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MEMO

DATE: January 26, 2015
TO: Mayor and City Council
FROM: Spencer Nebel, City Manager
SUBJECT: Status Report for the time period of January 12, 2015 – January 23, 2015

HIGHLIGHTS OF ACTIVITIES:

Highlights and activities over the past two weeks include the following:

- Met with Barb James on various HR issues. Barb was successful in obtaining dismissal of two complaints that were filed with the Civil Rights Division of the Bureau of Labor and Industries that were deemed to be unfounded that were filed against the city from one of our parks and recreation contractual providers. In addition, CIS settled a worker's compensation claim relating to the same contractor. We are reviewing our processes for retaining these types of services, which have been done on a contractual basis, to determine if that is the most appropriate way to handle these types of situations in the future. We will also be reviewing our process for renewing contracts as well, since in this particular case the contract had expired, however the city was continuing with the same services without a current contract.
- Participated in the Joint City Council and Planning Commission meeting on the creation of a Northside Urban Renewal District.
- Steve Rich, Tim Gross and I met with Mark McConnell regarding the next phases of the Performing Arts Center projects. This meeting was to determine how various contractual issues will be dealt with for the Performing Arts Center projects. Since a portion of the projects will be physical improvements to the building, they will need to be contacted by the city with having the equipment being purchased directing by the Oregon Coast Council for the Arts.
- Participated in a meeting of the Audit Committee, as reported at the January 20, 2015 City Council meeting. The audit for the city of was not completed and filed by the December 31, 2015 deadline that we had establish as a goal for this year. This was primarily due to staffing changes that occurred within our auditing firm. Even with the staffing changes we are well

ahead of last year but unfortunately did not meet our desired goal of filing the audit by this date. The State of Oregon does allow a grace period, so we have been informed that we will not be required to file an extension.

- Wayne Belmont and I participated in a meeting with the Newport Fishermen's Wives to discuss next steps in the effort to retain the Newport Air Facility. The next phase will involve support for our congressional delegation in providing specific information and keeping attention on the retention of this facility. We also talked about packaging all of the materials that have been collected for presentation to the U.S. Coast Guard Commandant in Washington DC. In addition, there will be an effort to try to work within the Coast Guard to try and get them to think differently about the closure of this facility.
- Participated in the monthly luncheon with the Lincoln County City Managers.
- Participated with the Airport Committee monthly meeting. The Airport Committee spent time prioritizing issue to work on in the future. These will be conveyed to the City Council. Airport Committee will proceed to develop a plan to address these priorities over the next year.
- Worked on agenda reports for the January 20, 2015, City Council meeting.
- Met with Rob Murphy on Fire Department issues.
- Met with Ted Smith to discuss the next phases of the Library project. Since these are projects that impact the physical structure of the Library, it will be necessary that they be done as city projects under city contracts. This will create some additional expenses for the projects in order to meet prevailing wages and general criteria sufficient for a public building. Ted was inquiring about city financial support to cover the difference in costs. I indicated that this is something that he should request as part of the budget process and that I thought it was a reasonable request.
- Participated in fire negotiations with Steve Rich, Barb James, and Rob Murphy.
- Was on Cheryl Haro's radio show on Friday for one hour talking about up-coming issues facing the City of Newport.
- Held a route staff meeting.
- Met with Mike Murzynsky regarding Retirement Trustee rules. This is an area in which we are researching for the next Retirement Trustee meeting coming up on January 29th. Currently, we maintain two separate Retirement Boards but based on the research that we have completed it appears that one of those boards was eliminated by the City Council with a 2009 Restatement of the retirement program. This is a board that has not met in a number of years. It appears that their responsibilities were assigned to the Finance Director as part of this Restatement document. The Retirement Trust has been actively working to invest the retirement proceeds. This board's role is still current and is limited to strictly investments for the Retirement Trust Fund. We will be providing a summary of this information for review by the Retirement Board at their meeting. Furthermore, I asked Mike to develop policies as to the contribution of city funds into the retirement system. This has been happening on an irregular basis in recent years. I am proposing that this be done minimally on a quarterly basis and perhaps on a monthly basis in order to keep a predictable flow of cash coming into the retirement system. This will also help make our financial reports more meaningful.
- Met with Mike Murzynsky and Linda Brown to develop a City Attorney budget for the current fiscal year. This will include reassigning legal cost that are allocated out into individual

budgets back to a City Attorney cost center. As part of this process, we will adjust our contributions from other funds to cover the expenses that the general fund will be covering in the form of legal services to other funds. This will be part of a future budget amendment that will be presented to the City Council.

