



Spencer Nebel
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MEMO

DATE: September 11, 2014
TO: Mayor and City Council
FROM: Spencer Nebel, City Manager
SUBJECT: September 15, 2014, City Council Meeting

The only meeting scheduled for Monday, September 15, 2014, is regular City Council meeting, which will be held at 6 P.M. in the Council Chambers. There are no other meeting schedule in conjunction with the regular City Council meeting for Monday.

The Newport Fire Department will be doing a demonstration on the New Air Packs that were acquired with a FEMA Assistance to Firefighter's Grant in the amount of \$199,500, with a 5% local matching share. The Fire Department will demonstrate the importance of this equipment in the protection of firefighters entering building and locations filled with smoke and other hazardous fumes.

Please note that the City Council has previously excused my attendance at this meeting so that I can participate in the International City/County Management Association Conference taking place in Charlotte, North Carolina. I have prepared the background reports for this agenda for your review. Acting City Manager Ted Smith will fill in for me at the Council meeting as is our new current practice, and the Mayor will ask Peggy to introduce the next agenda item. After Peggy has introduced that agenda item the Mayor will then call on Ted Smith to give a summary of the item before the City Council. Once Ted has completed this summary, including any recommendations, then the Mayor will recognize any Councilors for any appropriate discussion, motion, and actions on any agenda items.

Please accept my wishes for a speedy, efficient, and meaningful meeting on the 15! I will be back in the office on Thursday, September 18.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Spencer R. Nebel".

Spencer R. Nebel
City Manager



**CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD MEETING AGENDA
Monday, September 15, 2014 - 6:00 P.M.
Council Chambers**

The meetings of the Newport City Council and Local Contract Review Board will be held on Monday, September 15, 2014, at 6:00 P.M. The meetings will be held in the Council Chambers of the Newport City Hall, located at 169 S.W. Coast Highway, Newport, Oregon 97365. A copy of the agenda follows.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder at 541.574.0613.

The 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 meeting.

**CITY COUNCIL
Monday, September 15, 2014 - 6:00 P.M.
Council Chambers**

Anyone wishing to speak at a Public Hearing or 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 Chambers. 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. 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.
- IV. Proclamations, Presentations, and Special Recognitions**

Any formal proclamations or recognitions by the Mayor and Council can be placed in this section. Brief presentations to the City Council of five minutes or less are also included in this part of the agenda.

- A. Demonstration by Newport Fire Department on Self-Contained Breathing Apparatus (SCBA)

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 City Council Minutes from the Work Session Meeting of September 2, 2014, and Joint City Council and Tourism Facilities Grant Task Force Meeting of September 2, 2014 (Hawker)

VI. Public Hearing

This is an opportunity for members of the audience to provide testimony/comments on the specific issue being considered by the City Council. Comments will be limited to three (3) minutes per person

- A. Public Hearing and Consideration of Ordinance No.2071 Authorizing the Issuance of Water Revenue Bonds for a Total of Not to Exceed \$18,000,000 Over a Twelve-Year Period

VII. Communications

Any agenda items requested by Mayor, City Council Members, City Attorney, or any presentations by boards or commissions, other government agencies, and general public will be placed on this part of the agenda.

- A. From the Sub-Group to Develop a City Manager Evaluation Process - Report on the Process for the City Manager's Evaluation
- B. From Councilors Allen and Beemer - Report on City Attorney Hiring Process

VIII. City Manager Report

All matters requiring approval of the City Council originating from the City Manager and departments will be included in this section. This section will also include any status reports for the City Council's information.

- A. Report on September 29, 2014, Town Hall Meeting

**IX. LOCAL CONTRACT REVIEW BOARD MEETING AGENDA
Monday, September 15, 2014
City Council Chambers**

- A. Call to Order

B. Authorization to Purchase of Neptune Meters and Meter Heads with the Automatic Meter Read (AMR) System

C. Adjournment

X. Report from Mayor and Council

This section of the agenda is where the Mayor and Council can report any activities or discuss issues of concern.

XI. Public Comment

This is an additional opportunity for members of the audience to provide public comment. Comments will be limited to five (5) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others.

XII. Adjournment



Newport Fire 2014 Breathing Apparatus Introduction

The device firefighters use to breath in fires or other dangerous environments is commonly called an “air pack”, but the proper term is SCBA, or Self Contained Breathing Apparatus. The SCBA consists of a temperature-resistant face mask, an air bottle containing regular breathing air compressed to 4,000 pounds per square inch, and a series of air lines and regulators which bring the pressure down to slightly above normal atmospheric pressure. SCBA’s are used in any kind of dangerous environment: house fires, car fires, natural gas leaks, chemical spills, confined space rescues, etc.

SCBA’s have several safety mechanisms to allow emergency air breathing between multiple firefighters and special rescue air packs. They incorporate alarms that monitor heat, exposure duration, and movement. They are complex machines, thoroughly tested and used all over the world. They are manufactured and tested under the National Fire Protection Association’s (NFPA) 1981 Standard. The most current change to that nationwide standard was accepted recently as Edition 2013.

Newport Fire was using older SCBA’s that were manufactured under the 1997 standard. As the old SCBA’s were approaching their service end life, NFD applied for and was awarded a FEMA Assistance to Firefighter’s Grant in the amount of \$199,500 with a 5% local matching share. After a selection process involving firefighters and technicians from Newport and surrounding fire districts, Newport made a purchase of 38 SCBA’s, 38 spare air cylinders, 5 spare masks and 2 rescue (RIT) kits. An additional RIT kit was purchased by the Newport Firefighters Association for \$3,800.00. The total order came to \$224,515.00. Newport has now joined the majority of Lincoln County fire departments in using SCBA’s manufactured by MSA.

Some improved features of the new MSA SCBA’s:

- Improvements to the mask facepiece, adding significant safety in very high temperature settings.
- An LED “heads-up” display inside the mask, to show air level, battery level, and temperature/time alarms without having to free up a hand and find the gauge.
- A 45 minute air supply (upgraded from 30 minutes).
- Changing the Low Air Alarm from $\frac{1}{4}$ of the bottle remaining to $\frac{1}{3}$. This allows firefighters to be notified earlier that their air supply is running out.
- Increased audibility/visibility of system alarms. Lights and sound emitters are on both the front and back of the pack.
- Voice amplification modules on the masks assist in critical communication.

September 2, 2014
5:00 P.M.
Newport, Oregon

The City Council of the City of Newport met in a work session on the above date in the Council Chambers of the Newport City Hall. On roll call, Allen, Beemer, Busby, Sawyer, Roumagoux, Saelens, and Swanson were present.

Staff present was City Manager Nebel, City Recorder Hawker, and Community Development Director Tokos.

DISCUSSION ON THE POTENTIAL USE OF SURPLUS CITY PROPERTY TO FACILITATE WORK FORCE HOUSING

Nebel reported that Beemer requested a discussion on workforce housing and specifically how it would relate to city properties. He added that he asked Tokos to compile a brief PowerPoint presentation on how the city could give away city property for workforce housing.

Tokos made a PowerPoint presentation that covered: housing goals, policies, and implementation measures; the city's establishment of a revolving loan fund for workforce housing which has not yet been utilized; the agreement to participate in a land bank; the statute for governing the donation of land for workforce housing; the Municipal Code governing the donation of land for workforce housing; the differences between the statutes and the Municipal Code; and the process for determining whether land should be donated for workforce housing if it is determined to head in this direction.

Beemer noted that one goal is workforce housing, and that he wanted to start the process to look at what the city owns. He reviewed a handout that included three surplus city properties. He added that if the city donated one of the properties to Habitat for Humanity, a house could be built on the property as soon as next summer. A discussion ensued regarding the three properties and what the best use would be in terms of donating or selling. Tokos reported that there are different strategies that can be pursued, depending on whether Council was interested in a sale. He noted that if Council opted to pursue a sale because it believes a property is surplus; this sale would be accomplished through a sealed bid. A discussion ensued regarding requirements if Council wished to donate a property to Habitat for Humanity. Sally Bovett, with Habitat for Humanity, and also a member of the Lincoln County Land Trust board, noted that these two groups target a different demographic. Nebel reported that the purpose of the work session is to discuss and define what Council wants staff to do relative to community housing. Further discussion ensued regarding developing a report to Council that would include information relative to: surplus property; partnership with Habitat for Humanity; budgetary impact of a donation of land; structure of a potential land donation; the possibility of having a realtor look at how quickly properties might sell; the possibility of having a realtor sell surplus properties; and the potential of changing the Municipal Code. Nebel stated that staff will target the second Council meeting in October to bring a report on these issues.

Sally Bovett thanked Council for looking at all levels of housing options.

ADJOURNMENT

Having no further business, the meeting adjourned at 5:34 P.M.

September 2, 2014
6:00 P.M.
Newport, Oregon

The City Council of the City of Newport met on the above date in the Council Chambers of the Newport City Hall. On roll call, Allen, Beemer, Busby, Sawyer, and Swanson, Roumagoux, and Saelens.

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

PLEDGE OF ALLEGIANCE

Council, staff, and the audience participated in the Pledge of Allegiance.

PUBLIC COMMENT

LeOra Johnson addressed Council regarding the city's interpretation of its city water billing policy. She explained a situation that her neighbor had. Nebel noted that he had approved a payment plan for Johnson's neighbor. He added that he is happy to meet with any citizen at any time. He noted that the city plans to take a comprehensive look at all its water and sewer policies. Allen asked that Nebel report back to Council the outcome of the policy examination and meeting with Johnson.

PROCLAMATIONS, PRESENTATIONS, AND SPECIAL RECOGNITIONS

Proclamation - September as Disaster Preparedness Month. Roumagoux proclaimed September as Disaster Preparedness Month in the City of Newport. Miranda and Murphy accepted the proclamation.

Presentation by the 2014 Mombetsu Sister City Student Delegation. Ted DeWitt, Warren Sparks, Jennifer Wrazen, Dave Campbell, Mia Estabrook, McKenzie Figuracion, Rosemary Hume, Sophie Dziak, Natalie DeWitt, Alex Rash, and Gabby Campbell reported on the recent student exchange to Newport's Sister City - Mombetsu, Hokkaido, Japan. DeWitt reported that the 50th anniversary of the exchange will occur in 2016, and that residents of Mombetsu are discussing exchanges for that year.

CONSENT CALENDAR

The consent calendar consisted of the following items:

- A. Approval of City Council minutes from the regular meeting of August 18, 2014, joint meeting with the Urban Renewal Agency and joint executive session of August 18, 2014, and the special meeting and executive session of August 25, 2014;

- B. Approval of a recommendation to the Oregon Liquor Control Commission to grant a change of ownership for off-premise sales for Bevan's Market;
- C. Approval of a recommendation to the Oregon Liquor Control Commission to grant an off-premise sales license to Nye Beach Sweets;
- D. Ratification of the following Mayoral appointments:
 - 1. Laura Anderson to the Bayfront Parking District Committee;
 - 2. Debra Smith to the Airport Committee for a term expiring on December 31, 2015;
 - 3. Susan Painter to the Airport Committee for a term expiring on December 31, 2015;
- E. Approval to pay for the registration of Council President Swanson to attend Leadership Lincoln;
- F. Approval of emergency expenses for the Schooner Landing sewer failure in the amount of \$50,099.77.

Busby asked that item E. be removed from the consent calendar.

Busby asked whether the city had liability insurance coverage for the Schooner Landing sewer failure. Nebel noted that there have been no liability claims, to date, relative to this sewer failure.

Allen noted that he had changes to the minutes which he had discussed earlier with Hawker.

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

Approval to pay for the registration of Council President Swanson to attend Leadership Lincoln. Busby stated that he asked that this item be removed because he believes that this type of training should be at the Councilor's expense. Allen noted that Swanson has requested to attend this training in lieu of attendance at the LOC Conference. He added that the city sends employees to Leadership Lincoln on a regular basis. He stated that city officials, both elected and appointed, from other jurisdictions also attend this training. MOTION was made by Allen, seconded by Beemer, to approve the payment of \$495 tuition for Council President, Laura Swanson, to attend the Leadership Lincoln program for the 2014/2015 fiscal year. The motion carried unanimously in a voice vote.

