



OFFICE OF THE CITY MANAGER
City of Newport, Oregon
169 S.W. Coast Hwy.
Newport, OR 97365
541-574-0603
s.nebel@newportoregon.gov

MEMO

DATE: November 24, 2014
TO: Mayor and City Council
FROM: Spencer Nebel, City Manager
SUBJECT: Status Report for the time period of November 10 - 21, 2014

HIGHLIGHTS OF ACTIVITIES:

Highlights of activities during the past 2 weeks ending November 21, 2014 include:

- Peggy Hawker and I had a conference call with Mary Roehr from Charter Communications regarding the elimination of free cable service to various city facilities. This free service was provided before the digital conversion occurred. We are attempting to get Charter to restore service to our facilities. If Charter Communications does not do so, the city will have to make a decision as to what facilities need cable TV and then make a decision if the city is better going with cable or a dish service for those facilities.
- Tim Gross and I met with Adam Sassman of GSI Solutions regarding the water rights from Rocky Creek. Years ago the City of Newport and the City of Lincoln City jointly applied for water rights from Rocky Creek. This application has been pending for a number of years and the State is indicating that they will be terminating this open application. Tim Gross has been working with GSI Solutions on keeping the application for water rights from Rocky Creek alive for the City of Newport. Before we made application, I wanted to confer with Lincoln City to confirm that they were not interested in being part of this current effort. City Manager David Hawker was quite surprised that the City of Newport would go it alone on the water rights and was not happy with the limited consultation regarding a possible joint application between the City of Newport and Lincoln City. As a result, I requested Tim Gross and Adam Sassman see if a delay would be possible to allow Lincoln City to evaluate whether they had an interest to be a part of this application or not. The preliminary indication from City Manager David Hawker is that they probably are not in a position to investing further into these water rights, however he will discuss this with his City Council. We will have a discussion on this matter on the City Council agenda on December 1, 2014.

- City Hall was closed on Tuesday November 11, 2014, in observance of Veterans Day.
- Participated in a meeting with the Fishermen's Wives, the port, and the county regarding the possibility of seeking injunctive relief from the U.S. Coast Guard announced closing of the air facility in Newport. Attorney Mike Haglund provided an overview of seeking injunctive relief to delay the announced closure of the air facility. This will give the legislative process more time to seek a permanent solution to this issue. This information was shared with the City Council at a special meeting on Friday, November 21, 2014.
- Attended Leadership Lincoln in Lincoln City on Wednesday, November 12. Councilor Laura Swanson and several staff members are participating with Leadership Lincoln this year. Education was the focus of this session.
- Met with Mark Miranda as part of our regular weekly meetings.
- Met with Council Busby to review his comments that were part of the performance evaluation conducted by the Council earlier this fall of my work performance. As you recall Council Busby was in Russia at the time we had our special meeting. I appreciated him spending some time sharing his observations and comments with me.
- Met with Richard Dutton to review various IT issues.
- Barb James and I met with Sharon Harris, Human Resource Senior Consultant from CIS, as part of an HR audit that CIS is now offering to various insurance members. They selected Newport in part due to past issues that the city has experienced and based on the fact that Newport has a new City Manager and a new Human Resource Coordinator for the city. Their review will be extensive and should be helpful in guiding our further activities.
- Met with Melissa Román regarding her thoughts on balancing the short term needs of the airport with Tim's need to have her working back in engineering on future projects. We will be meeting next week to continue this conversation with Tim and Melissa.
- Prepared agenda items for the November 17, City Council meeting.
- Held a routine Department Head meeting.
- Participated in a conference call with Mike Murzynsky and Bob Gazewood regarding our final supplemental budget on the carry-over of funds for projects that started in the previous fiscal year that need to be carry-over into the current fiscal year as individually funded projects. This final supplemental budget will complete our project funding as part of our new format for budgeting major capital outlay projects on an individual project basis.
- Met with Mayor Roumagoux to review the agenda for the November 17, City Council meeting.
- Dealt with an unfortunate situation at the airport between two Temporary Employees hired by Barrett. One Barrett Employee has worked at the airport for a number of years. We have recently obtained the services of a second Barrett employee, both of whom were trained in fueling at the airport. Our longer-term Barrett employee grabbed our new employee by the arm to show her how to do fueling at the airplane. He had been quite condescending towards our new employee. This was compounded by an airport customer indicating that he did not want to deal with a girl because they tend to take credit cards and lose them, as well as a comment by Lance indicating that now that we have a female working at the airport we need to have sexual harassment training. As a result, Barrett dismissed the long-term Barrett employee. The shorter-term Barrett employee quit right at the same time that Lance's wife

had a baby through c-section and had to be away from the airport to care for both his wife and baby as his wife recovers from surgery (both mother and new daughter are doing well!). As a result, until we can get staffing back up, we are closing the FBO office from 11 A.M. till 2 P.M. to allow our staff an opportunity to do things outside the FBO building as well as to have lunch. We are reworking the schedule as far as who would be called in for fueling services or other services after hours. We are working with Barrett to conduct harassment training at the airport, which is a condition the Barrett has place on putting any additional temporary employees at the airport. I do appreciate Melissa efforts at providing some coverage and assistance through this issue. As well as Lance and John for their efforts for keeping things going in a very shorthanded situation.

