



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:

TO: Mayor and City Council

FROM: Spencer Nebel, City Manager

SUBJECT: Status Report for the two-week period ending Friday, March 11, 2016

### HIGHLIGHTS OF ACTIVITIES:

Highlights of activities during the past two weeks include the following:

- Participated in a class held in the Council Chambers for city staff and other governmental entities regarding cooperative purchasing agreements through the State of Oregon held at City Hall. During this class they covered a number of general procurement issues and again focused attention on the city's own approval processes for these types of purchases. The presenters also indicated several "must" requirements for local units of government in Oregon. One is if a local unit of government is going out for proposals on janitorial services, they must award that contract to a qualified company hiring disabled individuals by State law. Also, there are safety issues that must be purchased from a qualified rehabilitation facility, which is a shelter workshop that provides various safety gear for State and local units of government. If the item is not available from that source, local units of government can procure those items from any other vendor.
- Met with Lance Vanderbeck on several final details of his presentation for the Airport grant to the Department of Transportation.
- Met with the Safety Committee to attempt to finalize changes to the by-laws of that committee.
- Participated in an Emergency Management Committee meeting.
- Met with Mayor Roumagoux to provide information so she could finalize her report and recommendation on compensation to the Council.
- Met with Mike Murzynsky, Linda Brown, Richard Dutton, Cindy Breves, and Jason Malloy to review the status of e-citations and general programs that will electronically roll through the Municipal Court and Finance software for collections. This process has taken substantially longer than initially estimated. There has been a lot of effort to

coordinate between the Caselle program, the new Police records module, and the downloading of information. We have started on a trial basis the downloading of information. Also the actual production of the tickets from the printers in Police vehicles has also been a problem. Once this gets worked out, it will greatly streamline the process of data entry. The officer writing the original ticket will be the only time, in theory, that data will have to be entered into the system. The data will follow through with the Police, and then be downloaded into Caselle for court, and then will also be available through Caselle for collections. We hope this will be able to be done on a more-timely basis, so that Finance has these tickets at least on a daily basis when people come to pay they will have that record available to process that payment.

- Participated in an hour long KCUP radio show with Cheryl Harle.
- Had a conference call with Nancy Stuber over the business license and the room tax for the new OMSI facility. We are working through a number of issues in relationship to how the room tax will be collected from this facility.
- Held routine meetings with Mark Miranda and Rob Murphy on Police and Fire Department issues.
- Spent a considerable amount of time putting together the various pieces for the March 7 Council agenda. Because I had to do my cover memos as well as write, in some cases fairly substantial reports, (goal setting, the Regional Airport Task Force Report, Farmer's Market, and the recommendation from the Airport Committee on the proposals for privatization of the Airport operations) it was a long and grueling week for both Cindy and I. I was glad we got everything done, and I apologize for the lateness on getting the agenda published; but we had to complete this very extensive work without Peggy, who was on vacation, and Cheryl who was out as well during this time period. I appreciate Cindy's efforts at grinding through these various documents in order to get this agenda out.
- Tim Gross and I met with Rex Capri regarding concerns he has with drainage in the ravine near his property. Rex is concerned about fill that was dumped on City property about twenty years ago, and how it has changed the dynamics of this ravine. We indicated we would get back with Rex in the next couple of weeks with any thoughts or ideas we have regarding this issue. The City owns part of the ravine, along with Rex and other property owners.
- Mike Murzynsky and I met with Councilors Swanson in preparation of the audit at the March 7 Council meeting.
- Participated in a regular department head meeting, which included a presentation by the Safety Committee on various activities of the committee over the last year.
- Met with Mayor Roumagoux to review the agenda for the March 7 meeting.
- Along with the City Council, participated in a joint meeting between Urban Renewal, the Audit Committee and the City Council. We then held a marathon regular meeting, which followed.
- Met with Lance Vanderbeck to review Airport operations at the FBO building. After a lengthy process to deal with leaking water, mold and other issues, the FBO is coming

back together. I appreciate the efforts of Lance and our crews to handle some of the improvement work in-house.

- Participated in the monthly meeting of the Lincoln County Manager's group.
- Met in a regular meeting of the Airport Committee to review the Regional Task Force recommendations, actions taken by the Council to reject the proposals for Airport operations, and to move forward with a grant to assist the acquisition of property at the end of the runway.
- Jason Malloy, Tim Gross, Richard Dutton, and I met with County Emergency Coordinator, Jenny DeMaris, regarding more comprehensive use of the Everbridge Communications System. Lincoln County subscribes to the system and has made certain services available to local municipal governments within Lincoln County, including the City. From a City standpoint, Police and Fire have been the primary users of Everbridge. The capabilities of this system are much greater than what we have been using to date. As a result of our discussion, we will be exploring the implementation of Everbridge to use as our primary dispatching tool for Public Works. Furthermore, Everbridge has the capability of being used to notify land lines and any registered cell phones of issues impacting a specific geographical area within the City. This would be helpful in cases where we have a water main break to inform those residents affected by the break as to any precautions and the estimated time for the outage. We appreciate the County's willingness to allow local units to tie into the countywide Everbridge System.
- Met with Doug Fitts who had inquired last fall about a practice burn of a home he owns on NW 5<sup>th</sup> Street above the trailer park. We had some concerns from property owners across 5<sup>th</sup> Street regarding smoke and other environmental concerns. Fire Chief, Rob Murphy, and I discussed holding off on consideration of that burn until next Spring when the prevailing winds are out of the north. I reminded Mr. Fitts of that discussion and suggested he contact the Fire Chief to renew that discussion.
- Met with WH Pacific regarding the Regional Task Force recommendations and how they will tie into the master planning process. Based on those discussions, it appears that a number of components can be included in the master planning discussion and analysis moving forward. I have asked them to provide a summary of those items that are reasonable to include as part of the master planning process so that we can identify a pathway forward for those items that will not be considered in the master planning discussions. Overall I thought it was a very constructive discussion with WH Pacific.
- Participated in the Public Advisory Committee meeting for the Airport Master Planning process. This was the second meeting of the Public Advisory Committee. Susan Reece-Painter did a very good job in presenting the recommendations from the Regional Airport Planning Task Force to the committee. Committee members were all provided a copy of the report to incorporate this report in their Master Planning binders that were provided by WH Pacific at their first meeting

The report to date includes chapters on existing infrastructure and conditions at Airport. There was extensive discussion on the growth of Airport freight coming in through UPS at the Airport. It was noted the airplanes carrying air cargo coming into Newport are

usually fairly full with packages for delivery. On the other hand, the same planes leaving Newport are about half full and usually will stop in Salem or another airport to top off the load before returning to PDX.

There was a fair amount of discussion regarding passenger air travel out of Newport. If passenger service is resumed to Newport sometime in the future, it appears likely that service would be through a nine passenger plane or less. This would have significant impact on whether the City maintains its 139 certificate or not. (Please note this certificate is required if there is regular service by planes that would carry 10 or more passengers.) This will be discussed in more detail at the next PAC meeting.

Furthermore, WH Pacific has hired, as a subcontractor an individual that will take a look at the development potential of properties on the airport and around the airport. This will fit in very nicely with the recommendations from the Regional Task Force regarding land use.

Overall, it was a good meeting, and I am optimistic the master planning process will address a number of the significant recommendations from our Regional Task Force.

- Along with Councilor's Allen, Sawyer and Swanson, and Fire Chief, Rob Murphy, I participated in Congressman Schrader's round table discussion at the City Hall in Lincoln City. This consisted of elected officials, as well as Police and Fire Chiefs from throughout Lincoln County. A number of common themes included affordable and work force housing, transportation concerns, harbor dredging and marine renewable energy issues. I used the opportunity to share a copy of the Airport Regional Task Force report with Congressman Schrader, and specifically address the recommendations relating to the seismic stability of the airport, creation of depot facility for storage of facility supplies for the Central Coast, and urging both FEMA and the FAA to begin focusing on the role of airports such as Newport during emergency situations. Furthermore, I shared a conversation that I had with Joe Bishop of NOAA, who indicated that NOAA has received notice from the Air Force that they need to vacate the facilities they are currently utilizing in Florida for their aircraft. NOAA's two twin otters were based on the West Coast prior to consolidating them all at this Florida air base. Congressman Schrader was very interested in this issue, and indicated they will do some follow-up to confirm this issue and determine what type of processes might be in play in finding a new location for these aircraft.
- Met with Mark Miranda to review regular activities within the Police Department.
- Peggy Hawker, Derrick Tokos and I met to review the Tourism Facility Grant applications received for the last round of that funding. We expect to have a recommendation for the City Council at one of the next two Council meetings.
- Mayor Roumagoux and a number of Council members hosted Congressman Schrader's Town Hall meeting on Thursday evening at City Hall in Newport.
- Barb James, Tim Gross and I met with representatives of the Newport Employees' Association to finalize the list of comparable cities for the salary study.

- Participated in a meeting with Peggy Hawker, Derrick Tokos, former Council member Dick Beemer, Mary Ann Bozza from Hatfield Marine Science Center, and Brian Parker, a representative from NOAA to plan the dedication of Safe Haven Hill. The date of April 29 was tentatively scheduled for the dedication at 3 PM on site. It is our hope to make this a media event to focus on emergency planning on the Coast. Please put this date on your calendars.
- Met with Tim Gross, Jim Salisbury and Barb James to discuss the build out of the back office at City Hall. This area accommodates Jim Salisbury's work space, and will accommodate the work space for a Senior Planner position that we have funded in this budget year. The general thought was that permanent office spaces should be created in this location instead of modular work spaces.
- Along with Mayor Roumagoux, I participated in a maritime retrospective at the Maritime Heritage Center featuring Joyce Gaffin's paintings. Joyce borrowed her two painting that are displayed permanently at City Hall for this show.
- Along with Mayor Roumagoux, Councilor's Busby, Swanson, and Saelens, and Planning Director, Derrick Tokos, I participated in OMSI's ribbon cutting for the Camp Gray Coastal Discovery Center. Mayor Roumagoux's gift of a painting of the south pier; and Councilor Mark Saelen's gift of rustic campfire benches, made from logs of various tree species, were also noted during the dedication ceremony. This is truly a significant facility that will provide great experiences for children throughout the State of Oregon to learn about coastal environments.
- Mayor Roumagoux, Derrick Tokos and I participated in the dinner that followed at Camp Gray. This was a dinner for the many donors to this facility. It truly was a celebration of the completion of a major fund raising campaign (though there are still some opportunities for naming rights for bunk beds in Camp Gray for a \$1,000 donation). It was also noted during the dinner the critical role that Community Development Director, Derrick Tokos played in coordinating various issues to help make Camp Gray a possibility in the City of Newport. This included the coordination of Urban Renewal funds to develop infrastructure for Camp Gray, as well as working through many of the permitting and other issues related to establishing this facility in South Beach. The opening of Camp Gray will certainly open a new chapter for Newport as many generations of young people get to experience the coast through various future programs held at Camp Gray.
- Spoke with Dan Burden of a bluezone.com following up with conversations that Councilor Wendy Engler had with Mr. Burden at the Portland Liveability Conference she attended. Dan Burden did a walkability audit for the City of Sault Ste. Marie when I was City Manager there. He also did some work for the Sault Ste. Marie Tribe of Chippewa Indians as well. Dan has a very common sense approach to improving walkability of communities by conducting an overall audit, which looks at very practical issues that can be done to improve pedestrian mobility in a community. He also has suggested that as part of the City's visioning process, a two or three day visit could be conducted to assist in developing some information that could be used in the City's overall visioning process. The other program that Dan Burden is involved with is the creation of Blue