PUBLIC HEARING

Public Hearing and Consideration of Resolution No. 3690 Providing for a Supplemental Budget and Making Appropriation Adjustments to the Airport Fund and the Capital Projects Fund. Hawker introduced the agenda item. Nebel reported that as was indicated during the budget process, any projects that were fully appropriated in the previous fiscal year were estimated as if the entire appropriation would be spent in the past fiscal year. He added that this was for purposes of calculating a clean beginning fund balance in the various funds that projects are appropriated from. He stated that as was indicated at budget time, it is our intent to carry over the unspent capital outlay funds appropriated in the previous fiscal year through a series of budget amendments.

He noted that the first budget amendment is for the airport projects. He reported that at the end of the last fiscal year, a new set of accounts was created to pull the capital outlay funds out of the airport operating fund and place the funds in the capital projects fund for the major runway project as well as other smaller projects appropriated in the previous fiscal year. He stated that this amendment will carry over the unexpended project funds from the previous fiscal years to complete these projects in the current fiscal year. He stated that this will amount to \$6,863,838 in grant and local funds that remain available for the projects with the expenditures of \$241,000 for maintenance and repairs to the FBO building and T hangars, and \$6,632,838 to complete the runway reconstruction work that was initiated in the last fiscal year.

Nebel recommended an increase in appropriations of \$80,000 from the airport fund due to a higher than anticipated fund balance on June 30, 2014. He stated that this will provide an additional \$46,000 in building and grounds funding to the FBO building repairs, and \$34,000 for the capital projects including the runway with those funds being transferred from the airport fund to the capital projects fund.

Nebel recommended that Council hold a public hearing on Resolution No. 3690, which provides for a supplemental budget through adjustments to the airport fund by transferring unspent appropriated project funding in the previous fiscal year to the 2014/2015 fiscal year, and increasing the amount of appropriation from the airport fund by \$80,000 due to a higher than anticipated available beginning fund balance with these funds being transferred to provide \$34,000 additional funding to meet the needs of the runway project and \$46,000 of additional funding for the repairs to the FBO building and T hangars.

Roumagoux opened the public hearing at 6:55 P.M. She called for public comment. There was none. She closed the public hearing for Council deliberation at 6:56 P.M.

Busby referred to an e-mail that he had sent earlier regarding the FAA grant match. Nebel addressed the accounting and noted that staff is working on project tracking accounting procedures that will provide timely and accurate information in the future.

MOTION was made by Allen, seconded by Beemer, to adopt Resolution No. 3690 with attachment A, a resolution adopting a supplemental budget for the fiscal year 2014/2015 and making appropriations and changes for fiscal year 2014/2015. The motion carried unanimously in a voice vote.

COMMUNICATIONS

From the Tourism Facilities Grant Review Task Force - Recommendations for Tourism Facilities Grant Awards. Hawker introduced the agenda item. Nebel reported that the Tourism Facilities Grant Review Task Force has reviewed four applications for funding from the \$100,000 of room tax funding that remains from the \$1,000,000 that was originally allocated for an event center. He noted that the Task Force consists of Stan Rowe, John Lavrakas, Margaret Dailey, Ann Aronson, Caroline Bauman, Julie Hanrahan, Randy Getman, Dean Sawyer, Council Liaison, and staffed by Peggy Hawker City Recorder/Special Projects Director. Task Force members in attendance were Rowe, Dailey, Bauman, and Getman. Nebel noted that the Task Force met and developed a list of questions for each applicant and requested that responses be submitted in writing. He stated that the Task Force met again to hear presentations from the four applicants and review the responses to the questions. He added that as a result of the applications, and the responses to the questions, the Task Force recommended

that the City Council enter into grant agreements in the following amounts: 1. \$10,000 for the Sea Lion Docks Foundation; 2. \$14,000 for the Lincoln County Historical Society; and 3. \$50,000 for the Pacific Communities Health Foundation. He stated that the Task Force did not recommend funding a request from Salmon for Oregon in the amount of \$25,000, noting that the Task Force felt that the project was not ready to be funded at this time. Nebel reported that Hawker provided notice to the applicants that the Council would be making a decision on funding at the September 2, 2014 Council meeting and suggested they may want to be present in the event there are any questions from the City Council. He stated that staff has not scheduled any presentations to the Council since the Tourism Facilities Grant Review Task Force did a thorough job in their evaluation of the four proposals.

Nebel reported that one of the things that he and Allen discussed today is the process for anyone not recommended for funding to appeal that decision. He added that the process exists; there were time limits; and staff did not provide notification. He noted that it is intent to begin the time clock on the five day appeal after applicants are notified of the Task Force recommendations. He added that if there is an appeal, it would be heard by Council in October.

Sawyer applauded the committee for its work over the years.

Caroline Bauman gave a brief overview of process the Task Force used in soliciting and evaluating the grant requests.

MOTION was made by Beemer, seconded by Sawyer, to award a tourism facility grant to the Sea Lion Docks Foundation in the amount of \$10,000, MOTION by Allen, seconded by Beemer to direct the City Manager to develop a grant agreement for the disbursement of these funds. The motion carried unanimously in a voice vote.

MOTION was made by Swanson, seconded by Saelens, to award a tourism facility grant to the Lincoln County Historical Society in the amount of \$14,000, and direct the City Manager to develop a grant agreement for the disbursement of these funds. The motion carried unanimously in a voice vote.

Beemer stated that he has a real problem with using these funds for this purpose requested by the hospital foundation. He reviewed the reasons for this concern.

Roumagoux declared that she has worked with the foundation in teaching classes and training and will likely also be offered in the new facility.

Swanson stated that as private citizen, she was part of the promotional video, and also a member of a group that would use facilities. Swanson recused herself. Allen noted that Roumagoux has a potential conflict of interest, and that Swanson should probably have declared a potential or actual conflict of interest.

Allen noted that he would like input from the hospital foundation, Lorna Davis, and others.

Ursula Marinelli, director of the Pacific Communities Health District Foundation, reported that the Foundation has raised about 2.3 million dollars to build the Center for Health Education on Highway 101. She added that this facility will help beautify Highway 101; will help this community; but also provide a space for medical conferences and health-related workshops that will bring participants who will use lodging and other tourist-related facilities. She noted that it is anticipated that during the first year or two 20% of the participants would come from outside the area. She stated that the Foundation has been raising money for this project for years. She reported that if the grant is not awarded, the Foundation will continue to fundraise to complete the facility.

Allen noted that based on information provided by the Task Force, he is comfortable that this meets the definition of a tourism facility. He noted that nonprofit organizations and governmental entities are allowed as applicants for these grant funds. He stated that based on this, he is comfortable in supporting the Task Force recommendation.

A discussion continued regarding Swanson's recusal. She noted that the potential conflict of interest would occur by virtue of the group she is associated with.

Nebel noted that the Council Rules indicate that every Councilor shall vote unless a majority of Council allows a Councilor to abstain.

MOTION was made by Allen, seconded by Beemer, to allow Swanson to recuse herself and not participate in the vote on the grant application from the Pacific Communities Health District Foundation. The motion carried unanimously in a voice vote.

MOTION was made by Allen, seconded by Sawyer, to award a tourism facility grant to the Pacific Communities Health Foundation in the amount of \$50,000, and direct the City Manager to develop a grant agreement for the disbursement of these funds. The motion carried unanimously in a voice vote.

MOTION was made by Allen, seconded by Saelens, to provide written notification to Salmon For Oregon, of the denial of its grant application by the Tourism Facilities Grant Review Task Force, and include in the notification, its appeal rights under city policy. The motion carried unanimously in a voice vote.

From the Airport Committee - Recommendation to Explore the Contractual Operation of Part or All of the Newport Municipal Airport. Hawker introduced the agenda item. Nebel reported that he has developed a draft report on the Newport Municipal Airport covering the history of the airport, the description of current airport operations, and discussion with airport stakeholders, which resulted in the development of preliminary issues that have been identified for review. He stated that this report has been submitted to the Airport Committee in draft form for their review and comments. He added that one of the specific issues on which he has asked for input is what type of management structure would work best for the long-term operation of the airport. He noted that he indicated that the current arrangement with the City Manager fulfilling some of the requirements of the Airport Manager, along with utilization of the Airport Operations Manager, and assistance from city engineering staff is not a sustainable management structure for the continued operation of the airport.

Nebel reported that during the discussion with the Airport Committee, he outlined five potential scenarios that could be pursued for the long-term management structure of the airport which are as follows: 1.) Hire an Airport Manager with that position being a department head position with the city, as has been done in the past, to operate the fixed base operations and the airport; 2.) Utilize an airport maintenance supervisor and seek proposals for the fixed base operations services at the airport; 3.) seek proposals for an FBO to provide service for the general maintenance and operations of all airfield activities as well; 4.) Seek proposals from private operators of the airport to operate all operations (this is virtually the same as alternate 3.); and 5.) operate the airport as part of the Public Works Department.

Nebel reported that there was considerable discussion at the Airport Committee meeting on these various options. He stated that while there was support for having a management company operate the airport, there were also concerns regarding the

commitment that a private operation would have in maintaining airport infrastructure. He added that there were also concerns that by hiring an Airport Manager as a department head, what level of control the city could effectively have if that person proved not to be a good fit for the airport. He noted that there were questions on who might be available on a private contractual basis to operate the airport. He stated that it was suggested by the Airport Committee that perhaps a first step would involve soliciting "letters of interest" from private operators to gauge potential interest, benefits, and detriments of operating the airport under a private contractual basis for airport services (FBO) and for maintenance services for the airport. He noted that ultimately, the Airport Committee unanimously recommended that the city pursue "expressions of interest" from private operators in the operation of the Newport Municipal Airport." Nebel recommended pursuing expressions of interest from parties interested in running airport.

Nebel reported that based on the discussion that has occurred regarding the management of this facility, he has had a few airport operators express interest in the airport. He stated that if the City Council concurs, it would be his intent to put together a packet of information to solicit expressions of interest for the operation of the airport with some preliminary information for the review by the Airport Committee and himself regarding the possible validity of seeking a full request for proposals for all or part of the operation of the airport.

Nebel stated that he thinks it is a good suggestion from the Airport Committee to do a preliminary test of the waters to determine how feasible contracting operations would be and what benefits (or lack of benefits) would occur under this type of an operation. He added that this would also give the city an opportunity to view other airports that may be using a similar model at this time.

Nebel reported that these are always difficult decisions to make and they certainly could have an impact on current airport employees depending on the extent of services contracted. He expressed his appreciation to Lance Vanderbeck for his efforts during this time of change. He added that in a short period of eight months, the airport has gone from three full-time employees, including Lance Vanderbeck as Airport Operations Manager, Terry Durham as FBO Manager, and a lineman position, to Lance being responsible for all the day-to-day operations and FBO responsibilities. He noted that despite these significant changes in operations, Lance has worked very hard to keep the airport functioning on a day-to-day basis, managed airport operations through the tragic loss of one of the Newport-based pilots, with the impacts that this type of accident has on airport operations. He added that Lance has seen the airport through a Part 139 review with the comments coming back from the FAA indicating that the airport is in the best shape it has been over the past three years as it relates to this inspection and other activities.

Nebel responded to Council questions related to this recommendation.

Roumagoux reported that there was not a great response from individuals invited to be a part of the Airport Advisory Task Force on regionalization issues. It was noted that this matter will be delayed until November based on the minimal responses.

MOTION was made by Busby, seconded by Beemer, to authorize the city administration to pursue "expressions of interest" from private operators for the possible operation of various services at the Newport Municipal Airport with this information being utilized to determine whether pursuing a private management option would be in the

best interest for the long-term operation for the Municipal Airport. The motion carried unanimously in a voice vote.

