

January 17, 2012  
Noon  
Newport, Oregon

Councilors present: McConnell, Brusselback, Allen, Bertuleit, Roumagoux, Beemer, and Sawyer.

Staff present: Voetberg and Hawker.

Council discussed the following items:

1. McConnell noted that the discussion on the municipal judge employment contract would be deferred. Voetberg noted that he had distributed a copy of a standard employment agreement that legal staff had worked on. McConnell requested the total financial impact and how it fits into the city's budget.
2. It was noted that the COG presentation will be delayed.
3. McConnell distributed a draft Town Hall meeting agenda format, and noted that it could be fine tuned this evening. He suggested that the meetings used to inform neighborhoods of city events impacting their areas.
4. Allen noted that there is a difference of opinion between the Business License Task Force and the city attorney. He suggested that it would be beneficial to have Christy Monson participate in the next discussion of this issue. McConnell noted that Council needs to make as many clear decisions relative to this ordinance at this evening's meeting, and defer the others until Monson is available. It was agreed to ask Monson to attend the meeting of February 6.
5. Voetberg distributed a copy of Council goals that highlights the work that is completed, or in progress, on individual goals. A copy of this document is attached to these minutes.
6. It was reported that a storm drain meeting has been scheduled with the folks who commented on the storm drain fee the last time it arose. McConnell noted that parallel budgeting would be necessary until a final decision is reached.
7. Bertuleit asked about funding required for an overhaul of the Lincom 911 expenses. McConnell asked whether there was any discussion regarding a satellite dispatch center in Lincoln County. Allen reiterated that any policy decisions will require City Council input.
8. Voetberg reported that there are Northside Urban Renewal Agency funds available for deferred maintenance.
9. Voetberg reported that a discussion needs to occur regarding the best use of the funding currently designated for Deco Park.
10. Allen noted that SeaPort Airlines didn't comply with some provisions of the contract and reimbursement, and the city did not pursue compliance.
11. McConnell noted that the city needs community support for the "Adopt-a-Street/Park" programs.
12. McConnell discussed the inclusion of a designated pathway from Oceanview Drive to Lighthouse Drive.

13. Allen asked for an update on NOAA, and particularly how many NOAA employees are here now and how many NOAA jobs remain to be filled, and how many NOAA employees have moved here.
14. Voetberg reported that union contract negotiations will begin soon with the Newport Employees Association and the Newport Police Association. He will update Council at an executive session on February 6.
15. McConnell asked about health insurance and retirement benefits. Voetberg reported that Marshall is meeting with employee groups on these issues.
16. MOTION was made by Brusselback, seconded by Bertuleit, to enter executive session pursuant to ORS 192.660(2)(i) to evaluate the city manager. The motion carried unanimously in a voice vote, and Council entered executive session at 1:37 P.M.
17. MOTION was made by Brusselback, seconded by Beemer, to return to the work session. The motion carried unanimously in a voice vote, and Council returned to its work session at 2:20 P.M.

Having no further business, the meeting adjourned at 2:20 P.M.

## Water

### Fiscal Year 11/12 Goals

- A. Design water tank

Civil West is currently in the design process for the Agate Beach Tank. Funding is in the CIP for design. Funding for construction will need to be addressed as part of the next budget cycle.

- B. Develop water conservation plan

No progress has been made on this goal.

- C. Complete water treatment plant and begin operations

Water Treatment plant is under construction.

**Modifications to the intake structure was necessary due to inaccurate as-built of existing intake structure and original dam/intake construction on inadequate subsurface material.**

- D. Explore and develop a plan for electronic meter reading

Have reviewed options regarding this goal and will explore pilot program as part of next budget cycle.

**New handheld meter reading units were purchased to replace the old units. These units will integrate with a new electronic meter reading system. Also new meters with transmitters have been purchased and will be installed in vaults where confined space issues makes physically taking a meter reading difficult and dangerous. Implementation of a fixed based system will be funded in the next fiscal year.**

- E. Plan water system extension to the airport

Have prepared preliminary cost estimates to water system expansion. Need to review estimate and plan next steps.