Zones. Blue zones are communities that focus on individual and community health, vitality and resilience. They are working with their health sponsor (Cambria Foundation) to identify communities in which to create the fabric for healthy communities. They have looked at communities where longevity is the highest to determine what kinds of communities facilitate healthy living. Apparently in the next round they are looking for a larger community, but in future rounds, Lincoln County might be a good demonstration project, working with the county and various local units of government in order to implement strategies on a countywide basis.

I do believe that we should explore bringing Dan Burden in as we are conducting our visioning process. I believe he would bring a certain element to the table that would provide further insight into our visioning effort, and provide some practical solutions for walkability that could be implemented now. I have attached some information from Dan for your review.

#### **UPCOMING EVENTS:**

Over the next few weeks, I will be intensely involved with the development of the recommended budget for the 2016-17 fiscal year for the City. This period of time will run through the middle of April, when the budget has to be completed and ready for printing and review by the Budget Committee. I would certainly request that the Council hold off on any significant initiatives during these next few weeks, since I will have very limited time to deal with issues outside of the day-to-day operations and the budget. I have carved out of my schedule a number of days in April when I am planning to work from home on the budget review and development. As I have indicated before, I take the budget development very seriously since this really outlines the management plan for the City from a financial standpoint for the next year. It is important this be done as thoroughly and correctly as possible.

- The preliminary Budget Committee meeting is scheduled for 6 PM on Wednesday, March 16.
- I will be out of the office on Friday, March 18 to attend a meeting in Bainbridge, Washington. I am on the Planning Committee for OCCMA who will host the 2021 ICMA Convention in Portland. We are meeting with the Washington organization to discuss the 2015 ICMA Convention which was held in Seattle. I will be attending the Oregon/Washington City Manager's Winter Conference, which is being held in Stevenson, Washington from March 29-April 1, 2016.
- The proposed budget for the 2016-17 Fiscal Year is scheduled to be distributed on April 20.
- The first budget meeting is scheduled for Wednesday, April 27 at 5 PM.
- On April 29 at 3:00 PM Safe Haven Hill will be formally dedicated.
- The second budget meeting is scheduled for Wednesday, May 11 at 5 PM.
- Election Day will occur on May 17 on the fluoridation issue, as well as the Oregon primary and other initiatives scheduled for that election.
- The third budget meeting is scheduled for Wednesday, May 18 at 5:30 PM.

- There will be no Council meeting on the first Monday of July. There will only be one Council meeting in July, and that will occur on July 18.
- Angela and I are planning to participate in the 50<sup>th</sup> Anniversary visit to Mombetsu. We are scheduled to leave on Thursday, July 14 and return on Monday, July 25. As in the case with all adult ambassadors from Newport who are participating in the Sister City visits, we are personally responsible for our own travel expenses. This will be a great experience!
- The League of Oregon Cities Annual Conference will be held at the Salem Convention Center on September 29 through October 1<sup>st</sup>, 2016 (I will be having Peggy take a poll of those Council members who plan to attend that session so that we will have the opportunity to book rooms and an appropriate count for that convention.
- November 8, 2016, is election day for the Mayor, and Council positions for City government, as well as for State and Federal officials.

**ATTACHMENTS:**

- ❖ Summary of the 2015 Safety Committee activities conducted by the City's Safety Committee.
- ❖ Attached is the report from the our SafePersonnel Training that was implemented last year. Please note that 1,325 assignments were completed with only 134 outstanding assignments for employees to complete from the last year. Also included is a draft of the mandatory training plan for the 2016 year. These programs are all online. Employees can take them anytime between the point they are initially offered and the end of the calendar year. Safepersonnel Training has provided a level of training that has not existed within the City of Newport in the past, particularly for non-emergency service personnel. These are all programs that help increase awareness that reduce potential legal exposure that the City may regarding employee behavior. This has been relatively easy to administer and easy for employees to take this training. At the end of each training module, there is a quiz the employees have to pass in order to complete their assignment.
- ❖ Attached are worker's compensation statistics provided by CIS for the City over the past six years. Please note that the 2015-16 stats are for the first half of that time period.
- ❖ Attached is a letter from the FAA outlining plan projects for the Newport Municipal Airport funded by FAA.
- ❖ Attached is an e-mail and information about blue zones from Dan Burden as indicated earlier in this report.
- ❖ Attached is a letter from Ken Doerfler Jr. regarding the Farmer's Market remaining in its current location.
- ❖ Attached is a memo from me regarding my summer vacation travel schedule for your review. Please let me know if you see any problems with this schedule.
- ❖ Attached are emails received since Monday's Farmer's Market decision. Unfortunately, Bret Fox was quite irritated by the short notice I gave him regarding the meeting at which this matter was discussed. I apologized to him for the short notice. As indicated earlier, it was a horrendous week in pulling together a number of detailed issues for that particular agenda. Bret has asked to address the Council on the 21<sup>st</sup> of March on the Farmer's Market location. In addition, we received emails from a number of people, including some vendors at the Antique Mall. Two of the vendors supported the Council's

decision. Anyway, I apologize for the lateness of notification to the stakeholders on this issue. They certainly would have had a chance to forward written comments or call prior to Monday night's meeting.

I hope everyone has a great week.

Respectfully submitted.

A handwritten signature in blue ink, appearing to read "S. R. Nebel", is written over the typed name.

Spencer R. Nebel  
City Manager  
cc: Department Heads



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:

TO: Mayor and City Council

FROM: Spencer Nebel, City Manager

SUBJECT: Status Report for the two-week period ending Friday, March 11, 2016

### HIGHLIGHTS OF ACTIVITIES:

Highlights of activities during the past two weeks include the following:

- Participated in a class held in the Council Chambers for city staff and other governmental entities regarding cooperative purchasing agreements through the State of Oregon held at City Hall. During this class they covered a number of general procurement issues and again focused attention on the city's own approval processes for these types of purchases. The presenters also indicated several "must" requirements for local units of government in Oregon. One is if a local unit of government is going out for proposals on janitorial services, they must award that contract to a qualified company hiring disabled individuals by State law. Also, there are safety issues that must be purchased from a qualified rehabilitation facility, which is a shelter workshop that provides various safety gear for State and local units of government. If the item is not available from that source, local units of government can procure those items from any other vendor.
- Met with Lance Vanderbeck on several final details of his presentation for the Airport grant to the Department of Transportation.
- Met with the Safety Committee to attempt to finalize changes to the by-laws of that committee.
- Participated in an Emergency Management Committee meeting.
- Met with Mayor Roumagoux to provide information so she could finalize her report and recommendation on compensation to the Council.
- Met with Mike Murzynsky, Linda Brown, Richard Dutton, Cindy Breves, and Jason Malloy to review the status of e-citations and general programs that will electronically roll through the Municipal Court and Finance software for collections. This process has taken substantially longer than initially estimated. There has been a lot of effort to

coordinate between the Caselle program, the new Police records module, and the downloading of information. We have started on a trial basis the downloading of information. Also the actual production of the tickets from the printers in Police vehicles has also been a problem. Once this gets worked out, it will greatly streamline the process of data entry. The officer writing the original ticket will be the only time, in theory, that data will have to be entered into the system. The data will follow through with the Police, and then be downloaded into Caselle for court, and then will also be available through Caselle for collections. We hope this will be able to be done on a more-timely basis, so that Finance has these tickets at least on a daily basis when people come to pay they will have that record available to process that payment.

- Participated in an hour long KCUP radio show with Cheryl Harle.
- Had a conference call with Nancy Stuber over the business license and the room tax for the new OMSI facility. We are working through a number of issues in relationship to how the room tax will be collected from this facility.
- Held routine meetings with Mark Miranda and Rob Murphy on Police and Fire Department issues.
- Spent a considerable amount of time putting together the various pieces for the March 7 Council agenda. Because I had to do my cover memos as well as write, in some cases fairly substantial reports, (goal setting, the Regional Airport Task Force Report, Farmer's Market, and the recommendation from the Airport Committee on the proposals for privatization of the Airport operations) it was a long and grueling week for both Cindy and I. I was glad we got everything done, and I apologize for the lateness on getting the agenda published; but we had to complete this very extensive work without Peggy, who was on vacation, and Cheryl who was out as well during this time period. I appreciate Cindy's efforts at grinding through these various documents in order to get this agenda out.
- Tim Gross and I met with Rex Capri regarding concerns he has with drainage in the ravine near his property. Rex is concerned about fill that was dumped on City property about twenty years ago, and how it has changed the dynamics of this ravine. We indicated we would get back with Rex in the next couple of weeks with any thoughts or ideas we have regarding this issue. The City owns part of the ravine, along with Rex and other property owners.
- Mike Murzynsky and I met with Councilors Swanson in preparation of the audit at the March 7 Council meeting.
- Participated in a regular department head meeting, which included a presentation by the Safety Committee on various activities of the committee over the last year.
- Met with Mayor Roumagoux to review the agenda for the March 7 meeting.
- Along with the City Council, participated in a joint meeting between Urban Renewal, the Audit Committee and the City Council. We then held a marathon regular meeting, which followed.
- Met with Lance Vanderbeck to review Airport operations at the FBO building. After a lengthy process to deal with leaking water, mold and other issues, the FBO is coming

back together. I appreciate the efforts of Lance and our crews to handle some of the improvement work in-house.