- City Hall was closed Monday, January 19 in observance Martin Luther King Jr.'s Birthday.
- Mike Murzynsky and I participated in a VAC meeting focusing on both current and future VAC finances. We are working to finalize the financial aspects of the report that will be coming to the City Council in March. The current financing of operations is an intricate web, primarily involving OCCA and the city. My goal is to simplify and make a more transparent financial picture for the operation of the VAC.
- Mike Murzynsky, Linda Brown, Tim Gross and I met to review the Capital Projects Forms for this year's budget. We wanted to review and modify the form we introduced last year to assure that it is meeting the needs of finance, engineering and me for developing the proposed budget.
- Peggy Hawker, Barb James, Richard Dutton and I participated in a presentation from Clarity on their document management system. Implementing some sort of document management system within the city is one of our longer term goals. This will improve the overall management of process within the city organization.
- Peggy Hawker, Cindy Breves, Richard Dutton and I met to review where we are at in regards to an agenda management system for the city. This remains a priority. In addition, we will want to discuss with the Council the possibility of going paperless for our agendas at some point in the future. I think with a robust agenda management system, the Council would find utilizing a paperless system much easier than with their current agenda packets. Furthermore, many cities are going forward in issuing iPads (or equivalent tablets) for their Council's agenda packet instead of laptops. At some point, we will have a work session to discuss the possibility of going paperless on agenda in conjunction with an agenda software package.
- Participated in the regular City Council meeting held on Tuesday, January 20.
- Held a routine Airport staff meeting at the FBO.
- Peggy Hawker and I met with Katie McNeil and others to discuss the future locations for the Farmers Market. We have indicated to the Farmers Market that they will need to relocate from the current location due to the construction of the pool for 2015 season. The Farmers Market has looked at alternative locations including Port property on Bay Blvd., the Visual Arts Center, a location under the bridge in South Beach, and up at the Wilder Subdivision. The Farmers Market believes that a significant portion of their business is related to tourist traffic and visibility on US 101. They are very hesitant to relocate the Farmers Market in an area where it would not be visible from the highway. Wayne Belmont indicated that Lincoln County cannot accommodate the Farmers Market in their parking lot located to the south of the court house, however the county would be supportive of the closure of 2nd street from 101 to the post office and would not object to the street being used for the Farmers Market with county parking lot being available for parking for the Farmers Market. This location has the benefit of being in the proximity of the City Hall site so retraining customers about the location should be easier. We have suggested that the Farmers Market make contact with

adjacent property owners to determine if they have any objections or special needs that need to be considered as part of a Saturday morning street closure.

It is my hope that we will be able to accommodate the Farmers Market back on City Hall property in 2016. This will be dependent on the overall parking needs for the combined recreation/pool and other potential developments that may occur that would impact the space available for parking for the Farmers Market.

- Met with Jim Salisbury to review a number of safety issues within the city.
- Participated in the Joint City Council and Lincoln County Commissioners meeting on Wednesday, January 21, 2015.
- Met with Fire Chief Rob Murphy to review various departmental issues.
- Met with Barb James on various HR issues.
- Met with Peggy Hawker and Derrick Tokos on various aspects of the Farmers Market including contacting Jeff Fox regarding Saturday closure of the access to 2nd Street at 101 for the Farmers Market. Derrick suggested that it would not be appropriate for the city to make this request to Jeff Fox since his company is currently appealing a planning decision on this property. It would be more appropriate for any request to come from the Farmers Market group. Peggy is going to forward that on to Katie McNeil including contact information. In discussing future years for the Farmers Market, Derrick indicated that the key will be determining the total parking needs for the Pool/Recreation Center and perhaps agreeing to some limitations on events that would conflict to make sure there would be parking for the pool and the Farmers Market on Saturday mornings. Again this will be an item that we will be reviewing at an administrative level and at some point presenting this information to the Council for review.
- Councilor Laura Swanson and I toured the downtown theater, the Ark. The City Center group has had discussion with the property owners who are interested in selling this property. The League of Oregon Cities indicated at the Eugene meeting that the State is taking a look at some sort of incentives to keep downtown theaters active and alive. If this program materializes, the Ark might be a good fit for revitalization funding to get it back into some sort of operations. The stage and auditorium are pretty much intact, except a number of the theater chairs have been removed to provide alternate seating. The building itself is in need of some TLC.
- The Yaquina Bay Managers held their second meeting at the Embarcadero. This is a group of Yaquina Bay public managers that report to boards i.e. the Port of Newport, Port of Toledo, PUD, School District, Community College, the City of Toledo and Newport. We will be sending an invitation to Brenda Bremner Executive Director for the Siletz Tribe to join our group. Brenda lives in Newport.
- Met with Barb James to discuss various HR issues.
- Met with Richard Dutton in our regular weekly meeting. IT encountered problems in making the full conversion over to the new firewall equipment which will eventually include multiple pathways to work around any individual units that might experience a failure. The good news is that the city is online with all new equipment. The bad news is that they were not able to complete all of the work which would have created multiple paths should any particular unit fail at the various switches and servers that are utilized for the city's voice and data services.

