Control Lead (CESCL), Washington
Certified Erosion & Sediment Control Inspector (ODOT), Oregon

As a Field Biologist, Ms. Garrigues is trained and experienced in stream habitat and riparian vegetation surveys, and has been involved in various restoration projects within the Willamette Valley. Annette contributes her knowledge and experience involving watersheds and river systems, fluvial geomorphology, plant ecology, riparian habitat, fish biology, and restoration implementation/monitoring. Annette routinely assists PBS's Professional Wetland Scientists with wetland determinations and delineations. At PBS Engineering + Environmental, she continually exercises her ability to write technical reports, permit documents, as well as provide support for restoration and planting plans.



Key Personnel



RELEVANT PROJECT EXPERIENCE

WETLAND SERVICES FOR U.S. 20 PIONEER MOUNTAIN TO EDDYVILLE

Oregon

Contact:

George Kittyle
YRC Constructors
20362 Highway 20
Eddyville, OR 97343
541.875.2860

Scope of Services:

Permitting and Construction Monitoring
Temporary Erosion and Sediment Control Plan
Fish Passage and Stream Restoration Design
Wetland Mitigation and Reforestation
Public Involvement

The U.S. 20 Pioneer Mountain to Eddyville Project involves a 7-mile realignment of U.S. 20 between Newport and Corvallis. The project will construct approximately 7 miles of new roadway, 8 bridges over major and minor waterways, and one bridge over an existing railroad.

The project required filling 2.19 acres of wetland and 14,527 feet of stream channel. PBS provided permitting as well as wetland delineations, mitigation plans, stream surveys, stream rechannelization plans, riparian planting plans, and roadside restoration plans.

The wetland mitigation site had been identified prior to initiation of the project. PBS conducted a baseline assessment of the site to collect data for preparing the mitigation plan. Test pits were dug at several locations to determine soil conditions and depth to bedrock. At the same time, piezometers were installed to monitor groundwater elevations. Groundwater elevations were monitored over two winters. This monitoring provided the necessary data to prepare the grading plan.

The planting plan was based on plant species observed in the vicinity of the site and other information regarding plant communities found in the Oregon Coast Range. In total, 3.40 acres of wetland creation, 2.47 acres of wetland enhancement, and 5.75 acres of buffer were designed and constructed. PBS also conducted inspections during construction.

PBS designed new stream channels to replace those filled by the project. PBS staff completed stream surveys of all the affected channels based on the Oregon Department of Fish and Wildlife stream survey protocols. The channels were based on criteria for stream gradient, large wood, and boulders negotiated with the resource agencies. To create the most accurate design, PBS professionals performed various calculations obtaining the target discharge, slope, roughness, bankfull width/depth, and channel type.

PBS worked with the design engineer for the structural fill underlying the new channels to provide a smooth tie-in to the natural stream channels and achieve an acceptable stream gradient for fish passage. The plans included salvage of the existing streambed substrate, large wood, and riparian soils for the new stream channels. PBS also prepared a typical planting plan for riparian areas bordering the streams.



Relevant Project Experience



NYE CREEK BIOFILTRATION PROJECT

Newport, Oregon

Contact:

Lee Ritzman
City of Newport
169 SW Coast Highway
Newport, OR 97365
541.574.3375

Scope of Services:

Stream Site Assessment and Selection
Conceptual Wetland Enhancement Design
Geotechnical Investigation of Slope
Coordination with Regulatory Agencies
Construction Documents/Permitting

PBS worked with the City of Newport on the preparation and design of a conceptual plan for a biofiltration system as part of a Supplemental Environmental Project in response to an Oregon Department of Environmental Quality enforcement action. PBS staff examined the potential of three alternative sites for suitability of locating a biofiltration system and developed conceptual alternatives for two sites. PBS and the City selected a site to construct an in-stream detention area to provide a broad vegetated floodplain adjacent to Nye Creek to provide treatment to reduce the background levels of fecal coliform and other pollutants in the creek. The fill slope (part of a parking lot for a private apartment complex) adjacent to the selected site had signs of instability so PBS completed a geotechnical investigation and slope stability analysis for the slope to ensure the stream work would not jeopardize the slope. PBS completed the final design and construction documents. PBS is also assisting the City with permitting and construction oversight as well as post-construction monitoring of the project.



AGATE BEACH SITE WETLAND DELINEATION

Newport, Oregon

Contact:

Greg Schaechere
City of Newport
169 SW Coast Highway
Newport, OR 97365
541.574.3375

Scope of Services:

Wetland Delineation
Stream Delineation
Background Investigation
Reporting



PBS performed wetland and stream delineation services associated with the drainage on an approximately 0.5-acre site at Agate Beach in Newport, Oregon. PBS completed background investigations of public documents/references, and fieldwork to delineate boundaries of wetlands, as well as the Ordinary High Water Mark (OHWM) for streams. The report detailed site conditions and methods used, and met the standards of Oregon Department of State Lands (DSL) and U.S. Army Corps of Engineers (USACE).



Relevant Project Experience



ALBANY FORCE MAIN – BPA RIGHT OF WAY

Albany, Oregon

Contact:

HBH Consulting Engineers
20015 SW Pacific Highway
Sherwood, OR 97140
503.625.8065

Scope of Services:

Wetland Delineation
Rare Plant Surveys



PBS biologists conducted wetland delineations and rare plant surveys along a two-mile long, 50-foot-wide sewer line along a Bonneville Power Administration right-of-way in the City of Albany. The route included farmland, rural residential, light industrial, and urban residential properties, and one crossing of Oak Creek, a tributary of the Calapooia River. PBS biologists delineated boundaries of seven wetlands including forested riparian areas adjacent to Oak Creek, wetlands along smaller drainages tributary to the creek, and farmed wetlands that had been recently plowed. PBS prepared a wetland report to support federal and state permit applications by the City of Albany. PBS also searched for rare plants identified by the Oregon Natural Heritage Information Center as historically occurring in the vicinity of the project. No rare plants were found and the results and methods were described in a rare plant survey report.

MYRTLE POINT WASTEWATER TREATMENT PLANT WETLAND AND WATERWAYS DELINEATION

Myrtle Point, Oregon

Contact:

Garrett Pallo
Civil West Consulting Engineers
486 E Street
Coos Bay, OR 97420
541.266.8601

Scope of Services:

Wetland Delineation
Waterway Examination
Soil Testing
Reporting

PBS performed a wetland delineation on land proposed for a new wastewater treatment plant for the City of Myrtle Point. The City was planning to replace the current aging treatment facility with a new facility located immediately east of the current treatment plant on vacant City-owned land. The study area was examined for wetlands and waterways that would potentially fall under federal or Oregon State jurisdiction. The delineation was completed using the Routine Determination Method for delineating wetlands described in the U.S. Army Corps of Engineers Wetlands Delineation Manual and the methods and criteria described in the Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region. The study area was examined for wetlands by walking the entire site and examining soil, vegetation, and hydrology conditions across the entire site—with particular emphasis on areas that appeared to be intermediate between wetland and upland. For each wetland, at least two sample points were recorded. Findings were compiled in a report for the client.



Relevant Project Experience



HOCKINSON MEADOWS COMMUNITY PARK

Vancouver, Washington

Contact:

Matt Hall
Vancouver-Clark Parks & Recreation
610 Esther Street Plaza
Vancouver, WA 98668
360.696.8005

Scope of Services:

Wetland Delineation
Mitigation Design
Environmental Permitting
Hydrogeology

PBS scientists delineated over 60 acres of wetland and 80 acres of sensitive area buffer distributed throughout the 240-acre site during the Master Planning process for Hockinson Community Park. PBS scientists worked with the planning team to integrate desired park elements, including little league and soccer fields, community park features, and ecological restoration into the natural landscape. PBS provided mitigation and restoration design services for the park project and acquired the federal, state, and local permits. The wetland mitigation, included wetland creation and enhancement, to integrate the stormwater management system and natural wetlands on the site. The design focused on enhancement of existing degraded wetlands, with some creation of new wetlands.



OREGON MILITARY DEPARTMENT WETLAND DELINEATIONS

Various Locations, Oregon

Contact:

Jeffrey Mach
Oregon Military Department
1776 Militia Way SE
Salem, Oregon 97309
503.584.3493

Scope of Services:

Wetland Delineations
GIS



PBS completed wetland delineations and reports for five military installations across Oregon. The wetland delineations were conducted and reported in accordance with the U.S. Army Corps of Engineers Wetland Delineation Manual, current regional supplements to the manual, and the Oregon Department of State Lands wetland delineation rules and guidance.

Project deliverables also included a complete GIS data submittal (including metadata) of all of the data collected during the delineation. All GIS data collected during the field survey was required to follow the Spatial Data Standards for Facilities, Infrastructure, and the Environment (SDSFIE) v2.5. PBS revised the graphic (spatial data) and non-graphic geo-database tables of the SDSFIE system and created all database joins for those tables. The GIS data also was accompanied with diagrams, overlaid on aerial photographs, showing the areas surveyed for this project.



Relevant Project Experience



COOS BAY WASTEWATER TREATMENT PLANT WETLAND DELINEATIONS

Coos Bay, Oregon

Contact:

Garrett Pallo
Civil West Consulting Engineers
486 E Street
Coos Bay, OR 97420
541.266.8601

Scope of Services:

Wetland Delineation
Waterway Examination
Soil Testing
Reporting

Civil West Engineering Services, Inc., contracted with PBS to perform wetland delineation in October 2009 for the Coos Bay Wastewater Treatment Plant No. 2. The study area was examined for wetlands and waterways that would potentially fall under federal or Oregon State jurisdiction. The delineation was completed using the Routine Determination Method for delineating wetlands described in the U.S. Army Corps of Engineers Wetlands Delineation Manual and the methods and criteria described in the Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region. The study area was examined for wetlands by walking the entire site and examining soil, vegetation, and hydrology conditions across the entire site—with particular emphasis on areas that appeared to be intermediate between wetland and upland. For each wetland, at least two sample points were recorded. Findings were compiled in a report for the client.



