

PORT OF NEWPORT SPECIAL COMMISSION MEETING AGENDA

Wednesday, July 19, 2017, noon
OSU Extension Office
1211 SE Bay Blvd, Newport, OR 97365

- I. Call to Order12:00
- II. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i) – PERFORMANCE EVALUATIONS OF PUBLIC OFFICERS AND EMPLOYEES. No decisions will be made in Executive Session.12:01
- III. Re-enter Special Meeting 12:50
- IV. Adjournment..... 1:00

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

The OSU Extension Office 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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**Port of Newport General Manager
2017 Performance Evaluation – Commission Tabulation**

Rating Scale Definitions (1-5)

- Unsatisfactory (1) The employee’s work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed..... (2) The employee’s work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards (3) The employee’s work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards .. (4) The employee’s work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee’s work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee’s work performance was not observed.

Notations used: ⁴Only 4 observations recorded
³Only 3 observations recorded
²Only 2 observations recorded

Performance evaluation score calculated as average of responses received.

| I. PERFORMANCE EVALUATION AND ACHIEVEMENTS | Score |
|--|--------------|
| A. Board of Commissioners Relationships | |
| 1. Effectively implements policies and programs approved by the board of commissioners. | 3.2 |
| 2. Reporting to the board of commissioners is timely, clear, concise and thorough..... | 3.0 |
| 3. Accepts direction/instructions in a positive manner | 3.7 |
| 4. Effectively aids the board of commissioners in establishing long range goals. | 3.1 |
| 5. Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. | 3.5 |
| 6. Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board. | 3.0 |

Comments: There was a major turnover in the composition of the Commission. Kevin needs to work with the new Commissioners to see how they would like to be kept informed.

| | | | | | | | |
|----|--|-----|---|---|---|---|-------------|
| B. | Public Relations | | | | | | |
| 1. | Projects a positive public image..... | 3 | 3 | 3 | 5 | 4 | 3.6 |
| 2. | Courteous to the public at all times..... | 4 | 4 | 4 | 5 | 4 | 4.2 |
| 3. | Maintains effective relations with media. | N/O | 3 | 3 | 4 | 2 | 43.0 |

Comments: Could work better on presenting a positive perception of Port projects to the public and media.

| | | | | | | | |
|----|---|-----|---|-----|-----|---|-------------|
| C. | Effective Leadership of Staff | | | | | | |
| 1. | Delegates appropriate responsibilities. | N/O | 4 | 3 | 4 | 3 | 43.5 |
| 2. | Staff feels empowered. | N/O | 4 | 3.5 | 4 | 4 | 43.9 |
| 3. | Training and education provided..... | N/O | 3 | 3 | N/O | 4 | 33.3 |
| 4. | Public relations. How does public view staff? | N/O | 4 | 4 | 4 | 3 | 43.8 |

Comments: There has been a big improvement of staff morale in the past 2 years with many public compliments from users; I feel the Port staff work well together and this is due in a large part to Kevin's leadership.

| | | | | | | | |
|----|---|---|---|-----|---|---|------------|
| D. | Fiscal Management | | | | | | |
| 1. | Prepares realistic annual budget. | 3 | 3 | 3.5 | 3 | 3 | 3.1 |
| 2. | Controls expenditures in accordance with approved budget. | 3 | 3 | 3.5 | 3 | 3 | 3.1 |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 3 | 3 | 3.5 | 4 | 3 | 3.3 |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability. | 3 | 3 | 3 | 4 | 2 | 3.0 |

Comments: Creating revenue and potential revenue sources need to be one of the focuses of the Commission and Kevin.

| | | | | | | | |
|----|--|---|---|-----|---|---|------------|
| E. | Communication | | | | | | |
| 1. | Oral communication is clear, concise and articulate..... | 3 | 3 | 3.5 | 4 | 4 | 3.1 |

| | | | | | | | |
|----|--|---|---|-----|---|---|------------|
| 2. | Written communications are clear, concise and accurate. | 3 | 3 | 3.5 | 4 | 4 | 3.5 |
|----|--|---|---|-----|---|---|------------|

Comments: I very much appreciate the open-minded approach Kevin brings to the table. His patience with the Commissioners is also very much appreciated. It allows for a more effective discussion of the issues.

F. Personal Traits

| | | | | | | | |
|----|---------------------------------|---|---|---|---|---|------------|
| 1. | Initiative. | 3 | 3 | 3 | 4 | 3 | 3.2 |
| 2. | Judgment. | 3 | 3 | 3 | 4 | 3 | 3.2 |
| 3. | Fairness and Impartiality. | 3 | 4 | 3 | 3 | 3 | 3.2 |
| 4. | Creativity. | 3 | 3 | 3 | 3 | 2 | 2.8 |
| 5. | Time Management. | 2 | 3 | 3 | 3 | 3 | 2.8 |

Comments:

G. Intergovernmental Affairs

| | | | | | | | |
|----|--|-----|---|-----|---|---|-------------|
| 1. | Maintains effective communication with local, regional, state and federal government agencies. | 3 | 3 | 3.5 | 4 | 2 | 3.1 |
| 2. | Financial resources (grants) from other agencies are pursued. | 3 | 3 | 3 | 3 | 4 | 3.2 |
| 3. | Contributions to good government through regular participation in local, regional and state committees and organizations. | 3 | 3 | 3.5 | 4 | 3 | 3.3 |
| 4. | Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. | N/O | 3 | 3 | 3 | 2 | 42.8 |

Comments:

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

| | | | | | | | |
|-----|---|-----|---|-----|---|-----|-------------------------|
| T1. | Facilitate Rogue Expansion / MUA | 3 | 4 | 4 | 5 | 3 | 3.8 |
| T1. | Develop Financing/Markets for Shipping Facility | 3 | 2 | 2.5 | 2 | 2 | 2.3 |
| T1. | Commercial Docks Repairs/Maintenance Plan | 3 | 3 | 4 | 4 | 3 | 3.4 |
| T1. | Complete Personnel Manual Update | 3 | 3 | 4 | 5 | 4 | 3.8 |
| T2. | Complete NOAA Recreational Mitigation | 3 | 3 | 3 | 4 | N/O | ⁴ 3.3 |
| T2. | Implement CFP priorities..... | 3 | 3 | 3 | 3 | -- | ⁴ 3.0 |
| T2. | Facilitate Commission Goal Setting | 3 | 4 | 3 | 4 | 3 | 3.4 |
| T3. | Develop Evals for Contract Services | N/O | 1 | N/O | 2 | 2 | ³ 1.7 |
| T3. | Obtain Financing for Administration Building | N/O | 1 | N/O | 2 | 2 | ³ 1.7 |
| T3. | Review GM Employment Contract Extension | N/O | 1 | N/O | 2 | N/O | ² 1.5 |
| 4. | Develop South Beach Master Plan | -- | 1 | N/O | 3 | N/O | ² 2.0 |
| 5. | Staff Development Training | -- | 3 | 3.5 | 3 | 4 | ⁴ 3.4 |
| 6. | Develop Policy for Donations | N/O | 2 | 3 | 3 | 2 | ⁴ 2.5 |
| 7. | Develop North Side Master Plan..... | -- | 1 | N/O | 3 | 3 | ³ 2.3 |

8. Prepare Fixed Asset Report with Replacement Plan..N/O 1 N/O 3 3 ³**2.3**

Comments: NIT/Shipping Facility has been top priority for last 2 years. The facility has yet to reach full capacity. MUA and employee manual were big accomplishments.

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 3 3 3 4 3 **3.2**

Comments: NIT/Shipping Facility must be completed in as timely a manner as possible; There have been many improvements around the Port, but at the top of the list would be personnel attitudes. I feel Kevin played a key role in this and it continues to make the Port stand out. Kevin is a great asset for the Port and the City of Newport.

IV. FUTURE GOALS AND OBJECTIVES – Because of the variety of ways in which these were scored, a final tabulation was not made.

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port’s Strategic Business Plan. Add projects not already listed.

