

July 5, 2011
11:00 A.M.
Newport, Oregon

CITY COUNCIL WORK SESSION

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

Staff Present: Voetberg and Hawker.

Council discussed the following items:

1. McConnell reported that the Yaquina Bay Bridge will be 75 years old this year. He noted that an ad hoc committee has been formed to organize a celebration. He added that the celebration will begin on September 5, 2011 and culminate with a party on October 2, 2011. He reported that the high school students have put together a publication entitled, "Steel Standing," relative to the bridge. He added that ODOT will be requested permission to close the bridge for one hour for a celebratory walk. He discussed marketing monies, and banners. He noted that the banners could be coordinated with banners being ordered by NOAA and HMSC. A discussion ensued regarding the Quick Fix grant that the city obtained to complete pedestrian access under the north side of the bridge. It was suggested that the ribbon cutting for the Naterlin Drive sidewalk project be held in conjunction with the bridge celebration. McConnell noted that the next meeting of the ad hoc committee is scheduled for July 20, 2011, at 10:00 A.M., at the History Center. He added that the state parks will require a permit for use of state property, and that this includes insurance.
2. McConnell reported that the official NOAA opening will be held August 20-21, 2011. He noted that NOAA is developing banners that will remain up indefinitely. The next planning meeting for the NOAA opening will be held on July 19, 2011, at 10:00 A.M., at the Port offices.
3. Roumagoux reported that the Public Arts Task Force has developed revised questions for potential committee members. She will e-mail them to Hawker.
4. Council took a break for lunch at 11:50 A.M.
5. Council reconvened its work session to interview applicants for the Planning Commission at 12:05 P.M. Council interviewed Jim McIntyre. There were no other applicants in attendance.
6. Voetberg recognized the efforts of the Public Works Department in the repair of NE 31st Street. He noted that the repair cost will be \$14,000 - \$16,000. He added that other projects are going well.
7. Voetberg complimented the police volunteers on their work during the recent Nye Beach Clambake and the fireworks display.
8. Brusselback asked about the condition of Big Creek Road and its repair. Voetberg reported that work may begin in late fall and is dependent on the geotech report.

10. McConnell asked when the local contractor rules would be scheduled for Council review and adoption. It was reported that the rules produced by LGLG are currently under review by the Public Works, Finance, and Community Development Departments.
11. A discussion ensued regarding the employee surveys/human resource RFP's. Voetberg noted that at the Council meeting, at which the budget was adopted, a discussion occurred regarding human resource services. He added that it was never the plan to hire someone to fulfill the duties of the Human Resources Coordinator, but to find someone to help with employee relations. He noted that a human resources facilitator could establish the communication framework and train staff on how to use it. He added that the Human Resources Coordinator duties were handled by the existing staff for three months when the Human Resources Coordinator was on leave. He reiterated that the human resources facilitator position is not expected to be long term, but to give employees a voice. He added that he had spoken with John Baker regarding what could work in terms of human resources facilitation. Allen asked whether Voetberg was looking at the human resources facilitator not getting involved with the human resources function. He added that the city's legal counsel had noted that it is good to maintain a separateness between the legal and higher level human resource responsibilities. Voetberg reported that higher level human resource issues would have involved the legal staff and CIS. He added that he has handled some of the higher level human resource issues himself. He stated that the problem is that employees and supervisors/managers do not know how to talk. He added that there is a process for complaints, in that employees need to talk with supervisors first, and then department heads. He noted that the supervisors and department heads would be trained. He added that based on the last two years, issues that would have gone to legal counsel dis. He noted that he thinks the process will continue to work. Allen asked whether legal counsel is comfortable with this role, and Voetberg reported that she is. McConnell noted that he does not think that this is a one-time thing. He added that the communication lines need to be created and maintained, and that staff needs to know that someone is available if there is a serious concern, and they do not feel like there are receiving adequate response to their concern. It was noted that one person could develop the system, and another could implement the system, and this could be handled through an agreement for professional services. It was noted that the agreement could also include office hours at city hall. Voetberg reported that John Baker had performed a similar task for the city when Don Davis was the city manager. He has also done this type of work for Central Lincoln PUD. Voetberg added that once the framework has been established, it can be re-evaluated. Allen stated that he would like to see who else is available to perform these services. McConnell suggested asking for an ongoing plan as a part of the RFP. It was suggested that the facilitation could be done by committee or department. Voetberg reported that a committee would include representatives from each department based on the size of the department, and that each representative would come to the meetings with a list of comments and suggestions from the departments. He noted that the management team has to be represented in the meetings as well. McConnell suggested training at the department level before citywide implementation. He suggested including the survey results with the RFP. Roumagoux noted that she would like to see the facilitation process

