



OFFICE OF THE CITY MANAGER
City of Newport, Oregon
169 S.W. Coast Hwy.
Newport, OR 97365
541-574-0603
s.nebel@newportoregon.gov

MEMO

DATE: January 6, 2017

TO: Mayor and City Council

FROM: Spencer Nebel, City Manager

SUBJECT: Status Report for the four-week period ending Friday, January 6, 2017

The last four weeks have been busy between work, a trip back to Michigan to see my mother and other family members, Christmas and New Year's. With vacations and nasty bug that has taken out a number of employees for several days at a time, our staffing has been a bit limited from around the holidays through this week. Hopefully, things will return to normal (whatever that may be) in the next week.

Highlights of Activities:

- Lance and I met with Lorna Davis regarding marketing activities for the Airport through the Destination Newport Committee. A number of concepts were discussed with a future report being prepared for review by Destination Newport Committee at a future meeting.
- The Beautification Committee met to review the response for the request for proposals for landscaping consulting services to assist the city in improving landscaping at various public locations throughout the city. Only one proposal was received. The committee decided to interview the firm submitting the proposal to determine whether a contract could be worked out with them, or whether to expand the search again, since it has been indicated that there may be others who are interested in submitting. Please note that Peggy Hawker did send notices to all of the locally owned landscape companies and talked to a number of them as well prior to the submittal date for these proposals.
- Tim, Derrick, and I met with Wayne Belmont and the county's Public Works Director, to discuss the transfer of jurisdiction of Avery Street from the county to the city. The county would like to expedite that transfer, and provide funding to the city for the work that will be necessary to bring it up to city standards as part of that transfer. This may make some sense since we are dealing with the public utilities district on the improvements they need to make as part of their new maintenance facility located on Avery Street as well. This would take one jurisdiction out of those

discussions. Furthermore, it may be possible to complete the roadwork at one time instead of having separate efforts being done on the roadway going forward.

- Peggy, Cheryl, Steve, Barb, and I met to discuss the job descriptions for the two positions we will be filling in the City Manager's office. It will be very helpful to get these positions filled since they will help significantly with the workload that comes through this office on a day-to-day basis. I certainly appreciate Cheryl's additional time she has been putting into help cover these responsibilities; however, Cheryl reminds us from time to time that she is retired! Also, we definitely appreciate the Fire Department sharing Melanie, their Executive Assistant, by sharing time between the Fire Department and this office in order to keep things moving.
- Met with Lance to review Airport operations.
- Met with Lance and Melissa regarding ongoing challenges with the Airport Master Planning process. The FAA has involved the CERT inspection folks extensively in the review of this Master Plan. This has created many twists and turns that has delayed the completion of the Master Planning process, and will likely require a meeting with the FAA to come to some sort of conclusion on these items. The biggest issue is the non-conforming configuration of the cross-wind runway as it interacts with the main runway, and taxi-ways in the general apron area of the Airport. The FAA is suggesting solutions that would eliminate a significant portion of the general aviation apron area by the FBO building in order to get more conforming taxi-ways in relationship to the runways. We will continue to work with our consultants, State Aeronautics, and the FAA in order to get these issues resolved.
- Met with Barb and Jim Salisbury to review the completion of the SafePersonnel courses by city staff. I will be sending out notices to those departments that have employees who have not completed the required online training for this year.
- Participated in the monthly lunch of the Lincoln County Managers, which was hosted by Wayne Belmont at the courthouse. A number of the managers were interested in the City Council rules of order, which I forwarded out to the managers following the meeting. It seems that citizen participation is up in a number of other communities on the coast as it seems to be here in Newport as well.
- Participated in a routine meeting of the Airport Committee.
- Tim, Jim Salisbury, Barb, and I met to discuss a transitional plan for Safety Compliance Officer duties with the city with Jim's upcoming retirement.
- Participated in YBEF meeting at the Chamber office. Mayor Roumagoux presented thoughts on how to commemorate the 100th anniversary of NOAA, which will be done in 2017. YBEF had indicated that it will be important to have local organizers, outside of NOAA, involved with any local celebrations of this facility, in order for it to actually occur.
- Met with the three individuals that attended a City Council meeting expressing concerns on how an incident was handled at the Recreation Center involving a Parks Committee member, and the Zumba class. I am in the process of completing a couple more interviews prior to finalizing the report. I have kept the individuals informed as to this process.
- Took a quick trip to Michigan on Thursday, December 15 through Tuesday, December 20 to see my Mother and other family members. While in Michigan, I

was reminded of winter when nearly a foot of snow fell with white-out conditions, temperatures at 4 below zero, with twenty miles per hour winds creating wind chills at about 25 or 30 below zero. As I returned to Newport, I thought I was done with this winter weather until earlier this week!

- Met with department heads to review the budget process for the 2017-18 Fiscal Year.
- Participated in a conference call with our Airport Master Plan consultants, and our Airport engineers to discuss the issues that we are currently dealing with the FAA. Due to a late change, the State was not able to participate in this phone call with us, but agreed to chat later on regarding how to deal with the review process going forward.
- John Ritchey retired from the Wastewater Treatment Plant. Tim, Barb and I presented a plaque to John for his years of service to the City. John did not want any public recognition of his retirement.
- Tim, Barb, and I have met regarding how to move forward with the operation of the Wastewater Treatment Plant following John's retirement. It is our intent to hire a temporary Wastewater Plant Manager through a professional contract, to both manage ongoing day-to-day plant operations, as well as making any necessary changes to improve the overall operation of this facility. There have been a number of issues that we have been working through at the plant, so this transitional period will be a good time to address those issues.
- Held a regular meeting with Jason to review Police operations.
- Met with Rob to review Fire Department operations.
- Met with Tom Webb, as he continues to work on his report on developing a facility usage plan for the VAC.
- Tim, Mike Murzynsky, and I participated in a kick-off of the utility rate study. We will be holding two work sessions with City Council through this process. The first will be in the beginning part of this process to let the City Council know what the extend of the rate study will be, and to gather any specific issues or concerns that the City Council would like addressed as part of this process. The second work session with the Council would be towards the end of the rate study in which the draft recommendations will be presented.
- Met with Tad to review overall IT operations. I certainly appreciate Tad's efforts keeping the IT system running during Richard Dutton's leave of absence. Richard has returned to work. We are very happy to have him back, so that we can begin to move forward on a number of issues that have had to remain on hold during his absence.
- Met with Greg Morrow regarding concerns he had with our water and sewer policies on tying in a home he is building at 54 and Meander Street. In addition, he expressed frustration with the Public Works Department regarding requirements for storm sewer catch basin in Nye Beach. Between vacations and sickness of various city staff, I have had difficulty in pulling the folks together that I need to respond these issues. I hope to be able to provide a response back to Greg early this next week.
- City Hall was closed Friday afternoon at noon through Monday in observation of the Christmas holiday.

