

March 1, 2011
9:00 A.M.
Newport, Oregon

CITY COUNCIL WORK SESSION

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

Staff present: Voetberg, Hawker, McCarthy, and Marshall.

Media in attendance: Larry Coonrod.

Committee Liaison Reports

Roumagoux reported on a recent meeting of the Senior Advisory Committee. She reported that the bottom sentence on the fee schedule needs to be removed to be consistent with current practices. She added that the renovation of the basement is nearly complete, and plans are underway for a celebration. The Committee discussed changing the name of the center to appeal to more generations of “seniors.”

Sawyer reported on recent meetings of the Destination Newport Committee. He noted that the spring advertising campaign was a topic of discussion, along with the RFP for advertising services for next year and beyond. Voetberg reported that direction was given to not spend remaining advertising dollars through the agency, but to utilize the Chamber to identify billboard sites throughout the state, and directly create billboard ads. McConnell reported that the trend is to keep advertising dollars locally. Allen asked whether the RFP will be broad enough to attract less formal groups.

Beemer reported that he attended a recent stakeholders meeting for the NOAA project. McConnell noted that he attended the last stakeholders meeting, and that various entities are working on a traffic plan for the opening of fishing season.

Bertuleit requested an excuse from the City Council meeting of March 7, 2011. MOTION was made by Allen, seconded by Roumagoux, to excuse Bertuleit from the March 7, 2011 City Council meeting. The motion carried unanimously in a voice vote.

Interim and Long-Term Legal and Human Resources Assistance

Voetberg recommended the city use contracted legal services and strengthen human resources services. He reported that of sixteen cities responding to an informal survey, only three have a full-time human resources professional. He noted that the person who handles accounts payable, accounts receivable, and payroll, for the Finance Department, will be retiring at the end of the year, and that the senior finance manager

is handling benefits. He suggested creating a position that handles employee benefits and payroll. He added that if the legal services are contracted, there should be sufficient savings to hire a full-time human resources professional, and the payroll/benefits person for the Finance Department, and that these positions would fill two major voids. Allen noted that staff may need to sort some other issues out to make these changes. Voetberg reported that this would leave \$66,000 for legal services. Allen noted that Chris Minor billed the city at a local community rate. McCarthy suggested that the City Council look at contracting, at least half-time, with an in-house attorney to provide accessibility to staff and to deal quickly with issues. She also noted that a contracted human resources manager, along with the human resources coordinator, could perform preventative human resources functions, and be available to staff. She added that there are excellent in-house staff resources. Roumagoux asked whether interim legal issues would go to Voetberg for assignment. Allen noted that there are a couple of models for legal services in small communities. He added that the serious downside to McCarthy's proposal is the need for separateness between the positions of the city attorney and city manager. McConnell noted that accessibility is a big issue, and added that he would like to hear what department heads think about in-house v. contracted legal services. He added that there is also a budgeting issue. Allen stated that his preference is legal representation from outside the community, noting that with electronic and other communication, it does not matter that legal counsel is present. He suggested that legal counsel may need to attend regular City Council meetings. McCarthy suggested an executive session. It was the consensus of Council that proposals for interim legal services, for approximately 20 hours weekly, until the end of the fiscal year, be solicited for Council review.

Allen asked whether CIS has the ability to provide name of human resources contractors. A discussion ensued regarding contracting for professional human resource services, for a certain number of daily hours, through the end of the fiscal year. Allen asked whether hiring outside human resource services is going to impact ongoing issues with the city. McConnell noted that it is important to find someone who can do what McCarthy is doing now relative to human resources. It was agreed that contracted human resource services should not exceed 20 hours weekly. Voetberg suggested talking with Lincoln County regarding sharing some human resource services on an interim basis. Staff will talk with CIS, LGPI, and others regarding professional human resources consulting.

Council agreed to hold an executive session on March 10, 2011, at 9:00 A.M., to conduct an exit interview/performance evaluation with McCarthy, and a performance evaluation with Voetberg. Both requested that these meetings be held in executive session. McCarthy's exit interview/performance evaluation is scheduled for 9:00 A.M., and Voetberg's performance evaluation is scheduled at 10:00 A.M. City Council will bring documents regarding the format of a quarterly review.

Having no further business, the meeting adjourned at 10:28 A.M.