



**CITY COUNCIL REGULAR SESSION AGENDA**  
**Monday, November 06, 2023 - 6:00 PM**  
**City Council Chambers**

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All public meetings of the City of Newport will be held in the City Council Chambers of the Newport City Hall, 169 SW Coast Highway, Newport. The meeting location is accessible to persons with disabilities. A request for an interpreter, or for other accommodations, should be made at least 48 hours in advance of the meeting to Erik Glover, City Recorder at 541.574.0613, or [e.glover@newportoregon.gov](mailto:e.glover@newportoregon.gov).

All meetings are live-streamed at <https://newportoregon.gov>, and broadcast on Charter Channel 190. Anyone wishing to provide written public comment should send the comment to [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). Public comment must be received four hours prior to a scheduled meeting. For example, if a meeting is to be held at 3:00 P.M., the deadline to submit written comment is 11:00 A.M. If a meeting is scheduled to occur before noon, the written comment must be submitted by 5:00 P.M. the previous day. To provide virtual public comment during a city meeting, a request must be made to the meeting staff at least 24 hours prior to the start of the meeting. This provision applies only to public comment and presenters outside the area and/or unable to physically attend an in person meeting.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

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**1. CALL TO ORDER AND ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENT**

*This is an opportunity for members of the audience to bring to the Council's attention any item not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others*

#### **4. PROCLAMATIONS, PRESENTATIONS, AND SPECIAL RECOGNITIONS**

*Any formal proclamations or recognitions by the Mayor and Council can be placed in this section. Brief presentations to the City Council of five minutes or less are also included in this part of the agenda.*

##### **4.A Presentation by Restore Oregon by Rachel Browning, Board President**

[RO City of Newport presentation 11.23.pdf](#)

#### **5. CONSENT CALENDAR**

*The consent calendar consists of items of a repeating or routine nature considered under a single action. Any Councilor may have an item on the consent agenda removed and considered separately on request.*

##### **5.A Ratify the Mayor's Appointment of Christina Simonsen, Wayne Patterson as Local Business Representative, Jim Patrick as Area Resident, Laurie Sanders, Jack Weber as General Public representative of the City Center Revitalization Workgroup for terms expiring 14 months from appointment date**

[Staff Report - Committee Appointment- City Center .pdf](#)

[Mayor Kaplan has selected the following candidates.pdf](#)

##### **5.B Receipt of Approved Committee Meeting Minutes**

[09-20-2023\\_Parking\\_Advisory\\_Comm\\_Minutes-Approved 10-18-2023.pdf](#)

[PC\\_Reg\\_Session\\_09-25-23\\_Aproved\\_10-23-23.pdf](#)

[PC\\_Work\\_Session\\_10-09-23\\_Aproved\\_10-23-23.pdf](#)

[BPAC August 2023 Minutes \(Approved 10.10.23\).pdf](#)

[BPAC June 2023 Minutes \(Approved 9.12.23\).pdf](#)

[21-10-7 Audit Committee Minutes-Approved.pdf](#)

[22-01-31 Audit Committee Minutes-Approved.pdf](#)

[22-2-23 Audit Committee Minutes-Approved.pdf](#)

[22-04-26 Audit Committee Minutes-Approved.pdf](#)

[22-07-21 Audit Committee Minutes-Approved.pdf](#)

[22-10-20 Audit Committee Minutes-Approved.pdf](#)

[23-2-23 Audit Committee Minutes-Approved.pdf](#)

[23-07-21 Audit Committee Minutes-Approved.pdf](#)

#### **6. PUBLIC HEARING**

*This is an opportunity for members of the audience to provide testimony/comments on the specific issue being considered by the City Council. Comments will be limited to three (3) minutes per person.*



**6.A Public Hearing and Consideration of Whether it is in the Public Interest to Add a Purchase Option to the City of Newport's Airport Property Lease with McWatkins, LLC**

[City Manager's Report](#)

[Staff Report.pdf](#)

[Draft Amendment to McWatkins LLC Land Lease.pdf](#)

[Land Lease between City and McWatkins LLC.pdf](#)

[Allan Wells Email 11.2.23.pdf](#)

**6.B Public Hearing and Potential Adoption of Resolution No. 3997, a Resolution Providing for a Supplemental Budget and Making Appropriation/Total Requirement Changes for Fiscal Year 2023 - 2024**

[City Manager's Report](#)

[Staff Report for Resolution 3997 City Supplemental Budget - November 6, 2023.pdf](#)

[Resolution No. 3997 City Supplemental Budget November 6, 2023.pdf](#)

[Resolution No. 3997 - Attachment A.pdf](#)

**7. COMMUNICATIONS**

*Any agenda items requested by Mayor, City Council Members, City Attorney, or any presentations by boards or commissions, other government agencies, and general public will be placed on this part of the agenda.*

**7.A Communication from the Discover Newport Committee Regarding Request for a Budget Adjustment**

[City Manager's Report](#)

[Staff Report - DNC Supplemental Budget Request Rev.pdf](#)

[22-23 FY DNC Budget.pdf](#)

[2023-2024 Discover Newport Budget As Approved by DNC.pdf](#)

[DNC Budget - Updated 23-24 FY.pdf](#)

**8. CITY MANAGER'S REPORT**

*All matters requiring approval of the City Council originating from the City Manager and departments will be included in this section. This section will also include any status reports for the City Council's information.*

**8.A Report and Possible Action Regarding Declaration of a Limited Emergency to Repair Damage Caused by a Slide on Oceanview Drive**

[City Manager's Report](#)

[2023-02 Declaration of Limited Emergency NW Oceanview Drive SN Signed 11-2023.pdf](#)

**8.B Authorization to Execute a Grant Contract with Oregon Parks and Recreation (OPRD) Local Government Grant Program (LGGP) for a Large Grant for Agate Beach Neighborhood and Dog Park**

[City Manager's Report](#)

[LGGP\\_Staff Report 033023.pdf](#)

[LG23-016 Agate Beach Park\\_Newport.Agreement.pdf](#)

**8.C Adoption of Resolution No. 3998, a Resolution Authorizing the Use of General Fund Money for Equipment Purchases with the Water Fund and Stormwater Fund Reimbursing the General Fund Over a Five-Year Payment Schedule**

[City Manager's Report](#)

[Staff Report for Resolution 3998 Interfund Loan for VAC Truck - November 6, 2023.pdf](#)

[Resolution 3998 VAC Truck Interfund Loan.pdf](#)

**8.D Adoption of Resolution No. 3999, a Resolution Providing for a Payment Schedule and Related Interest Rate Between the Agate Beach Closure Fund and the Public Parking Fund for the Bayfront Parking Implementation Project**

[City Manager's Report](#)

[Staff Report for Resolution 3999 Interfund Loan for Parking Study Implementation - November 6, 2023.pdf](#)

[Resolution 3999 Parking Study Implementation Interfund Loan.pdf](#)

**8.E Scheduling a Public Hearing on Resolution No. 4000, a Resolution Setting Fees and Terms for Use of Certain Public Parking Areas Along the Bayfront**

[City Manager's Report](#)

[CDD Staff Report.pdf](#)

[Resolution No. 4000 - Parking Fees.pdf](#)

[Updated Implementation Schedule.pdf](#)

[Bayfront Parking FAQ\\_English.pdf](#)

[Bayfront Parking FAQ\\_Spanish.pdf](#)

[Regulatory Sign Templates.pdf](#)

[Bay Front Parking Large Format\\_Showing\\_Free\\_Parking.pdf](#)

[Final Bay Front Large Format Parking Management Plan.pdf](#)

**8.F Referring to the Voters an Ordinance Increasing the City Gas Tax**

[City Manager's Report](#)

[ord\\_2186.pdf](#)

[res\\_3925.pdf](#)

[Election Calendar Dates 2024 for May Election .pdf](#)

**8.G Discussion on the Possible Banning of the Sale of Fireworks in the City of Newport**

[City Manager's Report](#)

[Council Staff Report Fireworks Ban Report-Work Session 11-6-23.pdf](#)

[NMC 8.20.020 Fireworks.pdf](#)

**8.H Report on the Status of Council Priorities for the 2023 - 2024 Goals and Objectives for the First Quarter of the Fiscal Year**

[City Manager's Report](#)

[Combined 2023 Goals Quarterly Reports.pdf](#)

[1.19.23 ADOPTED goals.pdf](#)

**9. LOCAL CONTRACT REVIEW BOARD**

**9.A Authorization to Purchase a 2023 Super Products 12-yard Hydrovac Jetter Truck in the Total Amount of \$584,000 from Western Systems through the Sourcewell Collective Purchasing Agreement #101221-SPL**

[City Manager's Report](#)

[Staff Report - LCRB Vac Truck.pdf](#)

[CamelMax.2022.Lit \(003\).pdf](#)

[Newport.Qte.Camel.7.12.23.pdf](#)

**9.B Authorization of a Contract with an Executive Consultant for Recruitment of the City Manager**

[CM- Authorization\\_- Executive\\_Consultant.pdf](#)

[1. Proposal. SGR.pdf](#)

[2. Prothman Proposal \(002\).pdf](#)

[3. Jensen.pdf](#)

[4. GMP Proposal.pdf](#)

**10. REPORT FROM MAYOR AND COUNCIL**

*This section of the agenda is where the Mayor and Council can report any activities or discuss issues of concern.*

**10.A Mayor and Council Reports**

[CM Hall Report.pdf](#)

## 11. PUBLIC COMMENT

*This is an additional opportunity for members of the audience to provide public comment.*

*Comments will be limited to three (3) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others.*

## 12. ADJOURNMENT



Rachel Browning, Board President

# About Restore Oregon

- ▶ State wide non-profit
- ▶ Oregon's partner of the National Trust for Historic Preservation
- ▶ Advocacy
- ▶ Technical Assistance
- ▶ Programming
- ▶ Since 1977



# Historic Preservation, Historically

- ▶ Architecturally significant
  - ▶ Architect
  - ▶ Style
- ▶ Historically significant
  - ▶ Person
  - ▶ Event
- ▶ Districts or neighborhoods
- ▶ National Register of Historic Places



# Historic Preservation Now

## The National Trend

- ▶ **Diversity, equity, inclusion** - geographic and cultural
- ▶ **Climate /resiliency** – reducing carbon emissions and saving embodied carbon
- ▶ **Housing**- re-using existing buildings as housing
- ▶ **Trades/workforce development** – supporting advancement of specialized skills needed to do restoration work



# Restore Oregon = Preservation is Reuse

- ▶ Demolition accounts for 90% of construction debris waste, which is 40% of all solid waste produced (EPA)
- ▶ That's 600 million tons of waste!
- ▶ The greenest building is the one that already exists. (Preservation Green Lab)
- ▶ Deconstruction is better than demolition.

# Restore Oregon = Preservation is Housing

- ▶ “What’s Up Downtown?”
- ▶ Case study in Medford, success in Salem
- ▶ Oregon Main Street funding in Salem and St. Helens
- ▶ HUD Pro Housing Program in partnership with Main Street Programs

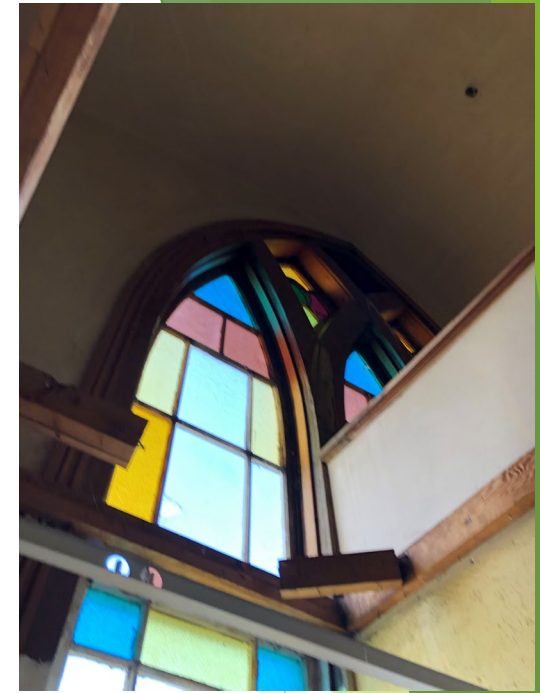
# Restore Oregon = Preservation Economic Driver

- ▶ State of Oregon Main Street Program (2011-2021)
  - ▶ \$266 million in additional sales
  - ▶ 2,400 jobs
- ▶ Oregon Main Street Program gave \$5M in grants in 2023
- ▶ Increases tourism (State of CA)
- ▶ Enhances real estate values

# Local hypothetical example

## “The blue church”

- ▶ Built in 1890
- ▶ Public-private partnership
- ▶ OCCC trades program for historic preservation
- ▶ Meets a local need
  - ▶ Permanent indoor home for the farmers market
  - ▶ Community event space
  - ▶ Retail space



# Newport City Center Revitalization Opportunity

- ▶ Become a Certified Local Government (CLG)
  - ▶ Grants and technical assistance
- ▶ Oregon Main Street
  - ▶ Create “network” that includes Bay Front, Nye Beach and Deco District
  - ▶ Grants and technical assistance
  - ▶ Federal grant opportunities through HUD
- ▶ Partner with OCCC or Job Corps to create trades program for historic preservation

# Questions?

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LinkedIn



[www.restoreoregon.org](http://www.restoreoregon.org)

503-243-1923



STAFF REPORT  
CITY COUNCIL AGENDA ITEM

Meeting Date: November 06, 2023

**Title:** Ratify the Mayor's Appointment of Christina Simonsen, Wayne Patterson as Local Business Representative, Jim Patrick as Area Resident, Laurie Sanders, Jack Weber as General Public representative of the City Center Revitalization Workgroup for terms expiring 14 months from appointment date

**Prepared by:** Erik Glover, Assistant City Manager/City Recorder

**Recommended Motion:** I recommend, as part of the Consent Calendar, that the City Council Ratify the Mayor's Appointment of Ratify the Mayor's Appointment of Christina Simonsen, Wayne Patterson as Local Business Representative, Jim Patrick as Area Resident, Laurie Sanders, Jack Weber as General Public representative of the City Center Revitalization Workgroup for terms expiring 14 months from appointment date

**Background Information:**

At the October 02, 2023 City Council work session the Council held interviews for candidates interested in designated slots on the City Center Revitalization Work Group. Resolution 3992 details these slots.

The City Council also completed independent ballots regarding their selections of candidates for the various slots. Mayor Kaplan considered the ballot information in his selection of candidates for the slots.

**Fiscal Notes:** None

**Alternatives:** Reject the Mayor's appointment, or as suggested by the City Council.

**Attachments:** None

Mayor Kaplan has selected the following candidates, who are subject to Council ratification.

- Local Business- Christina Simonsen, Wayne Patterson
- Local Resident- Jim Patrick
- General Public- Laurie Sanders, Jack Weber



**MINUTES**  
**Parking Advisory Committee**  
**Meeting #15**  
**Newport City Hall Council Chambers**  
**September 20, 2023**

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**Committee Members Present:** Robert Emond.

**Committee Members Present By Video:** Doretta Smith, Bill Branigan, Janell Goplen, Aracelly Guevara, Aaron Bretz, and Gary Ripka.

**Committee Members Absent:** Jan Kaplan.

**City Staff Present:** Community Development Director, Derrick Tokos; Parking Enforcement Officer, Donald Valentine; and Executive Assistant, Sherri Marineau.

**Public Present:** Jason Palm

1. **Call to Order & Roll Call.** Meeting started at 6:00 p.m.

2. **Approval of Minutes.**

Branigan reported minor corrections to the minutes.

**MOTION** was made by Bill Branigan, seconded by Robert Emond, to approve the August 16, 2023 Parking Advisory Committee meeting minutes with minor corrections. The motion was carried unanimously in a voice vote.

3. **Stakeholder Outreach Update and Discussion.** Tokos outlined the outreach with the commercial fishing users group. Goplen suggested that businesses on the Bayfront should have the same capability for permits as the fishing boats. She thought it would be a benefit to the rest of the businesses on the Bayfront. Tokos noted that all of the permits would have a pallet of options.

Ripka and Tokos discussed potential fleet management options for multi-vessel owners. Ripka guessed that there were around three to four commercial fleet owners that had multiple boats. Tokos reminded what this was saying was they were making the fleet permits an option, and the owner/operators would decide how to choose.

Goplen suggested businesses on the Bayfront should have the same capability to manage permits for the people in their businesses as the fishing boats. Tokos suggested using QR codes for single use permits for commercial fishing boats to provide flexibility for vessel owner/operators. Goplen suggested using signage on the dock to remind boaters to scan the QR code and provide their license plate number before departing. Ripka noted that turnover and last-minute changes were constant, and a quick scan option could help alleviate these issues. Bretz pointed out that someone could take a photo of the QR code and pass it around. Tokos thought a fix to this would be to periodically reset the QR codes and distribute them.

Emond questioned the pricing for a one-time use code. Tokos Derrick suggested \$10 per use. Emond thought the price would be self-limiting to prevent last-minute abuse.

Tokos reported the commercial fishing group asked the Committee to consider the parking permits be

96 hours instead of 72. Ripka thought 72 hours was too short and the fishermen would end up getting parking tickets. Typically, his boats were out on four day trips, sometimes seven. Tokos noted the longer duration trips should park further away from the docks. Ripka thought in general 72 hours was too short. Bretz thought it was a question of where the short and long term parking was. The Port parking was better suited for long term parking. Ripka was worried about parking for the shrimp boat trips that happened between April 1st through November 1st. Bretz suggested they start with 96 hours to begin with. Goplen thought the purpose was to keep the cars rotating. She felt 96 hours was a long time to park. Emond suggested starting with a smaller time (e.g., 72 hours) to minimize pushback, then adjust based on feedback.

Ripka explained that only 2-3 boats are out at sea at a time, and they wouldn't all be gone at the same time. Goplen asked how many crew members were on the boats. Ripka said around four. Tokos asked how many vessels that were typically out longer than 96 hours. Ripka reported there were around 20 boats that did four day trips, but they weren't leaving or coming back at the same time. He didn't think that many spaces would be taken up for the 96 hour parking, and thought it would be less than 10 spaces.

Bretz emphasized the importance of setting regulations and sticking to them, instead of having to back down because people didn't think the system was fair. Tokos thought fleet owners and operators might be more willing to cooperate with the parking arrangement if given 96 hours. Ripka agreed and reminded the entire fleet wouldn't be tying up parking for 96 hours at the same time. Goplen thought 96 hours was reasonable. She noted that Bayfront business were upset that their employees could only park for 4 hours while the fleet got 96 hours. She questioned if that was fair.

**MOTION** was made by Bill Branigan, seconded by Robert Emond, to change the commercial fleet parking permits to 96 hours. The motion carried unanimously in a voice vote.

Ripka questioned how they would recognize the vehicles that were moved overnight but looked like they were in the same spot every day. Officer Valentine reported there would be indicators that the car had been moved. Emond asked if it would be common for someone to park in the same spot every day. Valentine said he saw this currently being done, and was familiar with the frequent cars that were parked all the time.

Tokos explained that the city was working on installing pay stations for parking, with a goal of launching in January. They were coordinating with vendors and stakeholders to ensure a smooth launch, despite uncertainty around crab season opening dates. Gary said it was rare to start the season in December. The Committee discussed the potential launch date for the program, with some members suggesting a later date to avoid conflicting with other events. The Committee agreed to table the conversation until next month's meeting to gain more information before making a decision.

Tokos reported he met with the managers of Pacific Seafood and Bornstein, and would be setting up meetings with their staffs. Sharon Snow, office manager for Pacific Seafood had questions and feedback on parking fees, including options for offseason pricing and lower fees in different zones. The Committee discussed the pros and cons of each option, including the challenge of allocating permits by type and the need to set parameters annually.

Goplen suggested conducting a survey to determine the actual number of employees at businesses along Bay Boulevard, as the current estimate of 107 spaces may not be accurate. This would show that the city reached out to businesses to find out what was needed. Tokos agreed that a survey could be helpful in determining the number of permits needed in Zones A and B, but noted that paid parking areas would always have some capacity. Tokos suggested they could offer an annual pass with a

discounted off-season, and only offer a limited number of permits available. The only downside to this was that it would be difficult to manage the number of permits that were available, because they had to allocate for both the basic monthly permits, versus the annual. Goplen agreed that this option would be simpler, but noted that it may be more difficult to manage the number of permits available. Emond asked if the off and on seasons would be for six months each. Tokos confirmed it would be.

Tokos proposed parking pricing options for employees, with the Tier II priced at \$75 for May to October, and \$25 for November to April. Emond thought that was fair, and thought lowering the price for where they wanted people to park was a good thing. Smith asked if this meant that someone would pay \$100 a year to park in the Tier II zone. Tokos confirmed it would be \$100 a year in the Tier II, or \$350 in Tier I. They would still be hunting permits.

**MOTION** was made by Robert Emond, seconded by Bill Branigan, to adopt the on-season and off-season pricing of \$275 peak, \$75 off peak for Tier I, and \$75 peak, \$25 off peak for Tier II. The motion carried unanimously in a voice vote.

Ripka left the meeting at 7:18 pm.

Goplen praised Tokos for the good job he did during the meeting with the Bayfront business owners. Tokos acknowledged that the meeting raised concerns about the impact on local businesses. He confirmed with the owners that the city was already committed to moving forward with the project.

4. **Progress Report on T2 Systems Implementation.** Tokos reported they were working with T2 Systems twice a week to implement the system and do the programming of the pay stations. He provided updates on the parking system implementation, meetings with stakeholders and vendors, and the installation of license plate recognition technology. Tokos noted he hadn't received any pushback in the outreach meetings on the zone locations. He confirmed that the vendor would install the license plate recognition technology towards the end of October.

Tokos reported the parking lots had been paved, and they were putting up sign posts and foundations for the pay stations. Goplen asked if the zones would have curbs that were color marked for the different areas. Tokos said there would be a zone designations on the signs for this. The signs wouldn't be different colors.

Tokos reported they walked the Bayfront and would be pricing out the cost of security cameras for the pay stations. Goplen asked if the cameras would be placed on the pay stations. Tokos said each of the light poles had power at the top of them and where the cameras would be placed. Goplen thought this could get expensive and asked if the funds should come out of the parking money. Tokos explained they were pricing it out and wouldn't exclusively pull money from the parking fund. Goplen thought it should be a law enforcement expense, not parking expense. Tokos would advocate on this.

5. **Revisions to Parking Codes to Facilitate Bayfront Metering.** Tokos reviewed the changes to NMC Chapter 6.2, Metered Parking Zones, explaining that the changes would go directly to the City Council for review because it was a regulatory code. He covered the changes to how vehicles were exempt from metered parking spaces; storage of nonvehicle property; and compliance to time limit requirements for zones.

Goplen expressed confusion about the parking meter limit, questioning why a family couldn't add more time to their meter after the initial 4-hour limit. Tokos clarified that they would be limited to 4-hours in the zone. It was in place to encourage turnover and ensure fairness for employees who paid for parking permits. Goplen thought this would be an area of confusion for someone who wanted to

stay in area. She worried if signage would clarify the public needed to move to a different zone for extended parking, citing examples of spa appointments or lunch breaks. Tokos thought people operated within the time limits and understood they couldn't stay over four hours. Smith was concerned the zones could become confusing. Goplen said there would be circumstances where people wanted to stay more than four hours. Tokos said there were zone references on signs identifying what zone they were parking in.

Tokos continued his review of the amendments to NMC 6.20.035, obstruction of meters. He mentioned that the police department could tow and impound vehicles that violated metering rules after three unpaid tickets. Goplen asked if after three tickets the vehicle would be booted. Tokos said after three tickets the person wouldn't be able to park. If Chief Malloy was to say the boot would be added, they needed to get the message out that it would happen. Emond asked when the police could tow a vehicle. Tokos said this would be utilized when people were parking dangerously.

Tokos reported that NMC 6.20.050 had been removed. He covered the changes concerning courtesy permits and coupon codes. Smith asked if coupons were the same thing as businesses that wanted to give out validation codes. Tokos said coupons were more simple and there would be a promo code that could be given out to get a day of parking. Goplen suggested businesses take advantage of promo codes as well, such as for sponsorship opportunities or to offer discounts to customers. Tokos pointed out they could also do a 50 percent reduction instead of 100 percent as well. Emond asked if the coupon codes would replace validations. Tokos said coupons were easier to put out, but validations would still have to be worked out.

Tokos asked if the Committee was generally comfortable with the updates. Emond noted that Tokos mentioned taking out the text that said they would be hooding the meters. Tokos said this was for single stall post meters. What they could do was program the pay stations to say they weren't working and outside of the timeframe that they had to pay.

Tokos noted that he and Smith would be attending the Rotary Club meeting the next day to speak to the group about the program.

6. **Public Comment.** None were heard.

7. **Adjournment.** Having no further business, the meeting adjourned at 7:52 p.m.

Respectfully submitted,

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Sherri Marineau  
Executive Assistant

**MINUTES**  
**City of Newport Planning Commission**  
**Regular Session Meeting**  
**Newport City Hall Council Chambers**  
**September 25, 2023**

**Planning Commissioners Present:** Bill Branigan, Jim Hanselman, John Updike, Bob Berman, Braulio Escobar, Gary East, and Marjorie Blom (*by phone*).

**City Staff Present:** Community Development Director (CDD), Derrick Tokos; and Executive Assistant, Sherri Marineau.

1. **Call to Order & Roll Call.** Chair Branigan called the meeting to order in the City Hall Council Chambers at 7:00 p.m. On roll call, Commissioners Branigan, Berman, Escobar, Hanselman, East, Updike, and Blom were present.

2. **Approval of Minutes.**

Branigan reported minor corrections to both sets of the minutes.

A. **Approval of the Planning Commission Work Session Meeting Minutes of September 11, 2023.**

**MOTION** was made by Commissioner Hanselman, seconded by Commissioner Escobar to approve the Planning Commission Work Session meeting minutes of September 11, 2023, with minor corrections. The motion carried unanimously in a voice vote.

B. **Approval of the Planning Commission Regular Session Meeting Minutes of September 11, 2023.**

**MOTION** was made by Commissioner Hanselman, seconded by Commissioner Escobar to approve the Planning Commission Regular Session meeting minutes of September 11, 2023, with minor corrections. The motion carried unanimously in a voice vote.

3. **Citizen/Public Comment.** None were heard.

4. **Action Items.**

A. **File 1-PD-23 / 3-ADJ-23: Final Order and Findings of Fact for the Final Development Plan and Adjustment Permit for the Oregon State University 77 Apartment-Style Student Housing Residential Units.**

Berman asked why this application didn't have to conform to the trash enclosure ordinance. Tokos explained that the application was submitted before the trash enclosure ordinance came into effective, and it couldn't be subject to the new rules, as per Oregon state law.

**MOTION** was made by Commissioner Berman, seconded by Commissioner Escobar to approve the Final Order and Findings of Fact for File -PD-23 / 3-ADJ-23. The motion carried unanimously in a voice vote.

**5. Public Hearings.** At 7:07 p.m. Chair Branigan opened the public hearing portion of the meeting. He asked the Commissioners for declarations of conflicts of interest, ex parte contacts, bias, or site visits. Berman and Branigan reported a drive through the Bayfront. Branigan called for objections to any member of the Planning Commission or the Commission as a whole hearing this matter; and none were heard.

**A. File 3-Z-22: Amendments to Chapter 14.14, Parking and Loading Requirements.**

Tokos covered the amendments to Chapter 14.14, Parking and Loading Requirements that reduced the minimum off-street parking requirements for new development or redevelopment in areas where public parking was managed with meters or a combination of parking meters and permits. He reported that the package of amendments was reviewed by the Parking Advisory Committee at their meetings, as well as the Commission's review at prior work session meetings. Tokos explained that the Planning Commission would be making a recommendation to the City Council as to whether or not the amendments were necessary and furthered the general welfare of the community.

Berman pointed out the inconsistencies of terminology when referencing metered zones, hybrid paid/permit hybrid, and permits/timed zones. He thought the terminology should be consistent and included in the definitions.

Berman commented as a side note, that drive ins or drive throughs weren't addressed in these amendments. He thought if they did any future street vacations, the city should be able to make the vacation revocable if the development didn't proceed. Tokos would have to look into this but noted that it was immaterial to what the Commission was reviewing that evening. Berman wanted to see a mechanism for the title to be transferred back to the city if the proposed use was not followed through on for a vacation. Tokos explained this would require a separate ordinance. The city followed the statutes verbatim, and there was nothing in the statute that said vacations were conditional. Berman stated he would pursue this the next time a vacation came up.

Berman asked for clarification on the commentary that said if Nye Beach implemented a paid parking program it would no longer be subject to a business license fee. He thought this only went away if there were meters. Tokos explained the relief of the business license fee would go into effect when meters or paid permit parking was implemented. Berman asked Tokos to take another look at this to make sure that was correct. He questioned if there would be any permit only zones in the city. Tokos reported Nye Beach would be permit only once changed.

Urdike pointed out there wasn't any public in attendance for the hearing, and asked what the noticing requirements for these types of hearings was. Tokos explained the city did the required notice for the hearing by publishing it in the local newspaper. If there was a large planning effort like the Transportation System Plan, they would do a city wide post card mailing so the public could find out about future changes. They were not required to do a large outreach for a typical legislative change such as this hearing. Berman asked if the city reached out to Bayfront business owners. Tokos reported they contacted the Bayfront business owners through the Parking Advisory Committee, and the principal focus for the outreach concerned the parking meter program rollout.

Berman asked if once the meters were implemented on the Bayfront, would the new rules apply to all three area districts. Tokos reported the rules would only apply to the Bayfront because it was the only area with meters, and the reduction was keyed off of meters. If Nye Beach did a permit only program, they would only get relief from the fee on their business license, not from the parking requirements. Urdike asked if a parking permit program in Nye Beach would have to be

weighed in on by the Parking Advisory Committee. Tokos confirmed it would. He wasn't sure if the parking permit program for Nye Beach would have to be run by the Commission, but he would want to show it to them so they were aware of the changes. This could also just be done by a fee resolution through the City Council.

Escobar asked when the pricing for the metering would be finalized. Tokos reported they still needed to wrap up the outreach meetings with the fish plants. The Parking Advisory Committee make a change to a couple of the pricing elements at their last meeting. Tokos suspected it would be around the end of October when the fee resolution would be put together.

Berman asked if permits would be available seasonally, or just month to month. Tokos explained the guarantee was subject to permit availability, and they were capping the number of permits. There would be options to have either a monthly permit or a six month permit for peak periods.

Hanselman asked if someone who had a permit could park in a meter spot. Tokos confirmed they could only do this if they were in a meter/permit zone. They couldn't park in the meter only zones with a permit.

Chair Branigan closed the hearing at 7:33 p.m.

**MOTION** was made by Commissioner Hanselman, seconded by Commissioner Berman to make a favorable recommendation to the City Council for File 3-Z-22. The motion carried unanimously in a voice vote.

6. **New Business.** None were heard.
7. **Unfinished Business.** None were heard.
8. **Director Comments.** None were heard.
9. **Adjournment.** Having no further business, the meeting adjourned at 8:26 p.m.

Respectfully submitted,

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Sherri Marineau  
Executive Assistant

**MINUTES**  
**City of Newport Planning Commission**  
**Work Session Meeting**  
**Newport City Hall Council Chambers**  
**October 9, 2023**  
**6:00 p.m.**

**Planning Commissioners Present:** Bill Branigan, Jim Hanselman, John Updike, Bob Berman, Braulio Escobar, Gary East, and Marjorie Blom (*by video*).

**PC Citizens Advisory Committee Members Absent:** Dustin Capri (*excused*), and Greg Sutton.

**City Staff Present:** Community Development Director (CDD), Derrick Tokos; and Executive Assistant, Sherri Marineau.

1. **Call to Order.** Chair Branigan called the Planning Commission work session to order at 6:00 p.m.

2. **New Business.**

A. **Land Use Workshop.** Tokos introduced Brett Estes, the Department of Land Conservation and Development's (DLCs) North Coast Regional Representative. Estes presented an overview and training workshop for Oregon's Land Use Planning Program, and the Planning Commission's role and responsibilities within that framework.

Estes covered topics that included the history of Oregon legislature permits; Statewide Planning Goal 1: Citizen Involvement; state responsibilities; local responsibilities; Statewide Planning Goal 2: Land Use Planning; the Comprehensive Plan; post-acknowledgement plan amendments; exceptions to the state wide planning rule; other OARS linked to Goal 2; zoning and development code reviews; types of land use decisions; notice requirements; quasi-judicial hearings; legislative hearings; review and purpose of findings; Land Use Board of Appeals; fairness through ex parte contact, conflicts of interest, and bias; actual conflicts of interest; how to address conflicts of interest; defining bias; and useful Oregon statutes.

B. **Staff Feedback to the League of Oregon Cities on the Draft Framework for the Governor's Housing Production Proposal.** No discussion was heard.

3. **Unfinished Business.** None were heard.

4. **Adjourn.** The meeting adjourned at 7:58 p.m.

Respectfully submitted,

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Sherri Marineau,  
Executive Assistant



August 8, 2023  
5:30 P.M.  
Newport, Oregon

## **BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

The Bicycle and Pedestrian Advisory Committee met on the above date and time and in the Council Chambers of the Newport City Hall.

In attendance were Chairperson Michael Rioux; Members Dick Keagle, Minda Stiles, Leeann Bennett, Matt Forney, Lisa Avery, Alan Cobb; and Staff Liaison Beth Young.

### **A. CALL TO ORDER AND ROLL CALL**

Roll was taken and all present identified themselves.

### **B. AGENDA ADDITIONS**

There were no agenda additions

### **C. PUBLIC COMMENT**

There were no public comments

#### **C1. Surfers Crossing at Ossie's**

Young reported that a citizen who owns or manages a surf shop on Hwy 101 at Agate Beach emailed her asking who to contact about getting a rapid-flasher crosswalk from his business (on the east side) to the Agate Beach Wayside (on the west side). Young said that she had send him many options, including contacting BPAC and OBPAC (Oregon BPAC). The owner or manager had also forwarded an email he received from ODOT stating that this is a City decision. Young reported that she spoke, individually, to Derrick Tokos and ODOT Active Transportation Liaison Jenna Berman about this. Both pointed out that this has not happened yet, probably because (1) one there is a nearby crosswalk, (2), this is one business that is generating this need. What happens when this business moves and the city has paid thousands of dollars? Young said these rapid-flashing beacon crosswalks are very expensive don't always work, with tragic consequences. However she said the surfers crossing is a problem because they don't want to walk those extra steps with heavy boards, especially after hours of surfing.

### **D. COMMITTEE COMMENTS**

#### **Oceanview Drive at Agate Beach**

Stiles reported that she had not heard from BPAC-City Council Liaison Ryan Parker regarding any progress with the safety issue of cars parked along Oceanview Drive where it dips down to Agate Beach. She said she will take photos and volunteered to write a letter to city council about it.

Decision: motion was made by Keagle to allow Stiles to write a letter to city council from BPAC regarding the safety issue with a request to post "no parking" signs. Seconded by Cobb, passed unanimously.

#### **E. APPROVAL OF MINUTES**

No previous minutes were approved.

#### **F. CRASH REPORT**

Bennett reported no crashes involving active transportation occurred in July. She reported on June 7 at 8:08 a.m. a Lincoln County Transit bus struck a male crossing Hwy 101 at NE 1<sup>st</sup> Street on his mobility scooter. The man complained of pain on his left side and was transported to the hospital by police.

#### **G. BPAC WORK CALENDAR**

Discussion of fewer BPAC meetings. Agreement of possible three months to NOT meet: August or September, December or January, and April or May.

Discussion of staff presenting a "City Infrastructure Projects" status report three or four times per year. Discussion of BPAC member creating, annually, a list of BPAC accomplishments and activities of the past 12 months.

#### **H. OTHER BUSINESS**

##### **H1. New Fiscal Year G&O's, G&O Assignments**

Young said she had added names to the Goals and Objectives handout per what was decided at earlier meetings. She asked if this list was ok with everyone.

##### **H2. Leadership Roles**

Tabled until next meeting. Short discussion of sharing leadership roles.

#### **I. REPORTS AND PRESENTATIONS**

##### **I1. Staff Liaison Report**

Young reported long-term member Tomas Follett has resigned, all the good work he has done for the city and NEWTS (Newport Trail Stewards) and that we will miss him.

Young reported that the joint PRAC-BPAC meeting will be in September (scrivener's note: this has since changed to October) and the planning meeting will be August 30, with Chair Rioux and BPAC's PRAC liaison Fortner, Young, PR Director Cavanaugh and PRAC Chair Steinberg. Discussion of topics. Young noted if more ideas come up to contact her or Rioux.

Young reported on the status of the City Center Revitalization project. She said the outreach process starts in September and went over their work plan.

Young reported that the rapid-flasher pedestrian crossing at Hwy 101 near City Hall is dangerous. The flashing lights on the west side were gone. She called Public Works and they

said it was vandalism and the proper lights are on back order. She said she has also seen the signs blown off in a storm. She said she spoke to ODOT's Jenna Berman about it and Jenna said she's been trying to get maintenance to done by ODOT not the small cities because these things are hard to maintain.

Young reported that the City has hired a grantwriter who will start in late September.

Young reported that she has arranged for Safe Routes to School Director (for this region) Nora Stoelting will be presenting to the city council an overview of SRTS Monday October 16 @ 4 p.m. in council chambers.

Young reported that she has been elected the co-chairperson for OBPAC (Oregon BPAC) for this year.

Discussion of potential couplet as part of the Downtown Revitalization. Stiles expressed reservations to the couplet idea. Rioux listed some reasons couplets are good for people using active transportation modes. Discussion of couplets in other cities, and of BPAC informally gathering anecdotes from other cities on their couplets (community reactions, plusses and minuses, usefulness, unforeseen consequences, etc).

#### **J. PUBLIC COMMENT**

There were no public comments

#### **COMMITTEE COMMENT**

Stiles noted a dangerous area near Starfish Cove, and if improvements are in the Transportation System Plan. Rioux referenced online GIS. Rioux noted Rocky Way pedestrian improvements are not part of the TSP, or the FLAP (Federal Lands Access) grant. Discussion of letter-writing to alert city council to dangerous situations. Discussion of sidewalk gaps.

#### **K. CONFIRM NEXT MEETING DATE**

JOINT mtg w PRAC - Tues 9/12 @ 5:30 (scrivener's note this will not be a joint meeting)

#### **L. ADJOURNMENT**

Having no further business, the meeting adjourned at 6:55 p.m.

June 13, 2023  
5:30 P.M.  
Newport, Oregon

## **BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

The Bicycle and Pedestrian Advisory Committee met on the above date and time and in the Council Chambers of the Newport City Hall.

In attendance were Chairperson Michael Rioux; Vice-Chair Herb Fredricksen; members Dick Keagle, Minda Stiles, Leeann Bennett, Tomas Follett and Matt Forney; and Staff Liaison Beth Young.

### **A. CALL TO ORDER AND ROLL CALL**

Roll was taken and all present identified themselves.

### **B. APPROVAL OF MINUTES**

No previous minutes were approved.

### **C. AGENDA ADDITIONS**

Fredricksen requested that discussion of Elizabeth Street sidewalks be added to this agenda. Young included it as item "F3." Stiles requested that the Agate Beach be discussed as item F4.

### **D. COMMITTEE COMMENT**

There were no committed comments

### **E. PUBLIC COMMENT**

There were no public comments

### **F. OTHER BUSINESS**

#### **F1 Yaquina Bay State Park**

Fredricksen noted that there is a nice sidewalk from the Bayfront toward the Yaquina Bay State Recreation Site that goes under the bridge but the sidewalk ends at the State Park property line. Fredricksen suggested that someone get in touch with the Oregon Parks and Recreation Department to see if that is in their plans. Young offered to do some homework on that and noted that the existing sidewalk from the Bayfront was an earlier BPAC project. Fredricksen offered to help and Young said that would be great. Discussion on people to call. Discussion on ADA compliance. Young mentioned that the State of Oregon lost a lawsuit with a disability-rights organization a few years back and now there is a program where disabled people or their advocates can contact ODOT and make specific requests on ODOT roads. It is complaint-driven and it is for any active transportation mode.

### Crash Report

Bennett reported that there was one crash involving a pedestrian on the S. Coast Hwy (101) at SW Lee Street. The driver of the vehicle saw the pedestrian when he was about 30 feet away and struck the pedestrian before they could come to a complete stop. Witnesses stated the pedestrian was not in a crosswalk and ran across the street at least 25 feet south of where the crosswalk is located. The pedestrian was airlifted to a Portland Hospital. Driver submitted to field sobriety tests and a blood draw and showed no signs of impairment. This was just before 9 p.m., before the sun was fully down. Discussion of the area and crosswalks there. Discussion of how people don't always go to a safe crosswalk when it is too far for them. Mention of downtown revitalization project that will probably include bulbouts and other safety measures.

Bennett reported another crash. On May the eighth, a male called NPD report that he had been struck by a vehicle the night before while walking on the sidewalk on Southwest Ninth Street. He heard the sound of a vehicle drive onto the sidewalk. The vehicle struck him and the pedestrian rolled over the vehicle. The pedestrian did not go to the hospital until May 8 and was advised he had a sprained ankle. There was no vehicle or suspect information given. Bennet said the report didn't say which direction the car was coming from. Rioux said this is a bad area, near the Pig'n'Pancake, because of the dropoff in the street and the street curves, and people not familiar with the area. Young mentioned that the City has a new GIS technician and she would like Newport to have a map of crashes, from various sources.

### F.2 SRTS Planning Assistance Program grant application

Fredricksen would like to know what the city council thinks of applying for a SRTS grant, and if the city would like to move ahead of this. He reported that Toledo had a SRTS report come out. Young said that some SRTS grants are city-initiated and described the usual procedure in this case. Styles suggested giving a presentation to the city council and asking for their opinion. Young said she has met with the director of curriculum for Lincoln County School District, just to let her know about what SRTS can do and that the city would probably be willing to work with them on getting grants. Young said it just was an informal meeting, to get to know LCSD administrators face to face. Discussion of getting city council's informal opinion.

### F3. Elizabeth Street Sidewalk

Fredricksen reported that the city has budgeted to construct sidewalks on the west side of Elizabeth Street. He suggested that this could be combined with making bike lanes on that street, and that that is project "BL12" on the new Transportation System Plan.

Motion: Bennett motioned that Fredricksen would draft a letter to city council requesting adding bike lanes to the Elizabeth Street project on behalf of the BPAC. Seconded by Keagle, passed unanimously.

### F4. Agate Beach Wayside

Stiles had been communicating with BPAC-CC Liaison Ryan Parker regarding drafting a letter requesting "no parking" signs along the east side of NW Oceanview Drive at Agate Beach (the beach not the neighborhood). She asked if any progress had been made and nobody knew. Parker was not in attendance so she said she would email Parker.

## **G. REPORTS AND PRESENTATIONS**

### **G.1 Staff Liaison Report**

Young reported that she had done additional research, after Fredricksen did the initial research, regarding the possibility of a pilot program of bike lockers. She talked to a planner with the City of Eugene and he sent her a recent bid. The cost for the pilot program, based on what the BPAC is tentatively requesting, would be around \$50,000 installed. Young reported that she met with city staff and found good sites at BPAC's three suggested locations (City Center, Library and Rec Center). After discussion, informal decision was made to not make this request of city council, mostly because the cost would be much more than originally thought.

## **I. PUBLIC COMMENT**

There was no public comment.

## **J. CONFIRM NEXT MEETING DATE**

August 8, 2023 at 5:30 p.m. (there will be no July meeting)

## **K. ADJOURNMENT**

Having no further business, the meeting adjourned at 6:52 p.m.

**Audit Committee**  
**City of Newport/Newport Urban Renewal Agency**  
**October 7, 2021 Minutes**

**1. CALL TO ORDER**

Chair, Glenda Rhodes, called the meeting to order at 2:00 p.m.

**2. INTRODUCTIONS**

*In Attendance:* Chair, Glenda Rhodes, Public Committee Member; Councilor Cynthia Jacobi, Council Committee Member; Councilor Dietmar Goebel, Council Committee Member; Finance Director Mike Murzynsky; Assistant Finance Director Steve Baugher; Acting Recording Secretary Kay Keady; Alternate Public Member Martin Desmond; Tonya Moffitt with Merina + Company; Donna Calhoun with Merina + Company; and Daniel Whitmore with Merina + Company.

**3. APPROVAL OF MINUTES**

The approval of the March 3, 2020 minutes, was shifted to be addressed after the Auditors report, to allow Member Goebel to be fully connected to the meeting. Murzynsky noted that there is one correction which was the spelling of Merina +Company it was spelled "Marina" and should have been Merina. **MOTION:** Member Goebel moved to approve the minutes with the stated correction **SECONDED:** by Member Jacobi. The motion carried unanimously in a voice vote.

**3. AUDITOR UPDATE:**

Tonya Moffitt stated that so far the audit is going well they have finished most of their testing and only have single audit, debt, and capital assets to work on. Moffitt talked about the Covid funding, and if there needs to be a single audit this year. Moffitt stated there isn't any concerns at this time. Martin asked if in person auditing was easier than virtual auditing. Moffitt responded that it was easier to audit in person.

**4. COMMITTEE COMMENTS:**

Member Goebel asked how Moffitt sees the City tracking and if she had any suggestions the City should look at. Moffitt reported the City is doing a good job with separation of duties and stated she has no concerns.

**5. PUBLIC COMMENT**

No members of the public were present.

**6. ADJOURNMENT**

Chair Rhodes adjourned the meeting, at 2:21 pm.

**Audit Committee**  
**City of Newport/Newport Urban Renewal Agency**  
**January 31, 2022 Minutes**

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair, Glenda Rhodes, called the meeting to order at 2:00 p.m.

*In Attendance:* Chair, Glenda Rhodes, Public Committee Member; Councilor Cynthia Jacobi, Council Committee Member; Councilor Dietmar Goebel, Council Committee Member; Finance Director Mike Murzynsky; Assistant Finance Director Steve Baugher; Recording Secretary Linda Wertman' Alternate Public Member Martin Desmond.

**2. APPROVAL OF MINUTES**

The approval of the March 5, 2020 and June 17, 2020 minutes **MOTION:** Member Goebel moved to approve the minutes as submitted. **SECONDED:** by Member Jacobi. The motion carried unanimously in a voice vote.

A request was made by Director Murzynsky to add a section on elections to the Agenda for Chair and Vice Chair of the committee. **MOTION:** Member Goebel moved to add elections to the Agenda **SECONDED:** by Member Jacobi. The motion carried unanimously in a voice vote.

**3. ELECTIONS**

**MOTION:** Member Goebel moved to elect Member Rhodes as chair **SECONDED:** by Member Jacobi. The motion carried unanimously in a voice vote. **MOTION:** Chair Rhodes nominates Member Goebel as Vice Chair **SECONDED:** by Member Jacobi. The motion carried unanimously in a voice vote.

**4. MERINA +COMPANY CONTRACT DISCUSSION:**

- A. Staff Report on Audit Contract and Notification Letter from Marina +Company

Member Desmond asked for Director Murzynsky to weigh in on the Merina +Company's letter. Murzynsky discussed the reasoning behind their request to withdraw from their service contract. Director Murzynsky requested the committee give direction to staff to either require Merina +Company to honor their contract, issue a Request for Proposals (RFP) for new auditors, or utilize cooperative language in Albany contract to pursue a contract with our previous Auditors. There was discussion by the committee and direction was given to do some research on "piggy backing" on the City of Albany and the RFP method. Staff will come back to the committee after some research is done.



**5. COMMITTEE PRESENTATIONS ASSIGNMENTS FOR COUNCIL WORK SESSION**

This section was skipped since the Audit is not currently available.

**6. AUDIT COMMITTEE GOALS FOR FY2022-23**

Goals were discussed and updated.

1. Continue issuance of Annual Comprehensive Financial Reports (ACFR) for the fiscal year audits.
2. Review and approve staff procedures to document internal controls with continuous annual review.
3. Recommend that the city enter into a contract with the state to provide for transient room tax collection, enforcement, and auditing.

**7. PUBLIC COMMENT**

No members of the public were present.

**8. COMMITTEE COMMENTS:**

Member Goebel commented on Merina +Company selection. Member Jacobi commented on the date Merina sent the letter notifying the City of their wish to discontinue their contract, and hopes in the future we can call an emergency meeting to deal with these type of issues. Committee members wished Director Murzynsky good luck in his new position as Finance Director for the City of Philomath.

**9. NEXT MEETING SCHEDULE**

A meeting was scheduled on or about February 22, 2023, at 2:00-4:00 pm

**10. ADJOURNMENT**

Chair Rhodes adjourned the meeting, at 2:41 pm.

**Audit Committee**  
**City of Newport/Newport Urban Renewal Agency**  
**February 23, 2022 Minutes**

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair, Glenda Rhodes, called the meeting to order at 1:33 p.m.

*In Attendance:* Chair, Glenda Rhodes, Councilor Cynthia Jacobi, Committee Member, Councilor Dietmar Goebel, Committee Member, Councilor Jan Kaplan, Alternate Council Member, City Manager Spencer Nebel, Finance Director Mike Murzynsky, Assistant Finance Director Steve Baugher, Recording Secretary Linda Wertman, Tonya Moffitt from Merina +Company. Alternate Public Member Martin Desmond signed on to the meeting at 2:00 p.m.

**APPROVAL OF MINUTES**

Approval of the July 16, 2020, and October 16, 2020 minutes **MOTION:** Member Goebel moved to approve the minutes as submitted. **SECONDED:** by Member Jacobi. The motion carried unanimously in a voice vote.

A request was made by Director Murzynsky to add a section on elections to the Agenda for Chair and Vice Chair of the committee. **MOTION:** Member Goebel moved to add elections to the Agenda **SECONDED:** by Member Jacobi. The motion carried unanimously in a voice vote.

**3. PRESENTATIONS**

**A. Presentation of Urban Renewal Agency Audit**

Auditor Moffitt discussed the procedures and types of information that the auditors looked at during the audit. She reported that there were no findings for the Urban Renewal Agency during this year's audit.

**B. Presentation of City of Newport Audit**

Auditor Moffitt discussed the procedures and types of information that the auditors looked at during the audit. She noted that the financial statements are now called the Annual Comprehensive Financial Report (ACFR). Moffitt talked about a few funds that had exceeded the appropriations and stated it is very common. There was also a Government GO Debt Service fund that had a very small deficit. The committee members discussed the increase to the City's net position stated on the financial statements and Member Nebel discussed some of the City's efforts to prepare for Covid. Forty staff positions remained vacant along with significant cuts in staff assisted in a more positive net position. Murzynsky discussed the ACFR

GASB award and stated it is still currently under review. Member Goebel asked about the retirement fund. There was discussion regarding how many retirees were under defined benefit and undefined benefits.

Moffitt reported on the Single Audit and explained when the single audit is triggered at \$750K in federal expenditure. One finding was made in the Airport Improvement Program, there were some expenditures incorrectly allocated to the wrong grant. Financial statement finding for proper oversight and review procedures at the airport.

#### 4. FINANCE REPORT ON AUDIT

##### A. **Review and Recommendation of Corrective Action Plan**

Murzynsky reported to the committee what the corrective action will be and the issues which caused the findings. There wasn't time to adjust the budget with a supplemental and accruals were done which also caused overages.

**MOTION:** Member Goebel moved to accept the corrective action plan dated March 7, 2022, and forward it on to Council for their review and approval.

**SECONDED:** by Member Jacobi. The motion carried unanimously in a voice vote.

##### B. **AU-C 260 Letter for the Urban Renewal Agency**

Moffitt reported on both the Urban Renewal Agency and City. Moffitt reported that there were no audit restrictions or disagreements with management, no changes other than the name change of the ACFR. Moffitt discussed the reporting of the two forms and how the calculations and reporting is done. No material misstatements were made.

##### C. **AU-C 260 Letter for the City of Newport**

Moffitt left the meeting at 2:25 p.m.

#### 5. PRESENTATIONS ASSIGNMENTS FOR COUNCIL WORK SESSION

**Member Goebel:** will present the Urban Renewal Audit

**Chair Rhodes:** will do the Audit Report/Opinion, Balance Sheet, and Income Statement

**Murzynsky:** MDNA and Footnotes

**Member Jacobi:** Capital Assets

**Member Desmond:** Debt

**6. PUBLIC COMMENT**

No members of the public were present.

**8. COMMITTEE COMMENTS**

Recording Secretary Wertman reported that the City of Albany does not have the cooperative language in their current audit contract. Wertman reported we are looking at the City of Garden Grove and the City of Newberg for cooperative language in their contracts with Boldt, Carlisle + Smith, to see if we can “piggy back” on their contracts. We have also looked at Marion County however, their auditors are pretty pricey. Wertman reported that she was told Boldt, Carlisle + Smith is currently understaffed and looking to hire six to seven auditors just to handle their current clients, and it may be a long shot to get them to accept any new clients.

The other alternative is to go through the RFQ process.

**9. NEXT MEETING SCHEDULE**

Joint City Council Workshop Session, at 4:00 p.m. on March 7, 2022.

**10. ADJOURNMENT**

Chair Rhodes adjourned the meeting, at 2:37 p.m.

**Audit Committee**  
**City of Newport/Newport Urban Renewal Agency**  
**April 26, 2022 Minutes**

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair, Glenda Rhodes, called the meeting to order at 1:35 p.m.

*In Attendance:* Chair, Glenda Rhodes, Public Committee Member; Councilor Cynthia Jacobi, Council Committee Member; Councilor Dietmar Goebel, Council Committee Member; Councilor Jan Kaplan, Alternate Council Member; Steve Baugher, Interim Finance Director; Linda Wertman Recording Secretary; Spencer Nebel, City Manager; joined the meeting at 1:55 p.m.

**2. APPROVAL OF MINUTES**

Minutes were not included in the meeting package.

**3. AUDITOR INTERVIEW PREPARATIONS**

Chair Rhodes stated that the one respondent to the RFP was Aldrich CPAs + Advisors, LLP, who's Senior Manager Jessica Luther-Haynes, was with our previous audit team of Boldt, Carlisle + Smith, and performed the audit with the city of Newport for several years. The chair asked about the fees paid to Merina +Company last year. The new fee quote was discussed by the chair, which was roughly \$10,000 higher largely due to the industry staffing problems. The chair went through the list of proposed questions with the committee. Questions three, ten, eleven, twelve, and fourteen were scratched. Question five regarding continuity was rephrased. There was discussion among the committee regarding the size of the firm.