- Participated in an Emergency Management Committee meeting. The committee was informed that we are very close on hiring our Emergency Planning Coordinator for the City. This will be an important position to fill since there is so much work to be done, and existing staff has not had the capability of moving as fast as we would like to move on these issues. Interviews were conducted by various panels on several candidates for the Emergency Planning Coordinators position. Two candidates were invited back for final interviews with the Fire Chief and myself. As a result of those interviews, we have made an offer to a candidate who has accepted, conditioned upon completing the background check. If the background check comes through, we should have this position filled within two weeks after completion of the background check.
- Met with Traci Goudy regarding the termination of her son from the Recreation Department. She has asked the city to review these findings to determine whether her son would be eligible to be rehired at some point in the future.
- Chaired an Oregon City County Manager's Association By-Laws and Constitution committee meeting via conference call. Our committee is charged with reviewing and modifying our by-laws and constitution for the association.
- Met with Jason to review operations in the Police Dept.'
- Met with Tim, Derrick, and Peggy to discuss providing staff support to the Bike and Pedestrian Committee with our new Planner, Rachel Cotton. I think this will be a very positive move in that Rachel will be able to work with this committee on the various planning issues that is an important role for this committee to fulfill. Rachel will be the primary conduit between the committee and Public Works on these various issues going forward.
- Prepared a year-end report for the City Council for the City of Newport. I think the Council can be very proud of the various issues and actions tackled during the 2016 calendar year. While there are always a few bumps in the road, I believe the Council can be very proud of an excellent and constructive 2016 that continues to move this organization in a positive direction.
- Prepared the various materials for the transition meetings/organizational meetings for the City Council and Urban Renewal Agency.
- Prepared agenda background reports for the January 3, 2017, City Council meeting.
- Met with Rob to review various Fire Department issues.
- Met with Don Davis at his home to discuss a number of issues. Councilor Allen had a phone conversation with Don regarding property issues within the city earlier in the fall, and I wanted to follow up with those discussions so I brought a list of our vacant properties, and reviewed each one of them with Don to better understand some of the history of those properties. As a result of that meeting, I think it may make some sense for the Council to conduct a final review, and determine that most of these properties are not truly surplus property, but are protecting various ravines and drainage areas throughout the city. Perhaps the City Council could, by some resolution, designate those lands that the city owns that are not for sale to take those out of the equation. I believe during our entire discussion there was only one parcel that Don felt should be sold by the city. It will be up to the City Council to review whether there is any other additional property that should be considered

surplus and put up for sale by the city. I appreciated Don's time and insight in reviewing these properties. Overall, while he was a little cranky to begin with in our meeting, Don is looking like he has recovered well from his hip surgery and continues to maintain a very sharp mind on the development and history of this community that he was part of for several decades.

- Met with Richard Dutton to review various issues that had occurred during his leave of absence. During this time, Richard did help Tad through a number of issues while on his leave. I certainly appreciate Richard's willingness to address some of these more difficult issues that occurred during his leave of absence.
- Held a routine department head meeting.
- Met with the Mayor to review the agendas for both the organizational meeting and regular meeting. I certainly apologize for the glitches on our Granicus agenda. However, Peggy was having a number of challenges in creating one agenda for the four meetings (Council and Urban Renewal Agency, through Granicus, plus the swearing-in.)
- Met with the Mayor to discuss concerns relating to the city's status as a "Coast Guard City". Our renewal application has not been approved by the Coast Guard as of this time. Our local base commander has requested the city extend the free usage of the Recreation Center (which is currently provided to all active duty personnel) to the family members of all Coast Guard personnel as well. He cites that the city provides this as a benefit to its own employees, and that Coast Guard families earn such a small amount of income that families are often eligible for food stamps. We did have some discussion about an alternative that would be satisfactory to the Coast Guard whereby family members would be provided free access to the Recreation Center if they were below a certain grade. This was in response to my concern about NOAA, and other groups in the city requesting the same level of free use of the Recreation Center. I would certainly be curious as to what your thoughts or comments are on whether we should extend our current policy for active Coast Guard personnel to their families as well. This would be an issue that I would bring before the City Council for a final action at some point in the future.
- Participated in the organizational and regular meeting of the City Council.
- Participated in a KCUP radio show with Cheryl Harle.
- Steve Rich, Barb James, and I met with Air Reach Medical Services regarding the program they offer to employers, and in one case an entire community, for air ambulance services. Air Reach Medical Services will provide coverage for \$55 a year with covered individuals requiring a medical evacuation via air for saving life or a limb at no cost to the covered individual, or household members as well. There are a couple of catches with his system in that if they are not available and another transport company provides that service, then that would not be covered under this program. Air Reach Medical Services is the primary provider for Lincoln County. We will evaluate this issue, and could potentially offer this benefit on a payroll deduction basis for those employees that would want to participate. Air Reach Medical Services indicated that they have provided this service to a remote Oregon community with the city government paying for every resident of the city to have this coverage. We will continue to evaluate this service.