SEAL ROCK WATER DISTRICT WETLAND AND WATERS DETERMINATION

Seal Rock, Oregon

Contact:

Garrett Pallo
Civil West Consulting Engineers
486 E Street
Coos Bay, OR 97420
541.266.8601

Scope of Services:

Wetland Determination
Waterway Examination
Soil Testing
Reporting

Civil West Engineering Services, Inc., contracted with PBS to perform a wetland delineation for the Seal Rock Water District Office Shop Complex. The study area was approximately 1.205 acres in size and located in a coastal marine terrace landscape. The study area was examined for wetlands and waters of the state. The delineation was completed using the Routine Determination Method for delineating wetlands described in the US Army Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory, 1987; online edition) and the methods and criteria described in the Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (US Army Corps of Engineers, 2008).



Relevant Project Experience



Oregon Department of Land Conservation and Development
FY09-10 Grant Agreement

Grantee Name **City of Newport**

Street Address 169 Coast Highway
Newport, OR 97365

Award Period
Date of last signature through December 31, 2010

Authority	State General Fund	Federal Fund
CFDA 11.419		X
Coastal Zone Management Administrative Awards		
Department of Commerce		
National Oceanic and Atmospheric Administration (NOAA)		
Federal Grant No. NA09NOS4190077	Award Amount: \$2,225,000	

Date December 9, 2009

Type of Grant Coastal TA

Grant No. TA-NP-10-003

DLCD Share of Cost
\$25,000.00

Recipient Share of Cost (if applicable)
\$25,960.00

Total Cost
\$50,960.00

Project Title

Local Wetland Inventory for the City of Newport – Phase 1

Grantee Representative

Meredith Savage
541-574-0644
m.savage@thecityofnewport.net

DLCD Grant Manager

Amanda Punton
amanda.punton@state.or.us

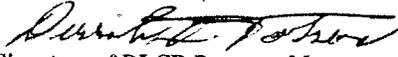
This Grant, approved by the Program Manager of the Coastal Program of Department of Land Conservation and Development, acting on behalf of the Land Conservation and Development Commission, is issued in duplicate and constitutes an obligation of funds in return for the work described herein. By signing the two documents, the Grantee agrees to comply with the grant provisions attached.

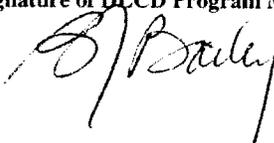
Upon acceptance by the Grantee, the Grantee shall sign both copies of this agreement and return both signed copies to DLCD within **30 days** of the date of this agreement. If not signed and returned, without modification, by the Grantee within **30 days** of receipt by the Grantee, the Grant Manager may unilaterally terminate this grant. Upon receipt of the signed agreement the DLCD Grant Program Manager shall sign and return one copy to the Grantee.

The effective date of this grant is the latest date on which all parties have signed this grant. Funds provided in this grant can only be used for expenditures incurred after that date and before the date specified above as the closing date. This grant may be amended according to the policies and procedures of DLCD, and with the agreement of all parties to the agreement.

For the Grantee:

Typed Name and Signature of Authorized Official
Derrick I. Tokos, AICP


Signature of DLCD Program Manager



Title	Date
Community Development Director	12/15/09

Date

12.21.09

**ATTACHMENT A
SPECIAL AWARD CONDITIONS**

1. This award number TA-NP-10-003 supports the work described in the City of Newport's proposal entitled Local Wetland Inventory for the City of Newport – Phase 1, dated October 26, 2009 (revised 10/31/09), which is incorporated into this award by Attachment E. Where the terms of the award and proposal differ, the terms of this award shall prevail.

This award requires the City of Newport to provide a minimum of \$25,000.00 in project-related matching costs from non-federal sources. The non-Federal share, whether in cash or in-kind, is expected to be paid out at the same general rate as the state share. Exceptions to this requirement may be approved by the Grant Manager based on demonstration that the schedule of tasks for the project and the rate of local match for these tasks justify a delayed payout of cash or in-kind contributions. In any case, the **Grantee** must fulfill the non-Federal cost share commitment over the life of the award.

2. The **Grantee** must maintain an accounting for \$50,960.00 in its official records.
3. **Grantee agrees** to perform the following grant products. The full scope of work as shown to be performed by the **Grantee** (as known at this time) is fully addressed in Attachment E.

Grant Product 1:

Open house to provide information to the public on the LWI process and subsequent development of a resources protection plan.

DUE DATE: February 28, 2010

Grant Product 2:

Request for access mailed to property owners.

DUE DATE: March 30, 2010

Grant Product 3:

Inventory of likely wetland and riparian areas based on non-field resources.

DUE DATE: April 30, 2010

Grant Product 4:

Draft LWI map(s) and the digitized geospatial data set for each wetland and riparian area based on field data and ORWAP analysis.

DUE DATE: July 31, 2010

Grant Product 5:

Draft LWI report.

DUE DATE: July 31, 2010

INTERIM GRANT REPORT
DUE DATE: August 15, 2010

Grant Product 6:

Revised LWI map and report, incorporating public review and comment, submitted to DSL for approval.

DUE DATE: October 31, 2010

Grant Product 7:

Final maps and LWI report and electronic data files.

DUE DATE: December 31, 2010

GRANT CLOSE-OUT REPORT
DUE DATE: January 31, 2011

4. The cover or the title page of all reports, studies, or other documents supported in whole or in part by this award shall acknowledge the financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration, and the Ocean and Coastal Management Program, Department of Land Conservation and Development.
5. Reporting Schedule

Interim Report	DUE: August 15, 2010
Grant Close-out Report	DUE: January 31, 2011
6. Payment Schedule:
 - a. **Target date of August 15, 2010:** Reimbursement up to \$15,000.00 based on completion of Grant Product 1 – Grant Product 5 and submission of the required interim report, as approved by the Grant Manager and with receipt of a completed and signed DLCD Reimbursement Request for work performed.
 - b. **On or after January 31, 2011:** Final reimbursement of \$10,000 based on completion of Grant Product 6 and 7 and submission of Grant Close-out Report, as approved by the Grant Manager and with receipt of a completed and signed DLCD reimbursement Request for work performed.
7. **Grantee agrees** to provide at least 1:1 match from non-federal sources and to maintain in its official accounting records an accounting for \$25,960.
8. **Grantee agrees** to coordinate closely with the DLCD Grant Manager regarding the selection and approval of the consultant designated by the grantee to perform all, or a portion, of the work under the grant.
9. **Grantee agrees** to submit a written/email report with each interim payment request that describes the progress to date on each grant product undertaken during the billing period. Other written and/or verbal progress reports will be provided upon reasonable request by the DLCD Grant Manager.

10. **Grantee agrees** to no more than one (1) interim payment and a final payment by DLCD during the term of this grant, and agrees that payments will be made only upon submittal of qualifying products in accordance with the terms of this grant agreement.
11. **Grantee agrees** that final products, including maps, data bases, and supporting documents shall be approved by the Department of State Lands (DSL) prior to final payment by DLCD.
12. **Grantee agrees** and understands that grant payments under this agreement may be reduced if grant products scheduled to be adopted are not approved by DSL.
13. For awards that result in collection or production of geospatial data, (e.g., information for GIS data layers, acquisition of topographic or bathymetric data or other remotely sensed data), the **Grantee** will provide relevant information (e.g., expected dates of data collection, type of collection, flight lines, etc.) to Grant Manager as early as practicable before data collection commences as required by NOAA OCRM.
14. **Grantee agrees** to submit hard copy maps in addition to CD- and/or DVD-ROM.
15. **Grantee agrees** to submit Geographic Information System (GIS) materials according to the GIS specifications in Attachment C and to submit hard copy maps in addition.
16. **Grantee agrees** that DLCD may display appropriate products on its web interface and/or incorporate GIS data generated as part of this grant and any additional data provided that is not specifically restricted into state agency databases, acknowledging that the grantee and agents of the grantee are not responsible for the accuracy of said data. DLCD may also share the data specifically generated with grant funds with other agencies and organizations, as this is data that DLCD owns.

ATTACHMENT B

STANDARD AWARD CONDITIONS

1. ***DLCD Funds:*** DLCD certifies that at the time this grant is written sufficient funds are available and authorized.
2. ***Reporting:*** At any time during the grant period, when requested by the DLCD Grant Manager, **Grantee** shall provide a written report on the status and progress of work performed under this grant.
3. ***Payments:*** DLCD payments to **Grantee** shall be made in accordance with the grant payment schedule described in paragraph 6 above. Payment is contingent upon DLCD's acceptance of the products produced under the grant. **Grantee agrees** that reimbursement of all payments is contingent upon compliance with all the terms and conditions of this grant agreement.
4. ***Penalty:*** Payments to **grantee** may be withheld, reduced, or reverted if DLCD determines that work performed under the grant is unsatisfactory, based on the best professional judgment of the DLCD Grant Manager, or if one or more terms or conditions of this agreement have not been met.
5. ***Termination:***
 - a. DLCD's Right to Terminate at its Discretion. At it's sole discretion, DLCD may terminate this Grant Agreement:
 - i. For it's convenience upon thirty (30) days' prior written notice by DLCD to **Grantee**;
 - ii. Immediately upon written notice if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to pay for the Work or Work Products; or
 - iii. Immediately upon written notice if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the DLCD's purchase of the Work or Work Products under this Grant Agreement is prohibited from paying for such Work or Work Products from the planned funding source.
 - b. DLCD's Right to Terminate for Cause. In addition to any other rights and remedies DLCD may have under this Grant Agreement, DLCD may terminate this Grant Agreement immediately upon written notice by DLCD to **Grantee**, or at such later date as DLCD may establish in such notice, or upon expiration of the time period and with such notice as provided below, upon the occurrence of any of the following events:
 - i. **Grantee** is in default because **Grantee** institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - ii. **Grantee** is in default because **Grantee** commits any material breach or default of any covenant, warranty, obligation, or agreement under this Grant

Award, fails to perform the Work under this Grant Award within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger **Grantee's** performance under this Grant Award in accordance with its terms, and such breach, default or failure is not cured within 14 calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.