**4. INTERVIEW**

The committee introduced themselves. The auditors introduced themselves as Jessica Luther-Haynes, Senior Manager and Andy Maffia, Partner with Aldrich CPAs + Advisors, LLP. Maffia gave the background on the company and Luther discussed the team that would be on site. Committee Members alternated questions to the team, and both Maffia and Luther responded to those questions. Maffia and Luther left the meeting at 2:30 p.m.

**5. DELIBERATION OF CANDIDATE**

There was a very brief discussion regarding accepting Aldrich CPAs + Advisors, LLP proposal.

**6. RECOMMENDATION OF AUDIT SERVICES TO COUNCIL**

**MOTION:** Member Jacobi motioned to make a recommendation to City Council to engage Aldrich CPAs + Advisors, LLP as the City of Newport auditors.

**SECONDED:** by Member Goebel. The motion carried unanimously in a voice vote.

**7. PUBLIC COMMENT**

No members of the public were present.

**8. COMMITTEE COMMENTS**

There was brief discussion regarding the relief of find a responsive audit firm.

**9. ADJOURNMENT**

Chair Rhodes adjourned the meeting, at 2:41 p.m.

**Audit Committee**  
**City of Newport/Newport Urban Renewal Agency**  
**July 21, 2022 Minutes**

**1. CALL TO ORDER**

Chair, Glenda Rhodes, called the meeting to order at 2:32 p.m.

**2. INTRODUCTIONS**

*In Attendance:* Chair, Glenda Rhodes, Public Member; Councilor Cynthia Jacobi, Council Committee Member; Councilor Dietmar Goebel, Council Committee Member, Steve Baugher, Interim Finance Director; Linda Wertman, Recording Secretary; Jessica Luther-Haynes, Senior Audit Manager with Aldrich CPAs + Advisors, LLP.

**3. APPROVAL OF MINUTES**

Minutes were not included in the meeting package.

**4. AUDITOR REPORT ON ON-SITE FIELD WORK FOR FY21-22 AUDIT**

Senior Audit Manager Jessica Luther-Haynes, stated her team consisting of herself and three staff members arrived yesterday to perform interim procedures, testing of internal controls, and some minimum standards testing. As a result of the testing completed so far she was happy to report she has no recommendations so far and no findings have been made at this time.

**5. PUBLIC COMMENT**

No members of the public were present.

**6. COMMITTEE COMMENTS**

Committee expressed their gratitude to Jessica Luther-Haynes for answering the RFP and becoming the City auditors.

**7. SCHEDULE NEXT MEETING**

The proposed meeting is Thursday, October 20, 2022, at 2:00pm

**9. ADJOURNMENT**

Chair Rhodes adjourned the meeting, at 2:40 p.m.

**Audit Committee**  
**City of Newport/Newport Urban Renewal Agency**  
**October 20, 2022 Minutes**

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair, Glenda Rhodes, called the meeting to order at 2:02 p.m.

*In Attendance:* Chair, Glenda Rhodes, Public Member; Councilor Cynthia Jacobi, Council Committee Member; Councilor Dietmar Goebel, Council Committee Member; Martin Desmond, Alternate Public Committee Member; Spencer Nebel, City Manager; Steve Baugher, Interim Finance Director; Linda Wertman Recording Secretary; Jessica Luther-Haynes, Senior Audit Manager with Aldrich CPAs + Advisors, LLP.

**2. APPROVAL OF MINUTES**

**MOTION:** Member Jacobi motioned to approve the July 15, 2021 Minutes,  
**SECONDED:** by Member Goebel. Motion carried unanimously in a voice vote.

**3. PRESENTATIONS**

**A. AUDITOR UPDATE FROM ON-SITE AUDIT WORK**

Senior Manager Jessica Luther-Haynes, stated her team consisting of herself and three staff members arrived on Monday, she stated staff was able to provide the requested documents prior to their arrival on site so much of the work was able to be done in the office prior to arrival on site.

This year the airport improvement program was chosen for the single audit, so far it is going smoothly, and Luther doesn't anticipate any findings.

Auditor Luther-Haynes will be testing minimum standards which will include budget compliance, testing highway tax funding to ensure funds were spent on street projects, and ORS 79 procurement testing. Luther noted that there was a Request For Reimbursement (RFR), to the Clean Water State Revolving Fund (CWSRF) Loan funds, for \$205K which was denied due to the city not going through the proper bid channels, and not including the proper language in the contract that was awarded. Based on that instance there will be a finding in the minimum standards report. There was general discussion regarding why and how this incidence occurred. Luther then discussed the financial statement audit, there have been some journal entries that were needed, which she discussed with the committee. The other item that was looked at will be an internal control item finding which has to do with the schedules prepared for the audit, there was back and forth on several schedules and should be a finding for only this year, for a



secondary review. When there are a finance director and assistant finance director this issue should be resolved. The final issue is the GASB 87 Lease Implementation. The City is behind on this implementation. Interim Director Baugher reported on the efforts to implement this process.

4. **PUBLIC COMMENT**

No members of the public were present.

5. **COMMITTEE COMMENTS**

There was discussion regarding city staffing.

6. **SCHEDULE NEXT MEETING**

The proposed meeting shall be scheduled sometime in January 2023.

7. **ADJOURNMENT**

Chair Rhodes adjourned the meeting, at 2:41 p.m.

**Audit Committee**  
**City of Newport/Newport Urban Renewal Agency**  
**February 23, 2023 Minutes**

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair, Glenda Rhodes, called the meeting to order at 1:30 p.m.

*In Attendance via zoom:* Chair Glenda Rhodes, Public Committee Member; Councilor Cynthia Jacobi, Council Committee Member; City Manager Spencer Nebel; Interim Finance Director Steve Baugher; Senior Audit Manager Jessica Luther-Haynes with Aldrich CPAs + Advisors, LLP; Martin Desmond, Alternate Public Committee Member; signed onto the meeting at 2:42.

**2. PRESENTATIONS**

**A. Auditor Presentation of Urban Renewal Agency Audit for FY 21-22**

Auditor Luther-Haynes stated the report is a blended component of the City of Newport's financials. The report is unmodified, which means the financial statements are appropriately presented in all material respects. Auditor Luther-Haynes briefly went over the report and stated there were no findings identified and no compliance issues.

**B. Presentation of City Of Newport Audit FY 21-22**

The City's report is unmodified, which is the best opinion you can get. Auditor Luther-Haynes went over some highlights of the report. There was discussion regarding prior period adjustments, and the wastewater and water funds. Auditor Luther-Haynes noted that there were some budgetary findings across five funds, and five budget categories, which occurred primarily due to implementation of GASB 87, the lease standard. Auditor Luther-Haynes went over compliance to Oregon law and public contracts and purchasing related to ORS 279. A finding was made due to the City entering into a contract for the Nye Beach Pump Station Grinder Project which did not contain BOLI/Davis Bacon language in the bid document which required the issuance of a finding.

Auditor Luther-Haynes went over the single audit, and noted the airport was chosen again for review. The airport expended \$2.7 million in federal funds which triggered the single audit. There were financial statement findings, caused by lack of review due to staffing shortages. Reports submitted to the FAA by consultants were not reported accurately. There was discussion regarding city and finance department staffing shortages. Auditor Luther-

Haynes discussed the management letters and the journal entries that came out of the audit.

**3. FINANCE REPORT ON AUDIT**

**A. Review and Recommendation of Corrective Action Plan FY21-22 Audit**

Interim Finance Director Baugher reviewed the report to the State outlining the corrective action to be taken to address the audit findings. Largely the issue is a result of the lack of staffing. **MOTION:** Member Jacobi moved to approve a recommendation to Council for the submission of the Corrective Action Plan. **SECONDED:** Chair Rhodes. Motion carried unanimously in a voice vote.

**B. AU-C 260 Letter for the City of Newport and Urban Renewal Agency Audit FY21-22**

Interim Finance Director Baugher explained the Letters are submitted to Council along with the audit and report.

**4. A. PRESENTATION ASSIGNMENTS FOR COUNCIL WORK SESSION**

The committee presentation will be held March 6, 2023, at 4:00 p.m. Interim Director Baugher shared a schedule of presentation sections based on last year's schedule. Member Desmond reported he would likely still be out of state but is willing to zoom into the presentation.

**5. PUBLIC COMMENT**

No members of the public were present.

**6. COMMITTEE COMMENTS**

There was no committee comments.

**7. SCHEDULE NEXT MEETING**

The next joint meeting will take place on March 6, 2023 at 4:00 p.m.

**8. ADJOURNMENT**

Chair Rhodes adjourned the meeting, at 2:41 p.m.

**Audit Committee**  
**City of Newport/Newport Urban Renewal Agency**  
**July 21, 2023 Minutes**

**1. CALL TO ORDER AND INTRODUCTIONS**

Vice Chair, Councilor Dietmar Goebel, called the meeting to order at 2:00 p.m.

*In Attendance:* Vice Chair Councilor Dietmar Goebel, Council Committee Member; Councilor Jan Kaplan, Alternate Council Committee Member; Finance Director Steve Baugher; Recording Secretary Linda Wertman; Senior Audit Manager Jessica Luther-Haynes, with Aldrich CPAs + Advisors, LLP.

**2. PRESENTATIONS**

**A. AUDITOR UPDATE ON INTERIM AUDIT WORK**

Senior Manager Jessica Luther-Haynes, gave a description of the four audit types the City will be subject to this year which consist of: Generally Accepted Auditing Standards; Audit Report in accordance with Governmental Auditing Standards; Audit Report in accordance with Uniform Guidance (SEFA); Audit in accordance with Minimum Standards of Oregon Municipal Corporations.

Auditor Luther-Haynes reported that her team have been on site yesterday and today doing interim testing and focusing primarily on payroll expenditures, analytical comparisons from last year, and internal controls. Auditor Luther-Haynes stated that her team, which consist of herself and three staff members will be back October 16 -20, 2023, to complete the audit on site. Her team will look into the previous year's transactions and ending balances.

Auditor Luther-Haynes did note that due to limited staff there was an internal control deficiency due to the finance director preparing journal entries and also reviewing them. This occurred due to the vacancy of the Assistant Finance Director.

Auditor Luther-Haynes discussed the three new accounting standards for this year. Last year the City implemented GASB 87 for leases. The three new standards are GASB 91 Non-profit issuance of debt, GASB 94 Public Private Partnership, GASB 96 Subscriptions Software.

Auditor Luther-Haynes reported the plan is to issue the audit by December 31, 2023.

**3. COMMITTEE COMMENTS**

There was discussion regarding city leases.

**4. PUBLIC COMMENT**

No members of the public were present.

**5. ADJOURNMENT**

Vice Chair Goebel adjourned the meeting, at 2:12 p.m.

## **CITY MANAGER REPORT AND RECOMMENDATIONS**



**Meeting Date: November 6, 2023**

### **Agenda Item:**

**Public Hearing and Consideration of Whether it is in the Public Interest to Add a Purchase Option to the City of Newport's Airport Property Lease with McWatkins, LLC.**

### **Background:**

On September 5, 2023, the Newport City Council held a public hearing to determine that the airport property lease to McWatkins, LLC is no longer needed for public use and that it is in the public interest to add a purchase option to the lease agreement. The Council directed the City Manager and City Attorney to prepare an amendment to the Watkins, LLC lease with the details of the purchase option. A lease amendment has been drafted for Council review. An initial lease payment of \$250,000 was made at the time the lease was executed and further lease payments were deferred until September 1, 2024 at which time McWatkins, LLC will be subject to rent payments of \$6,586 a month. There are number of issues that that need to be considered by Council as part of this lease.

In the initial agreement, the entire \$250,000 lease payment would be deducted from the purchase price for the property. After concerns were expressed, this issue was revisited. In a November 2 email Alan Wells is proposing that the purchase price be discounted by \$125,000 instead of the \$250,000. Part of the justification for this is that Watkins has been unable to proceed with development until working through the conditional use permit process. Alan Wells has also requested that the date the lease payments would resume be changed from September 1, 2024 to January 1, 2029 or the date that building permits are obtained whichever is sooner. In the draft we are suggesting that the lease payment resumption date be backed up to September 1, 2027. The purchase option would require the property be sold at an appraised value, with a discount of \$125,000.

### **Recommendation:**

I recommend that the Mayor conduct a public hearing to determine if it is in the public interest to add a purchase option to the City of Newport airport property lease with McWatkins, LLC.

Following the public hearing and considering any comments made, I recommend the city Council consider the following motion:

**I move to find that it is in the public interest to add the proposed purchase option to the City of Newport airport property land lease with McWatkins, LLC and authorizes the City Manager execute the said amendment.**

**Fiscal Effects:**

If the purchase option is exercised, then the property would be sold for the appraised value less half of the initial lease payments of \$125,000.

**Alternatives:**

Modify the provisions, do not proceed with the determination that it is in the public's best interest to have the proposed option to the City of Newport's land lease with McWatkins, LLC, or as suggested by the City Council.

Respectfully submitted,

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

Spencer Nebel  
City Manager



**STAFF REPORT  
CITY COUNCIL AGENDA ITEM**

**Date:** November 6, 2023

**Title:** Public hearing to determine if it is in the public interest to add a purchase option to the City of Newport's airport property lease with McWatkins, LLC.

**Prepared by:** Derrick I. Tokos, AICP, Community Development Director

**Recommended Motions:** I move to find that it is in the public interest to add the proposed purchase option to the City of Newport's airport property land lease with McWatkins, LLC and authorize the City Manager to execute said lease amendment.

**Background Information:** On September 5, 2023, the Newport City Council held a public hearing where it determined that airport property leased to McWatkins, LLC is no longer needed for public use and that it is in the public interest to add a purchase option to the lease agreement. The Council further directed the City Manager and City Attorney to prepare an amendment to the McWatkins, LLC lease with the details of the purchase option.

The leased site is 10.8 acres in size, situated immediately north of the Airport's main access at SE 84th Street, between US 101 and the Airport's Fixed Base Operator (FBO) Building. It is designated in the Airport Master Plan for non-aeronautical use. The leased area is part of a larger, 273.11 acre City of Newport owned property identified by the Lincoln County Assessor's Office as Tax Lot 200 of Tax Assessor's Map 11-11-32-00.

The lease with McWatkins, LLC was executed on June 23, 2021 with a 40 year term and options for two, 10 year extensions. An initial lease payment of \$250,000 was made at the time the lease was executed. Further lease payments were deferred until September 1, 2024, at which time McWatkins, LLC will be subject to rent payments of \$6,586 a month. The monthly rent will escalate by 2.5% beginning on January 1, 2025 and continuing January 1<sup>st</sup> of each subsequent year.

On February 25, 2022, Mark Watkins and Alan Wells applied for conditional use approval to allow an industrial park with a range of light-industrial and commercial uses on the leased premises (File #1-CUP-22). That conditional use permit was approved by the Planning Commission on May 23, 2022. The approved conditional use permit is valid for a period of 5 years. Mr. Wells has since marketed the property for development but has been unable to identify a party interested in moving forward with the project under a lease arrangement.

City staff met with Jason Adams, who is interested in potentially assuming the lease from McWatkins, LLC in order to execute the purchase option. He is interested in developing the property in phases, with property being purchased piece by piece as occupancy permits are available for each phase. As each sale occurs, the monthly lease rate would be prorated on a price per square foot basis.

At the September 5, 2023 public hearing, comment was made that the purchase price in the option, which is to be set by an appraisal, should not include a discount the amount of the entire



\$250,000 lease payment. In a November 2, 2023 email, Alan Wells proposes that the purchase price be discounted by \$125,000. His justification is that for about half the time McWatkins has leased the property, they have been unable to proceed with development because they had been working through the conditional use permitting process. Mr. Wells also asked that the amendment change the date that lease payments would resume from September 1, 2024 to January 1, 2029 or the date that building permits are obtained, whichever is sooner. The enclosed purchase option includes these changes, with the exception of the January 1, 2029 date, as that is quite a bit more time than is typically needed to advance a project. Alternatively, staff included a three year adjustment, with lease payments resuming on September 1, 2027.

Once the purchase option is executed, an appraisal will establish a purchase price for the entire leased premises that may be executed in a single transaction, or a series of transactions that conforms to a phasing plan included in the purchase and sale agreement. A public hearing will be required for the City Council and public to consider the form and content of the purchase and sale agreement. The results of the property appraisal will also be available for review and public comment (NMC 2.25.040(F)(1)).

**Fiscal Notes:** There are no fiscal impacts associated with this agenda item.

**Alternatives:** Leave the lease as currently structured or another alternative as suggested by Council.

**Attachments:**

Draft Amendment to the McWatkins Land Lease  
Land Lease between the City of Newport and McWatkins, LLC  
Allen Wells, November 2, 2023 Email

After Recording, Return to:  
City of Newport  
City Recorder  
169 SW Coast Highway  
Newport, Oregon 97365

**AMENDMENT TO LAND LEASE  
CITY OF NEWPORT  
MUNICIPAL AIRPORT**

This Amendment to Lease is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the **City of Newport** ("City") and **McWatkins, LLC** ("Lessee").

WHEREAS, the City and Lessee have previously entered into a Lease Agreement dated June 23, 2021, and recorded under Instrument No. 2021-09125 of the Lincoln County Book of Records ("Lease"), concerning property located in the City of **Newport**, County of **Lincoln**, State of **Oregon**, and as more particularly described in the Lease ("Leased Premises"); and

WHEREAS, the parties desire to amend the Lease as hereinafter provided.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Lessee hereby agree as follows:

- Lessee shall have the "Option to Purchase" the Leased Premises subject to the terms set forth below.
  - This Option to Purchase the Leased Premises is contingent upon certain steps being taken by the Federal Aviation Administration ("FAA"), City, and Lessee once the Option to Purchase is exercised, those steps being more particularly described as follows:
    - Lessee will prepare a Development Plan for the Leased Premises and obtain any required local land use entitlements for said Development Plan. Required land use entitlements will include a new conditional use permit if the Development Plan deviates from that which was approved May 23, 2022 (File #1-CUP-22) and tentative approval of a partition or subdivision plat so that the Leased Premises can be divided from the parent parcel; and
    - A partition or subdivision plat will trigger the need for SE 84<sup>th</sup> Street to be established as a public road. This may be done as part of a plat or by separate instrument; and
    - Lessee, with City's consent, shall commission an environmental review of the Development Plan consistent with the National Environmental Policy Act and provide the resulting analysis for FAA review; and
    - The Development Plan is to be submitted for review and approval by the Newport City Council; and

- Upon approval by the Newport City Council, Lessee shall, at its expense, design and construct any public improvements required in conjunction with the Development Plan and, upon City's acceptance of those improvements, Lessee shall prepare survey documents sufficient to partition or subdivide the Leased Premises from the parent parcel, including the preparation of a legal description to establish SE 84<sup>th</sup> Street as a public road; and
  - City will coordinate with Lessee on the preparation of the legal description and survey documents and will assist with the development of such other documents required to make SE 84<sup>th</sup> Street a public road and to configure the Leased Premises so that it can be conveyed to Lessee; and
  - Lessee shall prepare the requisite documentation for City to obtain FAA approval to release the Leased Premises in accordance with FAA Order 5190, Chapter 22.
- It is the parties intent that implementation of the steps outlined above begin at such time as Lessee exercises the Option to Purchase, which may occur at any time during the Term, as described in the Lease, by Lessee providing the City with written notice to that effect at the designated address described in the Lease.
  - Following receipt of said notice, City and Lessee will prepare a purchase and sale agreement for City Council consideration. Said agreement will establish a Purchase Price for the entire Leased Premises that may be executed in a single transaction or a series of transactions that conforms to a phasing plan included in the document.
  - Each transaction resulting from the Option to Purchase will be in the form of cash or immediately available funds.
  - Closing shall be at a local Title Company as agreed to between the parties.
  - The Purchase Price shall be determined by appraisal of the Leased Premises prior to improvements being made by Lessee, less \$125,000 (such amount being one-half of the initial rental payment by Lessee as outlined in Section 3 of the Lease).
    - The selection of the appraiser shall be made by the City but shall be agreed to by both parties. In the event both parties do not agree, each party shall select an appraiser. Both appraisers shall then conduct appraisals of the Leased Premises given the same scope of work (described below). The Appraised Value of the Lease Premises, shall be the average of the values as determined by both appraisers.
    - The "scope of work" for the appraiser(s) shall be to determine the value of the Leased Premises based on land value. The appraiser(s) shall not consider, in their evaluation, the rent currently being paid or to be paid by Lessee in the future.
    - The cost of the appraisal(s) shall be paid by Lessee.
  - Monthly rental payments outlined in Section 3 of the Lease that are set to resume on September 1, 2024 shall instead resume at such time as building permits are obtained for the initial phase of development or September 1, 2027, whichever is earlier.
  - Conveyance of the entire Leased Premises may occur once certificates of occupancy are issued for all improvements outlined in the Development Plan. If Lessee elects to obtain individual certificates of occupancy and purchase the Leased Premises in phases, then Lessee's rental payments will be reduced on a prorated basis.
  - The purchase and sale agreement shall be subject to a noticed public hearing at

which documentation setting out the nature and general terms of the proposed sale, including the appraisal or other evidence of the market value of the property, shall be fully disclosed.

Except as outlined herein, all of the terms and conditions of the Lease shall continue and remain unmodified and in full force and effect. Should any conflict exist between this Amendment to Lease and the Lease, the terms and conditions contained herein shall prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment to Lease on the date first written below.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

McWATKINS, LLC

By: \_\_\_\_\_  
Mark Watkins  
Title: President

STATE OF OREGON       )  
                                      ) ss.  
County of Lincoln       )

Personally appeared the above-named Mark Watkins, who acknowledged he is the President and accepted the forgoing instrument on behalf of McWATKINS, LLC.

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

ACCEPTED BY:  
CITY OF NEWPORT, OREGON

By: \_\_\_\_\_  
Spencer R. Nebel  
Title: City Manager

STATE OF OREGON       )  
                                      ) ss.  
County of Lincoln       )

Personally appeared the above-named Spencer R. Nebel, who acknowledged he is the City Manager of Newport and accepted the forgoing instrument on behalf of the City of Newport by authority of its City Council.

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public for Oregon

My Commission Expires: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
David N. Allen, City Attorney

DRAFT



00202359202100091250120124

I, Dana W. Jenkins, County Clerk, do hereby certify  
that the within instrument was recorded in the Lincoln  
County Book of Records on the above date and time.  
WITNESS my hand and seal of said office affixed.

Dana W. Jenkins, Lincoln County Clerk



After Recording, Return to:  
City of Newport  
City Recorder  
169 SW Coast Highway  
Newport, Oregon 97365

LAND LEASE  
CITY OF NEWPORT  
MUNICIPAL AIRPORT

City

City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365

Lessee

McWatkins, LLC  
P.O. Box 2302  
Newport, Oregon 97365

This LEASE, made this 23<sup>rd</sup> day of June, 2021, by and between the City of Newport,  
an Oregon municipal corporation, hereinafter referred to as the City, and McWatkins,  
LLC, hereinafter referred to as the Lessee.

1. PREMISES

The Newport Municipal Airport is owned and managed by the City of Newport. The  
City, in consideration of the terms, covenants, and agreements herein contained on the  
part of the Lessee to be kept and performed, does hereby lease the following property  
located at the Newport Municipal Airport:

See attached Exhibit A - legal description; Exhibit B - corresponding map/graphic.

2. TERM

The Lessee shall have the right to possession, use, and enjoyment of the leased  
property for a period of 40 years, beginning on June 23, 2021 and ending on June 23,  
2061. Thereafter, this lease may be extended by mutual approval of both parties, for up  
to two (2) ten (10) year periods. Lessee shall notify the City, in writing, at least sixty (60)  
days prior to the termination date of this lease, of its intent to exercise this option. The  
City shall not unreasonably withhold its approval for the extension. Good reasons for the  
City to withhold its approval would include, but not be limited to: failure of Lessee to  
provide insurance; failure of Lessee to make timely payment of rent; or City's  
determination of a better use of the property. At the end of the second ten (10) year  
extension period, City and Lessee may negotiate a new lease agreement.



### 3. RENT

A. Rental Rate. Beginning on the day of execution of the Lease, Lessee shall pay to City the amount of \$250,000. Following that, monthly rental payments will be as follows:

July 1, 2021 through August 31, 2024	\$0
September 1, 2024 through December 31, 2024	\$6,586

Monthly rental payments are due on or before the first day of each calendar month, throughout the term of the Lease, without notice or demand, deduction, or offset.

Beginning January 1, 2025, and continuing on January 1 of each subsequent year of the Lease, the monthly rent will increase by 2.5 percent.

B. Late Charges. It is hereby agreed that if rent is unpaid after fifteen (15) days following the due date, the Lessee shall pay a late charge of \$15.00 per day computed to include the first day due and continuing until both rent and late charges are fully paid. Payments will be applied first to the late charges, then to outstanding rent.

C. Extended Term. If the Lease is extended as provided in Section 2 above, the rate shall be adjusted annually on the basis described in Section 3(A) above.

### 4. USE OF THE PROPERTY

A. Permitted Use. The property shall be used for permitted uses as defined in the Newport Municipal Code, and as approved by the City of Newport, Lincoln County, and the Federal Aviation Administration.

B. Conformance with Laws. Lessee shall conform to all applicable laws and regulations, municipal, state, and federal, affecting the premises and the use thereof. Lessee also agrees to comply with the Airport Master Plan and applicable provisions of other City Master Plans as adopted by City Council.

C. Nuisance. Lessee shall not use or permit the use or occupancy of the property for any illegal purposes, or commit or permit anything which may constitute a menace or hazard to the safety of persons using the property, or that would tend to create a nuisance, or that interferes with the safe operation of aircraft using the Newport Municipal Airport.

D. Hazardous Materials. Lessee shall not store or handle on the premises or discharge onto the property any hazardous wastes or toxic substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, and as further defined by state law and the City's Municipal Code, Chapter 5.15, Sewer System and Charges, except upon prior written approval of the City and in strict compliance with rules and regulations of the United States and State of Oregon and the City's Municipal Code, and in conformance with the provisions of this Lease. Any violation of this section may, at City's option, cause this Lease to be immediately





terminated in accordance with the provisions of Section 17 of this Lease.

E. Roads. Lessee shall be entitled to reasonable use for its purposes of the roads now existing and serving the leased property. The City may locate and relocate roads as desirable to improve the Newport Municipal Airport so long as reasonable and adjacent access is provided to Lessee on a continual basis. City shall have the right to review and approve any driveway connections onto roads the City maintains.

F. Infrastructure Improvements. Lessee hereby irrevocably agrees to financially participate in the future improvements for public water, sewer, storm drainage, and transportation consistent with the Airport Master Plan and any refinement or other plans developed for this area. It is understood by Lessee that:

1. The cost of improvements shall be borne by the benefited property in accordance with state law, the Charter of the City of Newport and its ordinances and policies.

2. The City in its sole discretion may initiate the construction of all or part of the local improvements required, or may join all or part of Lessee's property with other property when creating a local improvement district.

3. Lessee and Lessee's heirs, assigns and successors in interest in the property shall be bound by this document which will run with the property and will be recorded by the City in the deed records of Lincoln County, Oregon.

4. Lessee declares that the public improvements herein will directly benefit the described property and any development thereof.

## 5. WATER, SEWER, AND STORM DRAINAGE SYSTEMS

A. Water, Sewer, and Storm Drainage. The City agrees to provide the use and benefits of the public water, sewer, and storm drainage systems as they now exist or may be later modified. Conditions for the use of these systems shall be the same as the conditions and regulations within other parts of the City of Newport, including any assessments or charges for expansion or intensification of Lessee's use of the property.

B. Utility Bills. Water, sewer, and storm drainage charges shall be paid by the Lessee in addition to the basic monthly rental and at the same rates applicable within other parts of the City of Newport, except that water service is provided by Seal Rock Water District. Lessee shall promptly pay all water, sewer, and storm drainage charges, and all other utility charges or assessments, for the premises as they come due.

C. Prohibited Discharges. Discharge of industrial waste into the sanitary sewer system, storm drainage system, surface ponds or ditches, or elsewhere is specifically prohibited, except as permitted by a valid Industrial Wastewater Discharge Permit in strict accordance with Chapter 5.15 of the Newport Municipal Code and applicable state and federal laws as may be amended. Violation of any provision contained in Chapter 5.15 of the Newport Municipal Code, as presently constituted or amended, may cause



this Lease to be immediately terminated in accordance with the provisions of Section 17 of this Lease.

D. Discharge Response Procedures. In the event of any discharge or spill of noxious or hazardous material into the environment, sewer system, or storm drainage system, Lessee shall immediately notify the Oregon Department of Environmental Quality and the City. The City and any appropriate state or federal agency shall have the right to inspect the premises immediately to determine if the discharge or spill constitutes a violation of any local, state, or federal laws, rules, or regulations. If a violation exists, the City shall notify the Lessee of the specific violations and Lessee shall immediately cease all activities and use of the property until the violations are remedied, all at the Lessee's sole cost and expense and without expenses whatsoever to the City.

## 6. DEVELOPMENT STANDARDS

This Lease is made subject to the terms and conditions in the Airport Master Plan, the Newport Municipal Code, and all other applicable standards. In addition, compliance with all Newport development regulations is required. Enforcement of development provisions is the responsibility of the City's Community Development Department.

## 7. ALTERATIONS AND IMPROVEMENTS

A. Right to Develop. Lessee, or its sub-lessee(s), shall pay all costs associated with development of the property. All improvements made to the property shall be subject to Lessee's compliance with all applicable city, county, and state laws and regulations and issuance of necessary building permits.

B. Ownership of Improvements. Any buildings constructed by the Lessee on the leased property during the term of this lease shall belong to the Lessee and may be removed by the Lessee at will. Lessee shall have the right to enter the premises during the thirty (30) day period following termination of this lease to remove any of its property, including buildings or other improvements, on the leased premises. If, after thirty (30) days after termination of the lease, any of said property remains on the premises, the City may retain the property or, at its option, remove the property at the Lessee's expense. Roads and utilities internal to the leased premises will belong to City upon acceptance by the City.

## 8. ENTRY ON PROPERTY

A. Right to Inspect. The City shall have the right to enter the property at any reasonable time or times to examine the condition of the premises or Lessee's compliance with the terms of this Lease.

B. Access. The City retains the right to enter the leased premises at any reasonable time or times to repair or modify utilities located upon the property or to conduct repairs or other work on the property, provided such repairs or modifications shall be scheduled with Lessee to minimize any disruption to Lessee's business operations.



## 9. ASSIGNMENT AND SUBLETTING

Lessee shall not assign or sublease this Lease without the prior written consent of the City; provided, however, that the City shall not unreasonably withhold such consent. Lessee shall have the right to sublet the land or the space within any building it may construct on the leased premises to others, subject to the following conditions:

1. No sublease shall relieve Lessee from primary liability for any of its obligations under this Lease, and Lessee shall continue to remain liable for payment of rent and for performance and observance of its other obligations and agreements under this Lease.

2. Every sublease shall require the sub-lessee to comply with and observe all obligations of the Lessee under this Lease, with the exception of the obligation to pay rent to the City.

3. The sale of any building(s) constructed on the leased premises during the term of this Lease will be subject to approval by the City. This provision is intended to maintain and continue the City's interest in supporting the operations of the Newport Municipal Airport, and assigning responsibility for risks, including environmental protection and cleanup.

## 10. LIENS

The Lessee, and its sub -lessees, shall promptly pay for any material and labor used to improve the leased property and shall keep the leased property free of any liens or encumbrances.

## 11. TAXES

The Lessee shall promptly pay all personal and real property taxes and assessments levied upon the leased premises during the tax year that they become due. Lessee shall not permit a lien to be placed on the leased property.

## 12. INSURANCE

A. Coverage Requirements. The Lessee shall purchase and maintain commercial general liability insurance coverage. The limit of liability shall be no less than \$1,000,000 for any claims arising from a single accident or occurrence, with an annual aggregate limit of not less than \$2,000,000. The policy shall name the City of Newport, its officers, agents, and employees as an additional insured. Lessee agrees to increase the coverage amounts as deemed appropriate by the City in consultation with the City's commercial insurance advisor.

B. Certificate of Insurance. At the time that this Lease is executed, the Lessee shall purchase the insurance coverage in this section and provide to the City a certificate of insurance complying with the requirements of this section and indicating that the insurer will provide the City with 30 days' notice prior to cancellation of the policy. A current



certificate shall be maintained at all times during the term of the Lease.

### 13. INDEMNITY

A. General. Lessee shall at all times indemnify, defend, and hold harmless the City, its officers, agents, and employees from any claims, demands, losses, actions, or expenses, including attorney fees, to which the City may be subject to arising or alleged to arise from the acts or omissions of the Lessee, its agents, invitees, or employees, or in connection with the use, occupancy, or condition of the property.

B. Environmental Protection. Lessee shall be liable for and hold harmless the City from, all costs, fines, assessments, and other liabilities arising from Lessee's use of the premises resulting in the need for environmental cleanup under state or federal environmental protection and liability laws, including, but not limited to costs of investigation, remedial and removal actions, and post-cleanup monitoring arising under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as presently constituted or amended.

### 14. NONDISCRIMINATION

Lessee will not discriminate against any person by reason of race, color, national origin, ancestry, religion, age, sex, disability, or any other grounds prohibited by law.

### 15. WAIVER OF BREACH

A waiver by the City of a breach of any term, covenant, or condition of this Lease by the Lessee shall not operate as a waiver of any subsequent breach of the same or any other term, covenant, or condition of this Lease.

### 16. DEFAULT

A. Declaration. Except as otherwise provided in this Lease, the City shall have the right to declare this Lease terminated and to enter the property and take possession upon either of the following events:

1. Rent or Other Payments. If the monthly rent or any other payment obligation provided hereunder to the City, including but not limited to property taxes and utility bills, remains unpaid for a period of thirty (30) days after it is due, unprotested and payable, if not corrected after ten (10) days written notice by the City to Lessee; or

2. Other Obligations. If any other default is made in this Lease and not corrected after thirty (30) days written notice to the Lessee. Where the default is of such nature that it cannot be reasonably remedied within the thirty (30) day period, the Lessee shall not be deemed in default if the Lessee proceeds with reasonable diligence and good faith to effect correction of the default.

B. Court Action. Either party shall have the right to institute any proceeding at law or in equity against the other party for violating or threatening to violate any provision of





this Lease. Proceedings may be initiated against the violating party for a restraining injunction or damages, or for both. In no case shall a waiver by either party of the right to seek relief under this provision constitute a waiver of any other or further violation.

## 17. TERMINATION

A. Immediate Termination. Where a specific violation of this Lease gives the City the option to terminate this Lease immediately, this Lease shall be terminated upon written notification to the Lessee.

B. Termination Upon Default. In the event of any other default under Section 16 of this Lease, the Lease may be terminated at the option of the City upon written notification to the Lessee as provided herein.

C. Surrender Upon Termination. Upon termination or the expiration of the term of the Lease, the Lessee will quit and surrender the property to the City in as good order and condition as it was at the time the Lessee first entered and took possession of the property under this or a prior lease, usual wear and damage by the elements excepted.

D. Restoration of Property. Upon termination or expiration of this Lease or Lessee's vacating the premises for any reason, the Lessee shall, at its own expense, remove and properly dispose of all tanks, structures, and other facilities containing waste products, toxic, hazardous, or otherwise, which exist on the leased property or beneath its surface and did not pre-exist the commencement of this Lease. Lessee shall comply with all applicable state and federal requirements regarding the safe removal and proper disposal of said facilities containing waste products. If the Lessee fails to comply or does not fully comply with this requirement, the Lessee agrees that the City may cause the waste products and facilities to be removed and properly disposed of, and further, Lessee agrees to pay the cost thereof with interest at the legal rate from the date of expenditure.

E. Holding Over. No holding over upon expiration of this Lease shall be construed as a renewal thereof. Any holding over by the Lessee after the expiration of the term of this Lease or any extension thereof shall be as a tenant from month-to-month only and not otherwise, and the exercise of rights provided under Section 7(B) shall not be deemed a holding over. During any holdover period, the then existing monthly rental rate shall increase by 150 percent.

F. Expiration. Notwithstanding Sections 17(A)-(E) above, at the end of the second ten (10) year extension period, City and Lessee may negotiate a new lease agreement per Section 2 of this Lease.

## 18. RECORDING FEES

The Lease will be recorded with the Lincoln County Clerk's Office, and the Lessee shall be responsible for paying all associated fees.



## 19. ATTORNEY FEES

In any action or suit arising under this Lease, the prevailing party shall be entitled to such sum as the court may award as reasonable attorney fees and court costs, including attorney fees and court costs on appeal.

## 20. GOVERNING LAW

The provisions of this Lease shall be governed by and construed in accordance with the laws of the State of Oregon, without regard to conflict of law principles. Any actions or suits arising under this Lease must be brought in the appropriate court of the State of Oregon, and the parties hereby consent to venue in Lincoln County Circuit Court, Oregon, unless exclusive jurisdiction is in federal court, in which case venue shall be in federal district court for the District of Oregon.

## 21. ENTIRE AGREEMENT

This Lease contains the entire Agreement between the parties concerning the leased premises and supersedes all prior agreements, oral and written, concerning the leased premises. This Lease may be modified only in writing and signed by the parties.

## 22. SEVERABILITY

In the event any provision of this Lease is unenforceable as a matter of law, the remaining provisions will stay in full force and effect.

## 23. NOTICE

When any notice or anything in writing is required or permitted to be given under this Lease, the notice shall be deemed given when actually delivered or 48 hours after deposited in the United States mail, with proper postage affixed, directed to the following address:

City of Newport  
Attn: City Manager  
169 SW Coast Highway  
Newport, Oregon 97365  
541-574-0603  
[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)

McWatkins, LLC  
Attn: Mark Watkins  
P.O. Box 2302  
Newport, Oregon 97365  
[tangoair@peak.org](mailto:tangoair@peak.org)



IN WITNESS WHEREOF, the parties have executed this Lease on the date first written below.

DATED this 23<sup>rd</sup> day of June, 2021.

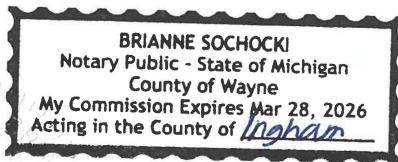
McWATKINS, LLC

By: [Signature]  
Mark Watkins  
Title: President

STATE OF MICHIGAN     )  
                                  ) ss.  
COUNTY OF INGHAM     )

Personally appeared the above-named Mark Watkins, who acknowledged he is the president and accepted the foregoing instrument on behalf of McWATKINS, LLC.

Before me this 23 day of June, 2021.



[Signature]  
MICHIGAN NOTARY PUBLIC

My Commission Expires: 03/28/2026

ACCEPTED BY:  
CITY OF NEWPORT, OREGON

By: \_\_\_\_\_  
Spencer R. Nebel, City Manager

STATE OF OREGON     )  
                                  ) ss.  
COUNTY OF LINCOLN     )

Personally appeared the above-named Spencer R. Nebel, who acknowledged he is the City Manager of NEWPORT and accepted the foregoing instrument on behalf of the City of NEWPORT by authority of its City Council.

Before me this \_\_\_\_ day of June, 2021.

\_\_\_\_\_  
OREGON NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
David N. Allen, City Attorney

THE  
LIBRARY  
OF THE  
MUSEUM OF  
ART AND  
ARCHITECTURE  
OF THE  
UNIVERSITY OF  
CHICAGO

IN WITNESS WHEREOF, the parties have executed this Lease on the date first written below.

DATED this 23<sup>rd</sup> day of June, 2021.

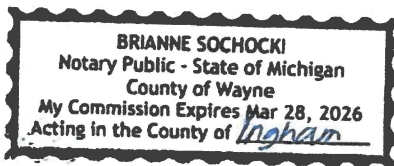
McWATKINS, LLC

By: [Signature]  
Mark Watkins  
Title: President

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF INGHAM     )

Personally appeared the above-named Mark Watkins, who acknowledged he is the president and accepted the foregoing instrument on behalf of McWATKINS, LLC.

Before me this 23 day of June, 2021.



[Signature]  
MICHIGAN NOTARY PUBLIC

My Commission Expires: 03/28/2024

ACCEPTED BY:  
CITY OF NEWPORT, OREGON

By: [Signature]  
Spencer R. Nebel, City Manager



STATE OF OREGON     )  
  ) ss.  
COUNTY OF LINCOLN     )

Personally appeared the above-named Spencer R. Nebel, who acknowledged he is the City Manager of NEWPORT and accepted the foregoing instrument on behalf of the City of NEWPORT by authority of its City Council.

Before me this 12 day of June, 2021.

July 11

[Signature]  
OREGON NOTARY PUBLIC

My Commission Expires: 9/10/21

APPROVED AS TO FORM:

[Signature]  
David N. Allen, City Attorney



IN WITNESS WHEREOF, the parties have executed this instrument on the date first written below.

DATED the 12th day of June, 2021.

MONTANA

BY:   
Mark W. Nelson  
Treasurer

STATE OF MONTANA

COUNTY OF MONTANA

BEFORE ME, the undersigned authority, on this day personally appeared Mark W. Nelson, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 12th day of June, 2021.

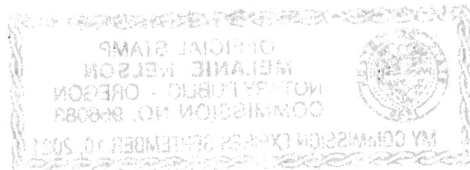
BY:   
Mark W. Nelson  
Treasurer

BY:   
Mark W. Nelson  
Treasurer

BY:   
Mark W. Nelson  
Treasurer

BY:   
Mark W. Nelson  
Treasurer

BY:   
Mark W. Nelson  
Treasurer



NOTARY PUBLIC  
STATE OF MONTANA  
Mark W. Nelson  
Treasurer

NOTARY PUBLIC  
STATE OF MONTANA  
Mark W. Nelson  
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Mark W. Nelson  
Treasurer

NOTARY PUBLIC  
STATE OF MONTANA  
Mark W. Nelson  
Treasurer

## EXHIBIT A

### LEASE BOUNDARY LEGAL DESCRIPTION

A property located in the Northeast 1/4 of Section 31 and the Northwest 1/4 of Section 32, Township 11 South, Range 11 West, Willamette Meridian, City of Newport, Lincoln County, Oregon, more particularly described as follows:

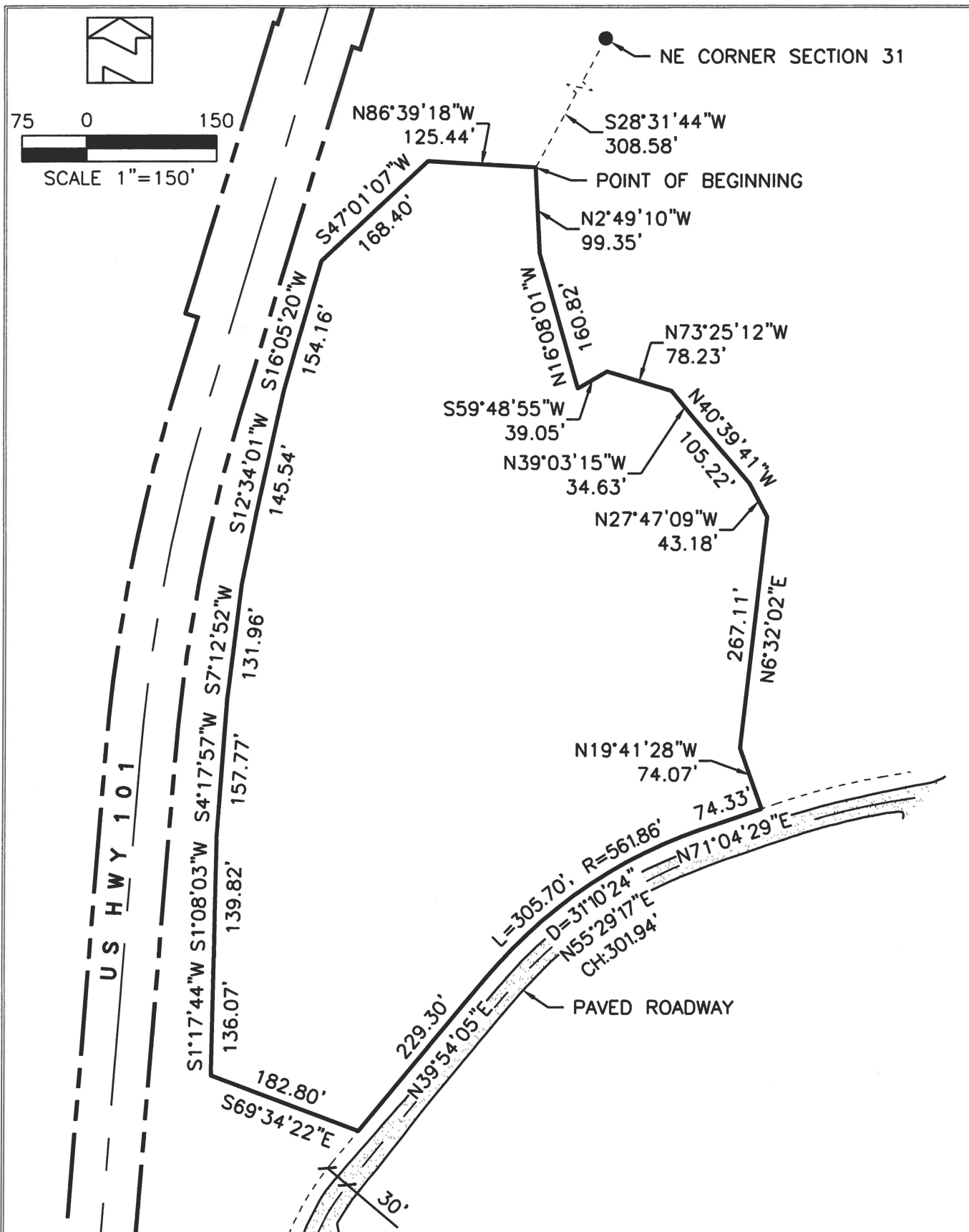
Beginning at a point which lies S28°31'44"W 308.58' from the northeast corner of said Section 31; running thence N86°39'18"W 125.44'; thence S47°01'07"W 168.40'; thence S16°05'20"W 154.16'; thence S12°34'01"W 145.54'; thence S7°12'52"W 131.96'; thence S4°17'57"W 157.77'; thence S1°08'03"W 139.82'; thence S1°17'44"W 136.07'; thence S69°34'22"E 182.80' to a point which lies 30' northwesterly of the approximate centerline of a paved roadway; thence parallel to and 30' distant from said approximate centerline for the following three (3) courses:

N39°54'05"E 229.30'; thence along a curve to the right with a radius of 561.86' and a length of 305.70', the long chord of which bears N55°29'17"E 301.94'; thence N71°04'29"E 74.33';

Thence departing the offset of said approximate centerline N19°41'28"W 74.07'; thence N6°32'02"E 267.11'; thence N27°47'09"W 43.18'; thence N40°39'41"W 105.22'; thence N39°03'15"W 34.63'; thence N73°25'12"W 78.23'; thence S59°48'55"W 39.05'; thence N16°08'01"W 160.82'; thence N2°49'10"W 99.35' back to the point of beginning.

The land herein described containing an area of 10.74 acres, more or less.





DATE	06/18/2021
SCALE	1"=150'
DRAWN	NMT
FILE	21064

# EXHIBIT B LEASE BOUNDARY EXHIBIT MAP



## Derrick Tokos

---

**From:** Alan Wells <alan@commercialassociates.org>  
**Sent:** Thursday, November 2, 2023 11:45 AM  
**To:** Derrick Tokos; Mark Watkins  
**Cc:** Alan Wells  
**Subject:** Draft Amendment

**[WARNING]** This message comes from an external organization. Be careful of embedded links.

---

Derrick;

As per my voicemail this morning, taking the \$250,000 out of the Amendment was not only contrary to what we had agreed to previously, but it takes all of the incentive Watkins has to make a deal "sooner rather than later" will Jason Adams or anyone else. However, I understand your point in that you believe the City Council would not approve of keeping that price reduction in the Amendment, "as is" this in spite of their desire to have the property developed. So this email lays out an option that I think works for both parties.

Facts.....(please confirm)

- McWatkins, LLC signed the lease 6/23/2021
- McWakins, LLC paid \$250,000 as an initial lease payment that effectively paid for 38 months rent (\$6,586 per month)
- McWakins, LLC is to pay \$6,586 per month beginning 9/1/2024
- McWatkins, LLC received approval for their "Conditional Use" on 5/23/2022.....please confirm this date

As we discussed yesterday, it is not unreasonable to argue that lease payments "should" have started on the date that Watkins received Conditional Use approval, meaning that as of December 1, 2023, Watkins should have paid 19 months of rent payments or \$125,134.....coincidentally ½ of the \$250,000 he paid initially. We have determined that in order for the property to be developed, the developer, be it Watkins or whoever, needs to own the property.....correct? So here is what I'd like you to consider....

1. Watkins' acknowledges \$125,000 of his initial \$250,000 has already been paid.....this being the rent he would have paid if rent payments started on June 1, 2022...**effectively Watkins loses ½ of his initial investment.**
2. Watkins' pays no more rent until such time as building permits are obtained for construction of the project or January 1, 2029 whichever is sooner. **This gives Watkins time to find investors or a developer to build the project "and" it incentivizes the City to quickly approve a project and issue building permits.** This is simple language that can be inserted in the Amendment.
3. Watkins' Lease Amendment provides that the option price is "appraised value" less \$125,000...**again acknowledging Watkins "may" lose ½ of his investment but**

**Watkins, now knowing he can purchase the property under conditions we've already agreed to in the draft Amendment, Watkins may be able to recoup the \$125,000 from the developer or investors.....and he will have incentive to make the deal sooner rather than later**

Derrick this works for everyone. Watkins cannot afford to pay \$6,586 per month next September....this has been said and re-said, but he does have a lease in place which means the City can't do anything with the property until September 2023. If the City simply says "no" to this Amendment structure and waits until next September and then puts the property on the market, (which can't happen without Council approval) the City is "not" better off.....the reason is simply no developer or buyer is likely to buy the property without land use approvals in place and building permits. That process could take a year. So the City, best case, may be able to sell the property in two years. Remember Watkins put down \$250,000 because he needed to complete a 1031 tax deferred exchange. He didn't have the luxury of waiting to put the \$250,000 down until he obtained land use approvals as that would have cancelled his exchange and he would have paid an enormous amount of money in Capital Gains tax. If you want to get into the "weeds" on this issue I'm happy to explain how this worked, but no knowledgeable buyer / developer will pay the City for the property without land use approvals in place and building permits ready to be pulled.....ask Jason Adams for confirmation on this. If we go with the structure I'm proposing, Watkins has "huge" incentive to get a deal put together soon or he stands to lose his entire investment.

The whole idea is to get a project built on the site. Watkins has incentive and approvals in place to make this happen right now with Jason Adams or anyone else.

Please call if you'd like to discuss this further

thanks

Alan Wells

Alan Wells, CCIM  
**Commercial Associates /**  
**Wells Investment Properties, LLC**  
PO Box 8250  
Coburg, OR 97408  
(541) 754-6320  
cell (541) 990-9613  
alan@commercialassociates.org

## **CITY MANAGER REPORT AND RECOMMENDATIONS**



**Meeting Date: November 6, 2023**

### **Agenda Item:**

**Public Hearing and Potential Adoption of Resolution No. 3997, a Resolution Providing for a Supplemental Budget and Making Appropriation/Total Requirement Changes for Fiscal Year 2023 - 2024.**

### **Background:**

There are several changes included in this supplemental budget. In the General Fund \$584,000 appropriated from the reserve for future expenditures for an interfund loan to the Water Fund and about \$292,000 and Stormwater Fund for \$290,000

In addition, the interfund loan of \$225,000 from the Agate Beach Closure Fund, which was approved by Council on August 22, 2023, is reflected in this supplemental budget. The proposed supplemental budget sets up interfund accounts between the various funds that will be receiving and then paying back the loan proceeds.

We had originally intended to finance the vac truck through a finance company as part of the current year budget. In reviewing the interest rates for financing the truck, and reviewing our cash reserves in the General Fund, it seems to make more sense to pay back interest to the General Fund instead of paying it out to a third party to facilitate this purchase.

### **Recommendation:**

I recommend that the Mayor conduct a public hearing on Resolution No. 3997, a resolution providing for a supplemental budget making appropriation/total requirement changes for Fiscal Year 2023 - 2024.

After closing the public hearing and considering any comments, I recommend the City Council consider the following motion:

**I move to adopt Resolution No. 3997, a resolution adopting a supplemental budget for Fiscal Year 2023 - 2024 making appropriation increases and changes for Fiscal Year 2023 - 2024, incorporating attachment "A" as part of the resolution.**

### **Fiscal Effects:**

Sufficient funds are available in both the Agate Beach account and the General Fund to cover these costs.



**Alternatives:**

Do not finance the vac truck from the General Fund, or as suggested by the City Council.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is positioned above the typed name.

Spencer Nebel  
City Manager



**STAFF REPORT  
CITY COUNCIL AGENDA ITEM**

Meeting Date: 11/06/23

**Title:** Resolution No. 3997 providing for a supplemental budget and making appropriation/total requirement changes for the 2023-24 Fiscal Year.

**Prepared by:** Steve Baugher

**Recommended Motion:** I move to adopt Resolution No. 3997, a resolution adopting a supplemental budget for fiscal year 2023-24 and making appropriation increases and changes for fiscal year 2023-24, incorporating Attachment "A" as part of the resolution.

**Background Information:** The supplemental budget presented to the City Council this evening contains adjustments to various funds as recommended by City staff based on their review of their budgets for the current fiscal year 2023-24. Other budget adjustments are noted as each fund is detailed. As noted below, some of these adjustments have been approved by the City Council. The details are as follows:

**Items in Supplemental not approved by Council in previous meetings:**

Set up an interfund loan between the General fund of \$584,000 to the Water fund of \$292,000 and Stormwater fund of \$292,000 for the purchase of a Titan VAC truck. The 2023-24 budget was originally set up to purchase the Titan VAC truck of \$573,000 with a conventional loan. The supplemental also makes a modification to the \$225,000 interfund loan between the Agate Beach Closure fund and the Public Parking fund. The supplemental sets up Interfund accounts between the funds, thereby, not using transfer accounts to record the interfund loan transactions.

