

PORT OF NEWPORT COMMISSION SPECIAL MEETING AGENDA

Tuesday, January 24, 2017, 12:00 noon
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order
- II. 2017 Goal Setting Review
- III. Public Comment
- IV. Adjournment

Regular meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

The Port Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

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WORK SESSION AGENDA ITEM

DATE: *January 24, 2017*
RE: *2017 Goal Setting*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *General Manager*

BACKGROUND

The Port Commission and Executive Staff met on Saturday, November 5th to conduct Goal Setting for 2017. During the half-day session, over 40 goals were generated by the Commission. Included in your packet is the scoring summary of the various goals brainstormed in November.

The Summary of Goals are broken into two categories. The main goals are those projects and priorities that received four or more votes. It should be noted that the top ranking project by votes only received votes from two commissioners, so we may need to review that before next year. Projects that received three or less votes are also included for reference.

Please review the goal setting summary and prioritize the top five projects for the afternoon's work session.

SUMMARY OF TOP GOALS

1. **Fund the International Terminal Shipping Facility**
This includes completing the financing for the ITSF project as well as developing markets for the facility when complete.
2. **Marketing and Public Relations**
This includes updating the website, improve social media presence through Facebook and Yelp, develop print brochures and trade show booth materials.
3. **Review Port Moorage License Agreements**
This includes reviewing Moorage License agreements for completeness, strengthen enforceability of moorage and storage agreements and reviewing agreements for insurance.
4. **Financial Strength**
This includes better defining of profit centers, reviewing contracted services for best value, determining how much Port is making/losing in a given area, and identifying strengths and liabilities. Developing monthly reports that give a high level view of business unit sustainability. Developing Financial Policies.
5. **Review Capital Plan & Priorities**
In particular, moving the repair of the Rogue sea wall up on the priority list.

6. Port of Newport Administrative Office

This includes exploring options for building a new structure and looking at South Beach Annex as a potential location.

7. Store Out of Date Gear to Make Room for Gear in Use

This includes looking at both the International Terminal and the North Commercial lot for out of date gear or unusable materials.

8. Security Cameras

This includes installing additional cameras in the South Beach parking lot and Multi-Use areas.

9. Convene Commercial Fishing Users Group Committee

Start meetings for the newly established advisory committee and using the group to review policy documents that could impact the fleet.

10. Annex Revamp

This includes looking at the cost and feasibility of updating the Annex or using it for another purpose, perhaps as a location for the Port office.

11. Rate Survey for Services and Equipment

This includes looking at fees at the International Terminal and Commercial Marina, considering public facility vs. private rental fees, making sure we are charging appropriately and for all areas where charges would be applicable.

12. Review and Update of Emergency Response Plan

This includes reviewing and/or establishing emergency response plans for major events and determining responsibilities for the Port and Port Lessees.

OTHER GOALS RECEIVING VOTES

13. Increase Communication with TCB

This includes providing the Commission with reports on safety related issues via daily reports, a monthly summary of TCB activities, and perhaps a Commission liaison with TCB.

14. Property Donations to the Port of Newport

Explore the feasibility and encouragement of property donations.

15. Review Facilities to Make Self-sustaining

This includes determining what it would take for each facility to break even on income/expenses.

16. Partner with Other Agencies

This includes looking at options for partnering with the City of Newport and/or others for training, maintenance and work sharing.

- 17. Continue Exploring a Landing Fee**
This includes evaluating who and in what amount a landing fee may be assessed at the Commercial Hoist Dock.
- 18. Annual Training for Commission**
Training to consider may include ethics, public records, SDAO.
- 19. Develop Criteria for Future Use of Remaining Port Property**
This includes all remaining undeveloped parcels or re-vamp options.
- 20. Guidelines for Hoist Usage**
This may include an on/off control allowing for PIN #s or key cards, posting "best practices" guidelines, and hoist safety training.
- 21. Contract Out Services**
Services to consider may include cleaning and/or NCom forklift.
- 22. Succession Planning**
This includes looking at future personnel needs at all facilities.
- 23. Monthly Reporting to Commission of RV Park Customer Feedback**
- 24. Consider & Cost Out Equipment Operation to lease out to Private Operator**
- 25. Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV**
- 26. Set aside \$50K-\$100K at end of fiscal year for SB Projects**
- 27. Consider GO bond to fund all Ncom repairs & dredging (2 - 5 year) and run by Users Group**
- 28. Deepen Triangle/Prism for NOAA Dredging**
- 29. Ordinance Review Group with TCB & Commission**
- 30. NCom inventory completed by Port Personnel to free up TCB to Focus on Safety Issues**
- 31. Cross Training of All Jobs at the Port**
- 32. Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building**
- 33. Maximize Insurance Discounts**
- 34. SB Dock Replacement/Refurbishment Every 1 - 2 years**