Richard will be scheduling an alternate weekend in order to complete this work. This work is scheduled during an off time in order to minimize disruption in services for the departments or for the public. In addition, Richard has some concerns with the city's "voice over internet" provider since when we do have failures in services, their response times in getting us back up and running has been unacceptably long. Richard is looking at alternative providers for this service in order to reduce down times when occurrences happen.

- Barb James, Rob Murphy and I have participated in fire negotiation. We are planning to update the Council on negotiations in an executive session at our first meeting in February.
- Barb James and I met with Elizabeth Kunesh regarding salary survey discussion. The city's salary survey is quite dated. Elizabeth Kunesh provides salary studies on a contractual basis to various employers. Ms. Kunesh can provide a salary study at substantially less cost than through LGPI, Local Government Personnel Institute. Ms. Kunesh would be using published data from a salary surveying company for this study. We will have to review the depth of this information in order to determine whether it will be appropriate for use for a City of Newport salary study.

UPCOMING EVENTS:

- I will be attending a budget update provided by the Department of Revenue in Eugene, OR on Thursday, February 12.
- I am attending a Senior Official's Emergency Management Course at is being put on by FEMA, at Gleneden Beach Fire Station, all day on Tuesday, February 17. This is a Council meeting day due to President's Day being on Monday, so we will be scheduling our staff meetings and my meeting with the Mayor for Friday, February 13.
- On Monday, February 23, beginning at 9 A.M. and running until approximately 3 P.M. the Council City will conduct its annual goal setting session. This will be formatted similarly to last year's session with presentations by the departments in the morning with the Council then determining Council goals during the afternoon.
- As a reminder the Council has excused me from attending the March 2 City Council meeting. I will be on vacation from February 25 through March 12. During this time I will designate an acting City Manager. I will prepare the agenda items for the March 2 meeting prior to going on vacation.
- Thursday, February 26, 2015 is "City Day at the Capital", presented by League of Oregon Cities and Mayors Association. We will need to see if any Council Members are available to participate in this event.
- Wednesday, March 18, 2015, Preliminary Meeting of the Budget Committee
- Wednesday, April 29, 2015, First Budget Committee Meeting
- Wednesday, May 13, 2015, Second Budget Committee Meeting
- Wednesday, May 20, 2015, Third Budget Committee Meeting
- Monday, June 15, 2015, Budget Public Hearing

TO BE SCHEDULED EVENTS:

- We will be scheduling an ethics/orientation work session for the City Council during the next couple of months. This will be coordinated with a presentation from the Oregon Ethics Commission. This way they can present the ethics portion of the presentation and we will do a refined portion of the orientation session we did for Councilor Engler for the second part of that training day.
- We will also be scheduling a work session with the City Attorney to review of Resolution No. 3624 which outlines the interactions with the City Attorney by Council and staff to reflect having a on onsite full-time City Attorney. This resolution can be replaced with an update to the Council Rules outlining the interaction of members of Council with the City Attorney.
- We will be scheduling a work session on paperless agendas in the next couple of months.

ATTACHMENTS:

- Attached is a Blog from University of Oregon regarding an initiative to preserve historic downtown theater.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is written over a light blue circular stamp.

Spencer R. Nebel, City Manager
Newport, Oregon



CSC Blog

The Community Service Center links the energy, expertise and innovation of the University of Oregon with the planning and public policy needs of Oregon communities.

January 23, 2015

Get Your Popcorn Ready!