**General Fund (101):**

Appropriate \$584,000 from reserve for future expenditure for an interfund loan to the Water fund of \$292,000 and Stormwater fund of \$292,000.

**Public Parking Fund (211):**

Interfund loan of \$225,000 from Agate Beach Closure fund was approved by Council on 08/22/23. The current supplemental sets up Interfund accounts between the funds, thereby, not using transfer accounts to record the interfund loan transactions.

**Agate Beach Closure Fund (254):**

Interfund loan of \$225,000 to Public Parking fund was approved by Council on 08/22/23. The current supplemental sets up Interfund accounts between the funds, thereby, not using transfer accounts to record the interfund loan transactions.

**Water Fund (601):**

Set up an interfund loan from the General fund of \$292,000 instead of using a conventional loan to purchase a VAC truck and increase the VAC truck appropriation by \$5,500 due to final quote received.

**Stormwater Fund (603):**

Set up an interfund loan from the General fund of \$292,000 instead of using a conventional loan to purchase a VAC truck and increase the VAC truck appropriation by \$5,500 due to final quote received.

**Fiscal Notes:**

The total City budget has increased by \$11,000 with a new appropriation balance of \$117,489,556, which represents an 2.68% increase over the total adopted budget of \$114,423,353.

**Alternatives:**

None

**Attachments:**

Resolution 3997

Attachment A - Original budget with adjustments

**CITY OF NEWPORT  
RESOLUTION NO. 3997**

**A RESOLUTION ADOPTING A BUDGET ADJUSTMENT FOR FISCAL YEAR 2023-24,  
MAKING APPROPRIATION CHANGES FOR A SPECIFIC FUND**

**WHEREAS**, the City of Newport's 2023-2024 Fiscal Year budget requires changes of appropriation for the General, Public Parking, Agate Beach Closure, Water, and Stormwater funds due to unplanned circumstances and have complied with the provisions of ORS 294.

**WHEREAS**, under the provisions of Oregon Local Budget Law, fund accounts are required to reflect sufficient authorized appropriations consistent with available resources; and

**WHEREAS**, ORS 294. 473 requires a supplemental budget with a public hearing when the estimated expenditures differ by 10 percent or more from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget with a public hearing at a regular meeting; and

**THE CITY OF NEWPORT RESOLVES AS FOLLOWS:** that this supplemental budget is hereby adopted and hereby provides for:

- 1) General Fund: Recognize interfund loan to the Water and Stormwater funds,
- 2) Public Parking Fund: Correct account entry for interfund loan from Agate Beach Closure fund,
- 3) Agate Beach Closure Fund: Correct account entry for interfund loan to Public Parking fund,
- 4) Water Fund: Recognize interfund loan from the General fund and increase appropriation for the VAC truck,
- 5) Stormwater Fund: Recognize interfund loan from the General fund and increase appropriation for the VAC truck,

Attachment A sets forth the budget adjustment listed here and such Attachment A is incorporated herein.

This resolution will become effective immediately upon passage.

Adopted by the Newport City Council on November 6, 2023.

---

Jan Kaplan, Mayor

Attest:

---

Erik Glover, City Recorder

**CITY OF NEWPORT**  
**Budget with Supplements/Transfer Resolutions**  
**Fiscal Year 2023-2024**

<b>Fund Appropriation Level</b>	<b>Project No.</b>	<b>7/1/2023 Adopted Budget # 3987</b>	<b>9/18/2023 Resolution # 3994</b>	<b>Resolution #3997</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Total Adjusted Budget</b>
<b>101-General Fund</b>								
Beginning Fund Balance		7,374,019						7,374,019
Revenues		16,549,385	12,460					16,561,845
Transfer from Room Tax Fund		221,717						221,717
Transfer from Reserve Fund		4,406						4,406
	<b>Total Revenues:</b>	24,149,527	12,460	-	-	-	-	24,161,987
<b>101-General Fund</b>								
City Administration		4,538,422						4,538,422
Police		5,957,721	380					5,958,101
Fire		2,986,021	76,230					3,062,251
Emergency Coordinator		125,241						125,241
Library		1,358,110	60					1,358,170
Community Development		605,192						605,192
Administrative Programs		1,026,268	2,515					1,028,783
Interfund Loan		-		584,000				584,000
Transfer to Recreation Fund		1,237,116	375					1,237,491
Transfer to Airport Fund		103,000						103,000
Transfer to Building Inspection Fund		3,000						3,000
Transfer to Debt Service - Governmental Fund		9,321						9,321
Transfer to Capital Projects - Governmental Fund		25,000						25,000
Transfer to Reserve Fund		275,401	12,400					287,801
Transfer to City Facilities Fund		1,853,215						1,853,215
Contingency Account		655,786	(79,500)					576,286
	<b>Total Appropriations:</b>	20,758,814	12,460	584,000	-	-	-	21,355,274
Reserve for Future Expenditures		1,751,084		(584,000)				1,167,084
Unappropriated Ending Fund Balance		1,639,629						1,639,629
	<b>Total General Fund</b>	24,149,527	12,460	-	-	-	-	24,161,987
<b>GENERAL FUND - 101</b>								
		-	-	-	-	-	-	-
<b>201 - Recreation Fund</b>								
Beginning Fund Balance		504,785						504,785
Revenues		733,030						733,030
Transfer from General Fund		1,237,116	375					1,237,491
Transfer from Room Tax Fund		655,519	125					655,644
Transfer from Reserve Fund		7,500						7,500
	<b>Total Revenues:</b>	3,137,950	500	-	-	-	-	3,138,450
<b>201 - Recreation Fund</b>								
Recreation Administration		288,331						288,331
60+ Center		249,448						249,448
Swimming Pool		788,277						788,277
Recreation Center		692,199						692,199
Recreation Programs		281,012						281,012
Sports Programs		232,090						232,090
Interfund Loan Repayment		27,500						27,500

**CITY OF NEWPORT**  
**Budget with Supplements/Transfer Resolutions**  
**Fiscal Year 2023-2024**

<b>Fund Appropriation Level</b>	<b>Project No.</b>	<b>7/1/2023 Adopted Budget # 3987</b>	<b>9/18/2023 Resolution # 3994</b>	<b>Resolution #3997</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Total Adjusted Budget</b>
Transfer to Reserve Fund		10,000						10,000
Transfer to Capital Improvement Fund		108,220	500					108,720
Contingency Account		256,164						256,164
<b>Total Appropriations:</b>		2,933,241	500	-	-	-	-	2,933,741
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		204,709						204,709
<b>Total Recreation Fund</b>		3,137,950	500	-	-	-	-	3,138,450
<b>RECREATION FUND - 201</b>		-	-	-	-	-	-	-
<b>211 - Public Parking</b>								
Beginning Fund Balance		130						130
Revenues		381,800	225,000	(225,000)				381,800
Interfund Loan		-		225,000				225,000
Transfers In		-						-
<b>Total Revenues:</b>		381,930	225,000	-	-	-	-	606,930
<b>211 - Public Parking</b>								
Public Parking - Citywide		103,272						103,272
Transfer to Capital Projects - Governmental Fund		50,000	225,000					275,000
Contingency Account		228,658						228,658
<b>Total Appropriations:</b>		381,930	225,000	-	-	-	-	606,930
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		-						-
<b>Total Public Parking Fund</b>		381,930	225,000	-	-	-	-	606,930
<b>PUBLIC PARKING FUND - 211</b>		-	-	-	-	-	-	-
<b>212 - Housing Fund</b>								
Beginning Fund Balance		605,567						605,567
Revenues		68,637						68,637
Transfers In		-						-
<b>Total Revenues:</b>		674,204	-	-	-	-	-	674,204
<b>212 - Housing Fund</b>								
Affordable Housing General		956						956
Oregon Housing & Community Services		9,242						9,242
Transfers Out		-						-
Contingency Account		664,006						664,006
<b>Total Appropriations:</b>		674,204	-	-	-	-	-	674,204
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		-						-
<b>Total Housing Fund</b>		674,204	-	-	-	-	-	674,204
<b>HOUSING FUND = 212</b>		-	-	-	-	-	-	-

**CITY OF NEWPORT**  
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<b>Fund Appropriation Level</b>	<b>Project No.</b>	<b>7/1/2023 Adopted Budget # 3987</b>	<b>9/18/2023 Resolution # 3994</b>	<b>Resolution #3997</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Total Adjusted Budget</b>
<b>220 - Airport Fund</b>								
Beginning Fund Balance		269,520						269,520
Revenues		727,235						727,235
Transfer from General Fund		103,000						103,000
Transfer from Room Tax Fund		359,465						359,465
<b>Total Revenues:</b>		1,459,220	-	-	-	-	-	1,459,220
<b>220 - Airport Fund</b>								
Airport Operations		1,198,215						1,198,215
Transfer to Debt Service - Governmental Fund		29,099						29,099
Transfer to Capital Projects - Governmental Fund		16,000						16,000
Contingency Account		120,049						120,049
<b>Total Appropriations:</b>		1,363,363	-	-	-	-	-	1,363,363
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		95,857						95,857
<b>Total Airport Fund</b>		1,459,220	-	-	-	-	-	1,459,220
<b>AIRPORT FUND - 220</b>		-	-	-	-	-	-	-
<b>230 - Room Tax Fund</b>								
Beginning Fund Balance		3,031,300						3,031,300
Revenues		3,652,454						3,652,454
Transfers In		-						-
<b>Total Revenues:</b>		6,683,754	-	-	-	-	-	6,683,754
<b>230 - Room Tax Fund</b>								
Room Tax - General		254,051						254,051
Room Tax - Programs		899,500						899,500
Transfer to General Fund		221,717						221,717
Transfer to Recreation Fund		655,519	125					655,644
Transfer to Airport Fund		359,465						359,465
Transfer to Debt Service - Governmental Fund		7,807						7,807
Transfer to Capital Projects - Governmental Fund		132,000						132,000
Transfer to City Facilities Fund		1,852,439						1,852,439
Contingency Account		115,355	(125)					115,230
<b>Total Appropriations:</b>		4,497,853	-	-	-	-	-	4,497,853
Reserve for Future Expenditures		2,028,870						2,028,870
Unappropriated Ending Fund Balance		157,031						157,031
<b>Total Room Tax Fund</b>		6,683,754	-	-	-	-	-	6,683,754
<b>ROOM TAX FUND - 230</b>		-	-	-	-	-	-	-
<b>240 - Building Inspection Fund</b>								
Beginning Fund Balance		428,708						428,708
Revenues		465,737						465,737
Transfer from General Fund		3,000						3,000

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	<b>Total Revenues:</b>	897,445	-	-	-	-	-	897,445
<b>240 - Building Inspection Fund</b>								
Building Inspection		560,656						560,656
Transfers Out		-						-
Contingency Account		269,510						269,510
	<b>Total Appropriations:</b>	830,166	-	-	-	-	-	830,166
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		67,279						67,279
<b>Building Inspection Fund</b>		897,445	-	-	-	-	-	897,445
<b>BUILDING INSPECTION FUND - 240</b>		-	-	-	-	-	-	-
<b>251 - Street Fund</b>								
Beginning Fund Balance		688,321						688,321
Revenues		1,190,592						1,190,592
Transfer from Water Fund		70,000						70,000
Transfer from Wastewater Fund		70,000						70,000
	<b>Total Revenues:</b>	2,018,913	-	-	-	-	-	2,018,913
<b>251 - Street Fund</b>								
Street Maintenance		1,158,990						1,158,990
Transfer to Capital Projects - Governmental Fund		554,945						554,945
Transfer to Capital Projects - Proprietary Fund		50,000						50,000
Contingency Account		115,899						115,899
	<b>Total Appropriations:</b>	1,879,834	-	-	-	-	-	1,879,834
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		139,079						139,079
<b>Total Street Fund</b>		2,018,913	-	-	-	-	-	2,018,913
<b>STREET FUND - 251</b>		-	-	-	-	-	-	-
<b>252 - Line Undergrounding Fund</b>								
Beginning Fund Balance		899,056						899,056
Revenues		216,440						216,440
Transfers In		-						-
	<b>Total Revenues:</b>	1,115,496	-	-	-	-	-	1,115,496
<b>252 - Line Undergrounding Fund</b>								
Line Undergrounding		1,547						1,547
Transfers Out		-						-
Contingency Account		1,113,949						1,113,949
	<b>Total Appropriations:</b>	1,115,496	-	-	-	-	-	1,115,496
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		-						-
<b>Total Line Undergrounding Fund</b>		1,115,496	-	-	-	-	-	1,115,496



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<b>LINE UNDERGROUNDING FUND - 252</b>								
		-	-	-	-	-	-	-
<b>253 - SDC Fund</b>								
Beginning Fund Balance		2,889,451						2,889,451
Revenues		297,701						297,701
Transfers In		-						-
	<b>Total Revenues:</b>	3,187,152	-	-	-	-	-	3,187,152
<b>253 - SDC Fund</b>								
SDC Administration		624						624
Transfer to Debt Service - Governmental Fund		3,506						3,506
Transfer to Capital Projects - Proprietary Fund		-	88,433					88,433
Transfer to City Facilities Fund		25,000						25,000
Contingency Account		3,158,022	(88,433)					3,069,589
	<b>Total Appropriations:</b>	3,187,152	-	-	-	-	-	3,187,152
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		-						-
	<b>Total SDC Fund</b>	3,187,152	-	-	-	-	-	3,187,152
<b>SDC FUND - 253</b>								
		-	-	-	-	-	-	-
<b>254 - Agate Beach Closure Fund</b>								
Beginning Fund Balance		961,174						961,174
Revenues		27,500						27,500
Transfers In		-						-
	<b>Total Revenues:</b>	988,674	-	-	-	-	-	988,674
<b>254 - Agate Beach Closure Fund</b>								
Agate Beach Closure		61,709						61,709
Interfund Loan		-	225,000	-				225,000
Transfers Out		-						-
Contingency Account		926,965	(225,000)					701,965
	<b>Total Appropriations:</b>	988,674	-	-	-	-	-	988,674
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		-						-
	<b>Total Agate Beach Closure Fund</b>	988,674	-	-	-	-	-	988,674
<b>AGATE BEACH CLOSURE FUND - 254</b>								
		-	-	-	-	-	-	-
<b>301 - Debt Service - Water Fund</b>								
Beginning Fund Balance		6,068						6,068
Revenues		55						55
Transfer from Water Fund		880,874						880,874
	<b>Total Revenues:</b>	886,997	-	-	-	-	-	886,997
<b>301 - Debt Service - Water Fund</b>								
General Debt		70,622						70,622

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Revenue Bonds Debt		810,358						810,358
Transfers Out		-						-
Contingency Account		-						-
<b>Total Appropriations:</b>		880,980	-	-	-	-	-	880,980
Reserve for Future Expenditures		6,017						6,017
Unappropriated Ending Fund Balance		-						-
<b>Total Debt Service - Water Fund</b>		886,997	-	-	-	-	-	886,997
<b>DEBT SERVICE - WATER FUND - 301</b>		-	-	-	-	-	-	-
<b>302 - Debt Service - Wastewater Fund</b>								
Beginning Fund Balance		1,386,826						1,386,826
Revenues		11,176						11,176
Transfer from Wastewater Fund		611,251						611,251
<b>Total Revenues:</b>		2,009,253	-	-	-	-	-	2,009,253
<b>302 - Debt Service - Wastewater Fund</b>								
DEQ Debt		1,503,743						1,503,743
Transfer to Wastewater Fund		11,444						11,444
Contingency Account		-						-
<b>Total Appropriations:</b>		1,515,187	-	-	-	-	-	1,515,187
Reserve for Future Expenditures		494,066						494,066
Unappropriated Ending Fund Balance		-						-
<b>Total Debt Service - Wastewater Fund</b>		2,009,253	-	-	-	-	-	2,009,253
<b>DEBT SERVICE - WASTEWATER FUND - 302</b>		-	-	-	-	-	-	-
<b>303 - Debt Service - Governmental Fund</b>								
Beginning Fund Balance		29,309						29,309
Revenues		600						600
Transfer from General Fund		9,321						9,321
Transfer from Airport Fund		29,099						29,099
Transfer from Room Tax Fund		7,807						7,807
Transfer from SDC Fund		3,506						3,506
Transfer from Water Fund		5,826						5,826
Transfer from Wastewater Fund		1,166						1,166
<b>Total Revenues:</b>		86,634	-	-	-	-	-	86,634
<b>303 - Debt Service - Governmental Fund</b>								
General Debt		56,724						56,724
Transfers Out		-						-
Contingency Account		-						-
<b>Total Appropriations:</b>		56,724	-	-	-	-	-	56,724
Reserve for Future Expenditures		29,910						29,910
Unappropriated Ending Fund Balance		-						-

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<b>Total Debt Service - Governmental Fund</b>		86,634	-	-	-	-	-	86,634
<b>DEBT SERVICE - GOVERNMENTAL FUND - 303</b>		-	-	-	-	-	-	-
<b>305 - Debt Service - Stormwater Fund</b>								
Beginning Fund Balance		120,335						120,335
Revenues		2,021						2,021
Transfer from Stormwater Fund		628,461						628,461
<b>Total Revenues:</b>		750,817	-	-	-	-	-	750,817
<b>305 - Debt Service - Stormwater Fund</b>								
2018 Stormwater Debt		381,200						381,200
DEQ Debt		252,278						252,278
Transfers Out		-						-
Contingency Account		-						-
<b>Total Appropriations:</b>		633,478	-	-	-	-	-	633,478
Reserve for Future Expenditures		117,339						117,339
Unappropriated Ending Fund Balance		-						-
<b>Total Debt Service - Stormwater Fund</b>		750,817	-	-	-	-	-	750,817
<b>DEBT SERVICE - STORMWATER FUND - 305</b>		-	-	-	-	-	-	-
<b>351 - GO Debt Service - Proprietary Fund</b>								
Beginning Fund Balance		42,990						42,990
Revenues		2,302,600						2,302,600
Transfers In		-						-
<b>Total Revenues:</b>		2,345,590	-	-	-	-	-	2,345,590
<b>351 - GO Debt Service - Proprietary Fund</b>								
Water GO Debt		2,266,000						2,266,000
Transfers Out		-						-
Contingency Account		-						-
<b>Total Appropriations:</b>		2,266,000	-	-	-	-	-	2,266,000
Reserve for Future Expenditures		79,590						79,590
Unappropriated Ending Fund Balance		-						-
<b>Total GO Debt Service - Proprietary Fund</b>		2,345,590	-	-	-	-	-	2,345,590
<b>GO DEBT SERVICE - PROPRIETARY FUND - 351</b>		-	-	-	-	-	-	-
<b>352 - GO Debt Service - Governmental Fund</b>								
Beginning Fund Balance		55,442						55,442
Revenues		627,569						627,569
Transfers In		-						-
<b>Total Revenues:</b>		683,011	-	-	-	-	-	683,011
<b>352 - GO Debt Service - Governmental Fund</b>								
Swimming Pool GO Debt		617,669						617,669
Transfers Out		-						-

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Contingency Account		-						-
<b>Total Appropriations:</b>		617,669	-	-	-	-	-	617,669
Reserve for Future Expenditures		65,342						65,342
Unappropriated Ending Fund Balance		-						-
<b>Total GO Debt Service - Governmental Fund</b>		683,011	-	-	-	-	-	683,011
<b>GO DEBT SERVICE - GOVERNMENTAL FUND - 352</b>		-	-	-	-	-	-	-
<b>402 - Capital Projects - Governmental Fund</b>								
Beginning Fund Balance		5,290,398	714,678					6,005,076
Revenues		2,731,052						2,731,052
Transfer from General Fund		25,000						25,000
Transfer from Public Parking Fund		50,000	225,000					275,000
Transfer from Airport Fund		16,000						16,000
Transfer from Room Tax Fund		132,000						132,000
Transfer from Street Fund		554,945						554,945
Transfer from URA - South Beach Fund		274,150						274,150
Transfer from URA - North Side Fund		1,032,100	100,000					1,132,100
Transfer from City Facilities Fund		35,000						35,000
<b>Total Revenues:</b>		10,140,645	1,039,678	-	-	-	-	11,180,323
<b>402 - Capital Projects - Governmental Fund</b>								
6110 - General								
Wayfinding Sign Project - Phase 3 (12018)	12018	-	4,825					4,825
SE 35th & HWY 101 Signalization Improvement (13018)	13018	-	31,986					31,986
SB Utility Undergrounding (AKA Ferry Slip Utility Undergrounding) Phase 2 & 3 (15017)	15017	598,139	49,458					647,597
Sharrows Bay Blvd Fr Naterlin East to John Moore (15019)	15019	-	10,000					10,000
South Beach Right-of-Way Acquisition (17004)	17004	149,777						149,777
Chestnut Street Trail Project (17005)	17005	50,000						50,000
Building Demolition Reserve - NE Corner 35th and US 101 (17008)	17008	371,226						371,226
Big Creek Bridge Abutment Repair (17009)	17009	350,000						350,000
Northside TSP Update/Downtown Revitalization Plan (17014)	17014	-	-					-
SW 9th Angle to Hurbert Street and Sidewalk Improvements (19002)	19002	-	21,450					21,450
US 101 NW 25th to NW 36th Street Sidewalk Project (19009)	19009	205,200						205,200
Preliminary Design - Infill of Sidewalk on Elizabeth Street (21020)	21020	50,000						50,000
Downtown Revitalization Plan - Land Use and Business Façade Loan/Grant Component (21023)	21023	50,000	100,000					150,000
Parking Study Implementation (Phase 1) (21045)	21045	200,000	336,357					536,357
Conduct Intersection Control Eval. & Signal Warrant Analysis NE 36th and SE 40th and 101 (21049)	21049	25,000						25,000
Pedestrian Activated Rapid Flashing Beacon at US 20 & Eads St Crosswalk (21050)	21050	272,731	19,070					291,801
Windows/Siding at the Greater Newport Chamber of Commerce Building (21-23041)	21-23041	107,000						107,000
SE Marine Drive Streetlights (21-23049)	21-23049	35,000						35,000
Access Improvements to Yaquina Head ONA (Lighthouse to Lighthouse Trail) (21-23059)	21-23059	250,000						250,000
Yaquina Bay Estuary Management Plan Update (24-22001)	24-22001	10,000						10,000
Annexation of Unincorporated Pockets in South Beach (24-22002)	24-22002	500,000						500,000
Update City Emergency Operations Plan (24-22027)	24-22027	15,000	5,000					20,000
Project Management Support - URA Projects (24-23054)	24-23054	250,000						250,000
Parking Study Implementation (Phase 2) (24-23060)	24-23060	50,000						50,000

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Vision 2040 Update (24-23061)	24-23061	50,000						50,000
North URA Property Acquisition (24-23062)	24-23062	-	26,649					26,649
Traffic Studies and Warrant Analysis - Multiple Locations (25-22029)	25-22029	150,000	38,295					188,295
Enhanced Pedestrian Crossing at NW 60th and US 101 (25-22030)	25-22030	200,000						200,000
South Beach Loop Path Improvements (25-22031)	25-22031	335,000						335,000
South Beach Placemaking Improvement Package (25-22032)	25-22032	250,000						250,000
NW/NE 11th Street Bicycle Lane Project (25-22033)	25-22033	50,000						50,000
Moore/Harney/US 20 Intersection and Street Improvements (25-22034)	25-22034	2,182,920						2,182,920
Feasibility Study for sidewalk Infill (25-22035)	25-22035	25,000	25,000					50,000
Improve intersection at US 101 and 57th (Movie Theater driveway) (25-22036)	25-22036	300,000						300,000
Street Repair and Improvement Program (25-23010)	25-23010	446,397						446,397
Sidewalk and Bicycle Improvements (25-23011)	25-23011	20,000						20,000
Slurry/Crack Seal Pilot (25-23014)	25-23014	30,000						30,000
<b>Total General Appropriations</b>		<b>7,578,390</b>	<b>668,090</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,246,480</b>
6130 - Airport								
AIP32 Obstruction Removal Phase I - Design & Bidding Services (17023)	17023	101,722	(8,340)					93,382
AIP27 Airport Storm Drainage Pipe Rehab.-Design and Construction (21026)	21026	1,363,789	(10,181)					1,353,608
Large Septic Installation at Newport Municipal Airport (23-22003)	23-22003	640,000						640,000
Storm Pipe Flex Seal Installation (23-22006)	23-22006	94,444						94,444
Automate City of Newport-Seal Rock Water District Intertie to Improve Airport Fire Flows (23-22007)	23-22007	150,000						150,000
BIL Projects such as Addition of Hangers (23-23040)	23-23040	166,000						166,000
<b>Total Airport Appropriations</b>		<b>2,515,955</b>	<b>(18,521)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,497,434</b>
Transfers Out								
Transfer to URA - North Side Fund		-	37,554					37,554
<b>Total Transfer Appropriations</b>		<b>-</b>	<b>37,554</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,554</b>
<b>Total Appropriations:</b>		<b>10,094,345</b>	<b>687,123</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,781,468</b>
Reserve for Future Expenditures		46,300	352,555					398,855
Unappropriated Ending Fund Balance		-						-
<b>Total Capital Projects - Governmental Fund</b>		<b>10,140,645</b>	<b>1,039,678</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,180,323</b>
<b>CAPITAL PROJECTS - GOVERNMENTAL FUND - 402</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>403 - Capital Projects - Proprietary Fund</b>								
Beginning Fund Balance		4,580,976	1,387,603					5,968,579
Revenues		14,251,559						14,251,559
Transfer from General Fund								-
Transfer from Street Fund		50,000						50,000
Transfer from SDC Fund		-	88,433					88,433
Transfer from URA - South Beach Fund		325,000						325,000
Transfer from Capital Projects - Proprietary Fund		128,500						128,500
Transfer from Capital Improvement Fund		59,838	10,000					69,838
Transfer from Water Fund		302,136						302,136
Transfer from Wastewater Fund		235,000						235,000
Transfer from Stormwater Fund		80,000						80,000
<b>Total Revenues:</b>		<b>20,013,009</b>	<b>1,486,036</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,499,045</b>

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<b>403 - Capital Projects - Proprietary Fund</b>								
6210 - Water Capital Projects								
Big Creek Dam Preliminary Design (11025)	11025	625,000	(37,586)					587,414
Golf Course Drive Water System Improvement Phase 2 (15035)	15035	103,070	(2,316)					100,754
Main Tanks Replacement (16013)	16013	1,205,922	199,962					1,405,884
Siletz Water Quality Study (16015)	16015	48,044	(8,452)					39,592
Water System Master Plan (19022)	19022	450,000	50,000					500,000
Fiber Installation at NE 71ST Street PS and Tank (20016)	20016	-	4,206					4,206
Big Creek Dam Early Warning System (21005)	21005	25,000	50,000					75,000
WTP Excess Recirculation (XR) Upgrade/Storage Building (21006)	21006	1,000,000	143,360					1,143,360
Underbay Waterline Crossing (21014)	21014	332,857	88,314					421,171
SE Harney St Sidewalk from SE Moore Dr to Yaquina View Elementary (21019)	21019	-	9,267					9,267
Big Creek Dam #2 Spillway Hazard Mitigation/Valve & Drain Pipe Repair (21053)	21053	194,336	75,000					269,336
Mid Coast Water Conservation Partnership (24-23001)	24-23001	20,000						20,000
Strategic Grant Consulting Services - Dig Deep Research (24-23002)	24-23002	540,000						540,000
Cathodic Protection - Engineering & Construction (28-22037)	28-22037	50,000	40,225					90,225
Big Creek Dam (Detailed Design & Construction (28-22040)	28-22040	12,429,584						12,429,584
Main Water Storage Tank Roof Inspection & Repair (28-23043)	28-23043	100,000						100,000
<b>Total Water Appropriations</b>		<b>17,123,813</b>	<b>611,980</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,735,793</b>
6220 - Wastewater Capital Projects								
WWTP Master Plan (16016)	16016	-	248,444					248,444
Northside Pump Station Dechlorination Project (NDP) & Facility Improvements (18016)	18016	800,000						800,000
Easement Acquisitions - Utilities (20002)	20002	58,500						58,500
Replacement of Fire Panels at WWTP (21054)	21054	125,000						125,000
Clarifier #1 Refurbishment (26-22038)	26-22038	270,000						270,000
Schooner Sewer Bypass (26-22039)	26-22039	48,766	187,429					236,195
Influent Pump Station (IPS) Repairs (26-22043)	26-22043	-	4,650					4,650
Lift Station Security (26-23048)	26-23048	54,838	19,222					74,060
WWTP Centrifuge Project (26-23050)	26-23050	800,000	40,000					840,000
<b>Total Wastewater Appropriations</b>		<b>2,157,104</b>	<b>499,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,656,849</b>
6230 - Stormwater Capital Projects								
Land Purchase on High Street by Sam Moore Park (17011)	17011	35,000						35,000
Storm Sewer Realignment NE Avery Between NE 3rd and 4th (21008)	21008	-	5,000					5,000
Storm Drain Replacement on NW Spring Street (21009)	21009	10,000	12,075					22,075
Sinkhole and Catch Basin at NE Douglas St (25-23016)	25-23016	50,000						50,000
Stormwater Master Plan Update (27-23007)	27-23007	181,921	10,000					191,921
<b>Total Stormwater Appropriations</b>		<b>276,921</b>	<b>27,075</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>303,996</b>
Transfers								
Transfer to Capital Projects - Proprietary Fund		128,500						128,500
Transfer to Stormwater Fund		150,000						150,000
<b>Total Transfer Appropriations</b>		<b>278,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>278,500</b>
<b>Total Appropriations:</b>		<b>19,836,338</b>	<b>1,138,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,975,138</b>
Reserve for Future Expenditures		176,671	347,236					523,907
Unappropriated Ending Fund Balance		-						-

**CITY OF NEWPORT**  
**Budget with Supplements/Transfer Resolutions**  
**Fiscal Year 2023-2024**

Fund Appropriation Level	Project No.	7/1/2023	9/18/2023	Resolution #3997	Resolution	Resolution	Resolution	Total Adjusted Budget
		Adopted Budget # 3987	Resolution # 3994					
Total Capital Projects - Proprietary Fund		20,013,009	1,486,036	-	-	-	-	21,499,045
CAPITAL PROJECTS - PROPRIETARY FUND - 403		-	-	-	-	-	-	-
404 - Reserve Fund								
Beginning Fund Balance		2,514,459						2,514,459
Revenues		29,195						29,195
Transfer from General Fund		275,401	12,400					287,801
Transfer from Recreation Fund		10,000						10,000
Transfer from Reserve Fund		50,000						50,000
Total Revenues:		2,879,055	12,400	-	-	-	-	2,891,455
404 - Reserve Fund								
Fire		685,000	22,000					707,000
Emergency Coordinator		44,800						44,800
Library		10,000						10,000
Transfer to General Fund		4,406						4,406
Transfer to Recreation Fund		7,500						7,500
Transfer to Reserve Fund		50,000						50,000
Transfer to City Facilities Fund		620,440						620,440
Contingency Account		-						-
Total Appropriations:		1,422,146	22,000	-	-	-	-	1,444,146
Reserve for Future Expenditures		1,456,909	(9,600)					1,447,309
Unappropriated Ending Fund Balance		-						-
Total Reserve Fund		2,879,055	12,400	-	-	-	-	2,891,455
RESERVE FUND - 404		-	-	-	-	-	-	-
405 - Capital Improvement Fund								
Beginning Fund Balance		2,764,184	278,629					3,042,813
Revenues		39,000						39,000
Transfer from Recreation Fund		108,220	500					108,720
Transfer from City Facilities Fund		3,550,859						3,550,859
Total Revenues:		6,462,263	279,129	-	-	-	-	6,741,392
405 - Capital Improvement Fund								
6310 - City Hall Improvements								
City Hall Fire Panel Replacement (19025)		19025	34,995	(10,000)				24,995
City Campus Electrical Backup Power Phase 2 (21002)		21002	137,257					137,257
City Hall Roof and Seismic Evaluation (21030)		21030	175,000					175,000
City Hall Parking Vehicle Charging Stations (21042)		21042	-	45,942				45,942
IT Room Cooling Unit Replacement (21-22013)		21-22013	-	9,661				9,661
City Hall Lighted Parking Bollards (21-23027)		21-23027	18,600					18,600
City Hall Council Chambers Carpet (21-23047)		21-23047	13,750					13,750
City Hall Landscape Renovation (22-22023)		22-22023	149,000					149,000
Total City Hall Improvements Appropriations		528,602	45,603	-	-	-	-	574,205
6311 - City Hall Police Improvements								
Impound Yard Secure Storage Building (21-22015)		21-22015	24,000					24,000

**CITY OF NEWPORT**  
**Budget with Supplements/Transfer Resolutions**  
**Fiscal Year 2023-2024**

<b>Fund Appropriation Level</b>	<b>Project No.</b>	<b>7/1/2023 Adopted Budget # 3987</b>	<b>9/18/2023 Resolution # 3994</b>	<b>Resolution #3997</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Total Adjusted Budget</b>
Police Office Carpet (21-23034)	21-23034	12,000						12,000
<b>Total City Hall Police Improvements Appropriations</b>		36,000	-	-	-	-	-	36,000
6312 - Library Improvements								
Library Heater Replacement (21-22014)	21-22014	20,000	(10,854)					9,146
<b>Total Library Improvements Appropriations</b>		20,000	(10,854)	-	-	-	-	9,146
6320 - Fire Improvements								
Main Fire Station Diesel Exhaust Extraction System (21028)	21028	56,300	20,000					76,300
Remodeling Upstairs of Main Fire Station (21-22016)	21-22016	30,000						30,000
Joint Fire Facility with ODF at Agate Beach (21-22021)	21-22021	50,000						50,000
Retrofit Upstairs HVAC System at Main Fire Station (21-23030)	21-23030	30,000						30,000
Fire Department Training Facility Relocation (26-23055)	26-23055	100,000						100,000
<b>Total Fire Improvements Appropriations</b>		266,300	20,000	-	-	-	-	286,300
6325 - PAC Improvements								
PAC Remodel (20018)	20018	2,090,084	49,197					2,139,281
PAC HVAC Control System (21029)	21029	359,000	(400)					358,600
PAC Signage (21-22020)	21-22020	20,000						20,000
PAC Chiller/Cooling Unit (21-23062)	21-23062	425,000						425,000
Shelter for Art Bus (21-23064)	21-23064	7,500						7,500
Performing Arts Center (PAC) Landscape - East (22-23052)	22-23052	12,000						12,000
<b>Total Fire Improvements Appropriations</b>		2,913,584	48,797	-	-	-	-	2,962,381
6326 - VAC Improvements								
VAC Fire Panel Replacement (19026)	19026	8,595	(4,000)					4,595
VAC Upper Roof (21-22012)	21-22012	-	85,192					85,192
VAC LED Lighting Upgrade (21-23042)	21-23042	30,000						30,000
VAC Two Moveable Walls (21-23065)	21-23065	4,500						4,500
<b>Total VAC Improvements Appropriations</b>		43,095	81,192	-	-	-	-	124,287
6330 - 60+ Center Improvements								
60+ Center Reception Area Remodel (18015)	18015	96,611						96,611
60+ Activity Center Wallpaper Removal and Painting (21-23033)	21-23033	20,000						20,000
60+ Activity Center Landscape (22-23035)	22-23035	14,500						14,500
<b>Total 60+ Center Improvements Appropriations</b>		131,111	-	-	-	-	-	131,111
6331 - Recreation Center Improvements								
Modify & Enlarge Outside Play Area for Child Center (20008)	20008	120,000	8,954					128,954
Pool Repair and Investigation (21004)	21004	170,127	9,400					179,527
Replace Double Doors in Small Gym (21039)	21039	6,615	(6,615)					-
HVAC Control System for Recreation Center (21056)	21056	160,000	20,000					180,000
Replacement of Rec Center Roof (21-22009)	21-22009	377,904						377,904
Purchase and Installation of New Overhead Light Fixtures at Aquatic Center (21-22017)	21-22017	23,000						23,000
UV System for the Aquatic System (21-22018)	21-22018	90,000						90,000
Recreation Center Fire Panel Replacement (21-22042)	21-22042	74,045	(26,000)					48,045
Alarm System for Aquatic Center (21-23025)	21-23025	14,000						14,000
Breezeway Security/ADA Upgrade Card-Lock System with Release Mechanism at Front Desk (21-23029)	21-23029	10,000						10,000
<b>Total Recreation Center Improvements Appropriations</b>		1,045,691	5,739	-	-	-	-	1,051,430
6380 - Parks & Grounds Improvements								



**CITY OF NEWPORT**  
**Budget with Supplements/Transfer Resolutions**  
**Fiscal Year 2023-2024**

Fund Appropriation Level	Project No.	7/1/2023	9/18/2023	Resolution #3997	Resolution	Resolution	Resolution	Total Adjusted Budget
		Adopted Budget # 3987	Resolution # 3994					
Big Creek Watershed Forest Resource Assessment (21047)	21047	65,000						65,000
Forest Health Assessment (22-23066)	22-23066	50,000						50,000
Tire Removal on the Bay Front (22-23067)	22-23067	15,000						15,000
Nye Beach Restroom Floor Resurface (21-23045)	21-23045	6,500						6,500
Magnetic Locks for Bathroom Access Doors (22-23037)	22-23037	25,000						25,000
Sam Moore Restroom (22-23039)	22-23039	250,000						250,000
Deco District Park (18010)	18010	112,042						112,042
Ocean to Bay Trail Wayfinding Signage (21043)	21043	40,000						40,000
Agate Beach Staircase Terminus Improvement (21059)	21059	135,000	7,176					142,176
Abby Street Pier Modifications (21-23028)	21-23028	14,000						14,000
Agate Beach Neighborhood and Dog Park Improvements (22-22022)	22-22022	260,000						260,000
Resurfacing of Frank Wade Park Tennis Courts (22-22024)	22-22024	18,000						18,000
Urban Orchard (22-22025)	22-22025	38,500						38,500
Kiosk Replacement at Ocean to Bay Trail (22-23036)	22-23036	10,000						10,000
Playground Equipment Replacement (22-23038)	22-23038	80,000						80,000
Betty Wheeler Park - Retaining Wall Repair (22-23053)	22-23053	250,000						250,000
Frank Wade Bench and Path at Community Garden (22-23068)	22-23068	10,000						10,000
<b>Total Parks &amp; Grounds Improvements Appropriations</b>		1,379,042	7,176	-	-	-	-	1,386,218
Transfers								
Transfer to Capital Projects - Proprietary Fund		59,838	10,000					69,838
<b>Total Transfers Appropriations</b>		59,838	10,000	-	-	-	-	69,838
<b>Total Appropriations:</b>		6,423,263	207,653	-	-	-	-	6,630,916
Reserve for Future Expenditures		39,000	71,476					110,476
Unappropriated Ending Fund Balance		-						-
<b>Total Capital Improvement Fund</b>		6,462,263	279,129	-	-	-	-	6,741,392
<b>CAPITAL IMPROVEMENT FUND - 405</b>		-	-	-	-	-	-	-
<b>601 - Water Fund</b>								
Beginning Fund Balance		786,818						786,818
Revenues		5,413,298		(286,500)				5,126,798
Interfund Loan		-		292,000				292,000
Transfers In		-						-
<b>Total Revenues:</b>		6,200,116	-	5,500	-	-	-	6,205,616
<b>601 - Water Fund</b>								
Water Plant		1,560,897	21,575					1,582,472
Water Distribution		1,328,186		5,500				1,333,686
Water Administration Programs		1,215,828						1,215,828
Transfer to Street Fund		70,000						70,000
Transfer to Debt Service - Water Fund		880,874						880,874
Transfer to Debt Service - Governmental Fund		5,826						5,826
Transfer to Capital Projects - Proprietary Fund		302,136						302,136
Contingency Account		410,491	(21,575)					388,916
<b>Total Appropriations:</b>		5,774,238	-	5,500	-	-	-	5,779,738

**CITY OF NEWPORT**  
**Budget with Supplements/Transfer Resolutions**  
**Fiscal Year 2023-2024**

<b>Fund Appropriation Level</b>	<b>Project No.</b>	<b>7/1/2023 Adopted Budget # 3987</b>	<b>9/18/2023 Resolution # 3994</b>	<b>Resolution #3997</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Total Adjusted Budget</b>
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		425,878						425,878
<b>Total Water Fund</b>		6,200,116	-	5,500	-	-	-	6,205,616
<b>WATER FUND - 601</b>		-	-	-	-	-	-	-
<b>602 - Wastewater Fund</b>								
Beginning Fund Balance		177,675						177,675
Revenues		6,112,965						6,112,965
Transfer from Debt Service - Wastewater Fund		11,444						11,444
<b>Total Revenues:</b>		6,302,084	-	-	-	-	-	6,302,084
<b>602 - Wastewater Fund</b>								
Wastewater Plant		2,443,940	30,000					2,473,940
Wastewater Collections		772,393						772,393
Wastewater Administrative Programs		1,369,184						1,369,184
Transfer to Street Fund		70,000						70,000
Transfer to Debt Service - Wastewater Fund		611,251						611,251
Transfer to Debt Service - Governmental Fund		1,166						1,166
Transfer to Capital Projects - Proprietary Fund		235,000						235,000
Contingency Account		447,732	(30,000)					417,732
<b>Total Appropriations:</b>		5,950,666	-	-	-	-	-	5,950,666
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		351,418						351,418
<b>Total Wastewater Fund</b>		6,302,084	-	-	-	-	-	6,302,084
<b>WASTEWATER FUND - 602</b>		-	-	-	-	-	-	-
<b>603 - Stormwater Fund</b>								
Beginning Fund Balance		152,653						152,653
Revenues		1,454,187		(286,500)				1,167,687
Interfund Loan		-		292,000				292,000
Transfer from Capital Projects - Proprietary Fund		150,000						150,000
<b>Total Revenues:</b>		1,756,840	-	5,500	-	-	-	1,762,340
<b>603 - Stormwater Fund</b>								
Stormwater Maintenance		866,939		5,500				872,439
Transfer to Debt Service - Stormwater Fund		628,461						628,461
Transfer to Capital Projects - Proprietary Fund		80,000						80,000
Contingency Account		87,407						87,407
<b>Total Appropriations:</b>		1,662,807	-	5,500	-	-	-	1,668,307
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		94,033						94,033
<b>Total Stormwater Fund</b>		1,756,840	-	5,500	-	-	-	1,762,340
<b>STORMWATER FUND - 603</b>		-	-	-	-	-	-	-

**CITY OF NEWPORT**  
**Budget with Supplements/Transfer Resolutions**  
**Fiscal Year 2023-2024**

<b>Fund Appropriation Level</b>	<b>Project No.</b>	<b>7/1/2023 Adopted Budget # 3987</b>	<b>9/18/2023 Resolution # 3994</b>	<b>Resolution #3997</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Resolution</b>	<b>Total Adjusted Budget</b>
<b>701 - Public Works Fund</b>								
Beginning Fund Balance		645,916						645,916
Revenues		1,626,502						1,626,502
Transfers In		-						-
<b>Total Revenues:</b>		2,272,418	-	-	-	-	-	2,272,418
<b>701 - Public Works Fund</b>								
Public Works Administration		542,179						542,179
Engineering		1,377,847	78,441					1,456,288
Transfers Out		-						-
Contingency Account		198,790	(78,441)					120,349
<b>Total Appropriations:</b>		2,118,816	-	-	-	-	-	2,118,816
Reserve for Future Expenditures		-						-
Unappropriated Ending Fund Balance		153,602						153,602
<b>Total Public Works Fund</b>		2,272,418	-	-	-	-	-	2,272,418
<b>PUBLIC WORKS FUND - 701</b>		-	-	-	-	-	-	-
<b>711 - City's Facility Fund</b>								
Beginning Fund Balance		652,389						652,389
Revenues		1,936,873						1,936,873
Transfer from General Fund		1,853,215						1,853,215
Transfer from Room Tax Fund		1,852,439						1,852,439
Transfer from SDC Fund		25,000						25,000
Transfer from Reserve Fund		620,440						620,440
<b>Total Revenues:</b>		6,940,356	-	-	-	-	-	6,940,356
<b>711 - City's Facility Fund</b>								
Facility Administration		403,443						403,443
City Hall Facility		251,639						251,639
Fire Facilities		75,093						75,093
Library Facility		112,504						112,504
Park Maintenance		881,731						881,731
Custodial		318,030						318,030
Piers & Broadwalks		23,759						23,759
Performing Arts Center		169,720						169,720
Visual Arts Center		99,487						99,487
Street Lights		448,055						448,055
Transfer to Capital Projects - Governmental Fund		35,000						35,000
Transfer to Capital Improvement Fund		3,550,859						3,550,859
Contingency Account		499,964						499,964
<b>Total Appropriations:</b>		6,869,284	-	-	-	-	-	6,869,284
Reserve for Future Expenditures		71,072						71,072
Unappropriated Ending Fund Balance		-						-
<b>Total City's Facility Fund</b>		6,940,356	-	-	-	-	-	6,940,356

**CITY OF NEWPORT**  
**Budget with Supplements/Transfer Resolutions**  
**Fiscal Year 2023-2024**

Fund Appropriation Level	Project No.	7/1/2023 Adopted Budget # 3987	9/18/2023 Resolution # 3994	Resolution #3997	Resolution	Resolution	Resolution	Total Adjusted Budget
<b>CITY FACILITIES FUND - 711</b>		-	-	-	-	-	-	-
<b>CITY'S BALANCING AMOUNTS:</b>								
TOTAL RESOURCES:		114,423,353	3,055,203	11,000	-	-	-	117,489,556
TOTAL APPROPRIATIONS		104,732,668	2,293,536	595,000	-	-	-	107,621,204
TOTAL NON APPROPRIATIONS		9,690,685	761,667	(584,000)	-	-	-	9,868,352
TOTAL DISTRIBUTIONS		114,423,353	3,055,203	11,000	-	-	-	117,489,556
<b>TOTAL CITY BUDGET BALANCE</b>		-	-	-	-	-	-	-

## **CITY MANAGER REPORT AND RECOMMENDATIONS**



**Meeting Date: November 6, 2023**

### **Agenda Item:**

**Communication from the Discover Newport Committee Regarding Request for a Budget Adjustment.**

### **Background:**

The Discover Newport Committee (DNC) is requesting that the City Council consider a budget amendment for the Discover Newport program. The DNC is requesting a budget amendment in the program line item that is used for a variety of tourism, focused advertising, as well as the proposal to do some additional tourism-related work with these funds. Please note that a number of factors have impacted their budgeted funds over the course of the past few years. The City Council has increased the transient room tax charged on hotels, motels and vacation rentals from 9.5% to 12%. In the 2022 - 2023 budget, funding was appropriated based on this increased revenue. When the budget for this current year was developed, the Chamber was going through changes in leadership and based on estimates for the previous year, Finance Director, Steve Baugher, established a \$500,000 line item. The DNC had actually submitted a budget request from to \$870,000. The DNC is requesting that their appropriation be increased from \$500,000 to \$742,240. Please note that this request includes several specific projects that are non-advertising in nature including the crab trail, beautification efforts, and an analysis of the condition of the city's entry signs. Chamber Executive Director, Wayne Patterson, and members of the DNC will provide a brief presentation to the City Council on this request.

### **Recommendation:**

I recommend that the City Council consider the following motion:

**I move to increase in the appropriation for the Discovery Newport Program from \$500,000-\$742,240 with this change being reflected in a future supplemental budget.**

### **Fiscal Effects:**

As indicated, the \$500,000 was a placeholder. We have appropriated funding as high as \$861,000 in Fiscal Year 2022-2023. As we were working through the results of COVID-19 and implementing the rate increases on room tax from 9 1/2 to 12%, I believe that \$742,240 is an appropriate amount for proceeding through the end of the fiscal year.

### **Alternatives:**

Reduce the expenditures by reducing elements of the plan presented by the DNC or as suggested by the City Council.

Respectfully submitted,

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

Spencer Nebel  
City Manager



**STAFF REPORT  
CITY COUNCIL AGENDA ITEM**

Meeting Date: November 06, 2023

**Title:** Communication from Discover Newport Committee Regarding Supplemental Budget

**Prepared by:** Erik Glover, Assistant City Manager/City Recorder

**Recommended Motion:** None, informational only.

**Background Information:**

During the Fiscal Year 2023-2024 budget committee process, the Discover Newport Committee was approved for a \$500,000 budget line item through the Budget Committee process earlier in the year.

During the annual DNC committee process in FY 23-24 staff presented a budget request from DNC in the amount of ~\$870,000. It would seem that the 22-23 FY budget was used as a baseline and escalated to reflect additional costs, arriving at the \$870,000 budget. \$500,000 was approved through the Budget Committee process which was based upon actual yearly amount, and essentially as a place holder to allow time for a review of the contracts and commitments with a change in Executive Director transition.

During the staffing transition at the Chamber, it was determined that the \$870,000 amount reviewed and approved by DNC was excessive by \$100,000, it appears to be a double total in the budgeting spreadsheet which was corrected arriving at a ~\$770,000 proposed budget. The Chamber was requested by staff to look at lowering the budget total, it was determined that most of the budget already had commitments, so the option was to reduce the welcome sign budget for an assessment, and then added the Dungeness Crab Trail which the DNC was in favor of with a few other small changes. The Chamber presented a draft budget in the amount of \$650,000 to the Discover Newport Committee and they were not in favor of a budget reduction, which raised the costs to what is proposed here.

The DNC is submitting a supplemental budget request in the amount of \$742,240.00 see DNC Budget-Updates attachment.

The Discover Newport Committee more or less has chosen to rely on the same advertising strategy for a number of years, primarily being print media, brochures, billboards, sponsored TV cameras, and more aggressively social media/website in recent periods.

If you review the Budget History DNC attachment you will note the top portion details the budget for Discover Newport initiatives going back to 2018-2019, being \$425,000, \$625,000 in 21-22, and lastly \$500,000 in 23-24. In 2018-2019 Hotel Occupancy rate was 61.5%, in 2021 was 76.94% and in 2022 70.41%.

In dollar valuation 2018-2019 Room Tax collection were \$4,402,982, jumping to \$6,666,570 in 21-22 and lastly estimated at \$7,084,428 in previous 22-23 FY. Overlaying on top of this is the fact that the City increased the transient room tax from 9.5% to 12% in September 2021. An evaluation of total room tax collection to percent DNC allocation shows 9.65% of total collections in 2018-2019 were provided to DNC, 9.37% in FY 21-22. It seems 10% of Room Tax collections would be a reasonable level which would be \$708,442 for the current 23-24 fiscal year, using FY 22-23 collections as the basis.

The DNC does have a variety of new initiatives discussed in this proposed budget which would include a Newport beautification/paint the town component due to the nexus of tourism and a town aesthetic. The details and rollout of such a program are still to be determined. Current efforts on digital advertising have been occurring for the last few months using I-Heart media on a trial basis, but evaluating looking at a strong targeted digital advertising campaigns on social media platforms such as Tiktok, Instagram, Youtube etc. This is of course keeping in line with best practices for receipt and dissemination of modern information, and going where the customers are for advertising purposes in a targeted fashion.

On the budget sheet City Welcome Signs are referenced, specifically \$15,000 for an analysis of condition to support a future decision to replace them and cost estimates.

One item of difficulty with DNC advertising mixtures is the fact that many of these items are renewed contractually in the fall or winter of each year, the City is this locked into this advertising mixture for the year ahead of budget season, absent breaking contracts. Staff has requested that the Greater Newport Chamber of Commerce not perform any renewals for advertising options, as the City moves into 2024. The Discover Newport Committee will be evaluating the advertising mixture in an upcoming meeting, which may include shifting resources to heavy digital advertising/targeted outreach and reducing ad spend legacy sources such as on the print media category for example.

There are at least three options apparent to staff, and administration is requesting the Council decide on a course of action.

#1 decline the supplemental budget/funding request, contracts will have to be cancelled/broken to get at the \$500,000 budget.

#2 approve a supplemental request in the amount requested.

#3 approve a supplemental budget request, but line item veto some expenditures. If this option is selected then staff would recommend the cancellation of the Dungeness crab trail map project, cancellation of the city welcome signs initiative, getting down to \$697,240, or a number within the 10% TRT revenues/DNC allocation as presented earlier.



Staff believes that approving the supplemental budget request in the amount of \$742,240 is warranted. TRT revenues are increasing, the rate is increased over previous levels, and the DNC is working to try some unique advertising strategies/location, as compared to the historic norm.

Various members of the DNC Committee will be present to address the Council on this item, as well as representatives from the Greater Newport Chamber of Commerce.

**Fiscal Notes:** None

**Alternatives:** None recommended

**Attachments:** Various

## Steve Baugher

---

**From:** Judy Kuhl <judy@newportchamber.org>  
**Sent:** Tuesday, March 22, 2022 3:35 PM  
**To:** Spencer Nebel  
**Cc:** Steve Baugher  
**Subject:** RE: Discover Newport Budget  
**Attachments:** 2022-2023 Discover Newport Budget.xlsx

I forgot Steve!



Judy Kuhl  
 Executive Director

phone (541) 265-8801 / fax (541) 265-5589  
 555 SW Coast Highway, Newport OR 97365  
[newportchamber.org](http://newportchamber.org) / [discovernewport.com](http://discovernewport.com)

**From:** Spencer Nebel <S.Nebel@NewportOregon.gov>  
**Sent:** Tuesday, March 22, 2022 3:25 PM  
**To:** Judy Kuhl <judy@newportchamber.org>  
**Cc:** Steve Baugher <S.Baugher@NewportOregon.gov>  
**Subject:** RE: Discover Newport Budget

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you know the content is safe.

Hi Judy: The budget didn't come through with this email. Can you send it to me and Steve. We are working on budget. - Spencer

**From:** Judy Kuhl <judy@newportchamber.org>  
**Sent:** Tuesday, March 15, 2022 3:07 PM  
**To:** Spencer Nebel <S.Nebel@NewportOregon.gov>  
**Cc:** Melanie Nelson <M.Nelson@NewportOregon.gov>  
**Subject:** Discover Newport Budget

**[WARNING]** This message comes from an external organization. Be careful of embedded links.

---

Hi Spencer,

Here is a copy of the Budget that was approved by the Discover Newport Committee on March 10<sup>th</sup> 2022. This will be in the minutes of the meeting.

