

February 19, 2013
Noon
Newport, Oregon

CITY COUNCIL WORK SESSION

Councilors present: Beemer, Roumagoux, Sawyer, Busby, Saelens, Swanson, and Allen.

Staff present: Voetberg, Hawker, Smith, Protiva, Miranda, Paige, Gross, Marshall, and Tokos.

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

Voetberg reported that this is the first of two sessions geared toward goal setting. He noted that staff will be reviewing departmental organizational charts and the status of this year's goals today. Tomorrow, goals will be discussed in more detail and Council will establish goals for the upcoming year. Busby asked about the process, and Voetberg noted that these are the Council's goals, but that the departments will provide input.

Marshall reviewed the organizational chart and current goals of the Finance Department.

Miranda reviewed the organizational chart, minimal staffing levels, and current goals of the Police Department and Public Safety.

Paige reviewed the organizational chart and staffing of the Fire Department indicating that the current staffing includes minimal staffing for the north station. He reported that the Fire Department has developed a "ride-along" program and encouraged Council to participate. He also noted that a pager is available in the Council office for Councilors to borrow for a few days. He reviewed last year's goals and noted that there should be one category for "recruitment and retention."

Smith reported that he works with two boards; the Library Advisory Board and the Library Foundation. He addressed accomplishments during the past year including building maintenance and safety.

Protiva reported that the Parks and Recreation Department oversees the Recreation Center, swimming pool, Senior Center, and sports programs. He added that parks maintenance is now mostly handled through the Public Works Department although there are two employees who work on grounds around City Hall and the Recreation Center. He reviewed the open hours of the Recreation Center, swimming pool, and Senior Center. He discussed programs and special events that have been instituted to offset some of the departmental expenses. He addressed the issue of the size of the

Parks and Recreation Committee noting that, at 15 members, it is so large that it is difficult to find sufficient volunteers to fill Committee vacancies. He suggested that Council might want to look at decreasing the size of the Committee. He stated that a Parks and Recreation Foundation has been established, and also an "Adopt-a-Park" program.

Tokos reported that the Community Development Department is small with only three FTE's, but the Department's responsibilities include planning, building services, Urban Renewal, and an element of property management. He reviewed the economic development and community development goals.

Gross reviewed the Public Works Department organizational chart, and noted that one of the internal goals is succession planning. He reviewed the water, wastewater, stormwater, and streets goals. He stated that the city needs to develop a facilities plan for the repair and replacement of city facilities.

Voetberg reviewed the organizational structure and goals of the Airport. He noted that a discussion needs to be held with the Airport Committee regarding minimum standards for people who provide services at the airport. It was noted that the previous interest in purchasing the FBO (from Butler Aviation) was on hold at this time.

Voetberg reported that the Administration Department also includes IT and the Finance Department. He recommended that next year, capital needs should be examined, particularly as they relate to improving the financial accounting system, employee relations, and wellness programs. He noted that the culture change to being proactive should continue. He added that there is a lot of need, but limited resources. Busby stated that he was surprised that there is no IT plan.

Voetberg reported that the request to have Christy Monson participate in this evening's meeting by telephone is not possible as she will be in Salem. He noted that she had other suggestions, including the LOC training on the manager/council form of government; CIS training on settlements and litigation; and possibly a standing resolution, similar to one the City of Salem has, that addresses the City Manager's abilities before Council approval is required. Beemer noted that none of these suggestions address Allen's or Busby's concerns. A brief discussion ensued. It was agreed that Monson should be asked to attend an upcoming work session.

Having no further business, the meeting adjourned at 1:52 P.M.