empower employees. McConnell noted that employees need accurate information on how the budget works to eliminate misunderstandings. Voetberg stated that the elimination of the Human Resources Coordinator position was a financial decision. He added that he believes that the human resources functions can be handled by existing staff and the city attorney, but that a facilitator is needed for communication issues. He noted that the RFP will include a request for proposers to relate how they are going to provide services. Allen stated that he would prefer to see the RFP before it is issued. It was agreed to provide the draft RFP by the first meeting in August, and that it could include pertinent information from the "Employee Handbook."

12. McConnell reported that Roumagoux had participated in a Public Works Department ride-along. He stated that he would send a letter from the City Council indicating interest in this program with an invitation from the department.
13. Copies of e-mails regarding the tourism facility fund and other issues were distributed. These included a May letter from the lodging association. A discussion ensued regarding replenishment of the funds in the future. Bertuleit reported that the lodging association concern is that transient room taxes should not be increased to fund anything additional. It was suggested that rather than a set timeline, applications could be accepted as organizations are ready. Beemer noted that the city needs to look at the return on investment. McConnell suggested that applicants should be able to request a certain percentage of the monies up front. It was agreed to develop a task force of five individuals to review the applications and make recommendations to Council. Staff will draft a resolution formalizing the task force. A discussion ensued on the composition of the task force and it was suggested that it be comprised of seven members with two from outside the community with an interest in economic development. Council was asked to think about potential members and why they would be a good fit for this task force. It was suggested that the first task should be to recommend a process and criteria. It was agreed to review a resolution creating the task force at the second meeting in July; appoint the members at the first meeting in August; with interviews at the August 1, 2011 work session. A discussion ensued regarding appointment of a Council liaison to this task force. Allen volunteered noting that he has no connection with any potential applicant groups.
14. Council reviewed the status of its goals. It was noted that the human resources facilitation RFP would be discussed at the next work session if it was ready; otherwise, it would be discussed at the first meeting in August.
15. It was noted that the non-profit support funding process needed to be fine-tuned. McConnell noted that he would send the packet of information and it would be discussed at the work session of July 18, 2011.
16. It was noted that the economic development initiative will be discussed on July 18, 2011. McConnell reported that he will meet with Voetberg, Tokos, and Lorna Davis, executive director of the Greater Newport Chamber of Commerce, on this issue.
17. McConnell asked that the issue of contracting for recreational facility management services be discussed. It was suggested that a task force be formed to study this issue, and that Fred Springsteen had volunteered, during a Budget Committee meeting, to participate in the process. Staff was asked to initiate the process of establishing a task force to study this matter.

18. Voetberg reported that staff will draft an "Adopt-A-Park" plan for Council review.
19. It was reported that the Bayfront parking plan will appear on the August 15, 2011 agenda.
20. It was reported that the revisions to the business license and transient room tax ordinances would come before Council in September.
21. A discussion ensued regarding the status of the contract rules revision, and it was noted that staff is currently reviewing the proposed rules submitted by LGLG.
22. McConnell reported that he, Allen, and Roumagoux would follow up on workshops they have attended.
23. Brusselback reported that the Port is amenable to participating in one or more joint annual meetings with the City Council. It was agreed to schedule a meeting in the fall.
24. A discussion ensued regarding "town hall" meetings in neighborhoods. It was suggested that the idea be put forth to the community to determine whether there are any neighborhoods interested in hosting.
25. Allen noted that the city manager's quarterly evaluation will occur in September.
26. McConnell suggested that sustainability be a topic of future discussion. Bertuleit suggested the possibility of wind power for the FBO and solar power for the recreation center.
27. It was agreed to hold an Urban Renewal Agency work session at the first meeting in August.
28. Beemer updated Council on the tsunami preparedness work. He noted that once the geotech engineer studies the hill, a plan can be refined. He stated that he would report to Council when the study is complete.
29. McConnell noted that a statewide "shake, rattle, and roll" day is scheduled on October 15, 2011. It was agreed that Council will discuss participation in the program at its August 15, 2011 meeting.
30. Other issues to be discussed include: consideration of becoming a "Tree City USA" community; erosion control (Planning Commission will study); open space policy; and Nye Beach flooding and stream contamination (budgeted).
31. It was noted that Lincoln City has taken the lead in placing the Rocky Creek permits in reservation status.

Having no further business, the meeting adjourned at 1:51 P.M.