I hope I know if you have any questions.

Thank you,  
 Judy

## Discover Newport 2022/2023 Budget

Agency Fee/ City	\$120,000.00
Reserve	\$75,000.00
Total	\$195,000.00

### Billboards

Outfront / City	\$16,500.00
Meadow / City	\$24,744.00
Total	\$41,244.00

### TV

KPTV Web Cam / City	\$42,000.00
KGW Web Cam / Coastcom INC/City	\$5,400.00
Kezi	\$5,000.00
OCVA/ KATU	\$5,000.00
Total	\$57,400.00

### Other

E-reads	\$12,500.00
Promotional items	\$2,500.00
Gift Certificates	\$150.00
Fox & Crown TV/ Video	\$10,000.00
Total	\$25,150.00

### Print Distribution

Certified Folder	\$13,710.00
Certified Folder Welcome Centers	\$596.00
	\$14,306.00

### Print

OCVA Visitor's Guide	\$2,865.00
101 Things to Do	\$5,299.00
Travel Oregon Guide (MEDIAmerica)	\$6,000.00
Mile by Mile Guide	\$8,064.00
Bend Magazine	\$7,160.00
Northwest Magazine Jan/ Feb	\$2,500.00
Northwest Magazine Nov/Dec	\$2,527.90
Scenic Byways Guide	\$3,575.00
Oregon Coast Today/Spring Summer	\$400.00
Oregon Coast Today/ Winter	\$400.00

Here and Now/ Arts Ad	\$2,500.00
Dream Coast Media/ Travel Publication	\$2,500.00
Oregon Coast Today Magazine	\$900.00
Brochures	\$9,200.00
	\$53,890.90
<b>Budget for the Arts Promotion</b>	<b>\$25,000.00</b>
<b>Additional set aside – photos and vide</b>	<b>\$10,000.00</b>
<b>Additional set aside TV</b>	
<b>Committed</b>	<b>\$421,990.90</b>
<b>Additional Budget Money</b>	<b>\$200,000.00</b>
<b>Beach Wheel Chairs</b>	<b>\$5,000.00</b>
<b>City Welcome signs</b>	
<b>Flags for Hwy 101</b>	<b>\$7,500.00</b>
<b>Suggest Ideas</b>	



Discover Newport 2023/2024 Budget		Notes
	2024	
Agency Fee/ <b>City</b>	\$120,000.00	
Reserve	\$75,000.00	
<b>Total</b>	<b>\$195,000.00</b>	
<b>Billboards</b>		
Outfront / <b>City</b>	\$16,500.00	
Meadow / <b>City</b>	\$24,744.00	3 year contract
<b>Total</b>	<b>\$41,244.00</b>	
<b>TV</b>		
KPTV Web Cam / <b>City</b>	\$42,000.00	yearly contract
KGW Web Cam / Coastcom INC/ <b>City</b>	\$5,400.00	
Kezi	\$5,000.00	
OCVA/ KATU	\$5,000.00	
Additional TV	\$30,000.00	
<b>Total</b>	<b>\$87,400.00</b>	
<b>Digital</b>	<b>\$100,000.00</b>	
<b>Other</b>		
Emeralds	\$12,500.00	
Promotional items	\$2,500.00	
Gift Certificates	\$150.00	
Fox & Crown TV/ Video	\$25,000.00	
<b>Total</b>	<b>\$40,150.00</b>	
<b>Print Distribution</b>		
Certified Folder	\$13,710.00	
Certified Folder Welcome Centers	\$596.00	
	<b>\$14,306.00</b>	
<b>Print</b>		
OCVA Visitor's Guide	\$2,865.00	
101 Things to Do	\$5,299.00	
Travel Oregon Guide (MEDIAmerica)	\$6,000.00	
Mile by Mile Guide	\$8,064.00	
Bend Magazine	\$7,160.00	bi-monthly payments
Northwest Magazine Jan/ Feb	\$2,500.00	
Northwest Magazine Nov/Dec	\$2,527.90	
Senic Byways Guide	\$3,575.00	
Oregon Coast Today/Spring Summer	\$400.00	
Oregon Coast Today/ Winter	\$400.00	
Place Holder	\$2,500.00	
Dream Coast Media/ Travel Publication	\$2,500.00	
Oregon Coast Today Magazine	\$2,300.00	
Brochures	\$9,200.00	

	\$55,290.90		
Beautification	\$100,000.00		
City Welcome signs	\$45,000.00		
	\$145,000.00		
Budget for the Arts Promotion	\$25,000.00		
Additional set aside – photos and videos	\$10,000.00		
Committed	\$813,390.90		
Additional Budget Money	\$56,609.00		
Actual Budget total Requested	\$870,000		

2023/2024	BEFORE	AFTER	CHANGE	REASON
Agency Fee/ <b>City</b>	\$120,000.00	\$120,000.00	\$0.00	
<b>Reserves</b>	\$75,000.00	\$75,000.00	\$0.00	
			\$0.00	
<b>Billboards</b>				
Outfront / <b>City</b>	\$16,500.00	\$16,500.00	\$0.00	
Meadow / <b>City</b>	\$24,744.00	\$24,744.00	\$0.00	
<b>TV</b>				
KPTV Web Cam / <b>City</b>	\$42,000.00	\$42,000.00	\$0.00	
KGW Web Cam / Coastcom INC/ <b>City</b>	\$5,400.00	\$5,400.00	\$0.00	
KEZI	\$5,000.00	\$15,000.00	^10,000	Increase for additional B2B focused campaigns in addition to off season campaigns
OCVA/ KATU	\$5,000.00	\$0.00	-\$5,000.00	Will use as additional TV if needed/wanted
Additional TV	\$30,000.00	\$30,000.00		
<b>Digital</b>	\$100,000.00	\$50,000.00	-\$50,000.00	We are able to use reserve funds if needed
<b>Other</b>				
Emeralds	\$12,500.00	\$12,500.00	\$0.00	
Promotional items	\$2,500.00	\$2,500.00	\$0.00	
Gift Certificates	\$150.00	\$0.00	-\$150.00	Ability to pull elsewhere
Fox & Crown TV/ Video	\$25,000.00	\$25,000.00		
iHeart Radio	\$0.00	\$49,000.00		
<b>Print Distribution</b>				
Certified Folder	\$13,710.00	\$13,710.00	\$0.00	
Certified Folder Welcome Centers	\$596.00	\$596.00	\$0.00	
<b>Print</b>				
OCVA Visitor's Guide	\$2,865.00	\$2,865.00	\$0.00	
101 Things to Do	\$5,299.00	\$5,299.00	\$0.00	



Travel Oregon Guide (MEDIAmerica)	\$6,000.00	\$6,000.00	\$0.00	
Mile by Mile Guide	\$8,064.00	\$8,064.00	\$0.00	
Bend Magazine	\$7,160.00	\$7,160.00	\$0.00	
Northwest Magazine Jan/ Feb	\$2,500.00	\$2,500.00	\$0.00	
Northwest Magazine Nov/Dec	\$2,527.90	\$2,527.00	\$0.00	
Senic Byways Guide	\$3,575.00	\$3,575.00	\$0.00	
Oregon Coast Today/Spring Summer	\$400.00	\$400.00	\$0.00	
Oregon Coast Today/ Winter	\$400.00	\$400.00	\$0.00	
Place Holder	\$2,500.00	\$0.00	-\$2,500.00	Unnecessary
Dream Coast Media/ Travel Publication	\$2,500.00	\$0.00	-\$2,500.00	Will use reserve for travel publication
Oregon Coast Today Magazine	\$2,300.00	\$2,300.00	\$0.00	
Brochures	\$9,200.00	\$9,200.00	\$0.00	
Seasonal Ad-Ons	\$0.00	\$30,000.00	^30,000	Need reserve for additional, new and seasonal ad requests
<b>Beautification</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>		
City Welcome signs	\$45,000.00	\$15,000.00	-\$30,000.00	Reduced to cover evaluation and assessmemnt phase before final proposal. Replacement sign for next budget
<b>Budget for the Arts Promotion</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	
<b>Additional Photo/Video</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	This moved up to 'other' in current budget
<b>Additional Budget Money</b>	<b>\$56,609.00</b>	<b>\$0.00</b>		Reallocated to addtl, crab trail
<b>Dungeness Crab Trail</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>^30,000</b>	Leverage Newport Dungeness Crab Captiol of the World Tradmark to build tourism
<b>Austosum</b>	<b>\$769,999.90</b>	<b>\$742,240.00</b>		
	<b>Inherited</b>	<b>Revised</b>		
<b>Budget Totals</b>	<b>\$770,000</b>	<b>\$742,240</b>		

## **CITY MANAGER REPORT AND RECOMMENDATIONS**



**Meeting Date: November 6, 2023**

### **Agenda Item:**

**Report and Possible Action Regarding Declaration of a Limited Emergency to Repair Damage Caused by a Slide on Oceanview Drive.**

### **Background:**

On November 1, 2023, I declared a limited emergency to address repairs to NW Oceanview Drive.

On October 25, 2023 at 08:09 P.M. Public Works was notified of the occurrence of a landslide/sinkhole on NW Oceanview Drive just north of NW 25<sup>th</sup> St intersection. On October 25, 2023 public works crews responded and discovered that the sinkhole/landslide eliminated approximately one-half of the southbound lane and had undermined the remaining half of the lane. Subsequent erosion has further undermined the entire southbound lane and is endangering the northbound lane. In addition, crews determined that communication lines, and a sanitary sewer line ran through the affected area and were exposed/unsupported, but did not fail. On October 25, 2023 Public Works crews closed off NW Oceanview Drive from NW 25<sup>th</sup> St. to the Agate Beach Wayside. Public Works has had geotechnical consultant on site to obtain an analysis on the repair.

On November 02, 2023 crews will begin work to provide emergency support for the suspended sanitary sewer line, and shoring of the slide area.

The Limited Declaration of Emergency is declared to facilitate immediate temporary repairs to the landslide/sink hole area to mitigate the risk of further erosion to the roadway surface, a sanitary sewer or communications line failure, and to facilitate the process to bring contractors onsite to effect permanent repairs to the slide/sinkhole area allowing the section of NW Oceanview Drive to be opened.

At the City Council meeting to be held on Monday, November 06, 2023, the City Council will be asked to extend or terminate the emergency.

### **Recommendation:**

I recommend the City Council consider the following motion.

**I move to extend the limited emergency on Oceanview Drive to facilitate repairs to stabilize ground utilities, restore the embankment and conduct street repairs.**

**Fiscal Effects:**

Funding is available in the operation budget for the repairs necessary under the limited emergency for the initial repairs. We are still obtaining a plan and cost for final street repairs. If funding exceeds \$250,000.00, additional Council authorization would be necessary.

**Alternatives:**

None recommended.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is positioned above the printed name.

Spencer Nebel  
City Manager

**Emergency # 2023-02**  
**DECLARATION OF A LIMITED EMERGENCY**

**Findings:**

1. Section 1.70.050 of the Newport Municipal Code reads:
  - A. A limited emergency is defined, but not limited to, an emergency that is limited in effect, such as a landslide that affects only one area, or a water shortage that affects only water supply and usage.
  - B. The City Manager, or Acting City Manager, has the authority to declare a limited emergency. It is the obligation of the City Manager, or Acting City Manager, to notify the City Council of the declaration of a limited emergency.
  - C. If the anticipated cost for addressing the limited emergency is no greater than \$250,000, the limited emergency shall be effective until the next regularly scheduled City Council meeting. In the event that the anticipated cost will likely exceed \$250,000, the City Manager, or Acting City Manager, will schedule a meeting of the City Council to be held as soon as possible. The City Council may extend or terminate the emergency at that time.
2. The City to take any of the following necessary actions during the emergency:
  - A. Procure goods and services without compliance with normal procurement procedures.
  - B. Use any available city funds for emergency purposes.
  - C. Close or limit the use of streets and other public places.
  - D. Order and assist the evacuation of people to protect safety or health.
  - E. Turn off water, gas, or electricity.
  - F. Control, restrict, and/or regulate the sale of goods and services, including the imposition of price controls.

**IT IS RESOLVED:**

On October 25, 2023 at 08:09 P.M. Public Works was notified of the occurrence of a landslide/sinkhole on NW Oceanview Drive just north of NW 25<sup>th</sup> St intersection. On October 25, 2023 public works crews responded and discovered that the sinkhole/landslide eliminated approximately one-half of the southbound lane and had undermined the remaining half of the lane. Subsequent erosion has further undermined the entire southbound lane and is endangering the northbound lane. In addition, crews

determined that communication lines, and a sanitary sewer line ran through the affected area and were exposed/unsupported, but did not fail. On October 25, 2023 Public Works crews closed off NW Oceanview Drive from NW 25<sup>th</sup> St. to the Agate Beach Wayside. Public Works has had geotechnical consultant on site to obtain an analysis on the repair.

On November 02, 2023 crews will begin work to provide emergency support for the suspended sanitary sewer line, and shoring of the slide area.

The Limited Declaration of Emergency is declared to facilitate immediate temporary repairs to the landslide/sink hole area to mitigate the risk of further erosion to the roadway surface, a sanitary sewer or communications line failure, and to facilitate the process to bring contractors onsite to effect permanent repairs to the slide/sinkhole area allowing the section of NW Oceanview Drive to be opened.

At the City Council meeting to be held on Monday, November 06, 2023, the City Council will be asked to extend or terminate the emergency.



Spencer R. Nebel, City Manager



Date

## CITY MANAGER REPORT AND RECOMMENDATIONS



Meeting Date: November 6, 2023

### Agenda Item:

**Authorization to Execute a Grant Contract with Oregon Parks and Recreation (OPRD) Local Government Grant Program (LGGP) for a Large Grant for Agate Beach Neighborhood and Dog Park.**

### Background:

The City of Newport is very pleased to be the recipient of a local government grant program - large grant for the Agate Beach Neighborhood and Dog Park Project. The LGGP is a voter approved State Lottery Fund Grant Program administered by the Oregon Parks and Recreation Department. The City applied for and has been awarded a grant of \$390,000 which will represent 60% of the total project costs. The remaining costs of \$130,000 will be supported through the North Side Urban Renewal District and \$130,000 to the Parks System Development Charge Fund. Execution of the agreement by the City and by Oregon Parks and Recreation will allow us to initiate efforts to move forward with this important neighborhood project.

### Recommendation:

I recommend that the City Council consider the following motion:

**I move to authorize the City Manager to execute a local government grant program agreement with the Oregon Parks and Recreation Department for the Agate Beach Neighborhood and Dog Park improvements with the maximum reimbursement being \$390,000 and our local match being \$260,000 for total project cost of \$650,000.**

### Fiscal Effects:

As described in the report, sufficient funds are available in the Urban Renewal funding and the SDC funding for the local match.

### Alternatives:

None recommended.

Respectfully submitted,

Spencer Nebel  
City Manager



**STAFF REPORT  
CITY COUNCIL AGENDA ITEM**

Meeting Date: October 30, 2023

**Title:** Authorization to Execute a Grant Contract for Oregon Parks and Recreation (OPRD) Local Government Grant Program- Large Grant for Agate Beach Neighborhood and Dog Park

**Prepared by:** Cathie Rigby, Grant Manager

**Recommended Motion:**

I move that the Council authorize the City Manager to execute the Grant Contract for the OPRD Local Government Grant Program (LGGP) Large Grant for improvements to Agate Beach Neighborhood and Dog Park.

**Background Information:**

The LGGP is a voter-approved, State lottery fund grant program administered by the Oregon Parks and Recreation Department (OPRD). Eligible public outdoor park and recreation areas and facilities were able to apply in April for grants between \$40,000 to \$750,000. The City of Newport applied for and has successfully been awarded \$390,000.00 in grant funding, which represents 60% of the total project costs.

The Agate Beach Neighborhood and Dog Park project was identified in the 2019 Newport Park System Master Plan (PSMP) as a Tier 1 priority. This project can also advance the Vision 2040 Strategy B3. Improvements to the park include new accessible walkways connecting to the surrounding neighborhood, new play structures including a toddler play area, benches and tables, landscape enhancements, wayfinding signage, paved parking, and water fountains for patrons and dogs. All of these improvements will provide current and future users with a better experience which should lead to an increase of park usage by the public and assist in improved park security.

The total project costs are estimated to be \$650,000.

**Fiscal Notes:**

Projects must have at least a 40% local match. Adequate funds have been identified in the Northside Urban Renewal District, in the amount of \$130,000, and the Parks System Development Charge Fund, in the amount of \$130,000.

**Alternatives:**

Approve the grant agreement, request amendments, forgo an agreement at this time, or as suggested by Council.

**Attachments:**

Draft LGGP Grant Agreement No.

# Oregon Parks and Recreation Department

## Local Government Grant Program Agreement

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THIS AGREEMENT ("Agreement") is made and entered into by and between the State of Oregon, acting by and through its **Oregon Parks and Recreation Department**, hereinafter referred to as "OPRD" or the "State" and the **City of Newport**, hereinafter referred to as the "Grantee".

**OPRD Grant Number:** LG23-016

**Project Title:** Agate Beach Neighborhood and Dog Park Improvements

**Project Type (purpose):** Rehabilitation

**Project Description:** The Project will add new playground equipment, accessible walkways, landscaping, water fountains for people & dogs, benches, fencing, and paved parking at Agate Beach Park in Newport, Oregon. The Project is further described in Attachment A - Project Description and Budget.

**Grant Funds /**

<b>Maximum Reimbursement:</b>	<b>\$390,000</b>	<b>(60.00%)</b>
<b>Grantee Match Participation:</b>	<b><u>\$260,000</u></b>	<b>(40.00%)</b>
<b>Total Project Cost:</b>	<b>\$650,000</b>	

**Grant Payments / Reimbursements:** Grant funds are awarded by the State and paid on a reimbursement basis, and only for the Project described in this Agreement, and the Project Description and Budget included as Attachment A. To request reimbursement, Grantee shall use OPRD's online grant management system accessible at [oprddgrants.org](http://oprddgrants.org). The request for reimbursement shall include documentation of all project expenses plus documentation confirming project invoices have been paid. Grantee may request reimbursement as often as quarterly for costs accrued to date.

**Fiscal Year-End Request for Reimbursement:** Grantee must submit a Progress Report and a Reimbursement Request to OPRD for all Project expenses, if any, accrued up to **June 30**, of each fiscal year. The Fiscal Year-End Reimbursement Request must be submitted to OPRD by **July 31**.

**Reimbursement Terms:** Based on the estimated Project Cost of **\$650,000**, and the Grantee's Match participation rate of **40.00%**, **the reimbursement rate will be 60.00%**. Upon successful completion of the Project and receipt of the final reimbursement request, the State will pay Grantee the remaining Grant Funds balance, or **60.00%** of the total cost of the Project, whichever is less.

**Matching Funds:** The Grantee shall contribute matching funds or the equivalent in labor, materials, or services, which are shown as eligible match in the rules, policies and guidelines for the Local Government Grant Program. Volunteer labor used as a match requires a log with the name of volunteer, dates volunteered, hours worked, work location and the rate used for match, to be eligible.

**Progress Reports:** Grantee shall submit Progress Reports with each Reimbursement Request or, at a minimum, at **three month intervals**, starting from the effective date of the Agreement. Progress Reports shall be submitted using OPRD's online grant management system accessible at [oprddgrants.org](http://oprddgrants.org).

**Agreement Period:** The effective date of this Agreement is the date on which it is fully executed by both parties. Unless otherwise terminated or extended, the Project shall be completed by **December 31, 2025**. If the Project is completed before the designated completion date, this Agreement shall expire on the date final reimbursement payment is made by OPRD to Grantee.

**Retention:** OPRD shall disburse up to 90 percent of the Grant Funds to Grantee on a cost reimbursement basis upon approval of invoices submitted to OPRD. OPRD will disburse the final 10 percent of the Grant Funds upon approval by OPRD of the completed Project, the Final Progress Report and the submission of five to ten digital pictures of the completed project site.



**Final Request for Reimbursement:** Grantee must submit a Final Progress Report, a Final Reimbursement Request and five to ten digital pictures of the completed project site to OPRD within 45 days of the Project Completion Date.

**Project Sign:** When project is completed, Grantee shall post an acknowledgement sign of their own design, or one supplied by the State, in a conspicuous location at the project site, consistent with the Grantee's requirements, acknowledging grant funding and the State's participation in the Project.

**Agreement Documents:** Included as part of this Agreement are:

- Attachment A: Project Description and Budget
- Attachment B: Standard Terms and Conditions
- Attachment C: Inadvertent Discovery Plan

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents is as follows, listed from highest precedence to lowest precedence: this Agreement without Attachments; Attachment B; Attachment A; Attachment C.

**Contact Information:** A change in the contact information for either party is effective upon providing notice to the other party:

Grantee Administrator

Michael Cavanaugh  
City of Newport  
169 SW Coast Hwy  
Newport, OR 97365  
541-574-5453  
m.cavanaugh@newportoregon.gov

Grantee Billing Contact

Steve Baugher  
City of Newport  
169 SW Coast Hwy  
Newport, OR 97365  
541-574-0615  
S.Baugher@NewportOregon.gov

OPRD Contact

Mark Cowan, Coordinator  
Oregon Parks & Rec. Dept.  
725 Summer ST NE STE C  
Salem, OR 97301  
503-951-1317  
mark.cowan@oregon.gov

**Signatures:** In witness thereof, the parties hereto have caused this Agreement to be properly executed by their authorized representatives as of the last date hereinafter written.

**GRANTEE**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Oregon Department of Justice (ODOJ)** approved for legal sufficiency for grants exceeding \$150,000:

By: Jeffrey B. Grant, AAG  
ODOJ Signature or Authorization

\_\_\_\_\_  
Printed Name/Title

by email on September 25, 2023  
Date

**STATE OF OREGON**

**Acting By and Through Its  
OREGON PARKS AND RECREATION DEPT.**

By: \_\_\_\_\_  
Daniel Killam, Deputy Director of Administration

\_\_\_\_\_  
Date

**Approval Recommended:**

By: \_\_\_\_\_  
Michele Scalise, Grants Section Manager

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Mark Cowan, Grant Program Coordinator

\_\_\_\_\_  
Date

## Attachment A: Project Description and Project Budget

**OPRD Grant Number:** LG23-016  
**Project Title:** Agate Beach Neighborhood and Dog Park Improvements  
**Grantee Agency:** City of Newport

### Project Description:

The Project will add new playground equipment, accessible walkways, landscaping, water fountains for people & dogs, benches, fencing, and paved parking at Agate Beach Park in Newport, Oregon.

### Project Budget

Parking Lot	\$ 187,705
Walkways	\$ 73,640
Signage	\$ 16,462
Play Structure - new	\$ 103,269
Play Structure - new tot lot	\$ 54,749
Benches	\$ 14,450
Fencing	\$ 12,093
Drinking Fountains	\$ 9,326
Landscape Improvements	\$ 59,668
General Conditions - Mobilization	\$ 25,781
Soft Costs - Agency fee, Design fee, Permits	\$ 92,857
<b>Total Project Cost</b>	<b>\$ 650,000</b>

### Match Funding

Parks System Development Charges	\$ 130,000
Newport Northside Urban Renewal Funds	\$ 130,000
<b>Total Match from Grantee</b>	<b>\$ 260,000</b>

### Summary

Total Project Cost	\$ 650,000
Total Match from Grantee	\$ 260,000
<b>Grant Funds Requested</b>	<b>\$ 390,000</b>

# Attachment B – Standard Terms and Conditions

## Oregon Parks and Recreation Department Local Government Grant Program Agreement

1. **Compliance with Law:** Grantee shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to implementation of the Project, including without limitation, OAR chapter 736, Division 6 (the Local Government Grant Program administrative rules).
2. **Compliance with Workers Compensation Laws:** All employers, including Grantee, that employ subject workers who provide services in the State of Oregon shall comply with ORS.656.017 and provide the required Worker's Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included.
3. **Amendments:** This Agreement may be amended only by a written amendment to the Agreement, executed by the parties.
4. **Expenditure Records:** Grantee shall document, maintain and submit records to OPRD for all Project expenses in accordance with generally accepted accounting principles, and in sufficient detail to permit OPRD to verify how Grant Funds were expended. These records shall be retained by the Grantee for at least six years after the Agreement terminates. The Grantee agrees to allow Oregon Secretary of State auditors and State agency staff access to all records related to this Agreement for audit and inspection and monitoring of services. Such access will be during normal business hours, or by appointment. Grantee shall ensure that each of its subgrantees and subcontractors complies with these requirements.
5. **Equipment:** Equipment purchased with Local Government Grant Program funds must be used as described in the Project Agreement and Application throughout the equipment's useful life. The Grantee will notify the State prior to the disposal of equipment and will coordinate with the State on the disposal to maximize the equipment's ongoing use for the benefit of the Local Government Grant Program.
6. **Use of Project Property:** Grantee warrants that the land within the Project boundary described in the Application (Attachment B) shall be dedicated and used for a period of no less than 25 years from the completion of the Project. Grantee agrees to not change the use of, sell, or otherwise dispose of the land within the Project boundary, except upon written approval by OPRD. If the Project is located on land leased from the federal government, the lease shall run for a period of at least 25 years after the date the Project is completed. If the Project is located on land leased from a private or public entity, other than the federal government, the lease shall run for a period of at least 25 years after the date the Project is completed, unless the lessor under the lease agrees that, in the event the lease is terminated for any reason, the land shall continue to be dedicated and used as described in the Project Application for a period of at least 25 years after the date the Project is completed.

Land acquired using Local Government Grant funds shall be dedicated, by an instrument recorded in the county records, for recreational use in perpetuity, unless OPRD or a successor agency consents to removal of the dedication.

7. **Conversion of Property:** Grantee further warrants that if the Grantee converts lands within the Project boundary to a use other than as described in the grant application or disposes of such land by sale or any other means ("Converted Land"), the Grantee must provide replacement land acceptable to OPRD within 24 months of the date of the conversion or disposal or, if the conversion

or disposal is not discovered by OPRD until a later date, within 24 months after the discovery of the conversion or disposal.

If replacement land cannot be obtained within the 24 month period, the Grantee will provide payment of the grant program's prorated share of the current fair market value of the Converted Land to the State. The prorated share is measured by that percentage of the original grant (plus any amendments) as compared to the original Project cost(s). The replacement land must be equal to the current fair market value of the Converted Land, as determined by an appraisal. The recreation utility of the replacement land must also be equal to that of the Converted Land.

If conversion occurs through processes outside of the Grantee's control such as condemnation or road replacement or realignment, the Grantee must pay to the State a prorated share of the consideration paid to the Grantee by the entity that caused the conversion. The State's prorated share is measured by the percentage of the original grant (plus any amendments) as compared to the original Project cost(s).

The warranties set forth in Section 6 and this Section 7 of this Agreement are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. **Contribution:** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the State is jointly liable with the Grantee (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with the State (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

Grantee shall take all reasonable steps to cause its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by the contractor from and against any and all Claims.

9. **Inspection of Equipment and Project Property:** Grantee shall permit authorized representatives of the State, the Oregon Secretary of State, or their designees to perform site reviews of the Project, and to inspect all Equipment, real property, facilities, and other property purchased by Grantee as part of the Project.
10. **Public Access:** The Grantee shall allow open and unencumbered public access to the completed Project to all persons without regard to race, color, religious or political beliefs, sex, national origin or place of primary residence.
11. **Condition for Disbursement:** Disbursement of grant funds by OPRD is contingent upon OPRD having received sufficient funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow OPRD, in the exercise of its reasonable administrative discretion, to make the disbursement and upon Grantee's compliance with the terms of this Agreement.
12. **No Third Party Beneficiaries.** OPRD and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as intended beneficiary of the terms of this Agreement.
13. **Repayment:** In the event that the Grantee spends Grant Funds in any way prohibited by state or federal law, or for any purpose other than the completion of the Project, the Grantee shall reimburse the State for all such unlawfully or improperly expended funds. Such payment shall be made within 15 days of demand by the State.
14. **Termination:** This Agreement may be terminated by mutual consent of both parties, or by either party upon a 30-day notice in writing, delivered by certified mail or in person to the other party's contact identified in the Agreement. On termination of this Agreement, all accounts and payments will be processed according to the financial arrangements set forth herein for Project costs incurred prior to date of termination. Full credit shall be allowed for reimbursable expenses and the non-cancelable obligations properly incurred up to the effective date of the termination.
15. **Governing Law:** The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement. Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court.

16. **Entire Agreement:** This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, Agreements, or representations, oral or written, not specified herein regarding this Agreement. The Grantee, by signature of its authorized representative on the Agreement, acknowledges that the Grantee has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
17. **Notices:** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Grantee contact or State contact at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may hereinafter indicate. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received, or five days after mailing.
18. **Counterparts:** This agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.
19. **Severability:** If any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

# ATTACHMENT C

## ARCHAEOLOGICAL INADVERTENT DISCOVERY PLAN (IDP)

Archaeological materials are the physical remains of the activities of people in the past. This IDP should be followed should any archaeological sites, objects, or human remains be found. Archaeological materials are protected under Federal and State laws and their disturbance can result in criminal penalties.

This document pertains to the work of the Contractor, including any and all individuals, organizations, or companies associated with the project.

### **WHAT MAY BE ENCOUNTERED**

Archaeological material may be found during any ground-disturbing activity. If encountered, all excavation and work in the area **MUST STOP**. Archaeological objects vary and can include evidence or remnants of historic-era and pre-contact activities by humans. Archaeological objects can include but are not limited to:

- **Stone flakes, arrowheads, stone tools, bone or wooden tools, baskets, beads.**
- Historic building materials such as **nails, glass, metal** such as cans, barrel rings, farm implements, **ceramics, bottles, marbles, beads.**
- Layers of **discolored earth** resulting from hearth fire
- Structural remains such as **foundations**
- **Shell Middens** (mounds)
- **Human skeletal remains** and/or **bone fragments** which may be whole or fragmented.

**If in doubt call it in.**

### **DISCOVERY PROCEDURES: WHAT TO DO IF YOU FIND SOMETHING**

1. Stop ALL work in the vicinity of the find
2. Secure and protect area of inadvertent discovery with 30 meter/100 foot buffer—work may continue outside of this buffer
3. Notify Project Manager and Agency Official
4. Project Manager will need to contact a professional archaeologist to assess the find.
5. If archaeologist determines the find is an archaeological site or object, contact SHPO. If it is determined to *not* be archaeological, you may continue work.

### **HUMAN REMAINS PROCEDURES**

1. If it is believed the find may be human remains, stop ALL work.
2. Secure and protect area of inadvertent discovery with 30 meter/100 foot buffer, then work may continue outside of this buffer with caution.
3. Cover remains from view and protect them from damage or exposure, restrict access, and leave in place until directed otherwise. **Do not take photographs. Do not speak to the media.**

4. Notify:
  - Project Manager
  - Agency Official
  - Contracted Archaeologist (if applicable)
  - Oregon State Police - **DO NOT CALL 911** . . . . . 503-378-3720
  - SHPO (State Historic Preservation Office) . . . . . 503-986-0690
  - LCIS (Legislative Commission on Indian Services) . . . . . 503-986-1067
  - Appropriate Native American Tribes (as provided by LCIS)
5. If the site is determined not to be a crime scene by the Oregon State Police, do not move anything! The remains should continue to be *secured in place* along with any associated funerary objects, and protected from weather, water runoff, and shielded from view.
6. Do not resume any work in the buffered area until a plan is developed and carried out between the State Police, SHPO, LCIS, and appropriate Native American Tribes, and you are directed that work may proceed.

## **CONFIDENTIALITY**

The Agency and employees shall make their best efforts, in accordance with federal and state law, to ensure that its personnel and contractors keep the discovery confidential. The media, or any third-party member or members of the public are not to be contacted or have information regarding the discovery, and any public or media inquiry is to be reported to the Agency. Prior to any release, the responsible agencies and Tribes shall concur on the amount of information, if any, to be released to the public.

*To protect fragile, vulnerable, or threatened sites, the National Historic Preservation Act, as amended (Section 304 [16 U.S.C. 470s-3]), and Oregon State law (ORS 192.501(11)) establishes that the location of archaeological sites, both on land and underwater, shall be confidential.*



**From:** [CLEARANCE ORSHPO \\* OPRD](#)  
**To:** [COWAN Mark \\* OPRD](#)  
**Subject:** RE: LG23-016 Agate Beach Park - Newport  
**Date:** Thursday, September 14, 2023 5:31:25 PM  
**Attachments:** [image001.jpg](#)

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**THIS E-MAIL CONFIRMS RECEIPT OF AN ELECTRONIC SUBMISSION FOR AN HISTORIC RESOURCE/106 REVIEW**

**THIS E-MAIL DOES NOT REPRESENT CONCLUSION OF THE REVIEW/106 CONSULTATION.....**

We received a clearance submission on your above referenced project. Thank you.

**The assigned SHPO Case Number is 23-1116. Refer to this case number on all future correspondence or submitting any change to the scope of work for review using the provided SHPO case number. Please retain this email for your records.**

If the SHPO chooses to not respond within 30 calendar days from receipt of this submittal your responsibilities under Section 106 of the National Historic Preservation Act of 1966 as amended, Oregon Revised Statute 358.653, local permitting process, and/or other similar request are complete and the project may proceed as described in the submitted scope of work. The 30-day SHPO response period for this project ends after 09/19/23. Federal and state laws protecting cultural resources, local permitting requirements; and necessary consultation with Native American Indian Tribes for federal, state and local government projects still apply. See <https://www.oregon.gov/oprd/OH/Pages/lawsrules.aspx>.

**Do not respond to this email.**

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**From:** COWAN Mark \* OPRD <Mark.COWAN@oprd.oregon.gov>  
**Sent:** Monday, August 21, 2023 11:38 AM  
**To:** CLEARANCE ORSHPO \* OPRD <ORSHPO.Clearance@oprd.oregon.gov>  
**Subject:** LG23-016 Agate Beach Park - Newport

SHPO review is requested for the following Local Government Grant Program project:

**LG23-016 Agate Beach Park - Newport**

Attachments generally include:

- Submittal Form
- Clearance Form
- Maps
- Site Plan / Construction Plan
- Photos

Thanks,

**Mark Cowan** | Grant Program Coordinator

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## Request for Reimbursement Guide

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All **Progress Reports** and **Reimbursement Requests** must be submitted using OPRD's online grant application and management system. An account with [OPRDgrants.org](http://OPRDgrants.org) is required for access.

For detailed instruction on how to submit Progress Reports and Reimbursement Requests, see the ***Grant Reporting and Reimbursement Instructions*** at:

- > [oprdrants.org](http://oprdrants.org)
- > Grant Programs
- > Local Government
- > Management & Reporting Requirements
- > ***Grant Reporting and Reimbursement Instructions***

All files for projects benefiting from Oregon Parks and Recreation Department administered grant funds must be able to pass a State audit. When preparing to submit a Request for Reimbursement, plan on submitting the following documentation:

- ☐ **Progress Report**
- ☐ **Project Bills / Invoices**
- ☐ **Bill Payment Confirmation** – Please submit documentation confirming that all project bills/invoices have indeed been paid. The best way to document this is with some type of **Accounts Paid Report** or **Check Ledger Report** for the project that lists **Payments, Payee, Payment Date** and **Check Number**. (This is different from an Accounts Payable Report which would only list payments pending.) If an Accounts Paid Report is not available, please submit copies of canceled payment checks (with account numbers blocked out).

Once the project is completed . . .

- ☐ **Project Pictures** – Please plan to submit 5-10 digital pictures of the completed project site and specific project elements, for the project file. Digital pictures can be attached to any Progress Report or Request for Reimbursement. For **Planning Projects**, rather than pictures, please submit a digital copy of the final **Planning Document**.

- ☐ **Acknowledgement Sign** - Is there any type of signage on site acknowledging OPRD grant support for the project? If not, we will send you one.

If you have questions, please contact:

Mark Cowan  
Grant Program Coordinator  
[mark.cowan@oprdr.oregon.gov](mailto:mark.cowan@oprdr.oregon.gov)  
503-951-1317  
<https://www.oregon.gov/oprdr>

## **CITY MANAGER REPORT AND RECOMMENDATIONS**



Meeting Date: November 6, 2023

### **Agenda Item:**

**Adoption of Resolution No. 3998, a Resolution Authorizing the Use of General Fund Money for Equipment Purchases with the Water Fund and Stormwater Fund Reimbursing the General Fund Over a Five-Year Payment Schedule.**

### **Background:**

At budget time, one of the critical purchases requested by the street and water distribution crews was for the replacement of the vac truck which is used frequently by both the water distribution and street crews for a variety of purposes including utility locates, cleaning catch basins, and other similar work. At budget time we had considered utilizing conventional financing for this purchase since both the Water and Stormwater Funds have limited capacity to make this purchase during this current fiscal year. The General Fund is in a much healthier situation and has the capacity to purchase this equipment with the Water and Stormwater Funds repaying the General Fund over a five-year period. Resolution No. 3998 will advance \$584,000 from the General Fund to the Water Fund (50%) and Stormwater Fund (50% ) for the purchase of a new vac truck and the General Fund will receive simple interest at 4.50% on funds advanced for this purchase.

### **Recommendation:**

I recommend the City Council consider the following motion:

**I move to adopt Resolution No.3998, a resolution setting payment of interfund loan between the General Fund and the Water and Stormwater Funds for the purchase of a vac truck.**

### **Fiscal Effects:**

The General Fund has sufficient reserves in order to advance these funds. This way the General Fund is earning interest from this loan versus a private financing company.

### **Alternatives:**

None recommended.

Respectfully submitted,

Spencer Nebel  
City Manager



**STAFF REPORT  
CITY COUNCIL AGENDA ITEM**

Meeting Date: 11/06/23

**Title:** Resolution No. 3998 providing for a payment schedule and related interest rate between the General fund and the Water fund (50%) and Stormwater fund (50%).

**Prepared by:** Steve Baugher

**Recommended Motion:** I move to adopt Resolution No. 3998, a resolution adopting a \$584,000 interfund loan between the General fund and the Water fund of \$292,000 and Stormwater fund of \$292,000, with a simple interest rate of 4.5% and a 5-year payment schedule.

**Background Information:** The 2023-24 adopted budget includes an appropriation of a VAC truck using a conventional loan. The current interest rate on a conventional five-year loan is 7.31%. It is recommended that an interfund loan be set up between the General fund and the Water fund (50%) and the Stormwater fund (50%) instead of obtaining a conventional loan. The interest expense on a five-year conventional loan is approximately \$109,406. Resolution number 3998 is needed to set the interest rate and payback terms for the interfund loan.

This is a considered a capital loan because it was made for the purpose of financing the design, acquisition, construction, installation, or improvement of real or personal property and not for the purpose of paying operating expenses. If a loan is a capital loan, it must be repaid in full over a term not to exceed 10 years. The resolution or ordinance that authorizes the loan must state a schedule for repayment and a rate of interest (ORS 294.468, renumbered from 294.460). The interest rate can be any rate that the governing body determines, including zero.

**Fiscal Notes:**

The Water fund (50%) and the Stormwater fund (50%) will include interfund loan payments of \$116,800 plus interest to the General fund for budget years 2024-2025 through 2028-2029.

**Alternatives:**

None

**Attachments:**

Resolution 3998  
Attachment A - Payment Schedule

CITY OF NEWPORT  
RESOLUTION NO. 3998  
A RESOLUTION SETTING PAYMENT OF INTERFUND LOAN BETWEEN THE GENERAL  
FUND AND THE WATER AND STORMWATER FUND FOR THE PURCHASE OF A VAC  
TRUCK

Findings:

WHEREAS, the City of Newport Council authorized on November 6, 2023, an interfund loan in the amount of \$584,000 between General Fund and the Water (50%) and Stormwater (50%) funds for the purchase of a VAC Truck.

WHEREAS, as this is considered a capital loan and per Oregon Statutes (ORS 294.468 renumbered from 294.460) a payment plan must be established and approved by the City Council, and

WHEREAS, a 5-year payment plan has been established with an assumed interest rate of 4.50%, simple interest - see attached payment schedule, for the payment to come from the Water (50%) and Stormwater (50%) funds to the General fund.

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

- 1) The City of Newport Council approves the interest for said loan to be 4.50%.
- 2) The City of Newport Council approves the remainder of the payment schedule from the Water and Stormwater Funds.
- 3) This resolution is effective immediately upon adoption.

Adopted by the Newport City Council on November 6, 2023.

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Jan Kaplan, Mayor

ATTEST:

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Eric Glover, Assistant City Manager/City Recorder

City of Newport

Payment schedule between Water (50%) and Stormwater (50%) Funds and General Fund

Attachment A

Loan: 584,000  
Interest Rate: 4.50%

Year		Principal	Interest	Total	Loan Amount
2025	1	116,800	26,280	143,080	467,200
2026	2	116,800	21,024	137,824	350,400
2027	3	116,800	15,768	132,568	233,600
2028	4	116,800	10,512	127,312	116,800
2029	5	116,800	5,256	122,056	0
		<u>584,000</u>	<u>78,840</u>	<u>662,840</u>	

## CITY MANAGER REPORT AND RECOMMENDATIONS



Meeting Date: November 6, 2023

### Agenda Item:

**Adoption of Resolution No. 3999, a Resolution Providing for a Payment Schedule and Related Interest Rate Between the Agate Beach Closure Fund and the Public Parking Fund for the Bayfront Parking Implementation Project.**

### Background:

On August 21, the City Council authorized an interfund loan in the amount of \$225,000 from the Agate Beach Closure Fund to the Public Parking Fund for the parking study implementation project. At that meeting, the City Council established a five-year repayment plan at a zero (0%) interest rate. Resolution 3999 mirrors the motion made by the City Council. Resolution 3999 will formally document that arrangement.

### Recommendation:

I recommend the City Council consider the following motion:

**I move to adopt Resolution No. 3999, a resolution setting payment of an interfund loan between the Agate Beach Closure Fund and the Public Parking Fund for the Parking Study Implementation Project.**

### Fiscal Effects:

The loan has been already authorized by Council. There are sufficient funds in the Agate Beach Closure Fund above the needed reserves to advance these funds for this project.

### Alternatives:

None recommended.

Respectfully submitted,

Spencer Nebel  
City Manager



**STAFF REPORT  
CITY COUNCIL AGENDA ITEM**

Meeting Date: 11/06/23

**Title:** Resolution No. 3999 providing for a payment schedule and related interest rate between the Agate Beach Closure fund and the Public Parking fund for the parking study implementation project.

**Prepared by:** Steve Baugher

**Recommended Motion:** I move to adopt Resolution No. 3999, a resolution adopting a \$225,000 interfund loan between the Agate Beach Closure fund and the Public Parking fund, with a simple interest rate of 0% and a 5-year payment schedule.

**Background Information:** The City of Newport Council authorized on August 21, 2023, an interfund loan in the amount of \$225,000 between the Agate Beach Closure fund and Public Parking fund for the parking study implementation project. Resolution number 3999 is needed to set the interest rate and payback terms for the interfund loan.

This is a considered a capital loan because it was made for the purpose of financing the design, acquisition, construction, installation, or improvement of real or personal property and not for the purpose of paying operating expenses. If a loan is a capital loan, it must be repaid in full over a term not to exceed 10 years. The resolution or ordinance that authorizes the loan must state a schedule for repayment and a rate of interest (ORS 294.468, renumbered from 294.460). The interest rate can be any rate that the governing body determines, including zero.

**Fiscal Notes:**

The Public Parking fund will include interfund loan payments of \$45,000 to the Agate Beach Closure fund for budget years 2024-2025 through 2028-2029.

**Alternatives:**

None

**Attachments:**

Resolution 3999  
Attachment A - Payment Schedule



CITY OF NEWPORT  
RESOLUTION NO. 3999  
A RESOLUTION SETTING PAYMENT OF INTERFUND LOAN BETWEEN THE AGATE  
BEACH CLOSURE FUND AND THE PUBLIC PARKING FUND FOR THE PARKING  
STUDY IMPLEMENTATION PROJECT

Findings:

WHEREAS, the City of Newport Council authorized on August 21, 2023, an interfund loan in the amount of \$225,000 between the Agate Beach Closure fund and Public Parking fund for the parking study implementation project.

WHEREAS, as this is considered a capital loan and per Oregon Statutes (ORS 294.468 renumbered from 294.460) a payment plan must be established and approved by the City Council, and

WHEREAS, a 5-year payment plan has been established with an assumed interest rate of 0.00%, simple interest - see attached payment schedule, for the payment to come from the Public Parking fund to the Agate Beach Closure fund.

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

- 1) The City of Newport Council approves the interest for said loan to be 0.00%.
- 2) The City of Newport Council approves the remainder of the payment schedule from the Public Parking fund.
- 3) This resolution is effective immediately upon adoption.

Adopted by the Newport City Council on November 6, 2023.

---

Jan Kaplan, Mayor

ATTEST:

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Eric Glover, Assistant City Manager/City Recorder

City of Newport

Payment schedule between the Public Parking fund and the Agate Beach Closure fund

Attachment A

Loan: 225,000  
Interest Rate: 0.00%

Year		Principal	Interest	Total	Loan Amount
2025	1	45,000	0	45,000	180,000
2026	2	45,000	0	45,000	135,000
2027	3	45,000	0	45,000	90,000
2028	4	45,000	0	45,000	45,000
2029	5	45,000	0	45,000	0
		<u>225,000</u>	<u>0</u>	<u>225,000</u>	

## **CITY MANAGER REPORT AND RECOMMENDATIONS**



**Meeting Date: November 6, 2023**

### **Agenda Item:**

**Scheduling a Public Hearing on Resolution No. 4000, a Resolution Setting Fees and Terms for Use of Certain Public Parking Areas Along the Bayfront.**

### **Background:**

On March 2, 2020, the Newport City Council adopted Ordinance No. 2163 implementing recommendations for the 2018 parking study by Lancaster StreetLab. The City has been making various purchases of equipment, installation of the poles for signs, and ticket kiosks, resurfacing parking lots in preparation for the implementation of a parking system that will be supported by users on the Bayfront. The attached report from Derrick Tokos outlines recommendations by the Newport Parking Advisory Committee. Resolution No. 4000 describes the parking fees for permits, including commercial fishing community permits, single use permits, fishing charter permits, as well as lodging day permits. The resolution that provides the maximum length of stay in various districts and establishes meter pricing at \$1 an hour. In addition, the schedule that meters will be used to regulate parking is part of the resolution.

This is an opportunity to review the proposed regulations and costs that would be set by the resolution. In the future, Council can modify the user terms or costs on an annual basis by passing a resolution making those modifications.

### **Recommendation:**

I recommend that the City Council consider the following motion:

**I move to schedule a public hearing on set November 20, 2023 to consider resolution number 4000, a resolution setting fees and terms for use for certain public parking areas on the Bayfront.**

### **Fiscal Effects:**

The parking fees will provide support for the City's Bayfront parking system including recouping cost for implementation of a pay system on the parking front, future upgrades to the parking in this area, as well as the providing funds for the enforcement of parking regulations. By making this a user-based system, the City will recognize revenue coming from both residents and visitors to support the parking infrastructure on the Bayfront.

**Alternatives:**

Schedule the hearing for another day, or as suggested by the City Council.

Respectfully submitted,

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

Spencer Nebel  
City Manager



**STAFF REPORT  
CITY COUNCIL AGENDA ITEM**

Meeting Date: November 6, 2023

**Title:** Report on Resolution No. 4000, Setting Fees and Terms for Use of Certain Public Parking Areas along the Bayfront

**Prepared by:** Derrick I. Tokos, AICP, Community Development Director

**Recommended Motion:** I move to set November 20, 2023 as the date at which the City Council will consider Resolution No. 4000, setting fees and the terms of use of certain public parking areas.

**Background Information:** On March 2, 2020, the Newport City Council adopted Ordinance No. 2163, implementing recommendations of a 2018 Parking Study by Lancaster StreetLab, as amended by the City's Parking Advisory Committee. Among other things, Ordinance No. 2163 included policy direction to pursue metered zones, hybrid metered/permit, and hybrid permit/timed zones along the Bayfront to increase vehicle turnover in public parking areas, reducing congestion and improving public safety.

On October 2, 2023, following review by the Newport Parking Advisory Committee and Planning Commission, the City Council adopted Ordinance No. 2214, an ordinance that put in place an administrative framework for the City to operate and enforce a meter and paid permit program for public parking areas. Ordinance No. 2214 provides that fees, time limits, and related terms of use in metered and paid permit areas are to be determined by resolution of the City Council with the proceeds being placed in the City of Newport Parking Fund.

The Newport Parking Advisory Committee has developed a parking fee schedule for the City Council's consideration. Some significant changes have been made based upon stakeholder feedback, including:

- Offering fleet management as an e-permitting option so that commercial fishing vessel owners/operators and Bayfront businesses can self-manage parking permits, including the option of reassigning active permits as a result of staff turnover.
- Adjusting parking time limits for commercial fishing permits in Permit Zones B and D from 72 hours to 96 hours, and creating a QR Code based single use permit that vessel owners/owners can make available to crew members on short notice.
- Carving out free parking areas and establishing a discounted annual permit at \$100 per year for Permit Parking Zones C and D for year round employees.

The Committee is recommending the City pursue a soft launch of the meter and permit parking program given that this method of managing parking is not currently in place along the Bayfront. With this approach, the pay stations will be installed in January where they will be operational on weekends only. At the same time, the City would offer free courtesy permits in areas designated for paid permit parking. The courtesy permits would be valid through April. This will provide a period of time for folks to setup their parking accounts and the City can debug any issues that

come up. It also provides time for City staff to coordinate with those that will be doing fleet management to help them get setup. The courtesy permits would include an automatic email notice to advise permit holders when the “paid” permits will be available for purchase. Bayfront businesses paid a business license surcharge when renewing their business licenses earlier this year. That surcharge will go away when the meter / paid permit program is fully implemented meaning they will not have to pay it in 2024. Using the courtesy permit in this manner allows businesses to not have to pay two fees in short succession. Instead, businesses will be able to take what they would otherwise have reserved for the parking business license surcharge in 2024 and apply it to parking permits instead. Paid parking permits would be required effective May 1, 2024, and at that same time the meters would shift to a seven day a week summer schedule.

While the Parking Advisory Committee has expressed its support for the fee schedule outlined in the attached resolution, it has not had an opportunity to review the actual document. There are also a couple of related items in the resolution that the Committee hasn’t had an opportunity to discuss, such as how best to handle convenience fees charged by T2 Systems, Inc. and the frequency by which fees should be reconsidered for inflationary adjustments. With these considerations in mind, the resolution is only being introduced at this time so that Council members can familiarize themselves with the fee structure, with formal action on the resolution being deferred until November 20, 2023. This will allow the Parking Advisory Committee to review the resolution at its November 15, 2023 meeting.

With respect to outreach, City staff and Parking Advisory Committee members have met with Bayfront retail businesses, fish processors, commercial fishing interests, the Port of Newport, and Rotary. The Newport News-Times has also printed several articles and there has been a fair amount of social media traffic on the topic. Outreach moving forward will focus on informing the public of the go live date and details of the approved parking fee and permit program.

City is in the process of finalizing the programming for the e-permitting, mobile pay, pay stations, and license plate recognition enforcement functions. Finalizing the fee schedule and permit zones is part of that process. The City will also need to complete the installation of required sign posts, install the pay stations and security cameras, coordinate with the Port of Newport to obtain vessel owner/operator contacts, and put up the new regulatory signs. The Police Department will also be testing and debugging the recently installed license plate recognition hardware. This will occur over the months of November and December.

**Fiscal Notes:** The Parking Study, upon which this fee structure is largely based, estimates revenue of at least \$350,000 a year, and possibly up to \$500,000 a year. Proceeds will be directed to the Parking Fund, and will be used to improve the functionality of the Bayfront parking system, offset enforcement costs, and to pay back the \$225,000 loan from the Agate Beach Closure Fund that was used to fund the Abbey Street, Bay Blvd, and Hatfield parking lot improvements.

**Alternatives:** Authorize the change order, seek changes to the scope of services, forgo executing the change order, or as suggested by Council.

**Attachments:**

Draft Resolution No. 4000  
Updated Implementation Schedule  
Bayfront Parking FAQ (English)  
Bayfront Parking FAQ (Spanish)  
Regulatory Sign Templates  
Large Format Parking Management Plan (showing free parking areas)  
Final Large Format Parking Management Plan

## CITY OF NEWPORT

### RESOLUTION NO. 4000

#### A RESOLUTION SETTING FEES AND TERMS FOR USE OF CERTAIN PUBLIC PARKING AREAS

WHEREAS, on March 2, 2020, the Newport City Council adopted Ordinance No. 2163, implementing recommendations of a 2018 Parking Study by Lancaster StreetLab, as amended by the City's Parking Advisory Committee; and

WHEREAS, among other things, Ordinance No. 2163 included policy direction to pursue metered zones, hybrid metered/permit, and hybrid permit/timed zones along the Bayfront to increase vehicle turnover in public parking areas, reducing congestion and improving public safety; and

WHEREAS, on October 2, 2023, following review by the Newport Parking Advisory Committee and Planning Commission, the City Council adopted Ordinance No. 2214, an ordinance that put in place an administrative framework for the City to operate and enforce a meter and paid permit program for public parking areas; and

WHEREAS, said Ordinance provides that fees, time limits, and related terms of use in metered and paid permit areas are to be determined by resolution of the City Council with the proceeds being placed in the City of Newport Parking Fund; and

WHEREAS, over the course of several months, the Newport Parking Advisory Committee, with stakeholder input, developed a parking fee concept for the City Council's consideration as part of this resolution.

#### THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1. Locations of Meter and Hybrid Meter/Permit Parking Areas. Meter and hybrid meter/permit areas shall be limited to the Abbey Street, Bay Boulevard, Case Street, Fall Street, and Hatfield public parking lots and those portions of Bay Street, Fall Street, and Bay Boulevard, as depicted on the attached Exhibit A.

Section 2. Hybrid Meter/Permit and Permit/Timed Zones. Areas subject to hybrid meter/permit and permit/timed limitations are defined by geographic zones, as illustrated on Exhibit A and more specifically defined below:

- a. Zone A - this hybrid meter/permit zone includes the Abbey Street, Fall Street, and Bay Boulevard public parking lots and the west side of Fall Street, between Canyon Way and Bay Boulevard.

