



AGENDA & Notice of Executive Session, Work Session, & Regular City Council Meeting

The City Council of the City of Newport will hold an executive session and work session on Monday 18, 2013, at 11:00 P.M., regular City Council meeting at 6:00 P.M. The work session will be held in Conference Room A at City Hall, and the Urban Renewal Agency and Council meetings will be held in the Council Chambers, City Hall, located at 169 S.W. Coast Highway, Newport, Oregon 97365. A copy of the agenda follows.

The meeting locations are 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 Urban Renewal Agency and City Council 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.

CITY COUNCIL WORK SESSION AND EXECUTIVE SESSIONS Monday, March 18, 2013 - 11:00 A.M. Conference Room A

- I. Executive Session Pursuant to ORS 192.660(2)(f) - Exempt Public Records
- II. Executive Session Pursuant to ORS 192.660(2)(b) - Discipline of a Public Officer
- III. Discussion Regarding Authority to Settle Lawsuits
- IV. Discussion Regarding Model of Communication with City Attorney
- V. Mission Statement Review
- VI. Executive Session Pursuant to ORS 192.660(2)(e) - Real Property Transactions

COUNCIL MEETING AGENDA
Monday, March 18th, 2013

Anyone wishing to speak on an agenda item should complete a Public Comment Form and give it to the City Recorder. Public Comment Forms are located at the entrance to the City Council Chamber. Anyone commenting on a subject not on the agenda will be called upon during the Public Comment section of the agenda. Comments pertaining to specific agenda items will be taken at the time the matter is discussed by the City Council.

I. Pledge of Allegiance

II. Call to Order and Roll Call

III. Additions/Deletions and Approval of Agenda

IV. Public Comment

This is an opportunity for members of the audience to bring to the Council's attention any item not 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.

V. Consent Calendar

The consent calendar consists of items of a repeating or routine nature considered under a single action. Any Councilor may have an item on the consent agenda removed and considered separately on request.

A. Approval of minutes from the Work Session and Regular City Council Meeting of March 4, 2013. (Hawker)

B. Report of Accounts-February

VI. Officer's Reports

A. Mayor's Report

B. City Manager's Report

i. Department Head Reports

ii. Suggestion/Concern/Complaint Update

iii. Project Management Report

VII. Discussion Items and Presentations

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

A. Big Creek Dams 1 & 2 - Preliminary Geotechnical & Seismic Evaluation

B. Utility Fee Increase Update

VIII. Action Items

Citizens will be provided an 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. Further Consideration of Teevin Bros. Appeal of System Development Charges, Withdrawn (Tokos)
- B. Adoption of Ordinance 2048 formalizing the Ad Hoc Wayfinding Committee (Hawker)
- C. Adoption of Town Hall Meeting Schedule
- D. Approval of recommendation from Destination Newport Committee with regards to KEZI News 9 Television Campaign (Voetberg)
- E. Consideration of Special Event Permit for the Loyalty Day (Hawker)
- F. Adoption of City Council Goals
- G. Award of Tourism Facilities Grants
- H. Appointment to Audit Committee (Marshall)

IX. Council Reports and Comments

X. Public Comment (Additional time for public comment - 5 minutes per speaker)

XII. Adjournment

Memo

To: City of Newport City Council

From: Christy K. Monson, Interim City Attorney

Date: March 14, 2011

Re: Best Practices: Authority to Contact City Attorney

This memo is in response to a request from Mayor McConnell to summarize how different cities throughout Oregon delegate authority to initiate contact with their attorney. It's important to discuss this issue because a simple phone call to your attorney can trigger legal expenses. These expenses use public funds which, as you know, can only be used when a majority of your Council either: 1) votes to expend the money; or 2) delegates the authority to spend the money to a staff member or elected official.

Below I provide three options for your Council.

City Manager Model

The most common way in which cities contact their attorney is through the City Manager Model. In this model, the City Council delegates the authority to contact your attorney to your City Manager. The City Manager is the only person allowed to initiate contact with the City Attorney. This model allows the City Manager to carefully monitor your legal bills and, more importantly, it allows him to serve as the central point of contact for all legal issues. This model has several benefits:

1. It prevents your City Attorney from getting conflicting facts. (This makes legal advice much easier to give because different sets of facts will generally change our legal opinion.)
2. It allows your City Manager to be the central point of communication regarding all significant City legal developments. This is important as it allows him to do his job efficiently and effectively.
3. As stated earlier, it allows your City Manager to maintain control over your legal bills.

Your Council should also consider the option of allowing your City Manager to determine, on a case-by-case basis and at his discretion, whether other staff members or Councilors should participate in City Attorney conversations or should be able to contact the City Attorney individually.

City Manager/Mayor Model

The City Manager/Mayor Model allows *either* the City Manager or the Mayor to contact your City Attorney and initiate legal services. This model can come in handy when the City's legal concerns also have important policy impacts, involve the City Manager's performance, or involve particular members of the City Council.

If your Council chooses to utilize this model, I suggest that your City Manager and your Mayor come to a mutual understanding about when it is appropriate for the Mayor to contact legal counsel. They should also discuss what efforts they will take to keep each other informed of their conversations with your attorney.

City Manager/City Council Model

This model allows the City Manager or any member of the City Council (including the Mayor) to contact your attorney. If your Council is considering adopting this model, it is important to have a written resolution specifically delegating to each City Councilor the authority to contact legal counsel. I also strongly suggest imposing a cap on the dollar amount that an individual Councilor may expend without seeking further permission from the City Manager.

The benefit of this model is that City Councilors develop a close working relationship with your City Attorney. The risks presented by this type of model include:

1. The City Attorney may be provided several different sets of facts from different people, which will raise your legal bills unnecessarily;
2. Increased costs for legal advice due to the additional phone calls;
3. Increased administrative burden tracking capped legal costs; and
4. Possible infringement into the City Manager's proper managerial role and increased difficulty in gathering needed information on critical issues.

Conclusion

In conclusion, there are at least three ways to manage your relationship with your City Attorney. As you can see, all of them have their benefits and risks. Most Oregon cities follow the City Manager Model or the City Manager/Mayor model.

No matter which model you choose, it's beneficial for your Council to have a full discussion of the pros and cons. After you've chosen your model, I also recommend that you memorialize your choice in a writing of some sort, likely in a resolution.

Thank you for the opportunity to serve Newport. Please don't hesitate to call with any questions or concerns.

FYI

-----Original Message-----

From: David Allen
Sent: Tuesday, March 12, 2013 11:19 AM
To: Peggy Hawker
Cc: Jim Voetberg; City Council
Subject: FW: Work session with city attorney

Peggy - please include this with the other agenda materials for the March 18 work session with Christy. Thanks. --David

From: David Allen
Sent: Thursday, February 21, 2013 12:14 PM
To: Jim Voetberg; Peggy Hawker
Cc: City Council
Subject: Re: Work session with city attorney

FYI, attached is a memo the city attorney provided to council two years ago regarding different options for communication with the city attorney. Below is a link to the current resolution which selected an option. As noted at Tuesday's council meeting, this will be one of the items of discussion at an upcoming work session with the city attorney next month. Thanks. --David

http://www.thecityofnewport.net/dept/adm/resolutions/3562/res_3562.pdf

RESOLUTION NO. 3562

**A RESOLUTION OF THE NEWPORT CITY COUNCIL
ESTABLISHING A MODEL FOR
COMMUNICATION WITH THE CITY ATTORNEY**

WHEREAS, the City of Newport has contracted with the Local Government Law Group, PC, (LGLG) to provide legal services for the city; and

WHEREAS, the City Council wishes to establish a practice regarding the authority to contact the City Attorney (LGLG); and

WHEREAS, the City Council has opted to adopt the practice of communication with the City Attorney through the "City Manager/Mayor Model with flexibility to allow contact by individual Councilors regarding issues such as personal conflicts of interest, and other individual issues;"

THE CITY OF NEWPORT RESOLVES that communication with the City Attorney will be conducted under the "City Manager/Mayor Model," with some flexibility to allow for individual Councilors to communicate with the City Attorney on issues such as personal conflicts of interest and other individual issues. Communication with the City Attorney by individual Councilors shall be authorized by the Mayor with the exception of issues related to individual Councilors. Communication with the City Attorney by staff, other than the City Manager, shall only occur with the express permission of the City Manager.

This resolution will become effective immediately upon passage.

Adopted by the Newport City Council on November 7, 2011.

CITY OF NEWPORT



Mark McConnell, Mayor

ATTEST:



Margaret M. Hawker, City Recorder

From: Peggy Hawker
Sent: Thursday, March 07, 2013 8:11 AM
To: Cindy Breves
Subject: FW: A few more questions - March 18 work session

Hi Cindy,

Please include this e-mail in the March 18 Council packet at the request of Councilor Allen.

Thanks.

peggy

-----Original Message-----

From: David Allen
Sent: Wednesday, March 06, 2013 7:08 PM
To: David Marshall; Jim Voetberg; Peggy Hawker
Cc: Christy Monson; City Council
Subject: Re: A few more questions - March 18 work session

There seems to be general support from Jim, David M., and Christy to establish a budget reserve fund for "judgments and settlements" resulting from litigation in state or federal court. Since the initial draft policy will apparently cover only litigation matters, as indicated below, that seems a good "starting point" to address the following at the March 18 work session:

- 1) For matters that haven't reached the litigation stage, does that also include those in which a statutory notice of intent to sue has been received, but a lawsuit is not yet filed? (See page 17 of council rules, which refers to such notices under Litigation.) If so, then what's the reason?
- 2) For matters that haven't reached the litigation stage, what's the reason for not covering severance or settlements regarding department managers that report directly to the city manager (in comparison to city staff that don't report directly)? Is there a charter or other legal impediment in doing so?

Peggy, please include this e-mail in the March 18 council packet. Thanks. --
David

From: David Allen
Sent: Wednesday, March 06, 2013 12:46 PM
To: David Marshall; Jim Voetberg; Peggy Hawker
Cc: Christy Monson; City Council
Subject: RE: Special Revenue Fund

Thanks, David. From your e-mail below, it appears the initial draft policy will cover litigation in state or federal court (which can include employment, contract, or other related claims). But that it will not cover severance or settlements before matters reached the litigation stage. That seems a good "starting point" for review and discussion of such a policy at the March 18 work session. --David

From: David Marshall
Sent: Wednesday, March 06, 2013 3:15 AM
To: David Allen; Jim Voetberg; Peggy Hawker
Cc: Christy Monson; City Council
Subject: RE: Special Revenue Fund

Councilor Allen:

After returning from an all-day work session with Department of Revenue representatives yesterday, I feel that I am reasonably correct in replying to the budgetary aspects of our question:

It is feasible from a budgetary standpoint to appropriate at any level in the chart of accounts that the governing body deems necessary; however, such authority should be examined, and applied, carefully.

For example, to appropriate at the object classification (Personal Services, Materials and Services, Capital Outlay, for example) level - in the just the general fund alone - would result in a Budget Adoption Resolution that would grow from one page to, perhaps, a half dozen pages and would impose a crushing administrative burden on the departments. To appropriate at the expense level, for all funds, would result in a Resolution Adopting the Budget of, perhaps, 50 - 100 pages (it is difficult to grasp the enormity of the work involved) and, for all practical purposes, could not be done.

As you know, the Department of Revenue recommends Appropriations as follows:

For funds with programs or organizational units, APPROPRIATE ONE

AMOUNT FOR EACH PROGRAM OR UNIT

The City correctly appropriates this way for our eight major funds (General, Streets, Water, Wastewater, SDC, Parks and Recreation, Airport)

For each fund without organization units or programs, APPROPRIATE AT THE OBJECT CLASSIFICATION LEVEL:

- Personnel Services
- Materials and Services
- Capital Outlay
- Debt Service
- Special Payments
- Transfers
- Capital Outlay
- Contingency

The City correctly appropriates this way for eight funds: Fund 301 (Public Works Admin and Eng); Fund 305 (Line Undergrounding); Fund 403 (Room Tax); Fund 404 Building Inspection; Fund 405 (Public Parking); Fund 406 (Agate Beach Closure); Fund 407 (Housing); and Fund 601 (Capital Projects)

Having said that, in the case at hand, I think that Jim Voetberg, you, and I agree that creating a Reserve Fund and appropriating it at the account level would be a workable and reasonable approach. I think, however, that such appropriation should be quite restrictive and include litigious matters only and, even then, only those that exceed a stated amount. To include matters regarding employment, for example, would not only result in a perilous approach to a Slippery Slope but to a Preparatory Stance for a Leap Into the Abyss.

Abandoning the Faustian rhetoric, I will begin working on a draft financial policy that addresses your questions and that can be ready for the Council's review by March 18th.

DJM

-----Original Message-----

From: David Allen
Sent: Tuesday, March 05, 2013 10:07 PM
To: Jim Voetberg; Peggy Hawker
Cc: David Marshall; Christy Monson; City Council
Subject: Re: Special Revenue Fund

A question for both the finance director and city attorney at the end of this e-mail in preparation for the March 18 work session. I had meant to mention this beforehand during Monday evening's meeting:

Since the city will be able to establish a budget reserve fund for "judgments and settlements" for the next fiscal year and beyond, as noted below, a corresponding financial policy would seem to be in order. As an example, attached is a financial policy the council adopted back in April 2011.

By appropriating this budget reserve fund at the account level, with only a nominal amount, a corresponding financial policy can establish the purpose, scope, objectives, and other parameters of this fund. For example, would it only cover litigation in state or federal court? Or would it also cover severance or settlements before matters reached the litigation stage? And what scope of matters would it include? Employment, contract, or other related claims? Any others?

With only a nominal amount in such a budget reserve fund, any judgments or settlements, regardless of city manager authority under the charter or otherwise, would ultimately need council authorization with a transfer between budget funds by what's referred to as a resolution transfer (which is already done by the council on other matters over the course of a fiscal year).

Question for the finance director: Is this feasible from a budgetary standpoint?

Question for the city attorney: Is this feasible even in light of your recent advice on city manager authority under the charter over "personnel matters"?

Thanks. --David

From: David Allen
Sent: Tuesday, February 26, 2013 7:22 PM
To: David Marshall; City Council
Cc: Jim Voetberg; 'Christy Monson'; Peggy Hawker
Subject: RE: Special Revenue Fund

I had suggested this to the finance director last week after receipt of the city attorney's recent memo, and he checked further with the Dept. of Revenue. Thanks for checking into and confirming this. --David

From: David Marshall
Sent: Tuesday, February 26, 2013 3:50 PM
To: City Council
Cc: Jim Voetberg; 'Christy Monson'
Subject: Special Revenue Fund

Madam Mayor and Councilors:

After researching the issue of “Settlements and Judgments” with the Dept of Revenue and the City Attorney, we have decided to create a reserve fund, Fund 801 – Reserves for Judgments and Settlements - which will be appropriated at the account level, specifically account 6604, Judgments and Settlements.

We will fund it, in FY14, with a nominal \$\$\$ transfer from the general fund.

I believe this will give the council the visibility and responsibility it desires to have for the type of financial transactions that will occur in this fund only.

I hope this helps ...

DJM

MISSION STATEMENT

Develop, provide, and manage services and facilities that promote the public's health, safety, and welfare, and the character of the City of Newport. Encourage and facilitate opportunities for economic diversification and sustainable development in the City of Newport. Continue to fund a full range of services including: water, sewer, storm drainage, transportation, planning, police department, fire department, parks and recreation, library, airport, economic development, livability, cultural tourism to include city facilities such as the Performing Arts Center, Visual Arts Center, city hall, recreation center, and tourism development.

March 4, 2013
Noon
Newport, Oregon

CITY COUNCIL WORK SESSION

Councilors present: Beemer, Sawyer, Busby, Saelens, and Swanson. Allen arrived at 12:40 P.M., and Roumagoux was excused.

Staff present: Voetberg, Hawker, Tokos, and Marshall.

Sawyer called the meeting to order and read into the record the name of each person in attendance.

1. **Urban Renewal 101**. Tokos made a PowerPoint presentation on urban renewal generally and how it relates to the city. He reviewed: what is urban renewal; the powers of the Urban Renewal Agency; powers of the URA versus those of the city; tax increment financing; role and responsibilities of the URA; the South Beach Urban Renewal District; an overview of the South Beach plan and budgeted projects; the Northside Urban Renewal District; the South Beach Urban Renewal District FY 2013/2014 projects; key phase 2 South Beach projects; an overview of phase 1, 2, and 3 projects; the growth projection for the South Beach Urban Renewal District; and urban renewal funding in general. Tokos responded to Council questions.
2. **City Council Goals Review**. It was reported that Tokos had tweaked the Community Development goals mostly to categorize them, remove duplications, and generally edit them. It was agreed to place the City Council goals on the next evening meeting (March 18) for formal adoption. Saelens noted that the last goal is "sustainability," and that he would be willing to meet with each department to discuss what sustainability might mean to the city. Allen and Saelens will work together to develop sustainability goals.

Allen noted that the city had previously included a mission statement with the Council goals. He suggested that this item (mission statement) be included as an item on the next work session.

3. **2013 Town Hall Meetings**. Council concurred that it would like to continue holding town hall meetings on the fifth Monday of those months containing a fifth Monday. It was agreed to include this as an agenda item at the March 18 evening meeting to establish a schedule for the year. It was suggested that one town hall meeting be held at the high school to engage the youth.
4. **Azar Nuisance Issue**. It was noted that this item is scheduled for this evening but that Ms. Azar's attorney has requested a postponement. Council will decide this evening whether to grant a continuance in the matter.

5. **Tourism Facility Grant Review Task Force.** It was noted that this item is scheduled for a presentation, this evening, by the Task Force, and that no Council action is required today.
6. **Council Attendance at City Committee Meetings.** It was asked whether Council could sit in on other city committee meetings. It was noted that they could if a quorum of the Council was not present, or if the meeting had been advertised as a joint meeting of the City Council and a specific committee. Allen noted that Council likely should not be attending Planning Commission meetings when a quasi judicial matter is discussed.

Having no further business, the meeting adjourned at 1:05 P.M.

March 4, 2013
6:27 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, Beemer, Allen, Roumagoux, Sawyer, Saelens, Busby, and Swanson were present. Roumagoux was excused.

Staff present was City Manager Voetberg, City Recorder Hawker, Community Development Director Tokos, Finance Director Marshall, Public Works Director Gross, and Police Chief Miranda.

PLEDGE OF ALLEGIANCE

Council and the audience recited the Pledge of Allegiance.

ADDITIONS/DELETIONS AND APPROVAL OF AGENDA

Action Item No. C. was added so that Council could act on the OMSI memorandum of understanding that was approved by the Urban Renewal Agency.

PUBLIC COMMENT

Oly Olson reported that the original draft agenda for the Port and City Joint Forum did not have a public comment section, but after several communications, the current draft contains this section. Allen indicated that more than the allotted time might be necessary at this forum.

CONSENT CALENDAR

The consent calendar consisted of the following items:

- A. Approval of minutes from the City Council work sessions of February 19 and 20, 2013, and the regular meeting of February 19, 2013;
- B. OLCC application for Bridges Restaurant and Lounge.

MOTION was made by Beemer, seconded by Allen, to approve the consent calendar as presented. The motion carried unanimously in a voice vote.

OFFICER'S REPORTS

Council President's Report. Sawyer reported that he had attended a ribbon cutting for the South Beach boat ramp renovations.

Sawyer reported that the tsunami dock placement occurred at HMSC last Friday, and that a formal dedication is scheduled on March 10.

Sawyer reported that the boat debris cleanup at Yaquina Head is this weekend.
Sawyer reported that the Mayor's office hours will be tomorrow from 3 - 5 P.M.

City Manager's Report. Voetberg reported that the Public Works Department has submitted a request to ODOT to move the speed zone signs coming into Newport, on Highway 20, based on the recommendations of the Port's Pedestrian/Vehicle Safety Task Force.

Voetberg reported that local gas tax money was inadvertently identified as a funding source for the purchase of roadway surfacing material. He noted that the Finance Department will make necessary changes to ensure that this does not occur in the future.

Voetberg reported that the CIS 2012 Annual Report is included in the packet.

Voetberg reported that the draft agenda for the joint Port of Newport and City of Newport public forum, regarding the proposed Teevin Brothers log exporting project, is included in the packet, and the most recent version includes a public comment period.

Voetberg reported that the packet contains a letter from the Greater Newport Chamber of Commerce thanking the city and city staff for their partnership in this year's Seafood and Wine Festival.

Voetberg reported that the packet contains a capital projects update.

Voetberg reported that he will be out of the office next week visiting his daughter in Virginia.

Voetberg reported that the total cost of the pool repair is approximately \$34,000.

Allen suggested that as a matter of course, the city should issue periodic RFP's for various services. He recommended that an RFP be developed for insurance agent of record.

It was noted that the business license administrative rules had been enacted and a letter was issued.

Allen reported that he had looked at the Port Task Force agenda for March 12 on which there was a new request for Phase 1. He asked whether this is new as it was his opinion that Phase 1 was complete and the Port had moved onto Phase 2.

Allen asked for an update on the TIA analysis. Tokos noted that if his decision is appealed, it will be appealed to the Planning Commission and work its way up. He added that he had posted information from Teevin Brothers on the city website. He noted that the comment period closes at the end of the day on March 7, and that staff will issue a decision by Monday.

DISCUSSION ITEMS AND PRESENTATIONS

Tourism Facilities Review Grant Task Force Recommendations. Margaret Dailey, chair of Task Force, reported that there were three requests for funding. The first was replacement of the sea lion dock which has a known history of benefiting tourism, and the Task Force recommended funding in the amount of \$50,000.

Another request was from OMSI for its coastal science camp. OMSI applied for \$300,000, and the Task Force recommended funding in the amount of \$150,000.

The final applicant was the Oregon Coast Aquatic Park. She reported that the application had not been refined since last year, and that the Task Force believed the

numbers were seriously flawed. She noted that the project is very preliminary and not at the point of funding for construction.

Busby asked where the issue of only funding construction came from. Dailey reported that the Task Force was not satisfied that this project would move far enough along to viably use the money. Voetberg reported that Council had previously identified these funds for construction. Allen suggested that before Council makes a final decision on funding that it should see the six page document containing funding criteria.

Allen stated that facilities recommended for funding must fall within the definition of a tourism related facility as defined by state law. He asked whether the OMSI camp falls within the ORS definition of a tourism related facility. Tokos reviewed an e-mail he had sent to Council on March 2 in response to questions from Busby. Allen stated that he had followed the transient room tax bill during its development, and that substantial purpose was what people were trying to figure out. He added that if Council is going to try to define whether OMSI applies, then it must define substantial purpose. He expressed the need for consistency in how these monies are allocated, noting that otherwise, it is an arbitrary exercise. Busby noted that OMSI is in the same position as the Aquatic Park. Dailey reported that there are radical differences between the proposed OMSI project and the Oregon Coast Aquatic Center project. She added that OMSI is transferring programs here; have purchased land; and is working on community involvement. She noted that OMSI has experience, and the Aquatic Park is not as far advanced.