- Steve, Derrick, and I met to review a number of the challenges that Don Huster shared with me as it relates to developing housing in Newport and Lincoln County. The combination of the high price for property, the limitation of most of the remaining open sites that are available in the city, the city requirements for building streets, bridges and other infrastructure to city standards, SDC fees, and other issues make it very difficult to have a development pencil out in the city. The Planning and Development Commission is currently reviewing a number of initiatives that could facilitate future housing developments in the city, which will address some of Don's issues. We also will be reviewing the report on SDC charges to determine whether or not any significant changes should be made in those charges going forward. We anticipate having a report coming back from the Planning Development Commission on potential incentives for housing for the Council's review in February, and the SDC charges for review by the Council in March. Newport certainly has much more substantial challenges than location in the valley, or in the high desert areas, where steep terrains, and unstable soils surround many of the remaining sites that could be developed in the city.
- Met with Jason and Rob to review departmental operations.
- Participated with Derrick on the County's efforts to enter into a contract for the development of a master plan for the county commons (fairgrounds) located off of Harney Street.
- Met with Tom Webb and Katherine Rickbone to review the VAC utilization study that Tom is completing.
- Participated in a VAC Steering Committee along with Councilor Saelens to discuss the VAC utilization report. The primary challenge that the steering committee is trying to address relates to the uses and contributions by the main partners (OCCA, Coastal Arts Guild, Yaquina Arts Association, and the city) relating to that facility. The further challenge is valuing the in-kind contributions that these organizations make relating to the services they provide at the VAC. The steering committee had a very good, philosophical discussion about some of these issues, and will carry over this discussion until their next meeting to determine how best to move forward. Please note that the Yaquina Arts Association has not participated in recent meetings, due in part to scheduling issues. There is going to be an effort to bring them back to the table to participate in these discussions since they will be impacted by any decisions made by the steering committee going forward.
- Over the past couple of weeks, I have been dealing with a number of citizen type issues. It seems that we have had an increase in activities in a variety of types of complaints as we went through the holiday season. I am not sure if it was the holidays, or the weather, or the end of the year, but my plate is filled with a number of issues that I am working through, and I will try and get through them as quickly and expeditiously as I can.
- At the January 3 Council meeting, there was discussion about citizen's coming to the Council with various types of concerns. I want to make sure that the Council understands my philosophy on the citizens right to address the Council with any concerns they may have. Over my career, it has become my policy not to discourage anyone that wants to address the City Council with their issues, even if it has not been fully vetted at a staff level. While I do not encourage people to do so, I also do not discourage people from addressing the Council. I think it is

important for the Council to also realize that it is not necessary for them to address any of those issues that come before them at that Council meeting. It is perfectly appropriate for the Council to listen to the concerns and refer any issues back to city administration for review and consideration. This is a very normal part of local governance and we have been certainly fortunate in having very few of these types of issues come before the Council over the past three years.

- I had a conversation with Stuart Brandon, who is the new Economic Development officer for the Siletz Tribe. Stuart and I go back a number of years when Stuart was in a similar position with the Sault Ste. Marie tribe of Chippewa Indians out of Sioux Ste. Marie. Stuart was quite surprised to see my name on a list, as City Manager for Newport, for the joint Brownfields Project that the city, county, Toledo, and the tribe are parties to. Stuart is planning to put together an economic development steering committee that would probably meet quarterly for the Siletz Tribe, and he has asked me to consider being part of that steering committee due to my significant experience in dealing with the Sioux tribe in Sioux St. Marie. I think this would be a good thing for me to do for the City of Newport. Mayor Roumagoux has had discussions with the tribal chair, Dee Pigsley, who has indicated that the tribe would like to have more interaction with the City of Newport going forward. Please let me know if you have any concerns or reservations about my participation on this tribal committee that will focus on economic development opportunities for the Siletz Tribe.
- City Attorney, Steve Rich, was successful in getting the owner of the home on 5th Street to execute a mortgage and make the first of several payments to the city for the emergency demolition that was done following the structural fire off of Bay Boulevard in 2016. As you may recall, the insurance company had represented that we were good to go on the demolition; however, the check was paid to the home owners, who in turn were supposed to pay the city. The property owner indicated to the City Attorney that he would be willing to make those payments over four payments. It appears he has honored that commitment with the execution of the mortgage and making his first monthly payment of \$4000 to cover these expenses.
- Met with Barb James to discuss various personnel issues.
- Melissa Roman, Lance Vanderbeck, and I participated in a conference call with the Oregon Department of Aviation Director, Mitch Swecker, and Matt Moss, to discuss airport issues relating to the FAA master planning process, and about the rural air service grants that the state is looking at. Mitch is very supportive of the city's position with the FAA. Furthermore, Mitch indicated that they may use some of these funds to develop a business model regarding air service to coastal communities. We will be putting together a letter supporting this concept.
- Met with Mike, Derrick, and Jayson Buchholz regarding funding for the bathroom and shower facility at the wayside near Agate Beach. We will be bringing a recommendation to the City Council on this funding at the next meeting.
- John DuBois, Barb James, and I met about various issues related to the Employee Committee.

Upcoming Events:

- I will be attending with Barb and Steve a seminar on Friday, January 13, regarding Public Employees Collective Bargaining Act, in Tualatin
- City Hall will be closed on Monday, January 16, 2017, to celebrate the Martin Luther King holiday. The Council meeting will be held on Tuesday, January 17, 2017.
- I will be attending an OCCMA Board Meeting in Salem on Friday, January 20, 2017.
- Friday, January 20 - Community Leaders "Farm to Forest Tour" (RSVP to LincolnFarmsForests@gmail.com).
- I will be on vacation during the week of January 30-February 3, 2017. I will be in town during most of this time working on a few projects at home.
- The City Day at the Capital is February 8, 2017. Once we receive information from the League, we will provide a schedule to the Council. If you think you will be able to participate, please let Cheryl know.
- The dedication of the Aquatics Center is tentatively scheduled for Saturday, February 11. I'll keep you informed as to these plans.
- Monday, February 13, 2017, from 10 AM - 3 PM Annual Goal Setting meeting.
- February 2017 Visioning Activities:
 - ✓ Thursday, February 16 -City Hall-with employees-from noon until 2 PM (includes lunch)
 - ✓ City Hall-with standing committee members-from 5:30-7:30 PM (includes dinner)
 - ✓ Friday, February 17 - Recreation Center Small Gym - focus on families with school aged children, and the Latino community from 5:30-9:00 PM (food and fun)
 - ✓ Saturday, February 18 - Samaritan Pacific Health Education center - community wide focus - from 10 AM - 5 PM
- City Hall will be closed on Monday, February 20, 2017, in observance of President's Day. The City Council meeting will be held on Tuesday, February 21.
- Tuesday, February 28, 2017, at 6 PM - Preliminary meeting of the Budget Committee.
- Tuesday, April 25, 2017, at 5 PM - First Budget Committee meeting.
- Tuesday, May 9, 2017, at 5 PM - Second Budget Committee meeting.
- Tuesday, May 16, 2017, at 5 PM - Third Budget Committee meeting.
- LOC Annual Conference is September 28-30, 2017, at the Double Tree Hilton Hotel in Portland