- b. Zone B - this hybrid meter/permit zone includes the Hatfield public parking lot, and the portion of Bay Boulevard between Hatfield Drive and Eads Street.
- c. Zone C - the hybrid permit/timed portion of the zone includes the Canyon Way, and Lee Street public parking lots, Canyon Way between Fall Street and the upper boundary of the Canyon Way lot, Lee Street between Bay Boulevard and the Lee Street lot, and Bay Boulevard between Lee Street and Hatfield Drive. This zone further includes the Case Street public parking lot as a hybrid meter/permit zone.
- d. Zone D - this hybrid permit/timed zone includes Hatfield Drive between Bay Boulevard and the hydrant immediately downslope of the retaining wall on the west side of the street, Pine Street between Bay boulevard and the Port Dock Four Condominiums, and Bay Boulevard between Eads Street and the access to the Port of Newport Administrative Building at Port Dock 7.

Section 3. Meter Fees and Dates of Operation. Meter pricing shall be \$1.00 an hour. Meters are to operate from 11am to 7pm, seven days a week from May to October. From November to April meters are to operate from 11am to 7pm on Saturdays and Sundays only.

Section 4. Length of Stay. Except as outlined in Section 5, the maximum length of stay in a parking stall located within a meter, hybrid meter/permit, and hybrid permit/timed zone area shall be as follows:

- a. On-street public parking. Four hours.
- b. Public parking lots. Four hours, seven days a week from May to October, and Saturdays and Sundays only from November to April. 16 hours all other times.

Section 5. Permit Fees, Duration, and Availability. The cost, duration, and availability of permits shall be as follows:

- a. Zone A Permit. \$45 a month, 12 hour daily maximum stay, with the maximum number of permits being equivalent to the number of available parking stalls.
- b. Zone B Permit. \$45 a month, 12 hour daily maximum stay, with the maximum number of permits being equivalent to the number of available parking stalls.
- c. Zone C Permit. \$25 a month or \$100 a year, 12 hour daily maximum stay, with the maximum number of permits being equivalent to 130% the number of available parking stalls.



- d. Zone D Permit. \$25 a month or \$100 a year, 12 hour daily maximum stay, with the maximum number of permits being equivalent to 130% the number of available parking stalls.
- e. Commercial Fishing Community Permit. \$45 a month, 96 hour maximum stay, applicable to Zones B and D, available by invitation only for owners/operators of commercial fishing vessels.
- f. Commercial Fishing Community Single Use Permit. \$10 fee, 96 hour maximum stay, applicable to Zones B and D, available by invitation only for owners/operators of commercial fishing vessels.
- g. Recreational Fishing Charter Day Permit. \$8 fee. Applicable to all zones with no limit on the number of daily permits issued.
- h. Lodging Day Permit. \$10 fee. Applicable to all zones with no limit on the number of daily permits issued.

Section 6. Citation for Meter Violation. The citation for parking in a metered parking space during the hours of operation of the meter without paying the parking meter or parking permit fee (if applicable) shall be \$30 per occurrence if paid within 10 days. That amount increases to \$65 for citations paid within 11-20 days, and \$95 for citations paid within 21 to 30 days.

Section 7. Convenience Fees. To offset vendor costs, a convenience fee of \$0.25 shall be charged for debit or credit card transactions at meters, \$0.40 for transactions through mobile pays “text to park” application, and \$3 or 4% of the purchase value, whichever is greater, for electronic permit transactions.

Section 8. Temporary Courtesy Permit. Notwithstanding the fee structure set forth in Section 5, a courtesy permit, at no cost, shall be provided in hybrid meter/permit and permit/timed zones, effective January through April of 2024.

Section 9. Coupons. The City Manager may issue parking meter courtesy permits or coupon codes valid for a period not to exceed seven days, as provided in NMC 6.20.050 for special events, City sponsored promotional events to enhance business access, or circumstances where parking meters malfunction or an error otherwise occurs in the application of the meter program.

Section 10. Periodic Fee Adjustments. The fees established herein shall be reviewed at least once every five years and adjusted as needed to account for inflation using the Bureau of Labor Statistics Consumer Price Index for Urban Consumers (CPI-U).

Adopted by the City Council of the City of Newport this 20<sup>th</sup> day of November, 2023.

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Jan Kaplan, Mayor

ATTEST:

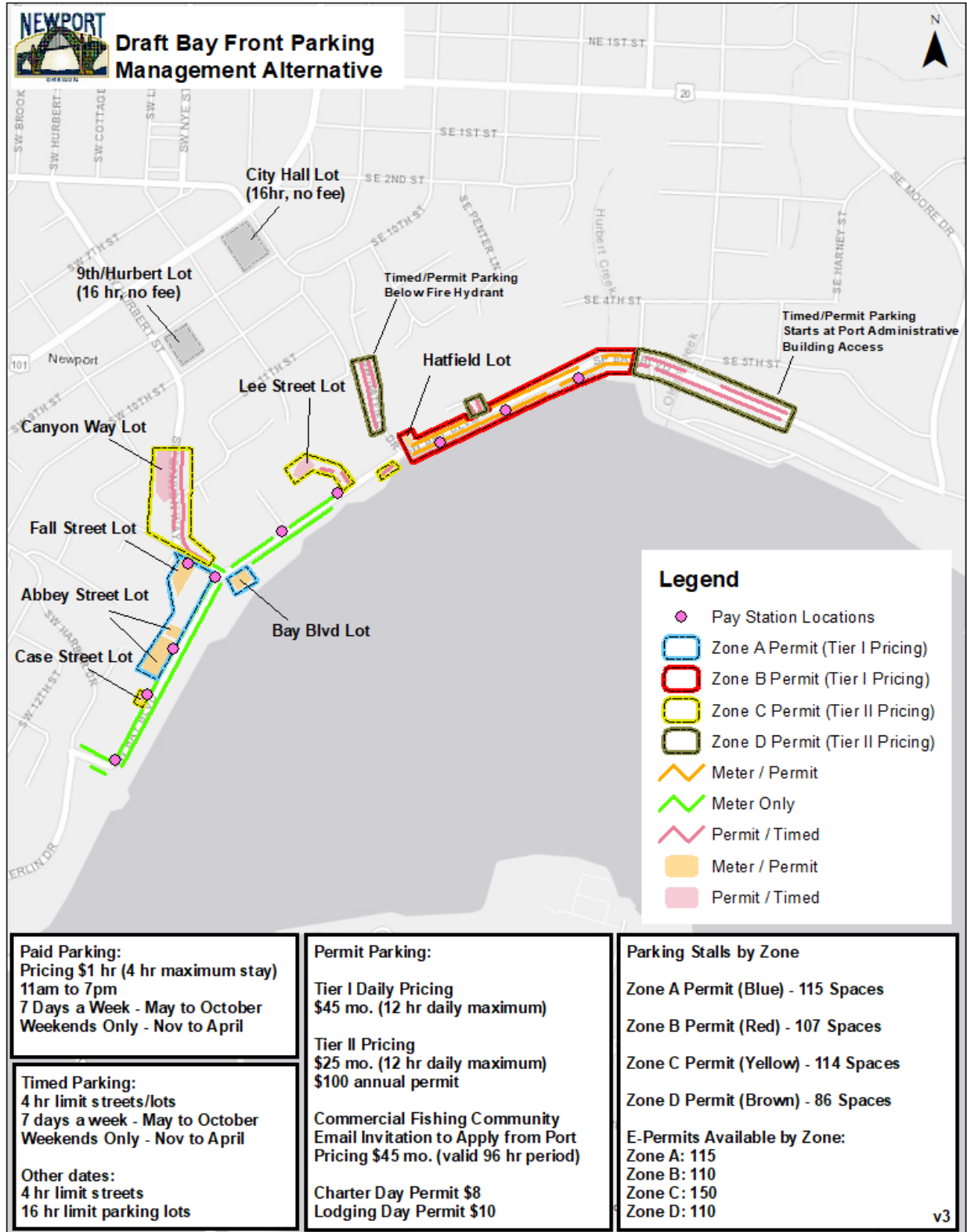
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Erik Glover, City Recorder

DRAFT

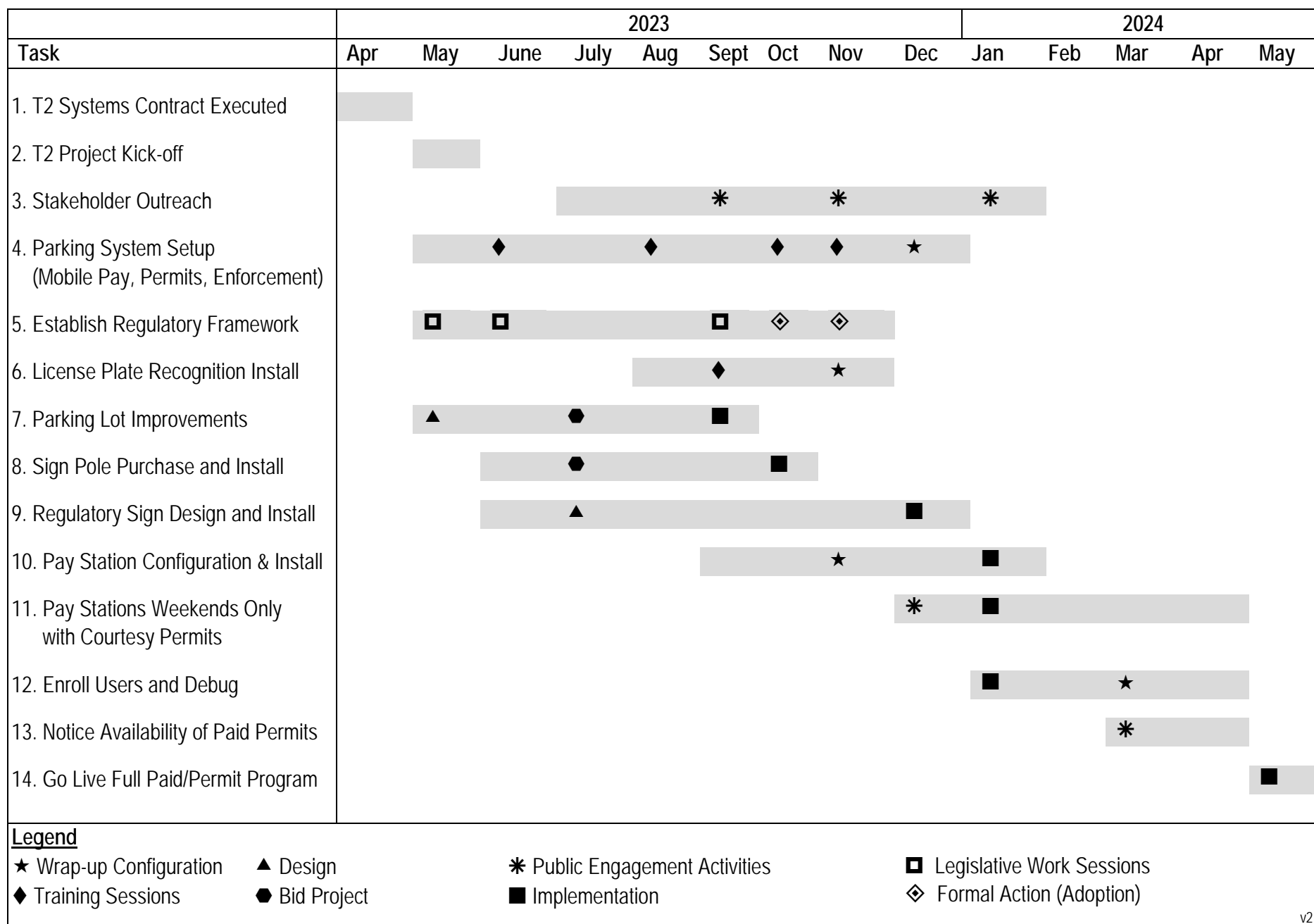
# Exhibit A

Resolution No. 4000





## Bayfront Parking Management Implementation Schedule





### What is the City's Plan for Managing Parking along the Bayfront?

The City's plan for managing parking is to establish paid parking, paid/permit, and permit/timed parking areas along the Bayfront streets and parking lots. The plan is based upon a parking study that the City completed with stakeholder input in 2018, and which was formally adopted in 2020.

### Why Install "Pay to Park" Pay Stations and Charge for Permits?

The purpose of the parking pay stations and electronic permits is to increase vehicle turnover in high demand areas so that more parking is available to Bayfront users. This will reduce congestion and improve public safety.

For much of the year, available parking is over 85% utilized, meaning it is "functionally full." Users cannot find a place to park, which leads to congestion, frustrated drivers, and vehicles being parked in an unsafe manner. Meter revenues will be used to fund parking enforcement, improve parking areas, and enhance overall access to the Bayfront.

### So... What is the Parking Plan?

Attached to the back of this FAQ is a map showing the locations and pricing of the paid and permit parking areas along the Bayfront. A limited number of electronic permits will be available for purchase online through the City of Newport website. Persons in paid parking areas will be able to pay by phone using a "text to pay" option or they can use one of the ten pay stations that the City will be installing. Pay stations include coin, credit card, and coupon code functionality.

### Which Parking Areas will this apply to?

Public parking areas along the Bayfront. It will not apply to private lots and Port of Newport parking areas.

### When will the Changes go into Effect?

Pay stations and new signage will be installed and active on weekends only beginning in January of 2024. In December, the City will roll out free courtesy electronic permits that will be effective from January to April. Paid electronic permits will be required for permit areas effective May 1, 2024, and the pay stations will shift to seven days a week that same day.

### How will this Impact Parking Enforcement?

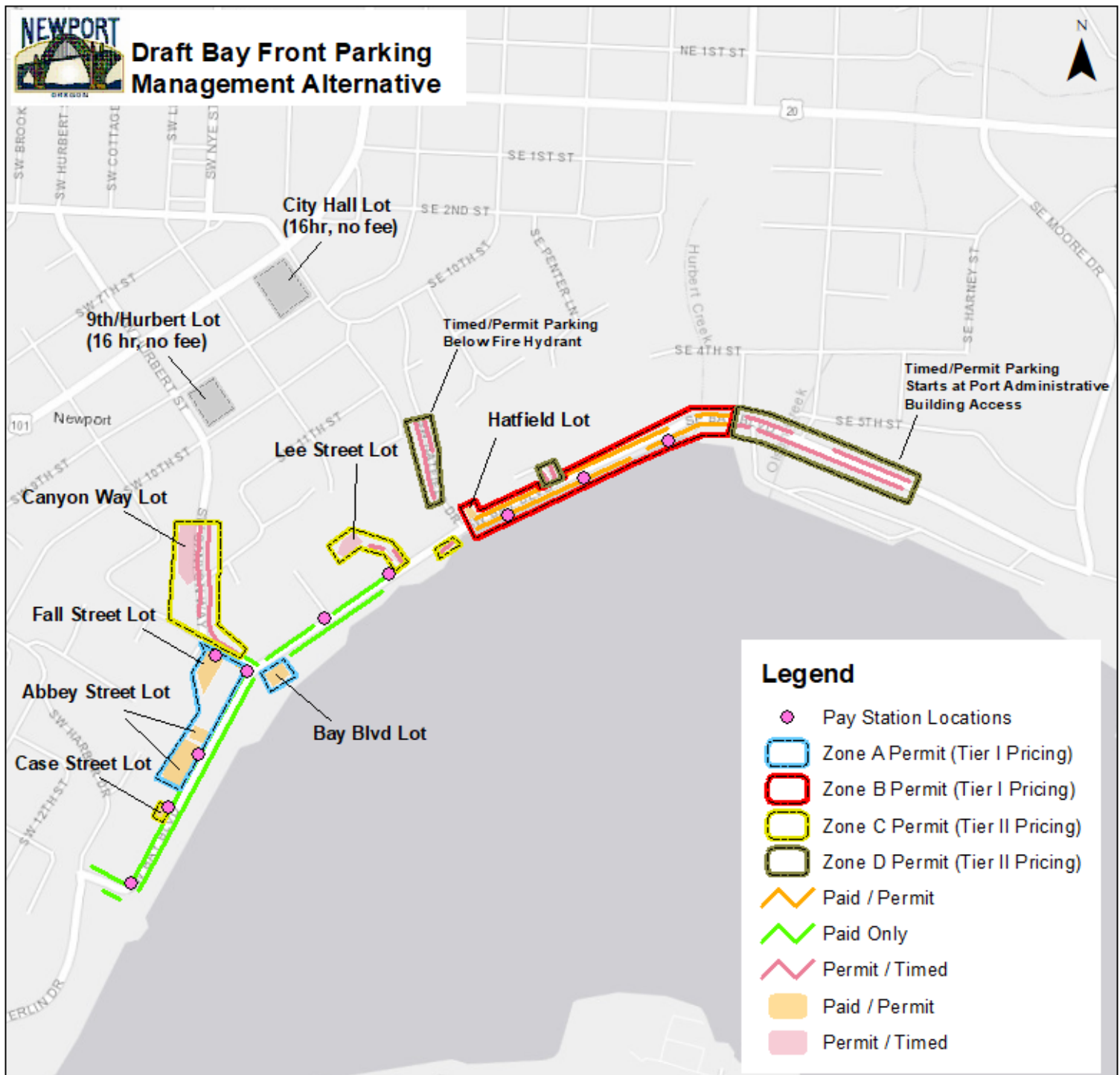
The City will provide a break-in period of at least 30-days to help educate users about the new rules. They will only be issuing warnings during that time period. The City has hired a new parking enforcement officer who will be using License Plate Recognition (LPR) technology to efficiently identify vehicles parked in violation of the City's parking rules.

### Who do I Contact to Learn More about Upcoming Changes?

For additional information, you can contact the City of Newport Community Development Department at 541-574-0629 or [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). You can also attend Parking Advisory Committee meetings, which are typically held on the third Wednesday of the month at Newport City Hall.



# Draft Bay Front Parking Management Alternative



**Paid Parking:**  
Pricing \$1 hr (4 hr maximum stay)  
11am to 7pm  
7 Days a Week - May to October  
Weekends Only - Nov to April

**Timed Parking:**  
4 hr limit streets/lots  
7 days a week - May to October  
Weekends Only - Nov to April

**Other dates:**  
4 hr limit streets  
16 hr limit parking lots

**Permit Parking:**  
Tier I Daily Pricing  
\$45 mo. (12 hr daily maximum)

Tier II Pricing  
\$25 mo. (12 hr daily maximum)  
\$100 annual permit

Commercial Fishing Community  
Email Invitation to Apply from Port  
Pricing \$45 mo. (valid 96 hr period)

Charter Day Permit \$8  
Lodging Day Permit \$10

## Parking Stalls by Zone

Zone A Permit (Blue) - 115 Spaces

Zone B Permit (Red) - 107 Spaces

Zone C Permit (Yellow) - 114 Spaces

Zone D Permit (Brown) - 86 Spaces

## E-Permits Available by Zone:

Zone A: 115

Zone B: 110

Zone C: 140

Zone D: 110

v3





### ¿Cuál es el Plan de la Ciudad para Administrar el Estacionamiento a lo largo de la Bahía?

El plan de la Ciudad para administrar el estacionamiento es establecer áreas de estacionamiento pagado, de pago/con permiso y con permiso/cronometrado a lo largo de las calles y estacionamientos de Bayfront. El plan se basa en un estudio de estacionamiento que la Ciudad completó con los aportes de las partes interesadas en 2018 y que se adoptó formalmente en 2020.

### ¿Por qué instalar estaciones de pago "Pay to Park" y cobrar por los permisos?

El propósito de las estaciones de pago de estacionamiento y los permisos electrónicos es aumentar la rotación de vehículos en áreas de alta demanda para que haya más estacionamiento disponible para los usuarios de Bayfront. Esto reducirá la congestión y mejorará la seguridad pública.

Durante gran parte del año, el estacionamiento disponible está más del 85% utilizado, lo que significa que está "funcionalmente lleno". Los usuarios no pueden encontrar un lugar para estacionar, lo que genera congestión, conductores frustrados y vehículos estacionados de manera insegura. Los ingresos de los parquímetros se utilizarán para financiar la aplicación de la ley de estacionamiento, mejorar las áreas de estacionamiento y mejorar el acceso general a la Bahía.

### Así que... ¿Qué es el Plan de Estacionamiento?

Adjunto al reverso de estas preguntas frecuentes hay un mapa que muestra las ubicaciones y los precios de las áreas de estacionamiento pagadas y con permiso a lo largo de la bahía. Un número limitado de permisos electrónicos estarán disponibles para su compra en línea a través del sitio web de la Ciudad de Newport. Las personas en áreas de estacionamiento pagado podrán pagar por teléfono usando una opción de "mensaje de texto para pagar" o pueden usar una de las diez estaciones de pago que la Ciudad instalará. Las estaciones de pago incluyen la funcionalidad de monedas, tarjetas de crédito y códigos de cupón.

### ¿A qué áreas de estacionamiento se aplicará?

Áreas de estacionamiento público a lo largo de la bahía. No se aplicará a los lotes privados ni a las áreas de estacionamiento del Puerto de Newport.

### ¿Cuándo entrarán en vigor los cambios?

Las estaciones de pago y la nueva señalización se instalarán y estarán activas solo los fines de semana a partir de enero de 2024. En diciembre, la Ciudad implementará permisos electrónicos de cortesía gratuitos que entrarán en vigencia de enero a abril. A partir del 1 de mayo de 2024, se requerirán permisos electrónicos pagados para las áreas de permisos, y las estaciones de pago cambiarán a siete días a la semana ese mismo día.

### ¿Cómo afectará esto a la aplicación de la ley de estacionamiento?

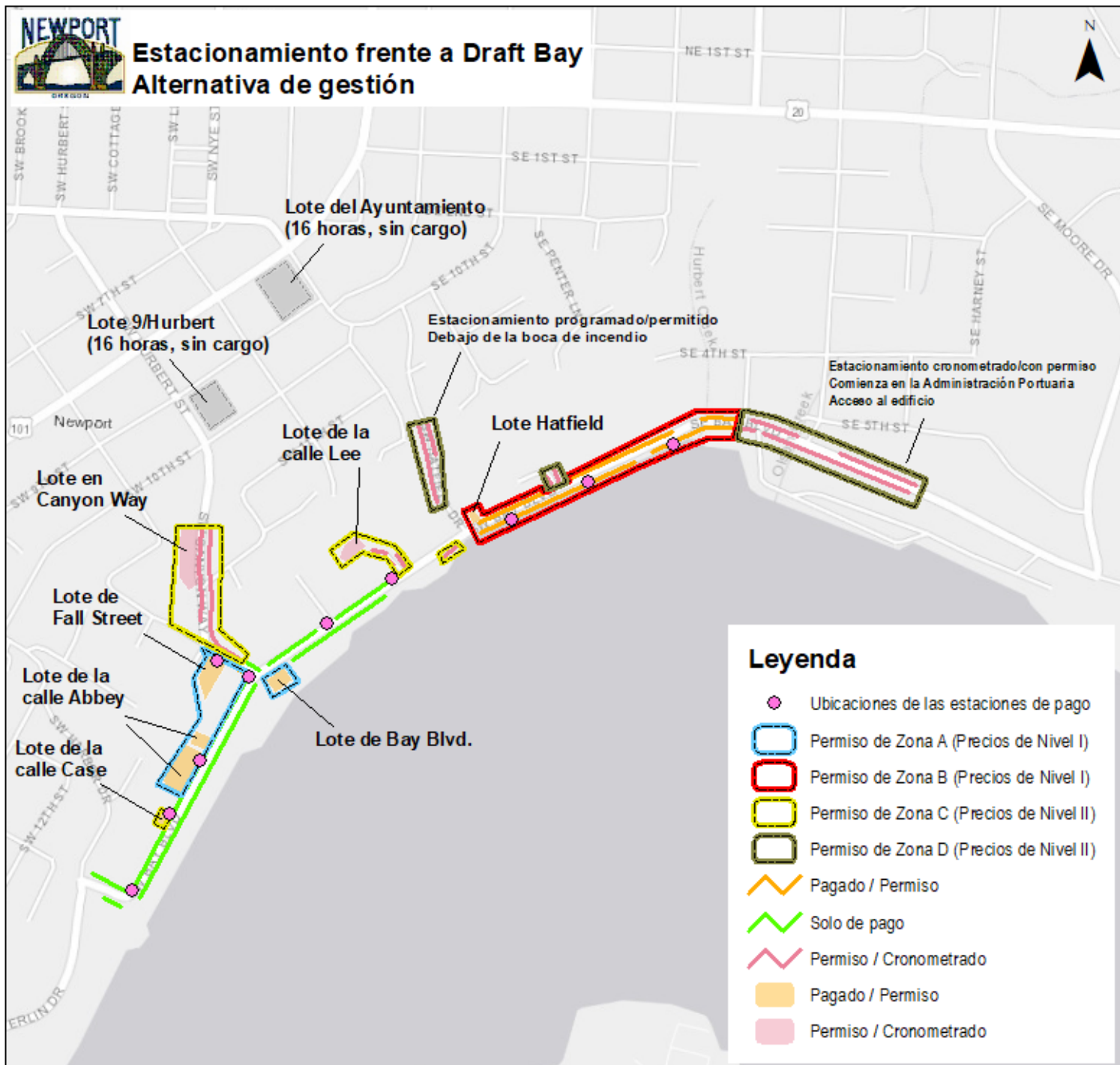
La Ciudad proporcionará un período de adaptación de al menos 30 días para ayudar a educar a los usuarios sobre las nuevas reglas. Solo emitirán advertencias durante ese período de tiempo. La Ciudad ha contratado a un nuevo oficial de control de estacionamiento que utilizará la tecnología de Reconocimiento de Placas (LPR, por sus siglas en inglés) para identificar de manera eficiente los vehículos estacionados en violación de las reglas de estacionamiento de la Ciudad.

### ¿Con quién me comunico para obtener más información sobre los próximos cambios?

Para obtener información adicional, puede comunicarse con el Departamento de Desarrollo Comunitario de la Ciudad de Newport al 541-574-0629 o [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). También puede asistir a las reuniones del Comité Asesor de Estacionamiento, que generalmente se llevan a cabo el tercer miércoles del mes en el Ayuntamiento de Newport.



## Estacionamiento frente a Draft Bay Alternativa de gestión



**Estacionamiento de pago:**  
 Precio: \$1 hora (estadía máxima de 4 horas)  
 De 11 a 19 horas  
 7 días a la semana - Mayo a Octubre  
 Solo fines de semana - Noviembre a Abril

**Estacionamiento programado:**  
 Límite de 4 horas en calles/lotas  
 7 días a la semana - De mayo a octubre  
 Solo fines de semana - Noviembre a Abril

**Otras fechas:**  
 Límite de 4 horas en las calles  
 Estacionamiento con límite de 16 horas

**Permiso de estacionamiento:**  
 Precios diarios de nivel I  
 \$45 al mes (máximo de 12 horas diarias)  
 Precios de Nivel II  
 \$25 al mes (máximo de 12 horas diarias)  
 Permiso anual de \$100

**Comunidad de Pesca Comercial**  
 Invitación por correo electrónico para  
 presentar una solicitud desde el puerto  
 Precio \$45 al mes (periodo válido de 96 horas)

Permiso de un día de chárter \$8  
 Permiso de Día de Hospedaje \$10

### Puestos de aparcamiento por zona

Permiso de Zona A (Azul) - 115 Espacios

Permiso de Zona B (Rojo) - 107 Espacios

Permiso de Zona C (Amarillo) - 114 Espacios

Permiso de Zona D (Marrón) - 86 Espacios

**Permisos electrónicos disponibles por zona:**

Zona A: 115

Zona B: 110

Zona C: 140

Zona D: 110





Paid (Meter Only) Areas  
Green Streets on Map



Paid/Permit Streets  
Orange Streets on Map



Paid/Permit Lots  
Orange Lots on Map



Permit/Timed Streets  
Pink Streets on Map



Permit/Timed Lots  
Pink Streets on Map



Loading Zone Estuary  
Side of Bay Blvd

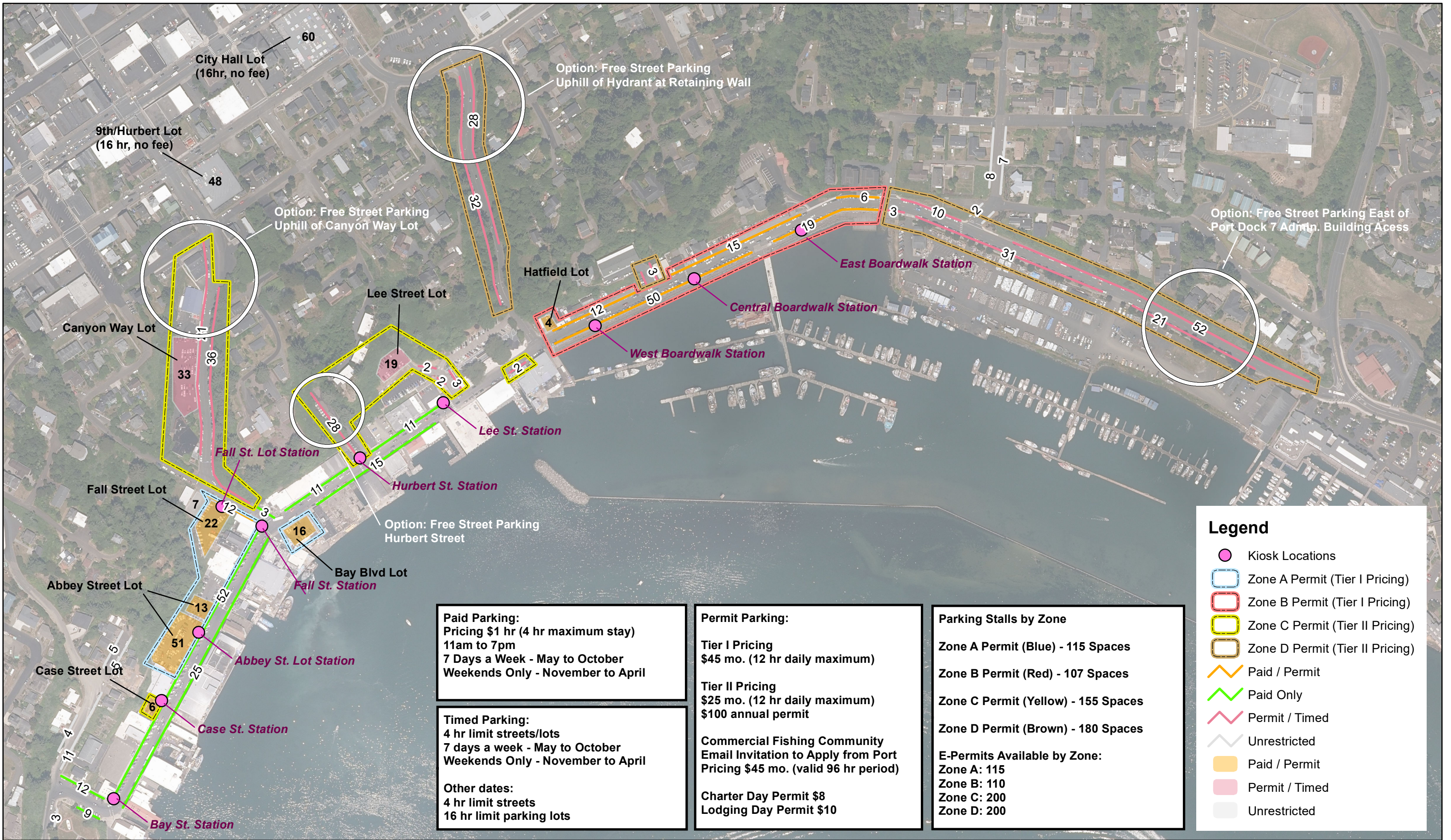


Loading Zone Options  
Upland Side of Bay Blvd



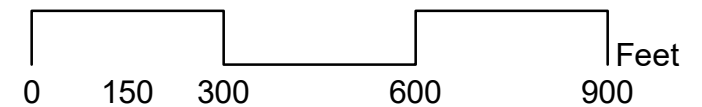
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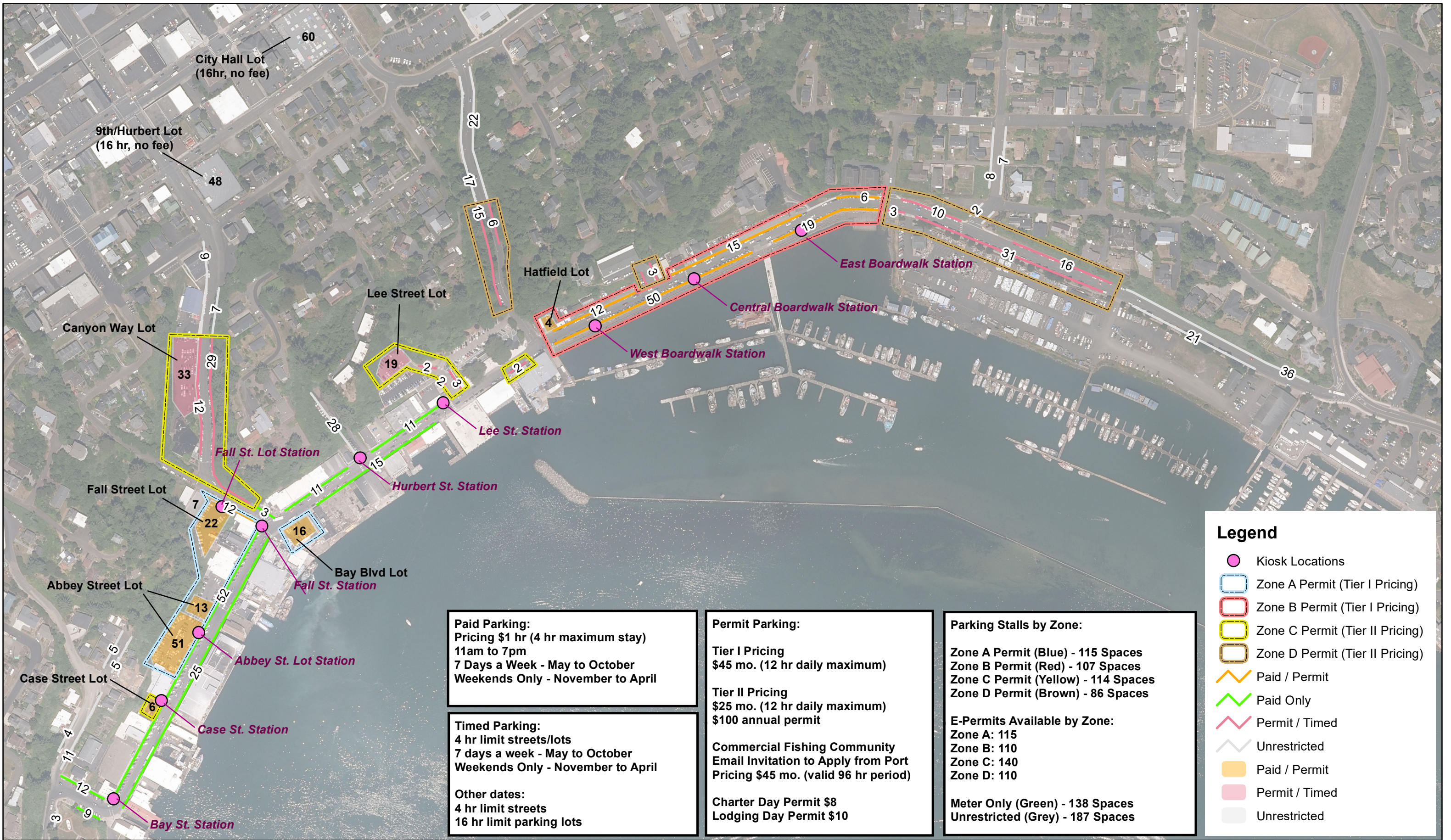
## Draft Bay Front Parking Management Alternative

Aerial Image Taken 2021  
4-inch, 4-band Digital Orthophotos  
Date: October 13, 2023 (v5)



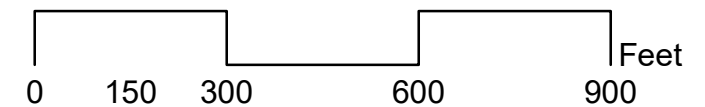
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## Draft Bay Front Parking Management Alternative

Aerial Image Taken 2021  
4-inch, 4-band Digital Orthophotos  
Date: October 13, 2023 (v8)



N

157



## CITY MANAGER REPORT AND RECOMMENDATIONS



Meeting Date: November 6, 2023

### **Agenda Item:**

**Referring to the Voters an Ordinance Increasing the City Gas Tax.**

### **Background:**

At the June 20, 2023 City Council meeting, Council discussed the possibility of referring to voters an ordinance to increase the gas tax to five cents per gallon year-round to use for resurfacing and repaving streets in the city of Newport. At that time, there was discussion of whether this would be appropriate for the 2023 November election or the 2024 May election.

At the Council meeting, it was suggested that this might be a better issue for the May 2024 election since that will be in conjunction with the primary elections for a number of County and State officials, as well as the presidential primary. Oregon has set a date of Tuesday, May 21, 2024 for this election.

The date in which Council would need to formally act on this issue is February 19, 2024, in order to get this matter on the ballot in May.

Please note that once an item is on the ballot, local appointed officials are restricted from advocating for that proposal. It would be beneficial to provide information to the public on this issue prior to formally proceeding with a ballot initiative since this avoids these restrictions until an initiative is in place.

The City currently collects a gas tax of three cents per gallon from June through October, and one cent per gallon during the balance of the year. Current code authorizes the collection and use of a motor vehicle fuel tax on motor vehicle fuel dealers that sell or distribute fuel in the City. The gas tax is a fixed amount on gallons of gasoline sold in the city.

It should be noted that since this tax was approved in 2009, the cost of asphalt paving materials has increased by almost 70%. Since the gas tax is not a rate but a fixed amount on a gallon of gas, the revenue produced from this tax has not increased with the price of motor vehicle fuel. The three-cent gas tax (5 months in the summer) approved in 2009 is equivalent to about \$1.75 today.

The City's Finance Work Group submitted a report, which was approved by the City Council on March 1, 2021, recommended an increase of tax to five cents per gallon. Fuel tax helps correct a disparity that currently exists in paying for improvements to the city's street system. Our city, which is established to provide services and facilities for 10,000

residents is stretched to meet the needs of 30,000 people inside the city limits during peak tourism season. A fuel tax increase will help ensure that visitors are shouldering a portion of the financial burden to preserve our city's street system which they use, as do our residents. Other funding options may place the burden solely on the tax payers of the City of Newport.

Ordinance No. 2186 would have increased the gas tax to five cents per gallon was referred to the votes in November 2021. This measure failed with a vote of 1,577 in favor of the tax and 2,092 against it. The tax increase would have increased revenues from the tax from \$210,000 to about \$600,000. This measure was coupled with a proposed tax on prepared foods, as well, which failed by a greater margin. By having two separate issues on the same ballot, it reduced the focus on the fuel tax.

The City commissioned a pavement condition review and strategy report from NCE Engineering and Environmental Services. This report included the development of a pavement condition index and identified various means to maximize the investment of road resources to extend the life of the pavement and streets throughout the city. The City currently maintains 62.8 miles of paved streets and 10.7 miles of gravel roads. For purposes of this study, only the paved streets were included in the pavement condition index. NCE Engineering evaluated each segment of street throughout the city. As a result of this evaluation, it was determined that the pavement condition index overall of the city streets was rated at 66, with the arterial and collector streets being rated at 69, and residential streets at 64. The pavement condition scoring criteria considered any scores between 70 and 100 as good/very good, between 50 and 69 as fair, between 25 and 49 as poor, and 0 to 24 as failed. This report also showed the effect of various funding levels for surface maintenance in the city.

Currently, the City has three primary sources of funding for street improvements. In addition, the city receives State Shared Revenues from the State of Oregon each year in the approximate amount of \$854,592. These funds are designated for operations, street resurfacing, reconstruction, and bicycle trails. Finally, the State provides an additional \$115,000 in entitlement funds. Based on the current level of reinvestment in the street system, the city's street overall index would fall to poor by 2030. In order to maintain a condition index of 69, the report indicates the City needs to invest an amount of \$2 million per year in the street system.

The Finance Work Group reviewed options to address necessary street maintenance. After reviewing cost-saving opportunities, the Work Group turned its focus to revenue options that would distribute the burden more fairly between visitors and residents using city services. Instead of resorting to special tax levies, public safety fees, and other charges on utility bills to meet needs, the Work Group recommended focusing on ways to draw revenues from those using the infrastructure.

If the Council wishes to move forward with the May 2024 election, action would need to be taken at the February 19, 2024 City Council meeting to refer this matter to the voters.

I have attached Ordinance No. 2186 and Resolution No. 3925 that were used to refer this issue to voters in 2021.

**Recommendation:**

No action is being recommended at this time. If Council is interested in proceeding with the May election, we will bring a report back on specific steps and time tables that will need to be met for this purpose.

**Fiscal Effects:**

None.

**Alternatives:**

Direct staff to prepare a draft ordinance for referral to the voters for the general election which would be held on May 21, 2024, consider the November 5, 2024 election for this matter, or as suggested by the City Council

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is positioned above the printed name.

Spencer Nebel  
City Manager

## CITY OF NEWPORT

## ORDINANCE NO. 2186

**AN ORDINANCE OF THE CITY OF NEWPORT  
INCREASING THE MOTOR VEHICLE FUEL TAX  
TO FIVE CENTS PER GALLON YEAR-ROUND  
REFERRING ORDINANCE NO. 2186 TO THE VOTERS AT THE  
GENERAL ELECTION TO BE HELD ON NOVEMBER 2, 2021**

**WHEREAS**, the Newport City Council created a Finance Work Group, by resolution, for the past three years. The task of the Work Group was to create a financial sustainability plan for the City of Newport; and

**WHEREAS**, the City Council adopted Ordinance No. 1984 in 2009, which added Chapter 3.10 - Motor Vehicle Fuel Tax - to the Newport Municipal Code; and

**WHEREAS**, one of the recommendations of the Finance Work Group was that the City Council consider an increase in the motor vehicle fuel tax from the current one cent per gallon for the period November 1 to May 31, and the current three cents per gallon for the period June 1 to October 31, to five cents per gallon year-round to fund roads, streets, bike and pedestrian pathways, and other multi-modal transportation systems.

**THE CITY OF NEWPORT ORDAINS AS FOLLOWS:**

**Section 1.** Section 3.10.030 of Chapter 3.10 of the Newport Municipal Code is amended as set forth below (deleted language is shown in ~~strike through~~ and language to be added is depicted with underline):

**CHAPTER 3.10 MOTOR VEHICLE FUEL TAX**

**3.10.010 Definitions**

The following definitions apply to this chapter.

A. **City**. The City of Newport, Oregon.

B. **Dealer**. Any person who:

1. Imports or causes to be imported motor vehicle fuel for sale, use or distribution in the City, but "dealer" does not include any person who imports into the City motor vehicle fuel in quantities of 500 gallons or less purchased from a supplier who is licensed as a dealer hereunder if that dealer assumes liability for the payment of the applicable license tax to the City; or

2. Produces, refines, manufactures or compounds motor vehicle fuels in the city for use, distribution or sale in the City; or
  3. Acquires in the city for sale, use or distribution in the city motor vehicle fuels with respect to which there has been no license tax previously incurred.
- C. **Distribution**. In addition to its ordinary meaning, the delivery of motor vehicle fuel by a dealer to any service station or into any tank, storage facility or series of tanks or storage facilities connected by pipelines, from which motor vehicle fuel is withdrawn directly for sale or for delivery into the fuel tanks of motor vehicles whether or not the service station, tank or storage facility is owned, operated or controlled by the dealer.
- D. **Highway**. Every way, thoroughfare and place of whatever nature, open for use of the public for the purpose of vehicular travel.
- E. **Motor Vehicle**. All vehicles, engines or machines, movable or immovable, operated or propelled by the use of motor vehicle fuel that operates on highways, roadways and streets.
- F. **Motor Vehicle Fuel**. Includes gasoline, diesel, mogas, methanol and any other flammable or combustible gas or liquid, by whatever name such gasoline, diesel, mogas, methanol, gas or liquid is known or sold, usable as fuel for the operation of motor vehicles, except gas, diesel, mogas, methanol or liquid, the chief use of which, as determined by the tax administrator, is for purposes other than the propulsion of motor vehicles upon the highways roadways and streets.
- G. **Person**. Includes every natural person, association, firm, partnership, corporation, joint venture or other business entity.
- H. **Service Station**. Any place operated for the purpose of retailing and delivering motor vehicle fuel into the fuel tanks of motor vehicles.
- I. **Tax Administrator**. The city manager, the city manager's designee, or any person or entity with whom the city manager contracts to perform those duties.
- J. **Weight Receipt**. A receipt issued by the Oregon Department of Transportation, stating the combined weight of each self-propelled or motor-driven vehicle.

### 3.10.020 Tax Imposed

The following applies to taxes imposed.

- A. A business license tax is hereby imposed on every dealer. The tax imposed shall be paid monthly to the tax administrator. The tax administrator is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection and administration of the business license tax, including all powers specified in ORS 319.010 to 319.430.



### 3.10.030 Amount and Payment

In addition to any fees or taxes otherwise provided for by law, every dealer engaging in the city in the sale, use or distribution of motor vehicle fuel, shall:

- A. Not later than the 25th day of each calendar month, render a statement to the tax administrator on forms prescribed, prepared and furnished by the tax administrator of all motor vehicle fuel sold, used or distributed by him/her in the city as well as all such fuel sold, used or distributed in the city by a purchaser thereof upon which sale, use or distribution the dealer has assumed liability for the applicable license tax during the preceding calendar month.
- B. Pay a license tax computed on the basis of:
  - 1. ~~\$.01 (one cent)~~ \$.05 (five cents) per gallon of such motor vehicle fuel so sold, used or distributed as shown by such statement in the manner and within the time provided in this code, ~~plus.~~
  - 2. ~~Beginning June 1st and ending October 31st of each year, an additional \$.02 (two cents) per gallon of such motor vehicle fuel so sold, used or distributed as shown by such statement in the manner and within the time provided in this code.~~
- C. ~~On or before May 1st of each year, the license tax computed pursuant to 3.10.030 (B) (1) or 3.10.030 (B) (2) may be increased or decreased after a public hearing and a vote of approval by the City Council, but in no case shall any increase or decrease to 3.10.030 (B) (1) or 3.10.030 (B) (2) exceed \$.02 (two cents) per gallon per year.~~

### 3.10.040 License Requirements

No dealer shall sell, use or distribute any motor vehicle fuel until he/she has secured a dealer's business license as required herein.

### 3.10.050 License. Applications and Issuance

- A. Every person, before becoming a dealer in motor vehicle fuel in this city, shall make application to the tax administrator for a license authorizing such person to engage in business as a dealer.
- B. Applications for the business license shall be made on forms prescribed, prepared and furnished by the tax administrator.
- C. Applications shall be accompanied by a duly acknowledged certificate containing:
  - 1. The business name under which the applicant transacts business.

2. The address of applicant's principal place of business and location of distributing stations in and within three miles of the city.
  3. The name and address of the managing agent, the names and addresses of the several persons constituting the firm or partnership or, if a corporation, the name under which the corporation is authorized to transact business and the names and addresses of its principal officers and registered agent, as well as primary transport carrier.
- D. If an application for a dealer for a business license is complete and accepted for filing, the tax administrator shall issue to the dealer a license in such form as the tax administrator may prescribe to transact business in the city. A license issued hereunder is not assignable, and is valid only for the dealer in whose name it is issued.
- E. The tax administrator shall retain all completed applications with an alphabetical index thereof, together with a record of all licensed dealers.

### **3.10.060 Failure to Secure License**

- A. If a dealer sells, distributes or uses any motor vehicle fuel without first filing the certificate and obtaining the license required by Section 3.10.050 of this ordinance, the license tax on all motor vehicle fuel sold, distributed or used by that dealer shall be immediately due and payable.
- B. The tax administrator shall proceed forthwith to determine, from as many available sources as the tax administrator determines reasonable, the amount of tax due, shall assess the dealer for the tax in the amount found due, together with a penalty of 100 percent of the tax, and shall make its certificate of such assessment and penalty. In any suit or proceeding to collect the tax or penalty or both, the certificate shall be prima facie evidence that the dealer therein named is indebted to the city in the amount of the tax and penalty stated.
- C. Any tax or penalty assessed pursuant to this section may be collected in the manner prescribed in this ordinance with reference to delinquency in payment of the fee or by an action at law.
- D. In the event any suit or action is instituted to enforce this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to all other sums provided by law.

### **3.10.070 Revocation of License**

The City or its authorized agent shall revoke the license of any dealer refusing or neglecting to comply with any provision of this ordinance. The City or its authorized agent shall mail by certified mail addressed to such dealer or at his last known address

appearing on the files, a notice of intention to cancel. The notice shall give the reason for the cancellation. The cancellation shall become effective without further notice if within 10 days from the mailing of the notice the dealer or fuel-handler has not made good its default or delinquency.

### **3.10.080 Cancellation of License**

- A. The tax administrator may, upon written request of a dealer, cancel a license issued to that dealer. The tax administrator shall, upon approving the dealer's request for cancellation, set a date not later than 30 days after receipt of the written request, after which the license shall no longer be effective.
- B. The tax administrator may, after 30 days' notice has been mailed to the last known address of the dealer, cancel the license of dealer upon finding that the dealer is no longer engaged in the business of a dealer.

### **3.10.090 Remedies Cumulative**

The remedies provided in this Ordinance are cumulative. No action taken pursuant to those sections shall relieve any person from the penalty provisions of this code.

### **3.10.100 Payment of Tax and Delinquency**

- A. The business license tax imposed by Sections 3.10.020 to 3.10.050 of this chapter shall be paid to the tax administrator on or before the 25th day of each month.
- B. Except as provided in subsections (C) and (E) of this section, if payment of the license tax is not paid as required by subsection (A) of this section, a penalty of 1 percent of such license tax shall be assessed and be immediately due and payable.
- C. Except as provided in subsection (E) of this section, if the payment of the tax and penalty, if any, is not made on or before the 1st day of the next month following that month in which payment is due, a further penalty of 10 percent of the tax shall be assessed. Said penalty shall be in addition to the penalty provided for in subsection (B) of this section and shall be immediately due and payable.
- D. If the license tax imposed by Sections 3.10.020 to 3.10.050 of this code is not paid as required by subsection (A) of this section, interest shall be charged at the rate of .0329 percent per day until the tax, interest and penalties have been paid in full.
- E. Penalties imposed by this section shall not apply if a penalty has been assessed and paid pursuant to Section 3.10.060. The tax administrator may for good cause shown waive any penalties assessed under this section.
- F. If any person fails to pay the license tax, interest, or any penalty provided for by this section, the tax, interest, and/or penalty shall be collected from that person for the use of the city. The tax administrator shall commence and prosecute to final



determination in any court of competent jurisdiction an action at law to collect the same.

- G. In the event any suit or action is instituted to collect the business license tax, interest, or any penalty provided for by this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to all other sums provided by law.

### **3.10.110 Monthly Statement of Dealer**

Every dealer in motor vehicle fuel shall provide to the tax administrator on or before the 25th day of each month, on forms prescribed, prepared and furnished by the tax administrator, a statement of the number of gallons of motor vehicle fuel sold, distributed or used by the dealer during the preceding calendar month. The statement shall be signed by the dealer or the dealer's agent.

### **3.10.120 Failure to File Monthly Statement**

If a dealer fails to file any statement required by Section 3.10.110, the tax administrator shall proceed forthwith to determine from as many available sources as the tax administrator determines reasonable the amount of motor vehicle fuel sold distributed or used by such dealer for the period unreported, and such determination shall in any proceeding be prima facie evidence of the amount of fuel sold, distributed or used. The tax administrator shall immediately assess the dealer for the license tax upon the amount determined, adding thereto a penalty of 10 percent of the tax. The penalty shall be cumulative to other penalties provided in this code.

### **3.10.130 Billing Purchasers**

Dealers in motor vehicle fuel shall render bills to all purchasers of motor vehicle fuel. The bills shall separately state and describe the different products sold or shipped there under and shall be serially numbered except where other sales invoice controls acceptable to the tax administrator are maintained.

### **3.10.140 Failure to Provide Invoice or Delivery Tag**

No person shall receive and accept motor vehicle fuel from any dealer, or pay for the same, or sell or offer the motor vehicle fuel for sale, unless the motor vehicle fuel is accompanied by an invoice or delivery tag showing the date upon which motor vehicle fuel was delivered, purchased or sold and the name of the dealer in motor vehicle fuel.

### **3.10.150 Transporting Motor Vehicle Fuel in Bulk**

Every person operating any conveyance for the purpose of hauling, transporting or delivering motor vehicle fuel in bulk shall, before entering upon the public highways of the city with such conveyance, have and possess during the entire time of the hauling or transporting of such motor vehicle fuel, an invoice, bill of sale or other written statement

showing the number of gallons, the true name and address of the seller or consignor, and the true name and address of the buyer or consignee, if any, of the same. The person hauling such motor vehicle fuel shall, at the request of any officer authorized by law to inquire into or investigate such matters, produce and offer for inspection the invoice, bill of sale or other statement.

### **3.10.160 Exemption of Export Fuel**

- A. The license tax imposed by Section 3.10.020 shall not be imposed on motor vehicle fuel:
  - 1. Exported from the city by a dealer; or
  - 2. Sold by a dealer for export by the purchaser to an area or areas outside the city in containers other than the fuel tank of a motor vehicle, but every dealer shall be required to report such exports and sales to the city in such detail as may be required.
- B. In support of any exemption from business license taxes claimed under this section other than in the case of stock transfers or deliveries in the dealer's own equipment, every dealer must execute and file with the tax administrator an export certificate in such form as shall be prescribed, prepared and furnished by the tax administrator, containing a statement, made by some person having actual knowledge of the fact of such exportation, that the motor vehicle fuel has been exported from the city, and giving such details with reference to such shipment as the tax administrator may require. The tax administrator may demand of any dealer such additional data as is deemed necessary in support of any such certificate, and failure to supply such data will constitute a waiver of all right to exemption claimed by virtue of such certificate. The tax administrator may, in a case where the tax administrator believes no useful purpose would be served by filing of an export certificate, waive the filing of the certificate.
- C. Any motor vehicle fuel carried from the city in the fuel tank of a motor vehicle shall not be considered as exported from the City.
- D. No person shall, through false statement, trick or device, or otherwise, obtain motor vehicle fuel for export as to which the City tax has not been paid and fail to export the same, or any portion thereof, or cause the motor vehicle fuel or any portion thereof not to be exported, or divert or cause to be diverted the motor vehicle fuel or any portion thereof to be used, distributed or sold in the City and fail to notify the tax administrator and the dealer from whom the motor vehicle fuel was originally purchased of his/her act.
- E. No dealer or other person shall conspire with any person to withhold from export, or divert from export or to return motor vehicle fuel to the City for sale or use so as to avoid any of the fees imposed herein.