- c. **Grantee's Right to Terminate for Cause.** **Grantee** may terminate this Grant Award with written notice to DLCD upon the occurrence of the following events:
 - i. DLCD is in default because DLCD fails to pay **Grantee** any amount pursuant to the terms of this Grant Agreement, and DLCD fails to cure such failure within thirty (30) calendar days after **Grantee's** notice or such longer period as **Grantee** may specify in such notice; or
 - ii. DLCD is in default because DLCD commits any material breach or default of any covenant, warranty, or obligation under this Grant Agreement, fails to perform its commitments hereunder within the time specified or any extension thereof, and DLCD fails to cure such failure within thirty (30) calendar days after **Grantee's** notice or such longer period as **Grantee** may specify in such notice.
 - d. **Return of Property.** Upon termination of this Grant Award for any reason whatsoever, **Grantee** shall immediately deliver to DLCD all of DLCD's property (including without limitation any Work or Work Products for which DLCD has made payment in whole or in part) that is in the possession or under the control of **Grantee** in whatever stage of development and form of recordation such **Grantee** property is expressed or embodied at that time. Upon receiving a notice of termination of this Grant Agreement, **Grantee** shall immediately cease all activities under this Grant Award, unless DLCD expressly directs otherwise in such notice of termination. Upon DLCD's request, **Grantee** shall surrender to anyone DLCD designates, all documents, research or objects or other tangible things needed to complete the Work and the Work Products.
6. ***Failure to Comply:*** If **Grantee** fails to comply with any of the requirements or conditions of this agreement, DLCD may, without incurring liability, refuse to perform further pursuant to this agreement. DLCD shall make no further reimbursement to **Grantee** and **Grantee** shall upon demand by DLCD promptly repay DLCD.
 7. ***Accounting and Fiscal Records:*** Using standard accepted accounting and fiscal records, the **Grantee** shall maintain records of the receipt and expenditure of all funds subject to this grant agreement for a period of three years after the closing date. Grant accounting records will be separately maintained from other accounting records.
 8. ***Closeout report:*** The **Grantee** shall submit a closeout report to DLCD within 30 days after termination of the grant period.
 9. ***Subsequent funding:*** Eligibility for subsequent funding is contingent upon receipt of such reporting by DLCD.

10. **Closeout Penalty:** DLCD reserves the right to reduce or withhold final payment if a closeout report is not submitted to DLCD after the 30 days, as referenced in Standard Condition Number 8. DLCD shall authorize payment to the **Grantee** within 90 days of the time all required work is accepted by the DLCD Grant Manager after review for compliance with the grant conditions.
11. **Audit:** The Attorney General of the State of Oregon and the Director of DLCD or any other duly authorized representative of the department, shall have access to and the right to examine any records of transactions related to this agreement for three years after the final payment under this agreement is authorized by the department.
12. **Indemnity:** **Grantee** shall defend, save, hold harmless, and indemnify the State of Oregon and DLCD and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of **Grantee** or its officers, employees, subcontractors, or agents under this Agreement to the extent provided by law.
13. **Appropriate use of funds:** Grant funds cannot be used for any purpose other than that stated in the work plan or before or after the end date of the grant.
14. **Amendments:** Amendments must be facilitated by the DLCD Grant Manager. An amendment may be initiated at any time during the grant period, but not past 30 days prior to the end date on a grant period of one year or less.
15. **Travel:** DLCD will reimburse **Grantee**, within the not-to-exceed amount identified in the budget as appended to this award, for travel only when the travel is essential to the normal discharge of DLCD's responsibilities. **Grantee** shall conduct all travel in the most efficient and cost-effective manner resulting in the best value to the DLCD. The travel must comply with all the requirements set forth in this section and must be for official DLCD business only. **Grantee** shall provide DLCD with receipts for all travel expenses except meals. All **Grantee** representatives will be limited to economy or compact-sized rental vehicles, unless **Grantee** personally pays the difference. DLCD will reimburse travel and other expenses of the **Grantee** at rates set forth in the Oregon Accounting Manual as of the date **Grantee** incurred the travel or other expenses. The Oregon Accounting Manual is available at http://www.oregon.gov/DAS/SCD/SARS/oam_toc.shtml .

ATTACHMENT C

DLCD Content Standard and Requirements For the GIS Grant Products For the City of Newport TA-NP-10-003

The State of Oregon and the Coastal Program of the Department of Land Conservation and Development are using the Federal Geographic Data Committee (FGDC) standards of Geographic Information Systems (GIS) metadata. This attachment incorporates by reference, the standards specified FGDC Content Standard for Digital Geospatial Metadata into the attached grant agreement.

The standards can be found on the state website <http://gis.oregon.gov>

Additionally, DLCD requires the following:

- All grant products are publicly useable.
- The grant product is submitted in electronic form compatible with Environmental Systems Research Institute's (ESRI) ArcGIS (coverage, shapefile, or geodatabase).
- Data should be free of topological errors.
- The projection of the data may be determined by the grantee. All data shall have the projection defined within the dataset and must be documented in the metadata.
- Include the FGDC compliant metadata in an electronic file.
- For collection or production of geospatial data, (e.g., information for GIS data layers, acquisition of topographic or bathymetric data or other remotely sensed data), the **Grantee** will provide relevant information (e.g., expected dates of data collection, type of collection, flight lines, etc.) to Grant Manager as early as practicable before data collection commences

If you have any questions, please contact your Grant Manager.

ATTACHMENT D***DLCD Contact Information***
For the City of Newport TA-NP-10-003

For questions regarding the scope of work of your grant, please contact:

Grant Manager:

Amanda Punton
DLCD, Portland Field Office
800 NE Oregon St. #18
Portland, OR 97232

amanda.punton@state.or.us

Phone: 971-673-0961

Program Manager:

Bob Bailey
DLCD
635 Capitol St NE, Suite 150
Salem, OR 97301-2540

bob.bailey@state.or.us

Phone: 503-373-0050 ext. 281

Fax: 503-378-6033

For questions regarding the processing of paperwork and payments, please contact:

Grant Coordinator

Diana Evans
DLCD
635 Capitol St NE, Suite 150
Salem, OR 97301-2540

diana.evans@state.or.us

Phone: 503-373-0050 ext. 263

Fax: 503-378-6033

2009-2010

APPLICATION

ATTACHMENT E

**OREGON COASTAL MANAGEMENT PROGRAM
TECHNICAL ASSISTANCE/PRIORITY PROJECT GRANT***Please type or print clearly*Date: October 26, 2009Applicant: The City of NewportAddress: 169 SW Coast Highway, Newport, OR 97365Phone: 541-574-5464 Fax: 541-574-0644Contact Person, Title: Meredith Savage, Senior PlannerE-mail address(es): m.savage@thecityofnewport.net**Project Narrative**

Please provide the information requested under each item. Although extensive, detailed information is not necessary, you need to provide enough

Amount Requested from DLCD: \$25,000 Grantee Share: \$28,173

information to help OCMP understand the project and make grant funding decisions.

Project Title: Local Wetland Inventory for the City of Newport- Phase I**BRIEF description of the project, 50 words or so. Be sure to state the expected results.**

The City of Newport proposes to develop a Local Wetland Inventory consistent with Oregon Statewide Planning Goal 5 and the wetlands policy of the City of Newport Comprehensive Plan. Expected results include, hard copy and digital maps identifying the location, size, and type of wetland and riparian resources inside the City's Urban Growth Boundary and a report detailing the inventory process and findings.

Keywords**1. Goals and Objectives:**

State the goal(s) or overall purpose of the project. What is the problem, need, or opportunity that the project will address? Describe planning,

(Check those that apply to the project)

 Information technology Coastal hazards Stormwater management Economic development Wetland and riparian resources Resource and land inventories Estuarine resources Marine resources Special Area Planning Transportation Public involvement Capital improvements planning**technical, or information objectives that will help achieve the goal(s).****SUBMITTAL**

Please submit all application information by US Mail, FAX, or e-mail to:

Problem: The City ofDiana Evans, OCMP Grants Coordinator diana.evans@state.or.us FAX 503-378-6033

Department of Land Conservation and Development

Newport lacks the technical information to know

635 Capitol St. NE Suite 150 Salem OR 97301

where wetlands and riparian areas are located

within its jurisdiction, the condition of those

resources, and how they are being impacted. Such information is essential in order for the City to develop a program to protect natural resources consistent with Statewide Planning Goal 5, which calls for local governments to adopt such programs. The Goal identifies resources that jurisdictions need to inventory, including wetland and riparian areas.

The City Comprehensive Plan recognizes a need for an inventory in its goal statement under the Wetlands chapter, which states “The city will conduct a complete inventory of wetlands with the UGB prior to the next Periodic Review...” Newport is on the Department of Land Conservation and Development’s (DLCD) list for Periodic Review. The City is interested in undertaking the inventory now in order to complete what it anticipates will be one of several Periodic Review tasks the state will require the City to complete. This should make the process more manageable given the City’s limited resources.

