

Derrick Tokos

From: Derrick Tokos
Sent: Friday, February 23, 2018 10:24 AM
To: 'Bill Posner'
Subject: RE: VRD Enforcement (low priority email)

Hi Bill,

Please see my responses below. A copy of this email will be included in the packet materials for the 2/28/18 meeting so the full committee has the same information.

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-----Original Message-----

From: Bill Posner [mailto:bposner@outlook.com]
Sent: Monday, February 19, 2018 9:04 AM
To: Derrick Tokos <D.Tokos@NewportOregon.gov>
Subject: VRD Enforcement (low priority email)

Hi Derrick;

I'm working on some ideas for the meeting where we discuss Enforcement. I had some general questions. If any of these questions are invasive or private, just let me know :)

1. Does the city use a general database throughout departments for requests and complaints, or are they department specific?

- They are Department specific. Complaints to the Police Department's Community Service Officer are often shared with the Community Development Department and vice-versa, but there is no guarantee that it always happens. There isn't a centralized repository for complaints.

2. What, if any, are the requirements or policies for using volunteers for city work (office work)

- From Barb James, the City's HR Specialist

" Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer application is completed and signed by the volunteer, and approved by the City of Newport AND a parent or guardian. All volunteers are subject to a background check prior to performing any volunteer work. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments. Certain volunteer positions may require an additional Authorization to Release information to be completed for a more in depth background check. Police and Fire volunteers are required to meet DPSST requirements in addition to city requirements. Interviews may be conducted for certain positions prior to selection. Volunteers will receive approval of acceptance in the City of Newport Volunteer Program prior to starting work. All volunteers will complete the City's required training.

Volunteer workers must track and submit hours on a weekly basis to their supervisor. This is an Oregon statutory requirement. A record of volunteer hours is used to demonstrate when a volunteer is on the job for accident claims, and can be used to verify work experience for job references. It is required to compile the City's annual workers' compensation premium audit.

City of Newport employees may volunteer in other departments if:

- o The volunteer position is with an established City of Newport volunteer program,
- o Duties of the position are outside the employee's normal work duties,
- o No work time is used to perform the volunteer duties,
- o The volunteer duties are performed solely at the option of the employee and there is no expectation, director implied, that the employee performs volunteer service, and,
- o The employee signs a waiver indicating that the decision to volunteer is entirely his/her own and no payment for the work will be rendered."

3. Is there a process in place to set up a new department, or sub department of an existing department? If there is how can I find out the process.

- This would fall under the heading of "organizing city departments and administrative structure" which is the responsibility of the City Manager, or designee, under Section 34 of the Charter of the City of Newport. Elected Officials provide policy guidance, often with the assistance of committees, that set out what they want to see accomplished. The City Manager, or designee, is then responsible for figuring out how to organize staff resources to achieve the desired objective. This includes developing a budget, which would be subject to Council approval.

4. How many staff members are there in the IT or department that handles computers/software/phone systems. Is there a formal request procedure for this department for services/equipment?

- There are two individuals in the City whose primary job responsibilities are IT related. Requests for specific IT services/equipment must be made as part of the City's budgeting process.

5. How is the Planning Commission budget determined each year, is it a general budget or is there a separate budget.

- The Planning Commission does not have a specific budget. The Newport Municipal Code states that City planning staff is to provide the Commission with administrative support (NMC 2.05.005(F)). Funds needed to support the Commission are included in the Community Development Department budget.

Again, I don't need this info until we are close to Meeting #5 in April.

Thanks for your time.

Bill Posner