- F. In support of any exemption from taxes on account of sales of motor vehicle fuel for export by the purchaser, the dealer shall retain in his/her files for at least three years, an export certificate executed by the purchaser in such form and containing such information as is prescribed by the tax administrator. This certificate shall be prima facie evidence of the exportation of the motor vehicle fuel to which it applies only if accepted by the dealer in good faith.

### **3.10.170 Sales to Armed Forces Exempted**

The license tax imposed by Section 3.10.020 shall not be imposed on any motor vehicle fuel sold to the Armed Forces of the United States, including the U. S. Coast Guard and the Oregon National Guard, for use in ships, aircraft or for export from the city; but every dealer shall be required to report such sales to the tax administrator in such detail as may be required. A certificate by an authorized officer of such Armed Forces shall be accepted by the dealer as sufficient proof that the sale is for the purpose specified in the certificate.

### **3.10.180 Fuel in Vehicles Coming Into City Not Taxed**

Any person coming into the City in a motor vehicle may transport in the fuel tank of such vehicle, motor vehicle fuel for his/her own use only and for the purpose of operating such motor vehicle without securing a license or paying the tax provided in Section 3.10.020 or complying with any of the provisions imposed upon dealers herein, but if the motor vehicle fuel so brought into the City is removed from the fuel tank of the vehicle or used for any purpose other than the propulsion of the vehicle, the person so importing the fuel into the City shall be subject to all the provisions herein applying to dealers.

### **3.10.190 Refunds**

- A. Refunds of tax on motor vehicle fuel will be made pursuant to any refund provisions of Chapter 319 of the Oregon Revised Statutes, including but not limited to ORS 319.280 and 319.831. Claim forms for refunds may be obtained from the Tax Administrator's office.
- B. A holder of a weight receipt that certifies to the City that the motor vehicle fuel upon which the tax was imposed will be used only for fueling vehicles subject to the State of Oregon's weight-mile tax, may apply for a refund of 80 percent of the tax imposed by Section 3.10.020 on motor vehicle fuel purchased in bulk for distribution at the weight receipt holder's facility located within the City. This subsection applies only to motor vehicle fuel purchased by the weight receipt holder on or after February 23, 2005.
- C. All claims for refund under subsection (B) of this section shall be filed within 15 months of the date that the fuel was purchased and may not be filed more frequently than quarterly. The minimum claim for refund filed under subsection (B) of this section shall be not less than \$25.00.

### **3.10.200 Examinations and Investigations**

The tax administrator, or duly authorized agents, may make any examination of accounts, records, stocks, facilities and equipment of dealers, service stations and other persons engaged in storing, selling or distributing motor vehicle fuel or other petroleum product or products within this City, and such other investigations as it considers necessary in carrying out the provisions of Sections 3.10.020 through 3.10.050. If the examinations or investigations disclose that any reports of dealers or other persons theretofore filed with the tax administrator pursuant to the requirements herein, have shown incorrectly the amount of gallonage of motor vehicle fuel distributed or the tax accruing thereon, the tax administrator may make such changes in subsequent reports and payments of such dealers or other persons, or may make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigation. The dealer shall reimburse the City for the reasonable costs of the examination or investigation if the action discloses that the dealer paid 95 percent or less of the tax owing for the period of the examination or investigation. In the event that such an examination or investigation results in an assessment by and an additional payment due to the City, such additional payment shall be subject to interest at the rate of .0329 percent per day from the date the original tax payment was due.

### **3.10.210 Limitation on Credit for or Refund of Overpayment and on Assessment of Additional Tax**

- A. Except as otherwise provided in this code, any credit for erroneous overpayment of tax made by a dealer taken on a subsequent return or any claim for refund of tax erroneously overpaid filed by a dealer must be so taken or filed within three years after the date on which the overpayment was made to the City.
- B. Except in the case of a fraudulent report or neglect to make a report, every notice of additional tax proposed to be assessed under this code shall be served on dealers within three years from the date upon which such additional taxes become due, and shall be subject to penalty as provided in Section 3.10.100.

### **3.10.220 Examining Books and Accounts of Carrier of Motor Vehicle Fuel**

The tax administrator or duly authorized agents of the tax administrator may at any time during normal business hours examine the books and accounts of any carrier of motor vehicle fuel operating within the City for the purpose of enforcing the provisions of this code.

### **3.10.230 Records to be Kept by Dealers**

Every dealer in motor vehicle fuel shall keep a record in such form as may be prescribed by the tax administrator of all purchases, receipts, sales and distribution of motor vehicle fuel. The records shall include copies of all invoices or bills of all such sales and shall at all times during the business hours of the day be subject to inspection by the tax administrator or authorized officers or agents of the tax administrator.



### **3.10.240 Records to be Kept Three Years**

Every dealer shall maintain and keep, for a period of three years, all records of motor vehicle fuel used, sold and distributed within the City by such dealer, together with stock records, invoices, bills of lading and other pertinent papers as may be required by the tax administrator. In the event such records are not kept within the state of Oregon, the dealer shall reimburse the tax administrator for all travel, lodging, and related expenses incurred by the tax administrator in examining such records. The amount of such expenses shall be assessed in addition to the tax imposed by Section 3.10.020.

### **3.10.250 Use of Tax Revenues**

- A. For the purpose of this section, net revenue shall mean the revenue from the tax and penalties imposed under this chapter remaining after providing for the cost of administration and any refunds and credits authorized herein.
- B. The net revenue shall be used exclusively for services and materials associated with the design, construction, reconstruction, improvement and repair of roads, streets, bike and pedestrian pathways and other multi-modal transportation systems for which the City owns, operates and maintains, desires to own, operate or maintain, is contractually or legally obligated to operate and maintain, or for which the City has accepted responsibility under intergovernmental agreement. Net revenues shall be not used for City administration costs, City fuel tax administration costs or City personnel costs. Specific projects that are fully or partially funded with revenues received under this Chapter shall be identified and approved by the City Council as a part of the City's annual budget process.

### **3.10.260 When Tax Shall Take Effect**

The tax imposed pursuant to Section 3.10.020 shall take effect October 1, 2009 and only after the Tax Administrator has developed the necessary forms and documents to administer the tax. The Tax Administrator shall declare when the tax shall take effect, and give not less than 15 days notice of the date before the tax may take effect. The Tax Administrator's decision as to the effective date of the tax and the type of notice to provide shall be final and not subject to preview.

### **3.10.270 Severability**

If any portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

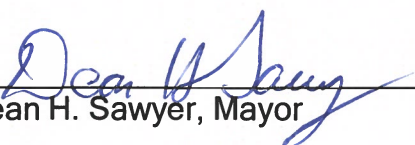
**Section 2.** Section 3 of Ordinance No. 1984, which provided that the Newport City Council hold a public hearing beginning July 2015 and every two years thereafter to consider the discontinuance of Chapter 3.10, is hereby repealed.



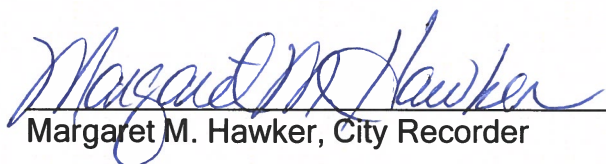
**Section 3.** This ordinance shall be referred to the electors of the City of Newport at the election of Tuesday, November 2, 2021.

**Section 4. Effective Date.** This ordinance shall be effective on July 1, 2022, and upon certification of the election results if approved by the electors of the City of Newport at the election of November 2, 2021.

Adopted by the Newport City Council on July 19, 2021.

  
\_\_\_\_\_  
Dean H. Sawyer, Mayor

ATTEST:

  
\_\_\_\_\_  
Margaret M. Hawker, City Recorder

**CITY OF NEWPORT  
RESOLUTION NO. 3925**

**A RESOLUTION CALLING FOR AN ELECTION  
TO REFER TO THE VOTERS OF THE CITY OF NEWPORT, OREGON,  
A MEASURE THAT WOULD INCREASE THE MOTOR VEHICLE FUEL TAX  
TO FIVE CENTS PER GALLON YEAR-ROUND**

**Finding**

On July 19, 2021, the City Council adopted Ordinance No. 2186 imposing a year-round five cents per gallon tax on the sale of motor vehicle fuel, and referring Ordinance No. 2186 to the electors of the City of Newport at the election of November 2, 2021.

Based upon this finding:

**THE CITY OF NEWPORT RESOLVES AS FOLLOWS:**

**Section 1.** An election is called in and for the City of Newport for the purpose of submitting to the legal voters of the city the ballot title, Attachment A, with the following question:

Shall the City of Newport impose a year-round five cents per gallon tax on the sale of motor vehicle fuel?

**Section 2.** The explanatory statement for this ballot measure is included as Attachment B.

**Section 3.** Tuesday, November 2, 2021, is designated as the date for holding the election on the question stated in Section 1 above.

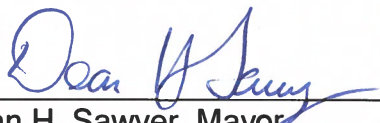
**Section 4.** The election will be conducted by the Lincoln County Clerk's Office.

**Section 5.** The precincts for the election shall include all territory within the corporate limits of the City of Newport and no other territory.

**Section 6.** If the ballot measure is approved by the voters of the City of Newport, the Newport Municipal Code shall be amended as provided in Attachment C.

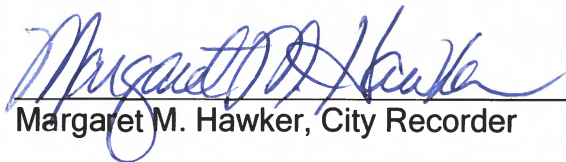
Adopted by the Newport City Council on July 19, 2021.

## CITY OF NEWPORT



Dean H. Sawyer, Mayor

ATTEST:



Margaret M. Hawker, City Recorder

ATTACHMENT A  
TO  
CITY OF NEWPORT RESOLUTION NO. 3925

**BALLOT TITLE**

**CAPTION**

Funding for street resurfacing and reconstruction projects

**QUESTION**

Shall the City of Newport impose a year-round five cents per gallon tax on the sale of motor vehicle fuel?

**SUMMARY**

The tax will address street resurfacing and reconstruction needs. A five-cents per gallon tax would collect approximately \$392,000 per year that would be dedicated to street resurfacing and reconstruction projects.

The city has two primary sources of funding for street improvements, including the current local motor vehicle fuel tax of a variable one/three cents per gallon, from which the city recognizes about \$160,000 annually in taxes for the city's street resurfacing program. In addition, the city receives State Shared Revenues and transportation enhancement funds from the State of Oregon.

Based on an analysis conducted on the current level of reinvestment in the street system, the city's street overall index would fall to poor by 2030. In order to maintain a condition index of at least fair to good, the city needs to invest \$2 million per year in the street system. The increase in the motor vehicle fuel tax will be part of the investment needed to meet this target.



**ATTACHMENT B  
TO  
CITY OF NEWPORT RESOLUTION NO. 3925  
EXPLANATORY STATEMENT**

The City Council has established Finance Work Groups over the past three years to develop a system for projecting the city's long-range financial condition (year one); identify options to address the structural deficit by looking at ways to reduce expenditures and/or increase revenues to provide financial sustainability (year two); and develop a five-year financial plan that achieves financial sustainability during this period (year three).

In addition, the Work Group reviewed estimates of future funding needed to properly maintain, replace, and construct streets and roadways in the City of Newport. The city has a significant gap in meeting the estimated cost of the maintenance, replacement, and construction of streets and roadways. The city has two primary sources of funding for street improvements, including the current local motor vehicle fuel tax of a variable one/three cents per gallon, from which the city recognizes about \$160,000 annually in taxes for the city's street resurfacing program. In addition, the city receives State Shared Revenues and transportation enhancement funds from the State of Oregon.

Based on an analysis conducted on the current level of reinvestment in the street system, the city's street overall index would fall to poor by 2030. In order to maintain a condition index of at least fair to good, the city needs to invest \$2 million per year in the street system. The increase in the motor vehicle fuel tax will be part of the investment needed to meet this target. The targeted investment of \$2 million would provide the ability for the city to keep up with the capital needs of its streets.

The tax on motor vehicle fuel shares the burden of street improvements with residents and non-residents who utilize the city's street system.

The Finance Work Group report recommends that the City Council consider implementing a year-round five cents per gallon motor vehicle fuel tax. The tax will address street resurfacing and reconstruction needs. A five-cents per gallon tax would generate approximately \$392,000 per year that would be dedicated to street resurfacing and reconstruction projects.

The full text of the measure can be obtained at city hall or at [www.newportoregon.gov](http://www.newportoregon.gov).

ATTACHMENT C  
TO  
CITY OF NEWPORT RESOLUTION NO. 3925

If the ballot measure is approved by the voters of the City of Newport, the Newport Municipal Code shall be amended as follows:

**Section 1.**

Section 3.10.030 of Chapter 3.10 of the Newport Municipal Code is amended as set forth below (deleted language is shown in ~~striketrough~~ and language to be added is depicted with underline):

**CHAPTER 3.10 MOTOR VEHICLE FUEL TAX**

**3.10.010 Definitions**

The following definitions apply to this chapter.

A. City. The City of Newport, Oregon.

B. Dealer. Any person who:

1. Imports or causes to be imported motor vehicle fuel for sale, use or distribution in the City, but "dealer" does not include any person who imports into the City motor vehicle fuel in quantities of 500 gallons or less purchased from a supplier who is licensed as a dealer hereunder if that dealer assumes liability for the payment of the applicable license tax to the City; or
2. Produces, refines, manufactures or compounds motor vehicle fuels in the city for use, distribution or sale in the City; or
3. Acquires in the city for sale, use or distribution in the city motor vehicle fuels with respect to which there has been no license tax previously incurred.

C. Distribution. In addition to its ordinary meaning, the delivery of motor vehicle fuel by a dealer to any service station or into any tank, storage facility or series of tanks or storage facilities connected by pipelines, from which motor vehicle fuel is withdrawn directly for sale or for delivery into the fuel tanks of motor vehicles whether or not the service station, tank or storage facility is owned, operated or controlled by the dealer.

D. Highway. Every way, thoroughfare and place of whatever nature, open for use of the public for the purpose of vehicular travel.

- E. **Motor Vehicle.** All vehicles, engines or machines, movable or immovable, operated or propelled by the use of motor vehicle fuel that operates on highways, roadways and streets.
- F. **Motor Vehicle Fuel.** Includes gasoline, diesel, mogas, methanol and any other flammable or combustible gas or liquid, by whatever name such gasoline, diesel, mogas, methanol, gas or liquid is known or sold, usable as fuel for the operation of motor vehicles, except gas, diesel, mogas, methanol or liquid, the chief use of which, as determined by the tax administrator, is for purposes other than the propulsion of motor vehicles upon the highways roadways and streets.
- G. **Person.** Includes every natural person, association, firm, partnership, corporation, joint venture or other business entity.
- H. **Service Station.** Any place operated for the purpose of retailing and delivering motor vehicle fuel into the fuel tanks of motor vehicles.
- I. **Tax Administrator.** The city manager, the city manager's designee, or any person or entity with whom the city manager contracts to perform those duties.
- J. **Weight Receipt.** A receipt issued by the Oregon Department of Transportation, stating the combined weight of each self-propelled or motor-driven vehicle.

### 3.10.020 Tax Imposed

The following applies to taxes imposed.

- A. A business license tax is hereby imposed on every dealer. The tax imposed shall be paid monthly to the tax administrator. The tax administrator is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection and administration of the business license tax, including all powers specified in ORS 319.010 to 319.430.

### 3.10.030 Amount and Payment

In addition to any fees or taxes otherwise provided for by law, every dealer engaging in the city in the sale, use or distribution of motor vehicle fuel, shall:

- A. Not later than the 25th day of each calendar month, render a statement to the tax administrator on forms prescribed, prepared and furnished by the tax administrator of all motor vehicle fuel sold, used or distributed by him/her in the city as well as all such fuel sold, used or distributed in the city by a purchaser thereof upon which sale, use or distribution the dealer has assumed liability for the applicable license tax during the preceding calendar month.
- B. Pay a license tax computed on the basis of:



1. ~~\$.01 (one cent)~~ \$.05 (five cents) per gallon of such motor vehicle fuel so sold, used or distributed as shown by such statement in the manner and within the time provided in this code, ~~plus.~~
2. ~~Beginning June 1st and ending October 31st of each year, an additional \$.02 (two cents) per gallon of such motor vehicle fuel so sold, used or distributed as shown by such statement in the manner and within the time provided in this code.~~
- C. ~~On or before May 1st of each year, the license tax computed pursuant to 3.10.030 (B) (1) or 3.10.030 (B) (2) may be increased or decreased after a public hearing and a vote of approval by the City Council, but in no case shall any increase or decrease to 3.10.030 (B) (1) or 3.10.030 (B) (2) exceed \$.02 (two cents) per gallon per year.~~

### 3.10.040 License Requirements

No dealer shall sell, use or distribute any motor vehicle fuel until he/she has secured a dealer's business license as required herein.

### 3.10.050 License. Applications and Issuance

- A. Every person, before becoming a dealer in motor vehicle fuel in this city, shall make application to the tax administrator for a license authorizing such person to engage in business as a dealer.
- B. Applications for the business license shall be made on forms prescribed, prepared and furnished by the tax administrator.
- C. Applications shall be accompanied by a duly acknowledged certificate containing:
  1. The business name under which the applicant transacts business.
  2. The address of applicant's principal place of business and location of distributing stations in and within three miles of the city.
  3. The name and address of the managing agent, the names and addresses of the several persons constituting the firm or partnership or, if a corporation, the name under which the corporation is authorized to transact business and the names and addresses of its principal officers and registered agent, as well as primary transport carrier.
- D. If an application for a dealer for a business license is complete and accepted for filing, the tax administrator shall issue to the dealer a license in such form as the tax administrator may prescribe to transact business in the city. A license issued hereunder is not assignable, and is valid only for the dealer in whose name it is issued.



- E. The tax administrator shall retain all completed applications with an alphabetical index thereof, together with a record of all licensed dealers.

### **3.10.060 Failure to Secure License**

- A. If a dealer sells, distributes or uses any motor vehicle fuel without first filing the certificate and obtaining the license required by Section 3.10.050 of this ordinance, the license tax on all motor vehicle fuel sold, distributed or used by that dealer shall be immediately due and payable.
- B. The tax administrator shall proceed forthwith to determine, from as many available sources as the tax administrator determines reasonable, the amount of tax due, shall assess the dealer for the tax in the amount found due, together with a penalty of 100 percent of the tax, and shall make its certificate of such assessment and penalty. In any suit or proceeding to collect the tax or penalty or both, the certificate shall be prima facie evidence that the dealer therein named is indebted to the city in the amount of the tax and penalty stated.
- C. Any tax or penalty assessed pursuant to this section may be collected in the manner prescribed in this ordinance with reference to delinquency in payment of the fee or by an action at law.
- D. In the event any suit or action is instituted to enforce this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to all other sums provided by law.

### **3.10.070 Revocation of License**

The City or its authorized agent shall revoke the license of any dealer refusing or neglecting to comply with any provision of this ordinance. The City or its authorized agent shall mail by certified mail addressed to such dealer or at his last known address appearing on the files, a notice of intention to cancel. The notice shall give the reason for the cancellation. The cancellation shall become effective without further notice if within 10 days from the mailing of the notice the dealer or fuel-handler has not made good its default or delinquency.

### **3.10.080 Cancellation of License**

- A. The tax administrator may, upon written request of a dealer, cancel a license issued to that dealer. The tax administrator shall, upon approving the dealer's request for cancellation, set a date not later than 30 days after receipt of the written request, after which the license shall no longer be effective.
- B. The tax administrator may, after 30 days' notice has been mailed to the last known address of the dealer, cancel the license of dealer upon finding that the dealer is no longer engaged in the business of a dealer.

### **3.10.090 Remedies Cumulative**

The remedies provided in this Ordinance are cumulative. No action taken pursuant to those sections shall relieve any person from the penalty provisions of this code.

### **3.10.100 Payment of Tax and Delinquency**

- A. The business license tax imposed by Sections 3.10.020 to 3.10.050 of this chapter shall be paid to the tax administrator on or before the 25th day of each month.
- B. Except as provided in subsections (C) and (E) of this section, if payment of the license tax is not paid as required by subsection (A) of this section, a penalty of 1 percent of such license tax shall be assessed and be immediately due and payable.
- C. Except as provided in subsection (E) of this section, if the payment of the tax and penalty, if any, is not made on or before the 1st day of the next month following that month in which payment is due, a further penalty of 10 percent of the tax shall be assessed. Said penalty shall be in addition to the penalty provided for in subsection (B) of this section and shall be immediately due and payable.
- D. If the license tax imposed by Sections 3.10.020 to 3.10.050 of this code is not paid as required by subsection (A) of this section, interest shall be charged at the rate of .0329 percent per day until the tax, interest and penalties have been paid in full.
- E. Penalties imposed by this section shall not apply if a penalty has been assessed and paid pursuant to Section 3.10.060. The tax administrator may for good cause shown waive any penalties assessed under this section.
- F. If any person fails to pay the license tax, interest, or any penalty provided for by this section, the tax, interest, and/or penalty shall be collected from that person for the use of the city. The tax administrator shall commence and prosecute to final determination in any court of competent jurisdiction an action at law to collect the same.
- G. In the event any suit or action is instituted to collect the business license tax, interest, or any penalty provided for by this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to all other sums provided by law.

### **3.10.110 Monthly Statement of Dealer**

Every dealer in motor vehicle fuel shall provide to the tax administrator on or before the 25th day of each month, on forms prescribed, prepared and furnished by the tax administrator, a statement of the number of gallons of motor vehicle fuel sold, distributed or used by the dealer during the preceding calendar month. The statement shall be signed by the dealer or the dealer's agent.

### **3.10.120 Failure to File Monthly Statement**

If a dealer fails to file any statement required by Section 3.10.110, the tax administrator shall proceed forthwith to determine from as many available sources as the tax administrator determines reasonable the amount of motor vehicle fuel sold distributed or used by such dealer for the period unreported, and such determination shall in any proceeding be prima facie evidence of the amount of fuel sold, distributed or used. The tax administrator shall immediately assess the dealer for the license tax upon the amount determined, adding thereto a penalty of 10 percent of the tax. The penalty shall be cumulative to other penalties provided in this code.

### **3.10.130 Billing Purchasers**

Dealers in motor vehicle fuel shall render bills to all purchasers of motor vehicle fuel. The bills shall separately state and describe the different products sold or shipped there under and shall be serially numbered except where other sales invoice controls acceptable to the tax administrator are maintained.

### **3.10.140 Failure to Provide Invoice or Delivery Tag**

No person shall receive and accept motor vehicle fuel from any dealer, or pay for the same, or sell or offer the motor vehicle fuel for sale, unless the motor vehicle fuel is accompanied by an invoice or delivery tag showing the date upon which motor vehicle fuel was delivered, purchased or sold and the name of the dealer in motor vehicle fuel.

### **3.10.150 Transporting Motor Vehicle Fuel in Bulk**

Every person operating any conveyance for the purpose of hauling, transporting or delivering motor vehicle fuel in bulk shall, before entering upon the public highways of the city with such conveyance, have and possess during the entire time of the hauling or transporting of such motor vehicle fuel, an invoice, bill of sale or other written statement showing the number of gallons, the true name and address of the seller or consignor, and the true name and address of the buyer or consignee, if any, of the same. The person hauling such motor vehicle fuel shall, at the request of any officer authorized by law to inquire into or investigate such matters, produce and offer for inspection the invoice, bill of sale or other statement.

### **3.10.160 Exemption of Export Fuel**

- A. The license tax imposed by Section 3.10.020 shall not be imposed on motor vehicle fuel:
  - 1. Exported from the city by a dealer; or
  - 2. Sold by a dealer for export by the purchaser to an area or areas outside the city in containers other than the fuel tank of a motor vehicle, but every dealer shall be



required to report such exports and sales to the city in such detail as may be required.

- B. In support of any exemption from business license taxes claimed under this section other than in the case of stock transfers or deliveries in the dealer's own equipment, every dealer must execute and file with the tax administrator an export certificate in such form as shall be prescribed, prepared and furnished by the tax administrator, containing a statement, made by some person having actual knowledge of the fact of such exportation, that the motor vehicle fuel has been exported from the city, and giving such details with reference to such shipment as the tax administrator may require. The tax administrator may demand of any dealer such additional data as is deemed necessary in support of any such certificate, and failure to supply such data will constitute a waiver of all right to exemption claimed by virtue of such certificate. The tax administrator may, in a case where the tax administrator believes no useful purpose would be served by filing of an export certificate, waive the filing of the certificate.
- C. Any motor vehicle fuel carried from the city in the fuel tank of a motor vehicle shall not be considered as exported from the City.
- D. No person shall, through false statement, trick or device, or otherwise, obtain motor vehicle fuel for export as to which the City tax has not been paid and fail to export the same, or any portion thereof, or cause the motor vehicle fuel or any portion thereof not to be exported, or divert or cause to be diverted the motor vehicle fuel or any portion thereof to be used, distributed or sold in the City and fail to notify the tax administrator and the dealer from whom the motor vehicle fuel was originally purchased of his/her act.
- E. No dealer or other person shall conspire with any person to withhold from export, or divert from export or to return motor vehicle fuel to the City for sale or use so as to avoid any of the fees imposed herein.
- F. In support of any exemption from taxes on account of sales of motor vehicle fuel for export by the purchaser, the dealer shall retain in his/her files for at least three years, an export certificate executed by the purchaser in such form and containing such information as is prescribed by the tax administrator. This certificate shall be prima facie evidence of the exportation of the motor vehicle fuel to which it applies only if accepted by the dealer in good faith.

### **3.10.170 Sales to Armed Forces Exempted**

The license tax imposed by Section 3.10.020 shall not be imposed on any motor vehicle fuel sold to the Armed Forces of the United States, including the U. S. Coast Guard and the Oregon National Guard, for use in ships, aircraft or for export from the city; but every dealer shall be required to report such sales to the tax administrator in such detail as may be required. A certificate by an authorized officer of such Armed Forces shall be

accepted by the dealer as sufficient proof that the sale is for the purpose specified in the certificate.

### **3.10.180 Fuel in Vehicles Coming Into City Not Taxed**

Any person coming into the City in a motor vehicle may transport in the fuel tank of such vehicle, motor vehicle fuel for his/her own use only and for the purpose of operating such motor vehicle without securing a license or paying the tax provided in Section 3.10.020 or complying with any of the provisions imposed upon dealers herein, but if the motor vehicle fuel so brought into the City is removed from the fuel tank of the vehicle or used for any purpose other than the propulsion of the vehicle, the person so importing the fuel into the City shall be subject to all the provisions herein applying to dealers.

### **3.10.190 Refunds**

- A. Refunds of tax on motor vehicle fuel will be made pursuant to any refund provisions of Chapter 319 of the Oregon Revised Statutes, including but not limited to ORS 319.280 and 319.831. Claim forms for refunds may be obtained from the Tax Administrator's office.
- B. A holder of a weight receipt that certifies to the City that the motor vehicle fuel upon which the tax was imposed will be used only for fueling vehicles subject to the State of Oregon's weight-mile tax, may apply for a refund of 80 percent of the tax imposed by Section 3.10.020 on motor vehicle fuel purchased in bulk for distribution at the weight receipt holder's facility located within the City. This subsection applies only to motor vehicle fuel purchased by the weight receipt holder on or after February 23, 2005.
- C. All claims for refund under subsection (B) of this section shall be filed within 15 months of the date that the fuel was purchased and may not be filed more frequently than quarterly. The minimum claim for refund filed under subsection (B) of this section shall be not less than \$25.00.

### **3.10.200 Examinations and Investigations**

The tax administrator, or duly authorized agents, may make any examination of accounts, records, stocks, facilities and equipment of dealers, service stations and other persons engaged in storing, selling or distributing motor vehicle fuel or other petroleum product or products within this City, and such other investigations as it considers necessary in carrying out the provisions of Sections 3.10.020 through 3.10.050. If the examinations or investigations disclose that any reports of dealers or other persons theretofore filed with the tax administrator pursuant to the requirements herein, have shown incorrectly the amount of gallonage of motor vehicle fuel distributed or the tax accruing thereon, the tax administrator may make such changes in subsequent reports and payments of such dealers or other persons, or may make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigation. The dealer shall reimburse the City for the reasonable costs of the examination or



investigation if the action discloses that the dealer paid 95 percent or less of the tax owing for the period of the examination or investigation. In the event that such an examination or investigation results in an assessment by and an additional payment due to the City, such additional payment shall be subject to interest at the rate of .0329 percent per day from the date the original tax payment was due.

### **3.10.210      Limitation on Credit for or Refund of Overpayment and on Assessment of Additional Tax**

- A. Except as otherwise provided in this code, any credit for erroneous overpayment of tax made by a dealer taken on a subsequent return or any claim for refund of tax erroneously overpaid filed by a dealer must be so taken or filed within three years after the date on which the overpayment was made to the City.
- B. Except in the case of a fraudulent report or neglect to make a report, every notice of additional tax proposed to be assessed under this code shall be served on dealers within three years from the date upon which such additional taxes become due, and shall be subject to penalty as provided in Section 3.10.100.

### **3.10.220      Examining Books and Accounts of Carrier of Motor Vehicle Fuel**

The tax administrator or duly authorized agents of the tax administrator may at any time during normal business hours examine the books and accounts of any carrier of motor vehicle fuel operating within the City for the purpose of enforcing the provisions of this code.

### **3.10.230      Records to be Kept by Dealers**

Every dealer in motor vehicle fuel shall keep a record in such form as may be prescribed by the tax administrator of all purchases, receipts, sales and distribution of motor vehicle fuel. The records shall include copies of all invoices or bills of all such sales and shall at all times during the business hours of the day be subject to inspection by the tax administrator or authorized officers or agents of the tax administrator.

### **3.10.240      Records to be Kept Three Years**

Every dealer shall maintain and keep, for a period of three years, all records of motor vehicle fuel used, sold and distributed within the City by such dealer, together with stock records, invoices, bills of lading and other pertinent papers as may be required by the tax administrator. In the event such records are not kept within the state of Oregon, the dealer shall reimburse the tax administrator for all travel, lodging, and related expenses incurred by the tax administrator in examining such records. The amount of such expenses shall be assessed in addition to the tax imposed by Section 3.10.020.

### **3.10.250      Use of Tax Revenues**

- A. For the purpose of this section, net revenue shall mean the revenue from the tax and penalties imposed under this chapter remaining after providing for the cost of administration and any refunds and credits authorized herein.
- B. The net revenue shall be used exclusively for services and materials associated with the design, construction, reconstruction, improvement and repair of roads, streets, bike and pedestrian pathways and other multi-modal transportation systems for which the City owns, operates and maintains, desires to own, operate or maintain, is contractually or legally obligated to operate and maintain, or for which the City has accepted responsibility under intergovernmental agreement. Net revenues shall be not used for City administration costs, City fuel tax administration costs or City personnel costs. Specific projects that are fully or partially funded with revenues received under this Chapter shall be identified and approved by the City Council as a part of the City's annual budget process.

### **3.10.260 When Tax Shall Take Effect**

The tax imposed pursuant to Section 3.10.020 shall take effect October 1, 2009 and only after the Tax Administrator has developed the necessary forms and documents to administer the tax. The Tax Administrator shall declare when the tax shall take effect, and give not less than 15 days notice of the date before the tax may take effect. The Tax Administrator's decision as to the effective date of the tax and the type of notice to provide shall be final and not subject to preview.

### **3.10.270 Severability**

If any portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

**March 1<sup>st</sup> is the last day to file ballot title for publication of notice.**

**March 21<sup>st</sup> is the last day to file your SEL 802 Notice of Measure Election-City and explanatory statement for the VP.**

**March 25<sup>th</sup> is the last day to file Arguments for the Voters Pamphlet.**



## CITY MANAGER REPORT AND RECOMMENDATIONS



Meeting Date: November 6, 2023

**Agenda Item:**

**Discussion on the Possible Banning of the Sale of Fireworks in the City of Newport.**

**Background:**

ORS 480.160 gives local entities the authority to restrict the sale and use of fireworks within their jurisdictions. When we adopted our new code that allows Council to pass a restriction on the use of fireworks during periods of time when fire dangers are high, Council opted not to restrict sales. This was primarily due to the advanced timing that Council would use to give potential vendors. The decision of allowing sales has to be made well in advance of the Fourth of July holiday. There are a number of cities in Oregon that have banned sales and use year-round including Portland and Eugene. A number of other entities have banned use but allow sales including Clackamas County, Wasco County, Deschutes County, Tualatin, Gresham, Wasco County, West Linn, Tigard, Wilsonville, Forest Grove, Milwaukie, Ashland and Estacada. Attached is a report from Fire Chief, Rob Murphy, outlining various provisions regarding these types of regulations. If Council wants to explore restricting the sale and use of fireworks, direction should be given to City staff to draft modifications to current ordinances for Council consideration after the first of the year.

**Recommendation:**

None at this time.

**Fiscal Effects:**

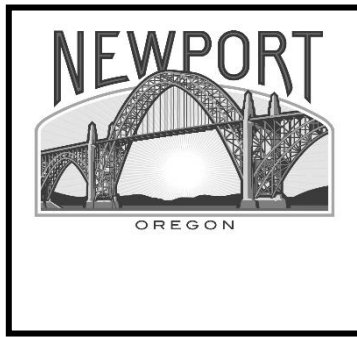
None.

**Alternatives:**

Direct staff to develop a draft ordinance eliminating sales of fireworks within the city, or eliminating use of fireworks in the city or eliminating both sales and use of fireworks in the city.

Respectfully submitted,

Spencer Nebel  
City Manager



Agenda Item # XX

Meeting Date 11-06-23

**CITY COUNCIL AGENDA ITEM SUMMARY**  
City Of Newport, Oregon

Issue/Agenda Title Fireworks Sales Ban Report.  
Prepared By: RMM Dept Head Approval: RM City Mgr Approval: \_\_\_\_\_

**Issue Before the Council:**

**SHOULD THE COUNCIL CONSIDER AMENDING NMC 8.20.020 FIREWORKS?**

**Key Facts and Information Summary:**

Starting in 2020, the Council has taken up the issue of regulating fireworks during Council work session and during regular meetings. Oregon Revised Statute (ORS 480.160) gives local entities the authority to restrict the sale and use of fireworks. While ORS gives regulation of fireworks authority to the Office of the State Fire Marshal (OSFM), they do not have the authority to restrict them in any way.

The process for retail fireworks sales is spelled out in Oregon Administrative Rule (OAR 837-012-0600 to 0675). Those wishing to sell retail fireworks in Oregon must complete a Retail Sales Fireworks Application with OSFM. Part of the application process has a section for the local fire authority and the Police Chief to sign off for the sales and storage location. This is done because we, as the local authority having jurisdiction, know our areas best, and therefore can best determine if the applicant is meeting all required setback and location requirements.

During the September 20, 2021 Council meeting, the Council indicated their preference to Waldport's model of adopting an ordinance regulating fireworks and then passing a resolution each year, enforcing that ordinance as conditions warrant.

On January 3, 2022 the City Council passed Ordinance 2190. This ordinance created Newport Municipal Code (NMC) 8.20.020 which authorized the City Council to restrict the use of consumer fireworks on a year by year basis "for a specified duration based on certain weather or weather-related conditions."

Earlier this year, the Council indicated a desire to revisit the ordinance and consider broadening the restrictions set forth in NMC 8.20.020. In revisiting this ordinance, the Council has two main things to consider. First, whether to regulate fireworks year-round or only during times of high fire danger. Second, whether to ban sales along with use. While regulating only during certain conditions is appealing, and gives greater flexibility, there is a problem with doing it this way. Retail sales Firework permits are processed by

OSFM in February through April of each year. Typically, we do not know what fire conditions are going to be on July 4<sup>th</sup> till late till mid to late June. There would be understandable frustration from applicants who have obtained a permit, and ordered their product, only to be told later they cannot sell it. Remember some of the organizations who sell fireworks in our community are non-profit and do this as a fundraiser. With current NMC language we have to inform applicants of the potential of not being able to sell if Council, through resolution, bans fireworks for the season. Staff has done this by sending a letter to the permit holders in January.

There are many other jurisdictions in Oregon who are restricting consumer fireworks. These restrictions vary from agency to agency. Some of the cities who have banned sales and use year-round are: Portland, Vancouver Washington and Eugene. The following jurisdictions have banned use but allow sales of fireworks: Clackamas County, Wasco County, Deschutes County, Tualatin, Gresham, West Linn, Tigard, Wilsonville, Forest Grove, Milwaukie, Bend, Hood River, Ashland and Estacada. The City of Waldport's ordinance is reviewed year by year and is tied to drought conditions.

This year, Newport Fire Department did not respond to any fireworks related calls. We did respond to Waldport as Mutual Aid for a major brush fire started by illegal fireworks on the Beach.

It should be noted there is concern with enforcement is law enforcement's ability to realistically enforce the ordinance. The Fire Department is not involved with enforcement except for inspecting retail fireworks stands. It is common knowledge that fireworks, including many that we know to be illegal, are used by many residents and visitors on and around July 4<sup>th</sup> of each year. The police do not have the resources to enforce current law on illegal fireworks, leading to the question of why put additional restrictions when enforcement is not likely.

#### **Other Alternatives Considered:**

The Council could consider no changes to the ordinance. The Council could also consider retaining the language that restricts use and/or sales of fireworks on a year by year basis and for a specified time. Staff does not recommend this. If Council wishes to restrict use and sales, we recommend an outright, year around ban. This is easier to explain and enforce than regulations that may change year to year or are only for a limited duration.

#### **City Council Goals:**

There are no goals associated with this.

#### **Attachment List:**

NMC 8.20.020 Fireworks

**Fiscal Notes:**

**8.20.020      Fireworks**

- A. By resolution of the City Council, the use of consumer fireworks, as defined at ORS 480.111 (Definitions for ORS 480.111 to 480.165), which shall include using, discharging, or exploding consumer fireworks, may be prohibited within the city limits of Newport for a specified duration based on certain weather or weather-related conditions.
- B. Subsection A. does not apply to a fireworks display that is issued a public display permit under ORS 480.130 to 480.150.

*(Section 8.20.020 enacted by Ordinance No. 2190, adopted on January 3, 2022; effective February 3, 2022.)*



## CITY MANAGER REPORT AND RECOMMENDATIONS



Meeting Date: November 6, 2023

**Agenda Item:**

**Report on the Status of Council Priorities for the 2023 - 2024 Goals and Objectives for the First Quarter of the Fiscal Year.**

**Background:**

As part of the adopted goals, City staff is to provide a quarterly report on the status of the top 25 objectives, as identified by the City Council. The first quarter consists of the months of July, August, and September. This report will be updated at the end of each quarter. In addition, a summary of the status of the remaining objectives will be provided for next year's goal setting session and at the end of the fiscal year. The items identified in the goal report as priority items are identified by the pound(#) sign.

Attached is the report on the adopted goals and objectives for the current fiscal year. I will be happy to answer any questions regarding this information.

**Recommendation:**

No action is required

**Fiscal Effects:**

None.

**Alternatives:**

None recommended.

Respectfully submitted,

Spencer Nebel  
City Manager

## Council Priorities 2023-2024 Objectives Report on the First Quarter of Activity

A-2(a) Evaluate and implement the use of a system to proactively identify and potholes for repair in city streets. (Vision Strategy A1) # (Justin)

Our current system of identifying potholes are as follows:

1. **Citizen phone calls:** Josephine in our public works shop takes the majority of the calls and enters a work order into Brightly, Streets crews evaluate and make the repairs.
2. **Streets Crew:** Our street department is very aware of the problem areas within our City and carry cold mix in all of our trucks to make repairs daily on small to medium potholes. On bigger potholes or problem areas, the city will contract Road and Driveway to cut out and repair or skim patch “unraveling” areas until a project can be put together to replace.
3. **Online Service Requests:** This is a useful tool that few of our citizens use. Currently Josephine and Justin are the only ones to receive these requests, as were in the past all the PW Leads were included in these also to make into work orders in Brightly.
4. **Other:** Other departments, Water, Collections, Parks and Treatment Plants also are aware of the road conditions and notify the Streets crew, by email, text, phone call or verbally of potholes. The Water Crews will team up with Streets when repairing trench cuts from water breaks to split the cost with Road and Driveway to pave bigger problem areas to be more efficient.
5. **Brightly ( Dude Solutions):** with our current work order system, it has the ability to run reports, track inventory, create work orders from our assets on GIS, and would be beneficial on identifying problem areas, how much money and resources spent on or in that area. But speaking from experience and talking with crew members, it is “clunky”, slow and we are limited on access compared to other systems such as Work Force for example.
6. **Moving forward:** Brightly is our current system for public works and like all systems it has its flaws, we are in contact with them in order to help fix these issues and to better track our assets. It would be beneficial to look into other systems as well to better service our city.
7. **In conclusion:** The City has done a Report on Pavement Management which goes into greater detail, such as miles of paved street, rating condition of streets, staffing, programs to help prevent potholes, equipment, crack sealing (not currently used in Newport), slurry sealing, skin patching and long term cut and removal projects. As a City and as a team we all do everything we can with the resources we have, to upgrade our roads for our City.

A-4(b) Initiate implementation of the housing production strategy recommendations approved by Council to promote additional housing in the city. (Vision Strategy A2) # (Derrick)

With the Council’s support, city staff prepared and submitted a grant application to the Department of Land Conservation and Development (DLCD) seeking technical assistance funds to secure the services of a consultant(s) to evaluate the feasibility of the City putting in place a rental housing maintenance code to help ensure that Newport’s rental housing stock is well maintained, improving the health, safety and well-being of its occupants. On September 8, 2023, the City was informed that its application was not



selected for funding. DLCD advised that additional grant funds might be made available following the upcoming short session. Staff is working with the Planning Commission on other priorities, including amendments to the Affordable Housing Construction Excise Tax code and land use amendments to facilitate the construction of needed housing. Both of these changes should be ready for Council review in early 2024.

A-5(a) Complete discussions with ODOT on narrowing traffic lanes to build a pedestrian walkway on US 101 from 25th Street to 36th Street. (Vision Strategy A11) # (Aaron)

US 101 NW 25th to NW 36th Street Sidewalk Project (19009) project adopted budget = \$205,200. Update from quarterly meeting between City and ODOT: ODOT was going to assign a PM to coordinate with the City on this effort. They expressed concern that the organization who reviews any alteration of lane widths on highways typically does not support this type of adjustment. Waiting on update from ODOT. Current budget is not sufficient for the alternative that would require retaining walls to widen the shoulder outside of the existing paved footprint. Lane adjustment is a much more economical approach.

A-5(b) Coordinate with FHWA, BLM and ODOT in getting the federally funded Lighthouse Drive to Oceanview Drive bike/pedestrian project into a formal agreement that includes public engagement, opportunities, and outlines when improvements will be designed and constructed. (Vision Strategy A11) # (Derrick)

On January 10, 2023, the City learned that it was awarded \$5,969,153 for access improvements to the Yaquina Head Outstanding Natural Area, which includes the Lighthouse Drive to Oceanview Drive bike/ped connection. The next step is for the Federal Highways Administration to prepare a Project Memorandum of Agreement with the City, BLM and ODOT. They have yet to provide a date for when that agreement will be prepared.

A-5(c) Initiate a request for proposals for design and permitting, of a pedestrian- activated, signaled crosswalk at US 101 and NE 60th Streets. (Vision Strategy A11) # \$ (Aaron)

Project Enhanced Pedestrian Crossing at NW 60th and US 101 (25-22030) adopted budget = \$200,000.

RFP scope under development in coordination with Project 25-22036 (adjacent work at 57<sup>th</sup>). Not yet issued. Future work includes issue RFP, select design consultant, begin design.

UPDATE: given staff constraints, Chris will be stretched to keep the 10+ active projects going. New RFPs will be delayed. We will be reviewing priorities in light of the resignation of City Engineer to define what projects are sustainable for the balance of the year.

A-5(d) Proceed with a scope for improvements and award a contract for the Harney/US 20 safe routes to school project to be funded by ODOT and Urban Renewal. (Vision Strategy A11) # \$ (Derrick/Aaron)

City staff is preparing an RFP for project design, with an eye toward bidding the work in fall of 2024. Construction will follow in summer of 2025. ODOT has a separate intersection improvement project at NE Harney Street and US 20 that will be completed in 2027. This is a budgeted capital project at \$2,182,920 (Activity Code#25-22034). Safe Routes funding is \$1,309,752 with balance coming from urban renewal.

A-7(a) Contract for the development of a watershed management plan that identifies property acquisition needs. (Vision Strategy A1) # \$ (Derrick/Aaron)

At its October 16, 2023 The City accepted a \$30,000 grant from the Oregon Health Authority to updated the City of Newport Drinking Water Protection Plan. This will begin to identify the City's acquisition needs. A total of \$65,000 is budgeted for a Big Creek Watershed Forest Resource Assessment (Activity #21047). The City has been looking to partner with Sustainable NW on this effort, including the recent but unsuccessful NOAA Coastal Resiliency Source Water Acquisition Project, and will continue to coordinate with them and others on how to best leverage these funds.

B-3(b) Develop a plan to finance necessary improvements and capacity upgrades as identified in the Wastewater Treatment Plant Master Plan. (Vision Strategy A1) # \$ (Steve B./Aaron)

The amount of \$1,600,000 has been budgeted for loan proceeds and appropriations in 2023-24. DEQ loan applications have been submitted. Dig Deep Research is pursuing grants and applying for multiple DEQ loans to take advantage of debt forgiveness options.

The Wastewater Treatment Plant Master Plan (WWTP MP) addresses critical regulatory and infrastructure flow/load driven projects. This 2023 MP refreshes and reiterates project needs previously reported in the 2016 plan. David Powell was the lead Project Manager (PM) on this project prior to his resignation from the City. David and Brown and Caldwell prepared a presentation in May 2023 that outlined preliminary cost estimates known at that (draft) stage in the planning. That report emphasized that although the MP is a 20-year horizon document, there are regulatory and compliance related projects that will require an investment of \$55M to \$60M in the next 5 to 7 years.

The memo David provided (Dated January 10, 2023) recommended that the City consider a wide range of financing options as the City may not be able to fund even the short-term investments through the normal budgeting process. Selling bonds or other financing options need to be initiated as soon as possible to begin rolling out the early phase of projects.

The estimates noted above were preliminary when reported in May and lacked estimating contingency and other final details. The totals have since increased.

The Master Plan has subsequently been completed and needs to move to Council review of the plan and proceed through the adoption process. The final capital improvement plan (CIP) through 2037 totals over \$140M.

Table 9-1. Capital Improvement Projects			
Project	Estimated Cost	Schedule	Reference
Northside PS Interim Improvements	\$6,890,000	2023-2025	Appendix H
Northside PS Dechlorination	\$3,740,000	2023-2025	Appendix I
WWTP Centrifuge Upgrades	\$5,600,000	2023-2025	Appendix E
IPS Pipe Replacement	\$350,000	2025	See Note a.
WWTP Headworks Upgrades	\$4,450,000	2023-2025	Appendix B
WWTP 2nd Oxidation Ditch	\$17,870,000	2025-2028	Appendix C
WWTP 3rd Secondary Clarifier	\$20,600,000	2025-2028	Appendix C
WWTP Disinfection Upgrades	\$190,000	2023-2025	Appendix L
WWTP Solids Upgrades	\$32,500,000	2025-2028	Appendix D
IPS Upgrades	\$1,000,000	2030	See Note a.
NSPS Buildout Facility	\$46,830,000	2034-2037	Appendix H

a. Detailed cost estimates for the Influent Pump Station (IPS) have not yet been developed. Costs shown are for reference only and based on improvements described by the City.

b. Additional engineering and administrative costs have been applied to projects for which this was not applied during capital cost development.

A rate study should be implemented. If other master plans are not yet updated, recommend using existing plans as surrogate values and escalate or make assumptions for modeling and replace those estimations when the plans are completed.

B-4(b) Implement a free day at the Recreation Center on a monthly basis to promote membership. (Vision Strategy B3) # \$ (Mike)

The Parks and Recreation Department implemented one free day at the recreation and aquatic center during the months of July, August, and September. Over those 3 free days, 389 individuals gained free entry and enjoyed the basic services of both facilities. 36% of the 389 free entries were new to our system and are now signed up for future marketing communications from the department. The budgetary impact from the free days was \$2,650 in missed revenue. Discussion will be had with City Administration to evaluate these results and assess the addition of more free days moving forward.

B-6(b) Determine the feasibility of a solar farm and battery storage at the municipal airport. (Vision Strategy B5) # \$ (Lance)

HMMH is currently under agreement 3478 with the City of Newport. Total contract cost for the project is a maximum amount payable of \$17,000.

HMMH has provide a draft technical memo that includes a solar site map and energy production for identified airport sites. Recently HMMH provided a draft technical memo of Task 2 for interconnection feasibility for review.

Additional steps to be taken. HMMH has provided a schedule reflecting the project wrap up at the end of December 2023. HMMH is still to provide; task 3 regulatory process, task 4 Financial feasibility, and task 5 final Feasibility study report.

B-6(c) Prioritize strategies to adapt the city to address conditions created by climate change. (Vision Strategy B9) # \$ (Spencer) City Council has had several meetings to prioritize various climate objectives

and reviewed a draft plan at the October 16 City Council meeting. Council will be reviewing the various objectives included in the draft plan, items where there was not a consensus to include it in the draft plan, and items that appeared to not have majority support to include move them into the draft plan. It is hoped to have an action plan adopted early in 2024.

C-1(c) Proceed with the annexation of unincorporated properties that are islands within the incorporated city limits. (Vision Strategies C3, C8) # \$ (Derrick)

Project is on the Planning Commission work program, and work should begin in early 2024. This is a budgeted capital project at \$500,000 (Activity Code #24-22002).

C-3(a) Identify strategies to enhance and improve the economic vitality of the City Center area as part of the City Center Revitalization Plan that can be supported by direct investment of Urban Renewal resources. (Vision Strategies A5, C3, C7, C8, C9) # \$ (Derrick)

City secured a Transportation Growth Management (TGM) Grant to carry out the work. A consultant team has been selected for the project, and a scope of work has been negotiated and agreed upon. City is awaiting a grant agreement from the TGM program. It is currently being reviewed by the Oregon Department of Justice and should be ready for Council consideration in November. A project advisory committee is being formed and should begin work on the project before the end of the year. The project schedule calls for the plan to be completed by the end of 2024. This is a budgeted capital project at \$150,000 (Activity Code# 21023). The balance of the funding will come from TGM, with the total budget being roughly \$330,000.

C-3(d) Determine a permanent location for the Newport Farmer's Market as part of the City Center revitalization plan. (Vision Strategies A5, C15) # \$ (Derrick)

This will be accomplished as part of the planning process outlined above.

D-1(a) Maintain City funding for the arts in 2023-2024 Budget. (Vision Strategy D3) # \$ (Erik)

The City put \$5,000 to Public Art in FY 20-21, \$35,000 in FY 21-22, \$65,000 in FY 22-23, and \$65,000 in FY 23-24. Funding levels have increased 1200% in 4 years, or 300% increase per year.

E-1(b) Proceed with design and permitting for the replacement of Big Creek Dam. (Vision Strategy E5) # \$ (Aaron)

Big Creek Dam (Detailed Design & Construction (28-22040) adopted budget = \$12,429,584.

Design phase under way. TO 21 was approved by Council and formally kicked off the detailed design work. Design will continue for 3-4 more years. Outreach work has also kicked off and the Communication Plan which will coordinate and guide the process is under review.

E-3(d) Pursue efforts to create a permanent overnight shelter. (Vision Strategy E7) # (Spencer)

The City has worked in conjunction with Lincoln County to discuss and approve a plan for overnight shelter for the winter months. The City is waiting for the hiring of a pastor at the Nazarene Church in order to continue discussions on the possible use of the unfinished recreation building or a permanent homelessness support and overnight shelter.

E-3(e) Participate in the House Bill 4123 Advisory Board to develop a five-year strategic plan for addressing homelessness in Lincoln County, and work toward establishing a county-wide office on homelessness. (Vision Strategy E7) # \$ (Spencer) Mayor Kaplan, Councilor Jacobi have served as the City's representatives on the homelessness support established by an IGA executed by all seven Cities, Lincoln County and the Community Services Consortium. The development of an IGA has been underway with that plan being reviewed by member entities by the end of this year, and eventually adopted in early 2024.

E-7(a) Continue facilitating community discussions on need efforts to expand childcare options for families in the Greater Newport Area. (Vision Strategy E9) # (Spencer)

The City convened a group of entities involved with childcare matters in 2023. Since that time, Lincoln County has pursued a number of initiatives to recruit individuals to provide childcare in their homes. Initial results have shown a significant uptick in the number of people contacting the regional childcare office initiating discussions of how they can accomplish this in their homes.

E-7(b) Expand childcare services at the Recreation Center. (Vision Strategy E9) # (Mike)

The Department was in discussion with a local non-profit about a possible partnership with childcare services through the Recreation Center. Unfortunately, a possible partnership was not feasible at that time. Staff is currently developing a Request for Proposals for Childcare Providers at the Recreation Center. Staff hopes to have the RFP posted publicly in November 2023.

F-3(d) Provide diversity, equity, and inclusion (DEI) training to employees and volunteers. (Vision Strategy F5) # \$ (Barb)

The City recognizes the value of diversity, equity, and inclusion, and the many forms that comes in.

- Diversity - the presence of differences within a given setting.
- Equity - the process of ensuring that processes and programs are impartial, fair and provide equal possible outcomes for every individual.
- Inclusion -the practice of ensuring that people feel a sense of belonging in the workplace.