Allen stated that the money has been set aside for tourism related facilities, and if it is unclear whether something is a tourism related facility, then it is problematic. He asked whether the city can give these funds to OMSI under the parameters of state law. Voetberg noted that the agreement would be tailored to a specific project and would undergo legal review. Allen noted that this is a policy decision and parameters should be established for this and future Councils.

Julie Hanrahan and Randy Getman, members of the Task Force, appeared before Council. They noted that the application contains specific tourism related questions that each applicant had to answer. Hanrahan noted that the Aquatic Park does not own the land where the facility is proposed to be located. She added that the Task Force worked hard and tried to do the right thing for the community and tourism.

Jamie Hurd and Erin Graham appeared on behalf of the OMSI application. It was reported that approximately 30 different groups would be coming to Newport during the summer, and that usage would continue to expand. It was reported that family weekends would be planned allowing lots of opportunity for families to use Newport as its home base for coastal discovery. Allen stated that he would like to see the connection of how the facility has a substantial purpose in providing tourism related facilities. Graham noted that one objective of the camp is to serve Oregon and this local community. She added that people would be drawn to this camp from across Oregon. It was also noted that OMSI has deep and rich networks with schools districts, libraries, families, and parents which is a part of OMSI's core mission, and it is substantial.

Jeff Bertuleit appeared on behalf of the Oregon Coast Aquatic Park. He noted that larger projects take time. He added that a local match is important in garnering other grant monies, and without that it is nearly impossible to obtain funding from outside the area. He stated that he hoped the Task Force decision was not based on the water table issue. He noted that the Friends of the Oregon Coast Aquatic Center is well organized

and has a website. He reported that tourists visit Newport during the winter, and that this demographic should be targeted. He noted that the Aquatic Center could co-market with the Aquarium and OMSI. He reiterated that tourists would visit Newport if there was something for the children to do, and that this facility is an economic development opportunity.

Stan Pickens and Bob Ward appeared on behalf of the Newport Sea Lion Dock Foundation. Pickens noted that the figure had doubled, adding \$50,000 for a viewing dock to provide separation between fishing and viewing. Susan Armstrong, Chris Burns, and Jim Rice were also in attendance in support of this project. Busby asked whether the Port had offered financial or in-kind assistance with this project, and Ward noted that the Port has not been asked. Ward indicated that the Sea Lion Dock Foundation would pay for maintenance through fundraising, and that he was confident of the ongoing viability of the project.

Allen asked whether Council desired formal presentations from the applicants.

Graham stated that OMSI would appreciate guidance on substantial purpose toward tourism related activities.

Allen suggested developing follow-up questions, and noted that this is ultimately a Council decision.

Allen suggested that OMSI look at the statute and provide further information.

Getman reported that the Task Force meetings were taped and that Council can see the level of detail and questions asked of the three applicants. He noted that the tape may answer some of questions that Council has. Allen stated that he supports asking follow-up questions; having the answers before Council; and having the decision appear as an action item on a Council agenda. Voetberg reported that last year, questions were directed only to those groups recommended by the Task Force. It was agreed to focus questions on the groups recommended for funding by the Task Force. Busby stated that he would like to see all three applicants at this time. Swanson stated that she wants to follow the precedent set last year and go with the Task Force recommendations. Voetberg noted that the agenda would contain an action item to consider granting funds as recommended by the Task Force. He noted that the agreements will not be ready, but that Council should provide direction regarding the draft agreements. It was agreed that follow-up questions will be submitted to Hawker by close of business on Friday.

Replacement of the Municipal Pool. Voetberg reported that the municipal swimming pool is near the end of its useful life. He added that the drain system is probably going to fail; the roof system will have problems; and various other systems will probably fail. He noted that it will take approximately three years to get through the bond vote, gather all the information, take public comment, and break ground. He added that a few years ago, the swimming pool bond failed, but the city still has the initial concepts and cost estimates for building a pool next to the rec center. He recommended pulling out the conceptual design study for discussion, and if the decision is to go forward with a bond measure vote in November, details must be worked out by August.

Saelens suggested taking a look at the past information and obtaining an overview of how reasonable those costs might be in today's dollars. He noted that the city would have the costs of the facility versus what is being proposed in South Beach. Busby agreed with Saelens that the issue be looked at broadly. It was suggested that there

might be a middle ground in whether to build a municipal pool or a commercial facility. Beemer agreed with Busby.

Julie Bobo-Shisler and her daughter appeared before Council in support of a new municipal swimming facility. Her daughter displayed medals she had won at various swim meets. Bobo-Shisler urged Council to place the issue on a ballot as soon as possible.

Katherine Howard distributed and read a written statement. She encouraged a municipal pool, noting that there is difficult access to South Beach for folks without a car.

Russ Thacker spoke in support of placing a pool measure on the ballot. He stated that he believes the pool is a necessity.

Stephanie Simpson read letter from Susan and Dr. Richard Fox in support of a new pool.

Stephanie Simpson, Newport Swim Team President, spoke in support of a pool, and asked that the issue be placed on an upcoming ballot.

Sawyer stated that he would like to have information on what other communities have done, how those pools are being operated, and whether they require a city subsidy. He noted that building a facility is one thing, but managing and operating it is another issue. He added that it is essential to have clearly defined numbers regarding the operating budget and subsidy, and how a subsidy would impact other city services over time. Gross suggested looking at the existing facility, its operational costs, and anticipated costs for keeping the facility running. Beemer noted that people voted against the bond measure the last time because they did not have all the numbers.

Protiva reported that the rec center was designed to have the pool located next to it so that the existing locker rooms and control desk could be used for both the rec center and pool. Protiva reported that an architect had been hired when this matter first arose several years ago, and that the numbers can be refreshed.

Allen noted that he is inclined to wait another election cycle so as not to rush it. He suggested striving for the November ballot, but that it not be a hard deadline.

Busby suggested studying the possibility of involving private investors.

Voetberg noted that this issue could be a top priority for the Parks and Recreation Committee.

Allen suggested setting direction tonight for the Parks and Recreation Committee to return to Council with information at a date certain.

Voetberg suggested giving the Parks and Recreation Committee until the second City Council meeting in April to come back to Council with information.

Marletta Noe spoke in support of a municipal swimming pool for locals.

Katherine Howard asked Council to attach Margaret Dailey's testimony to her statement.

Hawker was asked to develop an election timeline.

Bertuleit suggested using a research firm to conduct a survey to determine the likelihood that the measure will pass.

Franz Cosenza noted that a municipal swimming pool is a quality of life issue. He expressed appreciation for efforts to determine whether a bond issue is in order for the pool.

ACTION ITEMS

Appeal of and Decision on Azar Abatement. Voetberg reported that he received a request by Azar's attorney last Friday asking that this matter be postponed for 30 days or until the first meeting in April. A discussion ensued regarding when this matter was set for a hearing date and when the attorney and his client knew about the date. Voetberg responded that the Municipal Code provides that any protest must be heard at one of the next two Council meetings after a decision is made. It was asked whether the attorney had given a reason that he was unable to attend this evening.

Sawyer disclosed that he worked on these two properties when he was employed by the Police Department, and that he had talked to Ms. Azar on many occasions. He reported that Azar had called him at home this afternoon, and that he had referred her to Miranda. He stated that despite these contacts, he believes that he can act responsibly in this matter.

Beemer noted that the dates on the photographs are three and four years old, and this entire messy area on Nye Street predates those pictures. He added that the length of time this process has continued is disturbing.

Sawyer asked whether Council would like to consider a postponement of the matter based on the attorney's request.

Saelens noted that he was shocked to see this matter continue so long, adding that the most untenable problem that arises is the inability to utilize the existing law quickly. He noted that to delay the matter would be another step in that direction.

Allen noted that if this was a new file for the attorney, he would be inclined to defer the matter for another 30 days, but that information in the packet shows that this attorney has been representing Azar for more than two years. He added that based on this, he is inclined to move forward.

Miranda reported that the issue before Council is whether Council should affirm the City Manager's decision to declare the structures located at 645 and 655 NW Nye Street to be a nuisance. He reviewed the history of the matter and responded to Council questions. He noted that abatement would cost about \$25,000 due to hazardous material abatement, and it would have to be budgeted.

Beemer stated that he supports proceeding, noting that a health issue exists.

MOTION was made by Swanson, seconded by Beemer, that, after review of the facts of the case, a nuisance does exist at 645 and 655 NW Nye Street. And, further that the owner of the property shall abate the nuisance within six months. If the owner fails to abate the nuisance within six months, the city will follow the Municipal Code process and abate the nuisance. The motion carried unanimously in a voice vote.

Allen asked Voetberg to share the facts, with Azar's attorney, as to why Council moved forward without the attorney present. He reiterated that there had been two years involvement by the attorney, and no reason given as to why he wanted it set over.

Volunteer Firefighter Family Use of Recreation Facilities. Voetberg reported that the issue before Council is whether to allow the families of volunteer firefighters to use the city's recreational facilities at no cost. He noted that, among the volunteer firefighter family ranks, there are no annual members, but three have ten-punch passes. He added that these are a different class of volunteers due to what they are asked to do. Allen noted that since volunteers and paid firefighters work closely together, and the paid

firefighters have that benefit, and the potential revenue loss is insignificant, that he is inclined to make this benefit consistent with the paid firefighters. Saelens added that it cannot be over-emphasized that this is a special class of employees and volunteers that require physical ability and the capability to be called to duty at any time. He noted that the rationale has been well presented, and that it is a smart move not to make it a general benefit for all volunteers. A brief discussion ensued.

Yale Fogarty spoke in support of offering this benefit to volunteer firefighter families.

MOTION was made by Busby, seconded by Beemer, to direct staff to develop a policy that allows families of volunteer firefighters free use of the city's recreational facilities. The motion carried unanimously in a voice vote.

MOU with OMSI. MOTION was made by Allen, seconded by Swanson, that the City Council enter into a non-binding memorandum of understanding with OMSI, as presented. The motion carried unanimously in a voice vote.

COUNCIL REPORTS AND COMMENTS

Saelens reported that he had attended the ad hoc Wayfinding Committee meeting. He noted that the group has been involved a long time, and the timing is right to make this a standing committee.

Swanson reported on a recent meeting of the Senior Advisory Committee. She noted that issues discussed included the new logo on the van; the potential acquisition of a new defibrillator; visibility of the Center from Highway 101; AARP tax preparation; reader's theatre; wish list items; siding maintenance; and planned trips and activities.

Busby reported that he attended a meeting with ODOT staff regarding replacement of the bridge.

Busby reported that he had participated in a ride-along with the Police Department which was informative and enjoyable.

Busby reported that he will be out of town from Wednesday through Tuesday.

Beemer reported that he had attended a recent Port meeting at which a report on the terminal project was given.

Beemer reported that he plans to attend a meeting at the library at which the state parks folks will discuss the Ona Beach Park. He noted that he is attending partly due to his interest in the Corvallis to Coast Trail.

Allen reported that he had attended the annual Fire Department banquet, and that it was a good event and well-attended.

Allen reported that at the last Council meeting, a resolution was adopted to move forward with the plastic bag issue. He noted that unlike state issues, the actual language of the measure cannot be placed in the voter's pamphlet. He noted that he had checked with Saelens and Hawker, and asked that language be included that the full text of the measure will be available at City Hall and on the website. He noted that language was also included regarding an extension up to 180 days.

Beemer reported that he visited the Tillamook Air Museum a few days ago, and that there is no update as to where the Museum will move.

ADJOURNMENT

Having no further business, the meeting adjourned at 9:22 P.M.

Margaret M. Hawker, City Recorder

Dean Sawyer, Council President

City of Newport
Monthly Distributions
Feb-13

<u>Name</u>	<u>Check Issue Date</u>	<u>Check Number</u>	<u>GL ACCT</u>	<u>Amount</u>
ABECO	2/1/2013	19232	401-4150-6402	\$ 32.84
Avery, Tara	2/1/2013	19233	401-4160-6026	\$ 7.00
Bendel, Amy	2/1/2013	19234	401-4160-6026	\$ 824.60
Cheek, Rebecca	2/1/2013	19235	401-4160-6026	\$ 342.30
Clemons, Julia E.R	2/1/2013	19236	401-4160-6026	\$ 732.20
FRANK CONSTRUCTION	2/1/2013	19237	601-6110-7024	\$ 2,930.10
FRANK CONSTRUCTION	2/1/2013	19238	601-6110-7024	\$ 3,620.50
FRANK CONSTRUCTION	2/1/2013	19239	601-6110-7024	\$ 506.19
FRANK CONSTRUCTION	2/1/2013	19240	601-6110-7024	\$ 2,075.50
SCHEMBRI, LAURIE	2/1/2013	19241	401-4160-6026	\$ 1,270.50
Solomonson, Mary	2/1/2013	19242	401-4160-6026	\$ 73.50
Aboveboard Electric, Inc	2/4/2013	19243	101-1070-6014	\$ 895.59
Ace Alarms	2/4/2013	19244	401-4130-6214	\$ 85.00
Action Networks, Inc	2/4/2013	19245	101-1025-6307	\$ 25.00
Alan Brown Tire Center	2/4/2013	19246	101-1090-6410	\$ 269.32
AWWA	2/4/2013	19247	304-3420-6216	\$ 220.00
Barrelhead Supply, Inc	2/4/2013	19248	101-1035-6401	\$ 26.32
Barrett Business Svices, Inc	2/4/2013	19249	402-4220-6009	\$ 1,295.33
Bigfoot Beverages	2/4/2013	19250	402-4220-6406	\$ 22.21
Blumenthal Uniforms & Equipmnt	2/4/2013	19251	101-1070-6407	\$ 295.85
Cafe Stephanie	2/4/2013	19252	301-3110-6405	\$ 15.00
Carpet One Floor and Home	2/4/2013	19253	101-1035-6215	\$ 157.50
Cascade Fire Equipment Company	2/4/2013	19254	101-1090-6503	\$ 294.61
Central Lincoln P.U.D	2/4/2013	19255	303-3350-6025	\$ 300.00
Charter Communications	2/4/2013	19256	401-4150-6240	\$ 31.60
Chief Supply	2/4/2013	19257	101-1070-6502	\$ 931.54
Chuckie D's	2/4/2013	19258	101-1400-6403	\$ 100.00
Cole-Parmer	2/4/2013	19259	303-3310-6113	\$ 26.14
DCBS-Fiscal Services	2/4/2013	19260	404-4410-6030	\$ 1,956.37
Dell Financial Services	2/4/2013	19261	101-1025-6308	\$ 2,187.39
Dell Marketing L.P	2/4/2013	19262	101-1050-6303	\$ 58.31
Do Re Mi by the Sea, LLC	2/4/2013	19263	401-4160-6026	\$ 409.50
Doug's Electric	2/4/2013	19264	402-4210-6113	\$ 121.76
Dutton, Richard	2/4/2013	19265	101-1025-6201	\$ 22.76
ECONorthwest	2/4/2013	19266	101-1400-6030	\$ 2,390.00
Englund Marine Supply	2/4/2013	19267	101-1035-6113	\$ 14.91
Gale Group	2/4/2013	19268	101-1100-6510	\$ 61.57
GE CAPITAL	2/4/2013	19269	401-4150-6209	\$ 110.00
Groth-Gates Heating & Sheet Me	2/4/2013	19270	101-1035-6113	\$ 2,205.75
Idea Print Works	2/4/2013	19271	401-4160-6413	\$ 542.65
Lincoln Glass Company	2/4/2013	19272	101-1035-6113	\$ 139.01
Lloyd, Robert Sheet Metal, Inc	2/4/2013	19273	101-1035-6113	\$ 3,487.50
Maier Roofing Company	2/4/2013	19274	101-1035-6113	\$ 170.00
Mallory Safety & Supply LLC	2/4/2013	19275	101-1090-6114	\$ 120.00
MES	2/4/2013	19276	101-1090-6503	\$ 234.70
NEWPORT AUTO PARTS, INC	2/4/2013	19277	304-3410-6111	\$ 948.29
Newport Diesel & Marine Co Inc	2/4/2013	19278	302-3210-6114	\$ 473.39
News-Times	2/4/2013	19279	401-4150-6207	\$ 364.50
Northwest Pump & Equipment Co	2/4/2013	19280	402-4220-6112	\$ 2,707.95
Northwest Radiator	2/4/2013	19281	403-4310-6242	\$ 1,950.00

O'Carra, Kathryn	2/4/2013	19282	101-1070-6407	\$	79.98
Ocean Tire Factory	2/4/2013	19283	101-1070-6112	\$	164.85
Pacific Coast Plumbing, Inc	2/4/2013	19284	101-1035-6113	\$	395.02
Pioneer Printing, Inc	2/4/2013	19285	101-1070-6219	\$	12.95
Platt Electric Supply	2/4/2013	19286	302-3210-6401	\$	223.18
ProBuild Newport #609	2/4/2013	19287	302-3210-6521	\$	185.23
Progressive Medical International (PMI)	2/4/2013	19288	101-1090-6416	\$	198.05
Quill.com	2/4/2013	19289	302-3210-6402	\$	97.36
SARAZIN, TODD	2/4/2013	19290	101-1070-6216	\$	33.00
SMITH, TED J	2/4/2013	19291	101-1100-6202	\$	92.40
Specialty Analytical	2/4/2013	19292	402-4210-6214	\$	362.00
Staples	2/4/2013	19293	301-3120-6402	\$	6.78
Staples Advantage	2/4/2013	19294	101-1070-6402	\$	1,686.70
T&L Septic & Chemical Toilet	2/4/2013	19295	402-4210-6092	\$	162.00
United Grocers	2/4/2013	19296	101-1090-6414	\$	52.28
Valley Fire Control, Inc	2/4/2013	19297	402-4210-6415	\$	288.80
West Coast Linen	2/4/2013	19298	402-4220-6101	\$	19.53
Wire Works LLC	2/4/2013	19299	101-1070-6112	\$	203.35
Zep Manufacturing Co	2/4/2013	19300	302-3210-6401	\$	449.56
Aboveboard Electric, Inc	2/8/2013	19305	304-3410-6114	\$	10,051.12
Utility Refunds	2/8/2013	19306	303-01114	\$	59.17
ALL- STAR ENGRAVING	2/8/2013	19307	101-1020-6402	\$	193.40
Allen, David	2/8/2013	19308	101-1010-6202	\$	94.35
Allen, Josephine G	2/8/2013	19309	401-4160-6026	\$	388.50
Allstart Auto Electric, Inc	2/8/2013	19310	302-3220-6114	\$	197.00
APWA	2/8/2013	19311	304-3410-6216	\$	675.00
Associated Cleaning Serv., Inc	2/8/2013	19312	403-4310-6101	\$	7,028.00
AWWA	2/8/2013	19313	303-3310-6216	\$	440.00
Barrelhead Supply, Inc	2/8/2013	19314	101-1090-6216	\$	65.86
Barrett Business Svices, Inc	2/8/2013	19315	304-3410-6009	\$	977.90
Ben, Amber	2/8/2013	19316	401-4150-4302	\$	22.29
Utility Refunds	2/8/2013	19317	303-01114	\$	11.78
Bigfoot Beverages	2/8/2013	19318	401-4150-6406	\$	266.00
Blumenthal Uniforms & Equipmnt	2/8/2013	19319	101-1070-6407	\$	879.18
BMI	2/8/2013	19320	301-3110-6229	\$	45.00
BRENNTAG PACIFIC, INC	2/8/2013	19321	303-3310-6408	\$	7,764.60
Utility Refunds	2/8/2013	19323	303-01114	\$	94.62
Buena Vista Arbor Care Co.	2/8/2013	19324	601-6110-7024	\$	1,295.00
Calhoun and DeJong, Inc.	2/8/2013	19325	402-4220-6112	\$	33.43
Carquest Auto Parts Stores	2/8/2013	19326	303-3320-6114	\$	237.16
Carson Oil Co	2/8/2013	19327	101-1070-6403	\$	102.10
Cascade Fire Equipment Company	2/8/2013	19328	101-1090-6504	\$	1,239.76
Central Coast Excavating, Inc	2/8/2013	19329	304-3420-6115	\$	11,819.95
Century Link	2/8/2013	19331	403-4310-6204	\$	40.71
CENTURY LINK	2/8/2013	19332	403-4310-6204	\$	195.62
Chief Supply	2/8/2013	19333	101-1070-6402	\$	246.89
Coast Range Equipment and Repa	2/8/2013	19334	304-3420-7026	\$	10,352.43
Coastal Paper & Supply	2/8/2013	19335	401-4140-6401	\$	465.78
Consolidated Supply Co	2/8/2013	19337	303-3320-6523	\$	760.95
Day Wireless Systems	2/8/2013	19338	101-1070-6030	\$	1,689.90
Dell Marketing L.P	2/8/2013	19339	101-1025-6508	\$	39.95
Doug's Electric	2/8/2013	19340	101-1090-6113	\$	934.37
Eckstein, Dianne	2/8/2013	19341	401-4150-4302	\$	20.63
Eldridge, Sheryl	2/8/2013	19342	101-1100-6202	\$	77.86
Emerald Springs	2/8/2013	19343	304-3410-6401	\$	52.50