- _____ Complete Financing of International Terminal Shipping Facility
- _____ Increase Marketing and Public Relations
- _____ Review Port Agreements/MLAs
- _____ Develop Financial Policies / Analyze Biz Centers
- _____ Review Capital Plan and CIL Priorities
- _____ Financing for new Administration Building
- _____ Clear Out of Date Gear / Lot Cleanliness
- _____ Install Security Cameras in SB/MUA
- _____ Convene Commercial Fishing Users Group Committee
- _____ Identify and Complete Third Recreational Mitigation Project
- _____ Staff Development and Training
- _____ Develop maintenance plan of commercial docks and show implementation
- _____ Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.
- _____ Develop policy for donations as part of budget process.
- _____ Develop SB Master Plan
- _____ Annex Revamp
- _____ Rate Survey for Services and Equipment
- _____ Emergency Response Plans
- _____ Increase Communication with TCB
- _____ Property Donations to the Port of Newport

- _____ Review Facilities to Make Self-sustaining
- _____ Partner with Other Agencies
- _____ Continue Exploring a Landing Fee
- _____ Annual Training for Commission
- _____ Develop Criteria for Future Use of Remaining Port Property
- _____ Guidelines for Hoist Usage
- _____ Contract Out Services
- _____ Succession Planning
- _____ Monthly Reporting to Commission of RV Park Customer Feedback
- _____ Consider & Cost Out Equipment Operation to lease out to Private Operator
- _____ Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- _____ Set aside \$50K-\$100K at end of fiscal year for SB Projects
- _____ Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- _____ Deepen Triangle/Prism for NOAA Dredging
- _____ Ordinance Review Group with TCB & Commission
- _____ North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- _____ Cross Training of All Jobs at the Port
- _____ Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- _____ Maximize Insurance Discounts
- _____ SB Dock Replacement/Refurbishment Every 1 - 2 years
- _____ Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- _____ Better Boat/RV Inventory, Inventory Management Program
- _____ Equipment and Facility Damage Recoupment Policy
- _____ SB Vision Part of 2017 Goal Setting as a Separate Category
- _____ Marine Science Community Growth Outreach
- _____ Rewrite Mission and Vision Statement
- _____ Update Strategic Business Plan
- _____ 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- _____ Utilize the YFP Property by Renting Space to Fishermen
- _____ Identify all Dredging Needs for the Port
- _____ NIT - Have Rates Equal for All Users

Comments: Many of these goals require funds and lack of funds will keep them at the top, but completion is not possible without revenue creation.

**Port of Newport General Manager
2017 Performance Evaluation**

Date of initial evaluation: 1/4/17

Rating Scale Definitions (1-5)

- Unsatisfactory..... (1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed..... (2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards (3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards .. (4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

| | | | | | | | |
|----|---|---|----------|----------|---|---|-----|
| 1. | Effectively implements policies and programs approved by the board of commissioners. | 1 | 2 | <u>3</u> | 4 | 5 | N/O |
| 2. | Reporting to the board of commissioners is timely, clear, concise and thorough. | 1 | <u>2</u> | 3 | 4 | 5 | N/O |
| 3. | Accepts direction/instructions in a positive manner | 1 | 2 | <u>3</u> | 4 | 5 | N/O |
| 4. | Effectively aids the board of commissioners in establishing long range goals. | 1 | <u>2</u> | 3 | 4 | 5 | N/O |
| 5. | Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. | 1 | 2 | <u>3</u> | 4 | 5 | N/O |
| 6. | Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board. | 1 | 2 | <u>3</u> | 4 | 5 | N/O |

7. Comments: _____

B. Public Relations

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Projects a positive public image..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Courteous to the public at all times..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Maintains effective relations with media..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Comments: _____ | | | | | | |
| | _____ | | | | | | |
| | _____ | | | | | | |

C. Effective Leadership of Staff

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Delegates appropriate responsibilities..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Staff feels empowered..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Training and education provided..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Public relations. How does public view staff? | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Comments: _____ | | | | | | |
| | _____ | | | | | | |
| | _____ | | | | | | |

D. Fiscal Management

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Prepares realistic annual budget..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Controls expenditures in accordance with approved budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability. | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Comments: _____ | | | | | | |
| | _____ | | | | | | |
| | _____ | | | | | | |

E. Communication

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Oral communication is clear, concise and articulate..... | 1 | 2 | 3 | 4 | 5 | N/O |
|----|--|---|---|---|---|---|-----|

2. Written communications are clear, concise and accurate.....1 2 3 4 5 N/O

3. Comments: _____

F. Personal Traits

1. Initiative1 2 3 4 5 N/O
 2. Judgment1 2 3 4 5 N/O
 3. Fairness and Impartiality.1 2 3 4 5 N/O
 4. Creativity.1 2 3 4 5 N/O
 5. Time Management.1 2 3 4 5 N/O

6. Comments: _____

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies.1 2 3 4 5 N/O
 2. Financial resources (grants) from other agencies are pursued.1 2 3 4 5 N/O
 3. Contributions to good government through regular participation in local, regional and state committees and organizations.1 2 3 4 5 N/O
 4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects.1 2 3 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion/ MUA1 2 3 4 5 N/O
 T1. Develop Financing/Markets for Shipping Facility1 2 3 4 5 N/O
 T1. Commercial Docks Repairs/Maintenance Plan.....1 2 3 4 5 N/O
 T1. Complete Personnel Manual Update1 2 3 4 5 N/O
 T2. Complete NOAA Recreational Mitigation.....1 2 3 4 5 N/O
 T2. Implement CFP priorities.....? 1 2 3 4 5 N/O

| | | | | | | | |
|-----|---|---|---|---|---|---|-----|
| T2. | Facilitate Commission Goal Setting | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Develop Evals for Contract Services..... | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Obtain Financing for Administration Building | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Review GM Employment Contract Extension | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Develop South Beach Master Plan | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Staff Development Training..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. | Develop Policy for Donations..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 7. | Develop North Side Master Plan..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 8. | Prepare Fixed Asset Report with Replacement Plan..... | 1 | 2 | 3 | 4 | 5 | N/O |

9. Comments: _____

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 3 4 5 N/O

2. Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- 1 Complete Financing of International Terminal Shipping Facility (and use)
- 5 Increase Marketing and Public Relations
- 27 Review Port Agreements/MLAs
- 2 Develop Financial Policies / Analyze Biz Centers
- 6 Review Capital Plan and CIL Priorities
- 48 Financing for new Administration Building
- 13 Clear Out of Date Gear / Lot Cleanliness
- 23 Install Security Cameras in SB/MUA
- 10 Convene Commercial Fishing Users Group Committee
- 34 Identify and Complete Third Recreational Mitigation Project
- 14 Staff Development and Training
- 3 Develop maintenance plan of commercial docks and show implementation
- 22 Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

- 31 Develop policy for donations as part of budget process.
- 35 Develop SB Master Plan
- 41 Annex Revamp
- 43 Rate Survey for Services and Equipment
- 24 Emergency Response Plans
- 46 Increase Communication with TCB
- 25 Property Donations to the Port of Newport
- 45 Review Facilities to Make Self-sustaining
- 4 Partner with Other Agencies
- 42 Continue Exploring a Landing Fee
- 17 Annual Training for Commission
- 21 Develop Criteria for Future Use of Remaining Port Property
- 33 Guidelines for Hoist Usage
- 38 Contract Out Services
- 7 Succession Planning
- 39 Monthly Reporting to Commission of RV Park Customer Feedback
- 44 Consider & Cost Out Equipment Operation to lease out to Private Operator ?
- 8 Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- 15 Set aside \$50K-\$100K at end of fiscal year for SB Projects
- 40 Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- 29 Deepen Triangle/Prism for NOAA Dredging
- 31 Ordinance Review Group with TCB & Commission
- 32 North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- 11 Cross Training of All Jobs at the Port
- N/A Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- 28 Maximize Insurance Discounts
- 20 SB Dock Replacement/Refurbishment Every 1 - 2 years
- 12 Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- 9 Better Boat/RV Inventory, Inventory Management Program
- 36 Equipment and Facility Damage Recoupment Policy
- 18 SB Vision Part of 2017 Goal Setting as a Separate Category
- 19 Marine Science Community Growth Outreach
- N/A Rewrite Mission and Vision Statement

- N/A Update Strategic Business Plan
- 26 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- 30 Utilize the YFP Property by Renting Space to Fishermen
- 16 Identify all Dredging Needs for the Port
- 47 NIT - Have Rates Equal for All Users

_____ my feeling That anything over the
_____ top 15-20 are all about equal
_____ in weight.

This Performance Evaluation Survey was completed by

Steve Berh  1/4/17
(Name of Commissioner)

**Port of Newport General Manager
2017 Performance Evaluation**

Date of initial evaluation: 1/17/17

Rating Scale Definitions (1-5)

- Unsatisfactory(1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

- Improvement Needed(2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.