- Participated in the monthly meeting of the Lincoln County Manager's group.
- Met in a regular meeting of the Airport Committee to review the Regional Task Force recommendations, actions taken by the Council to reject the proposals for Airport operations, and to move forward with a grant to assist the acquisition of property at the end of the runway.
- Jason Malloy, Tim Gross, Richard Dutton, and I met with County Emergency Coordinator, Jenny DeMaris, regarding more comprehensive use of the Everbridge Communications System. Lincoln County subscribes to the system and has made certain services available to local municipal governments within Lincoln County, including the City. From a City standpoint, Police and Fire have been the primary users of Everbridge. The capabilities of this system are much greater than what we have been using to date. As a result of our discussion, we will be exploring the implementation of Everbridge to use as our primary dispatching tool for Public Works. Furthermore, Everbridge has the capability of being used to notify land lines and any registered cell phones of issues impacting a specific geographical area within the City. This would be helpful in cases where we have a water main break to inform those residents affected by the break as to any precautions and the estimated time for the outage. We appreciate the County's willingness to allow local units to tie into the countywide Everbridge System.
- Met with Doug Fitts who had inquired last fall about a practice burn of a home he owns on NW 5<sup>th</sup> Street above the trailer park. We had some concerns from property owners across 5<sup>th</sup> Street regarding smoke and other environmental concerns. Fire Chief, Rob Murphy, and I discussed holding off on consideration of that burn until next Spring when the prevailing winds are out of the north. I reminded Mr. Fitts of that discussion and suggested he contact the Fire Chief to renew that discussion.
- Met with WH Pacific regarding the Regional Task Force recommendations and how they will tie into the master planning process. Based on those discussions, it appears that a number of components can be included in the master planning discussion and analysis moving forward. I have asked them to provide a summary of those items that are reasonable to include as part of the master planning process so that we can identify a pathway forward for those items that will not be considered in the master planning discussions. Overall I thought it was a very constructive discussion with WH Pacific.
- Participated in the Public Advisory Committee meeting for the Airport Master Planning process. This was the second meeting of the Public Advisory Committee. Susan Reece-Painter did a very good job in presenting the recommendations from the Regional Airport Planning Task Force to the committee. Committee members were all provided a copy of the report to incorporate this report in their Master Planning binders that were provided by WH Pacific at their first meeting

The report to date includes chapters on existing infrastructure and conditions at Airport. There was extensive discussion on the growth of Airport freight coming in through UPS at the Airport. It was noted the airplanes carrying air cargo coming into Newport are

usually fairly full with packages for delivery. On the other hand, the same planes leaving Newport are about half full and usually will stop in Salem or another airport to top off the load before returning to PDX.

There was a fair amount of discussion regarding passenger air travel out of Newport. If passenger service is resumed to Newport sometime in the future, it appears likely that service would be through a nine passenger plane or less. This would have significant impact on whether the City maintains its 139 certificate or not. (Please note this certificate is required if there is regular service by planes that would carry 10 or more passengers.) This will be discussed in more detail at the next PAC meeting.

Furthermore, WH Pacific has hired, as a subcontractor an individual that will take a look at the development potential of properties on the airport and around the airport. This will fit in very nicely with the recommendations from the Regional Task Force regarding land use.

Overall, it was a good meeting, and I am optimistic the master planning process will address a number of the significant recommendations from our Regional Task Force.

- Along with Councilor's Allen, Sawyer and Swanson, and Fire Chief, Rob Murphy, I participated in Congressman Schrader's round table discussion at the City Hall in Lincoln City. This consisted of elected officials, as well as Police and Fire Chiefs from throughout Lincoln County. A number of common themes included affordable and work force housing, transportation concerns, harbor dredging and marine renewable energy issues. I used the opportunity to share a copy of the Airport Regional Task Force report with Congressman Schrader, and specifically address the recommendations relating to the seismic stability of the airport, creation of depot facility for storage of facility supplies for the Central Coast, and urging both FEMA and the FAA to begin focusing on the role of airports such as Newport during emergency situations. Furthermore, I shared a conversation that I had with Joe Bishop of NOAA, who indicated that NOAA has received notice from the Air Force that they need to vacate the facilities they are currently utilizing in Florida for their aircraft. NOAA's two twin otters were based on the West Coast prior to consolidating them all at this Florida air base. Congressman Schrader was very interested in this issue, and indicated they will do some follow-up to confirm this issue and determine what type of processes might be in play in finding a new location for these aircraft.
- Met with Mark Miranda to review regular activities within the Police Department.
- Peggy Hawker, Derrick Tokos and I met to review the Tourism Facility Grant applications received for the last round of that funding. We expect to have a recommendation for the City Council at one of the next two Council meetings.
- Mayor Roumagoux and a number of Council members hosted Congressman Schrader's Town Hall meeting on Thursday evening at City Hall in Newport.
- Barb James, Tim Gross and I met with representatives of the Newport Employees' Association to finalize the list of comparable cities for the salary study.

- Participated in a meeting with Peggy Hawker, Derrick Tokos, former Council member Dick Beemer, Mary Ann Bozza from Hatfield Marine Science Center, and Brian Parker, a representative from NOAA to plan the dedication of Safe Haven Hill. The date of April 29 was tentatively scheduled for the dedication at 3 PM on site. It is our hope to make this a media event to focus on emergency planning on the Coast. Please put this date on your calendars.
- Met with Tim Gross, Jim Salisbury and Barb James to discuss the build out of the back office at City Hall. This area accommodates Jim Salisbury's work space, and will accommodate the work space for a Senior Planner position that we have funded in this budget year. The general thought was that permanent office spaces should be created in this location instead of modular work spaces.
- Along with Mayor Roumagoux, I participated in a maritime retrospective at the Maritime Heritage Center featuring Joyce Gaffin's paintings. Joyce borrowed her two painting that are displayed permanently at City Hall for this show.
- Along with Mayor Roumagoux, Councilor's Busby, Swanson, and Saelens, and Planning Director, Derrick Tokos, I participated in OMSI's ribbon cutting for the Camp Gray Coastal Discovery Center. Mayor Roumagoux's gift of a painting of the south pier; and Councilor Mark Saelen's gift of rustic campfire benches, made from logs of various tree species, were also noted during the dedication ceremony. This is truly a significant facility that will provide great experiences for children throughout the State of Oregon to learn about coastal environments.
- Mayor Roumagoux, Derrick Tokos and I participated in the dinner that followed at Camp Gray. This was a dinner for the many donors to this facility. It truly was a celebration of the completion of a major fund raising campaign (though there are still some opportunities for naming rights for bunk beds in Camp Gray for a \$1,000 donation). It was also noted during the dinner the critical role that Community Development Director, Derrick Tokos played in coordinating various issues to help make Camp Gray a possibility in the City of Newport. This included the coordination of Urban Renewal funds to develop infrastructure for Camp Gray, as well as working through many of the permitting and other issues related to establishing this facility in South Beach. The opening of Camp Gray will certainly open a new chapter for Newport as many generations of young people get to experience the coast through various future programs held at Camp Gray.
- Spoke with Dan Burden of a bluezone.com following up with conversations that Councilor Wendy Engler had with Mr. Burden at the Portland Liveability Conference she attended. Dan Burden did a walkability audit for the City of Sault Ste. Marie when I was City Manager there. He also did some work for the Sault Ste. Marie Tribe of Chippewa Indians as well. Dan has a very common sense approach to improving walkability of communities by conducting an overall audit, which looks at very practical issues that can be done to improve pedestrian mobility in a community. He also has suggested that as part of the City's visioning process, a two or three day visit could be conducted to assist in developing some information that could be used in the City's overall visioning process. The other program that Dan Burden is involved with is the creation of Blue

Zones. Blue zones are communities that focus on individual and community health, vitality and resilience. They are working with their health sponsor (Cambria Foundation) to identify communities in which to create the fabric for healthy communities. They have looked at communities where longevity is the highest to determine what kinds of communities facilitate healthy living. Apparently in the next round they are looking for a larger community, but in future rounds, Lincoln County might be a good demonstration project, working with the county and various local units of government in order to implement strategies on a countywide basis.

I do believe that we should explore bringing Dan Burden in as we are conducting our visioning process. I believe he would bring a certain element to the table that would provide further insight into our visioning effort, and provide some practical solutions for walkability that could be implemented now. I have attached some information from Dan for your review.

#### **UPCOMING EVENTS:**

Over the next few weeks, I will be intensely involved with the development of the recommended budget for the 2016-17 fiscal year for the City. This period of time will run through the middle of April, when the budget has to be completed and ready for printing and review by the Budget Committee. I would certainly request that the Council hold off on any significant initiatives during these next few weeks, since I will have very limited time to deal with issues outside of the day-to-day operations and the budget. I have carved out of my schedule a number of days in April when I am planning to work from home on the budget review and development. As I have indicated before, I take the budget development very seriously since this really outlines the management plan for the City from a financial standpoint for the next year. It is important this be done as thoroughly and correctly as possible.

- The preliminary Budget Committee meeting is scheduled for 6 PM on Wednesday, March 16.
- I will be out of the office on Friday, March 18 to attend a meeting in Bainbridge, Washington. I am on the Planning Committee for OCCMA who will host the 2021 ICMA Convention in Portland. We are meeting with the Washington organization to discuss the 2015 ICMA Convention which was held in Seattle. I will be attending the Oregon/Washington City Manager's Winter Conference, which is being held in Stevenson, Washington from March 29-April 1, 2016.
- The proposed budget for the 2016-17 Fiscal Year is scheduled to be distributed on April 20.
- The first budget meeting is scheduled for Wednesday, April 27 at 5 PM.
- On April 29 at 3:00 PM Safe Haven Hill will be formally dedicated.
- The second budget meeting is scheduled for Wednesday, May 11 at 5 PM.
- Election Day will occur on May 17 on the fluoridation issue, as well as the Oregon primary and other initiatives scheduled for that election.
- The third budget meeting is scheduled for Wednesday, May 18 at 5:30 PM.

- There will be no Council meeting on the first Monday of July. There will only be one Council meeting in July, and that will occur on July 18.
- Angela and I are planning to participate in the 50<sup>th</sup> Anniversary visit to Mombetsu. We are scheduled to leave on Thursday, July 14 and return on Monday, July 25. As in the case with all adult ambassadors from Newport who are participating in the Sister City visits, we are personally responsible for our own travel expenses. This will be a great experience!
- The League of Oregon Cities Annual Conference will be held at the Salem Convention Center on September 29 through October 1<sup>st</sup>, 2016 (I will be having Peggy take a poll of those Council members who plan to attend that session so that we will have the opportunity to book rooms and an appropriate count for that convention.
- November 8, 2016, is election day for the Mayor, and Council positions for City government, as well as for State and Federal officials.