CITY MANAGER REPORT

Consideration of Resolution No. 3691 Declaring the Intention to Reimburse Expenditures from Proceeds of Tax-Exempt Obligations. Hawker introduced the agenda item. Nebel reported that as part of the 2014/2015 fiscal year budget, it is the city's intent to finance costs relating to the upgrading of the city's water system through tax-exempt bonds in the amount of \$4,500,000. He stated that in order to include expenses incurred as part of this bonding issue prior to issuance of the bond, it is required that the City Council approve a resolution which will allow the city to incur expenses that can be reimbursed through the bond issue provided that these expenses are not incurred more than sixty days before Resolution No. 3691 is approved. He added that the resolution indicates that the expenses included be documented in writing no later than eighteen months after the expenditure is paid or the project is placed into disservice. He noted that the resolution will bring the city into compliance with Treasury Regulations Section 1.150-2 relating to expenditures financed with tax-exempt bonds for improvements to the city's water system. He recommended approval of the resolution.

MOTION was made by Beemer, seconded by Allen, to adopt Resolution No. 3691 declaring the City of Newport's intent to reimburse expenditures from proceeds of tax-exempt obligations issued for improvements to the city's water system. The motion carried unanimously in a voice vote.

Consideration of Ordinance No. 2068 Vacating Portions of SW 31st Street, SW 32nd Street, SW 33rd Street, SW Coho Street, SW Brant Street, SW Abalone Street, and SW Anchor Way. Hawker introduced the agenda item. Nebel reported that at the August 18, 2014 City Council meeting, the Council held a public hearing on the vacation of a portion of SW 31st Street, SW 32nd Street, SW 33rd Street, SW Coho Street, SW Brant Street, SW Abalone Street, and SW Anchor Way. He added that no comments were received by the Council, and the public hearing was closed and action on the ordinance was deferred until agreements on acquisition of right-of-way from the OMSI, Investors XII, LLC, and Richard Murry were negotiated and approved by the Planning Commission. He stated that the Urban Renewal Agency, earlier this evening, approved the purchase of the right-of-way and easements, and that the City Council is now able to approve the vacations.

Nebel reported that the proposed street vacations will be effective once the plat of Sunset Dunes is recorded and a conservation easement is put in place over Lot 1, Block 1 of the plat. He added that the conservation easement will allow for low impact public access to this area once the street vacations are effective.

Allen noted that there are more extensive findings supporting this matter in the written materials.

MOTION was made by Beemer, seconded by Sawyer, to read Ordinance No. 2068, an ordinance vacating portions of SW 31st Street, SW 32nd Street, SW 33rd Street, SW Coho Street, SW Brant Street, SW Abalone Street, and SW Anchor Way with the vacation being effective once the plat of Sunset Dunes is recorded and a conservation easement is put in place over Lot 1, Block 1 of the plat, by title only, and place for final

passage. The motion carried unanimously in a voice vote. Hawker read the title of Ordinance No. 2068. Voting aye on the adoption of Ordinance No. 2068 were Allen, Beemer, Busby, Roumagoux, Swanson, Saelens, and Sawyer.

Report on the Finance Department Reorganization. Hawker introduced the agenda item. Nebel reported that one of the key tasks that Interim Finance Director Bob Gazewood and he had initiated early in 2014 was a complete review on the operations of the Finance Department with the goal of looking at opportunities to reorganize in order to improve the timeliness and accuracy of work done by the department. He stated that with regular changes of departmental leadership and City Manager's on a recurring basis, the continuity of management for the Finance Department has been in flux. He noted that in recent years much of the work responsibility has been centered on one position in the department which made it impossible to complete aspects of departmental work on a timely basis. He added that many times, one project had to be set aside for a more urgent one, and there was not sufficient time for review of work prior to completing the task. He stated that throughout this process, he and Bob met with all the employees of the department to get their perspective on how operations could be improved. He added that two part-time positions were consolidated into one full-time position with that position recently being filled. He noted that this will bring the department up to full staffing. He stated that with the new Finance Director starting his position in July, he and Gazewood felt it would be best to hold off on the reorganization of responsibilities until Murzynsky was on board.

Nebel reported that he, Murzynsky, and Gazewood spent a day working through all the various tasks that are required to be done by the Finance Department and dividing those tasks up among the personnel working in the Finance Department including the Finance Director. He added that certain tasks are being shifted to the city's new human resources position. He stated that the new allocation of job responsibilities was presented back to the departmental staff with a few minor modifications being made and has since been implemented. He noted that he believes this is a reasonable reallocation of responsibilities that will lead to more timely processing, improved accuracy of reporting, and better internal service with departments that rely on the Finance Department for support. He asked that everyone have patience with this reorganization as these job responsibilities have been shifted around and different employees will be at different points on the learning curve with some of their new obligations. He stated that as part of the reorganization, the responsibilities for completing the work necessary for the audit has been spread to several staff members. He noted that Murzynsky is working hard to have a timely annual audit for this year, and if this goal is met, it will be a good sign that the reorganization efforts are working.

Nebel expressed appreciation for everyone's willingness in the department to explore new ways of accomplishing the required tasks. He also expressed appreciation for the active role that Mike Murzynsky will be playing in the operation of the department.

Murzynsky gave a brief report on some of the specific changes that have been made to the operation of the Finance Department.

Allen asked when the next meeting of the Audit Committee is scheduled. Staff agreed to follow-up.

Report on Process to Review and Amend Title X of the Municipal Code Relating to Electronic Messaging Signs in Publicly-Zoned Districts. Hawker introduced the agenda item. Nebel reported that at the August 18, 2014 City Council meeting, the Council heard a request from the Oregon Coast Council for the Arts to upgrade the signage for the Performing Arts Center utilizing electronic signs instead of the current 4X8 sheets of plywood with vinyl with hand-painted images on those signs. He noted that since the Performing Arts Center is a city facility, it would be necessary for the City Council to approve the concept of electronic signs which ultimately would become city property. He added that the City Council would then need to initiate amendments to the Newport Municipal Code that would allow electronic signs on publicly-zoned properties and specifically address any restrictions that may exist in the Nye Beach area that is included in the code. He stated that based on the City Council's support of the concept of an upgrade of the signs at the Performing Arts Center that would include electronic signage, the Council requested a report on how to proceed with any zoning changes that would be necessary in order to permit this type of use. He stated that the packet contains a report from Tokos outlining the history of electronic sign regulation, along with the process that would be necessary to initiate changes to land use regulations. He added that if the City Council wishes to proceed with this matter, it would be appropriate to initiate, by motion, a referral to the Planning Commission. He stated that public hearings would then be held before the Planning Commission and the Council, and if modifications are approved then the Performing Arts Center could proceed in submitting a proposal to the city for upgrading the signage consistent with any modification to the existing sign code.

Nebel reported that at the August 18, 2014 City Council meeting, there was also discussion regarding the electronic sign located at the high school. He stated that Tokos has done some research which is included in his report in the packet. Nebel noted that the school sign is legal, and a non-conforming use, as it relates to city's zoning code.

Nebel reported that, at the August 18 meeting, the City Council discussed the possibility of utilizing any potential changes to electronic signs as a way to reduce other sign clutter that occurs within the city through the use of various forms of temporary signage in the community. He stated that it would be appropriate for Council to request that the Planning Commission consider these issues as part of this overall discussion on sign regulations.

MOTION was made by Busby, seconded by Saelens, to initiate amendments to Title X of the Newport Municipal Code that will allow electronic messaging signs on publicly-zoned properties and to refer the matter to the Planning Commission so they may develop appropriate standards regarding the time, place, and manner in which such signs can be installed, with the further provision that the Council encourage the Planning Commission to consider any appropriate steps that could be taken in order to reduce overall sign clutter in exchange for expanding message opportunities that electronic message signs can offer. The motion carried unanimously in a voice vote.

LOCAL CONTRACT REVIEW BOARD

The City Council, acting as the Local Contract Review Board, considered the next two agenda items.

Approval of the Purchase of Two Police Vehicles. Hawker introduced the agenda item. Nebel reported that in the current fiscal year, funds were appropriated for the replacement of two vehicles for the Police Department. He stated that the two old cars that are being removed from the fleet are a 2007 Ford Crown Victoria Interceptor, and a 2007 Dodge Durango. He noted that for many years, the Ford Crown Victoria Interceptor was the police vehicle of choice, but that this vehicle is no longer being made. He added that the Police Department, as well as many other departments, have had mixed success with the Dodge Chargers and the smaller police package vehicles produced by Ford and GMC, primarily because of the small size for transporting prisoners in the backseat, and for housing the various equipment that needs to be part of a modern day police car which utilizes a significant amount of space in the front seat area of the vehicle. He recommended the purchase of two Chevrolet Tahoe vehicles through the state contract.

MOTION was made by Beemer, seconded by Saelens, to approve the purchase of two Chevrolet Tahoes through the state purchasing contract in the amount of \$66,086.92. The motion carried unanimously in a voice vote.

Approval of the Purchase of a 2013 John Deere 410K Backhoe Loader. Hawker introduced the agenda item. Nebel reported that in the current year, funds were budgeted for the replacement of a backhoe loader from the Water Fund. He stated this purchase is being sole sourced as the city has many attachments that are set-up for a John Deere backhoe, and by staying with John Deere, this equipment will not need to be replaced. He stated that the only Oregon authorized John Deere dealer for industrial equipment is Pape Machinery.

MOTION was made by Sawyer, seconded by Beemer, to approve the purchase of a 2014 John Deere 410K Backhoe Loader in the amount of \$93,180 which includes the trade-in of the existing John Deere 510D 1992 Loader in the amount of \$11,600. The motion carried unanimously in a voice vote.

RESUME CITY COUNCIL MEETING

REPORT FROM MAYOR AND COUNCIL

Roumagoux reported that Council met in executive session on August 25 to review applications/proposals from individuals/firms interested in providing City Attorney services to the city. She noted that Council will interview Steven Rich, from Grants Pass, and Dave Gordon, of counsel with the firm on Ouderkirk and Hollen on September 4.

Roumagoux reported that she judged the Mayor's Choice Award at the Quilt Show.

Roumagoux reported that she attended the recent Niska Illahee presentation of royalty where Bud Lane and several dancers performed the feather dance.

Roumagoux reported that she gave a welcome speech to the Oregon Music Teachers Association when they were meeting in Newport.

Roumagoux reported that she met with Gary Maffei, from OMSI, to select art for OMSI's Newport facility. She noted that he provided an update noting that 6,000 students will be bussed to the Newport facility during winter months.

Roumagoux reported that she attended the Coastal Economic Caucus and introduced Senator Wyden.

Roumagoux reminded everyone of the Don Davis book signing on Friday, September 5.

Sawyer reported that he had out-of-town guests last weekend who toured Newport. He commended hospitality workers for their dedication and treatment of visitors and locals alike.

Sawyer reported that CERT training starts on September 16, and anyone interested should contact Melanie Nelson at the Fire Department.

Saelens reported that the VAC re-envisioning group had met and worked with Nebel to formalize the relationship between the city and that group. He noted that the group continues to be energetic and is working on projects to recognize a greater income for the VAC and to promote tourism. He noted that October will bring a stump rubbings exhibit, and November will include a surf art show.

Saelens reported that he is unable to attend the special City Council meeting on Thursday and requested an excused absence. MOTION was made by Busby, seconded by Allen, to excuse Saelens from the special City Council meeting of September 4, 2014. The motion carried unanimously in a voice vote.

Saelens noted that a meeting with OMSI and potential contractors has been scheduled. Roumagoux reported that the meeting will be held on September 5 at the OCCC.

Swanson suggested that the Gatekeeper Referral Program could be used to refer people to places to obtain help on a variety of issues, including folks who use frequent city services for issues such as falling.

Roumagoux reported that she has material regarding OMSI's new campus that she will leave in the City Council office for others to review.

Busby reported that the Business License Working Group will meet on September 8, 2014, at 3:00 P.M. He noted that Tokos has prepared a draft of a proposed ordinance for discussion.

Busby reported that the Public Arts Committee did not meet last month due to lack of a quorum.

Busby reported that the Airport Committee is organizing a grand reopening of airport facility on October 18.

Beemer reported that he attended the Port Commission meeting last week, at which a discussion ensued regarding dredging of the area adjacent to the dock during the dredging of the turning basin.

Beemer that he and others met with Jim Golden, CEO of the Corvallis to Coast Trail, and explored the east end of the trail.