- Met with the Airport Committee. The primary task before the Airport Committee was to review a Request for Expression of Interest in the private operation and management of the Newport Municipal Airport. The primary purpose of this tool is to see if there are parties interested in operating the airport and to gain an understanding of what components should be part of a formal request for proposals if there seems to be sufficient interest in this operation. The proposals will be refined and sent out during the first week of December with a due date of the first week in February. Once any responses to the Expressions of Interest are reviewed by the Airport Committee a recommendation will be made by the Airport Committee, to the City Council as to whether to pursue formal requests for proposals for the potential private operation of the airport.
- Mike Murzynsky, Kay Keady, Cindy Breves, Peggy Hawker and I met to review a number of issues regarding the processing of Municipal Court tickets and payments. As you are aware the city has been implementing new software for this program through Caselle who provides the city's financial and payroll accounting systems. There have been a number of glitches with accounts receivable. I have asked Mike to review the entire process from both Cindy's and Kay's end to understand how information is being processed and determine what needs to be addressed so that information is accurate on the receivables end. The other issue that was discussed was addressing court processes when Cindy is not here. Peggy indicated that she and Cindy could work on the files so that she is able to respond to issues when Cindy is on vacation or not available.
- Participate in the third meeting on the OSU Housing Study. As a result of these three meetings of the collaborative group including OSU, the county, the city, Planning Commission, and regional planning, a final report will be presented to both the City Council and the County Commission on steps to address future student housing needs for an undergraduate campus that would be established at the Hatfield Center. This report will be a valuable tool in working with legislative delegations to assure that housing issues are addressable for this new campus in Newport.
- Participated in a meeting on the US 101 wayside improvements at Agate Beach to gain comments from the residents in that area. Overall Derrick Tokos did a great job of running this meeting and giving people an opportunity to express their ideas, thoughts, and concerns regarding these proposed improvements. It was made clear that there are three basic components that need to be met in order to qualify for the federal funding which include improving the parking area, creating a bathroom/shower facility, and creating safe access to the beach. The information collected will be shared with the design professional that will be

putting the preliminary plan and various options together for consideration at a follow-up meeting which will be held on December 18. It is clear that there are strong feelings without a neighborhood consensus on what the best plan is. I think that this meeting allowed for those issues to surface and will give the consultant an opportunity to address those concerns as part of the design. This will, however, be a situation in which it will be impossible to make everyone happy. Councilor Beemer represented the City Council at this meeting. In addition to Derrick, Tim Gross, Rob Murphy and Mark Miranda participated in the meeting.

- Met with the Volunteer Fire Department and our regular fire staff to hear comments as to how we should proceed in filling the position of Fire Chief for the Fire Department. I would like to address this issue with before the end of the year. Overall Rob is supported by both the volunteers and regular staff based on these meetings. I also indicated that if anyone wants to email me or talk to me privately regarding this issue, I would be glad to hear from them as well. If any Council members have any thoughts they wish to share with me please feel free to do so.
- Met with both Mark Miranda and Rob Murphy in individual meetings to get updated on activities within those departments.
- Along with Councilor Allen, participated in the Port of Newport meeting to consider joining as a co-plaintiff with Fishermen's Wives on litigation in regards to the closure of the air facility at Newport.
- Peggy Hawker and I talked to Steve Rich regarding support services for Steve in his new position. We indicated that we have two possible scenarios for administrative support which included utilizing Melanie in a split capacity between the fire hall and city attorney functions or hiring Cheryl Atkinson on a part-time basis to provide those support services. In reviewing the two options, Steve was concerned about the potential conflicts of a shared position since he has had the scenario in the past with limited success. When someone has two separate bosses there are always conflicts and service demands that do not necessarily correspond. He also saw some advantage with Cheryl, since she previously provide part-time support to the city's previous city attorneys. We will have Steve met with Cheryl to confirm that this is the best direction going forward. I certainly appreciate both Melanie's and Cheryl's interest in trying to find a creative way to deal with the support needs for Steve Rich.
- Met with Les LeCasse who is interested in putting a non-profit group together for airport management as part of the Requests for Expressions of Interest/RFP that will be coming out.
- Participated in our first "Yaquina Bay Public Managers Meeting". Kevin Greenwood and I have tried kicking this off with those managers around the Yaquina Bay that report to boards. In our inaugural meeting OCCC President Birgitte Ryslinge, Lincoln County School Superintendent Steve Boynton, PUD General Manager Debra Smith, Kevin Greenwood and I met. It is our goal to get to know each other and discuss any issues that relate to our unique positions in working for publicly elected boards.
- Participated in a weekly meeting with Barb James to discuss HR issues.
- Mayor Roumagoux, Peggy Hawker and I met to discuss implementing procedure rules for the organizational meeting. I had reviewed with the Mayor the organizational rules that the City Commission in Sault Ste. Marie utilized. It made for a clear understanding and expectations for everyone as to how the processes would be carried out at the first meeting of the newly