Need: The City needs to develop a local wetland inventory that it can utilize in its GIS software with existing parcel level data. Currently the City must rely upon National Wetland Inventory (NWI) maps and an incomplete, partial inventory of wetlands in the South Beach area of Newport for guidance on whether or not there are wetland resources on a property. In either case the maps are a minimum of 25 years old, are relatively small scale, and are not plotted in relation to property boundaries, facts that make them relatively unsuitable for parcel-based decision making. In developing a local wetland inventory the City will also be better positioned to fulfill its obligation to provide the Department of State Lands (DSL) with notice of development proposed within wetland areas, pursuant to ORS 227.350.

Goal: The City’s goal is to complete a comprehensive inventory of wetland and riparian resources for the 11.4 square miles (7,351 acres) of land that is within its Urban Growth Boundary. The City recognizes that under Goal 5, the ultimate purpose of completing an inventory of wetland resources is so that the local government can develop a land use program to conserve and protect the resource. For primarily budgetary reasons the City finds it necessary to complete its work in two phases: Phase I, the subject of this grant request, is the physical inventory of the wetland and riparian resources, and Phase II, proposed for the year 2011, will include development of a resource protection plan and implementing ordinance. The City will use consulting services of wetland professionals to conduct the inventory and provide the digital data on the location and size of the wetlands and riparian areas. As part of the required match, city staff with professional wetland expertise will provide the functional assessment of each identified resource using the DSL Oregon Rapid Wetland Assessment Protocol (ORWAP) method, which is the latest generation of assessment methods and is the acceptable replacement for earlier assessment methods.

2. Scope of Work, Products, and Budget (attach additional pages if necessary):

a. Describe the scope of work to be performed. If the project is in phases, please note.

This grant is intended to cover Phase I of a two-phase project; Phase I includes completion of the physical wetland inventory and the geospatial data for each wetland and riparian area. (Phase II is proposed to be completed in the year 2011). Tasks will include:

- Compilation of an initial list of likely wetland and riparian sites using topographical maps, aerial photos, soil surveys, FEMA maps, and NWI maps; to estimate the size and type of resource;
- Conducting an open house to inform the public of the inventory process and of the ultimate goal to develop and implement a protection plan;

- Outreach to land owners and agencies to obtain access to property and answer questions;
- On-site surveys to confirm presence/absence of the resource;
- Gathering data points, using hand-held GPS or equivalent technology, to accurately map the resources;
- A functional assessment of each identified resource using the DSL Oregon Rapid Wetland Assessment Protocol (ORWAP) method;
- Preparation of a report documenting the functional characteristics and condition of the resources consistent with local wetland inventory requirements outlined in OAR Chapter 141, Division 86, and providing initial policy recommendations towards Phase II development of a resources protection plan.
- Drafting of maps and preparation of geospatial data sets;
- Planning Commission and Council work sessions and hearings on maps and report;
- Submittal of the documents to DSL and DLCD for approval.

b. Schedule (e.g. when will work begin, project milestones, project end):

January 1 – April 30: Consultant compiles initial inventory of likely wetland and riparian areas based on non-field resources.

January 1 – March 30: City compiles landowner list and procures permission for property access.

February 1 – 28: City holds open house for the public to provide information on the LWI process and how the City will use the results of the inventory in the near future to develop a resources protection plan..

March 1 – May 31: Consultant conducts physical inventory of wetland and riparian resources.

March 1 – June 30: City applies ORWAP to identified wetlands.

June 1 – July 31: Consultant provides the City with draft LWI map(s) and the digitized geospatial data set for each wetland and riparian area.

July 1 – July 31: City drafts the LWI report.

August 1 – September 30: Inventory and report are subject to a public review and comment period; and report revisions.

October 1 – 31: City submits final report to DSL for approval.

November 1 – December 31: DSL process is completed and City submits final report to DLCD.

c. Total Budget

Please use the Budget Summary form on the next page, and any additional information as indicated in the footnotes.

3. Project Partners

List any partners such as other local governments, special districts, state agencies, or other entities. Briefly describe the role of each (e.g., will perform work under the grant; will advise; will contribute information or services, etc).

The City will coordinate with Lincoln County, DSL, and DLCD in the preparation of the inventory. These agencies will serve in an advisory capacity. The Department of State Lands must approve the LWI in order for the City to use the inventory as an alternative to the NWI

maps. The City intends to seek DSL's approval as part of the Phase I process. The City is also prepared to share the work product with interested agencies.

4. Match, Cost-Sharing, and Local Contribution (see page 4)

1:1 cost-sharing (match) is required on federally-funded coastal grants. Describe the type and list the amount of local contributions for the grant (see page four of this application). List other funding sources, if any, and amounts that support this project.

The City will contribute at least \$5,000 from the City General Fund.

Planning Director (\$50.00/hr):

Project oversight – 30 hrs
 Planning Commission/Council Hearings – 10 hrs
 Open house participation – 5 hrs
 Review of draft/final reports and maps – 10 hrs
 Total: 55 hrs

Senior Planner (\$39.07/hr):

Consulting contract administration – 25 hrs
 Open house preparation/participation – 15 hrs
 Consultation with landowners – 35 hrs
 Planning Commission/Council Hearings – 10 hrs
 ORWAP data gathering, travel, field work – 240 hrs
 Response to public comments/questions – 25 hrs
 Database development (combining consultant and ORWAP info) – 40 hrs
 Report writing – 40 hrs
 Agency coordination – 20 hrs
 Review of draft/final reports and maps – 20 hrs
 Total: 470 hrs

Administrative Assistant (\$28.44/hr)

Compile landowner list – 10 hrs
 Prepare mailings and meeting notices – 5 hrs
 Produce meeting packets – 5 hrs
 Total 20 hrs

5. Will work be performed by a consultant/contractor for all or part of this project?

Yes **No**

If yes, please describe the work to be performed by the consultant, list the anticipated amount of the contract, and provide name of prospective firm/consultant(s), if known, including address and telephone number.

Consultant tasks include:

- Compiling an initial list of likely wetland sites using topographical maps, aerial photos, soil surveys, FEMA maps, and NWI maps; estimate size and type of wetland;
- Conducting on-site surveys to confirm presence/absence of wetland;

- Using hand-held GIS or compatible technology to gather data points to provide more accurate size and location information;
- Providing draft LWI maps and the geospatial data sets to the City of Newport;
- Making revisions as needed to address/incorporate public and staff comments;
- Preparing a final report and maps for the City to submit to DSL and DLCD for approval.

Consultant services are estimated to cost \$30,000. A firm has yet to be selected by the City.

Grant Budget Summary

NOTE: Please use the format in this table when developing a more detailed budget.

		Grant Request (from DLCD)		Grantee Share (Required)		Total Budget
Personal Services ¹				Planning Director: \$2,750 Senior Planner: \$18,363 Admin. Asst: \$560.00		\$21,673
Supplies (if any)				\$1500		\$1,500
Contract Services ²		\$25,000		\$5,000		\$30,000
Other ³						
TOTAL⁴		\$25,000		\$28,173		\$53,173

Budget Notes:

- 1 List all personnel who will work on the project. Compute costs on the basis of the number of expected person-hours, hourly rate, and related payroll expenses for each.
- 2 Total Contract Services. Provide additional information on expected contract services under item 5 on page 2, above.
- 3 List Other expenses (e.g. printing or publishing, travel):
NOTE: all travel supported by this grant must conform to state travel rates (e.g. mileage, meals, etc).
4. The Total grantee share, above will equal the Total Grant Request from DLCD (1:1 match).
See attached for description of local contribution.

Grantee Share Cost (Match) Information

Local or state “match” of Federal grants (CZM funds) may consist of:

- a. **Cash** contributed by the grantee from non-federal revenues or donated to the grantee by non-federal third parties.
- b. **In-kind** contributions (see below) made by grantee and non-federal third parties.

Cash “match” must be:

- a. Identifiable from the grantee's records;
- b. Not included as contributions for any other grant or contract;
- c. Necessary and reasonable for proper and efficient accomplishment of project objectives; and
- d. Not borne by the federal government directly or indirectly under any federal grant or contract.

For instance, funds awarded to a local government from the US Army Corps of Engineers or US Fish and Wildlife Service cannot be used as “match” against this grant.

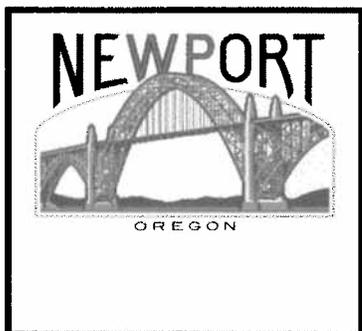
In-kind contributions are non-monetary goods and services, as listed below, specifically identifiable to the project. In-kind contributions may be made by the grantee, other public agencies, private organizations, appointed members of advisory committees, or individuals who work on the project, and include such items as:

- a. **Volunteer services** will be valued at different rates depending on the volunteer function. For specialty or professional services, use wage rates consistent with compensation paid for similar work in state and local government or at rates that reflect the grantee's local labor market. For volunteers who attend or participate in committees, workshops, please use the values established by http://www.independentsector.org/programs/research/volunteer_time.html.
- b. **Materials** include office supplies, lumber, paper, or other supplies directly related to the project. Contributed material value should be reasonable and based on fair market value.
- c. **Equipment, building, land, or office space**, including depreciation and use-charges for equipment and buildings and fair rental charges for land.
- d. **Employees of other organizations** at regular rates for which employees are normally paid, including fringe benefits (OPE) but excluding overhead.