Allen reported that the City Manager's Evaluation Sub-Group will meet on September 8 to finalize documents and procedures. He added that the group will report to Council on September 15 and move forward with evaluating the City Manager later in September.

ADJOURNMENT

Having no further business, the meeting adjourned at 8:28 P.M.

Margaret M. Hawker, City Recorder

Sandra N. Roumagoux, Mayor



Agenda Item:

Public Hearing and Consideration of Ordinance No.2071 Authorizing the Issuance of Water Revenue Bonds for a Total of Not to Exceed \$18,000,000 Over a Twelve-Year Period

Background:

As part of the Infrastructure Task Force Report, it was deemed appropriate to issue bonds to construct various water and sewer needs over the next twelve year period, rather than opting for a “pay as you go” model for paying for these improvements. While the issuance of debt will impact water rates, the overall impact is significantly less than attempting to finance these improvements on a cash basis.

As a result, Interim Finance Director Bob Gazewood has evaluated a number of mechanisms in order to proceed with financing of these improvements in accordance with the Infrastructure Task Force conclusions. The city could finance these improvement dollars through bank placement, used revenue bonds, or guarantee them as a general obligation bond. While the interest rates would likely be lower for an outright general obligation bond, the city would be required to establish significant cash reserves in order to cover the annual debt payment. This reserve requirement is not necessary with a revenue bond. The interest rates with a bank placement assume no requirement to fund any reserves, but would be significantly higher than the revenue bonds or the general obligation bonds. After evaluating these options, former Interim Finance Director Bob Gazewood is recommending that the city pursue revenue bonds for these improvements based on the competitive interest rate that would be anticipated for a revenue bond, and the elimination of the requirement to have a reserve fund to cover this debt. If the Council concurs, the ordinance can be considered for approval. This is a significant step forward in the continued rehabilitation of the city’s aging water system.

Recommended Action:

I recommend the Mayor conduct a public hearing on the approval of Ordinance No. 2071, an ordinance authorizing the issuance of Water Revenue Bonds for a total of not to exceed \$18,000,000 over the course of a twelve-year period issued in four separate series, with the source of funds for repayment of the bonds being water system revenues.

Following public hearing I further recommend the City Council approve the following motion:

I move that the City Council adopt Ordinance No. 2071, an ordinance authorizing the issuance of Water Revenue Bonds for a total of not to exceed \$18,000,000, be read by title only and placed for final passage.

The Mayor will then ask for a voice vote on whether to read the ordinance by title only and place for final passage.

If approved, the City Recorder will read the title of the ordinance.

A roll call vote on the final passage of the ordinance will then be requested by the Mayor and taken by the City Recorder.

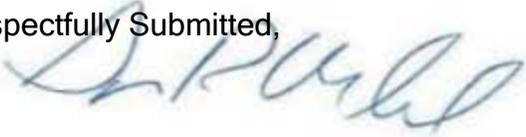
Fiscal Effects:

Approval of this ordinance will make available four series of water revenue bonds in the amount of \$4,500,000 per series, for a total of \$18,000,000, over the course of the next twelve years to fund infrastructure replacement within the City of Newport. This is consistent with the city's Infrastructure Task Force recommendations that were adopted by the City Council.

Alternatives:

None recommended.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is written over the typed name.

Spencer R. Nebel
City Manager



Agenda Item # City Manager Report Item

Meeting Date September 15, 2014

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title – AN ORDINANCE OF THE CITY OF NEWPORT, OREGON, AUTHORIZING THE ISSUANCE OF WATER REVENUE BONDS FOR A TOTAL OF NOT TO EXCEED \$18,000,000.

ORDINANCE NUMBER 2071

Prepared By: Mike Murzynsky Dept. Head Approval: MM City Mgr. Approval:

Issue Before the Council:

The City of Newport desires to finance the costs of improvements to the City's water system and intends to finance costs of these improvements from the proceeds of the sale of obligations in the amount of \$18,000,000 in four series over the course of twelve years. The City finds it is financially feasible and in the best interests to authorize the issuance of water revenue bonds to finance capital improvements to the City's water system. Oregon Revised Statutes (ORS) Section 287A.150 and related provisions or ORS Chapter 287A (collectively, the Statutes) permit the City to authorize revenues bonds for any public purpose by enacting a nonemergency ordinance and to secure those bonds with any revenues or other property of the City once the ordinance takes effect 30 days after adoption. This 30 day window allows the citizens of Newport the opportunity to ask questions about the issuance and if need be ask that the ordinance be presented to the local voters for approval.

Staff Recommendation:

Finance staff recommends the Council accept the ordinance after a public hearing.

Proposed Motion:

I move to adopt Ordinance no. 2071 which authorizes the issuance and sale of up to \$18 Million Dollars (\$18,000,000) of water revenue bonds over the course of twelve years in four series which will be paid with water system revenues.

Key Facts and Information Summary:

- 1) **This ordinance authorizes the issuance of not more than \$18,000,000 in four series over the course of twelve years.**
- 2) **The proceeds may be used to finance costs of approved water system projects.**
- 3) **The net revenues of the Water System will be pledged by the City to pay the Water Revenue bonds.**
- 4) **Neither the authorization nor the issuance of the bonds allows the City to levy any additional taxes.**
- 5) **The bonds shall not be sold until the referral period of this nonemergency ordinance has expired and it takes effect.**
- 6) **If the ordinance is referred by the citizens of Newport the City may not sell the bonds unless the voters approve the ordinance.**
- 7) **After 30 days when the ordinance takes effect, the City Manager or their designee are authorized to, on behalf of the City and without further action from the City Council:**
 - a) **Issue the revenue bonds in one or more series at different times and follow the other processes listed in Ordinance 2071**
 - b) **Master Declaration document will be submitted to Council/City Manager once it is submitted by Financial Advisor and Bond Counsel.**

Attachment List:

Ordinance number 2071 – Authorizing the issuance of \$18,000,000 Water Revenue Bond

Fiscal Notes:

Series one in the amount of \$4,500,000 is included in the 2014-15 Fiscal Year Budget...no supplemental budget required.

CITY OF NEWPORT

ORDINANCE NO. 2071

**AN ORDINANCE OF THE CITY OF NEWPORT, OREGON,
AUTHORIZING THE ISSUANCE OF WATER REVENUE BONDS
FOR A TOTAL OF NOT TO EXCEED \$18,000,000.**

WHEREAS, Oregon Revised Statutes (“ORS”) Section 287A.150 and related provisions of ORS Chapter 287A (collectively, the “Statutes”) permit the City of Newport, Oregon (the “City”) to authorize revenue bonds for any public purpose, and to secure those bonds with any revenues or other property of the City; and,

WHEREAS, the Statutes permit the City to authorize revenue bonds by enacting a nonemergency ordinance, but prohibit the sale of those revenue bonds until the ordinance takes effect, thus allowing citizens to prevent the sale of the bonds by referring the ordinance and voting against its enactment; and,

WHEREAS, the City now finds it financially feasible and in the best interests of the City to authorize the issuance of water revenue bonds to finance capital improvements to the City’s water system, including but not limited to, conversion to a new meter reading process and upgrades to the water infrastructure (collectively, the “Projects”); and,

WHEREAS, the City adopts this ordinance to authorize the issuance and sale of up to Eighteen Million Dollars (\$18,000,000) of water revenue bonds, which the City currently expects to issue in four series over the course of twelve years;

THE CITY OF NEWPORT ORDAINS AS FOLLOWS:

SECTION 1: Revenue Bonds Authorized. The City hereby authorizes the issuance of not more than Eighteen Million Dollars (\$18,000,000) in aggregate principal amount of revenue bonds (the “Revenue Bonds”) under the Statutes. The proceeds of the Revenue Bonds may be used to finance costs of the Projects, to fund debt service reserves, and to finance other costs related to issuing the Revenue Bonds. The Revenue Bonds shall be special obligations of the City that are payable solely from the net revenues of the Water System and related amounts that the City pledges to pay the Revenue Bonds.

SECTION 2: No Additional Taxes Authorized; Bonds Payable Solely from Water System Revenues. Neither the authorization nor the issuance of the Revenue Bonds described in Section 1 of this ordinance shall authorize the City to levy any additional taxes.

SECTION 3: Procedure. The Revenue Bonds shall not be sold until the period for referral of this nonemergency ordinance has expired and this ordinance takes effect. If this ordinance is referred, the City may not sell the Revenue Bonds unless the voters approve this ordinance.

SECTION 4: Bond Sale Authorized. When and if this ordinance takes effect the City Manager or his or her designee (each of whom is referred to herein as a “City Official”) are hereby authorized, on behalf of the City and without further action by the City Council, to:

- 1) Issue the Revenue Bonds in one or more series and at different times.
- 2) Structure the Revenue Bonds in any form permitted by ORS Chapter 287A.
- 3) Pledge all or any portion of the net revenues of the City’s water system to pay each series of Revenue Bonds, and determine the lien status of each pledge.
- 4) Participate in the preparation of, authorize the distribution of, and deem final the preliminary and final official statements and any other disclosure documents for any series of Revenue Bonds.
- 5) Establish the final principal amount, maturity schedule, interest payment dates, interest rates, denominations and all other terms for each series of Revenue Bonds.
- 6) Publish a notice of sale, receive bids, and award the sale of each series of Revenue Bonds to the bidder complying with the notice and offering the most favorable terms to the City, or select one or more underwriters, commercial banks, or other investors, and negotiate the sale of any series of the Revenue Bonds with those underwriters, commercial banks, or investors.
- 7) Undertake to provide continuing disclosure for any series of Revenue Bonds in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission.
- 8) Apply for ratings for any series of Revenue Bonds.
- 9) Apply for and purchase municipal bond insurance, reserve sureties or other forms of credit enhancements for any series of Revenue Bonds, and enter into related agreements.
- 10) Prepare, finalize the terms of, and execute a new master water system borrowing declaration (the “Master Declaration”) which pledges the revenues of the City’s water system to the Revenue Bonds, contains covenants regarding the levels of fees and charges that the City must impose for its water system, describes the terms under which the City may issue obligations in the future that are secured by the revenues of the City’s water system, describes the Revenue Bonds, and specifies administrative provisions relating to obligations that are secured by the revenues of the City’s water system.
- 11) Appoint and enter into agreements with paying agents and other professionals and service providers.
- 12) Determine whether each series of Revenue Bonds will bear interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended, or is includable in gross income under that code. If a series bears interest that is excludable from gross income under that code, the City Official may enter into covenants to maintain the excludability of interest on that series of the Revenue Bonds from gross income.

- 13) Designate any series of tax-exempt Revenue Bonds as qualified tax-exempt obligations pursuant to Section 265(b)(3) of the Code.
- 14) Execute and deliver any agreements or certificates and take any other action in connection with the Revenue Bonds that a City Official finds will be advantageous to sell and issue the Revenue Bonds and carry out this ordinance.

SECTION 5: This ordinance shall be effective 30 days after its adoption by the City Council pursuant to Section 17 of the City Charter unless it is successfully referred.

Adopted by the Newport City Council on September 15, 2014.

Signed by the Mayor on _____, 2014.

Sandra N. Roumagoux, Mayor

ATTEST:

Margaret M. Hawker, City Recorder

City of Newport, Oregon
Summary of Water Financing Options

Sale Method	Bank Placement ⁽¹⁾	Public Sale ⁽²⁾	Public Sale Double Barrel
Security	Water Revenues	Water Revenues	Water Revenues
Estimated Delivery Date	10/15/2014	11/15/2014	11/15/2014
Time to Completion	Resolution + 1 Month	Resolution + 2 Months	Resolution + 2 Months
Par Amount	\$ 4,565,800	\$ 4,360,000	\$ 4,315,000
Premium	-	311,739	323,698
Total Estimated Costs	65,800	167,795	138,608
Available for Projects	\$ 4,500,000	\$ 4,503,943	\$ 4,500,091
Total Debt Service	\$ 6,529,537	\$ 6,325,804	\$ 6,259,783
Average Annual Debt Service	\$ 332,010	\$ 324,600	\$ 319,649
Projected Coverage Ratio ⁽³⁾			
2015	180%	204%	205%
2016	149%	153%	154%
2017	201%	205%	206%
2018	229%	233%	234%
All-In True Interest Cost (ATIC)	3.915%	3.562%	3.455%

(1) Assumes purchasing Bank will agree to no reserve fund requirement. Inline with recent market conditions.