- Meets Job Standards.....(3) The employee's work performance consistently meets the standards of the Standard position.

- Exceeds Job Standards...(4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.

- Outstanding(5) The employee's work performance is consistently excellent when compared to the standards of the job.

- No Observation..... (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

| | | | | | | | |
|----|---|---|---|---|-----|-----|-----|
| 1. | Effectively implements policies and programs approved by the board of commissioners..... | 1 | 2 | 3 | (4) | 5 | N/O |
| 2. | Reporting to the board of commissioners is timely, clear, concise and thorough..... | 1 | 2 | 3 | (4) | 5 | N/O |
| 3. | Accepts direction/instructions in a positive manner | 1 | 2 | 3 | 4 | (5) | N/O |
| 4. | Effectively aids the board of commissioners in establishing long range goals. | 1 | 2 | 3 | (4) | 5 | N/O |
| 5. | Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. | 1 | 2 | 3 | 4 | (5) | N/O |
| 6. | Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board. | 1 | 2 | 3 | (4) | 5 | N/O |

7. Comments: _____

B. Public Relations

- 1. Projects a positive public image.....1 2 3 4 (5) N/O
- 2. Courteous to the public at all times.....1 2 3 4 (5) N/O
- 3. Maintains effective relations with media.1 2 3 (4) 5 N/O
- 4. Comments: _____

C. Effective Leadership of Staff

- 1. Delegates appropriate responsibilities.....1 2 3 (4) 5 N/O
- 2. Staff feels empowered.1 2 3 (4) 5 N/O
- 3. Training and education provided.....1 2 3 4 5 (N/O)
- 4. Public relations. How does public view staff?1 2 3 (4) 5 N/O

5. Comments: I feel the port staff work well together and this due in a large part, to Keven's leadership.

D. Fiscal Management

- 1. Prepares realistic annual budget.1 2 (3) 4 5 N/O
- 2. Controls expenditures in accordance with approved budget.1 2 (3) 4 5 N/O
- 3. Keeps board of commissioners informed about revenues and expenditures, actual and projected.1 2 3 (4) 5 N/O
- 4. Ensures that the budget addresses the Port Commission's goals and objectives, including readability.1 2 3 (4) 5 N/O

5. Comments: _____

E. Communication

- 1. Oral communication is clear, concise and articulate..... 1 2 3 (4) 5 N/O

2. Written communications are clear, concise and accurate. 1 2 3 (4) 5 N/O

3. Comments: *I very much appreciate the open-minded approach Kevin brings to the table. His patience with the commissioners is also very much appreciated. It allows for a more effective discussion of the issues.*

F. Personal Traits

1. Initiative. 1 2 3 (4) 5 N/O

2. Judgment. 1 2 3 (4) 5 N/O

3. Fairness and Impartiality. 1 2 (3) 4 5 N/O

4. Creativity. 1 2 (3) 4 5 N/O

5. Time Management. 1 2 (3) 4 5 N/O

6. Comments: _____

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies. 1 2 3 (4) 5 N/O

2. Financial resources (grants) from other agencies are pursued. 1 2 (3) 4 5 N/O

3. Contributions to good government through regular participation in local, regional and state committees and organizations. 1 2 3 (4) 5 N/O

4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. 1 2 (3) 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion / MUA 1 2 3 4 (5) N/O
 T1. Develop Financing/Markets for Shipping Facility 1 (2) 3 4 5 N/O
 T1. Commercial Docks Repairs/Maintenance Plan..... 1 2 3 (4) 5 N/O
 T1. Complete Personnel Manual Update..... 1 2 3 ~~(4)~~ (5) N/O
 T2. Complete NOAA Recreational Mitigation..... 1 2 3 (4) 5 N/O
 T2. Implement CFP priorities 1 2 (3) 4 5 N/O

| | | | | | | | |
|-----|---|---|---|---|---|---|-----|
| T2. | Facilitate Commission Goal Setting | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Develop Evals for Contract Services | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Obtain Financing for Administration Building | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Review GM Employment Contract Extension | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Develop South Beach Master Plan | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Staff Development Training | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. | Develop Policy for Donations..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 7. | Develop North Side Master Plan..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 8. | Prepare Fixed Asset Report with Replacement Plan..... | 1 | 2 | 3 | 4 | 5 | N/O |

9. Comments: _____

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 3 4 5 N/O

2. Comments: *There have been many improvements around the Port but at the top of the list would be personnel attitudes. I feel Kevin played a key role in this and it continues to make the port stand out. Kevin is a great asset for the Port and the city of Newport.*

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- 1 Complete Financing of International Terminal Shipping Facility
- 2 Increase Marketing and Public Relations
- 2 Review Port Agreements/MLAs
- 2 Develop Financial Policies / Analyze Biz Centers
- 2 Review Capital Plan and CIL Priorities
- 2 Financing for new Administration Building
- 2 Clear Out of Date Gear / Lot Cleanliness
- 2 Install Security Cameras in SB/MUA
- 1 Convene Commercial Fishing Users Group Committee
- 1 Identify and Complete Third Recreational Mitigation Project
- 2 Staff Development and Training
- 1 Develop maintenance plan of commercial docks and show implementation
- 2 Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

"Goals and Objectives" grouped into priorities 1-4 with "1" being a high priority

- 2 Develop policy for donations as part of budget process.
- 2 Develop SB Master Plan
- 2 Annex Revamp
- 3 Rate Survey for Services and Equipment
- 2 Emergency Response Plans
- 3 Increase Communication with TCB
- 2 Property Donations to the Port of Newport
- ? Review Facilities to Make Self-sustaining
- 3 Partner with Other Agencies
- 2 Continue Exploring a Landing Fee
- 3 Annual Training for Commission
- 2 Develop Criteria for Future Use of Remaining Port Property
- 2 Guidelines for Hoist Usage
- 3 Contract Out Services
- 2 Succession Planning
- 1 Monthly Reporting to Commission of RV Park Customer Feedback
- 3 Consider & Cost Out Equipment Operation to lease out to Private Operator
- 1 Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- 2 Set aside \$50K-\$100K at end of fiscal year for SB Projects
- 2 Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- 2 Deepen Triangle/Prism for NOAA Dredging
- 2 Ordinance Review Group with TCB & Commission
- 2 North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- 2 Cross Training of All Jobs at the Port
- 2 Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- 1 Maximize Insurance Discounts
- 2 SB Dock Replacement/Refurbishment Every 1 - 2 years
- 2 Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- 2 Better Boat/RV Inventory, Inventory Management Program
- ? Equipment and Facility Damage Recoupment Policy
- 1 SB Vision Part of 2017 Goal Setting as a Separate Category
- ? Marine Science Community Growth Outreach
- 1 Rewrite Mission and Vision Statement

- 1 Update Strategic Business Plan
- 1 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- 3 Utilize the YFP Property by Renting Space to Fishermen
- 2 Identify all Dredging Needs for the Port
- 2 NIT - Have Rates Equal for All Users

This Performance Evaluation Survey was completed by

Stewart Hamerdin
(Name of Commissioner)

**Port of Newport General Manager
2017 Performance Evaluation**

Date of initial evaluation: 1/16

Rating Scale Definitions (1-5)

- Unsatisfactory(1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed(2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards(3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards ...(4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding.....(5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

| | | | | | | | |
|----|--|---|---|--------------|---|---|-----|
| 1. | Effectively implements policies and programs approved by the board of commissioners. | 1 | 2 | <u>3</u> | 4 | 5 | N/O |
| 2. | Reporting to the board of commissioners is timely, clear, concise and thorough. | 1 | 2 | <u>3</u> | 4 | 5 | N/O |
| 3. | Accepts direction/instructions in a positive manner | 1 | 2 | 3 <u>3.5</u> | 4 | 5 | N/O |
| 4. | Effectively aids the board of commissioners in establishing long range goals. | 1 | 2 | 3 <u>3.5</u> | 4 | 5 | N/O |
| 5. | Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc..... | 1 | 2 | 3 <u>3.5</u> | 4 | 5 | N/O |
| 6. | Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board..... | 1 | 2 | <u>3</u> | 4 | 5 | N/O |

7. Comments: There was a major turnover in the composition of the commission. Kevin needs to work with the new commissioners to see how they would like to be kept informed.