### 5 Year Goals

- A. Build water tank
- B. Implement water conservation plan
- C. Implement automatic meter reading system
- D. Build water system to the airport
- E. Watershed plan around reservoir to include a timber management plan

## 5+ Year Goals

- A. Explore long-term water supply

## Wastewater

### Fiscal Year 11/12 Goals

- A. Begin wastewater master plan

**A task order has been issued to Civil West to perform infrastructure mapping of the sewer system. This map will form the framework of a sewer master plan hydraulic analysis.**

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

**A number of cross connections have been identified and repaired within the past few months.**

- C. Plan wastewater system extension to the airport

**Have prepared preliminary cost estimates to water system expansion. Need to review estimate and plan next steps.**

### 1 - 5 Year Goals

- A. Complete wastewater master plan
- B. Upgrade sewer pump stations in north end

**Brown and Caldwell has prepared a memo defining costs and phasing a wastewater collection system upgrade for the Agate Beach area. The first portion of this plan will be funded for design in the 2013 fiscal year.**

- C. Build wastewater system to the airport

## Finance and Budgeting

### Fiscal Year 11/12 Goals

- A. Develop five-year city-wide capital improvement plan

**A five year capital improvement plan will be implemented as part of the 2013 budget process. (Tim)**

- B. Work toward completion of financial policies

A task order has been issued to Civil West to perform infrastructure mapping of the storm sewer system. This map will form the framework of a storm sewer master plan hydraulic analysis. (Tim)

Have begun next series of financial policies, though it will be several months before they are completed , except specific policies needed for/during the budget process. (David)

Have many thoughts on the next grouping of financial policies, primarily having to do with job description and salary schedules, but will not begin this work for several weeks.

- C. Purchase or lease integrated, coherent, state-of-the-art financial software

Issued RFP in August; received six responses; Council authorized staff to proceed with Cassel.

Software system (Caselle's Clarity) purchased. Training in Provo UT during first week in February. Software. Intend to install Purchase Requisition/Purchase Order system as early in FY13 Intend to build FY13 budget with this as possible.

### Stormwater

#### Fiscal Year 11/12 Goals

- A. Locate and correct issues with the Nye Beach drainage basin

Completed improvements to alleviate local flooding in Nye Beach. Long term permanent fixes will be identified in storm water master plan.

- B. Develop plans for individual storm drain basins beginning with the Nye Beach basin followed by Agate Beach

A task order has been issued to Civil West to perform infrastructure mapping of the storm sewer system. This map will form the framework of a storm sewer master plan hydraulic analysis.

- C. Identify funding sources and implement the storm drain basin plans

City staff will be meeting with stakeholders on January 24<sup>th</sup>, 2012 to discuss a fee structure for s storm water utility fee. The infrastructure mapping project for storm sewer is being funded through the GP Franchise funds.

- D. Create a methodology for determining storm drainage utility fees

City staff will be meeting with stakeholders on January 24<sup>th</sup>, 2012 to discuss a fee structure for a storm water utility fee. The results of this discussion will be forwarded for Council consideration as part of the budget process.

### 1 - 5 Year Goals

- A. Complete the stormwater master plan for the entire city

No progress has been made on this goal.

- B. Plan for National Pollutant Discharge Elimination System (NPDES) requirements

Public Works staff have met with a representative from the OR-DEQ to discuss the OR Central Coast TMDL study. The requirement for participating communities to begin their implementation plan will likely commence in the summer of 2013. The PW Director will be taking part in a TMDL task force to discuss the long term implications of TMDL allocations and the methodology by which the DEQ will require stakeholders to comply with requirements.

### Public Safety

#### Ongoing Goals

- A. Education - annual events and drills in multiple languages

Some pamphlets and manuals have been developed in Spanish (Fire Department and Red Cross).

- B. Maintain Community Emergency Response Team (CERT) program

New CERT class began in September 2011. (Monthly meetings continue).

#### Fiscal Year 11/12 Goals

- A. Evaluate a regional 911 center

Evaluation in process.

Lincom Executive Board directed County Counsel to begin negotiating a service agreement with WVCC.

- B. Develop tsunami alerts and evacuation routes and sites

Chief Murphy, Sergeant Garbarino, and Derrick Tokos are working on "Safe Haven Hill."

- C. Evaluate public safety structures for earthquake readiness

Headquarters Fire Station (which is designated as the city's EOC) would likely fail in and earthquake event.

- D. Develop emergency operations plan

In beginning stages of update.

### 1 - 5 Year Goals

- A. Retrofit or rebuild public safety structures

No progress to date.

### Fire and Rescue

#### Ongoing Goals

- A. Strengthen volunteer and paid staff relationships

In progress. Survey of paid and volunteer has been completed; individual interviews with most personnel have been conducted. Goals include developing clear organization chart, open and regular communications (email update twice a month, etc.), updating and enforcing standard operating guidelines, developing a volunteer shift staffing program, etc.

Funding is now available for development of a volunteer shift staffing program, and for the new career Captain position to serve as a shift supervisor. The volunteer shift staffing began in December, with coverage for 16 nights and 9 days at no cost. It is anticipated that the stipend program scheduled to begin in January, will increase participation.