(2) Assumes purchase of surety policy and bond insurance from Assured Guaranty to cover reserve requirement.

(3) Includes Seal Rock Water District debt service payments.



CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda #: VII.A.
Meeting Date: September 15, 2014

Agenda Item:

From the Sub-Group to Develop a City Manager Evaluation Process - Report on the Process for the City Manager's Evaluation

Background:

Over the past year and a half a sub-group from the City Council has met to develop a process for evaluating the City Manager. The sub-group includes Councilors Allen, Saelens, and Swanson. The sub-group held-off on making a final recommendation to the City Council until the evaluation process could be reviewed by a new City Manager. Over the past month, I have had a chance to review the work of the sub-group and have provided my comments to the group for their consideration in finalizing this process. Overall I believe that the sub-group has put together a very workable evaluation tool that will allow each Council member to provide their comments on what is working and what needs improvement as it relates to the job that the City Manager is expected to do for the City of Newport.

There is a series of questions relating to organizational management, department operations, financial management, personal traits, relations with external stakeholders, and foresight and vision that are included as a method to obtain and compile the collective opinions of individual Council members to create a collective evaluation by the Council of the City Manager. The process utilizes the Mayor and Council President to coordinate the distribution, collection, and compilation of the individual comments from each Council member, and also from the City Manager's self-evaluation form. Once the evaluation forms have been collected and compiled, the Mayor and Council President will meet with the City Manager to review the results in preparation for an executive session where the City Manager will meet with the entire Council and discuss the development of performance goals for the upcoming year, identify job related strengths, identify plans to strengthen performance, and any summary comments from the City Council. One issue that should be discussed by the Council relates to the utilization of numbers in the evaluation form rather than initials for words. I am a proponent of using a numerical indication instead of a descriptive indicator primarily because of the need to compile the collective results of the seven individual evaluations from the Council. The City Council was trying to avoid numerical scores. This makes it difficult to summarize the City Council's response to the questions. For example, if the numeric scores for question 1 are 1, 3, 2, 2, 2, 1, 1 then a collective score of 1.71 (sum of the total, divided by the seven responses) can be reflected as a composite score of the Council. In the alternative, letters describing the responses of EE, DEV, FE, FE, FE, EE, EE are not as meaningful and cannot be clearly summarized.

The compiled results will then be presented at a regular City Council meeting with the City Council formally approving a summarized City Manager evaluation. This will comply with the employment agreement between the City of Newport and the City Manager which provides: "City Council shall review Nebel's performance annually on or about September 1 of each calendar year, commencing in 2014. Adjustments to Nebel's compensation, based on the annual performance review, shall be effective on January 1". Please note that compensation cannot be discussed in executive session.

The sub-group is recommending that the City Council formally accept the City Manager performance evaluation process as outlined within. If accepted, evaluation forms would be distributed to each of the Council members as well as to the City Manager on September 16, 2014, with the evaluation forms being returned to the Mayor and/or Council President by Monday, September 22, 2014, to be compiled and prepared for an executive session Monday, September 29, 2014, at noon, with the final evaluation report being formally being presented for acceptance by the Council at the Regular meeting on Monday, October 6, 2014.

Recommended Action:

I recommend the City Council approve the following motions:

I move that the City Council accept the report from the City Manager Evaluation Process Sub-group implementing an evaluation process for the City Manager as required in the employment agreement between the City Manager and Council.

I further move that the City Council establish a deadline for returning the individual evaluation forms from each City Council member and also from the City Manager as Monday, September 22, 2014 with an executive session being held Monday, September 29, 2014, at noon, for the Council and City Manager to meet to review and discuss the results of the evaluation with a final report being proposed for acceptance by the Council at the regular meeting to be held on October 6, 2014.

Fiscal Effects:

None through the evaluation process.

Alternatives:

Select an alternate day for the executive session or as suggested by the City Council.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel", is written over a light blue horizontal line.

Spencer R. Nebel
City Manager

CITY MANAGER PERFORMANCE EVALUATION OVERVIEW

The following information, inclusive of an evaluation form, supports the System Integration™ (SI) City Manager Evaluation Process which reviews progress and results in three areas: (1) Adherence to Council policy; (2) Annual Performance Plan achievements; and (3) Leadership Competency Assessment results.

Each City Council will have its own specific challenges and may suggest modifications to this document that improve its value to their own unique circumstances.

1. What is a City Manager evaluation?
 - a. The process of planning, reviewing, and providing feedback on the performance of the City Manager.
 - b. A means of demonstrating organizational accountability to citizens, employees, and key regional partners.
 - c. A means of maintaining alignment between goals set and achievements reached.
 - d. An element of decision about compensation.
 - e. A means of determining the need for further professional development, education, or training.
2. What is the role of the City Council?
 - a. Be familiar with all policy established by Council that describes how authority is delegated to the City Manager and its proper use monitored; the City Manager's role and his/her authority and accountability; constraints on the City Manager's authority which establish the practical, ethical, and legal boundaries within which all staff activity and decision-making will take place and be monitored; and what the Council intends for the city to achieve.
 - b. Schedule agenda time quarterly for the Personnel Committee report.
 - c. Provide annual review of City Manager performance and results achievement.
 - d. Maintain a balance of support and trust with a relationship of accountability with the City Manager.
3. What is the process?
 - a. Council appoints a Personnel Committee responsible for monitoring progress and measuring results of City Manager performance.
 - b. Personnel Committee meets each quarter with the City Manager to review adherence to the governance policies and the city's progress on the Annual Performance Plan.
 - c. Personnel Committee is responsible for providing quarterly updates to the full Council on City Manager progress and achievements.
 - d. Personnel Committee facilitates a full Council review annually of City Manager performance.
 - e. Council arranges for an annual assessment of City Manager Leadership Competencies.

This draft was assembled from different City Manager evaluation forms provided as a part of the process.

- f. Based on the results of the comprehensive annual review, Council determines the need for further professional development, education, or training for the City Manager and adjusts compensation accordingly.

4. Opportunities

In a relationship of trust and support, Council members and the City Manager can have an honest dialogue about what is being accomplished, where the gaps may be, and how to maintain progress. Good relationships promote candor and constructive planning.

Evaluate the WHAT and the HOW - Results that should be accomplished and leadership skills that should be demonstrated.

Examples of WHAT include: Fulfillment of the City Mission, achievement of the objectives on the Annual Performance Plan, operational effectiveness, fiscal and staff management, public relations and advocacy.

Examples of HOW include: Personal qualities such as integrity and commitment, interpersonal skills such as effective communication and influence, and leadership skills such as vision, staff development, innovation, and process efficiency.

5. Pitfalls to Avoid

- a. Council members represent a diverse group of voices that may not be unified in their expectations of the City Manager.
- b. Relationships are too close, supportive, and friendly, there can be a reluctance to bring up areas of performance that need improvement and a tendency to avoid conflict.
- c. Compensation adjustments do not reflect the results of the annual review.
- d. Members of the Personnel Committee have no experience in performance management.

Rating Period: _____

Performance Standard Rating

Exceeds Expectations	=	EE
Fully Effective	=	FE
Developing	=	DEV
Needs Improvement	=	NI
No Opinion/Not Observed	=	NO

The standard evaluation form rates the City Manager performance at four levels defined as follows:

Exceeds Expectations: Employee performance exceeds normal expectations of the position.

Fully Effective: Employee has achieved full competence in all critical measures of performance and overall contribution is entirely satisfactory.

Developing: Employee has not yet achieved full effectiveness but is in a training or development mode AND the rate of growth is proceeding at a satisfactory rate.

Needs Improvement: Employee has had adequate time, training, and the opportunity to achieve the fully effective level but performance in one or more areas is below the level of full competence and effectiveness.

No Opinion/Not Observed: Evaluator has no opinion and/or knowledge in this area.

Element A: Department Operations

Overall Rating _____

Indicators	Rating
1. Does the Manager facilitate an on-going leadership partnership between elected officials and Department Heads?	
2. Does the Manager inform and consult Council about anticipated changes?	
3. Does the Manager take a long-term view and initiate and manage organizational change for the future; build the vision with others; spot opportunities to move the organization toward the vision?	
4. Does the Manager evaluate City organization, operations and programs, and explore new methods for conducting city business and enhancing city effectiveness?	
5. Does the Manager actively promote, support, and champion efforts to Involve mid-level managers in city management issues?	
6. Does the Manager foster an environment that promotes an expectation of high performance standards throughout the organization?	

Comments including examples of performance to support your appraisal.

Element B: Department Operations

Overall Rating _____

Indicators	Rating
1. Is the Finance Department effective and meeting community needs? (Finance, Human Resources, and Municipal Court)	
2. Is the Community Development Department effective and meeting community needs? (Planning and Building)	
3. Is the Fire Department effective and meeting community needs?	
4. Is the City Manager's Office effective and meeting community needs? (City Manager, City Recorder)	
5. Is the Parks and Recreation Department effective and meeting community needs?	
6. Is the Library effective and meeting community needs?	
7. Is the Public Works Department effective and meeting community needs? (Building Maintenance, Streets, Storm Drainage, Wastewater, Water, Grounds Maintenance)	
8. Is the Police Department effective and meeting community needs?	
9. Is the Airport effective and meeting community needs?	

Comments including examples of performance to support your appraisal.

Element C: Financial Management

Overall Rating _____

Indicators	Rating
1. Does the Manager develop financial Plans that allow City Council to Anticipate and respond to changes In the city's finances?	
2. Do the budgets developed by the Manager reflect Council priorities?	
3. Does the Manager ensure that the City budget is based on a sustainable Service and funding strategy so that Ongoing expenses are supported by Ongoing revenue?	
4. Does the Manager control Expenditures in accordance with Approved budgets?	
5. Does the Manager ensure that city Financial matters are clear and Available to the public?	

Comments including examples of performance to support your appraisal.

Element D: Personal Traits

Overall Rating _____

Indicators	Rating
1. Communication: Ensures both oral and written communication is clear, concise, and articulate.	
2. Initiative: Proposes, when appropriate, ideas that could Represent new or different ways To advance Council, department, Staff, or management goals.	
3. Judgment: Exercises good judgment in fiscal, personnel, and other matters of public concern.	
4. Fairness and Impartiality: Deals with the Council, Department Heads, and staff in a fair and impartial manner.	
5. Creativity: Demonstrates a willingness to explore new ways to leverage existing and potential assets.	
6. Professional Development: Seeks and undertakes professional development opportunities that could enhance efficiency, effectiveness, and creativity in areas that would benefit the city.	
7. Professional Leadership: Seeks roles in local and regional organizations.	
8. Ethics and Morals: Exhibits high standards of personal moral and ethical behavior.	

Comments including examples of performance to support your appraisal.

Element E: External Stakeholder Relations

Overall Rating: _____

Indicators	Rating
1. Builds and maintains active partnerships with local, regional, state, and federal government jurisdictions and agencies.	
2. Builds and maintains active partnerships with non-profit and non-governmental organizations.	
3. Builds and maintains active partnerships with private enterprise.	
4. Builds and maintains relationships with members of boards and commissions.	
5. Ensures strategic pursuit of financial resources (grants) from other agencies, including proactive notice to Council of opportunities that may require re-prioritization of goals.	
6. Contributes to good government through regular participation in local, regional, and state committees and organizations.	
7. Lobbies effectively with legislators and state agencies regarding city programs and projects.	

Comments including examples of performance to support your appraisal.

Element F: Foresight/Vision

Overall Rating _____

Indicators	Rating
1. Maintains the long-term view for the city in national, state, county, and local affairs.	
2. Communicates and interacts productively with governmental entities at local, state, and national levels.	

Comments including examples of performance to support your appraisal.

