

December 5, 2011  
Noon  
Newport, Oregon

Councilors present: McConnell, Brusselback, Allen, Bertuleit, Roumagoux, Beemer, and Sawyer.

Recreation Facilities Management Review Task Force Members present: Springsteen, Hurst, Schrantz, Cowan, and Simon.

Staff present: Voetberg, Hawker, Tokos, Miranda, and Protiva.

Council discussed the following items:

1. Council held a joint work session with the Recreation Facilities Management Review Task Force. Springsteen distributed a copy of the Task Force' draft report and recommendations and reviewed the document. Allen asked whether the Task Force had compared general fund subsidies among other communities. Cowan noted that the average general fund subsidy is approximately 50% among the facilities surveyed. Voetberg reported that Recommendation No. 4 had been amended to read "The Task Force recommends establishment of a management team for Parks and Recreation consisting of the Director of the department, and the Directors of the three facilities (Senior Center, Recreation Center, and Swimming Pool). Directors of the three facilities should have responsibilities for revenue and expense accountability, goal setting, as well as facilities and program management." A discussion ensued regarding budgeting. Bertuleit asked what will happen to increase revenue during the five year period, and Springsteen and Hurst addressed this issue. McConnell asked how promotion and marketing fits into the recommendations, and Simon noted that additions could be made to what currently exists. Voetberg recommended that Council adopt the findings and direct staff to implement the findings at the first meeting in January. McConnell asked how this is different in terms of finances, noting that if there are no overlying parameters, there are no changes that make a difference. Allen noted that the five-year plan allows time to create sufficient revenue to add to the subsidy. McConnell suggested accepting the recommendations of the Task Force, and expanding the Parks and Recreation Advisory Committee, and the formation of a separate non-profit group. Springsteen noted that the budget process needs to come from the bottom up. Protiva noted that the department would function better if it had a volunteer coordinator and grant writer positions. Simon suggested that the Advisory Committee should have representation from outside the city limits. It was agreed to look at the issue in January.
2. A discussion ensued regarding an employment agreement with the municipal judge. Voetberg reported that the IRS Code requires that the municipal judge be considered an employee for withholding purposes. It was suggested that a subgroup of Council be appointed to develop an employment contract with the municipal judge. Sawyer reported that he may have a potential conflict of interest as he teaches the traffic

safety class that some court defendants are required to attend. A discussion ensued regarding whether this provision would apply to the city attorney. Brusselback, Beemer, and Bertuleit agreed to meet with the judge to develop an employment agreement.

3. A discussion ensued regarding the status of the draft business license ordinance revision. Marshall reported that the working group had held three meetings and had received the third draft. He noted that the revised ordinance focuses on simplicity and contains very few exemptions/exceptions. He added that it also contains a flat fee. Allen asked whether there will still be policy decisions to be made when it gets to the City Council Marshall stated that he would bring the draft ordinance for Council review and direction to the January 3, 2012 meeting, and that the ordinance would appear on the agenda of the February 6, 2012 meeting for final approval and adoption by the City Council.
4. A discussion ensued regarding the date, time, and process for the quarterly review of the city manager. McConnell noted that this would be an opportunity to review the status of the Council goals; allow the city manager to comment on personal goals; and for Council comments. He added that in March, Council can revisit the tools to be used for the annual review. Allen asked whether another employee survey would be conducted, and if so, whether the same format would be used. McConnell noted that this matter could be discussed at a work session in March.
5. It was noted that Resolution No. 3574 would be removed from the consent calendar this evening.
6. Tokos reported that the Bayfront Parking Committee requires an even number of members and must be a balance between fishing community representatives and non-fisherman. He added that Don Mann will be the representative from the Port of Newport.

Having no further business, the meeting adjourned at 1:38 P.M.