Attachments:

- ❖ Attached is a letter to Lincoln County School Superintendent, Steve Boynton, regarding their inquiry with the utilization of the existing pool facility for school purposes. Rich Belloni has since contacted Tim Gross, and they have set up a time to tour the existing pool facility.
- ❖ The City Council is invited to participate in a Farm to Forest Tour, which will take place on Friday, January 20, 2017. If you are interested in participating in this tour, please directly RSVP to Lincolnfarmsforests@gmail.com

- ❖ Attached is an e-mail from Jenny DeMaris indicating that the county is initiating a new citizen alert program called Lincoln Alerts. The City of Newport is planning to participate in this notification system. Citizens will be encouraged to participate in Lincoln Alerts. Lincoln Alerts will be used for various types of issues, including emergencies, water main breaks, weather notices, and other similar issues when notice to the public is critical. Once the system is started up, we will provide some additional information to the Council.
- ❖ Attached are letters from the Internal Revenue Service indicating they have accepted our resolution to the issues of not amending the retirement trust in 2012 to address issues, and 2016 restatement of the retirement plan. A couple more hurdles have been crossed.
- ❖ Attached is a letter from Charter Communications regarding our new contact individuals with Charter.
- ❖ Attached is a letter from Energy Trust showing that the city has received a check for almost \$21,000 for energy efficiency efforts as part of the Aquatic's Center project.
- ❖ Attached is a letter by Mayor Roumagoux thanking her for her participation in the Newport Middle School Career Days.
- ❖ Attached is an update from the C2C Trail News.
- ❖ Attached is an article regarding Cannon Beach's efforts to address affordable housing. Part of this was discussed at the Tsunami Conference down in Florence.

I hope everyone has a great weekend.

Respectfully submitted,



Spencer Nebel
City Manager

169 SW COAST HWY
NEWPORT, OREGON 97365

COAST GUARD CITY, USA



www.newportoregon.gov

MOMBETSU, JAPAN, SISTER CITY

December 15, 2016

Steve Boynton, Superintendent
LINCOLN COUNTY SCHOOL DISTRICT
P.O. Box 1110
Newport, OR 97365

Dear Steve:

RE: Lease of the Current Pool Facility by the School District

Earlier this year, you had inquired about the possible reuse of the City of Newport's pool facility by the School District, after this facility is no longer in use by the City as a pool. I have reviewed this possibility with our Community Development and Engineering Departments. A number of issues were raised during our discussions in regard to reuse of this facility.

- 1) Currently, the existing pool is a non-conforming use in a P-3/"Public Open Space" zone district. School and school related uses are not permitted. The building, and any surrounding areas that could be potentially leased, would have to first be rezoned to a P-1/"Public Structures" zoning designation.
- 2) Resolution No. 3617, adopted by the City Council in 2012, established "Forest Park" as a woodland preserve. The adopted plan provides that the City maintain the municipal pool as a recreational venue independent from the balance of Forest Park, and seek alternative locations for a replacement facility that is situated in a more developed area. It was the intent that once the pool ceases operations at that location, the site would be used for trail heads and parking for accessing the Park. There were many folks that strongly advocated for the establishment of this Forest Preserve. There would need to be a thorough vetting of changing plans from those that were initially agreed to at the time the Park was designated.
- 3) There are concerns about the structural integrity of the facility, as well. It would be good for your Director of Support Services, Rich Belloni, to tour the facility with our Public Works Director, Tim Gross, to understand the construction concerns for this building that could impact its reuse.
- 4) There are concerns about the potential land use impacts of having school uses on both sides of Big Creek Road creating another circumstance as exists at the high school, which requires the closure of streets during the school year. This would certainly be dependent on the uses that would be created in the pool building
- 5) If the building could be structurally stabilized, there could be a cost savings for the schools in repurposing the former pool for school/administration use.

EST.

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- 6) The reuse by the schools would reduce the cost to the City to demolish and remove the existing structure.

The biggest issue relating to the reuse of the pool by the School District is the designation of this property as part of Forest Park. Considering the extensive discussions through the Planning Commission and advocates for Forest Park, use of this building for school purposes would be a departure from what the City has previously agreed to do for its use in the future.

After you have had a chance to review this information, let me know if you would still like to proceed with discussions about school use of this property. It may make sense to do an inspection of the facility to understand any structural deficiencies with this building. If the District would like to make a formal request to the City Council on the possible use of the pool building, please let me know and we can schedule either a work session or a future agenda item on this issue. Please feel free to call me if you have any questions or would like to discuss this issue further.

Sincerely,



Spencer Nebel City Manager

cc: Mayor and City Council
Derrick Tokos, Community Development Director
Tim Gross, Public Works Director



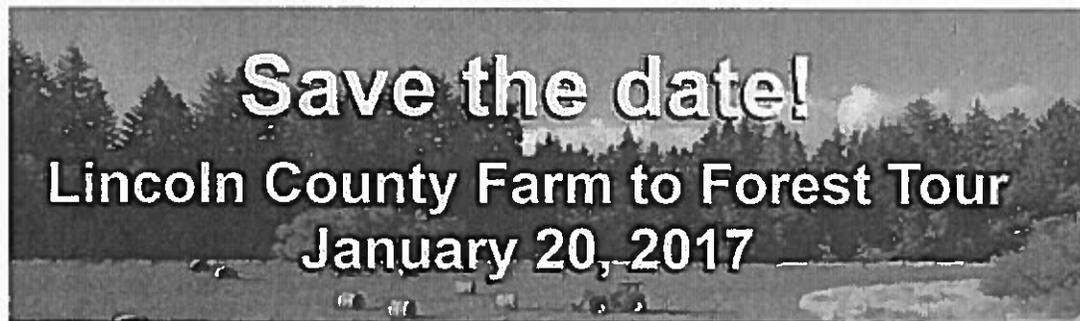
Spencer Nebel

From: Peggy Hawker
Sent: Tuesday, December 13, 2016 11:35 AM
To: City Council
Subject: FW: Lincoln County Farm to Forest Tour

From: Lincoln County Farms & Forests [mailto:lincolnfarmsforests@gmail.com]
Sent: Tuesday, December 13, 2016 11:21 AM
To: Peggy Hawker <P.Hawker@NewportOregon.gov>
Subject: Fwd: Lincoln County Farm to Forest Tour

Peggy, Please forward to the Newport City Council Members. Thank you!