Establishing the value of “in-kind” should use normal accounting procedures to establish value as follows:

- a. **Services** - Maintain a record of volunteer services: who, when, where, and why.
- b. **Documentation** - Document your method of computing at the hourly rate for personal services and the cost of materials, equipment, buildings and land charges.

Rate of local match paid out: Your non-federal share (match), whether cash or in-kind, is expected to be paid out at the same general rate as the state share (as per federal requirements on OCMP). In other words, at the half-way point in the project about half of the in-kind match shall have been expended. Exceptions to this requirement may be approved by the Grants Officer based on demonstration that the schedule of tasks for the project and the rate of local match for these tasks justifies a delayed payout of cash or accounting of in-kind contributions. In any case, the recipient must fulfill the non-federal cost share commitment over the life of the award.



Agenda Item # IX.B.
 Meeting Date March 1, 2010

CITY COUNCIL AGENDA ITEM SUMMARY
 City Of Newport, Oregon

Issue/Agenda Title Consideration of a contract with H & W Emergency Vehicles to purchase a 3,000 gallon water tender

Prepared By: Crook/McCarthy Dept Head Approval: Crook City Mgr Approval: [Signature]

Issue Before the Council:

Consideration of a contract with H & W Emergency Vehicles to purchase a 3,000 gallon water tender for the Newport fire department

Staff Recommendation:

Staff recommends Council authorize staff to enter into a contract with H & W Emergency Vehicles, in an amount not to exceed \$325,000, for the purchase of a 3,000 gallon water tender.

Proposed Motion:

I move the City enter into a contract with H & W Emergency Vehicles, in an amount not to exceed \$325,000, for the purchase of a 3,000 gallon water tender, and authorize the City Manager to execute the agreement on behalf of the City.

Key Facts and Information Summary:

The current 2,000 gallon tender in use by the Newport Fire Department is 22 years old. The 750 GPM pump no longer produces its rated capacity, the tank and plumbing leak and the cabinet floors have rusted so badly that they are no longer structurally sound. The replacement vehicle proposed by H & W will carry 3,000 gallons of water; will have a 1,000 GPM pump, a rear facing camera system, 12" rear dump as well as a 10" dump on both driver and officer sides and a portable drop tank with a 3,500 gallon capacity.

As a part the FY09/10 budget, the City Council approved \$325,000 for the purchase of a new water tender. In addition, the Council passed a resolution authorizing a LoCap financing agreement, in part to purchase the replacement water tender. Fire Department staff has evaluated the requirement of a new water tender and found a water tender that was recently bid and purchased by Snohomish County, Washington in the amount of \$315,461 that meets our future needs. This particular water tender is available under a "tag-along" contract, and if approved by Council would be delivered in June 2010. While the final purchase price will more than likely be \$315,461, staff requests the authorization of additional funds in the event additional add-on equipment specific to the needs of Newport is necessary. In no case will the total purchase price exceed the budgeted amount of \$325,000.

Other Alternatives Considered:

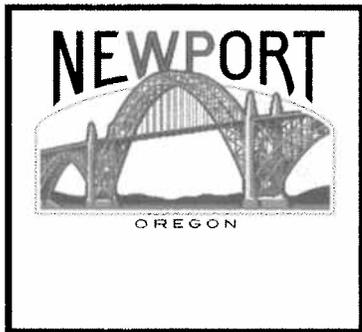
None

City Council Goals:

Essential Core Service: Plan for and/or purchase of replacement aerial apparatus, water tender, engine and generator housing, as adopted by the City Council on March 16, 2009.

Fiscal Notes:

The City has budgeted \$325,000 for the replacement water tender.



Agenda Item # IX.C.
Meeting Date March 1, 2010

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title Newport Visual Arts Center Rental Rate Adjustment

Prepared By: Voetberg Dept Head Approval: _____ City Mgr Approval: [Signature]

Issue Before the Council:

Consideration of adjustments to the Newport Visual Arts Center Rental Rates.

Staff Recommendation:

Staff recommends adoption of the Resolution establishing and adjusting the Newport Visual Arts Rental Rates as provided in this report.

Proposed Motion:

I move the Council adopt Resolution _____, establishing a rental rate schedule for use of the Newport Visual Arts Center.

Key Facts and Information Summary:

As the Council is aware, the City has an agreement with the Oregon Coast Council for the Arts (OCCA) to manage the Newport Visual Arts Center (VAC) that in part, remits fees collected for use of certain rooms of the Center. As indicated in the attached information provided by OCCA Executive Director Catherine Rickbone, the current VAC rental rates were effective in 1997, with partial updating in 2002 and again in March of 2007. It was also discovered that the rates have not been set by resolution. The proposed action is to update the VAC rental rates and to establish these rates by resolution.

The proposed VAC rate schedule was developed by OCCA who held several work sessions with users of the facility to discuss the changes. Roughly, the proposed schedule equates to a 2010 increase of 10% for non-profit organization use and 50% for commercial and private parties use. In 2011 and 2012, the increase is 10% per year for non-profits and 5% per year for commercial and private parties each year. For 2013 and beyond, the proposed resolution provides for an annual increase based on a CPI. If adopted, the projected increase in fee revenue for 2010 is estimated to be approximately \$2,000.

Staff supports the recommended VAC rental rate schedule developed by OCCA, and recognizes them for their management of the facility and working with the users to develop current rental rates schedule.

Other Alternatives Considered:

None

City Council Goals:

None were listed in this year's goals relating to the VAC.

Attachment List:

Proposed resolution w/Attachment A, and report by Oregon Coast Council for the Arts

Fiscal Notes:

Additional revenue of approximately \$2,000.

**CITY OF NEWPORT
RESOLUTION _____**

**RESOLUTION SETTING FEES FOR
THE NEWPORT VISUAL ARTS CENTER**

Findings:

1. The City of Newport owns the Newport Visual Arts Center (VAC) that is managed by the Oregon Coast Council for the Arts (OCCA).
2. Fees for the use of VAC are collected by OCCA and remitted to the City.
3. A VAC rental rate fee schedule has not be adopted by Resolution by the City Council.
4. Current fees for use of the facility were effective in 1997, with partial updating in 2002 and again in March of 2007.
5. Though a series of work sessions with users of the VAC, OCCA developed a proposed fee schedule.
6. It is the desire of Council to adjust the current fee schedule and formally adopt them through a resolution utilizing the proposal submitted by OCCA with adjustments beyond 2012 equal to the adjustment for inflation by using the Bureau of Labor Statistics Consumer Price Index for Urban Consumers (CPI-U).
7. It is desired that the new VAC fee schedule become effective on March 1, 2010 for all new users who have not already made reservations through OCCA to rent the facility.

Based on these findings,

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1. Newport Visual Arts Center Fee Schedule. The Newport Visual Arts Fee Schedule as provided for in "Attachment A" is hereby implemented.

Section 2. Newport Visual Arts Center fees beginning January 1, 2013, and every year thereafter, shall be increased an amount equal to the adjustment for inflation using the Bureau of Labor Statistics Consumer Price Index for Urban Consumers (CPI-U).

Section 3. The effective date of this resolution is March 1, 2010; however, users who have reserved and/or scheduled through OCCA to utilize the VAC prior to the adoption of this resolution shall pay

the existing rental rate through the end of 2010 when at such time all users shall pay the prevailing rental rate.

William D. Bain, Mayor

ATTEST:

Margaret M. Hawker, City Recorder

"Attachment A"

DRAFT---Newport Visual Arts Center---DRAFT		
DRAFT	Non Profit 501(c)3 Arts, Heritage, or Humanities Organizations (includes art, theater, music, etc), guilds, service groups, individuals teaching art classes, and other Non-Profit Organizations	Commercial and Private Parties
Current Rates 2W Admission/Tuition/Fee Event	\$10/hr., 2 hr. minimum, or \$50/day for 5 hours or more, plus 10% of gross or tuition.	\$10/hr., 2 hr. minimum, or \$50/day for 5 hours or more, plus 10% of gross or tuition.
2010 2W Admission/Tuition/Fee Event	\$11/hr., 2 hr. minimum, maximum \$55/day, plus 10% of gross or tuition.	\$20/hr., 2 hr. minimum, maximum \$200/day, plus 10% of gross or tuition.
2011 2W Admission/Tuition/Fee Event	\$12/hr., 2 hr. minimum, maximum \$60/day, plus 10% of gross or tuition.	\$21/hr., 2 hr. minimum, maximum \$210/day, plus 10% of gross or tuition.
2012 2W Admission/Tuition/Fee Event	\$13/hr., 2 hr. minimum, maximum \$65/day, plus 10% of gross or tuition.	\$22/hr., 2 hr. minimum, maximum \$220/day, plus 10% of gross or tuition.
Current Rates 2W No Admission/Tuition/Fee Event	\$10/hr., 2 hr. minimum, or \$50/day for 5 hours or more	\$10/hr., 2 hr. minimum, or \$50/day for 5 hours or more
2010 2W No Admission/Tuition/Fee Event	\$11/hr., 2 hr. minimum, maximum \$55/day	\$20/hr., 2 hr. minimum, maximum \$200/day
2011 2W No Admission/Tuition/Fee Event	\$12/hr., 2 hr. minimum, maximum \$60/day	\$21/hr., 2 hr. minimum, maximum \$210/day
2012 2W No Admission/Tuition/Fee Event	\$13/hr., 2 hr. minimum, maximum \$65/day	\$22/hr., 2 hr. minimum, maximum \$220/day
Current Rates Kitchen	\$15 Flat Fee	\$15 Flat Fee
Kitchen Use: For serving and/or preparation of food, for workshops that need sink and water. <small>Appliances include stove, refrigerator, microwave, dishwasher, and 30 cup coffee urn.</small>	\$15 Flat Fee and \$30 Refundable Cleaning Deposit plus \$10 Equipment Maintenance Fee	\$25 Flat Fee and \$30 Refundable Cleaning Deposit plus \$10 Equipment Maintenance Fee
Kitchen-Incidental Use-Making a small pot of coffee	Included in Rental Fee	Included in Rental Fee