35. **Evaluate Port Potential Liability re: Charter Boats, etc/Addl insured Port of Newport**
36. **Better Boat/RV Inventory, Inventory Management Program**
37. **Equipment and Facility Damage Recoupment Policy**
38. **SB Vision Part of 2017 Goal Setting as a Separate Category**
39. **Marine Science Community Growth Outreach**
This would include non-professional community involvement
40. **Rewrite Mission and Vision Statement**
41. **Update Strategic Business Plan**
42. **2 - 5 years - Bring new Revenue Producing Interest - Out of the Box**
43. **Utilize the YFP Property by Renting Space to Fishermen**
44. **Identify all Dredging Needs for the Port**
45. **NIT - Have Rates Equal for All Users**

RE-PRIORITIZATION

The goal setting summary sheet included in your packet includes a column for the commissioners to vote one last time to help prioritize the list before adoption in January. Please prioritize your top five projects for the board meeting.

BUDGET IMPLICATIONS

These projects, once prioritized, will serve as a guiding document for the development of the FY17-18 budget.

RECOMMENDATION

No recommendation this month as the Commission will be reviewing the list. A final report will be presented for adoption at the January meeting.

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2016 GOAL SETTING SUMMARY 2016.11.05										
Goal	Chuck	Brown	Patrick-Joling	Lamerdin	Beck	#Votes	#Com	Rank	Prioritize 1 - 5	
1 Fund ITSF	6	5				11	2	1		
2 Marketing & Public Relations		3	3	1	1	8	4	2		
3 Review MLAs and Agreements	1	2	3		2	8	4	2		
4 Financial Strength	1	2	2		2	7	4	3		
5 Review Capital Priorities/Rogue Sea Wall	1	1	2	1	1	6	5	4		
6 Port of Newport Office	1	2	1	1	1	6	5	4		
7 Store out of date gear/make room for gear in use	1	2	2	1		6	4	5		
8 Security Cameras	1	1	1	1	1	5	5	6		
9 Convene Commercial Users Group	2	2	1			5	3	7		
10 Rate Survey for Services & Equipment	2		2	1		5	3	7		
11 Annex Revamp	2	3				5	2	8		
12 Emergency Response Plans		1	1	1	1	4	4	9		
13 Increase Communication with TCB			1	1	1	3	3	10		
14 Property Donations to the Port			1	1	1	3	3	10		
15 Review Facilities to make Self-sustaining	1		1		1	3	3	10		
16 Partner with other Agencies	2	1				3	2	11		
17 Continue Exploring a Landing Fee		2			1	3	2	11		
18 Annual Training for Commission	1		1			2	2	12		
19 Criteria for Future Use of Port Property			1	1		2	2	12		
20 Guidelines for Hoist Usage			1	1		2	2	12		
21 Contract out Services	2					2	1	13		
22 Succession Planning		2				2	1	13		
23 RV Park Feedback report to Commission monthly			1			1	1	14		
24 Consider and cost out Equipment lease to private operator	1					1	1	14		
25 Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV	1					1	1	14		
26 Set aside \$50K-\$100K at end of fiscal year for SB Projects	1					1	1	14		

2016 GOAL SETTING SUMMARY 2016.11.05										Prioritize
Goal	Chuck	Brown	Patrick-Joling	Lamerdin	Beck	#Votes	#Com	Rank	1 - 5	
27 Consider GO bond to fund all Nicoma repairs & dredging (2 - 5 year) and run by Users Group	1					1	1	14		
28 Deepen Triangle/Prism for NOAA Dredging	1					1	1	14		
29 Ordinance Review Group with TCB & Commission				1		1	1	14		
30 NCom inventory completed by Port Personnel to free up TCB to Focus on Safety Issues				1		1	1	14		
31 Cross Training of All Jobs at the Port				1		1	1	14		
32 Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building				1		1	1	14		
33 Maximize Insurance Discounts	1					1	1	14		
34 SB Dock Replacement/Refurbishment Every 1 - 2 years						0				
35 Evaluate Port Potential Liability re: Charter Boats, etc./Addl insured Port of Newport						0				
36 Better Boat/RV Inventory, Inventory Management Program						0				
37 Equipment and Facility Damage Recoupment Policy						0				
38 SB Vision Part of 2017 Goal Setting as a Separate Category						0				
39 Marine Science Community Growth Outreach						0				
40 Rewrite Mission and Vision Statement						0				
41 Update Strategic Business Plan						0				
42 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box						0				
43 Utilize the YFP Property by Renting Space to Fishermen						0				
44 Identify all Dredging Needs for the Port						0				
45 NIT - Have Rates Equal for All Users						0				