Englund Marine Supply	2/8/2013	19344	302-3210-6114	\$	544.21
Fastenal Company	2/8/2013	19345	304-3420-6401	\$	139.86
FedEx	2/8/2013	19346	101-1025-6215	\$	32.14
FERGUSON ENTERPRISES, INC NW	2/8/2013	19347	304-3420-6115	\$	742.08
Utility Refunds	2/8/2013	19348	303-01114	\$	42.02
Gonzalez-Munoz, Jose Carlos	2/8/2013	19349	401-4160-6026	\$	90.00
Gross, Jacob	2/8/2013	19350	401-4160-4305	\$	50.00
Groth-Gates Heating & Sheet Me	2/8/2013	19351	101-1035-6506	\$	4,236.29
Harvey's Lock & Key service	2/8/2013	19352	402-4210-6111	\$	155.70
HDR Engineering, Inc.	2/8/2013	19353	303-3350-6025	\$	13,536.17
Idea Print Works	2/8/2013	19354	101-1090-6504	\$	228.00
Industrial Welding Supply, Inc	2/8/2013	19355	304-3420-6115	\$	74.69
Integra Telecommunications	2/8/2013	19356	304-3410-6204	\$	27.62
J.C. Market	2/8/2013	19357	101-1070-6405	\$	7.98
John Deere Financial	2/8/2013	19358	101-1035-6215	\$	75.71
John E Reid & Associates, Inc	2/8/2013	19359	101-1070-6216	\$	420.00
Utility Refunds	2/8/2013	19360	303-01114	\$	20.50
Kessel, Barbara	2/8/2013	19361	401-4150-4302	\$	60.41
Lazerquick	2/8/2013	19362	101-1055-6208	\$	850.50
League of Oregon Cities	2/8/2013	19363	101-1035-6216	\$	325.00
Lincoln Co Parole & Probation	2/8/2013	19364	101-1035-6113	\$	550.00
Lincoln County Fleet Services	2/8/2013	19366	101-1090-6112	\$	298.19
Lincoln County School District	2/8/2013	19368	101-1025-6409	\$	917.16
Lincoln Utility Coord. Council	2/8/2013	19369	303-3320-6213	\$	100.00
M & K Bark & Flowers by Moo	2/8/2013	19370	101-1035-6401	\$	63.00
Utility Refunds	2/8/2013	19371	303-01114	\$	45.94
MES	2/8/2013	19372	101-1090-6503	\$	116.24
NEWPORT AUTO PARTS, INC	2/8/2013	19373	304-3410-6112	\$	535.96
Utility Refunds	2/8/2013	19374	303-01114	\$	27.60
Newport Electronics	2/8/2013	19375	303-3320-6508	\$	65.90
Newport Plumbing, Inc	2/8/2013	19376	601-6110-6031	\$	195.00
Newport Public Library	2/8/2013	19377	101-1100-6402	\$	50.87
News-Times	2/8/2013	19378	304-3410-6226	\$	185.41
Northwest Management	2/8/2013	19379	101-1052-6030	\$	281.25
NW Natural	2/8/2013	19380	304-3420-6109	\$	10,025.27
OAWU	2/8/2013	19381	304-3410-6216	\$	285.00
Ocean Tire Factory	2/8/2013	19382	101-1070-6112	\$	1,284.45
Oceana Natural Foods	2/8/2013	19383	401-4150-4302	\$	87.50
Olympic Trailer and Truck Accessories	2/8/2013	19384	302-3210-7004	\$	30.00
Oregon Coast Vietnam Veterans	2/8/2013	19386	101-1020-6502	\$	150.00
Oregon Dept. of Consumer & Bus	2/8/2013	19387	403-4310-6113	\$	394.24
Oregon State University	2/8/2013	19388	101-1900-6030	\$	1,645.34
Oregon Water Resources Depart.	2/8/2013	19389	303-3310-6216	\$	69.00
PAIGE, PHIL	2/8/2013	19390	101-1090-6032	\$	25.00
Parkson Corporation	2/8/2013	19392	304-3410-6111	\$	3,813.48
Pioneer Printing, Inc	2/8/2013	19393	302-3210-6401	\$	242.45
Pioneer Telephone Cooperative	2/8/2013	19394	304-3410-6204	\$	335.96
Pitney Bowes, Inc	2/8/2013	19395	101-1055-6209	\$	655.00
Polydyne, Inc	2/8/2013	19396	304-3410-6408	\$	5,428.00
ProBuild Newport #609	2/8/2013	19397	304-3410-6111	\$	241.40
Public Works Supply, Inc	2/8/2013	19398	303-3310-6407	\$	638.90
Rembold, Luke	2/8/2013	19399	401-4160-6405	\$	54.54
Road & Driveway Company, Inc	2/8/2013	19400	601-6110-7024	\$	860.00
Ryan Herco Products Corp	2/8/2013	19401	303-3310-6114	\$	66.04
Seal Rock Water District	2/8/2013	19402	402-4210-6411	\$	989.95

Smith, Jennifer	2/8/2013	19403	401-4150-4302	\$	83.58
Smith, Tami	2/8/2013	19404	401-4150-4302	\$	135.00
SMITH, TED J	2/8/2013	19405	101-1100-6202	\$	120.65
Staples Advantage	2/8/2013	19406	101-1070-6502	\$	62.99
STATE OF OREGON	2/8/2013	19407	101-1090-6222	\$	940.00
Utility Refunds	2/8/2013	19408	303-01114	\$	5.05
Sudden Impace EMS Education Services	2/8/2013	19409	301-3110-6216	\$	1,596.50
T&L Septic & Chemical Toilet	2/8/2013	19410	101-1090-6102	\$	63.50
TCB SECURITY SERVICES, INC.	2/8/2013	19411	101-1070-6218	\$	3,750.00
Thompson, Eric	2/8/2013	19412	401-4150-4302	\$	22.50
Thompson's Sanitary Serv., Inc	2/8/2013	19413	303-3310-6106	\$	277.80
Thompson's Transfer & Disposal	2/8/2013	19414	101-1035-6106	\$	28.80
TLO LLC	2/8/2013	19416	101-1070-6213	\$	24.25
TMG Services	2/8/2013	19417	303-3310-6114	\$	535.86
Toby Murry Motors	2/8/2013	19418	304-3420-6426	\$	36.95
True-Cut Engraving, LLC	2/8/2013	19419	101-1035-6501	\$	12.00
Uline	2/8/2013	19420	101-1070-6402	\$	421.28
USA Blue Book	2/8/2013	19421	304-3410-6115	\$	261.03
USDA	2/8/2013	19422	402-4220-6092	\$	1,500.00
VerizonWireless	2/8/2013	19423	101-1070-6205	\$	520.21
Villeneuve, Darren	2/8/2013	19424	401-4160-6026	\$	3.68
Visitor's Choice	2/8/2013	19425	403-4310-6207	\$	5,000.00
Voetberg, Jim	2/8/2013	19426	101-1020-6235	\$	296.71
Utility Refunds	2/8/2013	19427	303-01114	\$	13.66
West Coast Linen	2/8/2013	19428	101-1090-6101	\$	13.90
Winters, Marilyn	2/8/2013	19429	303-01114	\$	86.15
Xerox Corporation	2/8/2013	19430	101-1070-6209	\$	1,468.25
Xylem Dewatering Solutions, Inc	2/8/2013	19431	304-3420-7026	\$	13,259.87
Central Lincoln P.U.D	2/8/2013	19432	601-6110-6025	\$	300.00
Central Lincoln P.U.D	2/8/2013	19433	101-1035-6103	\$	5,033.36
A Work Safe Service, Inc	2/15/2013	19434	301-3110-6032	\$	150.00
ABECO	2/15/2013	19435	402-4220-6402	\$	12.71
Aboveboard Electric, Inc	2/15/2013	19436	302-3210-6014	\$	2,519.76
Ace Alarms	2/15/2013	19437	402-4220-6113	\$	80.00
Alan Brown Tire Center	2/15/2013	19438	101-1035-6112	\$	326.16
Allstart Auto Electric, Inc	2/15/2013	19439	302-3220-6114	\$	757.00
AWWA	2/15/2013	19440	303-3320-6216	\$	660.00
Barber, Michelle	2/15/2013	19441	401-4150-4302	\$	35.00
Barrelhead Supply, Inc	2/15/2013	19442	402-4210-6015	\$	615.28
Barrett Business Svices, Inc	2/15/2013	19443	402-4220-6009	\$	266.00
Bigfoot Beverages	2/15/2013	19444	402-4220-6406	\$	14.10
Blumenthal Uniforms & Equipmnt	2/15/2013	19445	101-1090-6504	\$	295.00
Building Department, LLC , The	2/15/2013	19446	404-4410-6012	\$	5,277.84
Cafe Stephanie	2/15/2013	19447	301-3110-6405	\$	15.00
Carquest Auto Parts Stores	2/15/2013	19448	302-3210-6114	\$	430.41
Carson Oil Co	2/15/2013	19449	402-4220-6403	\$	561.43
CASELLE	2/15/2013	19450	101-1050-6305	\$	1,398.00
Central Lincoln P.U.D	2/15/2013	19451	101-1035-6103	\$	17,986.00
Central Lincoln P.U.D	2/15/2013	19452	405-4520-6104	\$	4,952.65
CENTRAL SERVICE INC	2/15/2013	19453	402-4220-6112	\$	469.00
Century Link	2/15/2013	19454	403-4310-6204	\$	3,341.47
Chase Park Grants LLC	2/15/2013	19456	304-3430-6034	\$	5,102.81
CLIA	2/15/2013	19458	101-1090-6222	\$	150.00
Coast Range Equipment and Repa	2/15/2013	19459	304-3420-6115	\$	2,983.00
COASTCOM, INC	2/15/2013	19460	403-4310-6207	\$	1,635.76

Combined Systems Inc	2/15/2013	19461	101-1070-6216	\$	695.00
Consolidated Supply Co	2/15/2013	19462	303-3320-6523	\$	392.29
Copeland Lumber	2/15/2013	19463	302-3210-6521	\$	114.59
Dahl, Tom	2/15/2013	19464	401-4160-6026	\$	30.00
DEPARTMENT OF STATE LANDS	2/15/2013	19465	101-1900-6228	\$	1,209.86
Dish Network	2/15/2013	19466	402-4220-6234	\$	43.00
ECONorthwest	2/15/2013	19467	101-1400-6030	\$	3,642.50
Englund Marine Supply	2/15/2013	19468	302-3210-6114	\$	485.08
Enviro-Clean Equipment, Inc	2/15/2013	19469	302-3220-6114	\$	822.50
Fastenal Company	2/15/2013	19470	302-3210-6519	\$	35.12
GOULET, RONALD R PLUMBING	2/15/2013	19471	402-4220-6114	\$	393.93
Groth-Gates Heating & Sheet Me	2/15/2013	19472	101-1035-6401	\$	635.27
Harvey's Lock & Key service	2/15/2013	19473	304-3410-6113	\$	21.00
HEINZ MECHANICAL SERVICE, LLC	2/15/2013	19474	403-4310-6111	\$	1,345.00
Industrial Welding Supply, Inc	2/15/2013	19475	302-3210-6403	\$	5.00
Integra Telecommunications	2/15/2013	19476	304-3410-6204	\$	27.62
J.C. Market	2/15/2013	19477	301-3110-6405	\$	16.16
Kay's Radiator & Repair	2/15/2013	19478	304-3420-6115	\$	1,133.00
Lazerquick	2/15/2013	19480	101-1090-6208	\$	322.75
Lincoln County Public Works	2/15/2013	19481	301-3120-6403	\$	1,697.10
McAfee, Robert Jr.	2/15/2013	19483	401-4160-6026	\$	12.00
McAfee, Robert L	2/15/2013	19484	401-4160-6026	\$	15.00
Michael J. Edenfield	2/15/2013	19485	304-3410-6114	\$	720.00
NEWPORT AUTO PARTS, INC	2/15/2013	19486	101-1090-6112	\$	10.77
Newport Booster's Club	2/15/2013	19487	101-1070-6207	\$	40.00
Newport Diesel & Marine Co Inc	2/15/2013	19488	302-3210-6114	\$	121.02
Newport Electronics	2/15/2013	19489	304-3420-6115	\$	44.95
Newport Florist & Gifts, LLC	2/15/2013	19490	101-1090-6227	\$	94.50
News-Times	2/15/2013	19491	101-1400-6207	\$	161.70
Northwest Radiator	2/15/2013	19492	101-1035-6113	\$	1,269.00
Ocean Tire Factory	2/15/2013	19493	101-1070-6112	\$	4,240.50
OCZMA	2/15/2013	19494	101-1010-6481	\$	24.00
Peak Internet	2/15/2013	19495	101-1090-6206	\$	55.94
Pioneer Telephone Cooperative	2/15/2013	19496	402-4220-6204	\$	436.23
Platt Electric Supply	2/15/2013	19497	101-1070-6502	\$	342.26
ProBuild Newport #609	2/15/2013	19498	101-1090-6416	\$	250.08
Public Works Supply, Inc	2/15/2013	19499	301-3120-6415	\$	20.00
RACO INDUSTRIES	2/15/2013	19500	304-3420-6115	\$	555.00
Santiam Escrow, Inc	2/15/2013	19502	101-1090-6228	\$	2,062.05
Seal Rock Water District	2/15/2013	19503	202-2220-8023	\$	5,000.00
Shangri-La Corporation	2/15/2013	19504	101-1100-6402	\$	30.00
T&L Septic & Chemical Toilet	2/15/2013	19505	101-1035-6113	\$	208.80
Thompson's Sanitary Serv., Inc	2/15/2013	19506	402-4210-6106	\$	2,331.07
Thompson's Transfer & Disposal	2/15/2013	19507	402-4210-6106	\$	73.20
Thyssenkrupp Elevator Corp	2/15/2013	19508	101-1035-6211	\$	180.80
UPS	2/15/2013	19509	101-1100-6215	\$	50.90
Valley Fire Control, Inc	2/15/2013	19510	402-4210-6415	\$	384.60
Valley River Inn	2/15/2013	19511	303-3320-6216	\$	1,423.95
VerizonWireless	2/15/2013	19512	101-1035-6205	\$	975.07
Vern Wiles Construction	2/15/2013	19513	402-4210-6113	\$	4,247.00
Voetberg, Jim	2/15/2013	19514	101-1020-6202	\$	137.43
Water Metrics West	2/15/2013	19515	301-3110-6229	\$	34.50
West Coast Linen	2/15/2013	19516	402-4220-6101	\$	19.53
Western States Elect Const.	2/15/2013	19517	101-1035-6014	\$	141.75
WW Construction	2/15/2013	19518	304-3450-7024	\$	17,665.62

Xerox Corporation	2/15/2013	19519	101-1010-6209	\$	307.89
Xylem Dewatering Solutions, Inc	2/15/2013	19520	304-3420-6115	\$	386.50
Rustom Nissan of Portland	2/19/2013	19521	101-1070-7004	\$	24,372.00
Golden, Elizabeth	2/20/2013	19522	401-01121	\$	150.00
911 Supply	2/22/2013	19523	101-1090-6504	\$	98.99
Alan Brown Tire Center	2/22/2013	19524	101-1090-6410	\$	281.11
ALL- STAR ENGRAVING	2/22/2013	19525	101-1070-6502	\$	52.95
Ashard, Jim	2/22/2013	19526	401-4160-6026	\$	156.00
Baker & Taylor Entertainment	2/22/2013	19527	101-1100-6515	\$	551.68
Barrelhead Supply, Inc	2/22/2013	19528	303-3320-6523	\$	92.94
Barrett Business Svices, Inc	2/22/2013	19529	402-4220-6009	\$	771.40
Bigfoot Beverages	2/22/2013	19530	401-4150-6406	\$	134.00
Blumenthal Uniforms & Equipmnt	2/22/2013	19531	101-1070-6407	\$	262.46
Utility Refunds	2/22/2013	19532	303-01114	\$	38.95
Carquest Auto Parts Stores	2/22/2013	19533	101-1090-6503	\$	339.30
Century Link	2/22/2013	19536	403-4310-6204	\$	81.43
CENTURY LINK	2/22/2013	19537	403-4310-6204	\$	469.20
Utility Refunds	2/22/2013	19538	303-01114	\$	25.64
Dell Marketing L.P	2/22/2013	19539	101-1050-6303	\$	58.31
DEQ	2/22/2013	19540	301-3110-6213	\$	175.00
Elbon, Brandon Michael	2/22/2013	19541	401-4160-6026	\$	54.00
Englund Marine Supply	2/22/2013	19542	303-3320-6523	\$	181.32
Utility Refunds	2/22/2013	19543	303-01114	\$	95.59
Halco Welding, Inc	2/22/2013	19544	401-4130-7013	\$	2,350.00
Itron, Inc	2/22/2013	19545	101-1055-6102	\$	350.00
J&J COASTAL ELECTRIC INC.	2/22/2013	19546	401-4160-4305	\$	200.00
L.N. Curtis & Sons	2/22/2013	19547	101-1090-6508	\$	117.05
Lazerquick	2/22/2013	19548	101-1090-6208	\$	45.00
League of Oregon Cities	2/22/2013	19549	101-1070-6216	\$	300.00
Lexipol LLC	2/22/2013	19550	101-1070-6213	\$	2,000.00
Lincoln County Public Works	2/22/2013	19551	101-1070-6403	\$	5,619.10
M & K Bark & Flowers by Moo	2/22/2013	19552	601-6110-7024	\$	56.00
McAfee, Robert Jr.	2/22/2013	19553	401-4160-6026	\$	72.00
McAfee, Robert L	2/22/2013	19554	401-4160-6026	\$	24.00
NEWPORT AUTO PARTS, INC	2/22/2013	19555	101-1090-6112	\$	4.44
Newport Public Library	2/22/2013	19556	101-1100-6402	\$	87.32
News-Times	2/22/2013	19557	101-1100-6524	\$	112.90
OACA	2/22/2013	19558	101-1030-6213	\$	50.00
OACP	2/22/2013	19559	101-1070-6213	\$	350.00
OAMA	2/22/2013	19560	402-4210-6482	\$	300.00
Ocean Tire Factory	2/22/2013	19561	101-1070-6112	\$	823.55
OREGON DEPT OF FORESTRY	2/22/2013	19562	101-1900-6240	\$	1,422.80
Pacific Office Automation	2/22/2013	19563	101-1100-6305	\$	102.64
Peak Internet	2/22/2013	19564	402-4210-6122	\$	70.99
Pioneer Printing, Inc	2/22/2013	19565	101-1070-6030	\$	61.10
Utility Refunds	2/22/2013	19566	303-01114	\$	57.21
ProBuild Newport #609	2/22/2013	19567	101-1090-6503	\$	23.85
Public Works Supply, Inc	2/22/2013	19568	101-1090-6508	\$	188.04
Utility Refunds	2/22/2013	19569	303-01114	\$	85.59
Satcom Global FZE	2/22/2013	19570	101-1070-6204	\$	36.15
SPEER HOYT LLC	2/22/2013	19571	301-3110-6004	\$	7,965.88
Staples	2/22/2013	19572	101-1070-6402	\$	185.02
Staples Advantage	2/22/2013	19573	101-1070-6402	\$	82.90
State of Oregon	2/22/2013	19574	101-1070-6213	\$	40.00
Stitchin Post, The	2/22/2013	19575	101-1070-6030	\$	10.00

Tangent Rural Fire District	2/22/2013	19576	101-1090-6504	\$	1,050.00
Valley Fire Control, Inc	2/22/2013	19577	101-1070-6030	\$	27.50
Utility Refunds	2/22/2013	19578	303-01114	\$	59.85
West Coast Linen	2/22/2013	19579	101-1090-6101	\$	13.90
Wire Works LLC	2/22/2013	19580	101-1070-6112	\$	511.15

City of Newport
Monthly Distributions over \$25K
Feb-13

<u>Name</u>	<u>Check Issue Date</u>	<u>Check Number</u>	<u>GL ACCT</u>	<u>Amount</u>
Brown & Caldwell	2/8/2013	19322	304-3450-6025	\$ 31,405.80
Lincoln County	2/8/2013	19365	101-1070-6007	\$ 60,324.00
Lincoln County Hist	2/8/2013	19367	403-4310-6242	\$ 63,000.00
On Display Advertis	2/8/2013	19385	403-4310-6207	\$ 27,995.00
Pall Advanced Sepa	2/8/2013	19391	303-3350-7005	\$ 224,189.30
Tigard's Landmark F	2/8/2013	19415	101-1400-7004	\$ 26,572.12
CG Contractors LLC	2/15/2013	19455	601-6110-7024	\$ 34,834.75
Civil West Engineer	2/15/2013	19457	303-3350-6025	\$ 28,694.27
Laskey-Clifton Corp	2/15/2013	19479	601-6110-7024	\$ 66,507.50
Lincoln County Tran	2/15/2013	19482	403-4310-6030	\$ 85,000.00
Road & Driveway Co	2/15/2013	19501	601-6110-7024	\$ 117,630.97
Central Lincoln P.U.	2/22/2013	19535	403-4310-6103	\$ 34,615.03



March 5, 2013

Hon. Arnie Roblan
PO Box 1410
Coos Bay, OR 97420

Hon. David Gomberg
900 Court Street NE, H-371
Salem, OR 97301

Gentlemen,

We are writing this letter to express our appreciation for the collaboration exhibited by Amy Ramsdell, Valerie Grigg Devis and Terry D. Cole from Oregon Department of Transportation in working with the City of Newport and Lincoln County on the Yaquina Bay Bridge Project.

Last month ODOT placed weight limitations on the Yaquina Bay Bridge which has led to the realization that those limitations will eventually lead to the replacement of the bridge. In a recent meeting we discussed the general process, budget considerations to start the modeling and data gathering process and the critical need for state, county and city to work collaboratively from the beginning. Overall a very positive and supportive meeting and initial step.

Having a plan to go forward into the future is vital to our community and the cooperation between the different agencies is greatly appreciated and much needed in order to make this process successful.

Sincerely,

LINCOLN COUNTY BOARD OF COMMISSIONERS

BILL HALL, Chair

TERRY N. THOMPSON, Commissioner

DOUG HUNT, Commissioner

CITY OF NEWPORT

Sandra Roumagoux, Mayor

Jim Voetberg, City Manager

cc: Matthew Garrett, Director

POLICE DEPARTMENT
169 SW COAST HWY
NEWPORT, OREGON 97365

COAST GUARD CITY, USA



 COPY

541.574.3348
www.newportpolice.net

MOMBETSU, JAPAN, SISTER CITY

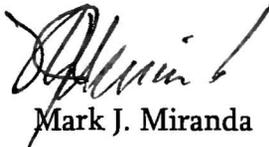
March 7, 2013

Gregory Carpenter
5806 NW Rhododendron Street
Newport, Oregon 97365

Dear Mr. Carpenter,

As promised, enclosed is the log of the violations you reported. It shows the progress, to date, of action taken. I will send you another updated log at the end of this month.

Sincerely,



Mark J. Miranda
Chief of Police
(FBINA 198)

Cc: Jim Voetberg, City Manager

EST.