B. Public Relations

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Projects a positive public image..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Courteous to the public at all times..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Maintains effective relations with media..... | 1 | 2 | 3 | 4 | 5 | N/O |

4. Comments: Could work better on presenting positive perception of port projects to public and media.

C. Effective Leadership of Staff

- | | | | | | | | | |
|----|--|---|---|---|-----|---|-----|-----|
| 1. | Delegates appropriate responsibilities..... | 1 | 2 | 3 | 4 | 5 | N/O | |
| 2. | Staff feels empowered..... | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
| 3. | Training and education provided..... | 1 | 2 | 3 | 4 | 5 | N/O | |
| 4. | Public relations. How does public view staff?..... | 1 | 2 | 3 | 4 | 5 | N/O | |

5. Comments: There has been a big improvement of staff morale in the past 2 years with many public compliments from users.

D. Fiscal Management

- | | | | | | | | | |
|----|--|---|---|---|-----|---|-----|-----|
| 1. | Prepares realistic annual budget..... | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
| 2. | Controls expenditures in accordance with approved budget..... | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability..... | 1 | 2 | 3 | 4 | 5 | N/O | |

5. Comments: Creating revenue and potential revenue sources need to be one of the focuses of commission and Kevin.

E. Communication

- | | | | | | | | | |
|----|---|---|---|---|-----|---|---|-----|
| 1. | Oral communication is clear, concise and articulate. | 1 | 2 | 3 | 3.5 | 4 | 5 | N/O |
|----|---|---|---|---|-----|---|---|-----|

2. Written communications are clear, concise and accurate. 1 2 3 3.5 4 5 N/O

3. Comments: _____

F. Personal Traits

1. Initiative. 1 2 3 4 5 N/O
 2. Judgment. 1 2 3 4 5 N/O
 3. Fairness and Impartiality. 1 2 3 4 5 N/O
 4. Creativity. 1 2 3 4 5 N/O
 5. Time Management. 1 2 3 4 5 N/O

6. Comments: _____

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies. 1 2 3.5 4 5 N/O
 2. Financial resources (grants) from other agencies are pursued. 1 2 3 4 5 N/O
 3. Contributions to good government through regular participation in local, regional and state committees and organizations. 1 2 3.5 4 5 N/O
 4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. 1 2 3 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion / MUA..... 1 2 3.5 4 5 N/O
 T1. Develop Financing/Markets for Shipping Facility..... 1 2 3.5 4 5 N/O
 T1. Commercial Docks Repairs/Maintenance Plan..... 1 2 3 4 5 N/O
 T1. Complete Personnel Manual Update 1 2 3 4 5 N/O
 T2. Complete NOAA Recreational Mitigation 1 2 3 4 5 N/O
 T2. Implement CFP priorities..... 1 2 3 4 5 N/O

| | | | | | | | |
|-----|--|---|---|---|---|---|-----|
| T2. | Facilitate Commission Goal Setting | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Develop Evals for Contract Services..... | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Obtain Financing for Administration Building | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Review GM Employment Contract Extension..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Develop South Beach Master Plan | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Staff Development Training..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. | Develop Policy for Donations..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 7. | Develop North Side Master Plan..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 8. | Prepare Fixed Asset Report with Replacement Plan | 1 | 2 | 3 | 4 | 5 | N/O |

9. Comments: NIT/Shipping facility has be top priority for last 2 years the facility has yet to reach full capacity. MUA and employee manual were big accomplishments.

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 3 4 5 N/O

2. Comments: NIT/Shipping facility must be completed in as timely manner as possible.

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- 1 Complete Financing of International Terminal Shipping Facility
- 2 Increase Marketing and Public Relations
- 3 Review Port Agreements/MLAs
- 2 Develop Financial Policies / Analyze Biz Centers
- 2 Review Capital Plan and CIL Priorities
- 3 Financing for new Administration Building
- 1 Clear Out of Date Gear / Lot Cleanliness
- 3 Install Security Cameras in SB/MUA
- 2 Convene Commercial Fishing Users Group Committee
- 1 Identify and Complete Third Recreational Mitigation Project
- 2 Staff Development and Training
- 2 Develop maintenance plan of commercial docks and show implementation
- 2 Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

- 2 Develop policy for donations as part of budget process.
- 3 Develop SB Master Plan
- 1 Annex Revamp
- 1 Rate Survey for Services and Equipment
- 2 Emergency Response Plans
- 3 Increase Communication with TCB
- 3 Property Donations to the Port of Newport
- 1 Review Facilities to Make Self-sustaining
- Partner with Other Agencies
- Continue Exploring a Landing Fee
- 2 Annual Training for Commission
- Develop Criteria for Future Use of Remaining Port Property
- Guidelines for Hoist Usage
- 2 Contract Out Services
- 2 Succession Planning
- 3 Monthly Reporting to Commission of RV Park Customer Feedback
- Consider & Cost Out Equipment Operation to lease out to Private Operator
- Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- 1 Set aside \$50K-\$100K at end of fiscal year for SB Projects
- Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- 1 Deepen Triangle/Prism for NOAA Dredging
- 3 Ordinance Review Group with TCB & Commission
- North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- Cross Training of All Jobs at the Port
- Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- Maximize Insurance Discounts
- 2 SB Dock Replacement/Refurbishment Every 1 - 2 years
- Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- Better Boat/RV Inventory, Inventory Management Program
- 1 Equipment and Facility Damage Recoupment Policy
- 3 SB Vision Part of 2017 Goal Setting as a Separate Category
- Marine Science Community Growth Outreach
- Rewrite Mission and Vision Statement

- Update Strategic Business Plan
- 1 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- Utilize the YFP Property by Renting Space to Fishermen
- Identify all Dredging Needs for the Port
- NIT - Have Rates Equal for All Users

1 = Tier One = most important, priority
2 = Tier 2 = of less importance ~~less important~~
3 = Tier 3 =

1 Revenue Creation

- Many of these goals require funds and lack of funds will keep them at the top but completion is not possible without revenue creation.

This Performance Evaluation Survey was completed by

Matt Cheek

(Name of Commissioner)

**Port of Newport General Manager
2017 Performance Evaluation**

Date of initial evaluation: 1-17-17

Rating Scale Definitions (1-5)

- Unsatisfactory..... (1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed..... (2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards (3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards .. (4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

| | | | | | | |
|----|---|---|-----|-----|---|-----|
| 1. | Effectively implements policies and programs approved by the board of commissioners. 1 | 2 | (3) | 4 | 5 | N/O |
| 2. | Reporting to the board of commissioners is timely, clear, concise and thorough. 1 | 2 | (3) | 4 | 5 | N/O |
| 3. | Accepts direction/instructions in a positive manner 1 | 2 | 3 | (4) | 5 | N/O |
| 4. | Effectively aids the board of commissioners in establishing long range goals. 1 | 2 | (3) | 4 | 5 | N/O |
| 5. | Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. 1 | 2 | (3) | 4 | 5 | N/O |
| 6. | Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board. 1 | 2 | (3) | 4 | 5 | N/O |

7. Comments: _____

B. Public Relations

- | | | | | | | | |
|----|--|---|---|--------------|---|---|-----|
| 1. | Projects a positive public image..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Courteous to the public at all times..... | 1 | 2 | 2 | 4 | 5 | N/O |
| 3. | Maintains effective relations with media. | 1 | 2 | 3 | 4 | 5 | N/O |