Current Rates 3W Admission/Tuition/Fee Event	\$7.50/hr., \$40/day for 5 hours or more, plus 10% of gross or tuition	\$7.50/hr., \$40/day for 5 hours or more, plus 10% of gross or tuition
2010 3W Admission/Tuition/Fee Event	\$8/hr., 2 hr. minimum, maximum \$40/day, plus 10% of gross or tuition.	\$12/hr., 2 hr. minimum, maximum \$120/day, plus 10% of gross or tuition.
2011 3W Admission/Tuition/Fee Event	\$9/hr., 2 hr. minimum, maximum \$45/day, plus 10% of gross or tuition.	\$13/hr., 2 hr. minimum, maximum \$130/day, plus 10% of gross or tuition.
2012 3W Admission/Tuition/Fee Event	\$10/hr., 2 hr. minimum, maximum \$50/day, plus 10% of gross or tuition.	\$14/hr., 2 hr. minimum, maximum \$140/day, plus 10% of gross or tuition.
Current Rates 3W No Admission/Tuition/Fee Event	\$7.50/hr.	\$7.50/hr.
2010 3W No Admission/Tuition/Fee Event	\$8/hr., 2 hr. minimum, maximum \$40/day	\$12/hr., 2 hr. minimum, maximum \$120/day
2011 3W No Admission/Tuition/Fee Event	\$9/hr., 2 hr. minimum, maximum \$45/day	\$13/hr., 2 hr. minimum, maximum \$130/day
2012 3W No Admission/Tuition/Fee Event	\$10/hr., 2 hr. minimum, maximum \$50/day	\$14/hr., 2 hr. minimum, maximum \$140/day
3W use of sink, coffee pot and microwave	Included in Rental Fee	Included in Rental Fee
Current Rates Clay/Mud Room	Use is per membership in YAA or enrollment in OCCA sponsored classes	Not Available
Clay/Mud Room	For Class use only: \$14 per firing plus \$5 Equipment Maintenance Fee per firing	Not Available for Public use
Current Rates Darkroom	Use by YAA Photography Members and OCCA sponsored classes	Not Available
Darkroom	For Class Use only: Maintenance Fee-\$10/day or \$25/3 days	Not Available for Public use
Rent, Firing Charge, and separate check for \$30 Refundable Kitchen Deposit to the City of Newport		
Kiln Firing and Darkroom Maintenance Fees and 10% of gross and/or tuition to OCCA		
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Oregon Coast Council for the Arts Newport Visual Arts Center Rental Rates Study

Executive Summary

November 2009

The Oregon Coast Council for the Arts (OCCA), in cooperation with the City of Newport's revision of rental fees at City owned buildings, including the Senior Activities Center and the Recreation Center, submits the following documents for City Manager and City Council study. OCCA manages the Newport Visual Arts Center (VAC) for the City; however, all room rental income goes directly to the City.

The attached documents consist of (A) a draft study of updating current VAC Rental Rates and (B) a VAC Usage chart by major users. It is now the role of the City to look at these documents and determine what rates it wants to put in place.

Methodology

OCCA, Executive Director, Catherine Rickbone, and OCCA VAC Director, Sally Houck, proceeded with the following:

- Reviewed the proposed rental rates increase for the Senior Center and the Recreation Center and went on location to both buildings talking to Peggy O'Callaghan and Jim Protiva.
- Visited with Peggy Hawker and Steve Dickinson for archival/background information,
- Reviewed archival documentation in OCCA possession.
- Created a draft rental fee chart showing current VAC fees and suggested fees for 2010, 2011, and 2012.
- Created a VAC usage chart showing different users and the extent of their usage of VAC rooms and facilities.
- Presented the draft rental fee chart to the OCCA Board for feedback and suggestions.
- Presented the draft rental fee chart to an invited group of frequent VAC users, including Yaquina Arts Association (YAA) and Coastal Arts Guild (CAG) for feedback and suggestions. (See Usage chart)

Background/Explanatory Notes

- (1) The current VAC rental rates were effective in 1997, with partial updating in 2002 and again March 2007.
- (2) The idea in the draft is to propose an increase in a modest, incremental manner, giving preference to nonprofit organizations, especially arts, heritage and humanities, guilds, service groups and people conducting art classes, which is

consonant with the OCCA mission, and then to other nonprofits, if the space is not in use.

The second column refers to commercial and private use.

The yellow cells denote the current rates.

- (3) As has been the case ever since OCCA has taken over the management of the VAC, from any event that has an admission/tuition/fee, OCCA receives 10% to further help manage the facility.
- (4) For the use of the clay/mud room and the darkroom, OCCA is proposing to collect a modest “maintenance fee” that is put in a reserve account and used for maintenance, repair and/or replacement of equipment.
- (5) Nonprofit “day rate” means that any nonprofit pays a maximum for only five hours, regardless of how long they use the room for classes or meetings.
- (6) Commercial and private parties “day rate” has a maximum rate of 10 hours. Any time over that is complimentary.
- (7) OCCA proposes a refundable \$30 cleaning deposit for kitchen use, as defined on the chart.
- (8) OCCA proposes an “equipment fee” of \$10 per kitchen use as defined by the chart, to be put in an OCCA reserve account for future use of equipment. (Last year the refrigerator went out in the VAC kitchen, and OCCA did not have it in its budget to purchase another one. Eventually CAG bought and donated a new refrigerator for the kitchen.)
- (9) OCCA proposes a “firing fee” of \$14 per firing to help offset electrical costs associated with this activity. This money would go to the City.
- (10) OCCA proposes an “equipment maintenance fee” of \$5 per firing to be put in an OCCA reserve fund to help with repairs to the kiln.
- (10) OCCA already has in place an “equipment fee” of \$10/day or \$25/3 days, which is held in an OCCA reserve account, for the purpose of repairs in the darkroom.

Observations

- (1) Coastal Arts Guild members do not pay for the use of a storage area on the 2nd floor, use of kitchen and use of 2W and 3W for monthly luncheons and board meetings because of their volunteer capacity in helping to maintain the Runyan

Gallery reception desk from 11 am –3 pm, six days per week, when there is an exhibit in place.

(2). The “Life Drawing” class that has been meeting at the VAC since the 1990’s does not pay rent. They use storage space in the pedestal room for their class. This raises questions of fairness for everyone else who pays rent. OCCA has not been able to document the origin of this arrangement.

(3) The Yaquina Art Association pays the City of Newport a flat fee of \$600 per year. This flat fee figures out to between \$0.60 and \$0.80 per hour for classroom use. YAA has exclusive use of a locked storage room off 2W, and also uses storage areas in the pedestal room. YAA Photographers use approximately 75% of the cabinets in the darkroom for storage and YAA is the only group currently allowed to use the Mud Room for classes, except for OCCA. YAA exhibits in the Runyan Gallery two months each year for members’ shows and conducts a weekend craft festival in the gallery, 2W, and 3W.

Yaquina Art Association has been holding classes at the Visual Arts Center since it was built, and provides open classes to members and others at no charge.

At one time, YAA helped with the running of the VAC. There has been an OCCA Director for many years, and the YAA role has changed now to that of VAC user.

Conclusions

By providing this document, OCCA hopes to give the City enough information to update VAC rental fees. Recommended changes are modest in view of the economy. Thank you.

DRAFT---Newport Visual Arts Center---DRAFT

DRAFT	Non Profit 501(c)3 Arts, Heritage, or Humanities Organizations (includes art, theater, music, etc), guilds, service groups, individuals teaching art classes, and other Non- Profit Organizations	Commercial and Private Parties
Current Rates 2W Admission/Tuition/Fee Event	\$10/hr., 2 hr. minimum, or \$50/day for 5 hours or more, plus 10% of gross or tuition.	\$10/hr., 2 hr. minimum, or \$50/day for 5 hours or more, plus 10% of gross or tuition.
2010 2W Admission/Tuition/Fee Event	\$11/hr., 2 hr. minimum, maximum \$55/day, plus 10% of gross or tuition.	\$20/hr., 2 hr. minimum, maximum \$200/day, plus 10% of gross or tuition.
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Current Rates Kitchen	\$15 Flat Fee	\$15 Flat Fee
Kitchen Use: For serving and/or preparation of food, for workshops that need sink and water. <small>Appliances include stove, refrigerator, microwave, dishwasher, and 30 cup coffee urn.</small>	\$15 Flat Fee and \$30 Refundable Cleaning Deposit plus \$10 Equipment Maintenance Fee	\$25 Flat Fee and \$30 Refundable Cleaning Deposit plus \$10 Equipment Maintenance Fee
Kitchen-Incidental Use-Making a small pot of coffee	Included in Rental Fee	Included in Rental Fee

Current Rates 3W Admission/Tuition/Fee Event	\$7.50/hr., \$40/day for 5 hours or more, plus 10% of gross or tuition	\$7.50/hr., \$40/day for 5 hours or more, plus 10% of gross or tuition
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2011 3W Admission/Tuition/Fee Event	\$9/hr., 2 hr. minimum, maximum \$45/day, plus 10% of gross or tuition.	\$13/hr., 2 hr. minimum, maximum \$130/day, plus 10% of gross or tuition.
2012 3W Admission/Tuition/Fee Event	\$10/hr., 2 hr. minimum, maximum \$50/day, plus 10% of gross or tuition.	\$14/hr., 2 hr. minimum, maximum \$140/day, plus 10% of gross or tuition.
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Current Rates Clay/Mud Room	Use is per membership in YAA or enrollment in OCCA sponsored classes	Not Available
Clay/Mud Room	For Class use only: \$14 per firing plus \$5 Equipment Maintenance Fee per firing	Not Available for Public use
Current Rates Darkroom	Use by YAA Photography Members and OCCA sponsored classes	Not Available
Darkroom	For Class Use only: Maintenance Fee-\$10/day or \$25/3 days	Not Available for Public use
Rent, Firing Charge, and separate check for \$30 Refundable Kitchen Deposit to the City of Newport		
Kiln Firing and Darkroom Maintenance Fees and 10% of gross and/or tuition to OCCA		
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Nonprofit/Art Classes and Commercial/Private Parties Rental Income Comparison

The study of rental rates used Fiscal Year 08-09 rental revenue for comparison.