1882

Newport Police Department
 NUISANCE COMPLAINT LOG

No.	Date Rcd.	Complt.	Address	Problem	Priority	Case	Status	Closed Date
1	9/17/2012	Carpenter	558 NE 3rd St.	Fence	3	1211-4009	No Viol.	11/27/2012
2	9/17/2012	Carpenter	508 NE 3rd St	Fence	3	1211-4010	No Viol.	11/27/2012
3	9/17/2012	Carpenter	509 NE 3rd St.	Fence	3	1211-4011	UTL	11/27/2012
4	9/17/2012	Carpenter	204 NE Benton St.	Vegetation	3	1211-4012	NFA	1/9/2013
5	9/17/2012	Carpenter	710 NE Jeffries St.	Vegetation	3			
6	9/17/2012	Carpenter	705 NE Jeffries St.	Vegetation	3	1211-4013	No Viol.	11/27/2012
7	9/17/2012	Carpenter	1098 NE 7th St.	Vegetation	3	1211-4014	Pending	
8	9/17/2012	Carpenter	1110 NE 7th St.	Vegetation	3			
9	9/17/2012	Carpenter	311 NE 2nd St.	Vegetation	3	1211-4015	Variance	11/27/2012
10	9/17/2012	Carpenter	132 NE Coos St.	Fence	3	1211-4016	No Viol.	11/27/2012
11	9/17/2012	Carpenter	404 NE 2nd St.	Vegetation	3			
12	9/18/2012	Carpenter	457 NW 56th St.	Vegetation	3			
13	9/18/2012	Carpenter	5608 NW Meander St.	Vegetation	3	1212-4210	No viol.	12/4/2012
14	9/18/2012	Carpenter	5511 NW Meander St.	Vegetation	3			
15	9/18/2012	Carpenter	5423 NW Meander St.	Vegetation	3	1212-4211	No viol.	12/12/2012
16	9/18/2012	Carpenter	521 NW 54th St.	Vegetation	3			
17	9/18/2012	Carpenter	412 NW 54th St.	Fence	3			
18	9/18/2012	Carpenter	551 NW 54th St.	Vegetation	3			
19	9/18/2012	Carpenter	5508 NW Pinery St.	Vegetation	3			
20	9/20/2012	Carpenter	535 NW 7th St.	Trees	3			
21	9/20/2012	Carpenter	613 NE 7th St.	Vegetation	3	1210-4627	Pending	
22	9/20/2012	Carpenter	409 NE 7th St.	Fence & Vegetation	3	1210-4628	NFA	1/23/2012
23	9/20/2012	Carpenter	707 NE Eads St.	Vegetation	2	1210-4629	UTL	10/30/2012
24	9/20/2012	Carpenter	305 NE 7th St.	Vegetation	3	1210-4630	No Viol.	10/30/2012
25	9/20/2012	Carpenter	306 NE 7th St.	Vegetation	3	1210-4631	UTL	10/30/2012
26	9/20/2012	Carpenter	431 NE Benton St.	Fence & Vegetation	3	1210-4632	No Viol.	10/30/2012
27	9/20/2012	Carpenter	620 NE Benton St.	Vegetation	3	1210-4633	No Viol.	10/30/2012
28	9/20/2012	Carpenter	428 NE Benton St.	Vegetation	3	1210-4634	NFA	1/15/2013
29	9/20/2012	Carpenter	303 NE Benton St.	Vegetation	3	1210-4635	UTL	10/30/2012
30	9/20/2012	Carpenter	305 NE Benton St.	Vegetation	3	1210-4636	No Viol.	10/30/2012
31	9/20/2012	Carpenter	304 NE Benton St.	Vegetation	3			
32	9/21/2012	Carpenter	1921 NE Crestview Dr.	Vegetation	3			
33	9/21/2012	Carpenter	1930 NE Crestview Dr.	Vegetation	3			

COPY

Newport Police Department
 NUISANCE COMPLAINT LOG

34	9/21/2012	Carpenter	2014 NE Crestview Dr.	Vegetation	3	1303-0873 In Progress	
35	9/21/2012	Carpenter	2597 NE Crestview Dr.	Vegetation	3		
36	9/21/2012	Carpenter	5707 NW Gladys St.	Vegetation	3		
37	9/21/2012	Carpenter	87 NW 56th St.	Fence & Vegetation	3		
38	9/21/2012	Carpenter	519 NE 20th Place	Vegetation	3	1303-0872 In Progress	
39	9/21/2012	Carpenter	437 NE 20th Place	Vegetation	3		
40	9/21/2012	Carpenter	2511 NE Crestview Dr.	Vegetation	3		
41	9/21/2012	Carpenter	405 NW 55th St.	Cars & Junk	3		
42	9/21/2012	Carpenter	658 NW 7th St.	Fence	3		
43	9/24/2012	Carpenter	415 NW 58th St	Fence & Vegetation	3		
44	9/24/2012	Carpenter	416 NW 58th St.	Vegetation	3		
45	9/24/2012	Carpenter	5715 NW Rhododendron St.	Vegetation	3		
46	9/24/2012	Carpenter	5805 NW Rhododendron St.	Vegetation	3	1303-0874 In Progress	
47	9/24/2012	Carpenter	125 NW 55th St.	Junk	3		
48	9/24/2012	Carpenter	5909 NW Rhododendron St.	Vegetation	3		
49	9/24/2012	Carpenter	125 NW Gladys St.	Vegetation	3	1303-0875 In Progress	
50	9/24/2012	Carpenter	424 NW 59th St.	Blighted	3		
51	9/24/2012	Carpenter	5814 NW Rhododendron St.	Vegetation	3		
52	9/24/2012	Carpenter	5818 NW Rhododendron St.	Vegetation	3		
53	9/24/2012	Carpenter	5815 NW Rhododendron St.	Trees	3		
54	9/24/2012	Carpenter	428 NW 56th St.	Fence, vegetation & trailer	3	1212-4209 No viol.	12/25/2012
55	11/24/2012	Carpenter	19 SW Herbert St	Over 36" hedge	3		
56	11/24/2012	Carpenter	244 SW 12th St	Over 36" hedge	3		
57	11/24/2012	Carpenter	345 SE 2nd St	Over 36" hedge	3	1212-4208 No viol.	12/31/2012
58	11/24/2012	Carpenter	462 NE 5th St	Over 36" hedge	2	1302-0908 NFA	1/30/2013
59	11/24/2012	Carpenter	13 SW Brook St	Hazardous hedges	3	1302-0849 No viol.	1/23/2013
60	11/24/2012	Carpenter	219 NW Cottage	Hazardous hedges	3	1302-0850 No viol.	1/21/2013

Priority 1 : Main Thoroughfare

Priority 2: Residential Feeder Streets

Priority 3: Residential Streets

UTL: Not a valid address

Updated: 3-4-13

Manager's Office Weekly Report **Week of 2-25, 2013**

Following are various items and issues which the City has been involved with during the week of February 25, 2013.

Hatfield Tsunami Exhibit: As a reminder, the Hatfield Marine Science Center is hosting the opening of a new tsunami awareness exhibit. The centerpiece of the exhibit is a section of Japanese dock that washed ashore as a result of the 2011 Japanese earthquake. The opening and dedication ceremony will be on March 10th between 2:00pm and 4:00pm, marking the two-year anniversary of the tsunami. Special recognition needs to go to Mark McConnell, who was the driver in making this exhibit a reality.

RFP For Audit Services: Last week I notified Council that Finance had initiated an RFP for auditing services. Finance recently informed me that due to timeline requirements, the RFP will be postponed. According to David, the City needs to have preliminary field work done in April which necessitates utilizing our current auditors. The RFP for new auditors will be re-released this upcoming fall.

Planning for the Replacement/Modification of the Yaquina Bay Bridge: Derrick and I, along with County Commissioner Doug Hunt, met with ODOT planners to discuss the long-long-long process of replacing/modifying the Yaquina Bay Bridge. The ODOT planners agreed to try and include some funding in their upcoming budget for data gathering, the first step in this long process.

Out of Town: I will be out of town between Saturday March 9th and Thursday March 14th, visiting my daughter in Virginia. During my absence, Mark Miranda will be in charge.

Supervisor Training: Over the next few weeks, JJ will be developing a series of classes for department heads and/or supervisors. Class topics will include communication, progressive discipline, leadership, evaluations, and interviewing. The intent is to enhance the management skills of our Department Heads and supervisors.

City Center Association Meeting: I attended the City Center Newport Association (CCNA) meeting. The City and CCNA will jointly send a letter to Columbia Bank, who will be doing renovations at the West Coast (now Columbia) Bank building, requesting that they attempt to include a Deco theme in any renovations they do. I mentioned to the CCNA that city work on the Deco Park will likely be done this fall. I also mentioned that the restroom sign at the 9th and Herbert public restroom should be installed the week of March 4th.

Letter to ODOT Requesting moving Speed Limit Signs on Hwy. 20: The letter requesting ODOT move the speed limit signs on Highway 20 went out on February 25th.

Pool Repair: Parks and Rec and PW staff continue to make repairs to the pool. The repairs are scheduled to be completed on Wednesday March 6th. After the repairs are completed, pool staff will paint the pool and make any other minor repairs to the building. Reopening of the pool should occur later in the month.

Lease Renewal: Peggy and Derrick are working on the renewal of a long-term lease with California Shellfish, who have leased city property near Fall Street for over 40 years. Council can anticipate considering the lease renewal at a future Council meeting after the terms have been reviewed by our attorney and we have concurrence with the leasee.

Yaquina Bay Economic Development (YBEF) Meeting: I attended the YBEF monthly meeting where updates of the Tier 1 and Tier 2 projects were discussed. For newer Councilors, I've included a copy of the project updates with this report.

Coffee With the Manager: After a few months off I have restarted my Coffee with the Manager meeting. As Council may recall (expect for the newer Councilors who now are aware), once a month six to ten employees from varying departments get together with me and we talk about things going on in the City or whatever of interest comes up.

Upcoming issues:

- Updating Sign Code
- Vehicle Camping
- OPRD Agreement for use of Room Tax Funds for improvements to South Beach State Park

Staff has been/continues working with LGLG on the following issues:

- Fiber Build-out and potential agreements with Coastcom.
- Miscellaneous Agreements
- Requests by Council

YBEF Priority Project Status Report

TIER 1

Project	Status
<p>Oregon Ocean – Lavrakas/Mann/Bauman Lavrakas report on Conference; Mann on Tech Center</p>	<p>1. YBOOI/Oregon Ocean, Ocean Observing Conference, application to City of Newport for funds. Ocean Technology Center - Thanks to YBEF and Lincoln County (Caroline) that provided the combined match (\$3000) for state funds (\$7000) all funding is in place to begin the conceptual design and facility layout (Charretts) to begin shaping this project. I met last week with the Architect, Jim Lewis, to discuss the information we have gathered to date regarding a building concept, and the needs that we put together earlier this year from interested parties.</p> <p>2. Ocean Observing Conference – plans for late February to acquaint companies and organizations with the opportunities for marine research and business in our region. Ocean Technology Center - Next steps will be to make contact with the interested groups once again and discuss their continued interest and any further needs and most importantly to try to identify an anchor tenant. More details on this later.</p> <p>3. Ocean Observing Conference – no action; Ocean Technology Center - The biggest issue will be the anchor tenant question and developing the funding package for actual project development and construction!</p>
<p>Revitalization of Newport City Center, “Highway101/Highway 20 Streetscape Improvements” Voetberg/Geltner</p>	<p>1. Current Status: (a) The City has receive a ODOT grant for x-walk improvements along Hwy 101; design is on-going and the improvements will be completed this year. (b) The City and County have begun conversations with ODOT to begin the initial planning for replacement/modification of the Yaquina Bay Bridge, which will have an impact on the Highway 101 corridor between Highway 20 and the bridge. (c) The City Center Business District has agreed to an initial phase of the Deco Park (Hwy 101 and Hurbert) consisting of; closing a parking lot driveway entrance to Highway 101 and replacing it with a sidewalk, installing storm drain improvements behind the closed parking lot driveway entrance, and constructing open space where above ground improvements will eventually be build/installed.</p> <p>2. Next Steps: (a) Awaiting design from ODOT. (b) ODOT planning section will try and include funding for data gathering in their upcoming budget. (c) City will make improvements to the Deco Park this year (2013).</p>

	3. YBEF Action: None at this time.
Pacific Maritime & Heritage Museum- Shoemake/Wyatt	<p>1. At present fundraising and renovation work at the Pacific Maritime & Heritage Center are being actively being carried out.</p> <p>2. Next steps in this project include getting occupancy permit from the City of Newport, installing exhibits, proceeding with the opening of the main floor to the public and carrying out renovations on upper and lower floors of the Pacific Maritime & Heritage Center.</p> <p>3. Assistance in fundraising efforts would be welcomed as would assistance in encouraging public participation in our opening exhibit (summer 2013) which is very dependent on community participation.</p>
Pacific Communities Health District Bond - Bigelow/Saxton	No report in September – is this still TIER 1?
Fairgrounds Facility Planning Project- Hunt/Lindly/Geltner	<p>1. Very much alive.</p> <p>2. Set to get into the first and mostly lively public phase.</p> <p>3. Expecting a strong show of support from YBEF given the very public process anticipated and the public benefit (read economic development) anticipated. YBEF should be prepared to help lead the public discussion about all aspects of the development of a NEW community facility for the citizens of Lincoln County. As noted at last month's meeting, I proposed that one meeting during the public process be with YBEF members exclusively - so that the consultants get the unvarnished reality -- the pros and cons of involving all of Lincoln County in the discussion -- helping all to see the benefits which could accrue. And, in the process, helping to truly think "outside the box." What should/could a (drop the word fairgrounds) "community place, a commons" provide for its community beyond conferences, concerts, conventions, festivals, etc. -- how can it be a county playground? How can it help to constantly celebrate Lincoln County.</p>
OCCA/PAC Upgrade and Remodel Project-Rickbone	<p>1. Current Status of Project. The Newport Performing Arts Center (PAC) Upgrade & Remodel Capital Campaign process is progressing.</p> <p>2. Next Steps Planned. After three facilitated Capital Campaign meetings over the summer, the OCCA Board met recently to continue to develop the Capital Campaign Plan and establish a Leadership Team. We now have a Capital Campaign Chair and are working on honorary Co-chairs. We are developing a job description for the Capital Campaign Manager position. Another grant will go out the door at the end of the month.</p>

	<p>3. Issues YBEF should be aware of so that it can take action. We would welcome one or more YBEF members to lend their expertise and wisdom on our PAC Leadership Team when we get that established. Please contact Catherine Rickbone or Mark McConnell.</p>
OCAQ-Legacy Project-Lewis	<p>1. A contractor has been selected for the project. Animal holding pool is complete and ready to receive animals. 2. Working on timeline with contractor to have the project completed by the end of 2012. 3. No action from YBEF required.</p>

TIER 2

Project	Status
Marine Renewable Energy Testing & Development off Oregon's Central Coast-Allen/Boehlert	
Additional Vehicle Capacity Across Yaquina Bay – Hunt/Bain/Mann	<p>1. This objective is on the list of projects with our region's Area Commission on Transportation and is also on the City of Newport's transportation plan. 2. The next step is funding and managing the process to eventually have this project reach a top level prioritization, a long process. 3. N/A</p>
Toledo-Oregon Main Street Program - Amberg	<p>Email sent from Michelle Amberg to Terri Strom <Terri.Strom@cityoftoledo.org> Are you familiar with YBEF (Yaquina Bay Economic Foundation)? They are a group of community leaders who have an interest in the economic development of the Yaquina Bay region. In the past, if I remember correctly, they gave \$1000 to the Toledo Main Street Program to help with promotions and other activities. When Celeste was with the City she used to provide me with Main Street updates and I would share them at YBEF meetings. Now that the Toledo Main Street Program has evolved into an independent organization I can't truly represent the new organization. So, YBEF asked me to inquire as to whether anyone from the new organization (Toledo Development Association????) would like to join YBEF. Annual dues are \$200 and they usually meet on the fourth Wednesday of the month at 5:30 pm somewhere in Newport.</p> <p>I sincerely hope that you, or someone from the TDA will join. YBEF is interested in hearing from you because they support your mission and purpose and helped the</p>

	<p>originating program in the past by providing a grant. Bud, Ralph and I belong to YBEF and Toledo could use more representation. Michelle Amberg, City Manager No response received.</p>
<p>Yaquina Pacific Railroad Historical Society Transportation Museum- Bain</p>	
<p>Electric Car Charge Stations- Grutzmacher</p>	

FINANCE DEPARTMENT STATUS

I. THE OL' DAWG AND THE NEW COUNCIL

- A. I SPENT TIME WITH COUNCILORS BUSBY AND SWANSON, INTRODUCING THEM TO THE WORLD OF MUNICIPAL FINANCE, A FARRAGO OF CACOPHONOUS SHRIEKS, CRUSHING REPORTING REQUIREMENTS, AND OREGON'S OWN FRANKENSTEINIAN CREATION, THE PROPERTY TAX SYSTEM.
- B. I ALSO SPENT A FASCINATING HOUR WITH ZEKE OLSEN, PRESIDENT OF THE DEPOE CITY COUNCIL. WHILST WALKING HIS DOG ON THE BAY (WHAT WAS IT THAT OTIS REDDING SANG? "SITTING BY THE DOG ON THE BAY?"). MR. OLSEN WANTED TO LEARN HOW THE CITY OF NEWPORT ADDRESSED ITS HEALTH INSURANCE AND PENSION PLAN CHALLENGES.

II. SOFTWARE CONVERSION

- A. LINDA AND I SPENT MUCH OF FEBRUARY IN MEETING WITH "BUDGETARY AUTHORITIES," THOSE INDIVIDUALS WHO WILL BE PROVIDING THE INITIAL DATA FOR THE CITY'S FISCAL YEAR 2014 BUDGET. THEY WILL BE INPUTTING THEIR "WORKING" BUDGET INTO EXCEL SPREADSHEETS, WHICH WE WILL UPLOAD DIRECTLY INTO *CLARITY*, OUR NEW FINANCIAL SOFTWARE. IN PREVIOUS YEARS, THIS DATA WAS ENTERED BY SINGLE, WRETCHED SOUL, WHO OFTEN COULD BE SEEN WANDERING OFF INTO THE WET AND WINDY NIGHT, IMPLORING THE HEAVENS FOR HELP ... WHICH HAS FINALLY, ARRIVED!
- B. FOR THE FIRST TIME IN YEARS, THE CITY'S BUDGET WILL BE COMPLETED IN OUR FINANCIAL SYSTEM, NOT A BEWILDERING AND SEEMINGLY INFINITE NUMBER OF EXCEL SPREADSHEETS, LINKED, HOWEVER TENUOUSLY, BY FORMULA WHICH MIGHT, OR MIGHT NOT, BE CORRECT.
- C. WE ALSO PRETTY MUCH COMPLETED PROVIDING ACCESS TO CLARITY'S FINANCIAL REPORTS TO THE CITY'S "USERS." THEY CAN NOW ACCESS THEIR COST CENTERS' FINANCIAL YEAR-TO-DATE REVENUES AND EXPENSES.
- D. IN SPITE OF THE PROGRESS, MUCH WORK REMAINS TO BE COMPLETED
 - 1. INTRODUCING A PURCHASE ORDER SYSTEM TO THE CITY
 - 2. ADDING AN ASSET MANAGEMENT MODULE
 - 3. CONVERTING OUR COURT REPORTING SYSTEM TO *CLARITY*

III. OTHER STUFF

- A. I ATTENDED A ONE-DAY WORKSHOP ON URBAN RENEWAL AGENCIES, AN AREA IN WHICH I AM NOT INFORMED (YES, THERE ARE MANY SUCH AREAS). IT WAS MOST HELPFUL AND, IF NOTHING ELSE, I HAVE A GRASP ON JUST IMPORTANT AN URBAN RENEWAL AGENCY CAN BE TO A CITY
- B. THOUGH IT WAS IN EARLY MARCH, I ALSO ATTENDED A WORKSHOP ON OREGON'S BUDGET LAW, HOSTED BY THE OREGON DEPARTMENT OF REVENUE. IT WAS ENLIGHTENING.
- C. WE COMPLETED THE FIRST TWO ADMINISTRATIVE RULES FOR THE BUSINESS LICENSE ORDINANCE, THEIR SUBJECTS BEING *TIMESHARES* AND

CONDOMINIUM UNITS. ADMINISTRATIVE RULES FOR BUSINESS LICENSES WILL BE A PERPETUAL WORK-IN-PROGRESS.

- D. WE HAVE TAKEN THE FIRST STEPS TOWARDS REVAMPING OUR FRONT DESK AREA, SO THAT TWO EMPLOYEES CAN WORK THERE SIMULTANEOUSLY. KAY KEADY IS HEADING UP THAT “DESIGN” EFFORT.

IV. HUMAN RESOURCES

- A. ATTENDED CIS CONFERENCE
- B. ATTENDED TWO-DAY LEADERSHIP CLASS
- C. COMPLETED WAGE SURVEY FOR MECHANIC AND POOL SUPERVISOR
- D. INVESTIGATED SAFETY HAZARD WITH TABLES IN THE SENIOR CENTER. DEVELOPED A SOLUTION AND COST OF CORRECTING THE PROBLEM.
- E. COMPLETED EMPLOYEE MEDICAL FILE REORGANIZATION
- F. COMPLETED VERSION ONE OF ONLINE ACCIDENT FORM

V. AUDITS AND SUCH

- A. WE WON'T RECEIVE OUR AUDIT BACK FROM THE AUDITORS UNTIL MID-MARCH (IT WAS SUPPOSED TO BE COMPLETE – AND DISTRIBUTED - BY 31 DECEMBER 2012)
- B. A CONTINUING SERIES OF DISAGREEMENTS BETWEEN US AND THE AUDITORS CONTRIBUTED SUBSTANTIALLY TO THE DELAY
- C. WE EXPECT TO REPORT TO THE COUNCIL ON THE AUDIT RESULTS IN APRIL
- D. WE HAD ISSUED AN RFP FOR AUDIT SERVICES, BUT WILL POSTPONE IT, AS IT WOULD NOT BE POSSIBLE TO GET ANOTHER AUDITOR HERE IN APRIL FOR THE REQUIRED PRELIMINARY FIELD WORK.
- E. WE WILL ISSUE AN RFP PRIOR TO THE END OF THE CALENDAR YEAR



*Phil Paige, Fire Chief
Newport Fire Department
245 NW 10TH ST
Newport, Oregon 97365*

March 7, 2013

To: Jim Voetberg, City Manager
Re: February Monthly Activities

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

Operations - In January, we kicked off our physical fitness testing, and the fitness assessment results are not too bad so far. Taking numbers only from current entry-qualified folks, the average fitness level is at the 54th percentile. Our stated goal is to have everyone initially attain the 60th percentile, and eventually to the 70th percentile.

We have one volunteer and six career staff yet to finish the initial assessment. Shannon Rakowski has been great to work with, and she provides individual, confidential fitness counseling with each person upon completing her portion of the assessment.

The volunteers are very appreciative of the City Council's decision to allow family memberships at the Rec. Center, and I think this will definitely improve their ability to get to the gym without the guilt of spending more time away from their families. Another benefit that I had really not considered previously is that our next generation of fire fighters often comes from the families of our current firefighters, so we may see even more benefits as time goes by.

Annual Newport Fire Department Awards Banquet – The annual awards banquet was held on Saturday March 2nd and was attended by you and Councilors Allen, Beemer and Swanson. It was well attended, and was a great opportunity to recognize our volunteers and staff. The Chiefs Awards went to Melanie Nelson and Chris Rampley, the Rookie of the Year was Jonathan Anderson, and Brian Haggerty was awarded Firefighter of the year.

Central Coast Fire Authority – Since the joint workshop on January 24th with the three Fire District Boards and the City Council, the committee has not met. Our next meeting is scheduled for March 26. We have asked the representatives to go back to their groups (especially the NFD career and volunteer representatives, who have expressed opposition), and bring specific questions and concerns to our next committee meeting and to identify the strengths, weaknesses, opportunities and threats that they see with the Fire Authority concept.

Finally, we had a lot of folks involved with the Seafood and Wine Festival. For Friday and Saturday, we increased our staffing to provide one crew at the main station (3200) and one at the South Beach station (3300). We had personnel at the event all four days, throughout the festival hours. It was a lot of work, but also a lot of fun.