**ATTACHMENTS:**

- ❖ Summary of the 2015 Safety Committee activities conducted by the City's Safety Committee.
- ❖ Attached is the report from the our SafePersonnel Training that was implemented last year. Please note that 1,325 assignments were completed with only 134 outstanding assignments for employees to complete from the last year. Also included is a draft of the mandatory training plan for the 2016 year. These programs are all online. Employees can take them anytime between the point they are initially offered and the end of the calendar year. Safepersonnel Training has provided a level of training that has not existed within the City of Newport in the past, particularly for non-emergency service personnel. These are all programs that help increase awareness that reduce potential legal exposure that the City may regarding employee behavior. This has been relatively easy to administer and easy for employees to take this training. At the end of each training module, there is a quiz the employees have to pass in order to complete their assignment.
- ❖ Attached are worker's compensation statistics provided by CIS for the City over the past six years. Please note that the 2015-16 stats are for the first half of that time period.
- ❖ Attached is a letter from the FAA outlining plan projects for the Newport Municipal Airport funded by FAA.
- ❖ Attached is an e-mail and information about blue zones from Dan Burden as indicated earlier in this report.
- ❖ Attached is a letter from Ken Doerfler Jr. regarding the Farmer's Market remaining in its current location.
- ❖ Attached is a memo from me regarding my summer vacation travel schedule for your review. Please let me know if you see any problems with this schedule.
- ❖ Attached are emails received since Monday's Farmer's Market decision. Unfortunately, Bret Fox was quite irritated by the short notice I gave him regarding the meeting at which this matter was discussed. I apologized to him for the short notice. As indicated earlier, it was a horrendous week in pulling together a number of detailed issues for that particular agenda. Bret has asked to address the Council on the 21<sup>st</sup> of March on the Farmer's Market location. In addition, we received emails from a number of people, including some vendors at the Antique Mall. Two of the vendors supported the Council's

decision. Anyway, I apologize for the lateness of notification to the stakeholders on this issue. They certainly would have had a chance to forward written comments or call prior to Monday night's meeting.

I hope everyone has a great week.

Respectfully submitted.

A handwritten signature in blue ink, appearing to read "S. R. Nebel".

Spencer R. Nebel  
City Manager  
cc: Department Heads



**CITY OF NEWPORT  
169 SW COAST HWY  
NEWPORT, OR  
97365**

**TO: Spencer Nebel, City Manager**  
**FROM: Kathleen Palmer, Safety Committee Chair**  
**Subject: Summary of 2015 Safety Committee Activities**  
**Date: March 4, 2016**

This document constitutes a comprehensive summary of the Committee's activities in 2015. The report is divided into the following sections: Accidents/Incidents/Near Miss Reports; Safety Inspections; Safety Suggestions/Concerns; Safety Incentives; Miscellaneous. Detailed discussions are not included. Unless otherwise noted, the Committee's recommendations for action or corrections were completed/finalized.

Committee membership in 2015 consisted of the following: Mike Cavanaugh, Jerry Howe, Heather Hughes, Kay Keady, Karel Laufenburg, Joseph Lease, Ed McCoy, Kathleen Palmer, Fire Marshal Chris Rampley, Safety Officer Jim Salisbury, Steve Stewart, and Lance Vanderbeck.

**Accidents/Incidents/Near Miss Reports**

January

- A Public Works employee was involved in a traffic crash in a City vehicle. Defensive driving courses will be available with the new City-wide SafePersonnel training program to be launched soon.
- A Newport Police Department Officer was slightly injured while dealing with a combative subject on the bridge. No recommendations were deemed necessary.

February

- A Police Officer was injured when a car crashed into his patrol vehicle. The crash was investigated. The Supervisor determined the crash was unforeseen and unavoidable. The Safety Committee agreed with the Supervisor's findings. No further action is necessary.

March

- A Public Works employee, while taking photographs of unsafe work conditions at a contractor job site, was struck by a rock thrown by an employee of the contractor. The Safety Committee's recommendation is to send two or more City employees to site inspections, especially when there is the possibility of a hostile environment. The incident is being investigated by the Newport Police Department; no further action will be taken by the Safety Committee.

April

- A Public Works/Wastewater Treatment employee strained his back loading bags into a trailer. Salisbury is researching a safer, affordable solution. The Committee offered several good recommendations to review.

- A Recreation Center employee was injured while working on the pulley to raise the volleyball net. This injury could have been prevented.
- A Newport Police Department Officer was injured during pursuit of a suspect. No further comments were made by the Committee.

#### May

- A Newport Fire Department employee was injured falling between open floor boards during a controlled burn. It was determined the Committee would need more information before making a recommendation.

#### June

- A Police Officer sustained a back injury when dealing with a combative suicidal subject on the Yaquina Bay Bridge. There was no recommendation, as it was determined this type of situation cannot be avoided in law enforcement.
- The crash of a Wastewater Treatment truck was briefly discussed. An A/I/NM Report has been submitted, and will be reviewed at the next meeting.

#### July

- Library: An employee cut her hand while removing book binding with an Exacto knife. The recommendation is to be sure to dull blades are replaced immediately.
- City Hall: A City Councilor tripped on the step from the parking lot to the east entrance of NPD. The step was immediately re-painted bright yellow. A suggestion was made to note other city building steps that need similar treatment.
- Wastewater Treatment: A truck carrying sludge tipped over while making delivery on private property. The crash is under review by NPD's crash investigator. Once completed, the Committee will make a recommendation. The importance of proper training was discussed.

#### August

- An employee twisted an ankle in a gravel parking lot across from The Shiloh that might be in the City right-of-way. The issue was already mitigated at the time of this meeting.

#### September

- A Police Officer injured his shoulder and mouth when his vehicle was rear-ended by another vehicle.

#### October

- A Police Officer was injured when he lifted an intoxicated and catatonic arrestee into the back of the patrol vehicle.
- A Firefighter injured his finger while connecting a USCG pump to de-water a sinking commercial fishing vessel.

#### November

- A Police Officer injured his ankle while exiting his vehicle onto a wet and slippery surface. No Committee recommendation regarding this incident.

### **Safety Inspections**

#### January

- Library: A few safety issues are still in progress due to the remodel schedule.
- Performing Arts Center and Visual Arts Center: Most safety issues have been addressed. The Fire Marshal will follow up on fire code-related items not yet completed. Salisbury will discuss, with the City Manager, the protocol and responsibility for addressing safety issues versus building maintenance/repairs.

#### February

- Wastewater Treatment Plant: McCoy reported the HIGH VOLTAGE and ELECTRICAL ROOM signs have been installed. The Wastewater Treatment Plant and the Airport are scheduled for annual inspection by the SC team.

#### April

- Salisbury reported Wastewater Treatment, Airport, and Water Treatment Plant inspections were good.

●The Recreation Center inspection was good. A smell of natural gas was reported by an employee in the water heater room. The correct protocol is to immediately call the Newport Fire Department or PUD to avoid a possible serious incident. Salisbury advised there the need for a clearer understanding of procedure and guidelines in handling this type of situation. He will follow up.

#### June

●Police Department, Wastewater Treatment Plant, Library: no issues noted.

#### July

●Recreation Center, Pool, 60+ Center, Clubhouse, and Water Treatment Plant were inspected.

#### September

●Police Department, and City Shops were inspected.

#### October

●Library, and the Fire Training Facility were inspected.

#### November

●The Fire Hall was inspected.

#### December

●The Recreation Center, 60+ Activity Center, and Clubhouse were inspected.

### **Safety Suggestions/Concerns**

#### January

●A safety suggestion had been received that the Committee sponsor a "safety slogan competition." The Committee took this under advisement.

#### March

●When conducting safety inspections, remember to take note of the condition of carpeting. Immediately remove any potential trip hazards.

#### August

●A flyer was distributed regarding free training at the Courthouse 09/02/2015 on personal safety and security in the workplace, threat assessment, and unarmed response to an active shooter. The trainer is Deputy Marshal Flannery from the Judicial Security Office in Salem.

●Hearing tests for at-risk employees (primarily Police, Fire, and Public Works) on 08/27/15 at the Fire Hall, and 08/27/15 at City Shops. This is the same vendor as last year.

●Library staff has become increasingly apprehensive about their personal safety and that of patrons due to the recent increase of the homeless population frequenting the Library. Most of this population is quiet, even though some appear to have disabilities. However, there is an increase lately in violent or potentially violent people in the building. The grass area on the north end of the parking lot had to be cleared of shrubbery, and a NO CAMPING sign posted. Citizens and Library patrons had expressed concern over the drinking, as well as comments being made to passers-by. There is also an increase of teens vandalizing and stealing. Although Police Officers have increased their presence with walk-throughs of the building, the problems persist. The Committee recognizes the personal safety threat to citizens, patrons, and Library staff. The Committee suggests immediate and effective action, perhaps onsite training, be identified that will offer practical suggestions to help decrease anxiety.

#### September

●A suggestion was received to purchase a safety light tower for Public Works vehicles to improve street project safety at night.

●A suggestion was made to add back-up horns to all Public Works vehicles.

#### October

At the Chair's invitation, a presentation by John Johnston and Paul Marrs from Facilities Maintenance highlighted the two-day training they received on Parks and Playground Safety. Johnston and Marrs are now certified in Oregon as "Playground Safety Inspectors and Maintenance Technicians". City parks

should be inspected quarterly, hazards removed, equipment updated/repaired/replaced as needed. Facilities Maintenance has good ideas to share. There are grant opportunities. The Chair will speak with PW Director Gross to explore a quarterly parks inspection report.

### November

- A request was made to inspect the lighting in the Library parking lots. DH Smith has been slowly mitigating the issue as budget allows. He plans to install brighter pole lights, spotlights on the building, and do more tree topping and trimming.

## **Safety Incentives**

January – Palmer read the nominations received for this new quarter of the Thank You For Working Safely! program. Committee members were asked to encourage co-workers to be observant and submit nominations in preparation for the March drawing. Suggestions of types of prizes to purchase were made.

### February

Palmer advised Safety Break for Oregon is scheduled for May 13, 2015.