Lincoln County Farm Bureau would like to invite you to a Farm to Forest Tour designed for Community Leaders and elected officials. More information will be forthcoming; however, please find save-the-date details below. We hope that you will join us!



When: Friday, January 20, 2017

Why: Join Lincoln County farmers and foresters for a Community Leaders Farm to Forest Tour on Friday, January 20, 2017. The tour will include demonstrations of farm and forest practices, as well as dialogue with local residents about their operations.

Lunch and transportation between the stops will be provided.
More details to come!

RSVP to: Lincolnfarmsforests@gmail.com

Spencer Nebel

From: Bob Bennett <rmbenn@casco.net>
Sent: Tuesday, December 20, 2016 2:13 PM
To: 'Virginia Demaris'; 'Brady Weidner'; 'Brenda Bremner'; 'Craig Martin'; 'Joan Davies'; 'John Robinson'; 'Kerry Kemp'; 'Pery Murray*'; 'Ron Chandler'; Spencer Nebel; 'Wayne Belmont'; 'Roy Kinion'; 'Cynda Bruce'; 'Curtis Landers'
Cc: 'Bonnie Petersen'; 'Allen Middaugh'; 'Sheryl Simmons'; 'Mark Nicholson'; 'Jerry Palmer'; Lincoln City PD; Robert Murphy; Jason Malloy; 'April Middaugh'; 'Max Hoover'; 'Will Ewing'; 'David Enyeart'
Subject: RE: DRAFT - DO NOT PUBLISH - Response Needed

Jenny,

Do the land line notifications cover any local alerts such as the "boil water" notification issued by a local jurisdiction? Almost all of the rental homes still have land lines. Are there any ideas how to develop and outreach message to help insure they reach the person renting the home? If there was a common phone ID for such a call that information could be posted near any of the phones. Just a thought.

Thanks, Bob.

Bob Bennett
PO Box 967
Yachats OR 97498
541-547-3460

From: Virginia Demaris [mailto:vdemaris@co.lincoln.or.us]
Sent: Friday, December 16, 2016 4:35 PM
To: Brady Weidner <weidner@cityofdepoebay.org>; Brenda Bremner <brendab@ctsi.nsn.us>; Craig Martin <manager@cityoftoledo.org>; Joan Davies <joan@mailyachatsoregon.org>; John Robinson <highgroundprovisions@gmail.com>; Kerry Kemp <kerry.kemp@waldport.org>; Pery Murray* <murray@cityofdepoebay.org>; Ron Chandler <rhandler@lincolncity.org>; Spencer Nebel <s.nebel@newportoregon.gov>; Wayne Belmont <WBelmont@co.lincoln.or.us>; Roy Kinion <rkinion@co.lincoln.or.us>; Cynda Bruce <CBruce@co.lincoln.or.us>; Curtis Landers <CLanders@co.lincoln.or.us>
Cc: Bonnie Petersen <bonniep@ctsi.nsn.us>; Allen Middaugh <siletzwaters@gmail.com>; Sheryl Simmons <chsiletz@qwestoffice.net>; Mark Nicholson <Markn@lincolncity.org>; Jerry Palmer <jpalm@lincolncity.org>; Keith Kilian <kkilian@lincolncity.org>; Rob Murphy <r.murphy@newportoregon.gov>; Jason Malloy <J.Malloy@newportpolice.net>; April Middaugh <aprilmm@ctsi.nsn.us>; Max Hoover <maxh@ctsi.nsn.us>; Will Ewing <tfd@cityoftoledo.org>; David Enyeart <300@cityoftoledo.org>; Bob Bennett <rmbenn@casco.net>
Subject: Re: DRAFT - DO NOT PUBLISH - Response Needed

Apologies for the second message...Gmail is not as friendly as Outlook and sent the message before I was ready.

Good afternoon everyone, we are finally one step closer to implementation of our upgrade to our Everbridge program. I've listed the two items I need from you now and a lengthier update below:

What I need from you now:

1. Review of the attached draft announcement - any changes please forward to me by end of next Wednesday the 21st.
2. Send the list of user names/emails who are authorized to send messages on your behalf, if you have not already done so. (Transit - I have your names, thank you)
3. Change out any old version of Citizen Alert logo's with the attached new Lincoln Alerts logo. If the attached graphic does not fit your current social media placeholder let me know and we will send you a different version.

Please see the following updates for your review:

- Citizen Alert has been changed to Lincoln Alerts as it incorporates opportunities for both visitors and non-citizens
 - New logo has been created to define both emergency notifications and community engagement
- Text Keywords: All keywords are in place and active; please feel free to subscribe now to see the response the subscriber will receive
- County Website: Website has been updated to include the new information regarding the program
- Marketing Materials:
 - County PIO, did a great job creating a new logo for Lincoln Alerts. This is available for you to include on your websites, please replace the outdated "Citizen Alert" logo
 - Everbridge was able to help us craft the attached 1 page marketing announcement; please review
 - Additional marketing resources will be crafted soon to replace the current bookmark size materials and creation of additional social media friendly options. If you have any team members who are crafty at creating social media quips please let me know if I can work with them to create a small library of different graphics/wording that we can chose from to market the program
- Outreach:
 - A media release will be crafted for release Dec. 27th indicating go live January 2nd. Release will include graphics for them to utilize on websites, etc. All of the keywords are active so they can subscribe now
 - Current Opt-In Members will receive an email with the new announcement and graphics to promote the program
- Training/Users:
 - Users: Please send me a list of names of those who will be authorized to activate messages on behalf of your keyword. I will set-up their user/names passwords and get those to you next week.
 - Training: Once your user names/passwords are established I will make contact to schedule a 30 minute briefing on how to access the program and begin utilizing.

I look forward to a very positive and engaging roll out of our new community engagement partnership; please do not hesitate to call or email with questions or concerns.