4. Comments: _____

C. Effective Leadership of Staff

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Delegates appropriate responsibilities..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Staff feels empowered. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Training and education provided..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Public relations. How does public view staff? | 1 | 2 | 3 | 4 | 5 | N/O |

5. Comments: _____

D. Fiscal Management

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Prepares realistic annual budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Controls expenditures in accordance with approved budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability. | 1 | 2 | 3 | 4 | 5 | N/O |

5. Comments: _____

E. Communication

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Oral communication is clear, concise and articulate..... | 1 | 2 | 3 | 4 | 5 | N/O |
|----|--|---|---|---|---|---|-----|

2. Written communications are clear, concise and accurate..... 1 2 (3) 4 5 N/O

3. Comments: _____

F. Personal Traits

1. Initiative..... 1 2 (3) 4 5 N/O

2. Judgment..... 1 2 (3) 4 5 N/O

3. Fairness and Impartiality..... 1 2 3 (4) 5 N/O

4. Creativity..... 1 2 (3) 4 5 N/O

5. Time Management..... 1 2 (3) 4 5 N/O

6. Comments: _____

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies. 1 2 (3) 4 5 N/O

2. Financial resources (grants) from other agencies are pursued. 1 2 (3) 4 5 N/O

3. Contributions to good government through regular participation in local, regional and state committees and organizations. 1 2 (3) 4 5 N/O

4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. 1 2 (3) 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion / MUA..... 1 2 3 (4) 5 N/O

T1. Develop Financing/Markets for Shipping Facility..... 1 (2) 3 4 5 N/O

T1. Commercial Docks Repairs/Maintenance Plan..... 1 2 (3) 4 5 N/O

T1. Complete Personnel Manual Update..... 1 2 (3) 4 5 N/O

T2. Complete NOAA Recreational Mitigation..... 1 2 (3) 4 5 N/O

T2. Implement CFP priorities..... 1 2 (3) 4 5 N/O

| | | | | | | | |
|-----|---|---|---|---|---|---|-----|
| T2. | Facilitate Commission Goal Setting | 1 | 2 | 3 | ④ | 5 | N/O |
| T3. | Develop Evals for Contract Services | ① | 2 | 3 | 4 | 5 | N/O |
| T3. | Obtain Financing for Administration Building | ① | 2 | 3 | 4 | 5 | N/O |
| T3. | Review GM Employment Contract Extension | ① | 2 | 3 | 4 | 5 | N/O |
| 4. | Develop South Beach Master Plan | ① | 2 | 3 | 4 | 5 | N/O |
| 5. | Staff Development Training..... | 1 | 2 | ③ | 4 | 5 | N/O |
| 6. | Develop Policy for Donations | 1 | ② | 3 | 4 | 5 | N/O |
| 7. | Develop North Side Master Plan..... | ① | 2 | 3 | 4 | 5 | N/O |
| 8. | Prepare Fixed Asset Report with Replacement Plan..... | ① | 2 | 3 | 4 | 5 | N/O |

9. Comments: _____

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 ③ 4 5 N/O

2. Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- 1 Complete Financing of International Terminal Shipping Facility
- 3 Increase Marketing and Public Relations
- 4 Review Port Agreements/MLAs
- 5 Develop Financial Policies / Analyze Biz Centers
- 6 Review Capital Plan and CIL Priorities
- _____ Financing for new Administration Building
- _____ Clear Out of Date Gear / Lot Cleanliness
- _____ Install Security Cameras in SB/MUA
- 2 Convene Commercial Fishing Users Group Committee
- _____ Identify and Complete Third Recreational Mitigation Project
- _____ Staff Development and Training
- 7 Develop maintenance plan of commercial docks and show implementation
- _____ Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

- _____ Develop policy for donations as part of budget process.
- _____ Develop SB Master Plan
- 10 _____ Annex Revamp
- _____ Rate Survey for Services and Equipment
- _____ Emergency Response Plans
- _____ Increase Communication with TCB
- _____ Property Donations to the Port of Newport
- _____ Review Facilities to Make Self-sustaining
- _____ Partner with Other Agencies
- _____ Continue Exploring a Landing Fee
- _____ Annual Training for Commission
- _____ Develop Criteria for Future Use of Remaining Port Property
- _____ Guidelines for Hoist Usage
- _____ Contract Out Services
- _____ Succession Planning
- _____ Monthly Reporting to Commission of RV Park Customer Feedback
- _____ Consider & Cost Out Equipment Operation to lease out to Private Operator
- _____ Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- _____ Set aside \$50K-\$100K at end of fiscal year for SB Projects
- _____ Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- 8 _____ Deepen Triangle/Prism for NOAA Dredging
- _____ Ordinance Review Group with TCB & Commission
- _____ North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- _____ Cross Training of All Jobs at the Port
- _____ Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- _____ Maximize Insurance Discounts
- _____ SB Dock Replacement/Refurbishment Every 1 - 2 years
- _____ Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- _____ Better Boat/RV Inventory, Inventory Management Program
- _____ Equipment and Facility Damage Recoupment Policy
- _____ SB Vision Part of 2017 Goal Setting as a Separate Category
- _____ Marine Science Community Growth Outreach
- _____ Rewrite Mission and Vision Statement

- Update Strategic Business Plan
- 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- Utilize the YFP Property by Renting Space to Fishermen
- Identify all Dredging Needs for the Port
- NIT - Have Rates Equal for All Users

This Performance Evaluation Survey was completed by

Ken Brown
(Name of Commissioner)

**Port of Newport General Manager
2017 Performance Evaluation**

Date of initial evaluation: 1-17-17

Rating Scale Definitions (1-5)

- Unsatisfactory (1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed..... (2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards (3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards .. (4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee's work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

- | | | | | | | | |
|----|---|---|---|-----|---|---|-------|
| 1. | Effectively implements policies and programs approved by the board of commissioners..... | 1 | 2 | (3) | 4 | 5 | N/O |
| 2. | Reporting to the board of commissioners is timely, clear, concise and thorough..... | 1 | 2 | (3) | 4 | 5 | N/O |
| 3. | Accepts direction/instructions in a positive manner | 1 | 2 | (3) | 4 | 5 | N/O |
| 4. | Effectively aids the board of commissioners in establishing long range goals. | 1 | 2 | (3) | 4 | 5 | N/O |
| 5. | Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. | 1 | 2 | (3) | 4 | 5 | N/O |
| 6. | Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board. | 1 | 2 | (2) | 3 | 4 | 5 N/O |

7. Comments: Follow up comments to be discussed in executive session.

B. Public Relations

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Projects a positive public image..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Courteous to the public at all times..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Maintains effective relations with media. | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Comments: _____ | | | | | | |

C. Effective Leadership of Staff

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Delegates appropriate responsibilities..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Staff feels empowered. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Training and education provided..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Public relations. How does public view staff? | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Comments: _____ | | | | | | |

D. Fiscal Management

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Prepares realistic annual budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Controls expenditures in accordance with approved budget. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability. | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Comments: <u>More to discuss in executive session.</u> | | | | | | |

E. Communication

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Oral communication is clear, concise and articulate..... | 1 | 2 | 3 | 4 | 5 | N/O |
|----|--|---|---|---|---|---|-----|

2. Written communications are clear, concise and accurate. 1 2 3 4 5 N/O

3. Comments: _____

F. Personal Traits

1. Initiative. 1 2 3 4 5 N/O

2. Judgment. 1 2 3 4 5 N/O

3. Fairness and Impartiality. 1 2 3 4 5 N/O

4. Creativity. 1 2 3 4 5 N/O

5. Time Management. 1 2 3 4 5 N/O

6. Comments: Discuss further

G. Intergovernmental Affairs

1. Maintains effective communication with local, regional, state and federal government agencies. 1 2 3 4 5 N/O

2. Financial resources (grants) from other agencies are pursued. 1 2 3 4 5 N/O

3. Contributions to good government through regular participation in local, regional and state committees and organizations. 1 2 3 4 5 N/O

4. Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. 1 2 3 4 5 N/O

5. Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

T1. Facilitate Rogue Expansion / MUA 1 2 3 4 5 N/O
 T1. Develop Financing/Markets for Shipping Facility 1 2 3 4 5 N/O
 T1. Commercial Docks Repairs/Maintenance Plan 1 2 3 4 5 N/O
 T1. Complete Personnel Manual Update 1 2 3 4 5 N/O
 T2. Complete NOAA Recreational Mitigation..... 1 2 3 4 5 N/O
 T2. Implement CFP priorities..... 1 2 3 4 5 N/O

| | | | | | | | |
|-----|--|---|---|---|---|---|-----|
| T2. | Facilitate Commission Goal Setting | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Develop Evals for Contract Services | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Obtain Financing for Administration Building | 1 | 2 | 3 | 4 | 5 | N/O |
| T3. | Review GM Employment Contract Extension | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Develop South Beach Master Plan | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Staff Development Training | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. | Develop Policy for Donations | 1 | 2 | 3 | 4 | 5 | N/O |
| 7. | Develop North Side Master Plan | 1 | 2 | 3 | 4 | 5 | N/O |
| 8. | Prepare Fixed Asset Report with Replacement Plan | 1 | 2 | 3 | 4 | 5 | N/O |

9. Comments: _____

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: 1 2 3 4 5 N/O

2. Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. Add projects not already listed.

- _____ Complete Financing of International Terminal Shipping Facility
- _____ Increase Marketing and Public Relations
- _____ Review Port Agreements/MLAs
- _____ Develop Financial Policies / Analyze Biz Centers
- _____ Review Capital Plan and CIL Priorities
- _____ Financing for new Administration Building
- _____ Clear Out of Date Gear / Lot Cleanliness
- _____ Install Security Cameras in SB/MUA
- _____ Convene Commercial Fishing Users Group Committee
- _____ Identify and Complete Third Recreational Mitigation Project
- _____ Staff Development and Training
- _____ Develop maintenance plan of commercial docks and show implementation
- _____ Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.

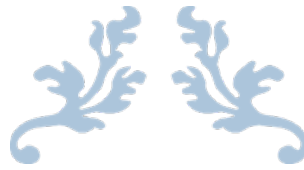
- _____ Develop policy for donations as part of budget process.
- _____ Develop SB Master Plan
- _____ Annex Revamp
- _____ Rate Survey for Services and Equipment
- _____ Emergency Response Plans
- _____ Increase Communication with TCB
- _____ Property Donations to the Port of Newport
- _____ Review Facilities to Make Self-sustaining
- _____ Partner with Other Agencies
- _____ Continue Exploring a Landing Fee
- _____ Annual Training for Commission
- _____ Develop Criteria for Future Use of Remaining Port Property
- _____ Guidelines for Hoist Usage
- _____ Contract Out Services
- _____ Succession Planning
- _____ Monthly Reporting to Commission of RV Park Customer Feedback
- _____ Consider & Cost Out Equipment Operation to lease out to Private Operator
- _____ Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV
- _____ Set aside \$50K-\$100K at end of fiscal year for SB Projects
- _____ Consider GO bond to fund all North Commercial repairs & dredging (2 - 5 year) and run by Users Group
- _____ Deepen Triangle/Prism for NOAA Dredging
- _____ Ordinance Review Group with TCB & Commission
- _____ North Commercial inventory completed by Port Personnel to free up TCB to Focus on Safety Issues
- _____ Cross Training of All Jobs at the Port
- _____ Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building
- _____ Maximize Insurance Discounts
- _____ SB Dock Replacement/Refurbishment Every 1 - 2 years
- _____ Evaluate Port Potential Liability re: Charter Boats, etc/Additional Insured Port of Newport
- _____ Better Boat/RV Inventory, Inventory Management Program
- _____ Equipment and Facility Damage Recoupment Policy
- _____ SB Vision Part of 2017 Goal Setting as a Separate Category
- _____ Marine Science Community Growth Outreach
- _____ Rewrite Mission and Vision Statement

- ___ Update Strategic Business Plan
- ___ 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box
- ___ Utilize the YFP Property by Renting Space to Fishermen
- ___ Identify all Dredging Needs for the Port
- ___ NIT - Have Rates Equal for All Users

- ① Hard look at Financial Strength Income vs Expenses
- ② Make sure all Port property is in good condition.
- ③ Leading the effort towards boosting the economy and creating jobs..

This Performance Evaluation Survey was completed by


(Name of Commissioner)



2017 PORT OF NEWPORT COMMISSION GOAL SETTING

Including Mission, Vision and Organization Values



ADOPTED FEBRUARY 28, 2017
PORT OF NEWPORT
600 SE Bay Blvd., Newport, OR 97365

Mission, Vision and Governing Values

A. Mission Statement

Build and maintain waterfront facilities, and promote projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development.

B. Vision Statement

The Port of Newport will serve as the premier Oregon coast port for the commercial fishing fleets, for recreational fishing and tourism, and for ocean observation and marine research support. We will be one of the top two Oregon coast ports for waterborne commerce while protecting and enhancing the beauty and integrity of the natural environment which is the foundation of our working waterfront community.

C. Governing Values

- 1) **Leadership.** The Port of Newport accepts **responsibility** for taking the lead role on behalf of the citizens of the Port District in actively pursuing **economic progress**, which we believe means building and maintaining an economically diverse and thriving community that is resilient in its ability to respond positively to changing conditions and circumstances.
- 2) **Service.** Our business is public service – to the commercial and recreational fishing fleets, to the tourist and marine industries, to our lessees and visitors, and to the citizens of the Port District. Our intent is to strive constantly for **quality** in all the services we provide.
- 3) **Collaboration.** We pursue and maintain mutually supportive partnerships with our neighbors, including the private sector and local, state and federal government agencies. In the Port's experience, the greater Newport community owes a significant part of its success to the foundational belief of governments and citizens alike to work with determination toward common goals in a spirit of mutual respect and cooperation.
- 4) **Accountability.** The Port serves as a steward of public resources. We manage our properties in a responsible manner, and support our personnel – our human resources – through regular feedback and evaluations designed to improve competence and performance.
- 5) **Sustainability.** The Port recognizes that we must manage the resources of the built environment and the natural environment in a manner that does not compromise the ability of future generations to meet their needs. To that end, we will maintain our capital facilities in working order, we will manage the funds entrusted to us wisely, prudently and ethically, and we will maintain policies that guide us in helping nurture a healthy estuary that is the foundation of our working waterfront.
- 6) **Optimism.** We have confidence in the importance of our mission, and in our ability to overcome obstacles, seize opportunities, and pursue our vision through steadfastness of purpose, awareness of our core values, and persistent focus on achievement.

2017 Port of Newport Goal Setting Summary

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, along with improving marketing through Facebook and Yelp!

3. Review Port Agreements

This includes reviewing Moorage License agreements for all facilities for completeness, strengthen enforceability of moorage and storage agreements and reviewing agreements for environmental policy.

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.

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.