elected City Council. Mayor Roumagoux will place this on the agenda for consideration by the City Council on the December 1st meeting in preparation for the organizational meeting which will occur on January 5th. Having some adopted processes helps eliminate potential confusion and surprises at the organizational meeting. This is rather straight forward stuff that the Council can review on December 1st. and if they desire could implement for the January 5th organizational meeting.

- Participated in a retirement luncheon for Chuck Cooper at Izzy's. The public works wanted to do something among themselves to recognize Chuck's service to public works and to the city. One of the things that I have suggested to Cindy Breves and Barb James is that we invite any retirees from the last year to the employee Dinner at the Aquarium to do some formal recognition at that point for our retirees for the past calendar year. We do not have much consistency on how we deal with our retirees from department to department and overall. It is certainly an area that we could try to improve our consistency in this matter.
- Met with Barb James to discuss the city's safety program in preparation for a meeting with both Tim Gross and Jim Salisbury on this subject.
- I have had a number of calls from Nyla Jebousek regarding her complaints regarding a property that is located down and across the street from her home, regarding loud vehicles. The Police Chief has investigated this issue and has met with the Coast Guard Base Commander. The Coast Guard employee has taken steps to install a baffler/muffler to try to address the noise issue. Nyla believes that it still exceeds the city's noise limits and wants something done about it. The Chief has listened to the vehicles and does not believe that they are out of line with other vehicles in the community. I indicated that I would be forwarding some information to Nyla on this issue. The Chief believes the issue has been adequately addressed.

UPCOMING EVENTS:

With the Holiday Season and having a break in council meetings, I am going to schedule a few days off through the end of the year to catch-up with a variety of things at home and to get prepared for the holidays. I am planning to be on vacation on Friday, December 5th and Monday, December 8th, as well as Friday, December 12 and Monday, December 15th. I am planning to take the day off after Christmas on Friday, December 26, as well as Friday, January 2nd. Angela and I are looking forward to hosting my two sisters for the Christmas holiday in our new Newport home! We are also anxious to get a number of things squared away at home. I appreciate the fact that the Council chose not to hold a second December meeting. This will also give me a chance to catch-up on a number of things in City Hall.

- City Hall will be closed on Thursday, November 27 and Friday, November 28 in observation of Thanksgiving.
- City Council Meeting for December 15 has been canceled.
- Agate Beach Wayside Improvement Project Second Public Information Meeting December 18 at 6 P.M.

- Employee Appreciation Dinner will be held at the Aquarium on Friday, December 19 at 6 P.M.
- City Hall will be closed at noon on Wednesday, December 24 and all day Thursday, December 25 in observation of Christmas.
- City Hall will be closed January 1, 2015 in observation of New Year's Day.
- The organizational meeting of the City Council will be held on Monday, January 5, 2015 at 6:00 P.M.

ATTACHMENTS:

- Attached is the two page summary fact sheet regarding the closure of the Newport U.S. Coast Guard Air Facility for your review. Please note that this is posted on the Port's website as well as a reference on this issue.
- Attached is a letter from PERS and a response from Finance Director Mike Murzynsky regarding chronically late reporting by the City of Newport. The PERS Report indicated that over the last two years, the City of Newport was late in submitting the required monthly report 24 times and never submitted a timely report. Finance Director Mike Murzynsky indicates that the city has undergone a reorganization and that task will be done on a timely basis in the future. This is another situation were the city has been chronically late in accomplishing certain tasks due in part to the uneven dispersion of work within the Finance Department. I believe that the organizational plan being implemented by Mike Murzynsky will help address these types of chronic issues that have plagued the city in the past.
- Attached is a letter received by Bob Ward to the Mayor expressing concerns about the development fees the city is proposing to impose on Rob Hoefs for the renovations and implementation of a restaurant for Newport Candy. Mr. Ward is indicating that fees should not be the same when there are no physical infrastructure upgrades that need to be done in order to accommodate a new project. Please note that, in fact, the development charges are based on new uses not necessarily new structures. The City Council will be considering new development fees at the City Council meeting on December 1, 2014.
- Attached is a letter from Charter indicating that the broadcast TV surcharge will be adjusted from \$5.00 to \$5.25 effect with the January billings.

I hope everyone has a great Thanksgiving!

Respectfully submitted,



Spencer R. Nebel, City Manager
Newport, Oregon