

February 21, 2012
8:30 A.M.
Newport, Oregon

CITY COUNCIL WORK SESSION AND GOAL SETTING SESSION

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

Staff present: Voetberg and Hawker.

1. Voetberg explained that the city's Comprehensive Plan contains official community-established goals. He noted that the Comprehensive Plan goals that pertain to specific departments were given to the department heads who then talked with staff regarding those goals. He distributed and update to the 2011-2012 goals. Bertuleit asked what the employee reaction was to the Comprehensive Plan. Beemer asked whether employee feedback was encouraged, and Voetberg reported that it was. A brief discussion ensued regarding the periodic review and update of the Comprehensive Plan. McConnell noted that Council would use the current goals adding goals if necessary.
2. Phil Paige addressed Fire Department goals. Council established the following Fire Department goals for 2012/2013:

Ongoing Goals

- A. Strengthen volunteer and paid staff relationships
- B. Volunteer Recruitment

Fiscal Year 2012/2013 Goals

- A. Reconfiguration of main station
- B. Develop a comprehensive Fire Inspection Program
- C. Consider and/or Update Comprehensive Plan

1 - 5 Year Goals

- A. Implement recommendations from ESCI
- B. Develop a strategic plan

5+ Year Goals

- A. Implement strategic plan

3. Mark Miranda addressed the Police Department goals. Council established the following Police Department goals for 2012/2013:

Ongoing Goals

- A. Maintain volunteer force
- B. Continue to support education and crime prevention
- C. Evaluate and monitor staffing levels
- D. Conduct annual public surveys

Fiscal Year 2012/2013 Goals

- A. Update Comprehensive Plan
- B. Develop and implement a policy review schedule
- C. Develop a technology and equipment replacement schedule
- D. Participate in LINT as staffing allows
- E. Develop a strategy to achieve 100% FTE levels at all times
- F. Develop a resource and partnership to reinstate a school resource officer

1 - 5 Year Goals

- A. Add school resource officer

5+ Year Goals

- A. Become accredited with the Oregon Accreditation Alliance (OAA)

4. Miranda and Page addressed the Public Safety goals. Council established the following Public Safety goals for 2012/2013:

Ongoing Goals

- A. Education and public outreach and designation of October as Emergency Preparedness Month
- B. Maintain Community Emergency Response Team (CERT) program

Fiscal Year 2012/2013 Goals

- A. Transition to an updated 911 system
- B. Develop Tsunami alerts and evacuation routes and sites
- C. Evaluate public facilities for earthquake readiness
- D. Form an Emergency Preparedness Committee - staff level and include ICS training

1 - 5 Year Goals

- A. Implement plan to upgrade structures for earthquake readiness
- B. Become a NOAA TsunamiReady City

- C. Develop a plan and implement stockpiles for emergency preparedness
- 5. Cossey addressed Airport goals. Council established the following Airport goals for 2012/2013:

Ongoing Goals

- A. Comply with FAA Part 139 regulations by continuing to develop staff by cross-training in all aspects of airport operations
- B. Maintain and develop operational and maintenance core guiding plans for field operations
- C. Continue to explore management options for the FBO
- D. Continue to develop and implement Airport Improvement Projects (AIP)

Fiscal Year 2012/2013 Goals

- A. Complete operational and maintenance plans for field operations
- B. Continue advanced training of operational staff
- C. Develop a plan to offer services of a full-service FBO

1 - 5 Year Goals

- A. Develop the FBO to a level that it becomes profitable and attractive to independent operations
- B. Continue to develop and support a volunteer association to support and promote ONP
- C. Continue to develop airport business opportunities including infrastructure upgrades
- 6. Smith addressed Library goals. Council established the following Library goals for 2012/2013:

Ongoing Goals

- A. Ensure the safety of library users and staff and minimize risk
- B. Pursue improvements to keep the library current

Fiscal Year 2012/2013 Goals

- A. Conduct an electrical and energy inspection and implement a plan to update heating and lighting systems
- B. Increase funding for collection development
- C. Develop an equipment and furnishings maintenance and replacement plan
- D. Install security cameras and improved lighting

1 - 5 Year Goals

- A. Plan for library expansion/relocation study

B. Implement the Radio Frequency Identification (RFID) security system

5+ Year Goals

A. Expand or relocate the library

7. Marshall addressed Finance and Budgeting goals. Council established the following Finance and Budgeting goals for 2012/2013:

Ongoing Goals

A. Develop and produce award-winning audits and budgets

Fiscal Year 2012/2013 Goals

A. Install and make operational a purchase requisition/purchase order system

B. Implement the new accounting system - Cassell

1 - 5 Year Goals

A. Focus on reorganization of administrative duties in relation to finance and administration activities

8. Protiva addressed the Parks and Recreation Department goals. Council established the following Parks and Recreation goals for 2012/2013:

Ongoing Goals

A. Provide recreational programming and opportunities

B. Maintain and continue to update programs and equipment

C. Appoint and maintain the operation of the Parks and Recreation Advisory Committee

Fiscal Year 2012/2013 Goals

A. Form and Parks and Recreation Foundation

B. Implement an "Adopt-a-Park" and an "Adopt-a-Streetscape" program

C. Develop a schedule and implementation plan for equipment and facilities repair and replacement

D. Review the existing Comprehensive Plan with the Parks and Recreation Advisory Committee and staff and report the findings to the City Council

E. Update the CIP

F. Create a cost recovery program and define subsidy levels

G. Remodel and update the control desk, circuit room, and gym lights

1 - 5 Year Goals

A. Address the issue of replacing the aquatic facility (municipal pool)

- B. Consider an update to the Parks and Open Space Master Plan
- 9. Tokos addressed economic development goals. Council established the following economic development goals:

Ongoing Goals

- A. Maintain and implement economic development strategies
- B. Involve citizens in every aspect of planning

Fiscal Year 2012/2013 Goals

- A. Work with the City Center Newport Association to develop a renewal plan
- B. Finalize the EOA and Economic Development Plan
- C. Address annexation and land supply issues
- D. Annex and zone city's water reservoir

1 - 5 Year Goals

- A. Implement measures from the EOA and the Economic Development Plan
 - B. Develop strategies for annexing property in the Urban Growth Boundary
10. Tokos addressed Community Development Department goals. Council established the following goals for the Community Development Department:

Ongoing Goals

- A. Involve citizens in every aspect of planning

Fiscal Year 2012/2013 Goals

- A. Organize city records to handle leases, franchises, and easements
- B. Automate addressing and inspection records
- C. Develop incentives and regulatory changes to facilitate development of work force housing and develop a land bank
- D. Achieve "Tree City USA" designation
- E. Develop an open space policy and plan
- F. Adopt a city-wide erosion control code

1 - 5 Year Goals

- A. Adopt recommendations related to the handling of/or treatment of storm runoff associated with new development
- B. Coordinate with the state and FEMA on flood plain and wetland regulations
- C. Develop a plan for handling city building inspection services
- D. Develop strategies for property acquisitions, sales, and other city assets
- E. Develop a plan for the inclusion of park models

11. Gross addressed goals for the water division of the Public Works Department. Council established the following goals for the water division:

Ongoing Goals

A. Update the Water System Master Plan and the Comprehensive Plan

Fiscal Year 2012/2013 Goals

- A. Consider construction of the new Agate Beach water tank
- B. Switch out water meters to “radio reads”
- C. Begin the systematic replacement of water supply lines and develop plans for future replacement

1 - 5 Year Goals

- A. Develop a watershed management plan
- B. Develop a water conservation plan and review the distribution system
- C. Implement automatic meter reading system
- D. Extend water system to the airport

5+ Year Goals

A. Plan for future raw water supply

12. Gross addressed goals for the wastewater division of the Public Works Department. Council established the following goals for the wastewater division:

Ongoing Goals

A. Update and maintain mapping of systems (water, stormwater, and wastewater)

Fiscal Year 2012/2013 Goals

- A. Start, or continue with, initial inventory and mapping of systems
- B. Plan for bonding issues to provide for big project funding

1 - 5 Year Goals

- A. Develop wastewater plans for service to the airport
- B. Develop a Wastewater Master Plan
- C. Identify and reduce inflow, infiltration, and pollution
- D. Upgrade sewer pump stations in the north end
- E. Plan for funding of major reconstruction of wastewater systems

13. Gross addressed goals for the stormwater division of the Public Works Department. Council established the following goals for the stormwater division:

Ongoing Goals

- A. Update and maintain mapping of systems

Fiscal Year 2012/2013 Goals

- A. Participate in Emergency Response Committee planning process
- B. Consider implementation of stormwater fee
- C. Continue with initial inventory and mapping of systems
- D. Plan for funding of major construction/repair of system
- E. Continue to identify cross-connections and pollution sources
- F. Plan for NPDES requirements

1 - 5 Year Goals

- A. Develop Stormwater Master Plan

5+ Year Goals

- A. Plan for funding of major construction projects

14. Gross addressed goals for the streets and transportation division of the Public Works Department. Council established the following goals for the streets and transportation division:

Ongoing Goals

- A. Continue to support the Lincoln County Transit District and the shuttle program
- B. Continue with the wayfinding project

Fiscal Year 2012/2013 Goals

- A. Designate and develop pedestrian and bicycle routes in association with streets
- B. Designate and develop gravel streets for paving, and develop a paving inventory and replacement program

1 - 5 Year Goals

- A. Develop a system to support electric/alternative fuel vehicles

15. Council established the following communication goals:

Ongoing Goals

- A. Continue utilizing employee surveys
- B. Continue to support the City Employee Committee

C. Provide communication management training to supervisors and the management team

16. McConnell noted that most Councilors had specific goals in mind when they ran for office. He asked that they bring those individual goals to the next meeting so that they can be discussed and added to the list of goals.

Having no further business, the meeting adjourned at 3:36 P.M.