- B. Volunteer recruitment

Continued online and newspaper advertisement have resulted in three successful recruits in past six months. Current volunteer staffing includes three lieutenants, 20 firefighters, and two recruits in process.

Two recruits have completed their phase 1 training, but two other volunteers have taken leaves of absence due to work/school conflicts. We currently have one applicant in process and one who was rejected based on the background investigation.

### Fiscal Year 11/12 Goals

A. Explore county-wide cost savings measures

Grant applications in process for protective equipment and radios. Beginning the process of a fire services study (through the consultant, ESCI) that will examine each participating department individually and result in recommendations on efficiencies in service delivery through cooperative programs, etc.

Information is being collected for the regional fire services study (ESCI). The first on-site reviews are expected during the week of January 23, 2012.

B. Explore opportunities for fire boat

No progress made. Replacement of current aging fleet and developing a comprehensive fleet replacement schedule and funding plan is a higher priority.

5+ Year Goals

A. Substation on north end

No progress made to date. ESCI fire service study should give the City a better idea of what is needed.

B. Begin looking for new location for main fire station (a site that is not on fill)

We are looking at some possible sites for a future replacement of our headquarters fire station. It should be along Hwy 101 within ten blocks of the intersection with Hwy 20. The ESCI study will look at station needs make recommendations on this issue. The critical features would be easy access to the highway (not too close to a busy traffic signal), hopefully 3 or 4 acres and flat, geologically stable (not built on fill, like the current station). So far, a preliminary look identified a few possible sites:

- 1) The Spice Adult Video with the adjacent vacant lot (SW Fall St. and Coast Hwy.)
- 2) Staples site (NW 8<sup>th</sup> and Coast Hwy.)
- 3) ProBuild (NW 6<sup>th</sup> and Coast Hwy.)
- 4) National Guard Armory site (SW Fall St. and Coast Hwy.)
- 5) Copeland Lumber (345 E Olive St)

Police

Ongoing Goals

A. Maintain volunteer force

Our citizen volunteer force continues to assist the Police Department in many ways. The amount of public activities in Newport seems to be increasing and the Newport Police Volunteers have been assisting in most of them. If we did not have the volunteers the Police Department staff would not be able to provide that much service. The events would still continue, but with the Police Volunteers involved the Police Department is able to provide extra services to the community. Currently, there are 28 volunteers.

### Fiscal Year11/12 Goals

- A. Explore county-wide cost savings measures

County law enforcement administrators have not talked about this recently, but we all continually look for opportunities to share resources. We have assisted the sheriff's office in the purchase of an electronic device to be used in the investigation of serious traffic crashes. Each agency alone would not have been able to make the purchase, but a combined effort made it happen.

- B. Conduct community survey

Police plans to conduct the survey in the winter months.

**Police plans to conduct the survey in January 2012 months.**

### 1 - 5 Year Goals

- A. Become accredited with Oregon Accreditation Alliance (OAA)

Although we have not joined the OAA at this time for financial reasons, we are working towards completing the process. It is estimated that we are about 10% complete.

### Library

#### Ongoing Goals

- A. Ensure the safety of library users and staff and minimize risk

**We have separated linoleum flooring seams in the downstairs restrooms. These have created a tripping hazard. Remaining North Side Urban Development funds have been identified as a source of funding to correct this problem.**

**For staff and patron security, the Library would like to install security cameras in the parking lot, around the building and within the library. Remaining North Side Urban Development funds have been identified as a source of funding to provide security cameras.**

B. Pursue improvements to keep the library current

The building grounds are only being taken care of sporadically by the Parks Department, so I contracted with the County to mow grass, pull weeds, trim trees and bushes, and pick up trash in the parking lot. They come once a month at a cost of \$150 month.

Remaining North Side Urban Development funds have been identified as a source of funding to make some repairs to the Library building.

Three recycled computers from elsewhere within the city has replaced three 8+ year-old computers located at the circulation desk.

Fiscal Year 11/12 Goals

A. Develop a new intergovernmental agreement with Coastal Resource Sharing Network (CRSN)

We are in the process of breaking up the CRSN network and reestablishing a new method of operation. A memorandum of understanding is being negotiated.

We have a new intergovernmental agreement with Tillamook County and Driftwood Public Library to share a new integrated library automation system.

B. Increase Spanish language collections

New library materials were purchased for the Spanish collection including new magazines, DVDs and books.