Regards,

Jen

Virginia "Jenny" Demaris
Emergency Manager
Lincoln County Sheriff's Office
225 W. Olive St., Newport, Oregon 97365
vdemaris@co.lincoln.or.us
[\(541\) 265-4199](tel:(541)265-4199) Office
[\(541\) 270-0702](tel:(541)270-0702) Cell

[facebook](#) | [twitter](#) | [website](#) | [emergency alerts](#) | [contact/newsbites](#)

On Fri, Dec 16, 2016 at 10:34 AM, Virginia Demaris <vdemaris@co.lincoln.or.us> wrote:

Good morning everyone, we are finally one step closer to implementation of our upgrade to our Everbridge program. Please see the following updates for your review:

- Citizen Alert has been changed to Lincoln Alerts as it incorporates opportunities for visitors and non-citizens
 - New logo has been created to define both emergency notifications and community engagement
- Text Keywords: All keywords are in place and active; please feel free to subscribe now to see the response the subscriber will receive
- County Website: Website has been updated to include the new information regarding the program
- Marketing:
 - County PIO, did a great job creating a new logo for Lincoln Alerts. This will be made available for you to include on your websites to replace the outdated "Citizen Alert" logo
 - Everbridge was able to help us craft the attached 1 page marketing announcement; please review
 - Additional marketing resources will be crafted soon to replace the current bookmark size materials and creating more social media friendly options. If you have any team members who are crafty at creating social media

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 23 2016**

CITY OF NEWPORT
C/O CHRISTINE M MOEHL
PO BOX 470
SALEM, OR 97308

Employer Identification Number:
93-6002222
DLN:
17007034093006
Person to Contact:
VINCENT D CASTRIGANO ID# 31364
Contact Telephone Number:
(513) 263-4176
Plan Name:
CITY OF NEWPORT EMPLOYEES
RETIREMENT PLAN
Plan Number: 001

Dear Applicant:

Based on the information you provided, we are issuing this favorable determination letter for your plan listed above. However, our favorable determination only applies to the status of your plan under the Internal Revenue Code and is not a determination on the effect of other federal or local statutes. To use this letter as proof of the plan's status, you must keep this letter, the application forms, and all correspondence with us about your application.

Your determination letter does not apply to any qualification changes that become effective, any guidance issued, or any statutes enacted after the dates specified in the Cumulative List of Changes in Plan Requirements (the Cumulative List) for the cycle you submitted your application under, unless the new item was identified in the Cumulative List.

Your plan's continued qualification in its present form will depend on its effect in operation (Section 1.401-1(b)(3) of the Income Tax Regulations). We may review the status of the plan in operation periodically.

You can find more information on favorable determination letters in Publication 794, Favorable Determination Letter, including:

- The significance and scope of reliance on this letter,
- The effect of any elective determination request in your application materials,
- The reporting requirements for qualified plans, and
- Examples of the effect of a plan's operation on its qualified status.

You can get a copy of Publication 794 by visiting our website at www.irs.gov/formspubs or by calling 1-800-TAX-FORM (1-800-829-3676) to request a copy.

This letter considered the 2014 Cumulative List of Changes in Plan Qualification Requirements.

This determination letter applies to the amendments dated on

Letter 5274

CITY OF NEWPORT

1/08/16 & 10/15/12.

This determination letter also applies to the amendments dated on 3/05/12.

We based this determination letter solely on your claim that the plan meets the requirements of a governmental plan under Section 414(d) of the Internal Revenue Code.

If you submitted a Form 2848, Power of Attorney and Declaration of Representative, or Form 8821, Tax Information Authorization, with your application and asked us to send your authorized representative or appointee copies of written communications, we will send a copy of this letter to him or her.

If you have any questions, you can contact the person listed at the top of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Karen D. Truss".

Karen D. Truss
Director, EP Rulings & Agreements

NOV 23 2016



Department of the Treasury
Internal Revenue Service
Tax Exempt/Government Entities
Employee Plans
Group 7525
550 Mian Street
Cincinnati, OH 45202

Spencer Nebel
City of Newport
163 SW Coast HWY
Newport, OR 97365

VCP submission for:
City of Newport Employees'
Retirement Plan
Control number:
911740884
Employer ID number:
93-6002222
Plan number:
001
Person to contact/ID number:
Vincent Castrigano / 0909922
Contact telephone number:
513-263-4176
Contact fax number:
513-263-4624

Dear Mr. Nebel:

I am enclosing a signed compliance statement, which is the agreement resulting from your submission to our Voluntary Correction Program. The compliance statement outlines the failures disclosed in your submission and the corrective actions that you took or will take to resolve those failures.

A compliance statement is an enforcement resolution that applies to specific failures of an employee retirement plan that helps the plan satisfy the requirements of the Internal Revenue Code. The compliance statement is not a private letter ruling or a determination letter. The compliance statement does not affect the rights of any party under any other law, including Title I of the Employee Retirement Income Security Act of 1974.

When we sign a compliance statement, it means the IRS agrees that the corrective methods and the revised administrative procedures described in the statement are acceptable. At a later date, we may ask you to verify that you corrected the failures and modified the administrative procedures the compliance statement required of you.

Your submission included a determination letter application, as required under Section 6.05 of Revenue Procedure 2013-12. The control number for that application is 466053021. We issued this compliance statement on the condition that you receive a favorable determination letter. Without a favorable determination letter, the compliance statement will not be valid. If you have questions about the status of that application, you can call Employee Plans Customer Service at 1-877-829-5500.

If you included a Form 2848, *Power of Attorney and Declaration of Representative*, or Form 8821, *Tax Information Authorization*, with your submission and asked us to send your authorized representative or appointee copies of written communications, we will send a copy of this letter to him or her.

VCP submission for: City of Newport Employees' Retirement Plan

If you have questions, you can contact the person at the telephone or fax number listed at the top of this letter.

Sincerely,

William Y Kerr

Manager, Employee Plans Voluntary Compliance

Enclosure:

Compliance statement

Determination letter

cc: Christine M. Moehl



December 20, 2016

VIA CERTIFIED MAIL/RETURN RECEIPT REQUESTED

Mr. Spencer Nebel
City Manager
City of Newport
169 SW Coast Highway
Newport, OR 97365

Dear Mr. Nebel,

PLEASE RETAIN THIS LETTER FOR YOUR CHARTER FRANCHISE FILE. This letter contains important contact information for Charter Communications. Please share this information with your relevant departments.