DRAFT

CITY MANAGER'S SELF-EVALUATION

1. Employee's overall self-evaluation of performance:
2. Development plans and areas targeted for improved performance:
3. Recommended major goals and objectives for next year:
4. How can your Mayor and/or City Council assist in your job success and enjoyment?
5. Additional Comments:

Employee Signature _____ Date _____

Rater's comments on employment input form:

Rater's Signature _____ Date _____

This draft was assembled from different City Manager evaluation forms provided as a part of the process.

CITY MANAGER EVALUATION SUMMARY

GOALS FOR THE UPCOMING YEAR:

- 1.
- 2.
- 3.

JOB-RELATED STRENGTHS:

- 1.
- 2.
- 3.

PLANS TO STRENGTHEN PERFORMANCE:

- 1.
- 2.
- 3.

SUMMARY:

City Manager

Date

Mayor

Date

This draft was assembled from different City Manager evaluation forms provided as a part of the process.

CITY OF NEWPORT, OREGON CITY MANAGER PERFORMANCE EVALUATION PROCESS

The following information, inclusive of an evaluation form, is intended to serve as a tool to evaluate the performance of the City Manager in the areas of Organizational Management, Department Operations, Financial Management, Personal Traits, External Stakeholder Relations, and Foresight/Vision. The evaluation process is designed to create performance goals for the City Manager for the next year.

Each City Council will have its own specific challenges and may suggest modifications to this document that improve its value to their own unique circumstances.

1. What is a City Manager evaluation?
 - a. The process of planning, reviewing, and providing feedback on the performance of the City Manager.
 - b. A means of demonstrating organizational accountability to citizens, employees, and key regional partners.
 - c. A means of maintaining alignment between goals set and achievements reached.
 - d. An element of decision about compensation.
 - e. A means of determining the need for further professional development, education, or training.
2. What is the role of the City Council?
 - a. Be familiar with all policy established by Council that describes how authority is delegated to the City Manager and its proper use monitored; the City Manager's role and his/her authority and accountability; constraints on the City Manager's authority which establish the practical, ethical, and legal boundaries within which all staff activity and decision-making will take place and be monitored; and what the Council intends for the city to achieve.
 - b. Provide annual review of City Manager performance and results achievement.
 - c. Maintain a balance of support and trust with a relationship of accountability with the City Manager.
3. What is the process?
 - a. The Mayor and Council President shall serve as a Quality Review Team to coordinate a full Council annual review of the City Manager's performance. The City Council shall designate an alternate member of the Council who will only serve in the absence of the Mayor or Council President for any team meetings.
 - b. The Quality Review Team will annually review the evaluation tool and present a report to the City Council in August of each year regarding any proposed modifications to the evaluation tool.
 - c. The Mayor and Council President will coordinate the distribution of any evaluation forms to members of the City Council and also the City Manager,

- collect the forms from Council members and the City Manager, and compile a summary of the results of the evaluation.
- d. The Mayor and Council President will review the results of the evaluation in an executive session of the Council with the City Manager.
 - e. A summary of the results will be presented at a following regular meeting of the City Council.
 - f. The Mayor and Council President meets each quarter with the City Manager to review adherence to the governance policies, City Manager Evaluation Summary, and the city's progress on the Annual Council goals.
 - g. The Quality Review Team is responsible for providing quarterly updates to the full Council on City Manager progress and achievements.
 - h. Based on the results of the comprehensive annual review, Council determines the need for further professional development, education, training or other methods of evaluation for the City Manager and adjusts compensation accordingly.

4. Opportunities

In a relationship of trust and support, Council members and the City Manager can have an honest dialogue about what is being accomplished, where the gaps may be, and how to maintain progress. Good relationships promote candor and constructive planning.

Evaluate the WHAT and the HOW - Results that should be accomplished and leadership skills that should be demonstrated.

Examples of WHAT include: Fulfillment of the City Mission, achievement of the objectives on the Annual Performance Plan, operational effectiveness, fiscal and staff management, public relations and advocacy.

Examples of HOW include: Personal qualities such as integrity and commitment, interpersonal skills such as effective communication and influence, and leadership skills such as vision, staff development, innovation, and process efficiency.

5. Pitfalls to Avoid

- a. Council members represent a diverse group of voices that may not be unified in their expectations of the City Manager.
- b. Relationships are too close, supportive, and friendly, there can be a reluctance to bring up areas of performance that need improvement and a tendency to avoid conflict.
- c. Compensation adjustments do not reflect the results of the annual review.

DRAFT

Please note: This document was developed from different City Manager evaluation forms provided as a part of the process, including information from System Integration™.

Rating Period: _____

Performance Standard Rating

Exceeds Expectations	=	EE	1
Fully Effective	=	FE	2
Developing	=	DEV	3
Needs Improvement	=	NI	4
No Opinion/Not Observed	=	NO	NO

The standard evaluation form rates the City Manager performance at four levels defined as follows:

Exceeds Expectations: Employee performance exceeds normal expectations of the position.

Fully Effective: Employee has achieved full competence in all critical measures of performance and overall contribution is entirely satisfactory.

Developing: Employee has not yet achieved full effectiveness but is in a training or development mode AND the rate of growth is proceeding at a satisfactory rate.

Needs Improvement: Employee has had adequate time, training, and the opportunity to achieve the fully effective level but performance in one or more areas is below the level of full competence and effectiveness.

No Opinion/Not Observed: Evaluator has no opinion and/or knowledge in this area.

Element A: Organizational Management

Overall

Rating

Indicators	Rating
1. Does the Manager facilitate an on-going leadership partnership between elected officials and Department Heads?	
2. Does the Manager provide effective communications to keep the Council informed regarding agenda items, participation in community events, meetings with staff and public, progress on administrative projects, and other anticipated issues that may concern the Council.	
3. Does the Manager take a long-term view and initiate and manage organizational change for the future; build the vision with others; spot opportunities to move the organization toward the vision?	
4. Does the Manager evaluate City organization, operations and programs, and explore new methods for conducting city business and enhancing city effectiveness?	
5. Does the Manager actively promote, support, and champion efforts to Involve mid-level managers in city management issues?	
6. Does the Manager foster an environment that promotes an expectation of high performance standards throughout the organization?	

Comments including examples of performance to support your appraisal.

Element B: Department Operations

Overall Rating _____

Indicators	Rating
1. Is the Finance Department effective and meeting community needs? (Finance, Human Resources, and Municipal Court)	
2. Is the Community Development Department effective and meeting community needs? (Planning and Building)	
3. Is the Fire Department effective and meeting community needs?	
4. Is the City Manager's Office effective and meeting community needs? (City Manager, City Recorder)	
5. Is the Parks and Recreation Department effective and meeting community needs?	
6. Is the Library effective and meeting community needs?	
7. Is the Public Works Department effective and meeting community needs? (Building Maintenance, Streets, Storm Drainage, Wastewater, Water, Grounds Maintenance)	
8. Is the Police Department effective and meeting community needs?	
9. Is the Airport effective and meeting community needs?	

Comments including examples of performance to support your appraisal.

Element C: Financial Management

Overall Rating _____

Indicators	Rating
1. Does the Manager develop financial Plans that allow City Council to Anticipate and respond to changes In the city's finances?	
2. Do the budgets developed by the Manager reflect Council priorities?	
3. Does the Manager ensure that the City budget is based on a sustainable Service and funding strategy so that Ongoing expenses are supported by Ongoing revenue?	
4. Does the Manager control Expenditures in accordance with Approved budgets?	
5. Does the Manager ensure that city Financial matters are clear and Available to the public?	

Comments including examples of performance to support your appraisal.

Element D: Personal Traits

Overall Rating _____

Indicators	Rating
1. Communication: Ensures both oral and written communication is clear, concise, and articulate.	
2. Initiative: Proposes, when appropriate, ideas that could represent new or different ways to advance Council, department, Staff, or management goals.	
3. Judgment: Exercises good judgment in fiscal, personnel, and other matters of public concern.	
4. Fairness and Impartiality: Deals with the Council, Department Heads, and staff in a fair and impartial manner.	
5. Creativity: Demonstrates a willingness to explore new ways to leverage existing and potential assets.	
6. Professional Development: Seeks and undertakes professional development opportunities that could enhance efficiency, effectiveness, and creativity in areas that would benefit the city.	
7. Professional Leadership: Seeks roles in local and regional organizations.	
8. Ethics and Morals: Exhibits high standards of personal moral and ethical behavior.	

Comments including examples of performance to support your appraisal.

Element E: External Stakeholder Relations

Overall Rating: _____

Indicators	Rating
1. Builds and maintains active partnerships with local, regional, state, and federal government jurisdictions and agencies.	
2. Builds and maintains active partnerships with non-profit and non-governmental organizations.	
3. Builds and maintains active partnerships with private enterprise.	
4. Builds and maintains relationships with members of boards and commissions.	
5. Ensures strategic pursuit of financial resources (grants) from other agencies, including proactive notice to Council of opportunities that may require re-prioritization of goals.	
6. Contributes to good government through regular participation in local, regional, and state committees and organizations.	
7. Lobbies effectively with legislators and state agencies regarding city programs and projects.	

Comments including examples of performance to support your appraisal.

Element F: Foresight/Vision

Overall

Rating

Indicators	Rating
1. Maintains the long-term view for the city in national, state, county, and local affairs.	
2. Communicates and interacts productively with governmental entities at local, state, and national levels.	

Comments including examples of performance to support your appraisal.

DRAFT

CITY MANAGER'S SELF-EVALUATION

1. Employee's overall self-evaluation of performance:
2. Development plans and areas targeted for improved performance:
3. Recommended major goals and objectives for next year:
4. How can your Mayor and/or City Council assist in your job success and enjoyment?
5. Additional Comments:

Employee Signature _____ Date _____

Rater's comments on employment input form:

Rater's Signature _____ Date _____

CITY MANAGER EVALUATION SUMMARY

PERFORMANCE GOALS FOR THE UPCOMING YEAR:

- 1.
- 2.
- 3.

JOB-RELATED STRENGTHS:

- 1.
- 2.
- 3.

PLANS TO STRENGTHEN PERFORMANCE:

- 1.
- 2.
- 3.

SUMMARY:

City Manager

Date

Mayor

Date

CITY MANAGER'S REPORT AND RECOMMENDATIONS



Agenda #: VII.B
Meeting Date: September 15, 2014

Agenda Item: From Councilors Allen and Beemer - Report on City Attorney Hiring Process

Background:

On September 4, 2014, the City Council interviewed candidates to serve as City Attorney for the city in either an employment or contractual capacity. As a result of the interview process, Councilors Allen and Beemer were requested to conduct the appropriate reference checks on the first choice candidate following the interviews. In addition, the Council members requested that Councilors Allen and Beemer discuss various employment issues with this candidate. It is the intent of Councilors Allen and Beemer to report back to the Council on October 6, 2014, with a recommendation for a possible job offer to the first choice candidate. If that offer is made and accepted, then an employment agreement could be considered at the following meeting.

Recommended Action:

None

Fiscal Effects:

None

Alternatives:

None recommended.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel".

Spencer R. Nebel
City Manager

CITY MANAGER'S REPORT AND RECOMMENDATIONS



Agenda #:VIII.A.
Meeting Date: September 15, 2014

Agenda Item: Report on September 29, 2014, Town Hall Meeting

Background:

The next Town Hall meeting is scheduled for Monday, September 29, 2014, at the North Fire Station (Station 3400) located off of NE 71st Street next to Thompsons Sanitary Services offices. In addition, the Fire Department will be conducting an Open House of this Fire Station beginning at 5 P.M. with a formal dedication of the city facility occurring at 5:30 P.M. The Fire Department will be cooking hotdogs and will provide chips and soft drinks for the Open House. This will give the north end residents and businesses an opportunity to see this facility as well as attend our Town Hall meeting. A tentative agenda has been drafted for the meeting and is attached for your review. Some of the potential agenda items would be a new North Side Urban Renewal District that could impact the Agate Beach area, an update on improvements to the Agate Beach wayside at Highway 101, geological conditions update from George Priest, planned infrastructure improvements in the Agate Beach neighborhood, and private development projects in the Agate Beach neighborhood as well. This will give property owners in the neighborhood an opportunity to provide feedback to the City Council during this meeting.