5+ Year Goals

A. Plan for library expansion/relocation study

B. Implement library materials security system - Radio Frequency Identification (RFID)

Community Development Department

Ongoing Goals

A. Comply with any state mandates.

Ongoing.

Fiscal Year 11/12 Goals

- A. Develop incentives and regulatory changes to facilitate development of work force housing

CDD staff has met with key stakeholders and is pulling together sample land banking codes. Staff anticipates developing a draft ordinance setting out a framework for a City of Newport land bank and housing fund for Planning Commission consideration around the first of the year with Council action by early spring.

**Continuing to work on putting together the framework for the Land Bank Program. The target is to get the framework in place by the end of this fiscal year.**

- B. Identify revenues for revitalization of Highway 101/Main Street, including traffic, utilities, signage, and landscaping

Some planning will be needed to develop community and business support for needed improvements. The most likely source is ODOT's TGM Grant Program. The next opportunity to submit for these grants is December of this year. ODOT's Main Street Program can assist the City and businesses in putting together a façade improvement program utilizing Community Development Block Grant funds. Staff needs to do some additional research on this option, and it would need to follow the planning work.

CDD staff is assisting the City Center Parking District on identifying needed signage changes and curb/sidewalk safety enhancements. That work should occur this fall/winter.

**There are programs, such as ODOT's Main Street Program, that we can talk to the business community about. We're holding off with engaging the City Center Neighborhood Association due to transitions with that group. The issue of revitalizing the Highway 101 corridor will be addressed as a part of the Economic Opportunity Analysis.**

- C. Finalize the South Beach Neighborhood Plan (Coho/Brant Plan)

Staff needs to issue an RFP to get the planning process started. The scope of the project is a bit in flux given the pending OMSI development and planning for the tsunami evacuation site. Staff will coordinate with ODOT's TGM program to see if quick response planning funds might be available for those projects. This could result in cost savings by allowing us to pare down the Coho/Brant Plan.

**Elements of the RFP have been finalized. An RFP will be issued to initiate the planning process.**

- D. Update the Transportation System Plan (TSP)

Staff is working with ODOT on developing a draft of the Alternative Mobility Standard. It will include a Trip Budget. A draft of the Comprehensive Plan and zoning code language needed to put the trip budget concept into effect will be presented to the Planning Commission at a work session on October 10, 2011. ODOT is developing cost estimates and a corridor map of the "preferred 20 year highway network." That information will be presented to the projects policy advisory committee in Corvallis on October 13, 2011, and a discussion will ensue as to which of the components we can reasonably expect will be funded. Staff anticipates that at least two additional open houses will be held this fall and winter, with adoption in the spring of next year.

**Final open house is targeted for March with the legislative adoption process to follow. Staff is currently working with ODOT consultants on language for the TSP amendment.**

### 1 - 5 Year Goals

- A. Complete implementation of mobility standard
- B. Consider development of a tree ordinance
- C. Consider becoming a designated "Tree City USA"

CDD and Parks staff have put together information on items B and C for Council consideration and discussion at its September 19, 2011 work session.

**A draft ordinance has been prepared and reviewed by the Planning Commission and Parks and Recreation Committee. A hearing process on its adoption has been started with an initial hearing before the Planning Commission scheduled for January 23, 2012. The objective is to get the ordinance in place so that the city is positioned to submit an application to the Arbor Day Foundation by the end of this calendar year.**

### Airport

#### Ongoing Goals

- A. Comply with FAA Part 139 regulations.

Ongoing compliance is good. All staff has continued with training and documentation is being kept. The airfield is in great condition.

**Ongoing.**

- B. Continue to develop and implement Airport Improvement Projects (AIP)

AIP 17 is complete. AIP 18 is underway and planning for AIP 19 is in the works for implementation in April/May of 2012.

**AIP 18 has been expanded to include design for new runway overlay. AIP 19 is anticipated to be awarded in August /September of 2012**

**Connect Oregon IV grant application submitted for funding of AIP 19 match.**

- C. Continue to explore other options for managing the Fixed Based Operation (FBO)

**Still waiting on economic improvement. We have discussed the potential of an RFP for FBO operators.**

**Continuing to look for alternative means of providing traditional FBO services that are currently not being provided.**

### Fiscal Year 11/12 Goals

- A. Develop airport partnerships in the community to enhance economic development

**Good partnerships with other city departments, county economic development group, state divisions, the Aquarium, and the Chamber are developing strongly.**

**The Airport partnered with the Port to move Mt. NOAA to the airport.**

- B. Continue to implement and revise the business plan as staffing, infrastructure, and economics allow

**Staffing levels are improving and budgeting for staffing levels are good. We have been seeking business growth and development potentials but economic conditions are difficult.**