### March

Two winning nomination cards were drawn: Greg Evans of Public Works for wearing ear plugs plus ear muffs while operating the jetter truck; and Luckey Carter of the Rec Center for noticing a water leak in a restroom, and repairing it before it could cause a slip-and-fall accident.

### May

- The first annual Safety Break Newport, with the theme "Building a Culture of Safety", was held 05/12/2015 in Council Chambers. It was well attended, and much positive feedback was received from participants. Winners of the Safety Slogan Contest were selected by vote. First place (a \$75 VISA gift card) is "The **BEST** way is the **SAFE** way" submitted by David Szymanski at the Airport. The Funny, but are you kidding me? award went to Greg Evans at Public Works for "Cover your rear; put safety in gear". The Darwin award (Nobody would do that! Would they?) went to Stacy Mathis at the Fire Department for "Don't be safe. Support your local Fire Department."

- The winners of this second quarter drawing are: Jerry Daly of Facilities and Parks Maintenance for wearing all appropriate PPE (safety glasses, earplugs, gloves, high visibility vest) while clearing brush; and Stacy Johns of the Library for safely disposing of a needle by not touching it, and calling the non-emergency line of Dispatch.

### September

- The third quarter Thank You For Working Safely! drawing was conducted. The winners were Justin Scharbrough, City Streets, who prevented a co-worker from operating a chainsaw without proper PPE (chaps); and Bill Sexton, Water Distribution, who used all proper PPE, including a blower and sniffer while installing a water meter in a vault on the Bayfront.

### December

- Fourth quarter Thank You For Working Safely! nominees were drawn: Shannon Monroe from Public Works Wastewater Collections for safely placing traffic cones around the jetter truck; and Stacy Johns from the Library for calling the Police to deal with a difficult patron rather than putting herself at risk.

## **Miscellaneous**

### January

- Salisbury displayed some of the new AEDS purchased for various Departments, and advised he will schedule training for employees.

### February

- Committee members participated in fire extinguisher training provided by Salisbury at the South Beach Sub-station.

March

- The need for fire and safety drills in all City facilities was mentioned.

November

- The Committee approved the draft changes to the Bylaws that focus on the expectations of members, selection of representatives, and removal of members. Palmer will discuss the changes with CM Nebel, then bring the amended Bylaws to the Committee for vote.

December

- A list of OSHA workshops was distributed. Committee members are encouraged to attend if schedules allow. There is no cost, other than transportation to/from, and a meal.
- The Team Safety logo will be imprinted on the front cover of 300 pocket calendars for distribution to all employees. Purchase will be made from the Safety Officer's budget.



**TEAM SAFETY**



TO: Spencer Nebel, City Manager  
Department Managers

FROM: Jim Salisbury, Safety Officer

Subject: Presentation of 2015/2016 Reports and Training safety issues/concerns/training needs, etc.

#### SafePersonnel (graphs)

- 165 Active employees & volunteers
- 85 Active Volunteers+/-
- 1325 Completed assignments
- 134 Outstanding assignments
- 159 Inactive employee or volunteers
- 141 Active Shooter-Personnel that attended

#### CIS

- CIS Risk Management Incentive Program. This is a grant fund provided by CityCounty Insurance Services *about* every three years.

#### Training

- Confined Space Council Chambers
- Active Shooter Council Chamber
- FireX Training
- CPR AED First Aid
- CDL
- Annual Calendar
- Pocket Calendars

Training needs- more products, more instructors

Prioritize training per department or division

Determine who across the city would benefit from the same type of course

How can we better communicate the same safety messages City wide?

**SCHEDULE OF MANDATORY TRAINING FOR 2016 - MARCH 1st ROLLOUT**

<b>TRAINING MODULE TITLE</b>	<b>EFFECTIVE DATE</b>	<b>DUE DATE</b>	<b>EXPIRE DATE</b>
Avoiding Discrimination Practices 29 min (MANAGEMENT ONLY)	March 1, 2016	June 30, 2016	December 31, 2016
Bloodborne Pathogens 22 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Bloodborne Pathogens Policy & Acknowledgement Form (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Customer Service 11 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Discrimination Awareness in the Workplace 14 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Diversity 23 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Drug Free Workplace 22 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Drug & Alcohol Policy & Acknowledgement Form (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
General Ergonomics 14 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
General Safety 15 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
General Safety Policy & Acknowledgement Form (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Harassment 60 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Mandatory Reporting 15 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Mandatory Reporting Policy & Acknowledgement Form (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Retaliation Liability 30 min (MANAGEMENT ONLY)	March 1, 2016	June 30, 2016	December 31, 2016
Workplace Bullying 15 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Workplace Violence 19 min (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Workplace Violence Policy & Acknowledgement Form (AP/AL)	March 1, 2016	June 30, 2016	December 31, 2016
Workplace Violence for Supervisors 27 min - (MANAGEMENT ONLY)	March 1, 2016	June 30, 2016	December 31, 2016
<b>Classroom/Offline Training</b>			
Active Shooter 30 min (AP/AL)			
Ethics 60 min (AP/AL)			
Live Fire Extinguisher (POLICE)			
Management Boot Camp 32 hours (MANAGEMENT ONLY)			
<b>Job Specific Training</b>			
CDL Supervisor Training 150 min	July 1, 2016	September 30, 2016	December 31, 2016
Civil Rights/Meal Program (REC CENTER ONLY)	July 1, 2016	September 30, 2016	December 31, 2016
Concussion 35 min (REC CENTER & POOL ONLY)	July 1, 2016	September 30, 2016	December 31, 2016
HazMat (POLICE ONLY)	July 1, 2016	September 30, 2016	December 31, 2016
Hazard Communication (POLICE ONLY)	July 1, 2016	September 30, 2016	December 31, 2016
Defensive Driving (POLICE ONLY)	July 1, 2016	September 30, 2016	December 31, 2016
Disaster Preparedness (POLICE ONLY)	July 1, 2016	September 30, 2016	December 31, 2016
Respiratory Protection (POLICE ONLY)	July 1, 2016	September 30, 2016	December 31, 2016

# City of Newport

## Workers' Compensation Claims Summary

FY 2010-2011 to 2015-2016 as of 03/07/2016

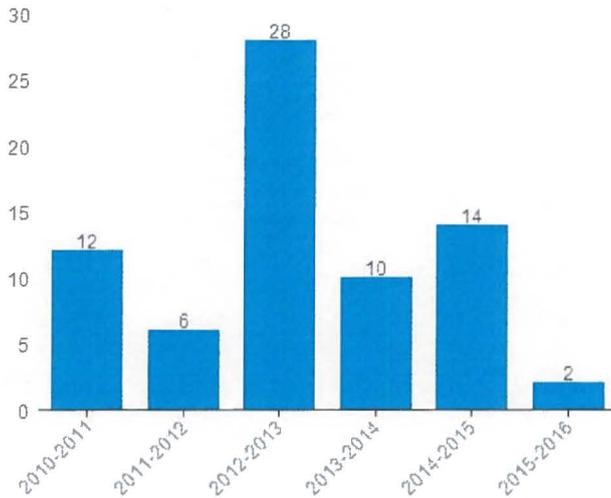


citycounty insurance services  
www.cisoregon.org

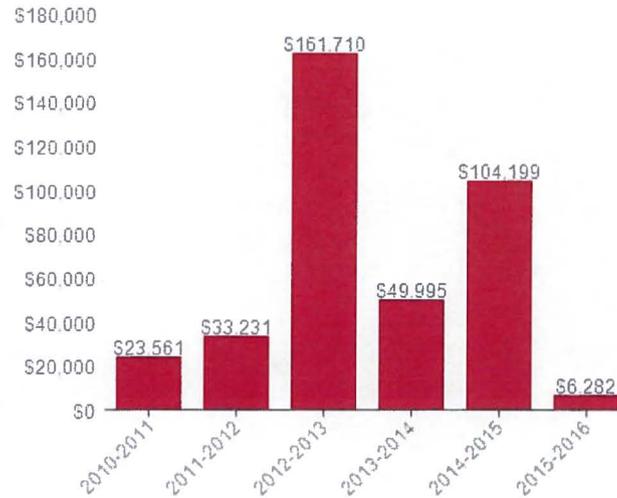
Coverage Year	Total Claims	Open Claims	Closed Claims	Total Reserves	Total Paid	Total Incurred	Cost/Claim
2010-2011	12	0	12	\$0.00	\$23,561.25	\$23,561.25	\$1,963.44
2011-2012	6	0	6	\$0.00	\$33,231.09	\$33,231.09	\$5,538.52
2012-2013	28	1	27	\$2,096.22	\$159,613.47	\$161,709.69	\$5,775.35
2013-2014	10	0	10	\$0.00	\$49,995.11	\$49,995.11	\$4,999.51
2014-2015	14	0	14	\$0.00	\$104,199.44	\$104,199.44	\$7,442.82
2015-2016	2	1	1	\$529.04	\$5,752.70	\$6,281.74	\$3,140.87
<b>Totals:</b>	<b>72</b>	<b>2</b>	<b>70</b>	<b>\$2,625.26</b>	<b>\$376,353.06</b>	<b>\$378,978.32</b>	