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. Emergency Response Plans

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

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

This includes exploring the feasibility of soliciting and accepting 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**

Port of Newport Commission Goals for 2017
 Goal Matrix by Oregon Administrative Rule for Port Strategic Business Plans
 Adopted Feb. 28, 2017

| Overall Rank | GOAL | FINANCIAL | CAPITAL & MAINTENANCE | MANAGEMENT | ENVIRONMENTAL | MARKETING |
|--------------|---|-----------|-----------------------|------------|---------------|-----------|
| 1 | Fund ITSF | 1 | | | | |
| 2 | Marketing & Public Relations | | | | | 1 |
| 3 | Review MLAs and Agreements | | | 1 | | |
| 4 | Financial Strength | 2 | | | | |
| 5 | Review Capital Priorities/Rogue Sea Wall | | 1 | | | |
| 6 | Port of Newport Office | | | 2 | | |
| 7 | Store out of date gear/make room for gear in use | | | 3 | | |
| 8 | Security Cameras | | | 4 | | |
| 9 | Convene Commercial Users Group | | | 5 | | |
| 10 | Rate Survey for Services & Equipment | 3 | | 6 | | |
| 11 | Annex Revamp | | 2 | | | |
| 12 | Emergency Response Plans | | | 7 | 1 | |
| 13 | Increase Communication with TCB | | | 8 | | |
| 14 | Property Donations to the Port | 4 | | | | |
| 15 | Review Facilities to make Self-sustaining | | 3 | | | |
| 16 | Partner with other Agencies | | | 9 | | 2 |
| 17 | Continue Exploring a Landing Fee | 5 | | | | |
| 18 | Annual Training for Commission | | | 10 | | |
| 19 | Criteria for Future Use of Port Property | | 4 | | | 3 |
| 20 | Guidelines for Hoist Usage | | | 11 | | |
| 21 | Contract out Services | 6 | | | | |
| 22 | Succession Planning | | | 12 | | |
| 23 | RV Park Feedback report to Commission monthly | | | 13 | | 4 |
| 24 | Consider and cost out Equipment lease to private operator | 7 | | | | |
| 25 | Schedule Quarterly Meetings with Individual Commissioners and Operations to go over Port Overall Perspective from their POV | | | 14 | | |
| 26 | Set aside \$50K-\$100K at end of fiscal year for SB Projects | 8 | | | | |
| 27 | Consider GO bond to fund all Nicoma repairs & dredging (2 - 5 year) and run by Users Group | 9 | | | | |
| 28 | Deepen Triangle/Prism for NOAA Dredging | | 5 | | 2 | |
| 29 | Ordinance Review Group with TCB & Commission | | | 15 | | |
| 30 | NCom inventory completed by Port Personnel to free up TCB to Focus on Safety Issues | 10 | | 16 | | |
| 31 | Cross Training of All Jobs at the Port | | | 17 | | |
| 32 | Move NOAA MOC-P Port Supervisor into an Office Inside the NOAA Building | | | 18 | | |
| 33 | Maximize Insurance Discounts | 11 | | | | |
| 34 | SB Dock Replacement/Refurbishment Every 1 - 2 years | | 6 | | | |
| 35 | Evaluate Port Potential Liability re: Charter Boats, etc./Addl insured Port of Newport | 12 | | 19 | | |
| 36 | Better Boat/RV Inventory, Inventory Management Program | 13 | | | | |
| 37 | Equipment and Facility Damage Recoupment Policy | | 7 | | | |
| 38 | SB Vision Part of 2017 Goal Setting as a Separate Category | | | 20 | | |
| 39 | Marine Science Community Growth Outreach | | | | | 5 |
| 40 | Rewrite Mission and Vision Statement | | | 21 | | |

Port of Newport Commission Goals for 2017
 Goal Matrix by Oregon Administrative Rule for Port Strategic Business Plans
 Adopted Feb. 28, 2017

| Overall Rank | GOAL | FINANCIAL | CAPITAL & MAINTENANCE | MANAGEMENT | ENVIRONMENTAL | MARKETING |
|--------------|---|-----------|-----------------------|------------|---------------|-----------|
| 41 | Update Strategic Business Plan | | | 22 | | |
| 42 | 2 - 5 years - Bring new Revenue Producing Interest - Out of the Box | | | | | 6 |
| 43 | Utilize the YFP Property by Renting Space to Fishermen | 14 | | 23 | | |
| 44 | Identify all Dredging Needs for the Port | | 8 | | 3 | |
| 45 | NIT - Have Rates Equal for All Users | 15 | | 24 | | |

Employment Agreement

Introduction

This Employment Agreement (hereinafter "Agreement") is made and entered on the day set out above the signatures below by and between the Port of Newport, an Oregon port district, (hereinafter "Port") and Kevin Greenwood, (hereinafter "General Manager" or "Manager") to set out the terms and conditions of Port's employment of General Manager.

Section 1: Term

The General Manager's initial anniversary date will be February 1, 2015. The term of this Agreement shall be for a period of one (1) year from February 1, 2014. Thereafter, the Agreement shall renew each February, for terms of one (1) year unless or until terminated, amended or modified by either Port or Manager as provided.

Section 2: Duties and Authority

Port agrees to employ Kevin Greenwood as its General Manager to perform the functions and duties specified in Port policies, resolutions, and ordinances and to perform other legally permissible and proper duties and functions of that office as may be assigned her/him by the Port Commission and Manager agrees to accept said employment.

The Port Commission agrees to the principle of noninterference in the administration as necessary to the orderly and efficient implementation of Port Policy. The Port Commission agrees to direct their concerns about matters involving Port staff through the General Manager. The General Manager agrees to respond promptly to all inquiries from the Commission whether made individually or collectively.

Section 3: Relocation Reimbursement

The Port agrees to reimburse Port Manager up to \$15,000 for costs associated with moving and temporary living expenses.

Section 4: Compensation

The Port agrees to pay Manager a monthly base salary of \$9500.00 for the initial term of this Agreement. Thereafter changes in the General Manager's salary shall be negotiated on an annual basis and memorialized in an addendum to this agreement.

The Port Commission shall review the performance of the General Manager on a not less than annual basis.

The Port agrees to pay the General Manager in equal installments at the same time as other employees of the Port are paid.

Section 5: Dues, Subscriptions and Professional Development

Port will pay the professional dues and subscriptions of General Manager as appropriate for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement and to improve his performance in his duties as General Manager, subject to limitations by the Port Commission.

Port will pay for travel and expenses of General Manager for meetings, courses and other occasions related to the continued professional development of General Manager, subject to limitations by the Port Commission.

Section 6: Health, Disability and Life Insurance Benefits

The Port agrees to provide and to pay 100% of the premiums for health, vision, and dental insurance benefits for the General Manager and dependents .

The Port agrees during the term of this Agreement (and any renewal period thereafter) to make premium payments for accidental death, dismemberment and long-term disability insurance coverage for General Manager. The Port shall pay the premium for a \$2,000,000.00 life insurance policy during the term of this Agreement (and any renewal thereof). The General Manager shall have the right to choose the

beneficiary on all such policies.

Section 7: Vacation and Sick Leave

The General Manager shall accrue on-going sick leave at the same rate accorded other full-time employees of the Port.

The General Manager shall accrue vacation at the rate of 13-1/3 hours per month to a maximum accrual of no more than six (6) weeks per year. The General Manager shall be credited with a bank of eighty (80) hours of vacation leave upon February 1, 2014. The Port acknowledges and authorizes the General Manager the use of accrued vacation for previously scheduled vacation leave in the first week of May 2014 and the third week of June 2014.

In the event of termination, either voluntarily or involuntarily, the General Manager shall be compensated for all accrued vacation time as of the date of termination.

Section 8: Automobile Usage and Reimbursement

The Port will make a Port owned vehicle available for General Manager's work related use, if one is available. If a Port owned vehicle is not available, the Port will reimburse the General Manager for actual mileage incurred for work related travel at the appropriate Internal Revenue Service rate.

Section 9: Cell Phone Stipend

The General Manager shall be entitled to a Port provided communication device of his/her own choosing and the Port shall pay the costs associated with the service.

Section 10: Retirement

General Manager will be enrolled in the Oregon Public Employees Retirement System and Port will pay costs relating to same in the same manner as afforded other full-time Port management employees.

Section 11: Termination

Termination without Cause. This Agreement may be terminated by either the Port or Manager for any reason whatsoever upon giving not less than thirty (30) days written notice to the other or if either party chooses not to renew this Agreement.

Termination for Cause. For the purpose of this agreement, termination for cause shall occur when:

1. Manager fails or refuses to comply with the written policies, standards and regulations of the Port now in existence or are from time to time established;
2. The Port has reasonable cause to believe Manager has misappropriated Port funds, goods or services to either her/his own or some other private third party's benefit or other acts of misconduct which the Port Commission believes in good faith is detrimental to the Port and/or its interests.

Section 12: At Will Status; Severance Payment

It is understood by all parties that the employment relationship between the Port and General Manager is employment at will and the only rights the General Manager has are those set out in this Agreement.

No severance shall be paid nor earned by Manager if she/he is terminated for cause as defined in Section 11 above or she/he voluntarily resigns under Section 13.