Revenue was calculated for Non Profit 501(c)3 Arts, Heritage, or Humanities Organizations (includes art, theater, music, etc), guilds, service groups, individuals teaching art classes, and other Non-Profit Organizations separately from Commercial and Private Parties.

The revenue for FY08-09 for all rentals is \$5125.50 ($\$3627.50 + \1525.00). With the \$600.00/yr. payment for YAA, the yearly revenue totals \$5725.50.

For comparison, projected rates have been applied to the FY08-09 data.

The projected revenue using the FY 08-09 data is \$7125.00 ($\$3976.00 + \3149.00). No projection has been made for YAA, but their rental rate would need to be added to the projected revenue to provide a basis for comparison of the yearly revenue total.

11/21/09

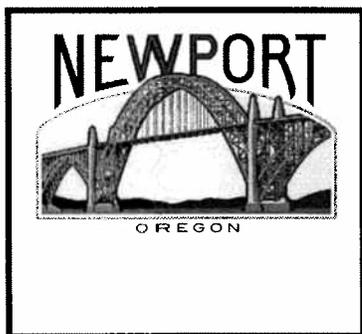
VAC COMMERCIAL AND PRIVATE PARTIES RENTAL INCOME COMPARISON

EVENT	HRS/DAY	ACTUAL: VAC RENTAL INCOME 08/09			COMPARISON: VAC Rental Income using 2010 Proposed Rates		
		2W 08-09	KITCHEN 08-09	3W 08-09	2W Projected 2010 rates	Kitchen Projected 2010 rates	3W Projected 2010 rates
For Art Sake	2 hrs.	\$20.00			\$40.00		
B-party	2 hrs.	\$20.00		\$15.00			\$24.00
B-party	4 hrs.	\$40.00	\$15.00		\$80.00	\$25.00	
B-party	2 hrs.	\$20.00	\$15.00		\$40.00	\$25.00	
B-party	3 hrs.	\$30.00	\$15.00		\$60.00	\$25.00	
B-party	3 hrs.	\$30.00			\$60.00		
B-party	2 hrs.	\$20.00			\$40.00		
B-party	3 hrs.	\$30.00			\$60.00		
B-party	3 hrs.	\$30.00	\$15.00		\$60.00	\$25.00	
B-party	7 hrs.	\$70.00	\$15.00		\$140.00	\$25.00	
B-party	3 hrs.	\$30.00	\$15.00		\$60.00	\$25.00	
B-party	4 hrs.	\$40.00			\$80.00		
Drum Circle	14 hrs.	\$140.00			\$280.00		
League of Women Voters	2 hrs.	\$20.00			\$40.00		
Multi-Pur	2 hrs.			\$15.00			\$24.00
Reunion	2 days	\$100.00	\$30.00		\$400.00	\$50.00	
Shower	2 hrs.	\$20.00			\$40.00		
Shower	2 hrs.	\$20.00			\$40.00		
Shower	3 hrs.	\$30.00			\$60.00		
Party	4 hrs.	\$40.00	\$15.00		\$80.00	\$25.00	
Party	2 hrs.	\$20.00			\$40.00		
Party	1 day	\$50.00	\$15.00		\$100.00	\$25.00	
Party	5 hrs.	\$50.00	\$15.00		\$100.00	\$25.00	
Dinner	5 hrs.	\$50.00	\$15.00		\$100.00	\$25.00	
Wedding Rec.	4 hrs.	\$40.00			\$80.00		
Wedding Rec.	6 hrs.	\$60.00	\$15.00		\$120.00	\$25.00	
Wilderness Therapy	1 day			\$40.00			\$96.00
Woodturners	24 hrs.	\$240.00			\$480.00		
Subtotal: Commercial and Private Party Users							
SUB TOTAL		\$1,260.00	\$195.00	\$70.00	\$2,680.00	\$325.00	\$144.00
Commercial and Private Party Revenue: (2W + Kitchen + 3W)			\$1,525.00			\$3,149.00	

VAC NONPROFIT RENTAL INCOME COMPARISON

EVENT	HRS/DAY	ACTUAL: VAC RENTAL INCOME 08/09			COMPARISON: VAC Rental Income using 2010 Proposed Rates		
		2W 08-09	KITCHEN 08-09	3W 08-09	2W Projected 2010 rates	Kitchen Projected 2010 rates	3W Projected 2010 rates
AFS	3 hrs.	\$30.00			\$33.00		
Agate Club	2 hrs	\$20.00			\$22.00		
Agate Club	2 hrs.	\$20.00			\$22.00		
Christadelphian Group	4 hrs.	\$40.00			\$44.00		
Concerned Citizens for Clean Air	2 hrs.			\$15.00			\$16.00
Concerned Citizens for Clean Air	3 hrs.			\$22.50			\$24.00
Head Start	1 day	\$50.00			\$55.00		
Kristy Kutch Colored Pencil	4 days	\$200.00			\$220.00		
LC Courts Parenting Class	24 hrs.	\$240.00			\$264.00		
LC Courts Parenting Class	28 hrs.	\$280.00			\$308.00		
Lukemia/Lymphoma	4 hrs.	\$40.00			\$44.00		
Midcoast Water Shed Council	3 hrs.	\$30.00			\$33.00		
Newport High School Literary	3 hrs.	\$30.00			\$33.00		
Oceana	3 hrs.	\$30.00			\$33.00		
Ocean Wellness	1 hr.			\$7.50			\$8.00
Our Ocean	1 hr.			\$7.50			\$8.00
Our Ocean	2 hrs.			\$15.00			\$16.00
Oregon Coast Community College	8 hrs.	\$80.00	\$30.00		\$88.00	\$30.00	
PCHD Art Therapy	18 hrs.	\$180.00			\$198.00		
PCHD Art Therapy	33 hrs.	\$330.00			\$363.00		
Recorder Society	3 hrs.	\$30.00			\$33.00		
Surfrider Meetings	24 hrs.	\$240.00			\$264.00		
Surfrider	3 hrs.	\$30.00			\$33.00		
Surfrider	2 hrs.	\$20.00			\$22.00		
Unitarian Fellowship	3 hrs.	\$30.00			\$33.00		
Unitarian Fellowship-2W	80 hrs	\$800.00			\$880.00		
Unitarian Fellowship-3W	36 hrs.			\$270.00			\$288.00
Walkup Workshop	3 days	\$150.00			\$165.00		
Writers on the Edge	3 hrs.	\$30.00			\$33.00		
Writers on the Edge	9 hrs.	\$90.00			\$99.00		
Writers on the Edge monthly	24 hrs.	\$240.00			\$264.00		
Subtotal: Nonprofit Full Payment Users		\$3,260.00	\$30.00	\$337.50	\$3,586.00	\$30.00	\$360.00
Nonprofit Full Payment Users Revenue: (2W + Kitchen + 3W)			\$3,627.50			\$3,976.00	
Yaquina Art Association: Annual Rent			\$600.00		No Projection Available		

11/19/09



Agenda Item # IX.D.
 Meeting Date March 2, 2010

CITY COUNCIL AGENDA ITEM SUMMARY
 City Of Newport, Oregon

Issue/Agenda Title: Resolution relating to Agate Beach Disposal Site Closure

Prepared By: McCarthy Dept Head Approval: _____ City Mgr Approval: [Signature]

Issue Before the Council: Resolution reauthorizing the Agate Beach Disposal Site Closure Fund

Staff Recommendation:

Staff recommends the Council pass the Resolution.

Proposed Motion:

I move the Council adopt Resolution No. _____ reauthorizing the Agate Beach Disposal Site Closure Fund.

Key Facts and Information Summary:

The Lincoln County Solid Waste Consortium was created to address issues related to the Closure of the Agate Beach Disposal Site. The Consortium consists of the Cities of Depoe Bay, Newport, Toledo and Lincoln City and Lincoln County (including the City of Siletz). The Consortium is permitted by the DEQ (Permit Number 373) to perform functions necessary related to the closure of the Disposal Site. The DEQ requires that the involved public entities execute a resolution that reauthorizes the Agate Beach Disposal Site Closure Fund.

The City is obligated to dedicate and reserve funds related to the Agate Beach Disposal Closure Fund. As of August, 2009, the City's obligation as calculated by the Consortium for dedicated and reserved funds was \$1,342,415. The City currently has \$1,505,609.45 dedicated and reserved for this purpose.