The overall cost/claim for WC for this time period is \$5,263.59

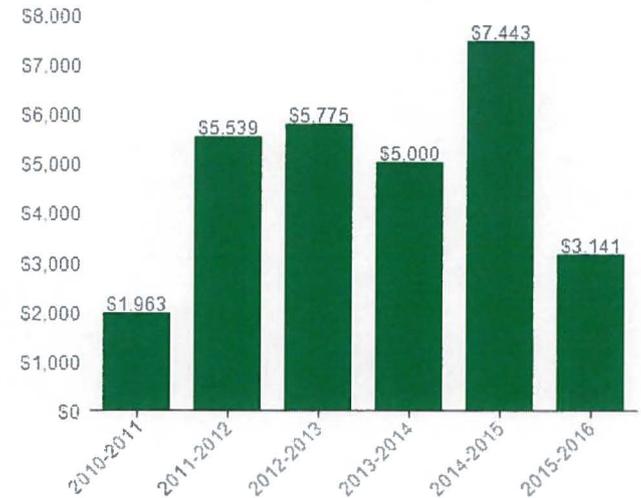
No. of Claims by Coverage Year



Total Incurred by Coverage Year



Cost/Claim by Coverage Year



# City of Newport

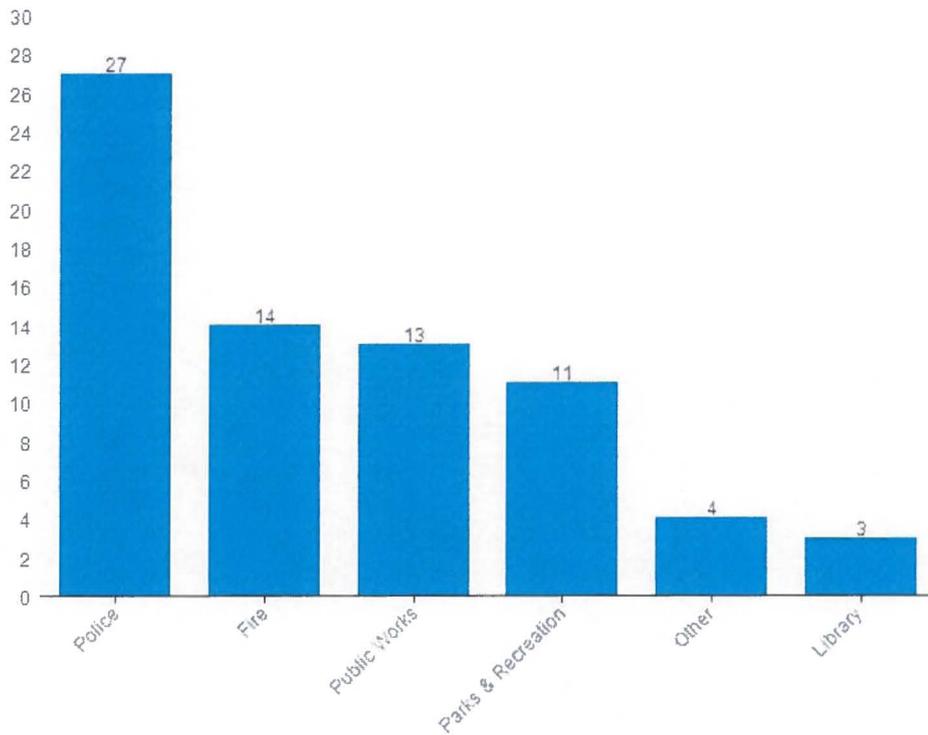
## Workers' Compensation Claims Summary

FY 2010-2011 to 2015-2016 as of 03/07/2016

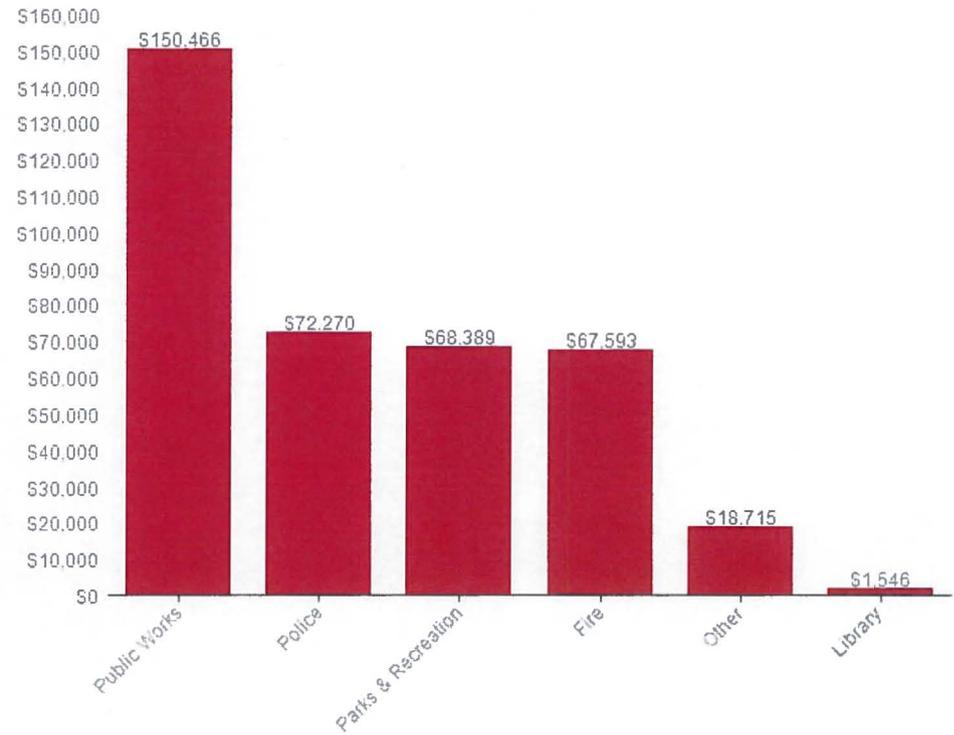


citycounty insurance services  
www.cisoregon.org

### No. of Claims by Department (Top 7)

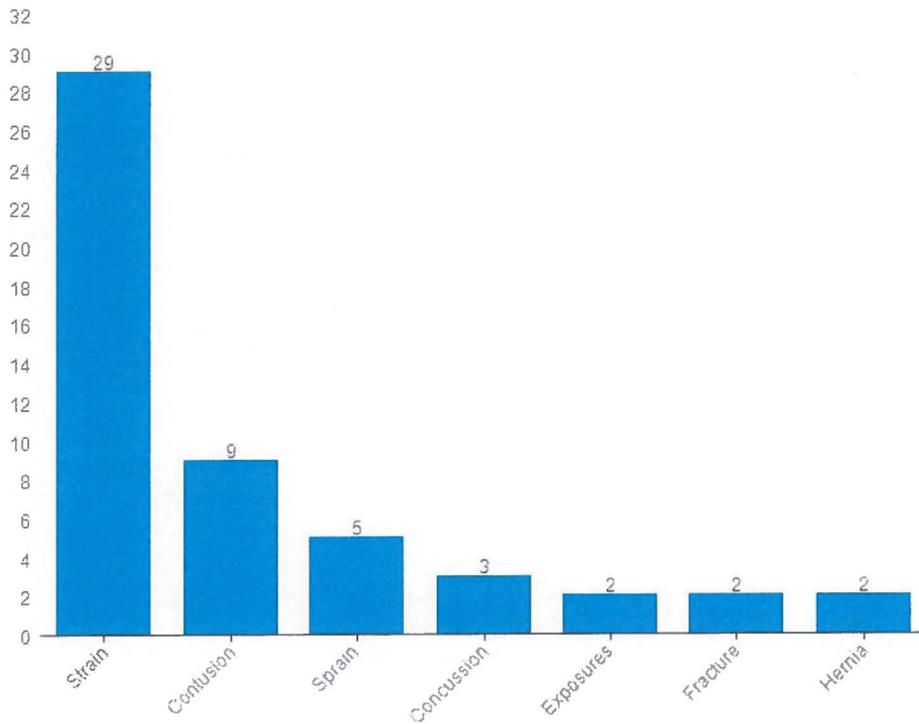


### Total Incurred by Department (Top 7)

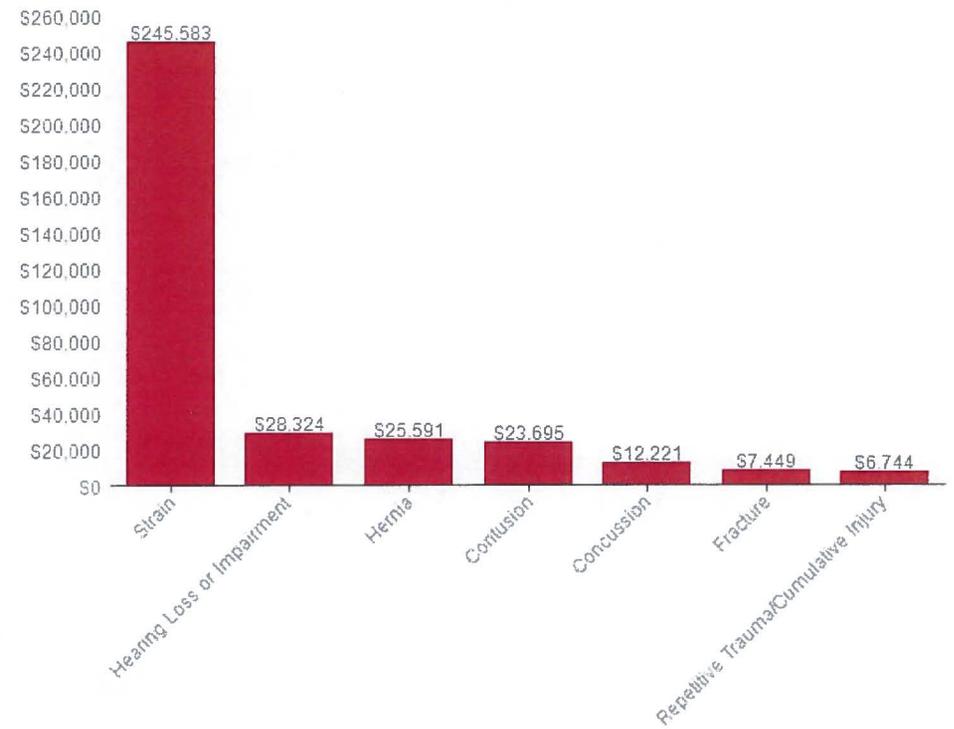




**No. of Claims by Injury Type (Top 7)**



**Total Incurred by Injury Type (Top 7)**



# City of Newport

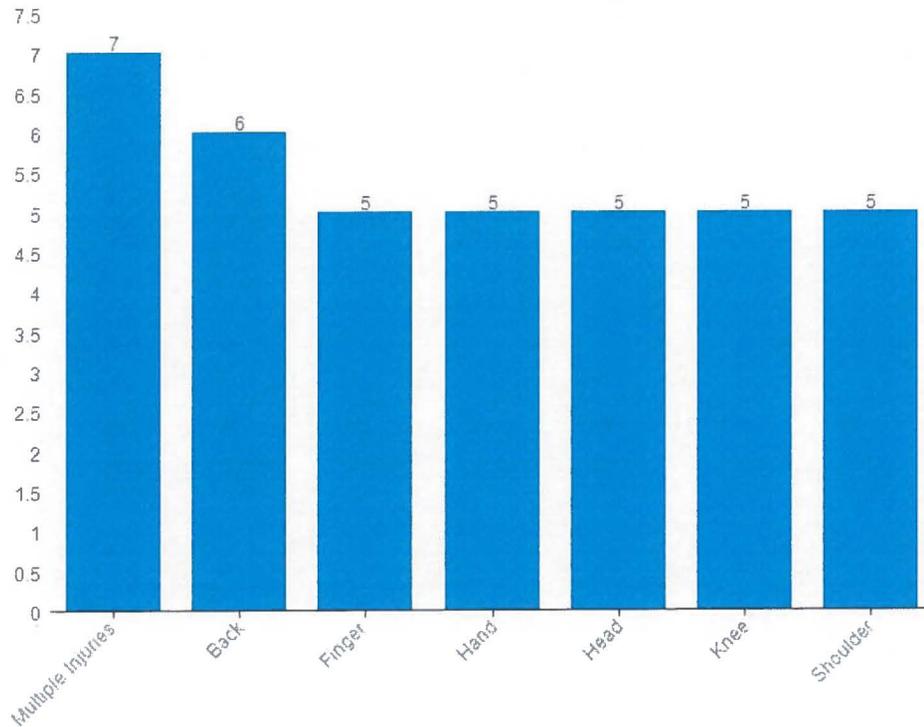
## Workers' Compensation Claims Summary

FY 2010-2011 to 2015-2016 as of 03/07/2016

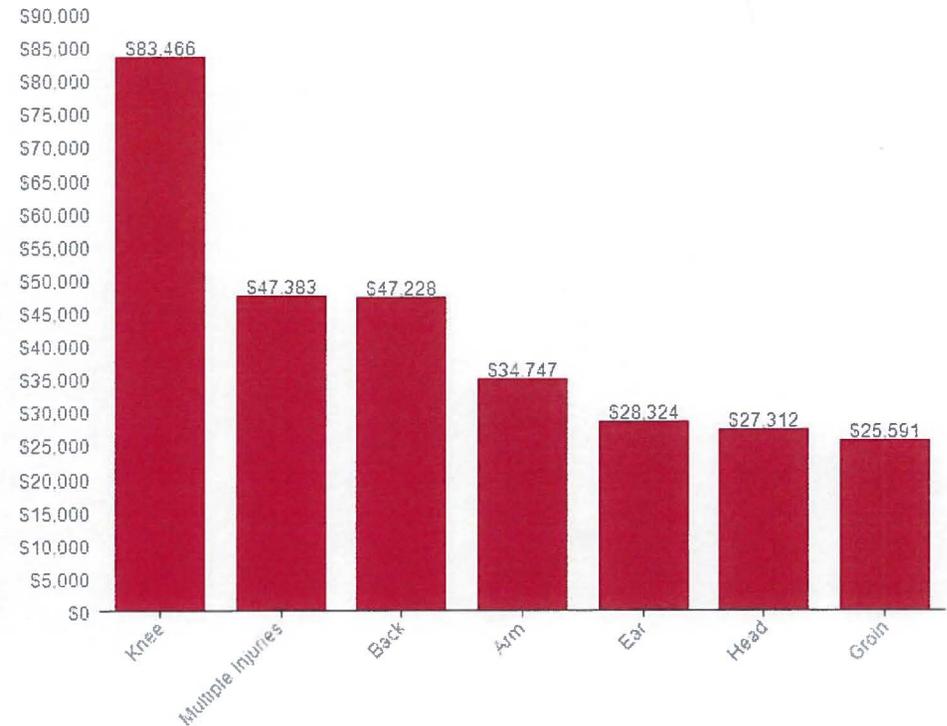


citycounty insurance services  
www.cisoregon.org

### No. of Claims by Body Part (Top 7)



### Total Incurred by Body Part (Top 7)





U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Northwest Mountain Region  
Seattle Airports District Office  
1601 Lind Avenue S.W., Suite 250  
Renton, Washington 98057-3356

February 12, 2016

Lance Vanderbeck  
Airport Operations & Administration Manager  
City of Newport  
135 SE 84<sup>th</sup> St  
South Beach, OR 97366

Newport Municipal Airport, Newport, OR  
Fiscal Year 2017-2021  
CAPITAL IMPROVEMENT PLAN (CIP)

Over the past few years the Federal Aviation Administration (FAA) and the Oregon Department of Aviation (ODA) have partnered together with sponsors in a continued effort towards developing solid Capital Improvement Plans (CIPs). Through the development of the State Capital Improvement Program (SCIP), ODA and the FAA have been able to work together to identify the highest priority work within the anticipated funds that would most effectively improve the statewide airport system from a safety and preservation perspective.

Last October through November we met with you during Joint Planning Conferences to review and compile a list of projects. Over the past few months your FAA PM, FAA State Planner and SCIP Coordinator have worked together to review, analyze and coordinate your airport's CIP. The summary below represents the plan the FAA will move forward with at this time. Our office believes that this plan is both eligible and justified; however as in any given year, projects are dependent on the availability of funding. Any changes to the agreed upon project list needs to be coordinated on your next SCIP and may affect funding and year. We appreciate your willingness to work through this process with us, and look forward to continuing to do so in the future.

Your non primary entitlements balance prior to any FY2016 funding actions are listed below.

<b>(2013 Expiring)</b>	<b>FY 2013</b>	<b>\$0</b>
	<b>FY 2014</b>	<b>\$0</b>
	<b>FY 2015</b>	<b>\$0</b>
	<b>FY 2016</b>	<b>\$150,000</b>
	<b>TOTAL</b>	<b>\$150,000</b>

Newport Municipal Airport  
5-YEAR PROJECTS & REQUESTED FUNDING

Year	Project Name	NPE*	ST/DI	Total
2017	Rehabilitate Taxiways A, B, E (Design)	\$150,000	\$0	\$150,000
2018	Rehabilitate Taxiways A, B, E (Construction)	\$150,000	\$0/\$1,500,000	\$1,650,000
2019	Carryover	\$0	\$0	\$0
2020	Drainage Improvements (Design)	\$202,500	\$0	\$202,500
2021	Drainage Improvements (Construction)	\$150,000	\$0/\$1,750,000	\$1,900,000

\*Non-primary entitlement funds are specifically for general aviation airports that show needed airfield development listed in the latest published National Plan of Integrated Airport Systems (NPIAS). Non-primary entitlement funds are calculated as follows; the lesser of \$150,000 or 1/5 of an airport's 5-year development cost.

***Please be reminded that you need to coordinate with ODA to ensure this plan is updated in GCR database with the CIP Datasheet detailing your projects.***

To improve response timing due to Airport Improvement Program (AIP) grant schedule constraints we require that you submit your FY18-22 SCIP to the ODA SCIP Coordinator no later than August 30, 2016.

If you have any questions please call your Project Manager, Dan Stewart, at (425) 227-2666.

Sincerely,



Joelle Briggs  
Manager, Seattle Airports District Office

## Spencer Nebel

---

**From:** Dan Burden <dan.burden@bluezones.com>  
**Sent:** Monday, March 07, 2016 5:05 PM  
**To:** Spencer Nebel; Wendy Engler  
**Cc:** Samantha Thomas  
**Subject:** Re: Contact  
**Attachments:** Blue Zones Company Profile.docx; Blue Zons BE Services SHORT.pdf

Spencer — Great to chat with you by phone today. Where I learned that our health sponsor (The Cambria Foundation) is looking for a larger community than the City of Newport for the next Blue Zones Project for this next round, they will continue to expand over time, and I feel that your entire county holds an important niche area.