If Manager is involuntarily terminated by Port before expiration of this Agreement (or any extension thereof) albeit Manager is ready, willing and able to perform her/his duties as General Manager, then in that event, Manager shall be entitled to and Port will pay a graduated severance payment equal to the value of one (1) month's salary for each two months (or portions thereof) of completed service to the Port as General Manager. This right begins on signing. The maximum payment Manager may accrue is payment equal to the monetary value of six (6) months' salary.

Payment of severance shall be made monthly, each payment being the value of one month's salary (less appropriate and lawful deductions) consistent with the graduated schedule. The right to said payment shall cease if, during the period of the scheduled payments, Manager accepts employment with another employer (including self-employment). Manager has an affirmative obligation to notify the Port upon

acceptance of other employment.

Regardless of whether the Manager is terminated for cause or otherwise, she/he shall be compensated for all her/his accrued vacation time.

The Manager shall, if terminated for reasons other than "for cause" as set out in Section 11, be entitled to receive from Port payment of a lump sum equal to the monetary value of premiums paid by the Port for six (6) months benefits for General Manager. As used in the foregoing "benefits" mean health insurance, life insurance, long-term disability insurance, accidental death and dismemberment insurance.

In the event the Manager is incapacitated or otherwise unable to perform her/his duties for a period of ninety (90) successive calendar days, Commission may suspend the salary and the vacation and sick leave accruals of this Agreement until the General Manager is able to return to work or the Agreement is terminated.

Section 13: Resignation

In the event that the General Manager voluntarily resigns her/his position with the Port, the General Manager shall provide a minimum of sixty (60) days notice unless the parties agree otherwise in writing.

Section 14: Performance Evaluation

Port shall review the performance of the General Manager annually consistent with ORS 192.660(2)(i). The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a summary of the evaluation results. Consistent with ORS 192.660(2)(i), the Port Commission may conduct this review in an executive session unless General Manager requests the review to occur in an open session.

Section 15: Hours of Work

It is recognized that the General Manager must devote a great deal of time outside the normal office hours on business for the Port, and to that end the General Manager shall be allowed to establish an appropriate work schedule that meets the Port's needs consistent with the General Manager's duties.

Section 16: Indemnification

The Port agrees to defend, hold harmless and indemnify Manager from any and all demands, claims, suits, actions and legal proceedings brought against Manager in her/his individual or official capacity as agent and General Manager of the Port, consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).

Port agrees to pay General Manager a reasonable consulting fee and travel expenses should General Manager serve as a witness, advisor or consultant to Port regarding pending or active litigation following the termination of her/his employment.

Section 17: Bonding

Port shall bear the full cost of any fidelity or other bonds required of the General Manager.

Section 18: Other Terms and Conditions of Employment

Except as otherwise provided in this Agreement, General Manager shall be entitled to the level of benefits enjoyed by other employees of the Port.

Section 19: General Provisions

A. Integration. This Agreement sets forth and establishes the entire understanding between the Port and the General Manager relating to the employment of the General Manager by the Port. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement.

B. Modification. Nothing shall restrict the ability of the Port and Manager to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both the Port and Manager

C. No assignment. This agreement is personal to General Manager and is not subject to assignment or transfer but shall be binding upon, and inure to the benefit of the heirs and executors of General Manager.

D. No Third-Party Beneficiaries. This Agreement does not create or grant any rights or benefits to or for any party other than Port and General Manager.

E. Effective Date. This Agreement shall be effective as of February 1, 2014.

F. Mediation. Should any dispute arise between the parties regarding the terms of this Agreement or work or services covered thereby, it is agreed that such dispute is required to be submitted to a mediator prior to arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Newport, Oregon, unless both parties agree otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If party requests mediation and the other party fails to respond within ten days, or if the parties fail to agree on a mediator within ten days, a mediator shall be appointed by the presiding judge of the Lincoln County Circuit Court upon request of either party.

G. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement or the terms and conditions of the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (F) above) then the dispute shall be resolved by submitting it to binding arbitration.

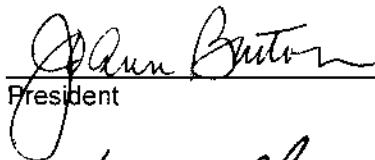
1. Within thirty (30) days of a notice by either party to the other requesting arbitration, Port and Manager shall select an arbitrator from a list of three (3) obtained from Arbitration Services of Portland, Inc. (ASP). The arbitrator shall for purposes of the arbitration proceedings, apply the rules of mandatory arbitration as adopted by the ASP in effect at the time of the arbitration.

2. Within sixty (60) days of the selection or appointment of the arbitrator, both Port and Manager shall concurrently submit to the arbitrator (supplying a copy to each other) a written statement of their respective legal and factual positions on the dispute. The arbitrator shall determine, after a hearing on the merits and within forty-five (45) days after receipt of the statements, the determination of the dispute which determination shall be final and binding.


3. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys in any arbitration or any other action arising out of or related to this Agreement or the terms and conditions of the employment relationship.

H. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

IN WITNESS WHEREOF, the Port of Newport has caused this agreement to be signed and executed in its behalf by the President and General Manager has signed and executed this agreement, both in duplicate, this ~~16th~~ day of January, 2014.



President



General Manager

KEVIN M. GREENWOOD

###

2017.02.28 Commission Meeting

Sample Announcement for Executive Session:

The Port of Newport Board of Commissioners will now meet in executive session pursuant to **ORS 192.660(2)(i)**, which allows the Commission to meet in executive session to ***review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting.***

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

EXECUTIVE SESSION CHECKLIST

- Provide notice of an executive session in the same manner you give notice of a public meeting. The notice must cite to the specific statutory provision(s) authorizing the executive session. Permissible grounds for going into an executive session are available in the *Attorney General's Public Records and Meetings Manual* and online at www.doj.state.or.us.
- Announce that you are going into executive session pursuant to ORS 192.660 and cite the specific reason(s) and statute(s) that authorize the executive session for *each* subject to be discussed. (You may hold a public session even if an executive session is authorized.)
- If you intend to come out of executive session to take final action, announce when the open session will begin again.
- Specify if any individuals, other than the news media, may remain.
- Tell the media what may *not* be disclosed from the executive session. If you fail to do this, the media may report everything. If you discuss matters other than what you announce you are going to discuss in the executive session, the media may report those additional matters. A member of the news media must be excluded from executive sessions held to discuss litigation with legal counsel if he or she is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party.
- Come back into open session to take final action. If you did not specify at the time you went into executive session when you would return to open session, and the executive session has been very short, you may open the door and announce that you are back in open session. If you unexpectedly come back into open session after previously announcing you would not be doing so, you must use reasonable measures to give actual notice to interested persons that you are back in open session. This may require postponing final action until another meeting.
- Keep minutes or a sound, video, or digital recording of executive sessions.

This partial list (below) includes the grounds for executive session most commonly cited by SDAO members. For a complete listing of permissible grounds for going into an executive session, consult the *Attorney General's Public Records and Meetings Manual*, or visit the State of Oregon Department of Justice website at www.doj.state.or.us.

- (a) To consider the employment of an officer, employee, staff member or agent...(if the prerequisites listed in the *Attorney General's Public Records and Meetings Manual* have been satisfied). ORS 192.660(2)(a) and 192.660(7)
- (b) To consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open hearing. ORS 192.660(2)(b)
- (d) To conduct deliberations with persons you have designated to carry on labor negotiations. ORS 192.660(2)(d)
- (e) To conduct deliberations with persons you have designated to negotiate real property transactions. ORS 192.660(2)(e)
- (f) To consider information or records that are exempt from disclosure by law, including written advice from your attorney. ORS 192.660(2)(f)
- (g) To consider preliminary negotiations regarding trade or commerce in which you are in competition with other states or nations. ORS 192.660(2)(g)
- (h) To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed. ORS 192.660(2)(h)
- (i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may *not* be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning these subjects. ORS 192.660(2)(i) and 192.660(8)
- (n) To conduct labor negotiations if requested by negotiators for both sides. ORS 192.660(3)