Respectfully submitted,
Phil Paige, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report February 2013

	CITY	RURAL		CITY	RURAL
FIRE CALLS:	4	0	PERMITS ISSUED:		
AUTOMATIC ALARMS:	7	0	BURN PERMITS:	28	42
MEDICAL CALLS:	70	5	FIREWORKS PERMIT:	1	0
MOTOR VEHICLE COLLISION	5	2	FIREWORKS DISPLAY:	0	0
RESCUE	0	0	PERSON INSERVICES TOURS:	0	
MUTUAL AID RENDERED:	1	2	TOTAL INSPECTIONS:	19	
MUTUAL AID RECEIVED:	0	0	VIOLATIONS:	53	
AVIATION STANDBY:	0		ABATEMENTS:	28	
PUBLIC SERVICE	16	5	PLAN REVIEWS:	7	
HAZARDOUS CONDITION	1	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0	VOLUNTEER HOURS	193	

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	0	0
HOSPITAL/CARE CENTER:	1	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	1	0	RESIDENTIAL:	4	0
LABORATORIES:	0	0	RESTAURANT:	0	0
LAUNDRAMATS:	0	0	SCHOOLS:	0	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	0	0	TAVERNS:	0	0
MOTOR VEHICLES:	1	0	TRAILERS:	0	0
NATURAL COVER:	0	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report February 2013

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	1	0	HEATING APPLICANCE:	0	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOUR	0	0	PROHIBITED MATERIALS	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	0	0
ELECTRICAL:	2	0	OPEN FIRES:	0	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	0	0
FALSE ALARM:	1	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	3	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0



Memo

To: Jim Voetberg, City Manager and City Council
From: Ted Smith, Library Director
Date: March 15, 2013
Re: Library Department Update

Professional Involvement:

On March 8, the Library Director participated in another meeting of the Public Library Standards Committee. The Committee is in the process of rewriting standards for public libraries in Oregon. Once the new standards are completed, they will be sent to the Oregon Library Association and State Library for adoption.

Other Library News

The Library Director and three supervisors completed FEMA emergency preparedness training in February. One of our key goals as a city organization is to be better prepared to deal with emergencies. The organizational structure for dealing with emergencies, developed by FEMA, required us to take IS-100.b and the IS-700.a class.

On March 5, the Library Director met with the City Prosecutor, Kathy Benfield, to finalize plans for citing library patrons who do not return library materials.

Youth Services stats for January, 2013 include 36 programs which reached 771 people. Fifteen of these programs were at the library with 239 children and parents attending. Eleven programs were conducted at community pre-schools and kindergartens. Two hundred thirty-four students attended these programs. Library staff also presented 6 programs at the Newport Prep Academy with 208 students present. Summer Reading programs are being prepared, performers are confirmed and crafts have been selected. The J Fiction weed is in progress. So far 384 items have been weeded. Rotary's Literacy Night planned for April 17, from 5:30 until 7:00. Books have been purchased for children attending the event.

On March 13, the Library Director met with Kathryn Benfield, the City Prosecutor, to finalize plans for issuing citations to library patrons who do not return items checked out from the library. Oregon Statute 357.975 and 375.990 make failure to return library materials a class B violation.

The library will be hosting four Oregon Book Award nominees on March 17, at 3:00 p.m. (Jean Esteve, Carrie Seitzinger, Aria Minu-Sepwehr, and Kerry Cohen), and a poetry reading by Lisa C. Taylor, a writer and teacher at Eastern Connecticut State University on March 27 at 7:00 p.m.



Memo

To: Jim Voetberg, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: March 12, 2013
Re: Department Update-February 2013

Municipal Pool

- Swim Lessons and Team finished right as our pool was closed for repairs
- Hosted a swim clinic with an Olympic Swimmer on Feb. 10th, 35 attendees
- Pool suffered a major mechanical failure on February 15th
- Pool staff have been offered replacement work doing maintenance and repair

Recreation Center

- Hosted Athletic Edge Gymnastic Meet with 400 participants, approx. 1200 visitors
- Hosted "1 Billion Rising" flash mob on Feb. 14th (to end violence against women)
- Assisted Fire Department with fitness assessments and guidelines for troops
- Commenced staff training meeting requirements of mandatory reporting laws

Sports Programs

- About 490 people were enrolled in structured sports leagues during the month of February. 13 leagues, 29 volunteers and 23 community sponsors.
- We had one physical altercation that resulted in two individual suspensions
- The month of February saw little beginning or ending of seasons

Newport 60 plus Activity Center

- AARP Tax aide helped 227 persons file paperwork in February
- Mad Hatter Tea Party held on Feb. 26th showcasing local artists
- Readers Theater performances held at Oceanview and Lakeside
- Newport 60 plus Activity Center van signage completed

Parks & Rec Data February 2013	Facility usage counts	# Programs offered	New annual passes	Total annual passes	New other passes	Total other passes	Drop in users
Senior Center	1,429	28	N/A	N/A	N/A	N/A	53
Sports	4,633 est. vists mult. Locations less Rec. Cntr	17	N/A	N/A	N/A	N/A	332
Recreation Center	18,666	28	63	753	72	594	949
Municipal Pool	3865	8	8	151	24	85	121
Totals	28,593	81	71	904	96	679	1,455

*spectators are not required to have a pass

*Rec Center pass allows Pool use



Noble
Professional
Dedicated

Newport Police Department Memorandum

One Team - One Future

Date: March 12, 2013

To: Jim Voetberg, City Manager

From: Mark J. Miranda, Chief of Police *MJM*

Subject: Department Report for February 2013

1. I was invited to and did attend a roundtable meeting with Congressman Schrader held in Lincoln City. One of the topics I brought up was emergency preparedness.
2. We utilize a state computer system called LEDS (Law Enforcement Data System). This is where we find out if someone has warrants out for their arrest, driving records, all points bulletins, and much more. The security for the system is very strict. A tri-annual audit was conducted here for the Newport Police Department. The LEDS auditor passed us with flying colors. We are quite pleased.
3. As President-Elect for the Newport Rotary Club, I attended a four day training session for presidents elect. It was like drinking water from a fire hose. Rotary is an outstanding organization and I am pleased to be a part of it.
4. Discussions are underway on the Department starting up and sponsoring a Boy Scout Explorer Post. This program is directed towards young men and women ages 14 to 21, who are interested in finding out more about the law enforcement career. The target time for the actual start is September 2013.
5. The Seafood and Wine Festival was uneventful for the Police Department staff. We deployed our officers a little bit differently this year. Instead of having a lot of officers patrolling inside the tent, we only had a few. The rest patrolled the area of the festival in South Beach. We found this to be very beneficial and plan on doing this again next year. Friday evening, after the festival, we experienced no problems in the City. Saturday night was a different story. We responded to several fights and intoxicated people. Having extra officers working that night was a big help. For the entire weekend, there were no DUII

arrests. This was not for a lack of trying. I believe this resulted because a number of factors: a heavy police presence, public education and the festival buses.

6. Willamette Valley Communications Center is nearing the time that they will be closing the dispatch center here in Newport. The closure and transfer of functions is expected to take place around the first of April.
7. Several years ago the FCC mandated that all public safety agencies had to 'narrowband' their radios by December 31, 2012. This was to free up bandwidth space for commercial entities. We did complete the narrowbanding, however, since that time, the quality of our transmissions has dropped significantly. In the Bayfront area and most of South Beach, our portable radios do not work. We experienced this problem as an officer safety issue.

The radio system we use is actually owned and managed by Lincoln County. It appears that the fix that is available is to add receiver sites throughout the County and install a simulcast system. This would allow for better reception and allow deputies in the north end of the county to hear and talk to deputies in the south end of the county. Hopefully this situation can be resolved by the end of the year, but nothing is set in stone as yet.

Newport Police Department Monthly Statistical Review



SELECTED CALLS FOR SERVICE (CFS)	FEBRUARY 2013			ARRESTS
	THIS MONTH	LAST MONTH	SAME TIME LAST YEAR	
RAPE	3	0	0	0
ROBBERY	0	1	0	0
AGGRAVATED ASSAULT	4	3	2	3
BURGLARY (Residential)	7	4	1	1
BURGLARY (Business)	1	1	0	0
BURGLARY (Other)	3	0	1	0
THEFT	31	43	25	4
MOTOR VEHICLE THEFT	5	1	2	1
FRAUD	0	6	13	0
SIMPLE ASSAULT	22	8	10	3
VANDALISM	11	11	2	0
SEX OFFENSE	17	4	1	0
NARCOTIC/DRUGS	27	15	7	7
DOMESTIC DISPUTES	13	10	0	x
LIQUOR LAWS	2	3	1	0
DUII	12	6	15	5
DISORDERLY CONDUCT	21	11	13	4
TRESPASS/PROWLER	10	5	2	2
TRAFFIC CRASH/INJURY/FATAL	6	2	1	x
TRAFFIC CRASH/PROPERTY	3	8	8	x
HIT & RUN	10	7	9	1
ANIMAL PROBLEMS	17	9	13	x
SUSPICIOUS PERS/CIRCUM	60	91	68	0
VEHICLE IMPOUNDS	3	6	6	x
ALARMS	33	38	40	x

TOTAL CALLS FOR SERVICE **653** **626** **689**

75

Total CFS To Date	
This Year	Last Year
3	0
1	1
7	3
11	6
2	1
3	2
74	45
6	2
6	18
30	22
22	9
21	3
42	13
23	11
5	1
18	23
32	26
15	5
8	5
11	15
17	24
26	18
151	137
9	18
71	70

1,279 **1,322**

February Overtime Hours

Shift Coverage	159
Court	126
Investigations	47
Administration	20
Training	58
Other	23
TOTAL HOURS	443

Top 5 Traffic Citation Charges

Speeding	12
Driving Susp/Revoked	9
Fail Obey T/C Device	8
Driving Uninsured	7
No Operator License	6
TOTAL CITATIONS	73

PARKING CITATIONS	8
WARNING CITATIONS	179
TCB PRKNG CITES/WRNGS	64

Volunteer Hours **315**



Memo

To: Jim Voetberg, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: March 12, 2013
Re: Department Update

MONTHLY PERMIT FIGURES

The following is a summary of February 2013 building and land use activity.

	Building Permits	Electrical Permits	Plumbing Permits	Construction Value	Land Use Actions
Feb.	11 (\$4,163.88)	15 (\$1,721.44)	4 (\$2,605.12)	\$374,200.00	3 (\$1,754.00)
YTD	15 (\$5,164.46)	21 (\$6,126.56)	6 (\$3,297.83)	\$436,472.15	7 (\$3,138.00)

Building permit activity included three commercial remodels, a new dwelling, a couple of residential remodels, a sales trailer at Wilder, private utility work, and temporary signs. The land use actions included conditional use permits for a glass blowing studio and a vacation rental in Nye Beach that couldn't meet all of the endorsement standards. A temporary use permit for a food and beverage stand was also approved.

STATUS OF MAJOR CONSTRUCTION PROJECTS

Port Terminal Project: Work is substantially complete, and we are awaiting a final write-up from the project engineer. Should soon be able to issue an occupancy permit.

Lincoln County School District: Finish work is underway on new classrooms at the Prep Academy and High School. The district is beginning work on a warehouse building at the Intermediate School.

O'Reilly Auto Parts: Building plans have been submitted and reviewed. Anticipate issuing permit after the ravine fill project is completed.

Umpqua Bank: Architect is working on a design for the new bank and we anticipate receiving building plans any time now.

Safeway: Plans for the store remodel have been submitted and substantially reviewed. Anticipate issuing the permit by the end of March.

Nazarene Church Outreach/Community Center: Perimeter foundation in place for footings and the structure is enclosed. Interior work is ongoing.

Walgreens: Footing and initial foundation inspection completed. Framing block work is nearly complete and should be ready for inspection within the next couple of weeks.

Fred Meyer: Bus shelter was recently installed and permanent certificate of occupancy has been issued.

Teevin Bros. Log Yard: City has approved the Traffic Impact Analysis. The appeal deadline is 3/26/13. If an appeal is filed, an evidentiary hearing could be held before the Planning Commission as early as 4/22/13.

SIGNIFICANT PLANNING PROJECTS

Safe Haven Hill Tsunami Evacuation Improvements: FEMA authorized and funded the Phase 1 scope of work, including supplemental geotechnical and benefit-cost analysis. Kickoff meeting with the consultants and Oregon Emergency Management (OEM) was held 3/8/13. Supplemental geotechnical work to be completed in 8 weeks, with benefit-cost analysis to follow. All Phase 1 work must be completed by 1/26/14.

Creation of Land Bank for Work Force Housing: Work sessions have been held by the Planning Commission and City Council on the conceptual framework, which consists of a contract with the Lincoln Community Land Trust (LCLT) and Intergovernmental Agreement with the Community Service Consortium to construct six workforce housing units over the next five years. The City would make properties available out of its land inventory as a "land bank." Agreements have been drafted and reviewed by the Planning Commission on 3/11/13. The Commission has recommended adoption with edits to be negotiated with CSC. Final drafts of the agreements will likely be presented to the City Council in April.

Vacation Rental Code Update: At this time 87 applications for VRD or B&B endorsements have been submitted. The City has conducted 79 inspections, 55 of which have passed. For those applications that have yet to pass, fire egress out of bedroom windows, lack of GFCI outlets, inadequate hand railing or guard rails on staircases (primarily on decks), and strapping on water heaters were the primary issues.

Transportation System Plan (TSP) Update: Council adopted the TSP amendments on 11/5/12. New zoning code chapters for transportation impact analysis studies and street improvements for infill development were effective at the beginning of the year. The trip budget program will become effective once the County and State adopt the proposal. The County is working to schedule a Planning Commission hearing. They had targeted March, but with staff turnover they are experiencing it is more likely the hearing will happen in April or May.

Agate Beach Street and Recreation Enhancements: On 8/2/12 FHWA announced that the project will be funded in the amount of \$557,696. City is awaiting grant agreement paperwork from ODOT, who administers the program for our state. They had advised that an agreement will be provided for city review in February. That did not happen. Staff will follow-up to try and move the process along.

Reservoir UGB Amendment and Annexation: Comprehensive Plan amendments to update criteria for evaluating UGB expansions and policies related to the reservoir properties were adopted 2/19/13. The new standards apply to the City's application to expand the UGB to bring the reservoirs inside the city limits. That proposal was reviewed by the Commission at a public hearing on 2/25/13. A second hearing will be held on 3/25/13. City has worked with DLCD to address its concerns and the agency is now taking a neutral stance on the expansion. A hearing before the Council will likely occur in April, followed by the County adoption process.

Newport Economic Opportunity Analysis (EOA): Technical Advisory Committee completed its work on developing a work plan, position description, and funding recommendations for a business retention and recruitment coordinator function. The position would be full time, and housed at the Chamber of Commerce under the direction of the Chamber Director. Total costs are anticipated to be in the range of \$80 to \$100,000. Funding would come from the City, Chamber, and possibly the Port of Newport. A proposal is being drafted to inform upcoming budget discussions. This effort implements one a key recommendation of the EOA study.

Port of Newport/City of Newport Task Force on Access to the International Terminal: Issue paper drafted and supplemented by analysis from ODOT outlining challenges the City, Port, and community face in pursuing a refinement plan to identify alternative freight routes. Taskforce is to consider the matter on 3/12/13.

COMMITTEE WORK

Planning Commission: A work session was held on 2/11/13 and regular meeting on 2/25/13. The work session focused on goals for the coming year and the regular session was a public hearing on the UGB expansion to bring in the reservoir properties.

Parking Districts: The Nye Beach and City Center districts met to review budget priorities for the coming fiscal year. The Bayfront district will meet in late March.

SUGGESTION/CONCERN/COMPLAINT FORM--CITY OF NEWPORT

Date City Notified	No. Assigned	Claimant	Suggestion/Concern/Complaint	Status
1/18/2013	195-PW-1-18-13	Hovey Grosvenor 408 SE Elm Street South Beach	Wants contact regarding drainage issues on Elm Street. It is affecting his residence. Also maintenance of gravel street.	OPENED: 1/22/13 -- Contacted Hovey at site. Cut drain ditch in with grader, and rocked and graded street. CLOSED
1/24/2013	196-PW-1-24-13	Rich Gogl	Requested NE 56th & 57th Streets be graded	OPENED: 1-25-13 -- Street was graded. CLOSED
1/25/2013	197-Fin-1-25-13	Pat Maguire	Was not notified of higher than normal water usage, so bill increased dramatically. He has repaired leak, but cannot afford the increased charges from the leak, and especially with the most recent fee increases imposed by the City.	OPENED: 1-25-13 -- This matter was referred to Finance Director
1/25/2013	198-PW-1-25-13	Nye Beach Merchants Association	Requested cleaning the Nye Beach Visual Arts Stairway	OPENED: 1-25-13 - Litter was picked up on 1-25 and 1-28. Cleaning from top down. Will complete on 1-30-13. Stairway will be checked on a monthly basis and cleaned as necessary CLOSED - 1-30-13
1/28/2013	199-PW-1-28-13	Alicia 528 NE 1st	Sewer slower draining contacted City said it was at City main.	OPENED: 1-12-2013-Checked main, opened and flowing. Spoke with Newport Plumbing jetted also. CLOSED
1/30/2013	200-PW-1-30-13	Citizen visiting City Hall	Shared concern handicap ramp has bump handicap person could fall.	OPENED 1-30-2013- Referred to Public Works. Inspected ramp could not locate any bumps. Expansion spaces--3/8" between panels. No action taken. CLOSED

2/11/2013	201-PW-2-11-13	Randy Holman	Agate Heights Apts: Holman and other tenants complaining of numerous small particles in tap water. Please contact and advise.	OPENED 2-11-13-Referred to Jason in Public Works. Mark made contact with Randy and talked about the problem. Mark checked water and could not see any problems or particles. Believe the problem is with the water heater. CLOSED
2/12/2013	202-PW-2-12-13	Sylvia Beach Hotel-Charlet Dinolt	She asked that a crew check a wastewater main and/or lateral line that is beneath the side walk on NW 3rd street. The line runs beside the North wall of the Hotel. It occasionally backs-up.	OPENED 2-12-13 Referred to PW. Checked main open & flowing, found wier in downstream mh. Talked to Charlet, she was going to talk to plumber said it has been going on for 2 months. Talked to Tim G. said wier has only been in place for about 30 days. Talk with John Newport Plumbing 2-19-13. They were still working on problem. 3-5-13 talked with Newport Plumbing they fixed pressure line everything is ok. CLOSED
2/15/2013	203-PW-2-15-13	Brett Hulet	Has a office in a building @ location in pictures. There are no handicap ramps & some of his patients have issue. Is it building owners responsibility to install ramps?	OPENED 2-15-13 Referred to Tim. Per PW Director, this is responsibility of the building owner. Called and let Mr. Hulet know the information 3-4-13. CLOSED
2/19/2013	204-PW-2-19-13	Dave Gesik	Requests gravel/blade work on short section of Dolphin between his residence and Whaler Motel.	OPENED 2-19-13-Referred to Dave Public Works. Rocked and graded on 2/22/13. CLOSED

2/26/2013	205-NPD-2-26-13	Vicki Jo Stephens	Upset with Tom Simpson. On Sat. 2/23/13 she was hit by (Bag of Beans) on his bicycle in front of the Shell Station. She was thrown into a power utility box. Officer Simpson told her "I don't have time to file a complaint because of the Seafood and Wine Festival" Ms. Stephens believes that it is because she is homeless that Simpson did not have time for her. Officer Steve Hallmark was there and asked if she was ok. At that time she thought she was but later she went to the ER. She suffered a head and neck injury. Officer Mitchell was called by her and he talked with Bag of Beans and told him to stay away from Vicki. He told her that he will be going out for a neck injury and was turning the case back over the Simpson. She is not happy with Simpson having the case and would like someone else to handle it. She would like to have something done about Bag of Beans	OPENED 2-26-13 Referred to NPD Chief.
3/4/2013	206-PW-3-4-13	Fisher	Sewer Line Plugged, plumber has checked to city connection.	OPENED 3-4-13 Referred to Greg. He contacted resident checked our sewer main it was open & flowing well, Contacted the other neighbors no problems . Jetted our main to make sure. Notifited Fisher 3-5-13 CLOSED.
unknown	207-PW-3-4-13	Button Plumbing	Apparent plugged line.	OPENED 3-4-13 Referred to PW His drains were plugged we jetted our main, he thanked us. Problem solved 3-4-13 CLOSED

3/6/2013	208-NPD-3-6-13	Barrett Business Services	There are numerous homeless persons using our office building as a base camp. We regularly encounter bedding,litter, urine, and feces left behind by these vagrants. They intimidate our employees, discourage our walk-in clients and prevent us from projecting a professional image at our location.	OPENED 3-6-13 Referred to NPD Chief.
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Memo

To: Jim Voetberg, City Manager and City Council
From: Ted Jones, PE, Sr Proj Mgr
Date: March 18th, 2013
Re: Capital Projects Status Update

Project: Agate Beach Wastewater Improvements
Project Number: 2011-002
Status: Coordinated a meeting with DEQ, Chase Park Grants, and Brown & Caldwell (Engr) for funding alternatives through the State Revolving Loan Fund (SRF).
Next Task: Refine project scope, schedule and budget.
Budget: \$9,598,150 (FY 2012 through FY 2018)
Description: Upgrade of wastewater collection system and pump stations north of old wastewater plant. Upgrades will address capacity issues and replace aging infrastructure. Projects include: Big Creek Force Main, Big Creek Lift Station, 48th St. Lift Station, 12"/16" Force Main, Schooner Creek Lift Station, and Schooner Creek Force Main.

Project: Hwy 101 Sewer & Water Improvements
Project Number: 2011-008
Status: Disinfecting and pressure testing waterlines. Vacuum testing manholes and pressure testing sewer. The Contractor has started site cleanup.
Next Task: Complete pressure/disinfection testing and installing 2" waterlines to the west re-establishing services on the west side of US-101.
Budget: \$1.3MM
Description: This project replaces undersized and aging water pipes in the South Beach area, improving water capacity and pressure. In addition, sanitary sewer pipes are being extended allowing adjacent properties to connect to City services, thereby abandoning aging septic systems. The extension of water and sewer services in this area allows future residential and commercial growth in South Beach. This project is primarily funded through South Beach Urban Renewal.

Project: Ash Street Design and Construction
Project Number: 2010-003
Status: Issuing Addenda #1 on 03/15/2013.
Next Task: Bid opening 27 March 2013.
Budget: \$557,000
Description: Design and construct Ash Street between SE 40th St. and SE Ferry Slip Road.