The City encourages respectful and responsive communications and interactions to the beliefs, practices, and cultural and linguistic needs of diverse population groups. This is enforced in the city policies, day-to-day interactions, methods of communications, and various trainings provided to staff. The City has been building on these efforts for the last several years. Efforts include the following:

✓ Training

- Annual Diversity Awareness training is a mandatory training requirement for all employees.
- New Employee Orientation – Policies and professional behavior expectations are communicated to all new hires.
- **All new hires receive Diversity training as part of the onboarding.**
- A new learning management system is being implemented that offers a more robust selection of trainings, including diversity and inclusion. This system is anticipated going live effective January 2024. At that time, expanded diversity focused trainings will be assigned to all employees.

- On January 17, 2023, Department Heads attended a training, either in-person or via Zoom, on LGBTQIA-XYZ Rainbow – An Examination of Sexual Orientation and Gender Identity.
- Diversity training was expanded in 2022 to include volunteers.
- An Administrative Bias Reporting Policy was developed and implemented in 2022.
- Employee self-assessments conducted by all department heads in 2022. Self-assessments make people aware of their own biases while sparking open-minded curiosity about other cultures.
- The City's Statement on Diversity, Equity, and Inclusion was developed and implemented in 2021. This statement is given to all new hires at the time of their orientation and onboarding.
- **Unconscious biases training and discussions among management and staff occur during the recruitment process.**
- **Written materials are given to recruitment panels related to unconscious bias and discriminatory hiring practices.**
- The City is a member of Partners in Diversity and their logo is displayed on the Employment Section of the City's website along with the job openings. All open positions are posted on this website.
- **PFLAG presentation to department head staff in 2017**
- Transgender Issues in the Workplace Training held in 2019
- Respect in the Workplace Training held in 2019
- A Self-Leadership course for management staff was conducted in 2021 in which a self-assessment was administered as part of the training. The remaining members of management will attend this training in fall of 2022.

✓ Ongoing Efforts

- Training dollars are budgeted each year to support this commitment.
- Consistently communicate City policies and expectations for respectful engagement and non-discriminatory practices by all staff.
- Consistently communicate policy and practices that enhance inclusion and respectful engagement with different groups.
- Enact and uphold equitable policies and practices
- Ongoing dialogue regarding DEI.
- Continue annual Diversity Awareness training for all employees
- A Bi-lingual Community Engagement Specialist position is currently being developed. This position will have a focus on community outreach and internal communications related to diversity efforts.
- Implement functions for bias reporting.

A Bilingual position has been developed. This position will oversee external communications for the city and assist with community outreach to include diversity efforts.

F-4(b) Create a public information officer position. (Vision Strategies F1, F5) # \$ (Barb)

A Communications Specialist job description has been developed. This position will oversee external communications for the city and assist with community outreach to include diversity efforts. The job description is currently under review. It is anticipated recruitment efforts will begin by November, 2023.

G-1(c) Review a way to financially support reduced fees for low-income users of the Recreation Center. # \$ (Mike)

The department has not yet spent enough time analyzing different funding sources to provide viable options to support a reduced fees program. Staff plans to evaluate alternative funding opportunities and engage with other parks and recreation agencies in Winter 2023. Currently, staff is utilizing grant writing and donations to support the recreation scholarship fund at the Recreation, Aquatic, and 60+ Activity Centers.

G-1(d) Develop sustainable funding to maintain and resurface/reconstruct the City street system. # (Spencer)

A report that was provided at a work session on transportation funding. City Council made an initial determination that the Council may want to target the May election for increasing the local gas tax. Council is discussing this item on the November 6 City Council meeting.

G-1(f) Advocate for increased flexibility to utilize the tourism portion of the transient room tax to assist with road replacement and public safety services. # (Spencer)

This is an item that we continue to discuss with our colleagues across the state particularly communities with significant tourism infrastructure. As part of a panel discussion on revenue and brought up the need to increase the flexibility of the utilization of the tourism portion of the transient room tax as one of the reforms necessary to help address revenue issues for Cities across the state of Oregon. I participated in a meeting with the consultant hired by the League of Oregon Cities to begin the process to make the legislative case for changes in this issue. There may be an attempt in the short session to try to get some traction on this matter. The League indicates that many of these issues take a number of years before the legislative timing is right for a change

G-1(g) Identify financial resources to maintain City facilities, parks, and other buildings in accordance with the Facilities Master Plan that was conducted by Dude Solutions. # (Spencer)

Work has not proceeded on exploring new resources, however, this is one item that we will be scheduling a Council work session on to determine how to begin addressing some of the long-term financial needs for the City in addition to consideration of the gas tax.

G-3(b) Implement procedures to improve the collection of miscellaneous fees, fines and other revenues that help support various City services. # (Steve B.)

With Erik's and Rebecca's help, draft code revisions, policies for utility billing, and revised utility forms are currently being written and developed. The revisions will also enable the City to procedurally enforce utility liens. The goal is to have an adopted code revision, written administrative policy, and new forms in place sometime in January 2024.

Finance has been dealing with staff vacancies due to unfilled positions and FMLA leaves. An Assistant Finance Director was hired on 07/24/23. Once Eric (Assistant Finance Director) has settled in, the goal is to revisit having the State take over transient room tax collection and provide a sampling auditing services for the transient room taxes. The goal is to transfer collection to the state in the later part of 2024. Several

steps need to take place, such as a revision of the ordinance codes, to transfer the collection of transient room taxes to the State.

Finance will be reviewing staffing needs to service collection of business license, miscellaneous fees, fines and other revenues that help support various City services. The City is also implementing parking permitting on the Bayfront and additional administration of parking citations. The additional staffing requirements will need to be reviewed and addressed and/or use of third-party services.



# ADOPTED GOALS and OBJECTIVES for Fiscal Year 2023-2024

## GREATER NEWPORT AREA VISION 2040

In 2040, Greater Newport is the heart of the Oregon Coast, an enterprising, livable community that feels like home to residents and visitors alike. We live in harmony with our coastal environment - the ocean, beaches and bay, natural areas, rivers, and forests that sustain and renew us with their exceptional beauty, bounty, and outdoor recreation. Our community collaborates to create economic opportunities and living-wage jobs that help keep the Greater Newport Area dynamic, diverse, and affordable. We take pride in our community's education, innovation, and creativity, helping all our residents learn, grow, and thrive. Our community is safe and healthy, equitable and inclusive, resilient and always prepared. We volunteer, help our neighbors, support those in need, and work together as true partners in our shared future.

The City Council met in Council Chambers on Monday, January 30, 2023 from 9 AM to 3:25 PM to develop goals and objectives for the fiscal year beginning July 1, 2023.

### Schedule for Goal Approval

The schedule for developing goals for Fiscal Year 2023-2024 is as follows:

January 30, 2023	Goal Setting Work Session.
February 6, 2023	Approve Draft Report for 2023-2024 Goals.
February 21, 2023	Review of Draft Goals by Vision 2040 Advisory Committee and Provides Comments to Council.
February 24, 2023	Review of Draft Goals and Comments by Staff to Incorporate in Report for Council.
February 28, 2023	Review of Goals by Budget Committee.
March 6, 2023	Public Hearing and Possible Adoption of Goals.

After hearing presentations from Department Heads on various departmental issues, reviewing advisory committee goals and department goals, as well as a summary of various planning efforts that were previously done in the City of Newport, the Council proceeded with developing the draft goals and objectives for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The Council first reviewed each goal and objective that was included in the adopted report for Fiscal Year 2022 – 2023 to update those items. City Council

members also identified other specific goals or objectives for the coming fiscal year and wrote down those ideas on 5 x 8 index cards. At the end of the meeting, Council members were requested to limit their individual ideas to no more than seven index cards. Those cards were then categorized and placed for prioritization by the Council. Council members were provided seven stickers to individually identify their significant priorities to be added to the revised list of goals and objectives reviewed by Council earlier. This was to determine the issues that are collectively most important. Items with three or more stickers have been included as a goal or objective in the draft 2023 – 2024 report.

The Council goals and objectives for this next fiscal year are organized by the six focus areas identified in the Greater Newport Area Vision 2040 Plan. The Greater Newport Area 2040 Vision Plan can be found at the following link: [https://newportoregon.gov/dept/cdd/documents/Vision2040/Vision2040\\_Final\\_Draft.pdf](https://newportoregon.gov/dept/cdd/documents/Vision2040/Vision2040_Final_Draft.pdf)

In 2020, the format for the Council Goal Setting work session was changed to create a process of longer-term goals and objectives expected to be carried out during the next fiscal year. This allows for longer-range planning for multiyear efforts, and provides direction from Council to staff and committees as to the priorities of the City Council, not only for the coming year but beyond. This step was taken as one of the recommendations from the Vision 2040 Advisory Committee.

For purposes of this report, the following items are used:

**Goals** are typically broader in scope and identify intended outcomes concerning one or more functions for the City.

**Objectives** help translate goals into actionable items with specific deliverables, and may be tied to budget resources or the commitment of staff time necessary to achieve that goal.

**Strategies** are identified with each goal and objective, and relate to the strategies included in the Greater Newport Area Vision 2040 Plan.

**Additional Ideas** are concepts that were identified by the City Council at the January 10 Goal Setting session. They are included for informational purposes only.

Each of the Council goals are followed by specific objectives for Fiscal Year 2023-2024. These objectives are the actionable items that Council desires to be implemented in this next twelve-month period. The objectives with budgetary impacts will be specifically addressed in the budget proposed by the City Manager for Fiscal Year 2023-2024.

On March 6, 2023, the City Council unanimously adopted the following Goals and Objectives for Fiscal Year 2023-2024.

A quarterly report will be provided on the status of the top 25 objectives identified by Council in July, October, January and April through this next fiscal year. A summary of the status of the remaining objectives will be provided for next year's goal setting and at the end of the fiscal year.

**\$ -- Listed objective has budgetary impacts. These impacts will be reported in the City Manager's Budget Message.**

**# -- The objective has been identified as a top 25 priority with reports being issued to Council on a quarterly basis.**

## **2023-2024 ADOPTED GOALS and OBJECTIVES**

### **A. ENHANCING A LIVABLE REGION**

In 2040, the Greater Newport Area is an enterprising, livable community that feels like home to residents and visitors alike. We have carefully planned for growth with well-maintained infrastructure, affordable housing for all income levels, robust public transportation, diverse shopping opportunities, and distinct, walkable districts and neighborhoods.

#### **Council Goals**

**A-1 Invest in upgrades to the City's water distribution and storage tank systems. (Vision Strategy A1) 5+ years**

##### **Objectives for 2022-2023**

A-1(a) Proceed with request for proposals to award a contract to update the City's Water Master Plan. (Vision Strategy A1) \$

**A-2 Improve maintenance activities of the City street system. (Vision Strategy A1) 5+ years**

##### **Objectives for 2022-2023**

A-2(a) Evaluate and implement the use of a system to proactively identify and potholes for repair in city streets. (Vision Strategy A1) #

**A-3 Make safety improvements on US 101 at NE 57<sup>th</sup> Street and the movie theater driveway. (Vision Strategy A10) 5+years**

##### **Objectives for 2022-2023**

A-3(a) Proceed with a request for proposals and initiate preliminary engineering to identify options for redesigning the intersection at US 101 and NE 58<sup>th</sup> Street. (Vision Strategy A10) \$

**A-4 Increase supplies of affordable and workforce housing, including rentals for the community. (Vision Strategy A2) 5+ years**

A-4(a) Develop bilingual educational materials to promote and encourage homeowners to consider building accessory dwellings on their principal homestead properties as allowed by law with information being available electronically on the City website. (Vision Strategy A2)

A-4(b) Initiate implementation of the housing production strategy recommendations approved by Council to promote additional housing in the city.  
(Vision Strategy A2) #

**A-5 Complete pedestrian safety amenities throughout the community. (Vision Strategy A11) 5+ years**

Objectives for 2022-2023

A-5(a) Complete discussions with ODOT on narrowing traffic lanes to build a pedestrian walkway on US 101 from 25<sup>th</sup> Street to 36<sup>th</sup> Street.

(Vision Strategy A11) #

A-5(b) Coordinate with FHWA, BLM and ODOT in getting the federally funded Lighthouse Drive to Oceanview Drive bike/pedestrian project into a formal agreement that includes public engagement, opportunities, and outlines when improvements will be designed and constructed. (Vision Strategy A11) #

A-5(c) Initiate a request for proposals for design and permitting, of a pedestrian-activated, signaled crosswalk at US 101 and NE 60<sup>th</sup> Streets. (Vision Strategy A11) # \$

A-5(d) Proceed with a scope for improvements and award a contract for the Harney/US 20 safe routes to school project to be funded by ODOT and Urban Renewal. (Vision Strategy A11) # \$

**A-6 Establish a trolley to move visitors, employees, and residents between Nye Beach, the Bayfront and Downtown. (Vision Strategy A16) 2.5 years**

Objectives for 2022-2023

A-6(a) Meet with Lincoln County Transit, ODOT and others to determine feasibility costs of operating a trolley or shuttle. (Vision Strategy A16)

**A-7 Acquire property in the Big Creek Reservoir watershed. (Vision Strategy A1) 5+years**

Objectives for 2022-2023

A-7(a) Contract for the development of a watershed management plan that identifies property acquisition needs. (Vision Strategy A1) # \$

## B. PRESERVING & ENJOYING OUR ENVIRONMENT

In 2040, the Greater Newport Area lives in harmony with its coastal environment. Our ocean, beaches and bay, natural areas, rivers, and forests sustain and renew us with their exceptional beauty, bounty and outdoor recreation. We retain our connection to nature, protecting our land, air, water, natural habitats, and promoting more sustainable ways of living.

### Council Goals

#### **B-1 Invest in upgrades to the City's sanitary sewer collection system. (Vision Strategy A1) 5+ years**

##### Objectives for 2022-2023

B-1(a) Proceed with design and construction of phase 1 wastewater projects including North Side dechlorination project (NDP) and influent pump station pipe replacement (IPS-PR) as recommended in the Wastewater Master Plan. (Vision Strategy B1) \$

#### **B-2 Invest in upgrades to the City's storm sewer collection system. (Vision Strategy A1) 5+ years**

##### Objectives for 2022-2023

B-2(a) Seek funding, issue a request for proposals, and contract for updating the City's Storm Water Master Plan. (Vision Strategy B4)

#### **B-3 Modernize and upgrade the wastewater treatment plant. (Vision Strategy A1) 2-5 years.**

##### Objectives for 2022-2023

B-3(a) Proceed with the first year upgrades as identified in the Wastewater Treatment Plant Master Plan. (Vision Strategy A1)

B-3(b) Develop a plan to finance necessary improvements and capacity upgrades as identified in the Wastewater Treatment Plant Master Plan. (Vision Strategy A1) # \$

#### **B-4 Review and implement cost-effective priorities from the Parks and Recreation Master Plan for implementation. (Vision Strategy B3) 2.5 years**

##### Objectives for 2022-2023

B-4(a) Pursue options for universal beach access at Nye Beach. \$

B-4(b) Implement a free day at the Recreation Center on a monthly basis to promote membership. (Vision Strategy B3) # \$

**B-5 Evaluate the implementation of a dark sky lighting plan for the City. (Vision Strategy B5) 2-5 years**

Objectives for 2022-2023

B-5(a) Determine the feasibility of utilizing the energy savings through the use of LED fixtures and more efficient placement of outdoor lighting to help expedite implementation of the dark sky street lighting system for the City. (Vision Strategy B5)

B-5 (b) Review model ordinances for the development of dark sky regulations for private outdoor lighting in the city. (Vision Strategy B5)

**B-6 Develop long-term climate action plans for the City of Newport. (Vision Strategies B5, B9) 2-5 years**

Objectives for 2022-2023

B-6(a) Further develop and implement sustainability information on measures the City can implement in our day-to-day operations to reduce environmental impacts. (Vision Strategy B9) \$

B-6(b) Determine the feasibility of a solar farm and battery storage at the municipal airport. (Vision Strategy B5) # \$

B-6(c) Prioritize strategies to adapt the city to address conditions created by climate change. (Vision Strategy B9) # \$

**B-7 Promote gray water diversion and home storage rainwater. (Vision Strategy B1) 1 year**

Objectives for 2022-2023

B-7(a) Utilize the Water Conservation Work Group to review existing ordinances and determine current provisions that would need to be amended to promote gray water diversion and rainwater storage. (Vision Strategy B1)

**B-8 Implement conservation methods to reduce the use of water within the Greater Newport Area. (Vision Strategy B9) 2-5 years**

Objectives for 2022-2023

B-8(a) Support the efforts of the Water Conservation Work Group to review methods to reduce drinking water use by residents, commercial and industrial businesses in the City of Newport. (Vision Strategy B9)

## C. CREATING NEW BUSINESSES & JOBS

In 2040, the Greater Newport Area collaborates to create economic opportunities and living-wage jobs that help keep Newport dynamic, diverse, and affordable. Our economy is balanced and sustainable, producing living-wage jobs in the trades and professions, while supporting new start-up companies and small businesses based on local talent, entrepreneurship, ideas, and resources.

### COUNCIL GOALS

**C-1 Develop opportunities for buildable lands and utilization of existing structures for creating new businesses and jobs. (Vision Strategy C9) 5+ years**

#### Objectives for 2022-2023

C-1(a) Seek state funding to update the City's commercial/industrial buildable lands inventory. (Vision Strategy C3)

C-1(b) Proceed with developing an agreement for the South Beach property owned by Urban Renewal. (Vision Strategies C5, C8, C9) \$

C-1(c) Proceed with the annexation of unincorporated properties that are islands within the incorporated city limits. (Vision Strategies C3, C8) # \$

C-1(d) Develop a plan between Engineering and Community Development to outsource various consultation projects outlined in the South Beach Refinement Plan through the close of the South Beach Urban Renewal District in 2027. (Vision Strategies C3, C8)

**C-2 Support business growth, development, and financial sustainability at the airport. (Vision Strategy C4) 5+ years**

#### Objectives for 2022-2023

C-2(a) Pursue commercial air service to support economic development in Newport, including NOAA and other business needs. (Vision Strategy C14)

**C-3 Revitalize the City Center and US 20 core areas of the City of Newport, including a variety of mixed uses. (Vision Strategies A5, C3, C8, C9, C7) 5+ years**

#### Objectives for 2023-2024

C-3(a) Identify strategies to enhance and improve the economic vitality of the City Center area as part of the City Center Revitalization Plan that can be supported by direct investment of Urban Renewal resources. (Vision Strategies A5, C3, C7, C8, C9) # \$

C-3(b) As part of the City Center revitalization strategy, determine the preferred option for addressing mobility needs through City Center by either constructing a short couplet, or removing parking from US 101 and 9<sup>th</sup> Street to accommodate traffic,

bicycle and pedestrian traffic through this critical part of the community. (Vision Strategies A5, C3, C9, A3, A10, A11) \$  
C-3(c) Identify a public gathering location as part of the City Center revitalization plan. (Vision Strategy A5) \$  
C-3(d) Determine a permanent location for the Newport Farmer's Market as part of the City Center revitalization plan. (Vision Strategies A5, C15) # \$

**C-4 Implement Recommendations of the Parking Plan. (Vision Strategies C1, C3, C8, C9) 2-5 years**  
Objectives for 2023-2024

C-4(a) Implement the parking management system, including paid parking, permit parking and adjusting time limits for parking in the Bayfront area. (Vision Strategies C8, C9) \$  
C-4(b) Initiate discussions with Nye Beach businesses and residents regarding appropriate permit and timed parking solutions for the Nye Beach area.

## **D. LEARNING, EXPLORING, & CREATING NEW HORIZONS**

In 2040, the Greater Newport Area takes pride in our community's education, innovation, and creativity, helping all our resident learn, grow, and thrive. Our schools are appropriately funded through diverse means of support to meet the highest standards of educational achievement. Our college and university prepare students for rewarding lives and productive careers. The arts and opportunities for creative expression and learning are high quality, diverse, and available and accessible to everyone.

### Council Goals

**D-1 Provide sufficient funding to support public arts. (Vision Strategy D3) 5+years**

Objectives for 2022-2023

D-1(a) Maintain City funding for the arts in 2023-2024 Budget. (Vision Strategy D3) # \$

## **E. IMPROVING COMMUNITY HEALTH & SAFETY**

In 2040, the Greater Newport Area is safe and healthy, equitable and inclusive, resilient and always prepared. We volunteer, help our neighbors, and support those in need. Our community's physical, environmental, social, and economic assets allow all of our residents, including families and children, young people, and seniors to live healthy lives and find the support and services they require, including excellent, affordable, and accessible healthcare and childcare.



## Council Goals

### **E-1 Replace the Big Creek Dam. (Vision Strategy E5) 5+years**

#### Objectives for 2022-2023

E-1(a) Develop information to inform the Greater Newport Area of the critical need to replace the Big Creek Dam. (Vision Strategy E5) \$

E-1(b) Proceed with design and permitting for the replacement of Big Creek Dam. (Vision Strategy E5) # \$

E-1(c) Conduct emergency preparedness planning regarding the dam failure. (Vision Strategy E5) \$

E-1(d) Continue efforts at identifying funding for dam replacement. (Vision Strategy E5) \$

E-1(e) Pursue an appropriation for funding under the Water Resources Development Act authorization of \$60 million for the City of Newport for Dam replacement. (Vision Strategy E5) \$

### **E-2 Continue with efforts with Listos (grass roots emergency preparedness program tailored to Spanish speaking communities) Training. (Vision Strategy E5) 2-5 years**

#### Objectives for 2022-2023

E-2(a) Renew Listos training. (Vision Strategy E5)

### **E-3 Implement recommendations from the Homelessness Task Force. (Vision Strategy E7) 2-5 years**

#### Objectives for 2022-2023

E-3(a) Participate in the Affordable Housing Partners meetings to discuss strategies on managing homelessness. (Vision Strategy E7)

E-3(b) Identify areas where temporary outdoor shelters could be installed with portable toilets and garbage disposal operated by a non-profit organization. (Vision Strategy E7)

E-3(c) Evaluate future installation of Portland loos in key locations in the community. (Vision Strategy E7)

E-3(d) Pursue efforts to create a permanent overnight shelter. (Vision Strategy E7) #

E-3(e) Participate in the House Bill 4123 Advisory Board to develop a five-year strategic plan for addressing homelessness in Lincoln County, and work toward establishing a county-wide office on homelessness. (Vision Strategy E7) # \$

### **E-4 Evaluate Fire Service needs for the community. (Vision Strategy E6) 2-5 years**

#### Objectives for 2022-2023

E-4(a) Evaluate relocating the fire training facility from the North Side pump station to the airport. (Vision Strategy E6)

## **E-5 Re-establish the position of school resource officer (Vision Strategy E6) 1 year**

### Objectives for 2022-2023

E-5(a) Continue efforts to fill positions in the Police Department so that the City can resume placing a school resource officer in the schools. (Vision Strategy E6 )

## **E-6 Enhance coordination among social services, non-profits, and local government to collaborate in all actions to guide creation of a healthier community. (Vision Strategy E4) 5+ years**

### Objectives for 2022-2023

E-6(a) Participate in the quarterly Community Health Improvement Plan meetings to discuss opportunities to collaborate with health organizations to create a healthier community. (Vision Strategy E4)

## **E-7 Expand affordable and accessible childcare capacity in the Greater Newport Area. (Vision Strategy E9) 2-5 years**

### Objectives for 2022-2023

E-7(a) Continue facilitating community discussions on need efforts to expand childcare options for families in the Greater Newport Area. (Vision Strategy E9) #

E-7(b) Expand childcare services at the Recreation Center. (Vision Strategy E9) #

## **F. FOSTERING COLLABORATION & ENGAGEMENT**

In 2040, the Greater Newport Area's local governments and public agencies, schools and higher educational institutes, businesses, local employers, nonprofits, community groups, faith-based institutions, and residents work together as true partners in our shared future. Governments reach out to engage and listen to residents, involve them in important plans and decisions, and collaborate for a better community in a rapidly changing world.

### Council Goals

## **F-1 Utilize the Greater Newport Area Vision 2040 strategies as a foundational document for ongoing public processes, planning and decision making. (Vision Strategy F2) 5+ years**

### Objectives for 2022-2023

F-1(a) Develop a plan including funding to sustain active coordination of the Greater Newport Vision beyond the funding provided by the Ford Family Foundation. (Vision Strategy F2) \$

F-1(b) Retain a consultant to conduct a five-year review and update of the Greater Newport Area Vision 2040. (Vision Strategy F2) \$

**F-2 Increase involvement of younger generations in community issues. (Vision Strategy F9) 5+ years**

Objectives for 2022-2023

F-2(a) Work collaboratively with the school district students, and others, to establish a youth council. (Vision Strategy F9)

F-2(b) Evaluate the possibility to add a position for youth on various City Advisory Committees. (Vision Strategy F9)

**F-3 Foster an inclusive organization and community that embraces diversity in ethnicity, race, age, gender identity, sexual orientation, self-identity, and perspectives consistent with our slogan “The Friendliest”. (Vision Strategy F5) 5+years**

Objectives for 2022-2023

F-3(a) Conduct outreach for prospective candidates to diversify City staff as well as membership on City committees, boards, and panels to ensure that all community voices are represented in discussions in City policies. (Vision Strategy F5)

F-3(b) Support and seek out opportunities to collaborate with local partner organizations on cultural programming by collaborating on these programs during the fiscal year. (Vision Strategy F5) \$

F-3(c) Develop and publicize a process to address complaints of bias or discrimination relating to the City of Newport. The City commits to develop a specific protocol, or set of protocols, to investigate and respond to grievances with the goal of eliminating systemic bias within our organization. (Vision Strategy F5)

F-3(d) Provide diversity, equity, and inclusion (DEI) training to employees and volunteers. (Vision Strategy F5) # \$

F-3(e) Collaboratively develop means for culturally competent and inclusive communications. (Vision Strategy F5)

**F-4 Support continued transparency with communication with the citizens of the City of Newport. (Vision Strategies F1, F5)**

Objectives for 2023-2024

F-4(a) Update the City’s website navigation to provide information about the City of Newport in a culturally competent and inclusive manner. (Vision Strategies F1, F5) \$

F-4(b) Create a public information officer position. (Vision Strategies F1, F5) # \$

## **G. OTHER ORGANIZATIONAL ISSUES**

As part of the goal setting process, the City Council establishes goals that do not fall directly in line with specific Vision Strategies. The goals are specific to the operational issues for the City of Newport.

## Council Goals

### **G-1 Address long-term financial sustainability planning for the City of Newport. 2-5 years**

#### Objectives for 2022-2023

- G-1(a) Review the Five-Year Financial Sustainability Plan as part of the 2022-2023 Preliminary Budget Committee Meeting.
- G-1(b) Implement recommendations in the Recreation Business Plan. Maximize use and reduce the subsidy necessary for this facility. \$
- G-1(c) Review a way to financially support reduced fees for low-income users of the Recreation Center. # \$
- G-1(d) Develop sustainable funding to maintain and resurface/reconstruct the City street system. #
- G-1(e) Proceed with a utility rate study to incorporate the necessary structure to support the City's water sewer and storm utility systems, including major upgrades to the wastewater treatment plan and local funding necessary for Big Creek Dam. \$
- G-1(f) Advocate for increased flexibility to utilize the tourism portion of the transient room tax to assist with road replacement and public safety services. #
- G-1(g) Identify financial resources to maintain City facilities, parks, and other buildings in accordance with the Facilities Master Plan that was conducted by Dude Solutions. #

### **G-2 Implement purchasing procedures to reduce costs and improve accountability and transparency of these expenditures. 1 year**

#### Objectives for 2022-2023

- G-2(a) Complete and implement updated purchasing and public contracting policies for the City of Newport.
- G-2(b) Provide training for all City staff involved with purchasing and public contracting on the policy adopted by the City Council.

### **G-3 Improve methods for revenue collection. 2-5 years**

#### Objectives for 2022-2023

- G-3(a) Complete staffing transitions in the Finance Department and get new staff trained and up-to-speed on various financial practices.
- G-3(b) Implement procedures to improve the collection of miscellaneous fees, fines and other revenues that help support various City services. #
- G-3(c) Develop a routine practice to regularly place liens on properties for unpaid property-related bills.
- G-3(d) Evaluate new collection procedures with the goal of reducing uncollectable accounts while considering the cost and benefit of the procedure.

#### **G-4 Continue to expand access to city services through the use of technology. 5+years**

##### Objectives for 2022-2023

G-4(a) Provide public access to specific components of the City's GIS system. \$

#### **G-5 Build a strong and healthy work place culture within the City organization 1 year**

##### Objectives for 2022-2023

G-5(a) Review and implement, where feasible, recommendations from the Employee Culture Strategic Plan. \$

G-5(b) Complete the revisions to the Employee Handbook.

### **H. ADDITIONAL IDEAS IDENTIFIED BY COUNCIL**

During the January 30, 2023 Goal Setting session, the Council generated a number of ideas that were categorized as part of the goal setting process. This report includes the new ideas that were generated by the City Council during the Goal Setting session. Please note that these ideas are in addition to approximately 75 draft objectives that served as a starting point for developing the priorities for the next fiscal year. The number shown in parentheses following the various ideas for goals and objectives indicates the number of Council members that prioritized that particular concept. If there is no number included in the parentheses following the idea, then the idea was generated by a Council member, but not prioritized for moving forward at this time by any Council members. The ideas shown in bold are those ideas that have been incorporated in the previous section of this report as a goal and/or objective for Fiscal Year 2023-2024.

#### Airport

- **Airport solar farm with storage (4) Objective B-6(b)**
- Adjust leases for FedEx, UPS, Ameriflight (2)
- Promote current commercial development at the airport (1)

#### Environmental

- **Prioritize and implement strategies to adapt the city to conditions created by climate change, including public education (4) Objective B-6(c)**
- Seek funds for a forest management plan for the city of Newport (2) # Objective A-7(a)
- Proceed with a watershed purchase program (1)
- Pursue Dark Sky initiative (1) # Objectives B-5(a), B-5(b)
- Replace the broken lights on the north side of City Hall
- Conduct vegetation management at Nye Beach Turnaround
- Develop a watershed management plan, including acquisition of property by the City, land trust or similar organizations # (Objective A-7(a))
- Recognize that Newport will be a climate refuge and make plans as to how this would be accommodated in the City of Newport. # Objective B-6(a)
- Promote the City to become plastic free

### Facilities/Infrastructure

- Relocate the fire training facility to the airport to make room for the improvements at the North Side pump station (3) Objective E-4(b)
- Insure there is an ongoing site for the Farmer's Market within City Center as part of the strategic planning effort (3) Objective C-4(d)
- Establish a pothole hotline utilizing phone, text or QR code reporting
- (2) Objective A-2(a)
- Update Golf Course Drive (1)
- Increase the Urban Growth Boundary (1)
- Add City Center-based dog park (1)
- Build a covered pavilion for year-round activities for a warming shelter or Farmer's Market.
- Prioritize steps in funding for wastewater treatment plant improvements. # Objectives B-3(a), B-3(b)
- Provide funding for new sea lion docks

### Human Resources

- Create a public information officer position (4) Objective F-4(b)
- Implement a language pay differential for individuals fluent in languages other than English (1)
- Hire a person to support the audit and budget processes (1)
- Identify appropriate work spaces for employees (1)
- Increase the salary range at the rec center
- Hire a marketing and web specialist
- Hire a city arborist

### Miscellaneous

- Address rules and regulations to promote RV Park development in the city to address housing needs (2)
- Identify the resources needed to put in place a property maintenance code (2)
- Transition to paperless Council and Committee meetings
- Drop Granicus for Council/ Committee meetings to utilize a more accessible platform

### Parks and Recreation

- Implement a free day at the rec center once a month to promote the use of these facilities (3) Objective B-4(b)
- Develop a program to have volunteers adopt certain areas to keep maintained and to enhance landscaping on Newport's main streets (2)
- Empower the tree board to assess a fee for trees cut for replanting and trimming
- Establish a heritage tree board
- Establish a weed board to eradicate Scotch Broom and English Ivy in the city

### Social Services

- Facilitate the development of a homeless shelter with a nonprofit organization to run the shelter (6) Objective E-3(d)

- Develop policies for increasing housing and livability within the community that addresses parking, building dimensions, balance between retail commercial, and promotes safe pedestrian and traffic access (1)
- Provide the necessary support for HB 4123 Homelessness Initiative. # Goal E-3
- Facilitate a process of connecting housing opportunities with housing providers to simplify and streamline the process for getting individuals into housing, particularly subsidized housing
- Promote the childcare programs within the city # Objectives E-7(a), E-7(b)

\*Please note that the items with a pound sign have been partially addressed by existing objectives identified by the City Council.

## **CITY MANAGER REPORT AND RECOMMENDATIONS**



**Meeting Date: November 6, 2023**

### **Agenda Item:**

**Authorization to Purchase a 2023 Super Products 12-yard Hydrovac Jetter Truck in the Total Amount of \$584,000 from Western Systems through the Sourcewell Collective Purchasing Agreement #101221-SPL.**

### **Background:**

The City's water and storm sewer divisions are currently using a 2010 vac jetter truck for hydro-excavation and for use on catch basins and other uses within the Public Works Department. This equipment is used regularly every week and can address non-invasive excavations to locate water mains, sewer remains and other underground infrastructure. This vehicle is at the end of its service life.

### **Recommendation:**

I recommend that the City Council, acting as the Local Contract Review Board, authorize the purchase of a 2023 Super Products 12-yard hydrovac truck through Sourcewell Collective Purchasing Agreement #101221-SPL from Western Systems in the amount of \$584,000.

### **Fiscal Effects:**

Provided the City Council approved the supplemental budget, and Resolution No. 3998, funding is available for this purchase.

### **Alternatives:**

If Resolution No. 3998 and the supplemental budget are not approved, the City will be unable to proceed with this purchase unless other funding sources are identified.

Respectfully submitted,

Spencer Nebel  
City Manager





**STAFF REPORT  
CITY COUNCIL AGENDA ITEM**

Meeting Date: October 16, 2023

**Title:** Approval of Purchase Agreement with Western Systems for a 2023 Super Products 12 yard hydro vac truck in the amount of \$584,000

**Prepared by:** Erik Glover, Assistant City Manager/City Recorder

**Recommended Motion:** I move to approve the purchase of a Super Products 12 yard hydro vac truck from Western Systems in the amount of \$584,000 through Sourcewell collective purchasing agreement 101221-SPL and authorize the City Manager to execute a interfund loan financing agreement for a simple interest rate of 4.5% and a 5-year payment schedule

**Background Information:**

The City's Water Division is currently operating a 2010 Vac-Con Hydro vac jetter truck for hydro-excavation/vacung of line break areas. This equipment was passed down from the Wastewater collections division in used condition. The equipment is in service almost daily and has been increasingly used for hydro excavation for water repairs, it has also been used for storm water repairs. The vehicle operates/arrives on scene to on every emergency water leak in the system, during regular and after hours call outs. The alternative to hydro-excavation, is using a backhoe, excavator or manual shovels. One major concern is running digging equipment in utility strips, is there is always the possibility of excavation equipment grabbing/breaking other utilities which are likely in close proximity to the water line infrastructure.

Hydro excavation is a safer approach in all respects. In addition, the vehicle is borrowed by the Street Division for assistance with projects, often for sign installs or replacements, and to unclog plugged storm sewer infrastructure, to help avoid flooding, via the pressurized water jet function. Between the above, and aging water infrastructure it has caused this equipment to be in almost constant demand. This piece of equipment is vital, and must be able to operate when called upon without delay.

The vehicle has had a repaired hydraulic pump failure, it currently has holes in the tank which leak. The normal operating life for equipment of this variety is 10 years, and the truck has reached its useful life expectancy. Maintenance costs for the equipment have totaled more than \$100,000 according to available records, including a \$10,732 maintenance cost in 2022, and a repair cost of more than \$27,521 in 2023. One repair took almost a year to repair and return to operation, due to difficulty in sourcing parts. It is expected that maintenance costs, and downtime will continue to increase as the vehicle ages.

The Wastewater division does have a vac truck of its own, however using a truck which has been in contact with Wastewater adjacent to or in potable water infrastructure results in a major contamination concern.

City staff are proposing to place the older vac truck on GovDeals, as surplus when the replacement equipment is placed into service, it is estimated to sell for \$50,000. Due to the expected value of the equipment, Staff will return for a surplus equipment disposal authorization at that time.

Funds for the replacement of this equipment were appropriated in the FY23-24 budget, in the amount of \$573,000 split 50/50 between stormwater maintenance and water distribution. Staff obtained a Sourcewell cooperative procurement quote 101221-SPL which came to \$ 576,521.78, which is \$3,521.78 over current budget appropriation.

Due to the fact that the utility funds, water, storm water and wastewater have been hit hard over the last several years with expensive failures, reducing contingency and reserve. Staff is proposing to finance the new vac truck over a 5 year time frame.

Staff initially evaluated used NCL Government capital for financing options, with 3,5,7 year terms. Staff evaluated current interest rate the true cost to purchase the equipment would have been \$685,927.60 at the five year term. Following internal discussions, staff determined that it would be in the best interest of the City to adopt a “pay ourselves” first approach whereby we utilize an interfund loan strategy, whereby the interest is to the benefit of the City versus another entity. A secondary benefit of this, is that staff has set the interest rate on the interfund loan strategy at 4.5% which is in the current ballpark of interest earned on cash balance held in the cities Local Government Investment Pool account.

**Fiscal Notes:**

\$286,500 in current budget appropriation from 603-3710-73100 Fund

\$286,500 in current budget appropriation from 601-3320-73100 Fund

Staff is proposing to reduce contingency of \$55,000 from the 603-7310-98100 fund, and \$55,000 from the 601-3320-98100 fund, water and stormwater funds. This is being requested to cover any price increases from when the quote was obtained earlier in the year and to pay the \$100,000 down payment for the vac jetter truck. Loan proceeds will be reduced by \$50,000 from each fund.

**Alternatives:**

Not purchase the equipment.

**Attachments:**

Quote for Super Products 12 yd PUSH TO EJECT BODY Camel Vac Truck

Financing Schedules for 3 year, 5 year, and 7 year terms.

**Super Products®**  
**CAMEL® MAX SERIES**  
**COMBINATION SEWER CLEANERS**



**THE 2021 EDITION**  
**MAXIMUM SAFETY.**  
**MAXIMUM RELIABILITY.**  
**MAXIMUM PERFORMANCE.**

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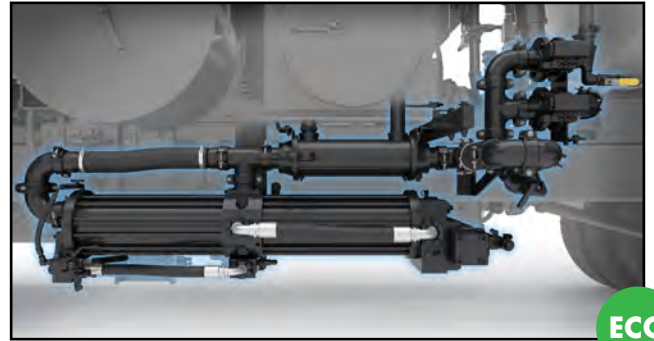
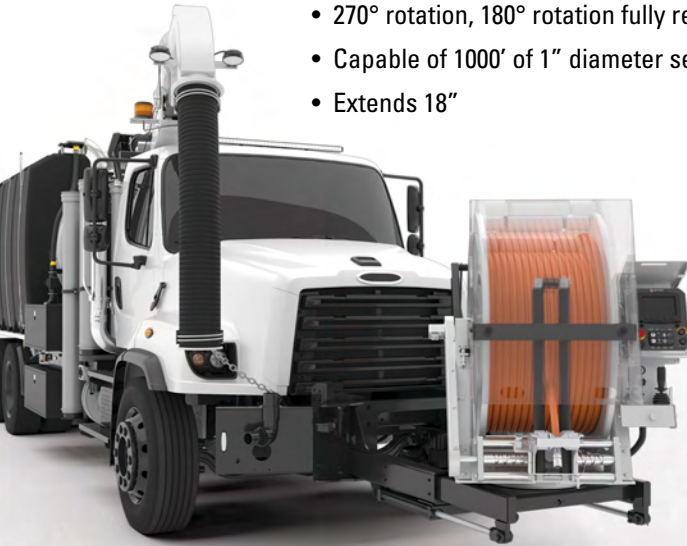
# STANDARD FEATURES

## AVAILABLE ON ALL UNITS

**SAFETY**

### Highly Accomodating Front-Mounted Hose Reel

- 270° rotation, 180° rotation fully retracted
- Capable of 1000' of 1" diameter sewer hose
- Extends 18"



**ECO**

### Advanced Water Pump

- Pressure sensing, double acting, single piston pump, powered by pressure & flow compensating hydraulic system
- 1:1 oil to water ratio
- Designed capacity of 100 gpm and 3000 psi
- Does not need to be removed from chassis for service

### Additional Standard Features

**SAFETY**

#### Safety

- Tailgate Alarm
- Body Up Alarm
- Boom Up Alarm
- Back Up Camera
- (6) 28" Safety Cones
- Sewer Hose Containment Shield
- Debris Body Safety Prop
- Tailgate Safety Props

#### Water System

- Water Tank; rotationally molded, non-cross linked, polyethylene
- Air Purge
- Antifreeze System
- Dual Hydraulic Cooling
- Dual Accumulators

#### Vacuum Pump

- Positive Displacement Pump
- Hot Shift Transfer Case

#### Debris Body

- ¼" Thick Debris Body EXTEN Steel Construction
- Internal Debris Tank Flush Out System
- Exterior Tank Front Mounted Level Gauge
- (1) Centrifugal Cyclone Separator: 44,000 cubic inches
- Quick Release Door less than 50" off the ground
- Modular Designed Full Length Subframe

#### Tailgate

- Hydraulic Powered Tailgate
- (4) Adjustable Hydraulic Wedge Pins

#### Boom

- 8" Hydraulic Boom with 8' Hydraulic Extension
- 217° of Rotation
- 1000lb Boom Lifting Capacity



### Precision Controls

- LED panel lights enables readability in all environments at 1000 nits
- Ability to run water pump with or without vacuum
- Unit Self Diagnostic

**ECO**

### Single Engine Design

All Camel models feature a single engine design which offers:

- **Lighter Weight**
- **Up to 40% Less in Fuel Use**
- **15% lower operating RPM**

**ECO**



## The Most Versatile Combo in the Industry

Jet • Vacuum • Hydro Excavate • Wastewater Recycle • Dump • Eject

### AVAILABLE MODELS:



#### **Camel 900 Dump**

- Length: 35' 6" (approx.)
- Height: 11' 6" (approx.)
- Width: 8' Body, 9' 2" with mirrors (approx.)
- Water Capacity: 1,000 gallons
- Debris Body: 9 yards
- Single Axle



#### **Camel 1200 Dump**

#### **Camel 1200 Eject**

#### **Camel 1200 Wastewater Recycle**

- Length: 39' 6" (approx.)
- Height: 11' 11" (approx.)
- Width: 8' Body, 9' 2" with mirrors (approx.)
- Water Capacity: 1,500 gallons
- Debris Body: 12 yards
- Tandem Axle
- High Dump

\* Disclaimer: Product photos may include standard and/or optional features



# UNLOADING SYSTEMS:

## DUMP OR EJECTION

**Dump Unloading:** The dump unloading system uses a telescopic hydraulic cylinder to raise the body up to a 50° angle and gravity removes the debris. This unit has **the capability to dump into a 42-inch container**. The unit still maintains a low overhead height during normal operation and a low center of gravity for increased stability.

900  
and  
1200 **Dump**



**Ejection Unloading:** The ejection unloading system is the industry's safest and most efficient removal of debris. The body raises to an 8.5° angle and the ejector plate quickly pushes out debris. This allows operators to have **the only controlled way to dump into a 48-inch container** without the need of additional containment products.

1200 **Eject  
and  
WWR**



# WASTEWATER RECYCLING:

## FILL IT ONCE & WORK ALL DAY

Super Products' wastewater recycling system enables operators to clean sewers without the use of fresh water.

SAVE  
WATER

Clean 3,000 feet of pipe a day;  
**SAVE 60,000 GALLONS**  
of water a week!

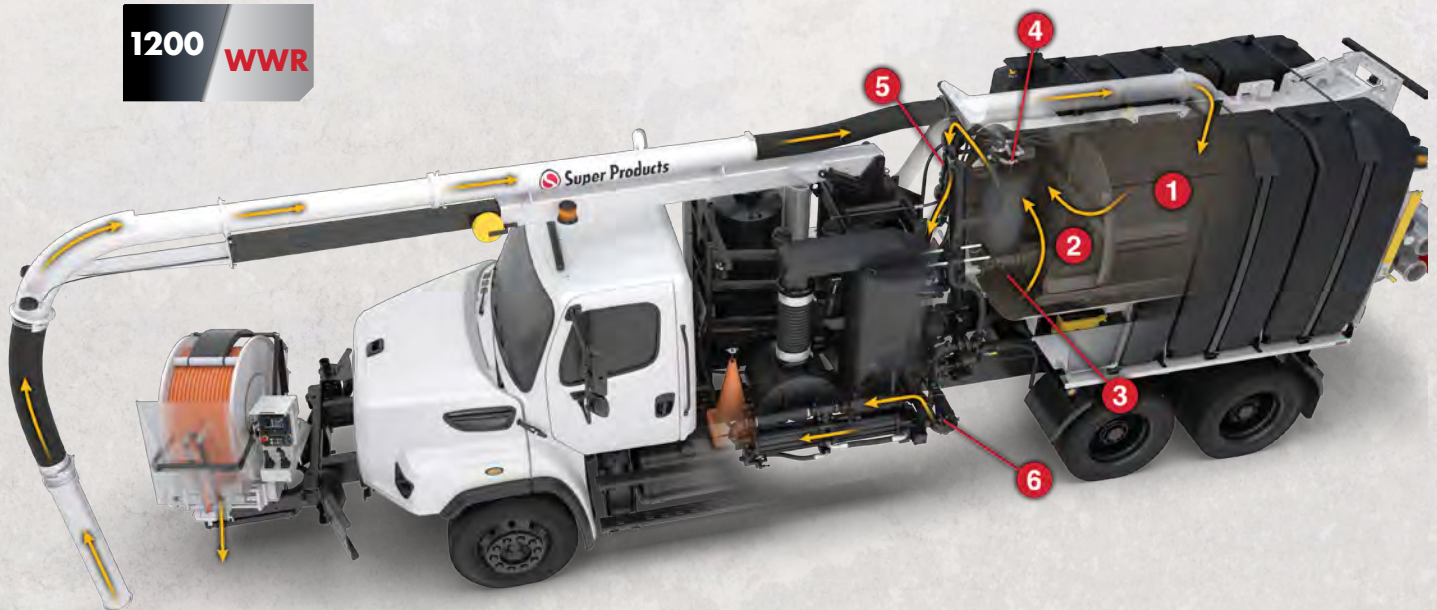
SAVE  
TIME



Longer onsite performance;  
**CLEAN 78% MORE**  
pipe a day!

> This equates to **2** extra work days!

1200 WWR



ECO

### 6 Stages of Wastewater Recycling

- 1. Debris Tank** – Initial separation takes place as debris enters
- 2. Ejector Plate** – Small clearances and passages allow liquids to pass to the bulkhead side, holding solids on the tailgate side
- 3. Recycling Water Reservoir** – Controls water level on filter screen
- 4. Stainless Steel Wedge Wire Filter** – Self-cleaning and oscillating
  - a. Constant low pressure spray bar uses recycled water to externally clean the screen
  - b. Intermittent high pressure spray bar uses fresh water to internally clean the screen
- 5. Cyclone Separator** – Removes particles from the liquid
  - a. Includes an automatic continuous discharge of particles back into the debris body
- 6. Y-Strainer with Stainless Steel Element** – Filters the liquid prior to the high pressure water pump



# OPTIONAL FEATURES

## AVAILABILITY VARIES

### Optional Features

- Lighting Packages
- Tool Boxes
- Splash Shield
- Fully Automatic Powered Level Wind
- Hose Reel Tensioning
- Wireless Remote
- Winter Recirculation
- Hydrant Fill with Auto Shut Off
- Multiple Axles

OPTION

### Increase your Payload

Adding the **Pusher Axle** stretches chassis length by 12" while allowing for increased legal payload.



OPTION

**ACCULEVEL**  
Load Sensor System



### 20/20 Vision for your Camel

The **Acculevel®** is an innovative radar debris body level sensor that shows the true debris level. This is digitally displayed on the front mounted control panel for easy operating viewing. By monitoring this, the operator can choose to continue working, dewater or dump debris.

OPTION

### Hydro Excavation

Adding the **Hydro Ex Package** to your truck will transform your Combination Sewer Cleaner into a Hydro Excavator. The package comes with (1) water handgun, (1) dig tube with nonconducting cuff, (1) rebuildable urethane coated nozzle and other accessories to turn your Camel into a 3 in 1 mobile unit. Clean a sewer line in the morning and unearth utility lines in the afternoon.



 **Super Products®**

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# Estimate

911 N. Thierman Rd.

Date	Estimate #
7/12/2023	9770

Name / Address
Newport, City of Newport Oregon

				Rep
				GCY
Item	Description	Qty	Rate	Total
Street Equipment	Super Products 12 yd PUSH TO EJECT BODY Camel  ***** SOURCEWELL PRICING CONTRACT NUMBER 101221-SPL *****  * 12 yd body * Painted white to match chassis cab * Vertical Cyclonic Separator * 8" vacuum system, "Roots type PD Model 624, 18" hg. and 3600 cfm * Pleated final filter assembly * 8' Telescoping boom * 65 GPM @ 2000PSI single piston water pump * 270 Degree reel articulation * Telescoping rotational jetting reel extends 18" * Winter reticulation * Manual accumulator shut off valve "Blockbuster" * 500' 1" Jetting hose * Steel surcharge	1	392,782.45	392,782.45T
Street Equipment	Rear splash shield	1	1,861.08	1,861.08T
Street Equipment	Acculevel debris level indicator	1	7,918.88	7,918.88T
Street Equipment	Trash pump, 3", Manual 420GPM, Front body, plumbed to front bumper discharge	1	9,936.37	9,936.37T
Street Equipment	Vacuum pump high temp relief system	1	945.12	945.12T
Street Equipment	Vacuum booster valve	1	1,560.18	1,560.18T
		<b>Subtotal</b>		
		<b>Sales Tax (0.0%)</b>		
		<b>Total</b>		

Phone #
509-922-1300

# Estimate

911 N. Thierman Rd.

Date	Estimate #
7/12/2023	9770

Name / Address
Newport, City of Newport Oregon

				Rep
				GCY
Item	Description	Qty	Rate	Total
Street Equipment	Wireless remote	1	2,476.14	2,476.14T
Street Equipment	Fully automatic power level wind	1	6,973.75	6,973.75T
Street Equipment	Hose reel tensioning system	1	4,453.87	4,453.87T
Street Equipment	Hose reel digital counter	1	1,032.61	1,032.61T
Street Equipment	Retractable hose reel with live center 50'x1/2" hose	1	2,256.10	2,256.10T
Street Equipment	Low water warning light and alarm with water capacity display	1	1,105.51	1,105.51T
Street Equipment	1" x 600' jetting hose	1	3,686.37	3,686.37T
Street Equipment	Hydro-X kit, bandlock style	1	2,483.72	2,483.72T
Street Equipment	Lower curbside toolbox 18"x18"x48"	1	1,268.56	1,268.56T
Street Equipment	Curbside toolbox 36"	1	1,203.61	1,203.61T
Street Equipment	Driver side toolbox 22"x14"x60"	1	2,450.95	2,450.95T
Street Equipment	Tube rack tailgate fold down	1	1,621.16	1,621.16T
Street Equipment	Tow hooks front / back	1	398.99	398.99T
Street Equipment	LED Boom work lights	1	811.24	811.24T
Street Equipment	LED Package 2 - (2) Tailgate and (2) Boom beacon omni-directional strobes	1	2,329.00	2,329.00T
Street Equipment	LED Package 3 - Front, Mid-ship, and Rear bumper directional strobes	1	2,359.49	2,359.49T
Street Equipment	Rear-mounted arrowboard	1	1,906.15	1,906.15T
Street Equipment	Fluidizing Suction Tube Nozzle 8" x 24"	1	198.07	198.07T
Street Equipment	Circular Operator's Clamp Handle, for 8" diameter tube	1	1,134.09	1,134.09T
Street Equipment	Vacuum Tube 8" (F) x 6" (M) Reducer	1	285.81	285.81T
Street Equipment	Supertube Lock ring 6"	3	34.36	103.08T
Street Equipment	Supertube Lock ring 8"	10	36.57	365.70T
Street Equipment	Gaskets for Supertube O-ring, Gasket 6"	5	4.88	24.40T
Street Equipment	Gaskets for Supertube O-ring, Gasket 8"	15	4.29	64.35T
		<b>Subtotal</b>		
		<b>Sales Tax (0.0%)</b>		
		<b>Total</b>		

Phone #
509-922-1300



911 N. Thierman Rd.

## Estimate

Date	Estimate #
7/12/2023	9770

Name / Address
Newport, City of Newport Oregon

					Rep
					GCY
Item	Description	Qty	Rate	Total	
Street Equipment	8" X 36" Supertube w/ Crown	1	283.19	283.19T	
Street Equipment	8" x 36" Supertube - Aluminum	1	249.40	249.40T	
Street Equipment	8" x 60" Supertube - Aluminum	2	296.73	593.46T	
Street Equipment	8" x 96" Supertube - Aluminum	3	351.61	1,054.83T	
Street Equipment	8" x 120" Supertube - Aluminum	2	440.49	880.98T	
Chassis	Chassis; 2024 Freighliner 108SD, Cummins ISL 370HP, Allison 3000 RDS automatic transmission	1	140,696.37	140,696.37T	
Street Equipment	Sourcwell discount	1	-30,343.25	-30,343.25T	
Freight Charges	Freight Charges	1	7,110.00	7,110.00T	
		<b>Subtotal</b> \$576,521.78			
		<b>Sales Tax (0.0%)</b> \$0.00			
		<b>Total</b> \$576,521.78			

Phone #
509-922-1300

## CITY MANAGER REPORT AND RECOMMENDATIONS



Meeting Date: November 6, 2023

**Agenda Item:**

**Authorization of a Contract with an Executive Consultant for Recruitment of the City Manager.**

**Background:**

At the executive session, the City Council was scheduled to interview four executive recruitment firms to assist in the search of a city manager to fill my position upon my retirement. The four executive recruiters include Strategic Government Resources (SGR), Prothman, Jensen Strategies and GMP Consultants.