Other Alternatives Considered:

None

City Council Goals:

None

Attachment List:

Resolution relating to the Agate Beach Disposal Site Closure

Fiscal Notes: Discussed above

RESOLUTION NO. _____
Agate Beach Disposal Site Closure

WHEREAS the City of Newport created an Agate Beach Disposal Site Closure Fund to provide dedicated funding for the City of Newport's share of the closure and post-closure costs and expenses related to the closed Agate Beach Landfill. The Landfill was operated and then closed under the Department of Environmental Quality's Solid Waste Disposal Site Closure Permit No. 373 (Closure Permit No. 373). The permit is held by the Lincoln County Consortium for Solid Waste Management (Consortium), and ORS Chapter 190 interagency entity, which includes Newport, Lincoln County and four other cities as members¹. Each of the other members of the Consortium has similar dedicated funds for their share of the Closure Permit No. 373 obligations; and

WHEREAS, Closure Permit No. 373 was recently extended through April 30, 2019, and likely will continue for at least ten (10) years after that period, and;

WHEREAS, The Consortium receives an annual estimate of the post-closure obligations certified by a qualified engineer, and each Consortium members' share of those obligations is determined by a formula adopted by the Consortium. As of August 2009², Newport's share of the obligations was fully met by the funds currently held in the Agate Beach Disposal Site Closure Fund. Additional dedicated revenue can be provided to meet those costs in subsequent years; and

WHEREAS, under ORS 294.525, Newport desires to reauthorize the establishment and continuation of the Agate Beach Disposal Site Closure Fund as a mechanism to dedicate and reserve funds for post-closure obligations under Closure Permit No. 373.

NOW, THEREFORE, it is hereby resolved and ordered as follows:

1. That the Agate Beach Disposal Site Closure Fund is reauthorized under ORS 294.525 and continues through April 30, 2019. It may thereafter be extended as necessary to meet obligations under DEQ Permit No. 373 if that permit is renewed.

2. That the Agate Beach Disposal Site Closure Fund is dedicated and reserved for closure, post-closure, corrective action and associated costs and services for the closed Agate Beach Landfill and Lincoln County Consortium for Solid Waste Management.

3. That copies of this order be provided to the Lincoln County Counsel; Lincoln County Consortium for Solid Waste Management; and the Oregon Department of Environmental Quality.

¹ Members are Lincoln County and the cities of Depoe Bay, Lincoln City, Newport, Siletz and Toledo.

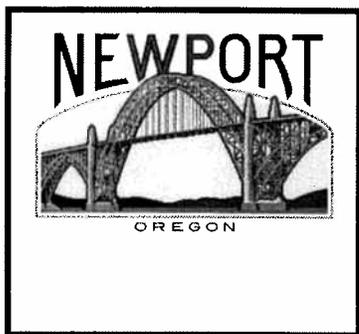
² Under estimates prepared and certified by Kennec Engineering, "2006 Post-Closure Financial Assurance Cost Estimates, Lincoln County Consortium for Solid Waste Management".

This resolution was adopted by the Newport City Council on March 1, 2010, and became effective immediately.

Approved by the Mayor of the City of Newport, Oregon, on March 1, 2010.

Mayor William Bain

Margaret Hawker, City Recorder



Agenda Item #

IX.E.

Meeting Date

March 1, 2010

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title Consideration of Council FY 10/11 Goals

Prepared By: Voetberg Dept Head Approval: _____

City Mgr Approval: _____

Issue Before the Council:

Consideration of Council FY10/11 Goals which were discussed and determined at the February 22, 2010 work session.

Staff Recommendation:

Staff recommends the Council adopt the attached FY10/11 Council Goals.

Proposed Motion:

I move the Council adopt the FY10/11 Council Goals as attached to this agenda summary report.

Key Facts and Information Summary:

On February 22, the Council met to discuss Council goals that will help guide staff in long range planning, and more specifically in the development of the FY10/11 budget. Attached for Council review are the goals established at the February 22nd work session. Please note, the Goals and a discussion of the Goals has been placed as a discussion item for the March 1, 2010 noon work session.

Other Alternatives Considered:

None

City Council Goals:

Not applicable.

Attachment List:

Council FY10/11 Goals

Fiscal Notes:

None

MISSION STATEMENT

The Newport City Council and staff pledge to provide and manage city services utilizing sustainable practices. We strongly encourage citizen participation through volunteerism on committees and task forces to enhance the livability of Newport. We will maintain fiscal responsibility and encourage community partners and agencies to achieve economic and sustainable development.

2010-11 CITY COUNCIL GOALS

ESSENTIAL CORE SERVICES

Water

Implement water conservation plan.

Complete water treatment plant by fall 2011.

Develop a contingency fund for water related emergency repairs and capital improvements.

Implement and/or keep current a SCADA system to critical infrastructure including water tanks, pump stations, and pressure sensing stations.

Continue construction on projects identified as Level 2 Priority Projects in the city's Water System Master Plan.

Continue working with the Central Coast Water Council to develop a long range water supply source including further evaluation of Rocky Creek as a regional water source.

Wastewater

Create a committee or task force to evaluate and recommend options relating to treatment and collection issues.

Complete and adopt the city's Wastewater Master Plan.

Continue efforts to locate and reduce sources of infiltration, inflow, and pollution.

Develop a contingency fund for capital wastewater related emergency repairs and capital improvements.

Storm Drainage

Adopt the Storm Drainage Master Plan.

Implement storm drainage utility fees based on improvements identified in the Storm Drainage Master Plan.

Create a committee or task force to evaluate and recommend options relating to storm drainage issues.

Public Safety:

Evaluate and make recommendations to regionalizing an emergency 911 center.

Fire and Rescue

Develop a schedule and funding plan to replace fire and rescue equipment as existing equipment becomes unsafe or unusable.

Strengthen the working relationship between full-time and volunteer firefighters.

Increase the number of volunteer firefighters.

Explore a county-wide fire district and other cost-saving measures.

Police

Create a public safety committee to evaluate adequate staffing levels that balances needs and resources and explores the creation of a county-wide law enforcement district.

Develop a schedule and funding plan to replace vehicles, equipment, and support systems as they become unsafe, inefficient, or unusable.

Continue community outreach to strengthen positive law enforcement presence within the community.

Strengthen working relationship with other law enforcement agencies within the region.

REQUIRED SERVICES

Community Development (Planning and Building Permits)

Develop a transition plan for building services.

Complete updates to the Newport Comprehensive Plan for which grant funds have been obtained, and secure additional funding to update the Plan in advance of periodic review.

Adopt needed revisions to the Newport Transportation System Plan.

Pursue the implementation of an acceptable alternative mobility standard.

Appoint a task force/committee to pursue revitalization of the Highway 101 corridor including the possible relocation of the National Guard Armory to the airport

Initiate updates to the city's subdivision and zoning ordinances regarding storm water management and street vacation process.

Develop a user-friendly (one-stop shopping), predictable process for permitting and information services for developers.

IMPORTANT SERVICES

Airport

Support efforts to obtain airline sustainability by conducting a marketing/passenger demand analysis; identifying cooperative partnerships for airline use/marketing; identifying alternative providers and options; and developing and implementing a marketing strategy.

Strengthen airport operations and maintenance by maintaining the Part 139 certification; identifying airside needs and developing opportunities; creating airside and landside operation plans and procedures; and identifying and creating airside rules and regulations.

Support increased aviation services by conducting a feasibility study; conducting a market study; identifying lines of business/ business opportunities; identifying service goals; identifying alternatives; and identifying strengths and weaknesses.

Update airport capital improvement needs by identifying AIP opportunities; creating an FAA approved CIP; addressing the Airport Layout Plan strengths and weaknesses; identifying master planning needs; setting long-term strategic plans; and identifying and creating non-FAA capital improvement plans.

Support airport partnerships in community economic development by identifying infrastructure weaknesses and needs; identifying business development needs; identifying business/corporate development opportunities; conducting a market study; creating a marketing plan and strategic goals; and identifying cooperative partnerships for economic development.

Develop airport guiding documents by reviewing and updating when necessary the strategic plan, rules and regulations, minimum standards, rates and fee policy, and development guidelines.

Develop a plan for interagency coordination on disbursement of emergency supplies in the event of a disaster.

Explore the creation of an airport district.

COMMUNITY LIVABILITY

Library

Install an RFID circulation/security system.

Pursue improvements to keep the library facility current.

Evaluate staffing, programming, facility, and IT needs to respond to the service demands of the customers and make recommendations to the Council on an annual basis.

Pursue efforts to ensure safety of library users and staff and minimize risks to city.

Streets/Transportation

Develop and implement a strategy to install sidewalks where none currently exist.

Develop a city-wide bicycle and pedestrian path plan that includes identifying specific projects, funding alternatives and an improvement schedule that, in part, includes the completion of the Naterlin sidewalk project.

Initiate budgeted projects within the city and specifically those identified in the South Beach URA plan.

Develop and implement a flexible strategy to pave gravel streets.

Continue to support, and possibly expand, the Lincoln County Transit District's city shuttle program.

Discuss and develop street clean-up program.

Continue support of wayfinding program.

Parks and Recreation

Continue to provide healthy recreational opportunities to the community.

Explore the concept of an "Adopt a Park" program for maintenance, clean-up and other park related needs.

Develop a 5-year plan for recreation facility upkeep and improvement needs.

Maintain and develop parks and city-owned properties within available resources.

Explore the option of contracting with private operators for operation of the recreation center and swimming pool.

INSTITUTIONAL/INTERNAL SERVICES

Provide credit card and on-line payment options to customers of city services.

Enhance the city's GIS mapping and document imaging capabilities.

Within available resources, keep the city current with technology.

Consider economic and social sustainability in all actions taken by the City of Newport.

Appoint a sustainability committee or task force.

Explore and evaluate modifications to the employee health insurance plans and co-pay options and to the employee pension plans.