Project: SE Moore Dr. and Bay Blvd. Drainage Improvements
Project Number: 2012-015
Status: Coordinated a meeting with DEQ, Chase Park Grants, and Civil West (Engr) for funding alternatives through the State Revolving Loan Fund (SRF).
Next Task: Complete engineering analysis to refine project scope, schedule and budget.
Budget: \$TBD
Description: Upgrade of wastewater collection system and pump stations north of old wastewater plant. Upgrades will address capacity issues and replace aging infrastructure. Projects include: Big Creek Force Main, Big Creek Lift Station, 48th St. Lift Station, 12"/16" Force Main, Schooner Creek Lift Station, and Schooner Creek Force Main.

City Council Meeting, March 18, 2013

City of Newport, OR

Proposed Utility Rate Adjustment

TIMOTHY GROSS, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
CITY OF NEWPORT



5 Year Scenario

Period	Example Monthly Bills*				Total Projected Utility Billing	Annual Rate Revenue Increases				
	Infrastructure Fee	Water	Sewer	Storm Water Fee		Water	Wastewater	Stormwater and Infrastructure Fee	Cost per gallon Water	Cost per gallon Wastewater
Current	\$5.65	\$24.70	\$37.35	\$0.00	\$67.70				\$0.004	\$0.006
FY2013	\$5.93	\$28.41	\$44.82	\$6.80	\$85.96	15%	20%	5%	\$0.005	\$0.007
FY2014	\$6.23	\$32.67	\$51.54	\$7.14	\$97.58	15%	15%	5%	\$0.005	\$0.009
FY2015	\$6.54	\$35.93	\$59.27	\$7.50	\$109.24	10%	15%	5%	\$0.006	\$0.010
FY2016	\$6.87	\$39.53	\$65.20	\$7.87	\$119.47	10%	10%	5%	\$0.007	\$0.011
FY2017	\$7.21	\$42.69	\$71.72	\$8.27	\$129.89	8%	10%	5%	\$0.007	\$0.012
FY2018	\$7.57	\$44.82	\$75.31	\$8.68	\$136.38	5%	5%	5%	\$0.007	\$0.013
FY2019	\$7.95	\$47.06	\$79.07	\$9.11	\$143.20	5%	5%	5%	\$0.008	\$0.013
FY2020	\$8.35	\$49.42	\$83.03	\$9.57	\$150.36	5%	5%	5%	\$0.008	\$0.014
FY2021	\$8.77	\$51.89	\$87.18	\$10.05	\$157.88	5%	5%	5%	\$0.009	\$0.015
FY2022	\$9.20	\$54.48	\$91.54	\$10.55	\$165.77	5%	5%	5%	\$0.009	\$0.015

* Residential Monthly Bill Example: 3/4" meter at 5000 GAL

5 Year Rate Adjustment Scenario FY 2013 Proposed Water Rates – 15%

City of Newport

Existing Water Rates- FY2012			
Meter Size	Usage included with base rate (GAL)	Base Rate	Cost per 1,000 GAL in excess of included amount
5/8" x 3/4"	1,000	\$14.30	\$2.60
1 inch	3,000	\$19.65	
1 1/4" x 1 1/2"	6,000	\$28.90	
2 inch	14,000	\$49.50	
3 inch	23,000	\$73.95	
4 inch and over	41,000	\$122.90	

Proposed Water Rates- FY 2013			
Meter Size	Usage included with base rate (GAL)	Base Rate	Cost per 1,000 GAL in excess of included amount
5/8" x 3/4"	1,000	\$16.45	\$2.99
1 inch	1,000	\$22.60	
1 1/4" x 1 1/2"	1,000	\$33.24	
2 inch	1,000	\$56.93	
3 inch	1,000	\$85.04	
4 inch and over	1,000	\$141.34	

Outside City of Newport

Existing Water Rates- FY2012			
Meter Size	Usage included with base rate (GAL)	Base Rate	Cost per 1,000 GAL in excess of included amount
5/8" x 3/4"	1,000	\$27.30	\$4.95
1 inch	3,000	\$37.15	
1 1/4" x 1 1/2"	6,000	\$51.70	
2 inch	14,000	\$91.10	
3 inch	23,000	\$135.55	
4 inch and over	41,000	\$222.75	

Proposed Water Rates- FY 2013			
Meter Size	Usage included with base rate (GAL)	Base Rate	Cost per 1,000 GAL in excess of included amount
5/8" x 3/4"	1,000	\$31.40	\$5.69 \$4.95
1 inch	1,000	\$42.72	
1 1/4" x 1 1/2"	1,000	\$59.46	
2 inch	1,000	\$104.77	
3 inch	1,000	\$155.88	
4 inch and over	1,000	\$256.16	

5 Year Rate Adjustment Scenario FY 2013 Proposed Water Rates – 15%

Seal Rock Area w/in City of Newport

Existing Water Rates- FY2012			
Meter Size	Usage included with base rate (GAL)	Base Rate	Cost per 1,000 GAL in excess of included amount
RESIDENTIAL			\$2.65
5/8" x 3/4"	1,000	\$25.75	
COMMERCIAL			
5/8" x 3/4"	1,000	\$45.20	
1 inch	1,000	\$86.50	
1 1/4" x 1 1/2"	1,000	\$111.30	
2 inch	1,000	\$173.15	
3 inch	1,000	\$294.80	
4 inch and over	1,000	\$356.75	

Proposed Water Rates- FY 2013			
Meter Size	Usage included with base rate (GAL)	Base Rate	Cost per 1,000 GAL in excess of included amount
5/8" x 3/4"	1,000	\$16.45	\$2.99
1 inch	1,000	\$22.60	
1 1/4" x 1 1/2"	1,000	\$33.24	
2 inch	1,000	\$56.93	
3 inch	1,000	\$85.04	
4 inch and over	1,000	\$141.34	

Seal Rock Area outside City of Newport

Existing Water Rates- FY2012			
Meter Size	Usage included with base rate (GAL)	Base Rate	Cost per 1,000 GAL in excess of included amount
RESIDENTIAL			\$5.60
5/8" x 3/4"	1,000	\$25.75	
COMMERCIAL			
5/8" x 3/4"	1,000	\$45.20	
1 inch	1,000	\$86.50	
1 1/4" x 1 1/2"	1,000	\$111.30	
2 inch	1,000	\$173.15	
3 inch	1,000	\$294.80	
4 inch and over	1,000	\$356.75	

Proposed Water Rates- FY 2013			
Meter Size	Usage included with minimum charge	Minimum Charge	Cost per 1,000 GAL in excess of included amount
5/8" x 3/4"	1,000	\$31.40	\$5.69 \$4.95
1 inch	1,000	\$42.72	
1 1/4" x 1 1/2"	1,000	\$59.46	
2 inch	1,000	\$104.77	
3 inch	1,000	\$155.88	
4 inch and over	1,000	\$256.16	

5 Year Rate Adjustment Scenario
 FY 2013
 Effective Cost Per 1,000 GAL at Minimum Usage

Existing Water Rates- FY2012					
Meter Size	Usage included with base rate (GAL)	Base Rate	Cost per 1,000 GAL in excess of included amount	Effective Cost per 1000 GAL at min. useage	Cost for 41,000 GAL
5/8" x 3/4"	1,000	\$14.30	\$2.60	\$14.30	\$118.30
1 inch	3,000	\$19.65	\$2.60	\$6.55	\$118.45
1 1/4" x 1 1/2"	6,000	\$28.90	\$2.60	\$4.82	\$119.90
2 inch	14,000	\$49.50	\$2.60	\$3.54	\$119.70
3 inch	23,000	\$73.95	\$2.60	\$3.22	\$120.75
4 inch and over	41,000	\$122.90	\$2.60	\$3.00	\$122.90

5 Year Rate Adjustment Scenario
 FY 2013
 Seal Rock Area Revenue

Water User Revenue			
	FY10	FY11	FY12 (to date)
City	\$1,816,018	\$1,969,600	\$1,790,242
Seal Rock	\$57,509	\$55,771	\$44,492
Total	\$1,873,527	\$2,025,371	\$1,834,734
Seal Rock as Pct of Total	3.07%	2.75%	2.42%

5 Year Rate Adjustment Scenario
 FY 2013
 Proposed Wastewater Rates – 20%

Wastewater Rates				
	Existing - FY 2012		Proposed - FY 2013	
	Base Rate	Cost per 1,000 GAL water used	Base Rate	Cost per 1,000 GAL water used
Single-Family Residences and Duplexes	\$15.35	\$4.40	\$18.42	\$5.28
Multi-Family Residences and Commercial Properties	\$15.35	\$5.05	\$18.42	\$6.06

5 Year Rate Adjustment Scenario
 FY 2013
 Proposed Infrastructure Fee – 5%
 and
 Implementation of a Stormwater Drainage Fee - \$6.80/ utility bill

Infrastructure Fee		
Water Meter Size	Existing - FY 2012 Monthly Fee	Proposed - FY 2013 Monthly Fee
¾"	\$5.65	\$5.93
1"	\$11.35	\$11.92
1 ½"	\$22.75	\$23.89
2"	\$39.75	\$41.74
3"	\$102.20	\$107.31
4"	\$158.95	\$166.90
5 & 6"	\$363.40	\$381.57

City of Newport
 169 S.W. Coast Hwy
 NEWPORT OR 97365
 Phone: (541) 574-0611
 Fax: (541) 574-3355

Cycle 2 Utilities Invoice



Account #: 270 013081 114
 Service Address: 111 SE BENTON ST

Billing Date: 26-Mar-2012 Bill From: 01-Mar-2012
 Invoice #: 0000065156 Bill To: 31-Mar-2012

Due Date : 16-Apr-12



Make Check Payable to
 City of Newport

Enter Amount Enclosed



Account Balance \$ 67.70

Amount Due \$ 67.70

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #: 270 013081 114
 Service Address: 111 SE BENTON ST

Billing Date: 26-Mar-2012 Bill From: 01-Mar-2012
 Invoice #: 0000065156 Bill To: 31-Mar-2012

Account Details From: 26-Mar-2012

Code	Description	Date	Units	Amount
Last Payment Made on 12-Mar-2012				-74.70
IFI IF10	INFRASTRUCTURE FEE 3/4" METER	03/26/12	1.00	5.65
WA R110	Water Single Family Res. Inside 3/4	03/26/12	1.00	24.70
82579339	03/06/12 Current Reading: 119.00 02/10/12 Prev. Reading: 114.00		Consumption: 5.00 Thousands of G	
SE SR11	Sewer Single Family Res. Inside	03/26/12	1.00	22.00
SE SER1	BASE RATE RESIDENTIAL INSIDE CITY	03/26/12	1.00	15.35
Charges Due				67.70

IMPORTANT NOTES

----- CONTACT INFORMATION -----
 IF YOU QUESTION THIS BILL BALANCE PLEASE CALL KATHY AT 541-574-0617.
 FOR ALL OTHER ACCOUNT INQUIRIES CALL KAY AT 541-574-0611.
 FOR EMERGENCY AFTER HOUR WATER PROBLEMS CALL 541-265-4231.

Account Balance \$ 67.70

Amount Due \$ 67.70

Due Date : 16-Apr-12

Account #: 270 013081 114

City of Newport
 169 S.W. Coast Hwy
 NEWPORT OR 97365
 Phone: (541) 574-0611
 Fax: (541) 574-3355

GROSS, TIM & JANA
 111 SE BENTON ST
 NEWPORT OR 97365

PREVIOUS – FY 2012

Typical Single Family Home Water Bill (3/4" meter):

2 adults, 2 children (ages 11 & 9), 1 dog, 1 cat.

- Infrastructure Fee: \$5.65
- Standard Water Charge including 1st 1000 gallons of water: \$14.30
- Water cost per each additional 1000 gallons: \$2.60/gallon x 4000 gallons = \$10.40
- Standard Sewer Charge: \$15.35
- Sewer cost per 1000 gallons of water used: \$4.40 x 5000 gallons = \$22.00
- Total Utility Bill = \$67.70
- User cost per 1000 gallons water = \$4.94
- User cost per 1000 gallons sewer = \$7.47

City of Newport
 169 S.W. Coast Hwy
 NEWPORT OR 97365
 Phone: (541) 574-0611
 Fax: (541) 574-3355

Cycle 2 Utilities Invoice



Account #: 270 013081 114
 Service Address: 111 SE BENTON ST

Billing Date: 26-Mar-2012 Bill From: 01-Mar-2012
 Invoice #: 0000065156 Bill To: 31-Mar-2012

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Make Check Payable to
 City of Newport

Enter Amount Enclosed

GROSS, TIM & JANA
 111 SE BENTON ST
 NEWPORT OR 97365



Account Balance \$ 67.70

Amount Due \$ 67.70

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #: 270 013081 114
 Service Address: 111 SE BENTON ST

Billing Date: 26-Mar-2012 Bill From: 01-Mar-2012
 Invoice #: 0000065156 Bill To: 31-Mar-2012

Account Details From: 26-Mar-2012

Description	Date	Units	Amount
<i>Last Payment Made on 12-March 2012</i>			-\$74.70
Infrastructure Fee - 3/4" Meter	3/26/2012	1	\$5.93
Water Base Fee - 3/4" Meter (Includes 1,000 GAL)	3/26/2012	1	\$16.45
Water Usage - 3/4" Meter	3/26/2012	4	\$11.96
<i>3/6/12 Current Read: 119.00</i>		<i>2/10/12 Previous Read: 114.00</i>	
		<i>Consumption: 5,000 GAL</i>	
Wastewater Base Fee	3/26/2012	1	\$18.42
Wastewater Usage	3/26/2012	5	\$26.40
Stormwater Drainage Utility Fee	3/26/2012	1	\$6.80
Charges Due:			\$85.96

IMPORTANT NOTES

For the purpose of calculating usage, 1 unit = 1,000 GAL

	Materials and Services	Capital Construction & Replacement	Contingency for Future/Emergency
Infrastructure Fee		5.93	
Water	\$7.72	\$11.66	\$9.02
Wastewater	\$19.19	\$12.74	\$12.89
Stormwater	\$5.34	\$1.46	
Total:	\$32.26	\$25.86	\$21.91

Account Balance: \$85.96

Amount Due: \$85.96

Account #: 270 013081 114
 City of Newport
 169 S.W. Coast Hwy
 NEWPORT OR 97365
 Phone: (541) 574-0611
 Fax: (541) 574-3355

GROSS, TIM & JANA
 111 SE BENTON ST
 NEWPORT OR 97365

PROPOSED – FY 2013

Typical Single Family Home Water Bill (3/4" meter):

2 adults, 2 children (ages 11 & 9), 1 dog, 1 cat.

- Infrastructure Fee: **\$5.93**
- Standard Water Charge including 1st 1000 gallons of water: **\$16.45**
- Water cost per each additional 1000 gallons: \$2.99/gallon x 4000 gallons = **\$11.96**
- Standard Sewer Charge: **\$18.42**
- Sewer cost per 1000 gallons of water used: \$5.28 x 5000 gallons = **\$26.40**
- Stormwater Drainage Fee: **\$6.80**
- Total Utility Bill = **\$85.96**
- User cost per 1000 gallons water = **\$5.68**
- User cost per 1000 gallons sewer = **\$8.96**

Make Check Payable to



City of Newport
169 S.W. Coast Hwy
NEWPORT OR 97365

City of Newport



SERVICE ADDRESS	[REDACTED]
ACCOUNT NUMBER	[REDACTED]
TOTAL AMOUNT DUE	86.15
DUE DATE	03/15/13
AMOUNT ENCLOSED \$	

SOS Fund \$ 5.00 _____ \$10.00 _____ Other \$ _____



PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT



CITY OF NEWPORT
169 S.W. Coast Hwy
NEWPORT OR 97365
(541) 574-0611

WATER/SEWER BILLING

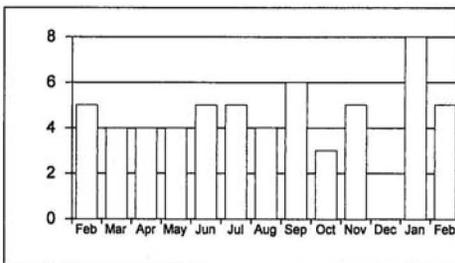
ACCOUNT NUMBER	CUSTOMER NAME	BILLING DATE	DUE DATE
[REDACTED]	[REDACTED]	02/28/13	03/15/13
SERVICE ADDRESS		BILLING CYCLE	AMOUNT DUE
[REDACTED]		02/01/13 to 02/28/13	86.15

METER INFORMATION						DESCRIPTION	AMOUNT
Meter Number	Date	Previous	Date	Current	Usage		
[REDACTED]	01/15/13	112	02/19/13	117	5	PREVIOUS BALANCE	108.05
						LAST PAYMENT AMOUNT	108.05Credit
						CURRENT PERIOD ADJ	.00
						Water	28.45
						Sewer Flat Rate	18.45
						Sewer Qty	26.50
						Infrastructure	5.95
						Storm Drain	6.80

PAYMENT TERMS: Net 30 days / No Grace Period

TOTAL AMOUNT DUE \$ 86.15

IMPORTANT NOTES



ACTUAL – FY 2013

Typical Single Family Home Water Bill (3/4" meter):

- Infrastructure Fee: **\$5.95**
- Standard Water Charge including 1st 1000 gallons of water: **\$16.45**
- Water cost per each additional 1000 gallons: \$3.00/gallon x 4000 gallons = **\$12.00**
- Standard Sewer Charge: **\$18.45**
- Sewer cost per 1000 gallons of water used: \$5.30 x 5000 gallons = **\$26.50**
- Stormwater Drainage Fee: **\$6.80**
- Total Utility Bill = **\$86.15**

- User cost per 1000 gallons water = **\$5.69**
- User cost per 1000 gallons sewer = **\$8.99**

From: Derrick Tokos
Sent: Wednesday, March 13, 2013 8:47 AM
To: Cindy Breves
Subject: FW: SDC Appeal

Cindy,

Please include this email in the Council packet.

Thank you,

Derrick I. Tokos, AICP
Community Development Director
City of Newport
169 SW Coast Highway
Newport, OR 97365
ph: 541.574.0626
fax: 541.574.0644
d.tokos@newportoregon.gov

From: Eric Oien [<mailto:eoien@teevinbros.com>]
Sent: Wednesday, March 13, 2013 8:41 AM
To: Derrick Tokos
Cc: Paul Langner
Subject: SDC Appeal

Good Morning Derrick,

As discussed yesterday on the phone Teevin Brothers will not be proceeding with our pending SDC appeal and wishes to formally withdraw the request at this time. If you have any questions or require anything further please let me know. Thanks, Eric.

Eric Oien
General Manager
Teevin Bros Land & Timber
Cell: 360-880-1003
Fax: 503-556-4268

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Agenda Item #
Meeting Date

VIII.B.
3/18/13

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title: Consideration of Ordinance No. 2048 Enacting Chapter 2.05.070 of the Newport Municipal Code and Creating a Wayfinding Committee

Prepared By: Peggy Hawker Dept. Head Approval: ph City Manager Approval: [Signature]

Issue Before the Council: The issue before Council is consideration of, and possible adoption of, Ordinance No. 2048 enacting a new Chapter 2.05.070 which would create a standing Wayfinding Committee.

Staff Recommendation: This is entirely a City Council decision.

Proposed Motion: I move to read Ordinance No. 2048, enacting Chapter 2.05.070 of the Newport Municipal Code and creating a Wayfinding Committee, by title only and place for final passage.

Key Facts and Information Summary: In 2008, the city contracted with a consultant to develop a wayfinding/signage plan for the city. The idea was to enhance the tourist experience and brand the city with consistent logos and signage; to essentially get people off Highway 101 to discover Newport's unique districts. A group of citizens and staff worked with the consultant on the development of the plan, and although the majority of the plan has been implemented, the ad hoc group has continued to meet on other wayfinding/signage issues. At a recent Council meeting, Council directed staff to draft an ordinance formalizing the Wayfinding Committee. Ordinance No. 2048 is the result of that Council directive. It has been reviewed by the ad hoc Wayfinding Committee and changes suggested by the Committee have been incorporated into the draft before Council.

Other Alternatives Considered: None.

City Council Goals: None.

Attachment List: Ordinance No. 2048

Fiscal Notes: None.

ORDINANCE NO. 2048

An Ordinance Enacting
Chapter 2.05.070 of the Newport Municipal Code
Creating a Wayfinding Committee

WHEREAS, the City Council recognizes that tourism is a key economic engine in Newport, and being able to easily navigate is vital to a positive visitor experience; and

WHEREAS, in 2008, an ad hoc group of citizens began working together with a consultant to develop a wayfinding plan to enhance the Newport tourist experience and brand the city with consistent logos and signage; and

WHEREAS, the ad hoc group has worked with staff on the implementation of the wayfinding plan for the City of Newport; and

WHEREAS, the majority of the wayfinding plan has been successfully implemented; and

WHEREAS, that ad hoc group has continued to meet to discuss various issues associated with wayfinding and creating the optimal visitor experience;

WHEREAS; through the efforts of this group of dedicated citizens, it is clear that a standing wayfinding committee should be created to continue the work of the ad hoc group.

THE CITY OF NEWPORT ORDAINS AS FOLLOWS:

Section 1. Chapter 2.05.070 of the Newport Municipal Code is enacted as shown in the attached Exhibit A.

Section 2. This ordinance shall become effective 30 days after passage.

Adopted by the Newport City Council on the _____ day of _____.

Sandra Roumagoux, Mayor

ATTEST:

Margaret M. Hawker, City Recorder

EXHIBIT A

2.05.070 Wayfinding Committee

- A. The Wayfinding Committee shall consist of seven members and shall serve two year terms. All members must be residents, or business owners, of the City of Newport. The membership shall consist of one member from each of the following: Agate Beach District; Nye Beach District; Bayfront District; City Center District; and the South Beach District, and two members at-large.
- B. The city manager shall designate a staff member to attend all Wayfinding Committee meetings. The staff member may participate in discussions and shall act as secretary for the committee, but shall have no vote.
- C. The Wayfinding Committee shall have the responsibility to:
 - 1. Collaborate with staff to recommend, create, oversee, and review a directional sign system for residents and visitors to major public areas, destinations, and places in the city or other nearby destinations.
 - 2. Work with staff to promote the use of banners and other decorations to identify districts, places of interest, and arts, sports, and other public events.
 - 3. Coordinate with staff on the implementation of wayfinding plans and goals adopted by the City Council.
 - 4. Recommend policies governing the wayfinding signage.
 - 5. Review and report to the City Council on matters referred to it by the Council.

Town Hall Meeting Possible Meeting Dates

2013

April 29th

July 29th

September 30th

December 30th

2014

March 31st

June 30th

September 29th

December 29th



Agenda Item #: VII.D.
Meeting Date: 3-18-13

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title: Consideration of Award for OnDisplay Advertising

Prepared By: cb Dept Head Approval: jv City Mgr Approval: [Signature]

Issue Before the Council: The issue before Council is the consideration of television commercial campaign. A proposal was submitted by KEZI, and reviewed and recommended by the Destination Newport Committee.

