

April 1, 2013  
Noon  
Newport, Oregon

## CITY COUNCIL WORK SESSION

Councilors present: Beemer, Sawyer, Busby, Saelens, Roumagoux and Allen (arrived at 12:17 P.M.). Swanson was excused.

Staff present: Voetberg, Hawker, and Marshall.

Others present: Dave Morgan from News Lincoln County.

Roumagoux called the meeting to order and the roll was taken.

1. Roumagoux reported that she had added item 1. so that Council could bring up issues that are not on the agenda or items they wish to discuss at future work sessions. She noted that Busby had an item to discuss today.
2. Busby reported that he wanted to present information regarding the city manager's evaluation tool prior to the meeting of Saelens, Swanson, and Roumagoux. He distributed a handout regarding the evaluation process noting that the City Council must provide direction of its intentions and expectations before an evaluation, i.e., performance standards and expectations. He distributed a handout regarding quantitative data, adding that this is necessary to increase the City Council's ability to properly evaluate the City Manager, and the value in the public eye. Saelens thanked Busby for the information, and added that the employee should never be caught off guard. He added that if a supervisor has only bad news for an employee, it should not be delivered. Roumagoux noted that the last evaluation of the City Manager was in December; that Council had been conducting quarterly evaluations; and that the annual evaluation is due now. She asked whether Council wanted to conduct an evaluation now. Beemer thanked Saelens. Saelens suggested using the information distributed by Busby as a minimum to get started and until something more official is developed. Voetberg noted that his contract contains two pay increase provisions, one is for the COLA that other non-represented employees receive, and the other is for merit. He noted that he would not be requesting a merit increase. Roumagoux noted that since some of the new Councilors are not aware of the city's contract with John Baker, that Baker be asked to attend an upcoming work session to discuss his contract and work with the city.
3. Roumagoux asked whether there had ever been discussion regarding making the FBO a cooperative. Busby addressed this matter noting that it would not likely work out well.
4. Beemer stated that he is the liaison to the fire collaboration and the Port of Newport, and that both organizations hold their meetings at the same time. He noted that he would continue attending the Port meetings, and Sawyer will attend the fire

collaboration meetings, and he would be the alternate at the fire collaboration meetings.

5. Marshall made a PowerPoint presentation regarding approving the accounts payable. He distributed several handouts. He reviewed the discussion regarding approval or acknowledgement of accounts payable that occurred at the March 18, 2013 City Council meeting. He discussed the threshold at which Council would wish to approve payables. He reviewed the fact that some payments are made by ACH or wire and don't show up on the list of accounts paid. It was suggested that Council could simply acknowledge payments made unless they exceeded a certain threshold. Payables in excess of a certain threshold could be listed on a separate list with a description of what the expense is for. Allen noted that he is not comfortable approving after the fact expenditures that staff is authorized to make. Beemer suggested approving the consent calendar and acknowledging the bills that were paid. Council agreed that if there were specific questions on an expenditure, those questions could be directed to staff. A discussion ensued regarding the threshold at which to list individual expenditures. It was agreed to use \$5,000 as the threshold as it is not additional work for staff and increases transparency. Busby asked what Council approves, and Marshall noted that the budget is approved by Council and it is the authority for staff to spend.
6. A discussion ensued regarding revising the mission statement. MOTION was made by Saelens, seconded by Beemer, to revise the city's mission statement as follows: "The City of Newport pledges to effectively manage essential community services for the wellbeing and public safety of residents and visitors. The City will encourage economic diversification, sustainable development, and livability."

Having no further business, the meeting adjourned at 1:02 P.M.