February 20, 2013
8:30 A.M.
Newport, Oregon

CITY COUNCIL WORK SESSION
AND GOAL SETTING SESSION

Councilors present: Beemer, Swanson, Allen, Sawyer, Saelens, Busby, and Roumagoux.

Staff present: Voetberg, Hawker, Marshall. Other staff appeared for parts of the meeting affecting their departments.

1. Voetberg distributed financial information that included ending fund balances from fiscal years 2010 – 2012. He discussed revenues and levels of service. He noted that the economy is better but will not be great during the upcoming year. He recommended balancing the levels of service to avoid operating costs becoming greater than revenues. He addressed the issue of deferred maintenance on buildings, and suggested that extra monies should be allocated toward deferred maintenance and equipment repair and/or replacement.

   Busby reported that he had reviewed last year's goals and asked whether there would be an attempt to prioritize or establish measures. Saelens suggested that if a critical need is discovered that measures could be instituted based on dates. Busby asked about the funds that are "grayed out" and whether they are Airport funds or separate funds.

   It was reported that there has been no significant change in the tax rate over the past few years.

   Swanson asked why the departments were not setting goals, and Voetberg reported that staff will help guide Council through the department goals.

2. David Marshall distributed a handout and addressed Finance Department goals. He reviewed the handout and the previously established goals. Council established the following goals for the Finance Department:

<u>Ongoing Goals</u>

A. Adequately staff department.

B. Reorganize/strengthen department.

   1. Two-position cash receipts.

2. New payroll assignment.

3. Increased emphasis on accounts receivable.

4. Increased emphasis on agreements, contracts, RFPs, and projects.

C. Find a consistent method to deal with late and non-payers.

D. Strengthen the lien process.

E. Ensure that everyone understands appropriations, budgets, resources, and revenues.

F. Implement cost control measures, specifically a purchase order system.

3. Mark Miranda addressed Police Department goals. He reviewed the previously established goals. Council established the following goals for the Police Department:

<u>Ongoing Goals</u>

A. Maintain volunteer force.

B. Support education/prevention.

C. School resource officer.

D. Conduct annual public survey.

E. Accreditation proofs.

F. Continue to fund for canine replacement.

<u>FY 2013/2014 Goals</u>

A. Complete report writing manual.

B. Institute Explorer Program.

C. Develop and maintain a funding source for instructor development.

D. Reinstate Records Clerk position.

E. Increase number of Neighborhood Watch groups.

F. Conduct two crosswalk enforcement activities.

G. Conduct two distracted driver activities.

H. Add another patrol officer.

1 – 5 Year Goals

A. Add School Resource Officer.

B. Complete re-accreditation.

C. Develop funding for decontamination of range.

D. Restart reserve police program.

5+ Year Goals

A. Replace canine vehicle.

4. Phil Paige reviewed the Public Safety goals, and Council established the following Public Safety goals:

Ongoing Goals

A. Stockpile emergency supplies.

B. City Emergency Management Committee continues planning.

C. Continue CERT team.

FY 2013/2014 Goals

A. Continue improvements on Safe Haven Hill with FEMA grant funds.

B. Develop a well-defined and equipped City of Newport EOC.

1 – 5 Year Goals

A. Evaluate public buildings for public safety.

B. Develop and implement a plan for earthquake readiness.

C. Explore becoming a NOAA Tsunami Ready City.

5. Phil Paige reviewed the Fire Department goals, and Council established the following Fire Department goals:

Ongoing Goal

A. Continue to strengthen volunteer and paid staff relationships.

B. Improve volunteer recruitment and retention.

C. Improve training programs, officer development, and succession planning.

D. Collaborate with other departments and agencies for improvements to service.

FY 2013/2014 Goals

A. Reconfiguration of Agate Beach station.

B. Evaluation, decision, and implementation of collaboration plans.

C. Evaluate options to EMS transport, and decide whether to develop a fire-based EMS proposal.

D. Consider or update Comprehensive Plan.

E. Work with OCCC and neighboring fire departments to bring fire science classes, and a degree program, to Newport.

F. Develop a balanced staffing plan to include career, volunteer, and seasonal/part-time personnel based on Standard of Cover service level goals.

1 – 5 Year Goals

A. Implement recommendations from the ESCI study.

B. Develop a strategic plan.

5+ Year Goals

A. Implement strategic plan.

6. Ted Smith reviewed the Library goals, and Council established the following Library goals:

Ongoing Goals

A. Ensure the safety of Library users and staff and minimize risk.

B. Pursue improvements to keep the Library current.

C. Continue to purchase materials in multiple formats that meet the educational and recreational needs of patrons.

D. Continue educational activities including:

1. Book discussion group.
2. Computer classes.
3. Guest speakers.
4. Author presentations.
5. Writing classes.

E. Continue programs and outreach to adults, young adults, and children through:

1. Schools.
2. Preschools.
3. Juvenile detention.
4. Rehabilitation centers.
5. Library.
6. Literacy Park.

<u>FY 2013/2014</u>

A. Conduct Library needs analysis.

B. Install four security cameras.

C. Install public address system.

D. Install at least one new furnace.

E. Replace meeting room tables.

F. Install large flat screen television and sound system in meeting room.

G. Paint as much of the Library as possible.

H. Continue to upgrade landscaping and appearance of Library grounds.

I. Replace aging computers at circulation desk.

1 – 5 Year Goals

A. Purchase computer carrels for internet, word processing, and children's area P.C.'s.

B. Replace all upholstered seating.

C. Purchase Radio Frequency Identification (RFID) security system.

5+ Year Goals

A. Expand or relocate the Library.

7. Derrick Tokos reviewed the Community Development Department and Economic Development goals, and Council established the following goals:

Fiscal Year 2013/2014 Goals

A. Annexation of reservoir properties.

B. Urban Growth Boundary Dam – Complete Process.

C. Implementation of Land Bank concept for workforce housing.

D. Safe Haven Hill – Phase I.

E. Urban Renewal.

F. Construction of Ash Street.

G. Acquisition of right-of-way in South Beach.

H. Updating LID ordinance to include public input.

I. Initiate code updates relating to accessory units.

J. Develop South Beach industrial areas.

K. Consider new north side Urban Renewal District (bridge to Wal-Mart).

L. Review of Nye Beach area.

M. Initiate pre-planning with ODOT for Yaquina Bay Bridge.

N. Complete inventory of and develop strategies for property acquisitions and sales of city assets.

1 – 5 Year Goals

A. Track organizational structure of Community Development Department.

8. Jim Protiva reported that the pool is continuing to leak. He reviewed the Parks and Recreation Department goals, and Council established the following goals:

Ongoing Goals

A. Consideration of new aquatic facility – time and funding; location and scope.

B. Painting of pool floor and perimeter deck.

C. Tree City USA – take important next step of mapping and inventory, and development of standards and restrictions.

D. Park Master Plan update and strategic property identification (trails, open space, wetlands).

E. Update the CIP for equipment, vehicles, and furniture.

F. Continue and create new special events that draw athletes and spectators alike.

G. Explore the functional number of members of the Parks and Recreation Advisory Committee and potentially reduce the membership.

H. Community-wide wellness support through employee programs; availability of mapping with trail and bike routes; and health events that demonstrate support by elected officials.

I. Identify which programs are cost effective.

9. Jim Voetberg reviewed the Airport goals, and Council established the following Airport goals:

Ongoing Goals

A. Maintain FAA Part 139 certification.

B. Continue top quality service of the FBO.

C. Continue training of Airport personnel.

D. Monitor hangar lease and rental agreements.

FY 14 Goals

A. Replace AARF truck.

B. Complete runway 16/34 rehabilitation project.

C. Repair FBO.

1 – 5 Year Goals

A. Update Airport Master Plan.

10. Jim Voetberg reviewed the Administration goals, and Council established the following goals:

Facilities and Parks Maintenance Division

Ongoing Goals

A. Develop and implement comprehensive facility maintenance and staffing plan.

B. Develop and implement a comprehensive parks maintenance and staffing strategy.

C. Increase utility efficiency in city parks and buildings.

D. Develop in-house custodial services.

Communications

Ongoing Goals

A. Continue utilizing employee surveys

B. Continue to support the City Employee Committee

C. Provide communication management training to supervisors and the management team

Information Technology Division

Ongoing Goals

A. Maintain city-wide computer replacement program.

B. Support individual department IT purchases.

C. Maintain hard drive space needs.

FY 2013/2014 Goals

A. Install more security systems in city buildings.

B. Replace telephone system.

C. Develop plans for recover in case of catastrophic failure.

D. Set up EOC systems computer.

1 – 5 Year Goals

A. Develop off-site back-up systems.

B. Extend fiber throughout all facilities.

Human Resources Division

Ongoing Goals

A. Update employee policies.

B. Initiate streamlined linear hiring process through Clarity.

C. Complete standardized interview guides for all departments.

D. Develop and implement cross-departmental injury reduction plan.

E. Consider longevity increases.

F. Confirm exempt and non-exempt status of all employees.

G. Formalize salary schedules.

H. Better understand worker compensation claims.

I. Continually provide information to Council in a format they would like to see.

11. Tim Gross reviewed the Public Works Department goals, and Council established the following goals:

Streets Division

Ongoing Goals

A. Provide consistent funding for street improvement projects.

B. Continue to support multi-modal forms of transportation in the City of Newport.

C. Designate and develop pedestrian and bicycle routes in association with streets, and work with the school district to create safe routes to schools.

D. Designate and develop gravel streets for paving, and develop a paving inventory and replacement program.

E. Develop a system to support electric/alternative fuel vehicles.

Wastewater Division

Ongoing Goals

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

B. Plan for funding for big wastewater system projects.

1 – 5 Year Goals

A. Develop wastewater plans for service to airport.

B. Develop a Wastewater Master Plan.

C. Continue improvements to Agate Beach wastewater program.

Stormwater Division

Ongoing Goals

A. Participate in emergency response committee planning process.

B. Consider funding sources for stormwater improvement projects.

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

D. Plan for NPDES requirement (illicit discharges) legislative control of stormwater system.

1 – 5 Year Goals

A. Develop Stormwater Master Plan.

Water Division

Ongoing Goals

A. Plan for remediation or replacement of upper and lower Big Creek dams.

B. Update the Water Supply System Master Plan and Comprehensive Plan (condition analysis).

1 – 5 Year Goals

A. Implement automatic meter reading system.

B. Improve water system to the airport.

5+ Year Goals

A. Switch out water meters to “radio reads.”

B. Begin the systematic replacement of water supply lines and develop plans for future replacement.

12. Saelens noted that he is interested in the sustainability goals.

13. It was asked that one of the Budget Committee agendas contain an agenda item regarding a policy on the intent of how to use the gas tax monies.

Having no further business, the meeting adjourned at 4:07 P.M.