Staff Recommendation: The current procedure requires a recommendation from the Destination Newport Committee to the City Council. The DNC is forwarding a positive recommendation to enter into agreement with KEZI for a television commercial campaign at a total cost of \$15,000

Proposed Motion: I move to approve the Television Commercial Campaign with KEZI Advertising in the amount of \$15,000.

Key Facts and Information Summary: KEZI proposed a television commercial campaign for the months of April, May and June 2013. The campaign will consist of 531 monthly commercials a month for 3 months, for a total of 1,593 commercials minimum. These commercials will reach 1,598,000 households across the state of Oregon. KEZI will produce a minimum of five different segments each 30 seconds long.

Other Alternatives Considered: None

City Council Goals: The request does not address a specific City Council goal.

Attachment List: Attached is the spring campaign summary and summary of 2012 Fall Campaign.

Fiscal Notes: If approved, this funding would come from budgeted marketing and advertising monies in the Room Tax Fund.



Discover Newport

Monthly Plan April, May and June 2013



Suggested Monthly Programming :

- KEZI 9 Morning News 5-7am M-F
- Good Morning America 7-9am M-F
- Live With Kelly & Michael 9-10am M-F
- The View 10-11am M-F
- Rachael Ray 11a-12pm M-F
- The Chew 12-1pm M-F
- Katie Couric Show 3-4pm M-F
- KEZI 9 Evening News 5-7pm M-F
- 5pm-11pm Rotation M-F
- Good Morning America 7-8am Saturday
- KEZI 9 Evening News 5-7pm Sunday
- ABC Prime Rotation M-Sun.
- 5a-12am Rotation M-Sun.
- 5a-12am Rotation M-Sun. Matching
- 5a-12am Rotation 9+ M-Sun.
- 5a-12am Rotation 9+ M-Sun. Matching

TOTAL MONTHLY COMMERCIALS:

TOTAL MONTHLY INVESTMENT:

12X

6X

12X

6X

11X

6X

9X

3X

9X

3X

3X

5X

26X

45X

150X

225X

531

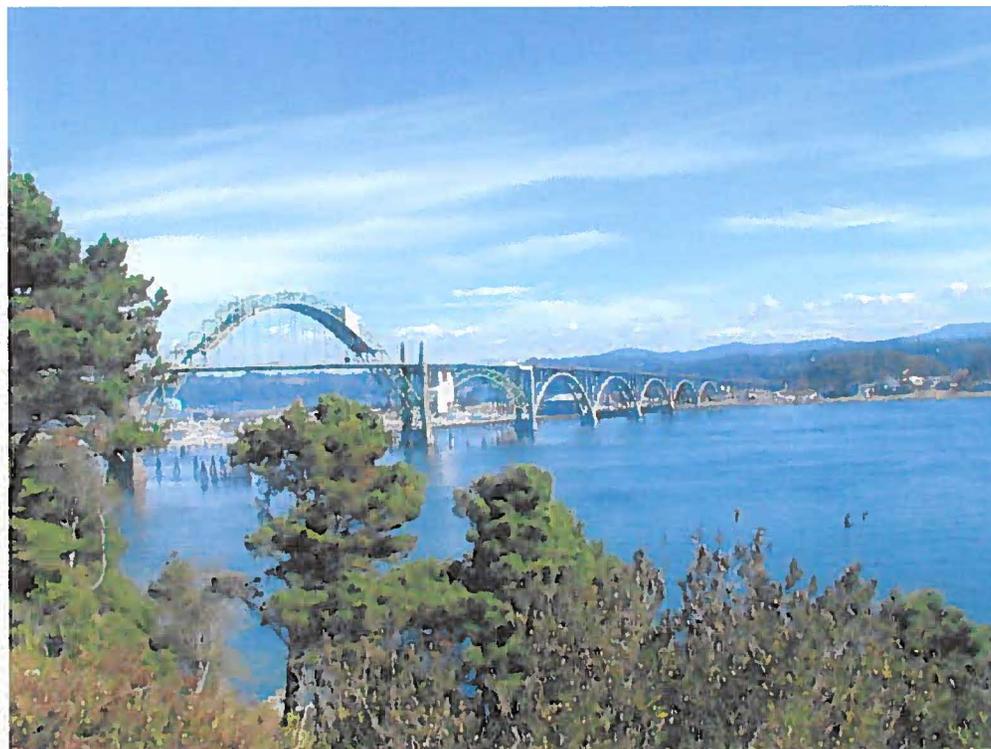
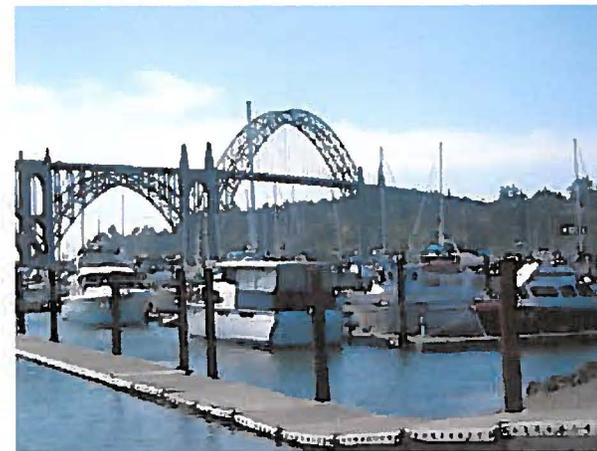
\$5000

Monthly Reach

1,440,000 Adults 25-64

1,035,000 Women 25-64

1,598,000 Households



The COAST YOU REMEMBER.



Discover Newport

April 2013



Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

April 1	2	3	4	5	6	7
1X 5a-7am Rotation 1X 5a-12am Rotation 1X The View 10-11am 1X The Chew 12-1pm 1X 5p-11pm Rotation 1X ABC Prime--> 11X 5a-12am Bonus--> 2X 5a-12am 9+ 56X 5a-12am 9+ Bonus ->	1X 5a-12am Rotation 1X Good Morning America 7-9am 1X The View 10-11am 1X Rachael Ray 11-12p 1X 5-7pm News 2X 5a-12am 9+	1X 5a-7am Rotation 1X 5a-12am Rotation 1X Live w/Kelly 9-10am 1X Rachael Ray 11-12p 1X Katie 3-4pm 2X 5a-12am 9+	1X 5a-12am Rotation 1X Good Morning America 7-9am 1X Live w/Kelly 9-10am 1X Rachael Ray 11-12p 1X Katie 3-4pm 1X 5p-11pm Rotation 2X 5a-12am 9+	1X 5a-7am Rotation 1X 5a-12am Rotation 1X Live w/Kelly 9-10am 1X Rachael Ray 11-12p 1X Katie 3-4pm 2X 5a-12am 9+	1X Good Morning America 7-8am 2X 5a-12am 9+	1X 5a-12am Rotation 1X 5-7pm News 1X 5a-12am 9+
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Discover Newport

May 2013



Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

April 29	30	May 1	2	3	4	5
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Discover Newport

June 2013



Monday Tuesday Wednesday Thursday Friday Saturday Sunday

May 27	28	29	30	31	June 1	2
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1X 5a-12am Rotation 1X Live w/Kelly 9-10am 1X Rachael Ray 11-12p 1X Katie 3-4pm 1X ABC Prime--> 9X 5a-12am Bonus--> 2X 5a-12am 9+ 45X 5a-12am 9+ Bonus ->	1X 5a-7am Rotation 1X 5a-12am Rotation 1X Live w/Kelly 9-10am 1X The Chew 12-1pm 1X 5p-11pm Rotation 2X 5a-12am 9+	1X 5a-12am Rotation 1X Good Morning America 7-9am 1X Rachael Ray 11-12p 1X 5p-11pm Rotation 2X 5a-12am 9+	1X 5a-7am Rotation 1X 5a-12am Rotation 1X Live w/Kelly 9-10am 1X Rachael Ray 11-12p 1X Katie 3-4pm 2X 5a-12am 9+	1X 5a-12am Rotation 1X Good Morning America 7-9am 1X The View 10-11am 2X 5a-12am 9+	1X Good Morning America 7-8am	1X 5-7pm News



Discover Newport

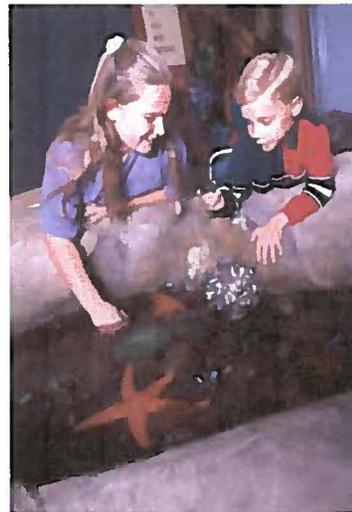
Summary of 2012

Fall Campaign

April: \$5000 Investment	Number of Commercials: 525	Value: \$20,000
May: \$5000 Investment	Number of Commercials: 523	Value: \$16,000
June: \$5000 Investment	Number of Commercials: 503	Value: \$15,000

Additional bonus ran in December and January and February

TOTAL INVESTMENT: \$15,000 TOTAL COMMERCIALS: 1551 TOTAL VALUE: \$51,000





Agenda Item # VIII.E.
Meeting Date 3/18/13

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title Consideration of a Request for a Special Event Fee Waiver - Loyalty Days

Prepared By: ph Dept Head Approval: Peggy Hawker City Mgr Approval: [Signature]

Issue Before the Council: The issue before Council is the consideration of a request for a special event fee waiver for services provided by the city during Loyalty Days.

Staff Recommendation: This is entirely a City Council decision.

Proposed Motion: I move to approve the fee waiver requested by the Newport Loyalty Day and Sea Fair Festival Association, Inc., in the amount of \$2,084.25, which is equal to 35% of the city's total fiscal impact of this event, and that the general fund be reimbursed 50% of this amount, equal to \$1,042.13, by the room tax fund, and that the Loyalty Days Association be invoiced the balance of \$3,870.75.

Key Facts and Information Summary: The Newport Loyalty Day and Sea Fair Festival Association, Inc. have scheduled the 56th annual Newport Loyalty Day parade for Saturday, May 4, 2013. The association has requested the support it traditionally receives from the city which includes assistance from the Newport Police and Public Works Departments. The Police Department estimated costs are \$3,600, and the estimated costs of the Public Works Department are \$2,355. Recognizing that this is a combination of a local and tourism event, it is believed that an equitable division of costs is 50% to the General Fund and 50% to the Transient Room Tax Fund. The proposed motion recommends splitting the cost accordingly. Using the formula that has been applied to other special events, including the Celtic Festival and Seafood and Wine Festival, it is recommended that the city's contribution be 35% of the total fiscal impact to the city.

Section 9.80.015 of the Newport Municipal Code states:

A. Applicants may request a full or partial fee waiver of special event permit fees. A request for a fee waiver must be submitted with a special event permit application. The city may, in its discretion, approve all, part, or none of a fee waiver request. The following will be considered in the city's review of a request for a fee waiver:

1. Whether the event is a benefit to the community.
2. Whether the event creates positive publicity for the city.
3. The city's cost of providing services for/to the event.

4. Whether there are revenues that can be used to offset the impact of a fee waiver on the general fund.
 5. Whether the event promotes education, public health, or public safety.
 6. Whether the event is operated by a non-profit organization.
 7. Whether the event has in the past or is likely in the future to take action that, if taken by a governmental entity, would be unconstitutional. The city will not provide a fee waiver for any special event or entity that takes action in regard to the special event that, if taken by the city, would be unconstitutional.
- B. Unless waived, all fees required for the special event must be paid prior to the issuance of a permit. In no event, will the fee waiver be more than the city's cost of providing service to the event.

Other Alternatives Considered: None

City Council Goals: This request does not address a specific City Council goal.

Attachment List: Attached is the special event permit application request from the organizers of the Newport Loyalty Day and Sea Fair Festival Association, Inc., and memo from the Police Department regarding costs.

Fiscal Notes: Because the event attracts tourists, a portion of the waived fees may be offset by transient room tax revenues.



**NEWPORT LOYALTY DAY and SEA FAIR FESTIVAL
ASSOCIATION, INC.**

P.O. Box 1531

Newport, Oregon 97365

The City of Newport
Attn: Mr. Jim Voetberg, City Manager
169 So. Coast Hwy
Newport, OR 97365

RE: 57th Annual Newport Loyalty Days and Sea Fair Festival
"Stars Unlimited, Stripes Inspired"

Dear Mr. Voetberg,

The Newport Loyalty Day and Sea Fair Festival Association, Inc. have begun preparations for the 57th annual Newport Loyalty Days & Sea Fair Festival. This year's festival has been scheduled for Thursday, May 2nd through Sunday, May 5th, 2013.

Among the weekend's activities is the annual two hour parade scheduled for Saturday, May 4th, beginning at 12:00 pm. As in years past this parade begins at the intersections of Hwy 101 and N.E. 20th street. The line of march follows Hwy 101 South and begins to disburse at or around Hwy 101 and Fall street.

We are formally requesting the support we have traditionally received from The City of Newport for the annual parade. This includes assistance from the Newport Police Department and Public Works Department. Along with this support we are also requesting a waiver of all fees which might be associated with this level of support.

We look forward to speaking before the Newport City Council in regards to our request. Our insurance coverage has been submitted for renewal and our ODOT permit is pending, awaiting council approval and your signature.

With Best Regards,

Patty Louisiana (541) 961-1466
Newport Loyalty Day Parade Chair
Teena Power, Co-Chair
Newport Loyalty Days and Sea Fair Festival Assoc., Inc.

SPECIAL EVENT APPLICATION

Submit to: City Recorder
City of Newport
169 SW Coast Highway
Newport, OR 97365
Email: p.hawker@thecityofnewport.net
541.574.0613

This application must be completed, signed and submitted far enough in advance of the event to allow staff time to analyze and determine the impacts on city services. It is recommended that applications be submitted at least 60 days in advance to the scheduled event. Late applications may be accepted, but the city cannot assure that late applications will be processed in time to issue the permit.

Use additional Sheets if Necessary

Event Name: Newport Loyalty Day Parade

Event Date: Saturday, May 4th, 2013 Time: 12:00 - 2:00 pm

Location: Hwy 101 & NE 20th Street to Hwy 101 & S.W. Fall Street

Facilities to be used: Park: N/A

(Be specific) Street: See above

Sidewalk: Along parade route

Other City Property: N/A

Private Property: See attached

Set-up dates and start time: Saturday, May 4th., 2013 9:00 am

Take-down dates and end time: Saturday, May 4th, 2013 2:00 pm

Estimated crowd size: Participants (including volunteers) 2500

Spectators; 10,000 - 15,000

Is this a New Event ? No If not, Previous Dates Held: Annually for 57 years

Historically held the first weekend of May, unless the first weekend's Sunday is Mother's Day. Then the annual festival is scheduled for the weekend prior.

APPLICANT

Name: Newport Loyalty Day & Sea Fair Festival Assoc.

Mailing Address: PO Box 1531, Newport, Oregon 97365

Phone: (541) 961-1466

Email: lanorthwest@hotmail.com

Fax: N/ A

Contact Person (must be authorized to sign for entity): Patty Louisiana

Contact Person Address, Phones, Email (541) 961-1466

lanorthwest@hotmail.com

Status of Applicant (Type of Entity, For Profit/Nonprofit) Non profit

DEPOSIT/REQUEST FOR WAIVER

The City of Newport requires payment for the services it provides to special events, unless a waiver is granted. To process an application, the city requires either submission of a \$25 deposit to be credited against the fees that will be charged or submission of a fee waiver request.

A \$25 deposit is submitted with this application.

A fee waiver request is submitted with this application.

DETAILED DESCRIPTION OF EVENT

Provide a detailed description of activities associated with the event, including a detailed description of city services requested. In the description, state whether food, drink, and/or alcoholic beverages will be served. To the extent that the event involves use of parks, streets or other city facilities, provide a description of how and when the facilities will be used and a diagram of the areas that the event will use. To the extent applicable, provide a parking plan, security plan, medical assistance plan, litter control and disposal plan and any other information that would be useful to the city. Use additional sheets as necessary to provide complete information.

See attached for description of event and all activities associated.



NEWPORT LOYALTY DAY and SEA FAIR FESTIVAL ASSOCIATION, INC.

P.O. Box 1531

Newport, Oregon 97365

Re: 2013 Newport Loyalty Day Parade, Saturday, May 4th , 2013

The Newport Loyalty Day and Sea Fair Festival Association, Inc. have scheduled the 57th annual Newport Loyalty Day parade for Saturday, May 4th, 2013. Beginning at 12:00pm.

The Loyalty Day Festival has been a part of the City of Newport and its citizens for the past 57 years, with the original inception dating back even further to the Newport Crab Festival of the 1930's. First as a way to entice tourism during the slower months of the year and second to show our patriotic support for our veteran's, honoring those who have served and those who are currently serving their country.

As a 501 c 3 non-profit we look to organize and implement certain events during this festival as we rely on the Newport businesses and citizen's to step forward and use this weekend for their own expression of Loyalty Days. Charity Auto Show's, Veteran's receptions, Bike Rides and Fun Runs, Field of Honor sites are some of the ways the citizens of Newport offer a way to simple say thank you for your service to our veteran's and to bring the entire community out to celebrate.

Along with the wide support this parade receives from its citizen's, the increase of visitors, some for the first time, spend the day or the weekend and enjoy the hospitality Newport and it's businesses are famous for. We estimate upwards of 2500 participants in the parade itself with estimates of 10,000 -15,000 individuals lining the parade route come rain or shine.

As we do not charge to view this event, (we do charge a \$15.00 parade entry fee to assist with our insurance costs) it can be a bit difficult to determine the actual dollar amount which benefits the city and its businesses. However, we do know when an out of town band comes to Newport and spends the weekend, they budget \$20,000.00 for Newport hotel rooms and meals for their trip. When the many car club members drive over from the valley to attend, they normally reserve a block of rooms at one of Newport's fine hotels for the weekend, host Show and Shines to benefit local charities and enjoy the area restaurants.

I have personally heard many times over the years, how someone was "just driving through" on the day of the parade. They decided to stop to watch and ended up spending the entire day, playing tourist, shopping and eating in one of Newport's many restaurants. The thousands of parade spectators have either picked up something to eat prior to the parade, during the parade or head out to find a restaurant after the parade is finished. So, when the restaurants and shops are full, the hotels see an increase in room stays, when visitors come to see what Newport is all about on this weekend, we see this as a benefit to the entire Newport business community.

As in years past, we are implementing with your approval the following to insure a safe and fun parade for all;

The ODOT closure permit for Hwy 101 request for the Newport Loyalty Day parade will be identical as in years past, with the parade route beginning at NE 20th Street (Pacific Plaza

Shopping Center) and Hwy 101 – entries marching South down Hwy 101 with the parade entries being directed off Hwy 101 approximately at S.W. Fall Street.

The Newport Public Works Department established the detour route and traffic flow diagrams for all intersections. We ask that this plan continue to be used and the required barricades and cones be set out prior to the parade to assist the Newport Police Department personnel in implementing the traffic control plan. We also ask that the Newport Public Works Department makes available any additional barricades and cones the Newport Police Department determines it may need for this event.

Grandstands have in years past been erected on the corner of Hwy 20 (Olive Street) and Hwy 101, in the corner parking lot of J.C. Market. An announcer for the parade is posted at this spot as well. A grand stand is requested in the parking lot of the Newport Armory and in the past the City Council requests an additional grandstand be erected in front of City Hall. Each of these grandstands are put out for our visiting and local dignitaries, area veterans and the general public at large. At this time we are again asking for these grandstands to be erected at least one day prior to the parade with tear down after the event at the discretion of Newport Public Works Department personnel. The Oregon National Guard 224th Engineers have assisted in set up in years past and offer their assistance once again.

We have requested a two hour closure with ODOT from 11:45 a.m. to 1:45 p.m. on parade day. We appreciate the leeway of 15 minutes on either side of this time frame they give us, though what we typically see is the Newport Police Department slows and begins to reroute traffic at 11:30 am and by 1:30 p.m. Hwy 101 begins to open up behind the last of the parade entries under the direction of Newport Police Department with Hwy 101 fully opened to traffic prior to 2:00 p.m. We leave the actual closing and opening times of the hwy to the discretion of the Newport Police Department. By limiting the commercial entries to 90 as per our rules, we feel this gives us a grand parade while still keeping us within the ODOT Hwy closure timeframe.

Interagency cooperation;

As in the past the Newport Police Department and along with their C.E.R.T. volunteers will be heading up traffic control and controlling various intersection with interagency cooperation from the Lincoln County Sheriff's Department, Oregon State Police, Lincoln County Ham Radio volunteers and Lincoln County Emergency Management. The Newport Police Department has a traffic control procedure on file for this event and conducts a morning briefing the day of the parade. We leave it up to the Newport Police Department as to the number of officers needed.

The Lincoln County Search and Rescue team stages the beginning of the parade with the assistance of the Lincoln County Sheriff's Mounted Posse. All agencies do a tremendous job in implementing and conducting this annual event.

Upon receipt of the signed and stamped ODOT permit and a copy of our annual liability insurance coverage, copies are distributed to these agencies for their files along with copies for the City of Newport.

Staging the parade;

With permission, we utilize portions of the parking lots at Central Lincoln PUD, Fred Meyer for bands, Atonement Lutheran Church for the USCG Station Yaquina Bay float, Oregon National Guard vehicles, large floats or oversized vehicles. Behind Safeway/Rite Aid and portions of the Wal-Mart parking lot are utilized as well. A portion of the front parking lot at Pacific Plaza is

used as the Parade Check-in for all entries. We understand the need to keep customers and employees happy and each year we strive to minimize any congestion. The staging begins at 9:00am with the parade starting at 12:00 p.m. We anticipate the need for these lots until all entries are on the parade route. (9:00 am – 1:00 pm)

Letters and fliers go out to all businesses located in and around the staging area the week of the parade as a courtesy as we appreciate the use of these areas. We also bring in port-a-potties for the morning and stage them around these areas as well.

Medical Plan;

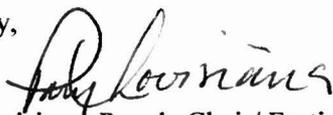
Safety has always been first and foremost a top priority. We stage the Lincoln Co. volunteer Ham Radio operators along the parade route for any emergency alerts. We stage within the parade all Newport Emergency Vehicles and visiting emergency agency vehicles directly behind the walking Color Guard who start off the parade. In case of any emergency, the required vehicles can exit the line of march quickly. An alternate traffic route North and South of the city has been established to allow drivers access in and around Newport during the temporary closure of Hwy 101.

Clean-up

As an extended courtesy, we also provide the services of a street sweeper to clean up all parking lots and place them as the last entry of the parade to clean up the parade route on hwy 101. We also request the use of the street sweeper from the City of Newport to work along side this vehicle. We ask each parade entity to not throw candy or any item along the parade route. We also ask each equestrian unit to have a wheelbarrow and shovel at the ready. During this event, we do not host any vendors along the parade route nor do we as an association offer any food or drink for sale.