Recommended Action:

None

Fiscal Effects:

None

Alternatives:

None recommended.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel".

Spencer R. Nebel
City Manager



**AGENDA & Notice of Town Hall Meeting of the City Council
Open House and Tour of the North Fire Station
Formal Dedication of the North Fire Station**

The City Council of the City of Newport will hold an open house to tour the North Fire Station beginning at 5:00 P.M. on Monday, September 29, 2014. The open house will be followed by the formal dedication of the North Fire Station at 5:30 P.M. The City Council will hold a Town Hall Meeting beginning at 6:00 P.M. The City of Newport North Fire Station is located at 225 NW 73rd Street, Newport Oregon 97365. A copy of the agenda follows.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder 541.574.0613.

The City Council 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 Town Hall Meeting.

OPEN HOUSE AND TOUR OF THE NORTH FIRE STATION

Monday, September 29, 2014 - 5:00 P.M.

FORMAL DEDICATION OF THE NORTH FIRE STATION

Monday, September 29, 2014 - 5:30 P.M.

TOWN HALL MEETING AGENDA

Monday, September 29, 2014 - 6:00 P.M.

5:00 P.M.	Open House to Tour North Fire Station Refreshments Served Until 6:00 P.M. When the Town Hall Meeting Begins
5:30 P.M.	Dedication of North Fire Station
6:00 P.M.	Town Hall Meeting

Town Hall Guidelines: Every attempt will be made to give everyone present the opportunity to speak. Please be considerate of the acknowledged speaker by refraining from side conversations. While you may agree or disagree with the speaker, please refrain from audible responses, and respect each speaker.

Speakers will be heard in the order in which they signed in. Please keep comments as brief, and to the point, as possible, in order to allow time for everyone to speak. Try not to repeat points already made by a previous speaker, but briefly state your support for a previous speaker, and then add new information to express your point of view.

When appropriate, the presiding officer will allow for staff response, Council response, and other responses from the audience. Issues that cannot be addressed immediately will be noted, and follow-through will occur via the Council monthly Complaints and Suggestions for review.

- I. Open House - Tour the City of Newport North Fire Station
- II. 6:00 P.M. - Welcome by Mayor Roumagoux
- III. City Council and Staff Introductions
- IV. Dedication of North Fire Station
- V. Potential New Northside Urban Renewal District
- VI. Update on Improvements to the Agate Beach Wayside at Highway 101 between Woody Way and Lighthouse Drive
- VII. Geological Conditions in Agate Beach - George Priest - DOGAMI
- VIII. Planned Infrastructure Improvements in the Agate Beach Neighborhood
- IX. Private Development Projects in the Agate Beach Neighborhood
- X. Public Comment
- XI. Adjournment

CITY MANAGER'S REPORT AND RECOMMENDATIONS



Agenda #:IX.B.
Meeting Date: September 15, 2014

Agenda Item:

Authorization to Purchase of Neptune Meters and Meter Heads with the Automatic Meter Read (AMR) System

Background:

As part of the 2014-15 budget, the City Council has authorized a project to implement an automatic meter reading system. This requires replacement of meters and meter heads so that the city will be able to implement a drive-by read system where the radio signal will convey the meter reading without requiring individual inspection of each meter. As the system is further developed, the city will be able to install receiving stations to be able to fully implement the automated meter read system within the city. Once this is installed, the city will be able to read meters at any point, which will assist with such problems as major leaks and other issues that can be monitored on a regular basis. After evaluating the situation, it is staff recommendation that we continue with Neptune Meters, which will not necessitate the switch-out of 43% of the city's meter system to an alternate manufacturer. These existing meters are compatible with the AMR technology. The city is allowed to sole-source materials for the type of purchase when efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment, supplies, or services. Please note that there is one vendor of Neptune Meters in Oregon, which is HD Waterworks Supply, making them a sole-source supplier of the meters that are compatible with the city's existing water meters. Based on my past experience, it is best for a water system to utilize one source of water meters to specify the ongoing maintenance, replacement and reading of these types of meters.

Recommended Action:

I recommend the City Council acting as the Local Contract Review Board approve the following motion:

I move to approval of the purchase of Neptune Meters and Meter Heads from HD Waterworks Supply in the amount of \$289,289.87, and authorize the City Manager to execute the purchase order on behalf of the City of Newport.

Fiscal Effects:

As part of the 2014-15 fiscal year budget the Council appropriated \$500,000 for phase one of three phases to implement a fixed base metering system. This cost will fall within that appropriated amount for the materials to standardize the city's water meter system.

Alternatives:

None recommended.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel".

Spencer R. Nebel, City Manager



Agenda Item # IX.B
Meeting Date Sept. 15, 2014

CITY COUNCIL AGENDA ITEM SUMMARY
City Of Newport, Oregon

Issue/Agenda Title: Authorization to Procure Neptune Meters and Meter Heads - Automatic Meter Read (AMR) System

Prepared By: TEG Dept Head Approval: TEG City Manager Approval:

Issue Before the Council:

Authorization to Procure Neptune Meters and Meter Heads - Automatic Meter Read (AMR) System

Staff Recommendation:

Authorize the procurement

Proposed Motion:

I move to authorize the procurement of Neptune meters and meter heads from HD Waterworks Supply in the amount of \$289,289.87 and authorize the City Manager to execute the purchase order on behalf of the City of Newport.

Key Facts and Information Summary:

The City's water system is currently metered through manually read meter heads. The system is broken into 4 cycles consisting of approximately 3,700 meters. City staff has been changing meters to Neptune meters over the last several years as meters have worn out or new meters have been installed. Currently the City's system is comprised of at least 43% Neptune meters, possibly more.

As part of the 2015 budget approval, Council authorized a project to implement an automatic meter reading system. To date the City has completed a cost/benefit analysis and propagation study to justify this project. The project pays for itself in 5 to 6 years through labor savings and increased revenue. Additionally, the system will allow the detection of excessive water use, allowing City staff to notify customers of water leaks thereby saving both the Customer and City money.

City staff intends to purchase the meters and radio heads in bulk, and install the meters and heads using City staff and through contracts with local contractors. By purchasing the meters and heads in bulk, the City can receive a 10% discount from standard pricing. With these meters and heads changed, the City can implement a drive by read system immediately utilizing existing hand held data collectors. By initiating a drive by system initially, City staff can work the bugs out of the collection and software system. Following the successful implementation of the drive by system, City staff

intends to contract the installation of receiving stations, or potentially partner with Central Lincoln PUD to piggyback on their receiving stations, to be able to implement the fully automated AMR system.

HD Waterworks is the authorized vendor of Neptune in Oregon. The City is allowed to sole source materials of this nature per ORS and City purchasing rules, section 137-047-0275 (c):

(c) the reasons the Contracting Agency is seeking this procurement method, which shall include any of the following: (i) efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment, supplies, or services; or (ii) that the goods or services required for the exchange of software or data with other public or private agencies are available from only one source; or (iii) the particular product is for use in a pilot or an experimental project; or (iv) other findings that support the conclusion that the goods or services are available from only one source. ORS 279B.075(2)(d).

City staff are choosing to procure Neptune meters and heads because it is more efficient and cost effective to continue to utilize Neptune than to switch out the other 43% of the system to an alternate manufacturer. Furthermore, HD Waterworks Supply is the only authorized vendor of Neptune products in Oregon, making them a sole source supplier.

Other Alternatives Considered:

None

City Council Goals:

3.0 Water and Sewer Improvements

3.4 Pursue the utilization of a radio read water meter system to reduce operational costs and provide immediate detection of leaks and other water problems (2).

Attachment List:

- Purchase order and quote itemizing the meters and heads to purchase
- Chart summarizing the meters that have been changed and those that remain to be changed by cycle.

Fiscal Notes:

Total purchase price for materials to standardize the system to Neptune meters and heads is \$289,289.87. During the 2015 Budget, City Council appropriated \$500,000 for Phase 1 of 3 to implement a Fixed Base Metering System. This project will be funded through the Water Revenue Bond through the Proprietary Water Capital Projects Fund. (602-6210-7024-12029)



Purchase Order

Print Form

City of Newport
169, SW Coast Hwy
Newport, OR 97365

P.O. Date: 08/28/2014

P.O. Number: 3320-2014

Deliver To:

Company: HD WATERWORKS SUPPLY
 Address: 6720 SW McEWAN ROAD
 City: LAKE OSWEGO
 State: OR Zip: 97035
 Phone: 503-620-9123
 Fax: 503-684-7213
 Contact Name: BRANDON ANDERSON

Company: City of Newport
 Address: 845 NE 3rd ST.
 City: Newport
 State: OR Zip: 97365
 Phone: 541.574.5874
 Fax:
 Contact Name: LANNY SCHULZE

Item	Description	Quantity	Unit Price	Amount
METERS	5/8x3/4 thru 6" RADIO READ WATER METERS- SEE ATTACHED			215,724.31
METER HEADS	5/8 x3/4 thru 6" RADIO READ METER HEADS- SEE ATTACHED			73,565.56
			Total	289,289.87

THIS PURCHASE ORDER INCORPORATES THE TERMS ON THE REVERSE SIDE. BY ITS SIGNATURE HEREUNDER, CONTRACTOR AGREES TO PERFORM THE SERVICES/PROVIDE THE PRODUCTS DESCRIBED IN CITY'S RFP OR SOLICITATION AND VENDORS RESPONSE THERETO, ALL OF WHICH ARE ATTACHED, FOR THE FEE/AMOUNT SET FORTH THEREIN.

Fund/Dept	Line/GL Dept	Project Code	Charge Acct

Notes:

Authorizations:

Department Director

Finance Director

City Manager

Contractor's Authorized Signature

Contractor's Printed Name

Submit this for signature with all documentation

TERMS OF CITY'S PURCHASE ORDER

1. In the course of providing Services under this Purchase Order, Contractor may have contact with the public. Contractor will maintain good relations with the public. The City may treat the failure to maintain good relations with the public as a non-curable breach of this Purchase Order and may disqualify Contractor from future work for the City.
2. Contractor shall be compensated as described in the Purchase Order. Unless otherwise set forth in the Purchase Order, Contractor shall begin Services on the Effective Date and shall complete Services no later than such date set forth in the Purchase Order or as agreed upon in writing by the parties.
3. Contractor certifies that: (a) Contractor is an independent contractor as defined by ORS 670.700 and not an employee of City, shall not be entitled to benefits of any kind to which an employee of City is entitled and shall be solely responsible for all payments and taxes required by law. In the event that Contractor is found by a court of law or any administrative agency to be an employee of City for any purpose, City shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Contractor under the terms of this Agreement, to the full extent of any benefits or other remuneration Contractor receives (from City or third party) as a result of the finding and to the full extent of any payments that City is required to make (to Contractor or to a third party) as a result of the finding. (b) Contractor is not an officer, employee or agent of the City as those terms are used in ORS 30.265. (c) No employee of the City, or any partnership or corporation in which a City employee has an interest, has or will receive any remuneration of any description from Contractor, either directly or indirectly, in connection with this Agreement, except as specifically declared in writing. (d) Contractor currently has a City business license or will obtain one prior to delivering Services under this Agreement.
4. City has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor warrants that all its work will be performed with good workmanship and in accordance with generally accepted professional practices and standards of the industry in which Contractor operates as well as the requirements of applicable federal, state and local laws. Contractor's work will conform to the requirements of this Purchase Order. Acceptance of Contractor's work by City shall not operate as a waiver or release of this warranty. Contractor is fully liable for the acts and omissions of Contractor and Contractor's subcontractors which cause any damage, injury, death, property damage or loss to any person or property. Contractor will indemnify and defend the City, its officers, agents, employees and volunteers and hold them harmless from any and all liability, causes of action, claims, losses, damages, judgments or other costs or expenses including attorney's fees that may be asserted by any person or entity which in any way arise from, during or in connection with the performance of the work described in this Agreement. Contractor's indemnification shall also cover claims brought against the City under state or federal workers' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, the illegality or invalidity shall not affect the validity of the remainder of this indemnification.
5. Contractor and its subcontractors shall maintain insurance acceptable to City in full force and effect throughout the term of this Agreement. The insurance shall cover all activities of the Contractor arising directly or indirectly out of Contractor's work performed hereunder, including the operations of its subcontractors of any tier.
6. At any time and without cause, City shall have the right in its sole discretion, to terminate this Agreement by giving notice to Contractor. If City terminates the Agreement pursuant to this Section due to no fault of Contractor, City shall pay Contractor for all approved and undisputed services rendered up to the date of termination. City may modify or terminate this Agreement without cause effective upon delivery of written notice to Contractor, or at such later date as may be established by City.
7. For a period of not less than three years after City's final payment to Contractor, Contractor shall permit the City, the State of Oregon and the Federal Government (if State or Federal funding is involved) to have access to all books, documents, papers and records of Contractor which are pertinent to the Services provided hereunder for purposes of audit, examination, excerpts and transcripts. Contractor shall retain those records for at least three years, or until litigation is resolved if litigation is instituted.
8. Neither City nor Contractor shall be considered in default because of any delays in completion and responsibilities due to causes beyond the control and without fault or negligence on the part of the parties so disenabled, including but not restricted to, an act of nature or of a public enemy, civil unrest, earthquake, fire, flood, epidemic, quarantine restriction, strike, freight embargo, unusually severe weather; provided that the parties so disenabled shall notify the other party in writing of the cause of delay. Each party shall make reasonable efforts to remove or eliminate the cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under the Agreement.
9. Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations, including, but not limited to those in Exhibit A. Contractor also shall comply with the Americans with Disabilities Act of 1990, ORS 659.425, and all regulations and administrative rules established pursuant to those laws.
10. Contractor will perform additional work as may be necessary to correct errors in Services performed under this Agreement without undue delay and without additional cost.
11. The provisions of this Agreement shall be construed in accordance with the laws of the State of Oregon. Any action or suits involving any question arising under this Agreement will be brought in the appropriate court of the State of Oregon. In any action arising under this Agreement, the losing party shall pay such sum as the court may adjudge arising reasonable attorney fees and court costs. Contractor shall comply with all applicable federal, state and local laws, rules and regulations, including, but not limited to, requirements concerning working hours, overtime, medical care, workers compensation insurance, health care payments, payments to employees and subcontractors and income tax withholding contained in ORS Chapter 279, some provisions of which are attached to this Agreement as Exhibit A. All Contractor's work product accomplished under this Agreement, whether in the form of designs, drawings, as-builts, diagrams, specifications, reports, or other writings, shall become the exclusive property of the City. The City is the owner of any copyrights thereto, upon City's final payment to Contractor. This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement.

EXHIBIT A

279B.220 Conditions concerning payment, contributions, liens, withholding. The contractor shall: 1. Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract. 2. Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract. 3. Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. 4. Pay to the Department of Revenue all sums withheld from employees under ORS 316.167. 5. In addition to the conditions specific in subsection 1-4 above, every public improvement contract shall contain a condition that the contractor shall demonstrate that an employee drug testing program is in place. (279C.505)

279C.515 Conditions concerning payment of claims by public officers, payment to persons furnishing labor or materials and complaints. 1. If the contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the contractor or a subcontractor by any person in connection with the public improvement contract as the claim becomes due, the proper officer or officers representing a municipality, may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the contractor by reason of the contract. 2. If the contractor or a first-tier subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract within thirty days after receipt of payment from the contracting agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the ten day period that payment is due under ORS 279C.580 (4) and ending upon final payment, unless payment in ORS 279C.580. The rate of interest charged to the contractor or first-tier subcontractor on the amount due shall equal three times the discount rate on 90 day commercial paper in effect at the Federal Reserve Bank in the Federal Reserve district that includes Oregon on the date that is thirty days after the date when payment was received from the contracting agency or from the contractor, but the rate of interest may not exceed thirty percent. The amount of interest may not be waived. 3. If the contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580. 4. The payment of a claim in the manner authorized in this section does not relieve the contractor or the contractor's surety from obligation with respect to any unpaid claims.

279B.230 Condition concerning payment for medical care and providing workers' compensation. (see 279C.530 for public improvement contracts) 1. The contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services. 2. All subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126. [2003 c.794 §76c].

279B.020, 279B.235; 279C.520, 279C.540 Conditions concerning hours of labor. 1. An employer must give notice in writing to employees who work on a public contract, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work. 2. A person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services designated under ORS 279A.055 (or 279C.100) the employee shall be paid at least time and a half pay: (a) For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or (b) For all overtime in excess of ten hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and (c) For all work performed on Saturday and on any legal holiday specified in ORS 279B.020 (or ORS 279C.540). 3. In the case of contracts for personal services as described in ORS 279A.055, the contract shall contain a provision that the employee shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under personal services contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime. 4. Persons employed shall receive at least time and a half pay for work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279B.020 (1)(b)(B) to (G) and for all time worked in excess of 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater.

279C.830 Relating to prevailing rate of wage in public works contracts. 1. In the event this contract is a public works contract, the parties shall state in the contract the existing state prevailing rate of wage and if applicable, the federal prevailing rate of wage required under the Davis-Bacon Act that may be paid to workers in each trade or occupation required for the public works employed in the performance of the contract either by the contractor or subcontractor or other person doing or contracting to do the whole or any part of the work contemplated by the contract. When the prevailing rates of wage are available electronically or are accessible on the Internet, the rates may be incorporated into the specifications by referring to the electronically accessible or Internet-accessible rates and by providing adequate information about how to access the rates. 2. Every contract and subcontract shall contain a provision that the workers shall contain a provision that the works shall be paid not less than the specified minimum hourly rate of wage in accordance with ORS 279C.838 and 279C.840. 3. Contractor will pay to the Commissioner of the Bureau of Labor and Industries (BOLI) a fee as provided in ORS 279C.825(1). The fee shall be paid to the commissioner under the administrative rule of the commissioner. 4. Every contract for public works shall contain a provision stating that the contractor and every subcontractor must have a public works bond filed with the Construction Contractors Board before starting work on the project, unless exempt under ORS 279C.836 (4), (7), (8) or (9).

METER TO EXCHANGE

5/8" x 3/4" – 440 @ \$181.25= \$79,750.00

1" - 117 @ \$272.50= \$31,882.50

1 1/2" 20 @ \$468.75= \$9,375.00

2" - 12 @ \$566.25= \$6,795.00

3" - @ \$1,943.75

4" - 4 @ \$2,550.00= \$10,200.00

6" - 1 @ \$4,156.25= \$4,156.25

TOTAL \$142,158.75

TOTAL HEADS \$73,565.56

CYCLE 1 TOTAL \$215,724.31

METER HEADS

5/8" x 3/4"- 260 @ \$147.06= \$38,235.60

1"- 100 @ \$147.06= \$14,706.00

1 1/2"- 30 @ \$164.71= \$4,941.30

2"- 60 @ \$164.71= \$9,882.60

3"- 20 @ \$170.59= \$3,411.80

4"- 12 @ \$170.59= \$2,047.08

6"- 2 @ \$170.59= \$341.18

TOTAL \$73,565.56

CITY OF NEWPORT (OR)

LAKE OSWEGO BRANCH

GUS ACCOUNTS PAYABLE

169 SW COAST HWY

NEWPORT

Telephone: 503-265-5331

Fax: 541-574-0609

OR 97365

LAKE OSWEGO OR

6720 McEwan Rd

Lake Oswego

Telephone: 503-620-9123

Fax: 503-684-7213

OR 97035

7/21/14 Bid ID: 3898784 NEWPORT METER PRICING 7/15/14

Page 1

Line	Quantity	Sell Per	Description	Net Price	Extended Price
			NEWPORT METERS: SPECIAL PRICE NEWPORT, OREGON		
			BID DATE: ASAP		
			CONTACT: LANNY		
			ADDENDA'S RECEIVED: 0		
110	1	EA	5/8X3/4" T-10 METER W/ R900I US GALLON REGISTER W/ 6' ANTENNA	181.25	181.25
150	1	EA	1" T-10 METER W/ R900I US GALLON REGISTER W/ 6' ANTENNA	272.50	272.50
190	1	EA	1.5" T-10 METER W/ R900I US GALLON REGISTER W/ 6' ANTENNA	468.75	468.75
230	1	EA	2" T-10 METER W/ R900I US GALLON REGISTER W/ 6' ANTENNA	566.25	566.25
270	1	EA	3" TRU/FLO COMPOUND METER W/ R900I US GALLON REGISTERS W/ 20' ANTENNAS	1,943.75	1,943.75
310	1	EA	4" TRU/FLO COMPOUND METER W/ R900I US GALLON REGISTERS W/ 20' ANTENNAS	2,550.00	2,550.00
350	1	EA	6" TRU/FLO COMPOUND METER W/ R900I US GALLON REGISTERS W/ 20' ANTENNAS	4,156.25	4,156.25
390	1	EA	NEPTUNE R900I US GALLON RETROFIT REGISTER W/ SNUB ANT. ***MUST SPECIFY SIZE***	147.06	147.06

THIS PRICING IS WITH A 10% DISCOUNT

CITY OF NEWPORT (OR)

LAKE OSWEGO BRANCH

GUS ACCOUNTS PAYABLE

169 SW COAST HWY

NEWPORT

Telephone: 503-265-5331

Fax: 541-574-0609

LAKE OSWEGO OR

6720 McEwan Rd

Lake Oswego

Telephone: 503-620-9123

Fax: 503-684-7213

OR 97035

OR 97365

7/21/14 Bid ID: 3898784 NEWPORT METER PRICING 7/15/14

Page 2

Line	Quantity	Sell Per	Description	Net Price	Extended Price
460	1	EA	NEPTUNE R900I US GALLON RETROFIT REGISTER W/ 6' ANT. ***MUST SPECIFY SIZE***	164.71	164.71
500	1	EA	NEPTUNE R900I US GALLON RETROFIT REGISTER W/ 20' ANT. ***MUST SPECIFY SIZE***	170.59	170.59
430	1	EA	NEPTUNE 12527-200 ANTENNA ASSE MBLY 6FT CABLE ECODER R900I PI T	18.75	18.75
440	1	EA	ANTENNA-PIT R900I 20' WIRE 12527-300	25.00	25.00

Subtotal: 10,664.86

Tax: .00

Bid Total: 10,664.86

METERS CYCLE & SIZE

CYCLE 4	NO. CHANGED OUT	NO. TO CHANGE OUT
3/4"	380	504
1"	70	8
1 1/2"	5	10
2"	11	5
3"	3	0
4"	0	2
6"	0	0
	469	529

CYCLE 3	NO. CHANGED OUT	NO. TO CHANGE OUT
3/4"	402	243
1"	23	56
1 1/2"	12	14
2"	14	0
3"	1	1
4"	0	0
6"	0	0
	452	314

CYCLE 2	NO. CHANGED OUT	NO. TO CHANGE OUT
3/4"	255	534
1"	24	98
1 1/2"	16	16
2"	10	13
3"	3	2
4"	2	2
6"	2	2
	312	667

CYCLE 1	NO. CHANGED OUT	NO. TO CHANGE OUT
3/4"	271	436
1"	34	116
1 1/2"	18	17
2"	60	9
3"	3	0
4"	4	4
6"	1	6
	391	588

updated 09/20/12
 updated 10/15/12
 updated 05/01/13
 updated 05/28/13
 updated 08/29/13
 updated 08/30/13
 updated 10/09/13
 updated 12/19/2013
 updated 11/06/2013
 updated 03/17/2014
 updated 05/23/2014
 updated 06/19/2014
 updated 07/01/2014
 updated 07/11/2014
 updated 08/04/2014

ALL CYCLES	NO. CHANGED OUT	NO. TO CHANGE OUT
3/4"	1308	1717
1"	151	278
1 1/2"	51	57
2"	95	27
3"	10	3
4"	6	8
6"	3	8
	1624	2098

TOTAL METERS: 3722
% CHANGED: 43.63%