Meanwhile, I am delighted to learn that you are prepared to do a vision development activity to front load your comprehensive plan. Smart. We can help with that service.

My built environment associate, Samantha Thomas, and I love to help communities craft a vision for what they would like to become over time. We can do this on the light end of things with a 2-3 day visit, engagement and report out, or a much more engaged process that requires two visits, many neighborhood walking audits, photomorphs and a more in-depth report (or something in-between). We customize all of our work. As you can imagine, the prices for these services vary according to the complexity that you need and choose. I am asking Samantha to provide to you either the scope or report for two or three of our communities, so that you can see the value and benefit.

My reason for offering these services, other than for the pleasure of working in your county and with you again, it is that dollar-for-dollar this gives your community precision language, clarity and an energy to your comp plan in a way that it is likely to achieve your most ambitious and realistic outcomes. When people have a way to know their common values and opportunities in advance there is far less “what is our government doing to us now” attitude. We find that our approach helps you to build your social capital. Well enough of an introduction. We look for identifying ways that we can add to the zest and excitement of a strong and compelling vision — centered on health, vitality, resiliency, sustainability, community identity, walking and active transportation, of course.

---

**From:** Spencer Nebel <[S.Nebel@NewportOregon.gov](mailto:S.Nebel@NewportOregon.gov)>  
**Date:** Tuesday, February 16, 2016 at 7:08 AM  
**To:** Dan Burden <[dan.burden@bluezones.com](mailto:dan.burden@bluezones.com)>, Wendy Engler <[W.Engler@NewportOregon.gov](mailto:W.Engler@NewportOregon.gov)>  
**Subject:** RE: Contact

Hi Dan:

You may remember me from when you walked Sault Ste. Marie, Michigan a number of years ago. I have been in Newport for the past two years trading 140 inches of snow a year for the coastal climate! So far it's been a good trade.

City Councilor Wendy Engler indicated that you are looking for another City or County for some sort of a demonstration study focusing on Blue Zones. Do you have some additional information on this initiative that you can share with me?

Hope all is going well with you.

### Spencer R. Nebel

City Manager  
City of Newport, Oregon 97365  
541-574-0601

## **Menu of Built Environment Services Offered by Blue Zones, LLC**

Providers: Dan Burden, Director of Innovation and Inspiration  
Samantha Thomas, Built Environment Manager

Dan Burden and Samantha Thomas provide a combined three decades of experience giving “lift” and “ground cover” to communities and community leaders seeking better built environments focused on a health and wellness “people and business first” philosophy. Outcomes of their work produce individual and community health, vitality and resilience. Included in their services are the following:

- 1:** Community Vitality Compass and community development measurement
- 2:** Built Environment Discovery (providing an expert lens on walkability and well being)
- 3:** Walkability Workshop, Walking Audit and Talk Story techniques
- 4:** Technical Training & Problem-Solving Workshops
- 5:** Built Environment Community Design Charrettes
- 6:** Built Environment Community Mini-Charrettes
- 7:** Advocacy Training: Walkability Ambassadors
- 8:** Business Community Training
- 9:** Influencers’ Education and Publicity
- 10:** Safe Routes to School Workshops
- 11:** Keynotes and public speaking assignments
- 12:** Built Environment Institute: Working with Universities
- 13:** Visioning and photomorphs
- 14:** Visioning workshops/charrette to precede comprehensive planning
- 15:** Peer reviews and ongoing community coaching
- 16:** Expanded reporting, guidelines development on key transportation topics
- 17:** Customized Training and guidelines for street connectivity, traffic calming, age-friendly and related community development topics
- 18:** Mobile Study Tours and Peer-on-Peer training by region of interest



March 7, 2016

RECEIVED  
MAR 03 2016  
CITY OF NEWPORT

To The Editor,

My wife and I attended a Newport City Council meeting on Monday, March 7 to listen to a discussion concerning the relocation of the Newport Farmers Market. We have been frequent visitors to the market for several years and felt that last year's location was the best for many reasons; including safety, access and visibility. The City Manager gave a report on other possible sites but unfortunately none of the options provide what already exists at last year's site.