I am the main contact person in the Government Affairs department for your community. Please contact me with any questions or concerns you may have regarding Charter's operations in your community. However, if you have trouble reaching me, please feel free to contact my colleagues: Marian Jackson, Director, Government Affairs at (360)258-5108 or marian.jackson@charter.com, Steven Gerber, Sr. Manager, Government Affairs at (360)258-5128 or steven.gerber@charter.com, or Cara Trautmann, Government Affairs Administrator at (360)258-5104 or cara.trautmann@charter.com. **Please note this information in your franchise file, as this will revise contact information section of your franchise agreement.**

Also, please ensure we are mailed proper notification in advance of any finalized annexation of homes into, or out of your, community. **Without proper notification we cannot be held liable for payment of franchise fees and taxes retroactively for homes which should have been included in the total number of customers when calculating franchise fees and taxes.** We find the best way to send this notification is by Certified/Return Receipt to:

Government Affairs Dept. (Annexation)
222 NE Park Plaza Drive #231
Vancouver, WA 98684

Charter is very pleased to serve your community and looks forward to the continued opportunity to do so. Thank you in advance for your cooperation in this matter and please feel free to contact me at (360) 258-5109 or robin.smith1@charter.com with any questions or concerns you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robin Smith".

Robin Smith
Senior Manager, Government Affairs

December 20, 2016

421 SW Oak St., Suite 300
Portland, OR 97204

Timothy Gross
City of Newport
169 SW Coast Hwy
Newport, OR 97365

1.866.368.7878
503.546.6862 fax
energytrust.org

Subject: Incentive Check

Project Name: Newport Aquatics Center
Project ID: 2014418

Dear Timothy:

Congratulations on completing your New Buildings project. The New Buildings program team applauds your energy efficiency efforts. In recognition of your completed project and attention to energy efficiency, please find enclosed a check for \$20,904.00. We calculated this amount based on your successful installation of the following measures:

Measure	Quantity	Incentive	Application
Special Measure: Condensing Tank	1	\$ 1,234	520SM
Special Measure: HRU	1	\$ 1,270	520S
Gas-fired condensing boiler w/ elec ignition	1	\$ 8,000	520S
Gas-fired condensing boiler w/ elec ignition	1	\$ 10,400	520S
Total	4	\$ 20,904.00	

Your building may be eligible for additional incentives for earning the U.S. EPA ENERGY STAR[®] after 12 months of building operation and occupancy. This is a valuable opportunity to monitor and improve the energy performance of your building. If you are interested in applying for these additional incentives, I would be happy to work with you to verify eligibility and guide your participation in this program offering.

It has been a pleasure to work with you. Thank you for your initiative and participation in the New Buildings program. I look forward to working with you on future projects.

If you have questions regarding this project or other program offerings, I am available at 503.314.9021 or elin.shepard@clearesult.com.

Sincerely,



Elin Shepard
Outreach Manager
New Buildings Program
CLEAResult

Enclosure: Energy Trust of Oregon, Inc. Check # 674782



Dear Sandy,

Thank you so much for taking time to invest in our students by sharing about your career. Our students will be impacted by your expertise & commitment & it is much appreciated. Thank you again!

Sincerely,
NMS Staff & Students



C2C Trail News

Corvallis-to-Sea Trail / No. 12, Dec. 2016

Trail Opening Awaits Signs

The anticipated 2016 opening of the eastern half of the C2C Trail has been delayed until maps are available and over 100 signs are purchased and installed along the 30 miles of route from Corvallis to Big Elk Campground west of Harlan. Both tasks have taken much more time than anticipated, but are slated to be completed this winter. A formal opening is expected early next year. Several trail segments will be closed to horses and bicycles annually from Oct 15 to May 15, so May 16, 2017 is the likely opening date for non-hikers on those segments.



Some of the types of signs being purchased and installed for the trail.

Starker Forests Permit Reminder

C2C Trail users need to be aware that use of the private, gated segment of the C2C trail on Old Peak Road will require a Starker Forest's annual permit for Old Peak Road. The permits are available at their office at 7240 SW Philomath Blvd, 7 AM to 4:30 PM, Mon-Fri. At this time we plan to have maps available at Starker Forests for those obtaining permits next year.

Recent Outings on the New C2C Trail

Several events in recent months marked the completion of the eastern half of the C2C Trail. On National Trails Day, June 4, we celebrated the completion of the new Sugarbowl Creek trail segment with a hike over the new trail segment, and in August with a 5-day, 60-mile hike to Ona Beach using the new eastern half and the proposed western half of the complete trail.

In September, a few intrepid bicyclists took up the offer to participate in an over-night trip to Big Elk Campground from Corvallis' Riverfront Park. Some made it, some got lost, thus reinforcing the need for adequate maps and signs before opening the trail.

In November, Chris West finished off his 280-day "Walking Across America" from Newport, N.C. to Newport, OR. He honored us by taking the new Corvallis to Big Elk Campground portion of the C2C Trail, camping overnight at the dispersed camping area west of the Marys Peak North Ridge Trail parking area and at Big Elk Campground. Several C2C volunteers walked with him over the yet unsigned C2C Trail sections.



Chris West "Walking Across America" on C2C's Sugarbowl Creek Trail

Permit Sought to Extend Trail to Ona Beach

In 2017, the Corvallis-to-the-Sea (C2C) Trail Partnership will begin the pre-application process for a new permit from the Siuslaw National Forest (SNF). Current plans are to apply for what amounts to a renewal of the current permit for Corvallis to Big Elk Campground as well as both bicycle and hiking routes linking the current trail with Ona Beach. The present SNF permit for the Corvallis to Big Elk Campground segment expires in December, 2019. Enough lead time must be factored in for environmental assessment work by the Forest Service, as about 25 miles of the new Big Elk to Ona Beach route will be on Siuslaw lands.

Required Stinky Bob Removal Continues

C2C volunteers under the able tutelage of volunteers Jennifer and Dan Carper removed 75 pounds of the invasive *Geranium robertianum* over the 1-mile Sugarbowl Creek segment during the last two "bob-outs" in October and November. This brings the total "harvest" to 475 pounds on this segment during 2016. We are hopeful that the yield will drop noticeably in 2017 as the mature plants were largely eliminated this year and most of the plants pulled were small. Time will tell as the plant is plentiful elsewhere in the vicinity of the trail as well as forest and roadside areas near and far in western Oregon.