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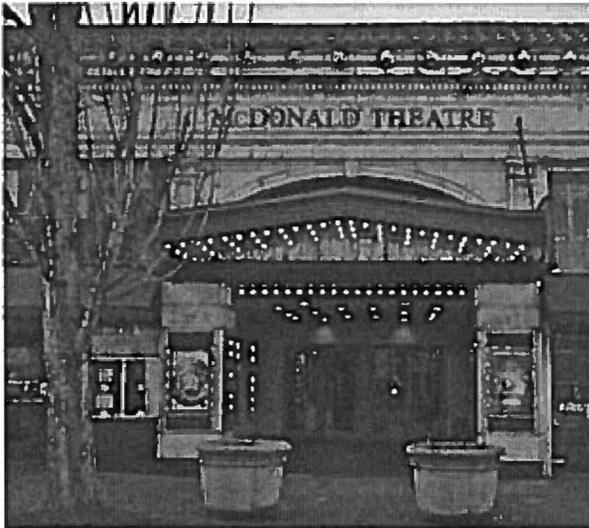
Push Play

The Community Planning Workshop's (CPW) Oregon Historic Theatre Preservation Team have begun our initial stages in helping to build a framework for the revitalization of downtown historic theatres throughout the state of Oregon.

Historic theatres are not only an all-American pastime, they also boosts tourism and stimulates downtown economic activity within cities and towns. Our team will be taking advantage of our partnership with [Oregon Main Street](#), [Pacific Power](#), and [Travel Oregon](#) that will enable us to gain expert insight in creating a lasting blueprint to increase economic vitality and boost tourism in downtowns all over the state.

Before our team conducted additional independent research, we first gathered and consolidated all previous research to eliminate redundancy and use our data efficiently. This involved pouring over theatre inventory spreadsheets, websites, and then double, or even triple checking all of our facts and figures.

Sounds like fun, right?



Well, actually, it is! In addition to reviewing interesting facts, archived photographs, and even the occasional “epic story”, our team took to the streets of downtown Eugene to visit our very own McDonald Theatre. We received a one-of-a-kind in-depth look at the theatre; dressing rooms, projectionist booth, backstage, rafters, everywhere! Our tour guide, production manager, Jason Way, provided us with more information and theatre education than we originally thought possible.

McDonald Theatre is mainly a live music venue these days, but they do show the occasional movie every now and then for old times’ sake. It was built in 1925, and ownership is now in the hands of the Kit Kesey, nephew of world-renowned author Ken Kesey, who has owned it since 2009.

Hitting the Road



Inspired by our first trip, fellow teammate, Dana Nichols, and myself took an additional field trip to Alberta Rose Theatre located in Portland, Oregon. The building is remarkably similar to the McDonald Theatre; both have attached business storefronts, primarily to the left of the front entrance. The Alberta Rose Theatre was built 2 years after the McDonald Theatre and both are constructed in the same poured concrete style.

Although there are close to 100 historic theatres throughout Oregon, our team is going to do our best to visit as many of them as possible. As good as reviewing historic documentation, phoning theatre owners, scanning old newspapers, and polling community members is, nothing compares to visiting the theatre and feeling the aura elicited from the marquee.

Stay tuned in for more interesting updates about our research, findings, and field trips.



About the Author: Craig Wiroll is a journalist and farmer-turned-Master of Public Administration student with high hopes of changing the world. For now, he's just going to focus on the UO Campus. Craig is also a two-time AmeriCorps alum from Wisconsin, who enjoys public radio, hiking and food. Craig also works at the Student Sustainability Coalition and is the founding member of a UO volunteer/action group based around food issues.

Written by [Julia Havens](#) Posted in [CPW Featured Projects](#) Tagged with [community and regional planning](#), [Community Planning Workshop CPW Oregon Historic Theatre Restoration](#), [Community Planning Workshop](#), [Community Service Center, CPW](#), [Craig Wiroll](#), [Craig Wiroll Community Planning Workshop CPW Oregon Historic Theatre Restoration](#), [Craig Wiroll Oregon Historic Theatre Restoration](#), [CSC](#), [CSC-Community Service Center](#), [Master of Community and Regional Planning program](#), [Meet Our Students](#), [Oregon Historic Theatre Restoration](#), [Planning Public Policy and Management](#), [Planning Public Policy and Management \(PPPM\)](#), [The Community Planning Workshop](#), [The Community Service Center \(CSC\) of Oregon](#), [University of Oregon](#)

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I think this effort is well needed to help struggling downtown areas. I also would encourage this effort to include downtown theaters that are currently closed, but could be salvaged. A key to the revitalization of Newport's City Center could be the Ark, formerly know as the Newport Cinema. The building is the best

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