It seems that a small number of business owners located in the same general area have complained to the city about market patrons parking in their private lot during the short period of time that the market is open. The market organizers were willing to compromise, offering to provide a full time person to monitor the private lot and direct the market patrons to other parking areas. One of the affected business owners (Antique Mall) who spoke at the meeting felt that a full-time lot monitor would not help the situation but offered no compromise of her own. It seems like a fair compromise to at least see if a parking lot monitor would solve or ease the concerns of the affected businesses.

I really find the whole situation puzzling. I was an active member of the Newport Chamber of Commerce a few years ago, serving on the Board and as president during that time. At that time we started the Newport Seafood and Wine Festival. This event has and does provide an economic shot in the arm to local business during the slower winter season. I couldn't imagine dropping the event or moving it to an obscure location simply because it might cause some temporary parking issues for adjoining businesses.

I have been a resident of Newport for over 50 years and was a business owner with my father here for at least 30 of those years. One of the many important lessons my father taught me was the importance of being a part of things that are good for the community as a whole. In other words, what was good for the community was good for our own business, whether or not we benefited from it directly or not. I have personally seen the amount of revenue and interest our market generates and know many businesses and citizens' benefit indirectly from the presence of a viable Saturday Market.

It seems to me that the benefits far outweigh the slight inconveniences the Newport Saturday Market may generate for a few hours once a week. As with most decisions we need to look at the bigger picture. The City Council needs to make a decision based on what is best for the City of Newport and leave the Market in the same location as it was last year.

Ken Doerfler Jr

2012 NW Oceanview Dr. Newport, OR



Spencer Nebel  
City Manager  
CITY OF NEWPORT  
169 S.W. Coast Hwy.  
Newport, OR 97365  
[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)

## MEMO

DATE: March 7, 2016  
TO: Mayor and City Council Members  
FROM: Spencer Nebel, City Manager  
SUBJECT: Vacation Schedule in June/ July

---

Angela and I are planning to participate in this year's sister city visit to Mombetsu. We will be leaving on July 14<sup>th</sup> and arrive back into Portland on July 25<sup>th</sup>. I would ask the City Council to excuse my attendance from the July 18, 2016 City Council members. I will prepare the necessary reports for the week of the 18<sup>th</sup> before leaving.

Please note we will personally be incurring travel expenses relating to this trip. However, I would ask if the Council would allow use of administration time (versus use of vacation time) for this quasi-official trip that I will be representing Newport in Japan. This is a practice we had in place for any staff who participated in Sister City delegation travels to Japan.

I would also like to participate in my 40<sup>th</sup> class reunion in Munising, Michigan on July 2<sup>nd</sup>. We would like to leave during the last week of June and we would be back the week of the 4<sup>th</sup> of July. Normally, I would not book these two trips so close together. Let me know if you have any concerns with me being out for two extended periods in July. Please note that the City Council has only one meeting scheduled in the month of July (July 18<sup>th</sup>).

Respectfully submitted,

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

Spencer R. Nebel  
City Manager

## Spencer Nebel

---

**From:** siletzherb@juno.com  
**Sent:** Tuesday, March 08, 2016 9:06 AM  
**To:** Spencer Nebel  
**Subject:** Contact Us - Web Form

City of Newport, OR :: Contact Us - Web Form

The following information was submitted on 3/8/2016 at 9:05:31 AM

-----  
**To:** Spencer Nebel  
**Name:** Sally Jennings  
**Email:** siletzherb@juno.com  
**Subject:** Newport Farmers Market  
-----

Message: Thank you for supporting the importance of a vibrant Farmers Market in downtown Newport. We do need to be seen from Hwy. 101 in order to achieve the customer base we need to survive as small businesses. We also need a safe and handicapped accessible location. Our current outdoor market location meets these needs. If you had chosen the blue location option, I had strong concerns about people cutting across 2nd Street and Hwy. 101 south of City Hall at intersections without pedestrian crossing markings and about cars flying down the hills on 2nd and 7th and being unable to stop before running into pedestrians.

Sadly, I don't believe Peggy will be satisfied with anything we do to make our location work. Her business is only impacted by the Market for 4 hours a week, and I dare say that she gains customers from tourists walking over to the antiques mall to shop while visiting the Farmers Market. The reality is that the antiques mall is never busy. Talk with any antique store owner and they will tell you that sales have been down for years now. I know "the squeaky wheel gets the grease", and I am hoping Newport city government continues to look at the bigger pictures of the needs of all of the small business owners who sell at the market, the safety of pedestrians and the handicapped, and the vibrancy and healthy fresh foods the market brings to the downtown area of Newport. My sincere thanks for recognizing the value of having a Farmers Market located in downtown Newport.

## Spencer Nebel

---

**From:**  
**Sent:** Tuesday, March 08, 2016 2:49 PM  
**To:** Spencer Nebel  
**Subject:** Farmer's Market - Thank you!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Mr. Nebel,

I was not at the meeting due to a scheduling conflict and was happy with the outcome. Thank you for recognizing that a tightly-knit community is only enhanced with a Farmer's Market.

I am not only a proud member of our community, I am also a long-term vendor at The Antique Mall. I have only observed more traffic into the store, more positive feelings and more sales, due to the 4 hours the market is open on Saturdays.

It's worth noting that every month, the ladies who run the Antique Mall take issue with vendors, this or that and there is a constant litany of complaints. What should be understood is that these same ladies answer the telephone with the same charm as a prison guard awakened from a deep sleep and even treat customers as though they are a bother. I am not the only one who feels that this is something that impacts the bottom line. The Farmer's Market does not.

I understand that these days people want to blame anyone but themselves for not doing well. However, that's not fair, not civic-minded and isn't accurate. All vendors were sent a message encouraging us to contact you and so I have.

Thank you for caring about Newport.

## Spencer Nebel

---

**From:** opas@peak.org  
**Sent:** Tuesday, March 08, 2016 3:18 PM  
**To:** Spencer Nebel  
**Cc:** sabanskas@charter.net  
**Subject:** Farmer's Market Decision

Dear Mr. Nebel:

My name is Duffy Lederman. My address is 6325 SW Arbor Drive. I have a space as a vendor and as internet subcontractor with the Nostalgia Estates Mall. My work area is under Big 5 in the private alley between The Police Department Building and Big Five. I have traffic danger issues and warnings that need consideration especially during the course of the Farmer's Market. First is the speeding traffic that rushes through that alley, both northbound and southbound, that have no regard for speed bumps or the doors that open directly into the pathway of oncoming vehicles.

Someone will be seriously injured or worse if farmer's market traffic is not abated in that area. Second, I have clients who do park there, especially on weekends when they have time, who face the same plight when walking to my spot. County workers who take their breaks in the alley also are in danger (but not on weekends). Speed limit signs, direction arrows and speed bumps have no effect on the speed. Allowing the market to continue in the same area formidably increases the danger to my clients and other pedestrians if traffic for the market is allowed to continue through the alley..Farmer's Market parking in the county lot should be encouraged.

Best Regards~  
Duffy Lederman

## Spencer Nebel

---

**From:** Felicia Baker <pixii12@hotmail.com>  
**Sent:** Tuesday, March 08, 2016 4:28 PM  
**To:** Spencer Nebel  
**Subject:** Regarding Newport Farmers Market

Move the Newport Farmers Market to Nye Beach park and you'll have parking, restrooms, and protection from the high winds.

I'm a vendor at the Antique Mall and a customer of the Market, and have seen first hand the parking problems, the lack of respect and consideration between the two.....there must be a better option...look how you at City Hall couldn't wait to get rid of the Market in your parking spot and off your property!

Sincerely concerned,

Terry and Felicia  
Of Toledo

## Spencer Nebel

---

**From:** bret@thomasfoxproperties.com  
**Sent:** Wednesday, March 09, 2016 9:50 AM  
**To:** Spencer Nebel  
**Subject:** Farmer's Market Decision  
**Attachments:** Bret Fox.vcf

Mr. Nebel,

Because I was unable to attend the city council meeting on March 7<sup>th</sup>, I would like to request time on the next agenda, March 21<sup>st</sup>, to address the council and ask that it reconsider its decision, on behalf of the property owner Newport Coast Investments, LLC.

Although your email was sent on Friday afternoon, I was traveling, and did not receive the notice until late Saturday, which was too late for me to make plans to attend. Also, I am disappointed about the late notice. At the work meeting, I was told by council members in attendance, that I would receive notice, before the farmers market was again scheduled on the agenda, with plenty of time to prepare and make travel arrangements. So, I am dismayed that such an important decision was made by the council, without any communication with me, and with such short notice about the meeting—a late Friday email, for a meeting on the following Monday. That is absolutely not what was told to me at the work meeting.

I am both disappointed and upset by the council's actions, and decision.

Sincerely,  
Bret Fox

## Spencer Nebel

---

**From:** m>  
**Sent:** Friday, March 11, 2016 11:22 AM  
**To:** Spencer Nebel  
**Subject:** farmers market - view from an oddball

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi. I'm an oddball. I support the farmer's market in its present location. I also have a booth at the Antique Mall.

The present location is perfect. When you drive by, you can see 80% of the booths and it has such a festive, fun atmosphere you want to turn and go back. The market got off to a bad start when they didn't have enough signage for getting to the parking at the court house. There should be a large sign at Thriftway corner showing people the shortest way to market parking. I like the person guarding the parking lot for Antique Mall. It's a thankless job for them but they are doing everyone a service. It's a small parking lot, unsafe for traffic circling and leaving. People should be grateful they aren't allowed in there.

I can't say the market has hurt my business but it hasn't helped it either. But we are all vendors and we should be able to sell our wares on the same block without any animosity.

You can use my story but don't use my name. I don't want to get kicked out of my booth at the antique mall. 🙄

KEEP IT WHERE IT IS.