Jennifer and Dan Carper, 2nd and 3rd from left, and a happy band of "stinky-bob exterminators" with the November harvest.

C2C Trail and Youth Projects Mesh Well

Youth volunteers are beginning to play a part in the development of the C2C Trail. Eagle Scout projects have been completed or are in the planning stages, and trail classes from the Chemawa Indian School will bring Native American students to the trail under the aegis of the Northwest Youth Corps. Opportunities exist for maintenance of current trail, brushing of proposed trail route, installation of kiosks, removal of invasive species, and, we hope, construction of the western half of the trail under a new Forest Service permit.

We thank Eagle Scout candidates Danny Gullerud of Troop 161 and Chance Delay of Troop 163 for the great work they and their crews did brushing out several segments of the future C2C Trail. Scout troops and other organizations are encouraged to consider adopting a segment of the trail or doing day-hikes to learn about the process of creating a trail from native Coast Range forest and terrain. Our volunteers will be very glad to help with both types of activity.

C2C Thanks to...



Doyle Hughes of Hughes Excavation of Philomath donated time and equipment to cut out a ramp on the Sugarbowl Creek trail segment.



Del's Farm Supply of Philomath provided a price savings on two loads of timbers used to crib the Sugarbowl Creek trail segment.

Thanks to all our volunteers who put in over 2,200 hours doing field work on the trail route this year and our donors whose generosity covered the \$2,000 of materials for trail construction and the projected \$8,000 cost for signs and maps for the route.

<http://www.c2ctrail.org> to learn more or donate

info@c2ctrail.org to volunteer

P.O. Box 1562, Corvallis, OR 97339-1562

The trail would not have been possible without land access permission from Starker Forests, Dan Farmer, Corvallis Watershed, OSU College of Forestry, Van Eck Forest Trust, Hitselberger Ranch LLC, and the cooperation of government partners, Corvallis, Philomath, Benton County, Lincoln County, and the Siuslaw National Forest.

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CANNON BEACH, Ore. — Cannon Beach city councilors unanimously passed an affordable housing plan December 6, that could be the lifeline the city needs to stabilize its housing crisis.

After a yearlong study, the Cannon Beach Affordable Housing Task Force recommended the city convert several sites at a city-owned RV park for park-model homes, or tiny homes, ripping a page from Portland's book.

City Manager Brant Kucera says the small town's tourist economy cannot continue to function if its workforce cannot afford to live there.

"If we do not address the housing crisis, we will not attract the workers in the hotel industries, the food service industries," he said. "If you can't supply the demand, eventually that demand is going to go away."

The task force found that "from a community development perspective, Cannon Beach is no longer healthy and balanced."



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They continued by saying, long-term full-time employees cannot afford or even find a place to rent in the city, and that there is "virtually no readily available rental housing for employees and professionals data from the U.S. Census revealed that more than 1,000 employees worked in Cannon Beach. Cannon Beach employees and professionals:

- 43% earned less than \$11 an hour

- 42% earned between \$11 - \$16 an hour

- 15% earned between \$16 - \$21 an hour

The task force found that 45% of full-time year-round employees earn more than 50% of the average median income, meaning these professionals make too much to qualify for the city's subsidized housing and too little to afford market-rate rentals in the area.

Cannon Beach Fire Chief Matt Benedict is part of the "missing middle."



Benedict was forced to temporarily stay in the fire station, while he searched for a home. He slept in the bunks and prepared dinner in the kitchen.

"My whole life is exposed here in the fire station," he told KATU. "I had no private time. If anyone walks in, I'm on duty 24/7."

After two months, Benedict found a modest home about six blocks away from the station, but had to sell two properties in Pendleton to afford one in Cannon Beach.

"There's plenty of houses for sale, but the affordability of them, some of them are way expensive," he said. "I was expecting to be able to come in, find a house, buy a house right off the bat... As a fire chief, I should be part of the community that I work in."

The housing task force found that almost 60% of the homes in the coastal town are considered "second-homes," meaning they sit empty for most of the year and are not available as long-term rentals.

Kucera says the majority of city-employees do not live in Cannon Beach, and it's not uncommon for part-time professionals who work in the service industry to commute from Astoria, Seaside, Hillsboro, Nehalem or Tillamook.

"During the summer, and I don't know where some of them worked, but we had people, younger people, sleeping in their cars on the highway and that was their housing," Kucera said. "That's unacceptable!"



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Cannon Beach Chamber of Commerce Executive Director Court Carrier says short-term rentals and vacation rentals aren't the only problem. Land is expensive, and the City's urban growth boundary is limiting.

"It's a resort destination and as a result, you do have housing that is more expensive," Carrier said. "A person who owns a home has an option: Do they want to rent it out as a vacation rental or do they want to rent it out as long-term housing? Even if you rented out as long-term housing, they can't make enough money back to pay their mortgage."

Carrier found at one point last year, there was only one long-term rental unit available in Clatsop County, leading businesses to find creative ways to attract employees.

"Businesses have gone to the extent of buying their own housing and supplying that to their staff at a reasonable rate," he said.

Carrier supports the city's push for affordable housing.

"There is enough of a workforce, but it is a challenge to find them," Carrier said. "The businesses in the community can't live without these issues being addressed and solved."

The city plans to develop up to 10 tiny-home sites at the Cannon Beach Park Home Community, creating a pilot program for affordable workforce housing. If the project is successful, the city could expand to 25 sites. Kucera says if the demand is there, the city may build two-bedroom townhomes for couples and small families on an acre of land currently occupied by Tolovana Hall.



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The customizable park-model homes are approximately 400 sq. feet and cost between \$30,000 and \$60,000, depending on the features, and could be readily connected to existing water and electrical systems in the RV park. The small space would accommodate one or two people. The homes will be city-owned. Clatsop County will manage the properties.

“The type of resident that we want, is someone who is going to bring children with them, someone who is going to move up economically,” Kucera said. “We are not growing in population anymore, yet the demand for our services and our demand for the people being here in Cannon Beach has gone up significantly.”

Kucera says some residents do not support the project, but continued by saying, the city will no longer be able to function without a workforce.

“Besides finding water, finding shelter is the most important thing,” Kucera said. “We can't call ourselves a form of government that represents people, if we are not willing to address the most critical issue that affects the people.”

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