**The Airport partnered with the Port to move Mt. NOAA to the airport. The fill is being placed at the location and in a manner that would assist Erickson Air's development of an air museum should they decide to move to Newport.**

- C. Add cars to the courtesy car pool

**Additional courtesy cars added by PD transfers.**

### 1 - 5 Year Goals

- A. Connect airport to wastewater and water system  
B. Position the airport for future development through planning and promotion

### Parks and Recreation

### Ongoing

- A. Provide recreational programming and opportunities

**A value added concept for annual pass holders is being considered. A pilot program is scheduled for February 1<sup>st</sup>.**

- B. Maintain and continue to update programs and equipment

**New equipment is scheduled to be purchased this spring.**

### **Fiscal Year 11/12**

- A. Develop an “adopt-a-park” or “adopt-a-facility” program

**An Adopt-A-Park and an Adopt-A-Street program has been developed and adopted by Council. Applications have been sent to Rotary and OCCA.**

- B. Establish a non-profit booster group or foundation

**This will be included as a duty in a revised Recreation Advisory Committee Ordinance schedule for Council review in February.**

- C. Form a task force to investigate contracting or other options for the operations of the recreation center and pool

**The City Council established the Recreation Facilities Management Review Task Force to investigate options for the management of the recreation center and pool. This group has been meeting on the second and fourth Tuesdays of each month. A list of facilities, and questions, has been developed, and Task Force members are busy communicating with the identified facilities. This task should be completed by the end of the year.**

**The Task Force has completed its work and made a recommendation to the Council.**

### **1 - 5 Years**

Revisit the issue of building, via a bond issue, a new aquatic facility

#### **Streets and Transportation**

##### **Ongoing**

- A. Continue to support the Lincoln County Transit District and the shuttle program.

**Program has been funded at last year’s level.**

- B. Continue with the wayfinding project.

Wayfinding signs for the Nye Beach area have been installed.

Wayfinding signs for the Bay Boulevard/City Center District area have been installed.

### Fiscal Year 11/12

- A. Develop a city-wide bicycle and pedestrian path plan that includes identifying specific projects, funding alternatives, and an improvement schedule

The Bike and Pedestrian Advisory Committee has identified priority bicycle routes throughout the City.

- B. Prioritize projects and provide funding where possible

Staff will compare routes identified by the Bike and Pedestrian Advisory Committee with those identified within the Pedestrian and Bicycle Master Plan and start a project to mark shared lane markings on identified routes.

- C. Develop and implement a policy to install sidewalks and paths based on the Bicycle/Pedestrian element of the TSP

Sidewalks improvements along NW 3<sup>rd</sup> and NW 6<sup>th</sup> are in the final design phase. This work has been coordinated with the Nye Beach group.

- D. Develop and implement a policy to pave gravel streets where appropriate

No progress has been made on this goal.

### 1 - 5 Years

- A. Develop a system to support electric and alternative fuel vehicles

An electric car charging station is being planned for the City parking lot at 9<sup>th</sup> & Hurbert. Lease terms are currently being discussed.

## Maintenance and Properties

### Fiscal Year 11/12

- A. Develop a long-term plan for ongoing maintenance (to avoid deferred maintenance)

No progress has been made on this goal.

- B. Develop an inventory and plan for city-owned properties

No progress has been made on this goal.

### Economic Development

#### Fiscal Year 11/12

- A. Develop an economic development process to investigate business impediments and incentives

**The working group organized by the Chamber, and the Technical Advisory Committee assisting the city will address these issues.**

- B. Initiate an economic development and planning process via a task force/committee/working group

**The working groups have been formed both through the Chamber and as a part of the Economic Opportunity Analysis.**

- C. Develop a more direct relationship with the Port of Newport Commission, including the establishment of joint meetings, to discuss mutual goals and issues

**First joint meeting with the Port has been scheduled.**

**Council has initiated annual joint meetings with the Port of Newport.**

### Communications

#### Fiscal Year 11/12

- A. Develop a city employee communication system that allows for sharing ideas, input, and concerns.

**A RFP for a HR Facilitator to help establish and facilitate an employee action committee was sent out and proposals have been received. It is anticipated to have a firm under contract by the end of September. One of the first tasks will be the implementation of the employee action committee to allow employees to share ideas and provide input or concerns on how the city operates.**

**The city has retained Dr. John Baker to facilitate employee communications.**

- B. Continue to support management/labor committees

Management has and will continue to meeting with the three labor units.

Management and the three Unions have initiated collective bargaining successor agreements.