



AGENDA & Notice of Work Session for City Council

The City Council of the City of Newport will hold a work session on Monday, November 16, 2015, at 5:15 P.M. The work session will be held in Conference Room A at 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 WORK SESSION Monday, November 16, 2015 - 5:15 P.M. Council Chambers

- A. Call to Order
- B. Discussion Regarding Capitol Projects Reporting
- C. Adjournment



Spencer Nebel
City Manager
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MEMO

DATE: November 12, 2015
TO: The Mayor and City Council
FROM: Spencer Nebel, City Manager
SUBJECT: Work Session on Monday, November 16, 2015 on Capitol Project Reporting

Council President Ralph Busby had requested a work session to discuss capital projects reporting by the City of Newport. This is an issue that Finance, Engineering and I have been working on a reporting format where the data from the city's financial software can be utilized to populate the financial status of each of these projects. On Monday we will take a look at two specific projects and show a potential format for providing this information to the Council for all projects. The two projects we have selected are the Aquatic Center and the Bay/Moore Storm Sewer Project. One of the challenges with these projects is that the financial sources and expenditures overlap different fiscal years. We are utilizing both Aquatic Center project as well as the Bay/Moore Storm Sewer Project as our two pilot projects for the purposes of figuring out the cleanest easiest way to report these project costs. Interestingly enough, as we have pulled together individuals between Public Works and Finance, we have discovered and are addressing some issues relating to the account numbers utilized by staff when a construction project bill is being processed for payment. This has been corrected to provide reports on these projects that are consistent with expenditures incurred on these projects

Again this is something we had hoped to have in place during our last fiscal year however we have had to address a number of procedural and other issues in order to have actual data to be able to populate these types of reports. I believe we are making significant progress on both of these fronts. I apologize for the delay in getting a system established to generate timely reports of this nature.

At Monday's work session we will show you the information that we can compiled to get feedback from the Council as to whether this is the information that would be helpful for the Council to oversee projects. I think from a staff standpoint this will be very useful information that will be in a regular compiled format to track these projects from an administrative point of view as well.

Respectfully submitted,

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

Spencer R. Nebel
City Manager