We look forward to assisting the City with any further questions you may have. We appreciate the assistance we have received in the past from the City of Newport's personnel and we again ask for a waiver of all City fees associated with this event. As in the past, we list the City of Newport as an additional insurer under our event insurance coverage.

Cordially,



Patty Louisiana, Parade Chair/ Festival Co-Chair
Newport Loyalty Days and Sea Fair Festival Association, Inc.
(541) 961-1466

Teena Power, Festival Co-Chair
Newport Loyalty Days and Sea Fair Festival Association, Inc.
(541) 336-0120

**APPLICATION AND PERMIT TO OCCUPY OR
PERFORM OPERATIONS UPON A STATE HIGHWAY**

PERMIT NUMBER

See Oregon Administrative Rule, Chapter 734, Division 55

CLASS:	KEY#
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GENERAL LOCATION			PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER Oregon Coast Highway - Hwy. 101			<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER 009	COUNTY 21 = LINCOLN		<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS Between NE 20th Street and SW Alder Street			<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP AML	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT \$0.00	
APPLICANT NAME AND ADDRESS Newport Loyalty Day and Sea Fair Festival PO Box 1531 Newport, OR. 97365			MISCELLANEOUS OPERATIONS AND/OR <input checked="" type="checkbox"/> FACILITIES AS DESCRIBED BELOW		
Contact: Patty Louisiana 541-961-1466			BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	REFERENCE: OAR 734-55 035(2)	AMOUNT OF BOND \$0.00
			INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55 035(1)	SPECIFIED COMP. DATE

DETAIL LOCATION OF FACILITY(For more space attach additional sheets)

MILE POINT	MILE TO POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
139.32	140.73			BOTH					
NE 20th St.	SW Alder St.								

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES Permit allows applicant to conduct the Newport Loyalty Day and Sea Fair Festival Parade upon portions of Highway 101, Saturday, May 4th, 2013, 12:00 p.m. to 2:00 p.m. in accordance with all provisions and attachments.

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED YES [OAR 734-55-025(6)] NO YES [OAR 734-55-100(2)] NO [OAR 734-55-100(1)]
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED?
- ◆ AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: 541-757-4211
- OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: 541-757-4290 SPECIFY TIME AND DATE IN THE SPACE BELOW.
- ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ◆ ORS 757.54 TO 757.571 REQUIRES EXCAVATORS TO LOCATE AND PROTECT ALL EXISTING UNDERGROUND UTILITIES. YOU MAY BE HELD LIABLE FOR DAMAGES. CALL FOR UTILITY LOCATES. CALL BEFORE YOU DIG. 1-800-332-2344

COMMENTS - ODOT USE ONLY SEE ATTACHED ADDITIONAL PROVISIONS

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE	TITLE	DATE
<i>Xc</i>		
APPLICANT SIGNATURE	APPLICATION DATE	TITLE
<i>X Patty Louisiana</i>	<i>Jan 30 '13</i>	<i>Parade Chair</i>
DISTRICT MANAGER OR REPRESENTATIVE		TELEPHONE NO.
<i>X</i>		<i>541-961-1466</i>
APPROVAL DATE		

EVENT Newport Loyalty Day Parade DATE Saturday May 4th 13
APPLICANT'S SIGNATURE Patty Louisiana / Parade Chair
LOCAL JURISDICTION SIGNATURE _____

PROVISIONS FOR A PARADE PERMIT IN DISTRICT 4
(Call for locates before digging (1-800-332-2344))

1. The applicant shall provide complete traffic control by means of qualified police officers at each end of the parade and at street intersections. Applicant shall provide a description and map of the parade and detour routes including temporary sign placement. All temporary traffic control devices shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
2. The applicant shall be responsible for all clean-up of debris deposited on or along the highway as a result of the parade.
3. It is the responsibility of the applicant to obtain written permission to use city streets and county roads for traffic detours, if required, from the respective Cities and Counties. The Oregon Department of Transportation has no authority to grant permission to detour traffic over city streets and county roads.
4. Parade Permits issued by ODOT will only cover that portion of a parade that takes place on a State Highway.
5. The applicant shall be responsible and liable for all accidents, damages, injuries to persons or property, that are a direct result of the parade.
6. Approval for the parade will be at the discretion of the District Manager.



Noble
Professional
Dedicated

Newport Police Department
Memorandum

One Team - One Future

Date: March 4, 2013
To: Peggy Hawker, City Recorder
From: Mark J. Miranda, Chief of Police *MJM*
Subject: **Special Event Estimate**

The cost estimate for this year's Loyalty Days Parade for the Police Department is approximately \$3600.00. This include the cost of personnel and equipment.

**CITY OF NEWPORT
CITY COUNCIL GOALS
FISCAL YEAR 2013/2014**

COMMUNITY DEVELOPMENT DEPARTMENT

Ongoing Goals

- A. Maintain and implement economic development strategies
- B. Involve citizens in every aspect of planning

Fiscal Year 2013/2014 Goals

- A. Complete Reservoir Urban Growth Boundary Expansion
- B. Initiate annexation of reservoir properties
- C. Begin Implementation of Land Bank Concept for Workforce Housing
- D. Complete Phase I - Safe Haven Hill Supplemental Geotech/Benefit Cost Analysis
- E. Leverage URA funds to acquire needed rights-of-way in South Beach
- F. Initiate code updates relating to accessory units and park models
- J. Develop annexation strategy for South Beach industrial areas
- K. Prepare initial concepts for new north side Urban Renewal District (bridge to Wal-Mart)
- L. Conduct periodic review of the Nye Beach Design Review Overlay and determine if changes are needed
- M. Initiate pre-planning with ODOT for Yaquina Bay Bridge

1 - 5 Year Goals

- A. Track organizational structure of Community Development Department
- B. Update LID ordinances to include public input
- C. Adopt storm drainage and erosion control standards for new development

- D. Initiate process of forming a new north side URA district with support of affected taxing entities
- E. Initiate Phase II URA borrowing and work with Public Works to plan for and implement of priority projects
- F. Work with ODOT to complete preliminary planning for Replacement of the Yaquina Bay Bridge and related studies
- G. Complete any recommended changes to the Nye Beach Design Review overlay
- H. Wrap up inventory of property assets, agreements, leases and franchises and develop strategies for property acquisitions and sales of city assets
- I. Coordinate with the state and FEMA on floodplain and wetland regulatory mandates
- J. Move forward with Phase II Safe haven Hill work if supported by Phase I assessment
- K. Coordinate with Public Works initiation of grant funded capital projects, including the Agate Beach Wayside Improvements and US 101
- L. Work with the Park and Recreation Department to update the city's 1993 Park System Master Plan

PUBLIC WORKS DEPARTMENT

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.

Parks and Recreation

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.

ADMINISTRATION

Facilities and Parks Maintenance Division

Ongoing Goals

- A. Develop and implement a 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.

Finance Department

Ongoing Goals

- 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.

Library

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.

FY 2013/2014

- 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.

Airport

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.

Public Safety

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.

Police Department

Ongoing Goals

- 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.

FY 2013/2014 Goals

- 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.

Fire Department

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.

SUSTAINABILITY

Ongoing Goal

- A. Every city department will look for ways of conserving resources.

Fiscal Year 2013/2014 Goals

- A. Staff trainings to learn and discuss the concepts of sustainability using The Natural Step, Zero-Waste, Carbon Footprint and others (Councilor Saelens)
- B. Department meetings to discuss potential sustainability initiatives.

1 - 5 Year Goals

- A. Implement sustainability initiatives.



Agenda Item # VIII.G.
Meeting Date 3/18/13

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title: Consideration of Recommendation of Tourism Facility Grants as Recommended by the Tourism Facilities Grant Review Task Force

Prepared By: Peggy Hawker Dept Head Approval: ph City Manager Approval: 

Issue Before the Council: The issue before Council is consideration of the recommendation from the Tourism Facility Grant Review Task Force to award a tourism facility grant to the Sea Lion Dock Foundation, in the amount of \$50,000, and to OMSI, in the amount of \$150,000.

Staff Recommendation: This is entirely a Council decision.

Proposed Motions: I move to award the following tourism facility grant and direct the city manager, in consultation with the city attorney, to develop a grant agreement for the disbursement of funds, to the Sea Lion Dock Foundation, in the amount of \$50,000.

I further move to award the following tourism facility grant and direct the city manager, in consultation with the city attorney, to develop a grant agreement for the disbursement of funds, to OMSI, in the amount of \$150,000.

Key Facts and Information Summary: The Tourism Facilities Grant Review Task Force was created by Resolution No. 3553 and charged with developing an application and recommending award(s) for a tourism facilities grant program. The source of this funding is the Room Tax Fund. This was created by a \$1,000,000 allocation that was initially earmarked for an event center that did not come to fruition. Last year, the Task Force met and recommended funding for three organizations in the amount of \$700,000, leaving \$300,000 for potential awards in FY2012/2013.

The Task Force met twice; first to hear presentations from three applicants: 1. OMSI; 2. Sea Lion Dock Foundation; and 3. Friends of the Oregon Coast Aquatic Center. At its second meeting, the Task Force discussed each application and ultimately decided to recommend that \$50,000 be awarded to the Sea Lion Dock Foundation; and \$150,000 be awarded to OMSI.

If Council concurs with the recommendations of the Task Force, there will be \$100,000 remaining in the original event center account that Council can decide how to allocate it during the Budget Committee meetings and ultimate adoption of the FY2013/2014 budget.

At its last meeting, Council agreed to develop additional questions for applicants, if any, and forward them to staff by Friday, March 8. Council also requested that the "Tourism Facilities Grant Program" guidelines be made available to Council (they are attached).

Other Alternatives Considered: None.

City Council Goals: None.

Attachment List: Tourism Facilities Grant Program guidelines.

Fiscal Notes: If Council authorizes award of these two grants, the remaining monies earmarked for the event center (\$300,000) would be reduced by \$200,000, leaving \$100,000 for future tourism facility grants, or used elsewhere as allowed by the ORS and budgeted in the FY2013/2014 budget.

TOURISM FACILITIES GRANT PROGRAM

Purpose

This policy is intended to guide the City of Newport in accepting applications and considering grant proposals for funding under the Tourism Facilities Grant Program established by the Newport City Council. The Tourism Facilities Grant Program is funded by local transient room tax revenues, so state law controls the types of projects to which grants may be provided. If a project cannot meet legal requirements, it will not be awarded a grant.

Title

The provisions adopted by this Resolution shall be known as the "Tourism Facilities Grant Program Rules."

Policy

It is the policy of the City to make Grant Funds available to qualified Applicants without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability or familial status.

Definitions

- (1) "Applicant" means any 501(c) organization or government entity may apply for a grant from the Tourism Grant Program.
- (2) "City" means the City of Newport.
- (3) "City Manager" means the City Manager of the City of Newport or the City Manager's designee.
- (4) "Council" means the City Council of the City of Newport.
- (5) "Grant Agreement" is the legally binding contract between the City and the grant recipient. The Grant Agreement consists of the conditions specified in these rules, special conditions enumerated in the agreement, if applicable, and the grant application approved by the Council.
- (6) "Grant Funds" means the funds requested by an Applicant and/or the funds delivered to a grantee through the Tourism Facilities Grant Program.
- (7) "Match" is any contribution to a project made up of funds other than Grant Funds. Match may include:
 - (a) Cash on hand or cash that is pledged to be on hand prior to commencement of the project;
 - (b) Secured funding commitments from other sources; or
 - (c) Pending or potential commitments of funding from other sources. In such instances, Tourism Grant Program funding will not be released prior to secured commitment of the

other funds. Pending commitments of the funding must be secured within the time provided in the Grant Agreement.

(8) "Tourism Facilities Task Force" is a Task Force, consisting of 7 members, appointed by the Council in accordance with Resolution 3553.

Definitions for "Tourism-Related Facilities"

(1) "Conference center" means a facility that:

- (a) Is owned or partially owned by a unit of local government, a governmental agency or a nonprofit organization; and
- (b) Meets the current membership criteria of the International Association of Conference Centers.

(2) "Convention center" means a new or improved facility that:

- (a) Is capable of attracting and accommodating conventions and trade shows from international, national and regional markets requiring exhibition space, ballroom space, meeting rooms and any other associated space, including but not limited to banquet facilities, loading areas and lobby and registration areas;
- (b) Has a total meeting room and ballroom space between one-third and one-half of the total size of the center's exhibition space;
- (c) Generates a majority of its business income from tourists;
- (d) Has a room-block relationship with the local lodging industry; and
- (e) Is owned by a unit of local government, a governmental agency or a nonprofit organization.

(3) "Tourism" means economic activity resulting from tourists.

(4) "Tourism-related facility":

- (a) Means a conference center, convention center or visitor information center;
- (b) Means other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

(5) "Tourist" means a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person's community of residence, and that trip:

- (a) Requires the person to travel more than 50 miles from the community of residence; or
- (b) Includes an overnight stay.

(6) "Visitor information center" means a building, or a portion of a building, the main purpose of which is to distribute or disseminate information to tourists.

Application Requirements

(1) Applications that do not comply with the requirements in this section will not be considered.

- (2) Applications must be submitted on a form provided by the City.
- (3) Applications for the 2011/2012 grant cycle are due in the City Manager's office by 5:00 p.m. on Friday, January 20, 2012. Applicants must submit 10 hard copies of the application and one electronic copy on a flash drive or memory stick. Applications submitted by email or FAX will not be considered.
- (4) All Applicants shall supply the following information:
 - (a) Name of Applicant;
 - (b) Name, physical and email address, and FAX and telephone numbers of the Applicant's contact person(s) and, if applicable, the Applicant's fiscal officer(s);
 - (c) The name and a description of the proposed project;
 - (d) Estimated line item budget for the project;
 - (e) Identification of specific project elements for which Grant Funds will be used;
 - (f) A list of any non-Grant Funds, services or materials available or secured for the project and any conditions which may affect the completion of the project;
 - (g) If the project is part of a multi-year project, and a new funding request continues a previously City-funded activity, a description of the previous project accomplishments and results as well as an accounting of past expenditures and revenues for the project;
 - (i) A project schedule including times of project beginning and completion; and
 - (j) Any information requested by the Tourism Facilities Task Force or the Council in order to evaluate the project.
- (5) All Applicants shall demonstrate a dollar for dollar match, based on the total Grant Funds request, at the time of application.
- (6) All Applicants shall demonstrate that the Grant Funds requested will be used to fund Tourism-Related Facilities.
- (7) Applications must include the following attachments:
 - (a) If applicable, documentation from the Internal Revenue Service confirming that the Applicant is a 501(c) tax exempt organization;
 - (b) Three years of year-end revenue/expense summaries and current balance sheet, or feasibility study;
 - (c) An executive summary of the business plan for the project, including a budget;
 - (d) A time frame for fundraising, if applicable;
 - (e) A time frame for project completion.
- (8) Clarification of information submitted may be sought from the Applicant during the evaluation process.

Application Processing

(1) Submission of an application does not ensure funding. Decisions to award Grant Funds will be made based on the criteria and rating schedule attached to these rules as Exhibit A. The Council may elect to terminate the Tourism Facilities Grant Program and not award any Grant Funds.

(2) The Tourism Facilities Task Force will review all applications that comply with the application requirements included in these rules (qualifying applications). The Tourism Facilities Task Force will then rate the qualifying applications based on the criteria and rating schedule attached to these rules as Exhibit A.

(3) All Applicants who submit qualifying applications will be invited to make an oral presentation to the Tourism Facilities Task Force.

(4) Based on the application materials submitted and the Applicant's oral presentation, the Tourism Facilities Task Force will forward a recommendation to the Council as to which Applicants should be awarded Grant Funds, as well as the recommended amount of Grant Funds to be awarded to each Applicant.

(5) Applicants recommended to the Council by the Tourism Facilities Task Force will be expected to make an oral presentation before the Council.

(6) The Council is not bound by the Tourism Facilities Task Force recommendations.

(7) The Council will make its decision as to which Applicants should be awarded Grant Funds, as well as the amount of Grant Funds to be awarded to each Applicant based on the criteria and rating schedule attached as Exhibit A.

(8) The City may require additional information from the Applicant to aid in evaluating and considering a proposed project.

(9) Applicants will be notified in writing of award of a grant or denial of an application. Written notifications will be sent by first class mail to the address provided in the application. Notifications will be deemed received by the Applicant three calendar days after deposit by the City in the United States Mail.

Grant Agreement Conditions

(1) If a grant application is approved, the City Manager, on behalf of the City, will enter into a Grant Agreement with the grantee.

(2) If the Grant Agreement has not been fully executed by all the parties within one month of Council approval, funding shall be terminated. The money allocated to the grant shall be available for reallocation by the City.

- (3) The terms of the Grant Agreement may be tailored to fit the project for which the Grant Funds are awarded. Grantees shall comply with all Grant Agreement conditions.
- (4) Obligations of the City under the Grant Agreement are contingent upon the availability of monies for use in the Tourism Facilities Grant Program.
- (5) The grantee shall comply with all federal, state and local laws and ordinances applicable to the work to be done under the agreement.
- (6) Grant Funds may not be used to refinance existing debt.
- (7) The grantee is responsible for all the expenses of the operation and maintenance of the project, including but not limited to adequate insurance, and any taxes or special assessments applicable to the project.
- (8) The grantee shall comply with all prevailing wage laws if they are applicable to the project.
- (9) The Applicant's total financial resources must be adequate to ensure completion of the project.
- (10) Upon notice to the grantee in writing, the City Manager may terminate funding for projects not in compliance with the terms of the Grant Agreement. The money allocated to the project but not used will be available for reallocation by the Council.
- (11) The grantee will obtain all required permits and licenses from local, state or federal government entities.
- (12) The City may place additional conditions in the Grant Agreement as necessary to carry out the purpose of the Tourism Facilities Grant Program, including any provisions that the City Manager considers necessary to ensure the expenditure of funds for the purposes set forth in the application.

Distribution of Funds

- (1) The City will not reimburse the grantee for any expenditures incurred prior to the signing of the Grant Agreement by all parties.
- (2) Prior to disbursement of Grant Funds, the grantee must provide proof that the dollar for dollar required Match, based on the total Grant Funds awarded, has been secured.
- (3) Funds shall not be disbursed until the City Manager receives satisfactory evidence that necessary permits and licenses have been granted and documents required by the City have been submitted.
- (4) The City shall retain ten percent of the Grant Funds until the final project report, as required by the Grant Agreement, has been approved by the City. Final reports are due within 60 days of

project completion. Any unexpended Grant Funds must be returned to the City with the final report. Upon receipt of the final report, the City shall have 90 days to approve the completed report or notify the grantee of any concerns that must be addressed or missing information that must be submitted before the report is considered complete and reviewed for approval. Once the final report has been approved the final payment shall be promptly provided to the grantee.

Appeals

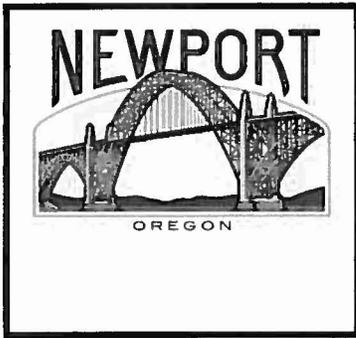
(1) If the Tourism Facilities Task Force or the Council denies a grant application, the Applicant may appeal the denial to the Council by submitting a written notice of appeal to the City Manager's office within 5 business days of the receipt of the denial.

(2) Within 20 calendar days of the City's receipt of the written appeal, the Council will review the denial on the record of the application. No new information will be accepted for review.

(3) The Applicant is not entitled to an appeal hearing.

(4) The Council's decision on the appeal is final.

(5) The Council's decision regarding the appeal will be transmitted to the Applicant at the address provided in the application, by first class mail.



Agenda Item #
Meeting Date

VIII.H.
March 18, 2013

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title: Appointment of a Council Member to the Audit Committee

Prepared By: DJM Dept Head Approval: _____ City Manager Approval: _____

Issue Before the Council: The issue before Council is an appointment of a Councilor to the Audit Committee to fill the position previously held by former Mayor McConnell.

Staff Recommendation: Staff recommends Council select one of its members to fill this vacancy.

Proposed Motion: I move to appoint _____ to the Audit Committee to fill the position held by former Mayor Mark McConnell, and that this appointment will expire on December 31, 2013.

Key Facts and Information Summary: On April 18, 2011, the City Council adopted Resolution No. 3538, which established the city's Audit Committee. The Committee is comprised of three members, two members of the council and one member who either resides or owns property within the city limits.

With the departure of former Mayor Mark McConnell, this position is vacant. Staff recommends the vacancy be filled prior to the arrival of the auditors for preliminary field work during the week of April 15, 2013.

Other Alternatives Considered: None.

City Council Goals: None.

Attachment List: Resolution No. 3538 Creating and Audit Committee.

Fiscal Notes: None.

CITY OF NEWPORT
Resolution No. 3538

A Resolution Creating an Audit Committee

Findings:

The City is strengthening its oversight of financial activities, including those involving its auditing efforts.

Based on these Findings, THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1. An Audit Committee is hereby established by the City Council. The Audit Committee shall consist of a total of three (3) members. Two (2) members shall be members of the City Council; and one (1) member shall be either a registered voter residing within the city limits, or an owner of property within the city limits. All Audit Committee members shall be selected at a public meeting of the City Council by a majority vote of the Council. The City's Finance Director and his/her designee shall be the staff to the Audit Committee and shall assist the Audit Committee as requested. Committee rules are as follows:

- A. Quorum: Two members of the committee shall constitute a quorum. A majority of the quorum is required to act on any matter before the committee.
- B. Term: Subject to the terms and conditions of this resolution, each committee member is appointed for a two-year term. Committee members seated during 2011 will serve until December 31, 2013. Members of the committee may be reappointed without any limits on the total number of terms they have served.
- C. Vacancies: Committee vacancies shall be filled by a majority vote of the City Council, subject to the terms and conditions of this resolution. The term of any person appointed to the committee to fill a vacancy left by a vacating committee member shall expire on the expiration date of the vacating committee member.
- D. Removal: A committee member may be removed from the committee for any reason upon a majority vote of the City Council.
- E. Meetings: Meetings of the committee are subject to Oregon's Public Meetings Law. Staff to the committee will keep an accurate record of committee meetings, which shall be subject to Oregon's Public Records Law and shall be provided to the City Recorder.

Section 2. The Audit Committee will meet at least twice a year, at its discretion. It is tasked with the following:

- a) Meet with the Auditor at the conclusion of the audit firm's field audit in the spring.

- b) Meet with the Auditor at the conclusion of the annual audit. From this meeting, prepare a report to the City Council on the audit results and present this report at a December meeting of the City Council.

Section 3. This Resolution is effective immediately upon passage.

This resolution is adopted by the Newport City Council on April 18, 2011.



Mark McConnell, Mayor

ATTEST:



Margaret M. Hawker, City Recorder