We will have compiled the collective results from City Council on the proposal evaluation scoresheet for use by Council to discuss and determine the firm that will best meet Council's needs going forward with the recruitment.

Please note that contracting with the selected consultant can be done administratively with review of the City Attorney since the contract amount falls within the City Manager's authorization. Council will be directing the City Manager to enter into a contract with the selected recruitment firm.

**Recommendation:**

I recommend that the City Council, acting as the Local Contract Review Board, consider the following motion:

**I move to direct the City Manager and City Attorney to enter into an agreement with \_\_\_\_\_ to provide city manager recruitment assistance to the City Council following legal review by the City Attorney.**

**Fiscal Effects:**

Sufficient funding has been appropriated in the City Manager's 2023-2024 budget for this effort.

**Alternatives:**

If Council is not prepared to make a decision on this on November 6, this issue could be carried over to the November 20 Council meeting for further discussion.

Respectfully submitted,

Spencer Nebel  
City Manager

# PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

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**City Manager  
City of Newport, Oregon**

**October 30, 2023**

**This proposal is valid for 90 days**

**Strategic Government Resources**  
P.O. Box 1642, Keller, Texas 76244  
Office: 817-337-8581

JJ Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)





October 30, 2023

Hon. Mayor Jan Kaplan and City Council  
City of Newport, Oregon

Dear Mayor Kaplan and City Councilors,

Thank you for the opportunity to submit this proposal to assist the City of Newport in your recruitment for a new City Manager. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR announces all conducted recruitments in our Servant Leadership e-newsletter, which reaches over 40,000 subscribers in all 50 states.
- SGR reaches a broad community of over 16,000 LinkedIn followers.
- SGR sends targeted emails to our opt-in Job Alert subscriber database of over 5,000 city management professionals.

We are excited about the prospect of conducting this recruitment for the City of Newport, and we are available to visit with you at your convenience.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)

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## Company Profile

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 31 full-time employees, 1 part-time employee, 21 recruiters, 20 facilitators and multiple consultants who function as subject matter experts on a variety of projects.

SGR has corporate headquarters in Texas, as well as virtual offices in California, Colorado, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and bios at: [Meet the Team](#).



## SGR's Unique Qualifications

### Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- SGR conducts an average of over 100 executive recruitments annually for local governments entities.
- Your position will be announced in SGR's Servant Leadership e-newsletter that reaches over 40,000 subscribers in all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers to SGR's City Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which has approximately 20,000 visitors per month.
- Your position will be posted to SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which averages nearly 16,000 unique visitors per month and has more than 2,000 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

### Collective Local Government Experience

Our recruiters have years of experience in local government, as well as regional and national networks of relationships. The executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

### Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter into an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist

groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

#### **Listening to Your Unique Needs**

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

#### **Trust of Candidates**

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

#### **Accessibility & Communication**

Your executive recruiter is accessible throughout the recruitment process and can be reached at any time by candidates or clients via cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis to keep the applicants informed about the community and opportunity.

#### **Comprehensive Evaluation and Vetting of Candidates**

SGR offers a screening process that ensures a detailed understanding of candidate backgrounds and minimizes surprises. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain insights beyond what is available through a resume
- Online pre-recorded video interviews that allow search committee members to view candidates in an interview setting prior to the finalist recruitment stage
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, customized to each candidate based on where they have lived and worked
- Thorough automated, anonymous reference checks that provide details on candidates' soft skills from an expansive group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise for finalist candidates, customized to the organization

View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>

## Project Personnel

### **Doug Thomas, Executive Vice President**

[DouglasThomas@GovernmentResource.com](mailto:DouglasThomas@GovernmentResource.com)

Cell: 863-860-9314



Doug has close to 35 years of senior local government executive management experience. He joined Strategic Government Resources (SGR) in 2015 to serve as their first Regional Director to serve both Florida and the southeast, and subsequently as Senior Vice President. He assists clients nationwide in the areas of executive recruitment, governing body/senior staff governance and servant leadership training, strategic visioning, and priority-based budgeting, evaluation of the Chief Executive, and is a regular speaker at local government state and national conferences.

Prior to his work with SGR, Doug served as City Manager for the City of Lakeland, Florida for roughly 12 years. Lakeland is centrally located along the I-4 corridor between Tampa and Orlando with a resident population of over 100,000 and a service population of over 250,000. The City provides its residents a full array of municipal services, including a municipal-owned electric generation and distribution utility that is the 3rd largest in the state and among the top 25 nationwide. The organization has an annual budget of approximately \$600 million and employs roughly 2,500 personnel. The city is home to the Detroit Tigers during Major League Baseball's Spring Training; the Experimental Aircraft Association's Annual Sun 'n Fun Fly-in, recognized as America's second largest aviation event of its type; Florida Southern College, which features the world's largest one-site collection of buildings designed by the legendary architect, Frank Lloyd Wright; and the state's 12th university, Florida Polytechnic University, which opened in the fall of 2014.

Prior to Lakeland, Doug previously served as City Manager for the City of Alma, Michigan for close to 15 years. Prior to his service in Alma, he represented the City of Grand Haven, Michigan as Assistant City Manager, (1986-1989) and as Administrative Assistant to the City Manager (1984-1985). He also has held local government posts with the City of Rockville, Maryland, and the Town of Landover Hills, Maryland.

His academic credentials include attainment of a Master of Public Administration from the American University, Washington, D.C. in 1983 with a concentration in Urban Affairs, and a Bachelor of Arts in Political Science and History from Bowling Green State University, Ohio in 1981.

## City & County Management Recruitments, 2018-Present

### In Progress

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- Cleburne, Texas (pop. 33,000) - City Manager
- DuPont, Washington (pop. 10,000) - City Administrator
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Kilgore, Texas (pop. 14,000) - City Manager
- Lafayette, Colorado (pop. 30,000) - City Administrator
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 90,000) - City Manager
- Leander, Texas (pop. 67,000) - City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Moberly, Missouri (pop. 14,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Stillwater, Oklahoma (pop. 48,000) - City Manager
- Trophy Club, Texas (pop. 13,000) - Town Manager

### 2023

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- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager
- Laredo, Texas (pop. 256,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Snyder, Texas (pop. 11,000) - City Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

**2022**

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- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

**2021**

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- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager

- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator

## 2020

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- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager

- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

## 2019

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- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

## 2018

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- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator
- Clallam County, Washington (pop. 75,000) - County Administrator
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager



- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager
- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator
- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

## Recruitment Methodology

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
  - Development of Recruitment Plan and Timeline
  - Individual Interviews with Key Stakeholders
  - Creation of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
  - Written Questionnaires
  - Recorded Online Interviews
  - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
  - Comprehensive Media Searches - Stage 2
  - Comprehensive Background Investigation Reports
  - DiSC Management Assessments (supplemental service)
  - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
  - Face-to-Face Interviews
  - Stakeholder Engagement (may occur earlier in process)
  - Deliberations
  - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
  - Determination of Terms of an Offer
  - Negotiation of Terms and Conditions of Employment
  - Press Release (if requested)

## **Step 1: Organizational Inquiry and Analysis**

---

### **Development of Recruitment Plan and Timeline**

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

### **Individual Interviews with Key Stakeholders**

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political environment. This process helps with organizational buy-in and will assist us in developing the position profile.

### **Development of Position Profile Brochure**

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

## **Step 2: Advertising and Marketing, Communication with Applicants and Prospects**

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### **Advertising and Marketing**

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 40,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, <https://sgr.pub/SGRWebsite>, and on SGR's Job Board, <https://sgr.pub/SGRJobBoard>. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

### **Communication with Prospects**

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

### **Communication with Active Applicants**

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR sends weekly updates to active applicants regarding the organization and community.

### **Step 3: Initial Screening and Review**

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SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

### **Step 4: Search Committee Briefing / Selection of Semifinalist Candidates**

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At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials.

### **Step 5: Evaluation of Semifinalist Candidates**

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Reviewing resumes is an important and valuable step in the executive recruitment process. However, resumes can be misleading. Resumes fail to disclose the individual's personal qualities and his or her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments and experience. SGR's responsibility is to go deeper than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes them an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

**Written Questionnaires**

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

**Recorded Online Interviews**

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

**Media Searches - Stage 1**

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

**Step 6: Search Committee Briefing / Selection of Finalist Candidates**

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Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

**Step 7: Evaluation of Finalist Candidates**

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**Comprehensive Media Searches - Stage 2**

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

### **Comprehensive Background Investigation Reports**

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report (if desired)
- Federal criminal search
- National criminal search
- County wants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

### **DiSC Management Assessments (supplemental service)**

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

### **First Year Game Plan or Other Advanced Exercise**

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

## **Step 8: Interview Process**

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### **Face-to-Face Interviews**

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

### **Stakeholder Engagement**

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

### **Deliberations**

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

### **Reference Checks**

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference



checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

## **Step 9: Negotiations and Hiring Process**

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### **Determine the Terms of an Offer**

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

### **Negotiate Terms and Conditions of Employment**

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

### **Press Release (if requested)**

Until you have “sealed the deal,” you should be cautious in order to avoid the embarrassment of a premature announcement that does not work out. It is also best practice to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

## **Satisfaction Surveys**

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SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

## **Supplemental Service: Post-Hire Team Building Workshop**

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SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: <https://sgr.pub/SampleIOPT>.

## Projected Schedule

*Holidays may affect recruitment schedule.*

Task	Weeks
<ul style="list-style-type: none"> <li>Contract Executed</li> <li>Develop Recruitment Plan, Timeline</li> <li><u>Individual Interviews with Key Stakeholders</u></li> </ul>	Week 1
<ul style="list-style-type: none"> <li><u>Deliverable</u>: Position Profile Brochure</li> <li>Search Committee Reviews and Approves Brochure</li> </ul>	Weeks 2-3
<ul style="list-style-type: none"> <li>Advertising and Marketing</li> <li>Accept Applications</li> <li>Communication with Prospects and Applicants</li> </ul>	Weeks 4-7
<ul style="list-style-type: none"> <li>Initial Screening and Review</li> </ul>	Week 8
<ul style="list-style-type: none"> <li><u>Search Committee Briefing</u> / Select Semifinalists</li> <li>Questionnaires and Recorded Online Interviews</li> <li>Media Searches - Stage 1</li> </ul>	Week 9
<ul style="list-style-type: none"> <li><u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews</li> </ul>	Week 10
<ul style="list-style-type: none"> <li><u>Search Committee Briefing</u> / Select Finalist Candidates</li> </ul>	Week 11
<ul style="list-style-type: none"> <li>Comprehensive Media Searches - Stage 2</li> <li>Comprehensive Background Investigation Reports</li> <li>DiSC Management Assessments (supplemental service)</li> <li>First Year Game Plan or Other Advanced Exercise</li> </ul>	Weeks 12-13
<ul style="list-style-type: none"> <li><u>Deliverable</u>: Finalist Briefing Books</li> </ul>	Week 14
<ul style="list-style-type: none"> <li><u>Face-to-Face Interviews</u></li> <li>Stakeholder Engagement (may occur earlier in process)</li> <li>Deliberations</li> <li>Reference Checks (may occur earlier in process)</li> <li>Negotiations and Hiring Process</li> </ul>	Week 15

## Recruitment Costs & Service Guarantee

**Not-to-Exceed Price: \$25,900 \***

*\* Ad placement costs are not included in the Not-to-Exceed Price. Ad placement costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

**Not-to-exceed price includes:**

- **Professional Service Fee - \$19,500**
- **Expenses:**
  - **Position Profile Brochure & Marketing - \$1,500**
    - Production of a professional position profile brochure
    - Custom-designed graphics for social media and email marketing
    - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
    - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
    - Job placement on SGR's website
    - Ad placement on SGR's job board
    - Promotions on SGR's LinkedIn
  - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
  - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
  - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
  - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
  - **Up to two (2) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.

**Reimbursable Expenses**

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**

### **Supplemental Services**

The supplemental services listed below are not included in the not-to-exceed price:

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the two (2) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

### **Billing**

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

**Service Guarantee**

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 12 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

## References

### **City of Klamath Falls, Oregon**

Population: 21,000

Michael Swanson, City Attorney

[MSwanson@klamathfalls.city](mailto:MSwanson@klamathfalls.city)

541-810-2175

City Manager recruitment, 2022

### **City of Sherwood, Oregon**

Population: 20,000

Kim Young, Councilor

[youngk@sherwoodoregon.gov](mailto:youngk@sherwoodoregon.gov)

503-625-4246

City Attorney recruitment in 2022

City Manager recruitment in 2021

### **City of Walla Walla, Washington**

Population: 34,000

Pamela Taylor, HR Director

[ptaylor@wallawalla.gov](mailto:ptaylor@wallawalla.gov)

509-524-4319

City Manager recruitment, 2022

### **League of Oregon Cities**

Jayne Pierce, General Counsel

[jpierce@orcities.com](mailto:jpierce@orcities.com)

971-428-7270

Executive Director recruitment, 2022

### **City of Astoria, Oregon**

Population: 10,000

Scott Spence, City Manager

[sspence@astoria.or.us](mailto:sspence@astoria.or.us)

503-325-5824

Community Development Director  
recruitment, 2023

Finance & Administrative Services Director  
recruitment, 2023

### **City of Hermiston, Oregon**

Population: 19,000

Byron Smith, City Manager,

[bsmith@hermiston.or.us](mailto:bsmith@hermiston.or.us)

541-567-5521

Parks & Recreation Director recruitment, 2021

Court Administrator recruitment, 2021

### **City of Gresham, Oregon**

Population: 110,000

Nina Vetter, City Manager

[nina.vetter@greshamoregon.org](mailto:nina.vetter@greshamoregon.org)

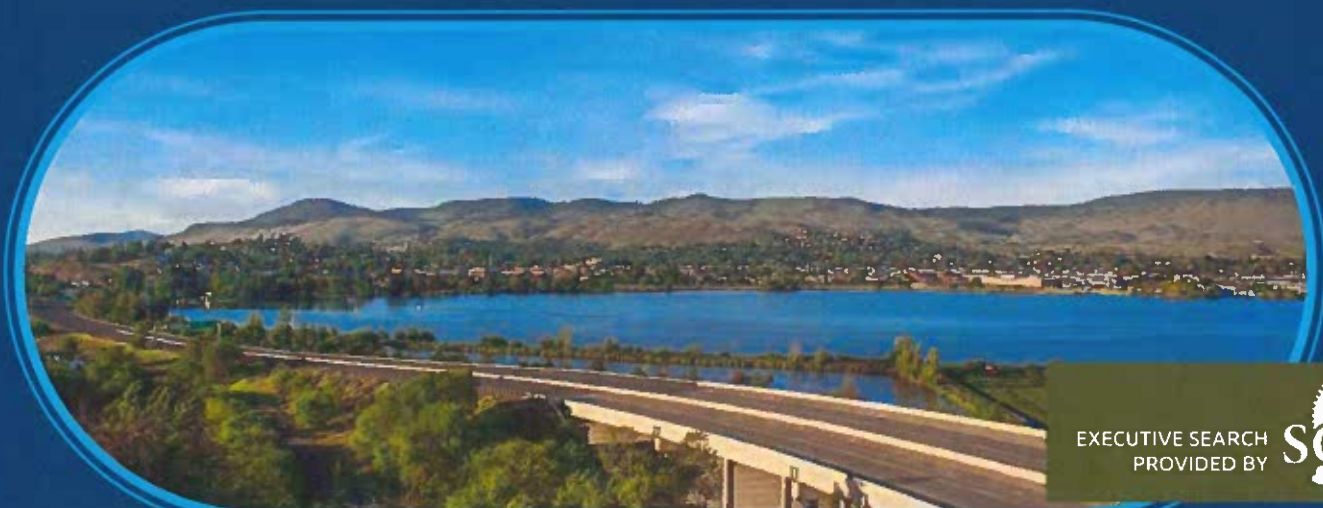
503-618-2346

Human Resources Director recruitment, 2022



# CITY MANAGER

*Klamath Falls, Oregon*







## THE COMMUNITY

Klamath Falls, Oregon, is a united community with healthy, welcoming neighborhoods where citizens aspire to live, thrive, and enjoy the quality of life afforded by their surroundings, opportunities, and values.

A flourishing city of more than 22,000 residents, the City drives community engagement, local beautification, and economic opportunities. Known as the "City of Sunshine," it boasts an average of 300 sunny days a year – Klamath Falls enjoys a coveted location, unmatched outdoor lifestyle, and a skilled workforce that inspires business leaders like John Ferguson, CEO of Ferguson Hotel Properties, to declare, "Klamath Falls is an undiscovered Oregon treasure that's on the verge of becoming the West Coast's next best place to be."

Klamath Falls is truly unique in terms of its location. If it's nature you need, the awe-inspiring Crater Lake, which is the deepest lake in the US and one of the most pristine bodies of water on earth, is just over an hour away. Major cities like Portland to the north and San Francisco to the south are accessible within a five-hour drive. Speaking of transportation, Klamath Falls is the regional hub for several types of transportation including automobile, rail, and air. Three highways converge at Klamath Falls: U.S. Route 97 (north to Bend, south to Weed / I-5), Oregon Route 140 (east to Nevada, west to Medford), and Oregon Route 39 (south to California, en route to Reno, Nevada). By using the Klamath Falls rail yard, Burlington Northern Santa Fe (BNSF) and Union Pacific (UP) connect Klamath Falls to all major western markets. Klamath Falls is also serviced twice daily by the Amtrak Coast Starlight route that runs between Los Angeles and Seattle. Strategically located halfway between Portland, Oregon, and San Francisco, California, the Crater Lake – Klamath Regional Airport not only provides travelers with such amenities as restaurants and meeting space, but the airport is also home to the Oregon Air National Guard 173rd Fighter Wing, recently chosen as an elite F-15EX training base, as well as a U.S. Forest Service Tanker Base, helicopter and fixed-wing flight schools, and cargo operations.

While a coveted location that boasts global access is vital in today's world, it is the residents who create the heartbeat of the community. The spirit of Klamath Falls residents can be seen as they come together to celebrate an array of annual events, which include the Klamath County Fair, Snowflake Parade, Veterans Day Parade, Kruise of Klamath, Century Eagle, Brats, Brews & Blues Festival, and the Winter Wings Festival where the Klamath Basin, situated along the largest migratory bird route in the western United States, draws people from around the world to watch bald eagles, pelicans, and other birds.

Residents enjoy an extensive park system comprising 27 parks offering a wide range of facilities including pocket parks, neighborhood parks, community parks, and regional parks, special use areas, and natural open spaces. Outdoor opportunities abound around the region. Lake Ewauna, Klamath Lake, Running Y Resort/Golf Course, Shield Crest Golf Club, and Crater Lake National Park are brimming with activities to keep even the most active

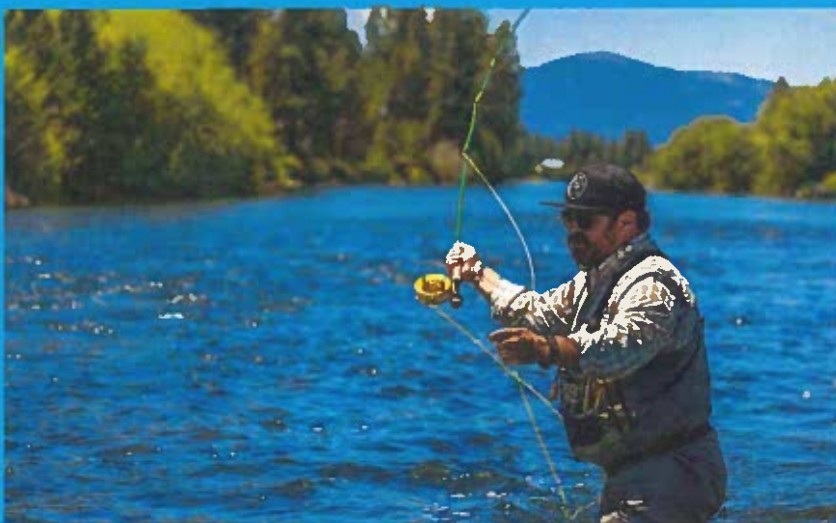


### THE COMMUNITY *continued*

outdoors person busy with exciting adventures throughout the year. The new 7,400-acre multipurpose world-class trail system is ideal for mountain biking, hiking, trail running, winter cross-country skiing, and snowshoeing. Residents and visitors alike appreciate the cultural offerings of the Favel Museum and Ross Ragland Theater.

Residents of Klamath Falls place a high emphasis on planning for the future. Beyond the 2021 Strategic Plan, which outlines the City's commitment to thoughtful growth, the community is also steadfast in its commitment to education. In addition to the Klamath Falls City School District, which is responsible for the education of approximately 3,000 K-12 students, families are also served by the Klamath County School District and parochial schools, Crosspoint Christian, Adventist Christian, and New Horizon Christian. Higher education opportunities in the region include the Oregon Tech and Klamath Community College.

The median income in Klamath Falls is \$41,444, and the ad valorem tax rate is \$5.4423 per \$1,000 of assessed value.



### ***Economic development projects underway or recently completed include:***

Air National Guard New Mission Project

Two new hotels

Balsiger retail and housing project

Oregon Tech expansion

Love's Truckstop project

Wilsonart City/County joint project



### ***Major Employers***

Kingsley Air National Guard

Sky Lakes Medical Center

Oregon Tech

Klamath Community College

JELD-WEN

Klamath County

City of Klamath Falls

## GOVERNANCE & ORGANIZATION

Klamath Falls operates under a Council-Manager form of government. The City Council is comprised of a Mayor, elected at large, and five City Councilors representing single-member districts/wards. The Mayor and Councilors serve four-year terms with no term limits.

The Klamath Falls Mayor and City Councilors are united on five high-level focus areas that allow staff to develop the following measurable goals:

- Citizens feel safe and secure in their homes and public areas.
- Interactions with the City will be professional with customer service as the top priority.
- Economic Viability - Provide an environment where businesses can thrive and economic opportunities are fostered to provide for the long-term economic viability of the community.
- Infrastructure - Provide the necessary infrastructure in a manner and means to allow all citizens to prosper.
- Proactively work to increase efficiencies in service delivery. Work with the County to eliminate unnecessary duplication and partner where appropriate to provide greater value to citizens.

To accomplish these goals, Klamath Falls can leverage the following components of its 2021 Strategic Plan:

- City-owned amenities including parks and the airport.
- Department, Comprehensive, and Economic Master plans.
- Community Engagement including neighborhood meetings, volunteers, and online platforms.
- Community Employment by focusing efforts on remote work, living/family-wage jobs, and targeted incentives.
- Developing and refurbishing aspects of the downtown including implementation of a sustainable parking model and providing more amenities like sidewalk cafes, public art, and municipal Wi-Fi.

### *Mission Statement*

The City of Klamath Falls drives community engagement, local beautification, and economic opportunities.





## ABOUT THE POSITION

Appointed by and reporting to the City Councilors, the City Manager serves as chief administrative and executive officer for the City and is responsible for the day-to-day operations of the organization. The City's 170-member workforce delivers a full range of municipal services including Administration, Airport, Development Services, Human Resources, Parks, Police, and Public Works. Direct reports to the City Manager include five directors, one Assistant to the City Manager, and two administrative personnel. The City's biennial budget for 2021-2023 is just over \$201 million.

Essential functions of the position include:

- Directs and participates in the development and implementation of short and long-term strategies, programs, and priorities for consideration and approval by the City Council.
- Prepares timely, accurate information and provides appropriate recommendations on policy matters to aid City Council in the decision-making process.
- Improves and ensures the overall fiscal health of the City through resource management, cost efficiencies, and other strategies.
- Oversees all City operations and activities; ensures that departmental goals, objectives, and policies align with City Council's Strategic Plan and biennial budget.
- Leads the organization with a commitment to best practices; continuously monitors the efficiency and effectiveness of City operations by safeguarding the public assets and streamlining costs as needed.
- Fosters a culture of learning, empowerment, accountability, and growth for all Klamath Falls team members.







## OPPORTUNITIES & CHALLENGES

Key priorities for the new City Manager include:

- **Fiscal Responsibility and Economic Development** – With a strong finance background skilled in budget development, long-range planning, and forecasting, the next City Manager must possess an excellent grasp of state and federal funding opportunities. Specific opportunities include:
  - Put the hopes of the community into actionable projects.
  - Manage economic development challenges stemming from the 2008 recession, the COVID-19 pandemic, and the increasing costs of construction.
  - Revitalize downtown by drawing businesses and employers to the area.
  - Resume air service at the airport - With its many aviation-related businesses and facilities, Crater Lake – Klamath Regional Airport (LMT) represents a vital and significant regional economic asset. This includes an on-airport presence of the Oregon Air National Guard (Oregon ANG) that provides flight training for US Air Force F-15 fighter pilots and national defense response capabilities. LMT also serves as a base for the US Forest Service Klamath Air Tanker Base (KATB), which provides aerial firefighting support to the region.
  - Seek solutions for additional funding opportunities to resurface side streets to complement funding that is already in place to resurface high-traffic roads.
  - Find a balance between the historic preservation and charm of the community and economic growth.
- **Community Development** – Leveraging their land use planning familiarity, the new City Manager will work with City Council, staff, and community stakeholders to chart a course for growth and expansion desired by the community. This includes identifying innovative ways to address blight and homelessness by focusing on mental health and public safety; business concerns over 2-hour parking limits, and developing initiatives to recruit and retain local talent.
- **Infrastructure** – Develop funding mechanisms for the new wastewater treatment plant, address Department of Environmental Quality (DEQ) issues, permit requirements, and roads. Knowledge of municipal utility districts and geothermal utility systems is a plus.
- **City Initiatives** – Look for ways to fund PERS, the state public employees retirement system; review and update old/outdated codes; address Measure 50 taxation system; evaluate urban growth boundary and determine if annexation should occur to create a stronger community.

## THE IDEAL CANDIDATE

This is an exceptional opportunity for the right person with the skills and personality to make a tremendous difference in Klamath Falls and foster an understanding of how change can benefit the entire community.

The City seeks an experienced local government professional who can immediately begin working to maintain the financial strength of the City and thoughtfully prepare for the future. It will be important for the incoming City Manager to seek information from subject matter experts, engage with the community, establish trust, and understand and appreciate what the region and its people have to offer. The new City Manager will work to develop a five-year vision for the organization, help promote Klamath Falls as a desirable place to live, attract manageable growth, and increase amenities in a fiscally responsible way that enhances the quality of life for residents.

The successful candidate will be a strong, confident leader with the ability to bring immediate credibility to the position. Candidates for consideration must have a verifiable and successful career with a record of demonstrated inclusiveness and transparent leadership guiding an organization. Candidates considered most suitable for this role will be innovative, proven leaders with the highest standards of professional conduct and character.

The ideal City Manager candidate should:

- Be a skilled, capable, charismatic, respectful, and concise communicator, public speaker, and leader.
- Be well versed in a wide range of local government issues and areas of service and be a good steward of City resources.
- Be an excellent listener and consensus and relationship builder who demonstrates inclusivity, is respectful of all cultures, and brings people with differing perspectives and viewpoints together to create harmony in the community.
- Be innovative and think outside the box.
- Always act with integrity; build trust by being genuine, consistent, and transparent.
- Engage, lead and inspire staff at all levels of the organization; believe in and invest in people; set clear goals/expectations; trust and empower department heads to lead their areas towards the vision for the City; help the directors grow in their roles; continue to foster cohesiveness and camaraderie of the executive team.
- Be personable, display a sense of humor, and foster a supportive team environment; embrace an open door policy.
- Be open to feedback; support staff publicly and address concerns in private; can deftly verbalize and defend a position with tact and respect even when being challenged.

### EDUCATION & EXPERIENCE

The position requires\* a master's degree from an accredited college or university in Public Administration, Business Administration, or a closely related field and 7-10 years of progressively responsible management experience, preferably in the public sector.

*\*Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities may be considered.*





## COMPENSATION & BENEFITS

The City of Klamath Falls offers a competitive salary dependent on qualifications and experience. The City provides an excellent benefits package that includes health, dental, and life insurance, employee assistance programs, paid vacation, holidays, and sick leave. Retirement is available through the International City Management Association Retirement Corporation (ICMARC) and the Oregon Public Employees Retirement System (PERS). Klamath Falls administrative employees work a 4/9 and 4 schedule (half-days on Fridays).

This position requires a valid Oregon driver's license or the ability to obtain one within three months of the hire date. Residency in the city limits is required as soon as practicable upon appointment. Reimbursement of relocation expenses may be considered.



## APPLICATION PROCESS

[Please apply online](#)

For more information contact:

**JJ Peters, President, Executive Recruitment, SGR**

[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)

503-502-0891



*The City of Klamath Falls is an Equal Opportunity Employer and values diversity in its workforce.*

*Applicants selected as finalists for this position will be subject to a comprehensive background check.*

*In accordance with Oregon law, qualified veterans may be eligible for Veterans' Preference in public employment. Proof of eligibility must be submitted with your application via a copy of the **Certificate of Release or Discharge from Active Duty (DD Form 214 or 215)** or a **letter from the U.S. Department of Veterans Affairs** indicating receipt of a non-service-connected pension.*

## RESOURCES

**City of Klamath Falls**

[www.klamathfalls.city](http://www.klamathfalls.city)

**Klamath Falls Economic Development Corporation**

[www.chooseklamath.com](http://www.chooseklamath.com)

**Klamath Falls Chamber of Commerce**

[www.klamath.org](http://www.klamath.org)

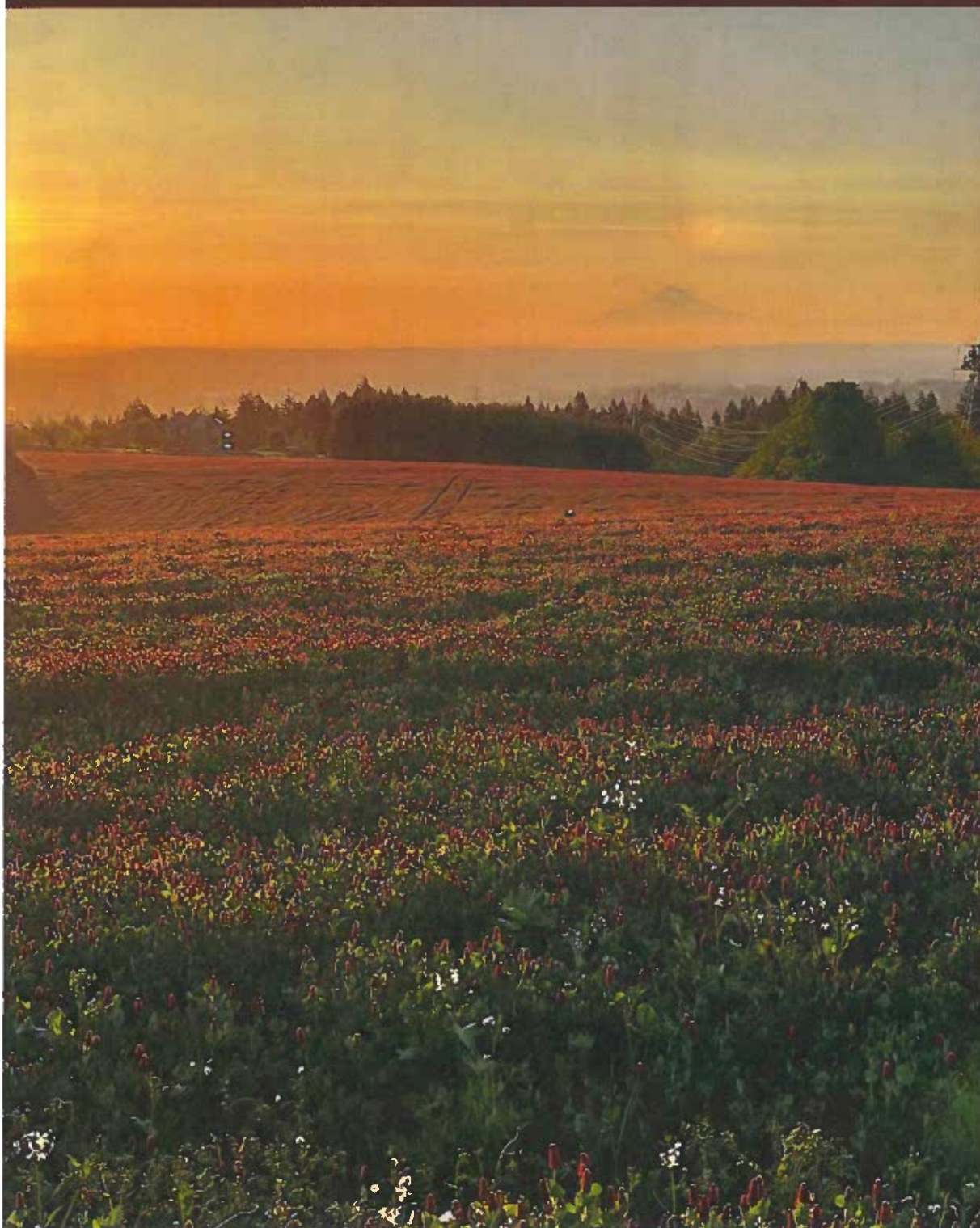
**City of Klamath Falls Social Media**





# CITY MANAGER

Sherwood, Oregon



City of  
Sherwood  
Oregon

*Home of the Tualatin River National Wildlife Refuge*

EXECUTIVE SEARCH  
PROVIDED BY



## THE COMMUNITY

If the City of Sherwood, Oregon, sounds like something out of a fairytale, then just wait until you see it in person. This idyllic 4.1 square mile community is located on the southern edge of the Portland metropolitan area. One of the most beloved parts of Sherwood is the Tualatin River National Wildlife Refuge home to nearly 200 species of birds, over 50 species of mammals, 25 species of reptiles and amphibians, and a wide variety of insects, fish, and plants. People can experience wildlife in their natural habitat and enjoy nature the way it's meant to be.

Sherwood offers quaint shopping and dining in Old Town, 67 acres of gorgeous parkland, high-quality schools, and entertaining arts and cultural events. This is one of the fastest-growing cities in Oregon, with a population of almost 20,000. With this growth comes thriving businesses, modern amenities, and a ranking as the state's 30th largest city — all with the small-town charm and friendliness that defines Sherwood.

An affluent bedroom community located in Oregon Wine Country, Sherwood is recognized for its high quality of life, well-regarded schools, and has been consistently ranked as one of the top five safest cities in Oregon.

New industrial park development is currently underway, primarily in the City's Tonquin

Employment Area, which consists of 200 acres of developable land. The Trammell Crow Company is currently developing a large corporate park consisting of 530,000 square feet of new industrial buildings on 47 acres; Phelan Development is developing three new buildings at 235,000 square feet, and Harsch Investment Properties is preparing an application for the development of 900,000 square feet of new multi-tenant industrial buildings on 60 acres in that area. Other major developments include the Cedar Creek Plaza, mixed-use retail, medical, and senior residential space; a Hampton Inn; and a new 362,000 square foot Sherwood High School. The City has begun planning for the development of the 1,300-acre Sherwood West expansion area, which will include large-scale employment options as well as residential and other developments. The community-owned Sherwood Broadband offers businesses and residents a robust all-fiber optic network.

Residents and visitors alike flock to the Sherwood Robin Hood Festival held in July, which is one of the oldest and most unique community events in Oregon. It features medieval activities including an old-fashioned community parade with Maid Marian and her court, Robin Hood and his Merry Men; the International Archery Tournament alongside archers from Nottingham, England; a wonderful Renaissance Village; a traditional Knighting Ceremony; swordplay and fencing; shows; a Castle



## MAJOR EMPLOYERS

Allied Systems Company  
 Sherwood School District  
 Safeway  
 Target  
 Providence Medical Group

## THE COMMUNITY *continued*

Building Contest; and more. You can also see shows at the Sherwood Center for the Arts and go on their Summer Art Walk. Other events include the Cruisin' Sherwood Car Show, with hundreds of classic and custom cars, and the Sherwood Wine Festival, celebrating Willamette Valley wines, Oregon-made artisan foods, local vendors, and live music.

Sherwood is located in Washington County (population 620,080) with access to State Highway 99 and I-5. Sherwood has a median income of \$103,512, with an average home value of \$527,500.



## MISSION STATEMENT

*Provide high-quality services for all residents and businesses through strong relationships and innovation in a fiscally responsible manner*

## CORE VALUES

Citizen Engagement  
 Community Livability  
 Community Partnerships  
 Community Pride  
 Fiscal Responsibility  
 Transparent Government  
 Quality Service  
 Forward Thinking

## GOVERNANCE AND ORGANIZATION

The City of Sherwood operates under a council-manager form of government. The Council comprises the Mayor and six City Councilors, all elected at-large. City Councilors serve four-year terms with a three consecutive term limit. The Mayor serves a two-year term with no term limit. The City Council has various short- and long-term goals focused on economic development, infrastructure, livability, public safety, fiscal responsibility, citizen engagement, and diversity, equity, inclusion, and accessibility (DEIA).

Sherwood's FY 2020-21 annual budget is \$40.1 million and the ad valorem tax rate is \$3.2975 per \$1,000 of valuation. There is no sales tax in Oregon.

## ABOUT THE POSITION

### CITY OF SHERWOOD'S ADMINISTRATION DEPARTMENT MISSION

*To implement the overall policy goals of City Council, by drawing upon the assets of City staff and by utilizing the resources within the community.*

Appointed by and reporting to the Mayor and City Council, the City Manager is the chief administrative and executive officer of the City, responsible for the day-to-day operations of the organization and its 122-member workforce. Current direct reports include members of the Department Leadership team who oversee: Public Works, Community Services, Community Development, Information Technologies/Sherwood Broadband, Finance, Police, City Recorder, Human Resources, and an Executive Assistant.

Additional primary responsibilities include:

- Research, analyze and provide accurate, timely, and highly responsible policy advice to the Mayor and City Council that aligns with the core values, goals, and priorities established by the Board.
- Lead capital improvement and strategic planning activities; keep the Mayor and Council abreast of project status and consult, as needed, to ensure key initiatives stay on track.
- Plan, direct, and coordinate through Sherwood's leadership team, the work plan for the City; assigning projects and programmatic areas of responsibility to ensure successful completion of City Council goals.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Oversee the development and administration of the annual City Budget; actively directing the forecasting of funds needed for staffing, technology, and materials; controlling expenditures and keeping the City Council fully informed regarding the economic performance of the City.
- Develop and maintain positive and productive working relationships with local government agencies and other external stakeholders.







## KEY PRIORITIES AND PROJECTS

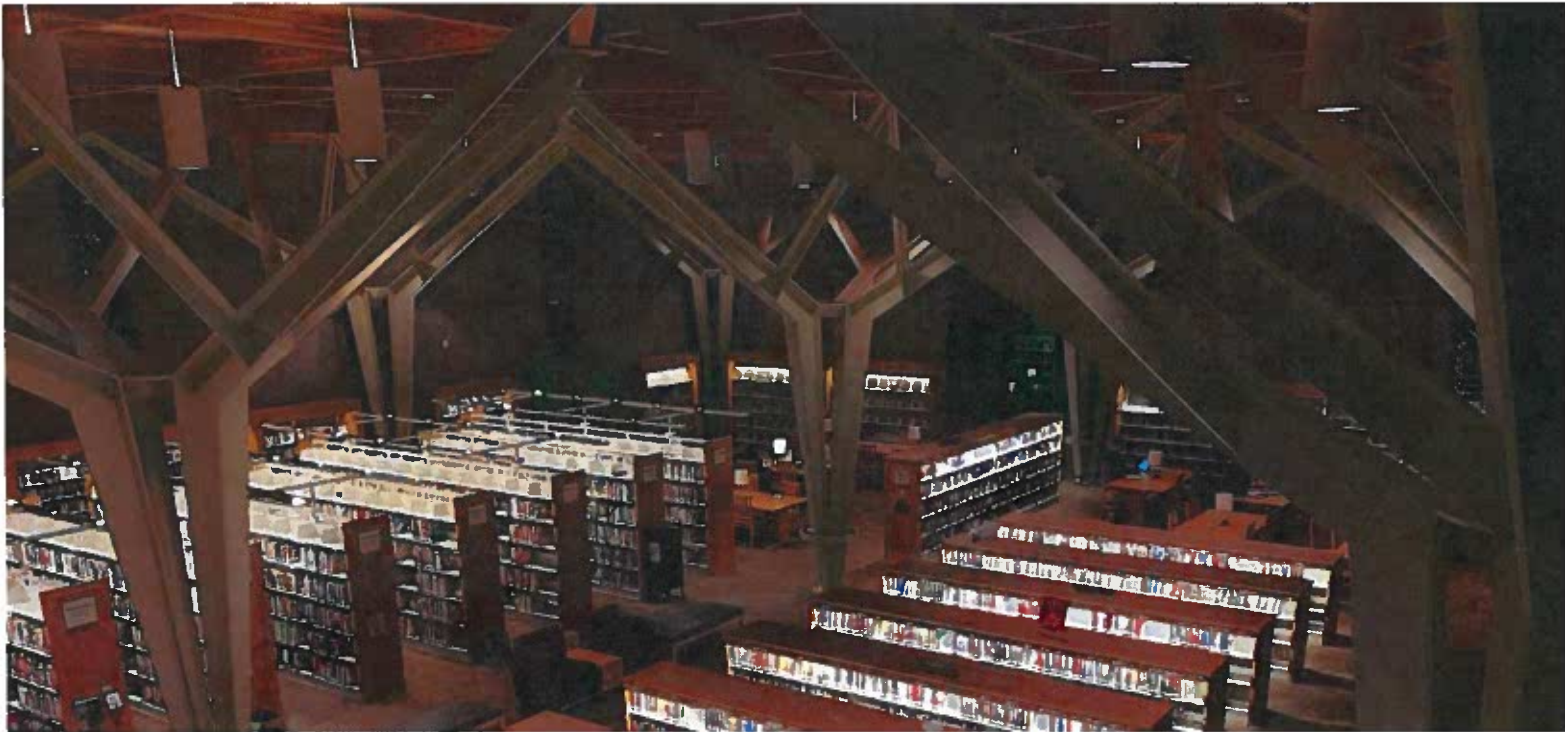
- **Economic Development** – With its proximity to the Greater Portland Metropolitan area and high quality of life, the City of Sherwood is a sought-after location for prospective developers and residents alike. Single and multi-family homes comprise 79% of Sherwood's assessed valuation with only approximately 8% of residents working within the City. As a result, the City Council has established Economic Development as its top priority. Sherwood's new City Manager will be an integral part of ensuring the successful execution of strategies to support new commercial/industrial development and diversification of the City's tax base.
- **CIP/Infrastructure Planning & Implementation** – The new City Manager will work with the City Council to prioritize infrastructure needs to support Sherwood's Economic Development goals. High priority projects include pedestrian connectors between Sherwood East and West, expansion of Sherwood Broadband Utility service, evaluation of Urban Growth Boundary Expansion options, and engagement with the Urban Renewal Agency (URA).
- **Citizen Engagement** – Sherwood's new City Manager will lead efforts to develop and implement a proactive City communications plan to keep residents informed, increase transparency, and promote community engagement. This program should feature the implementation of a new website platform, citizen surveys, and other innovative methods to maximize inclusiveness.
- **Fiscal Stewardship** – The incoming City Manager will be expected to possess strong financial acumen and balance fiscal stewardship with the overall needs of the community, employing strategies that support the City's ability to continue delivering high-quality municipal services.
- **Operational Efficiency & Continuous Improvement** – Optimizing the use of process improvements and technology to enable Departments to advance best business practices for the benefit of the organization and the residents of Sherwood is a high priority. The next City Manager should be comfortable with exploring innovative approaches to address organizational and community issues and subsequently lead efforts to prioritize projects to ensure successful strategy implementation.
- **Regional Partnerships** – Sherwood's City Manager will build upon and strengthen existing relationships with community partners (i.e., School District, Washington County, Tualatin Valley Fire & Rescue, YMCA, Chamber of Commerce, etc.) to meet the evolving needs of residents.

## IDEAL CANDIDATE

The successful candidate for this role will have demonstrated success in strategic and visionary planning, innovation, responsiveness, and empowerment of a strong, seasoned, and committed leadership team.

Additional attributes of the ideal candidate include:

- Ability to lead with courage and conviction, exhibit decisiveness, and advance the collective direction of the Council.
- Track record of fostering a culture of learning, mentorship, recognition, accountability, and professional growth.
- A proactive, effective, honest, and transparent communicator.
- Someone who can provide and articulate the City's vision, be forward-thinking, and anticipate potential issues.
- A leader who values business principles for management and operations while also understanding how to successfully navigate and achieve in a public sector setting.
- Command of project management principles and methodologies.
- Ability to successfully manage change in challenging circumstances.
- A servant leadership mentality with a passion for public service; a genuine and accessible "people person" who will seek out opportunities to engage with members of the Sherwood team and community.



## EDUCATION AND EXPERIENCE

The minimum educational requirement for this position is a bachelor's degree in a relevant field from an accredited college or university. A master's degree, ICMA-CM, and/or CPM is highly desirable. The City is seeking candidates with five or more years of experience as a City Manager, Deputy City Manager, Assistant City Manager or senior-level public administrator in a full-service city or comparable organization of similar size and complexity to Sherwood.



## COMPENSATION AND BENEFITS

The target hiring range for this position is \$146,000 to \$185,000, depending on qualifications. Candidates are encouraged to discuss their specific compensation needs with the Recruiter. The City also offers a comprehensive benefit package including medical, dental and vision coverage; enrollment in the Oregon Public Employees Retirement System (with 6% employee contribution); and generous paid leave. Complete benefit details will be provided later in the application process.



## APPLICATION PROCESS

Please apply online: <http://bit.ly/SGROpenRecruitments>

Qualified candidates are invited to include a letter of introduction accompanied with their resume. For more information on this position contact:

**Lynn Barboza, Senior Vice President**

[LynnBarboza@governmentresource.com](mailto:LynnBarboza@governmentresource.com)

702-423-2905



The City of Sherwood is an equal opportunity employer dedicated to a policy of non-discrimination. It is the policy of the City of Sherwood to grant hiring and promotion preference to qualified and disabled veterans in accordance with ORS 408.230. Applicants selected as finalists for this position will be subject to a comprehensive background check.

## RESOURCES

**City of Sherwood**

[sherwoodoregon.gov](http://sherwoodoregon.gov)

**Sherwood Economic Development**

[sherwoodoregon.gov/economicdevelopment](http://sherwoodoregon.gov/economicdevelopment)

**Sherwood Comprehensive Plan**

[sherwoodoregon.gov/planning/page/comprehensive-plan-ii](http://sherwoodoregon.gov/planning/page/comprehensive-plan-ii)

**Sherwood Chamber of Commerce**

[sherwoodchamber.org](http://sherwoodchamber.org)

**Washington County Visitors Association**

[wcva.org](http://wcva.org)

## SOCIAL MEDIA





**EXHIBIT A  
PROPOSER'S WARRANTY**

TO: City of Newport, Oregon

PROPOSAL OF: \_\_\_\_

( ) an individual ( ) a partnership (X) a corporation (please mark the appropriate box) organized under the laws of the State of TX.

The undersigned, having carefully read and considered the Request for Proposal to provide services for the City of Newport, Oregon does hereby offer to perform such services on behalf of the City, in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in the Proposal.

OFFEROR

Strategic Government Resources, Inc.

Company Name

BY DocuSigned by: Jeri J. Peters  
Signature of Authorized Representative

Jeri J. Peters

Print name

PRINCIPAL OFFICE ADDRESS

Federal tax ID \_\_\_\_\_ State ID \_\_\_\_\_ Federal EIN: 460501585 / DUNS: 848961111

Street Address PO Box 1642

City Keller

County: Tarrant

State: Texas

Zip Code: 76244

Telephone: 817-337-8581

Facsimile: N/A

E-Mail Address: JJPeters@governmentresource.com

**THIS FORM MUST ACCOMPANY ALL PROPOSALS**

RFP Executive Recruitment Services for City of Newport City Manager

**Proposal**  
for  
**City Manager  
Recruitment Services**



**Leadership is Key to the Sustainability of Any Organization**

*Character, integrity, and the commitment of a leader inspires  
those in the workplace to go the extra mile and can greatly influence  
the team's success in achieving its objectives.*

**Finding great leaders is what we do!**

***PROTHMAN***

**Executive Recruitment**

***Interim Staffing. Application Software. Job Board.***

## COVER LETTER

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### ABOUT PROTHMAN

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, districts, and other governmental agencies throughout the United States. Driven by our passion for local government, we do what we do because we love helping organizations thrive! Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, we are happy and excited to help.

### OUR EXPERTISE

**Firsthand Knowledge of Local Government:** Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 21 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

**Recruitment Knowledge and Experience:** The Prothman team has conducted over 750 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 8,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

### OUTREACH EXPERTS

**Our Ability to Connect to Potential Candidates is Unmatched!** Our thorough approach to each recruitment ensures that we are casting the widest net possible to find the right candidate that will fit your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

### OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

### OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

### CONTACT INFORMATION

Owner/CEO: Sonja Prothman - [sonja@prothman.com](mailto:sonja@prothman.com), 206.368.0050  
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027  
[www.prothman.com](http://www.prothman.com)

Submittal Date: October 30, 2023



Sonja Prothman  
Owner / CEO

## STATEMENT OF QUALIFICATIONS - PROJECT TEAM

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### **Richard Kuhns - Project Lead**

Richard began his 30-year career in public service as a police officer in Del Norte County, CA, and next as a Behavioral Counselor for the Del Norte County Department of Mental Health where he managed a juvenile program for at risk youth. Richard recently retired as County Administrative Officer for Trinity County, CA, and served eleven years as the Regional Housing Authority Director of Shasta, Siskiyou, Trinity, Modoc Housing Authority and concurrently served as the Executive Director of the Shasta County Community Action Agency. Richard earned his Bachelor of Science degree in Business Management from Brigham Young University, his Master of Arts degree in Behavioral Science from California State University – Dominguez Hills, and his Doctorate in Psychology from California Southern University.

### **Steve Worthington - Project Co-Lead**

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving as Mayor and his third four-year term as a Council Member for the City of University Place, Washington. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

### **Sonja Prothman - Project Support**

As owner and CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 17 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

### **Barry Gaskins - Project Support**

Barry has been a key member of the Prothman team for 18 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University.

### **Jared Eckhardt - Project Support**

Jared has been a key member of the Prothman team for over 7 years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

## **Prothman Company Current Recruitments**

**Adams County Fire Rescue,  
CO**  
Fire Chief

**City of Box Elder, SD**  
Assistant Public Works Director  
Assistant Finance Officer

**City of Cedar Falls, IA**  
Principal Engineer

**Clallam County Fire District 3,  
WA**  
Fire Chief

**Clark County, WA**  
Director of Communicable  
Disease Control

**Clifton Fire Protection District,  
CO**  
Fire Chief

**Douglas County, OR**  
Deputy District Attorney 1, 2 & 3

**East Grays Harbor Fire &  
Rescue, WA**  
Executive Administrative  
Assistant

**Estes Valley Fire Protection  
District, CO**  
Fire Chief

**City of Fairview, OR**  
Public Works Director

**City of Fallon, NV**  
Electric Utilities Director  
Journeyman Lineman

**Graham Fire & Rescue, WA**  
Finance Specialist

**Granite Falls Fire, WA**  
Deputy Fire Chief

**Jefferson County, WA**  
Central Services Director

**King County Fire District #2,  
WA**  
Finance Manager

**Klickitat County, WA**  
Director of Planning

**Kootenai County EMS System,  
ID**  
Chief Officer

**Mariposa County, CA**  
Division Director of  
Administrative Services

**City of Maupin, OR**  
City Manager

**City of Milton-Freewater, OR**  
City Manager

**Port of Olympia, WA**  
Executive Director  
Finance Director

**City of Pasco, WA**  
Senior Traffic Engineer

**City of Port Angeles, WA**  
Civil/Utility Engineer-Stormwater

**City of Port Townsend, WA**  
Deputy Public Works  
Director/City Engineer

**Red, White & Blue Fire  
Protection District, CO**  
Fire Chief

**San Juan County, WA**  
Community Development  
Director

**Port of Skagit, WA**  
Real Estate Director

**Skagit Transit, WA**  
Capital Projects Manager

**Skookum Contract Services,  
WA**  
Utility Manager

**Synchronous Risk Management,  
WA**  
Deputy Finance Director

**Vineyard City, UT**  
City Manager

**Wasco County, OR**  
Human Resources Director

**Windsor Severance Fire  
Rescue, CO**  
Fire Chief

## **Prothman Company Recruitments Last 3 Years**

**Annenberg Foundation, CA**  
Director of Finance

**City of Ashland, OR**  
Human Resources Director

**Spokane Airports, WA**  
Executive Assistant/Confidential  
Secretary

**Skookum Contract Services,  
WA**  
Utility Manager

**City of Port Townsend, WA**  
Deputy Public Works  
Director/City Engineer

**Town of Avon, CO**  
Public Works Director

**City of Sutter Creek, CA**  
Public Works Director

**City of Bainbridge Island, WA**  
Public Works Manager  
**Bainbridge Island Fire Department, WA**  
Deputy Fire Chief

**Basin Recreation, UT**  
Business Manager

**Beacon Hill Water & Sewer District, WA**  
Accounting Clerk

**City of Belgrade, MT**  
City Manager

**City of Bellingham, WA**  
Police Chief

**Port of Bellingham, WA**  
Director of Real Estate & Asset  
Management  
Marine Terminals Business Development  
Manager  
Director of Aviation

**Ben Franklin Transit (WA)**  
General Manager  
Financial Services Manager  
Director of Marketing  
Senior Manager of Safety & Environmental  
Services  
Senior Manager of Operations  
Chief People Officer  
Chief Planning & Development Officer  
Senior Manager of Human Resources  
Senior Manager of Customer Experience  
Chief Financial Officer  
Senior Manager of Finance

**BERK Consulting, WA**  
Senior Planner

**City of Bingen, WA**  
City Administrator

**City of Boardman, OR**  
Deputy City Manager

**Bonner County, ID**  
Information Systems Manager  
Staff Engineer  
Accountant  
Network Engineer  
Data Systems Analyst  
Comptroller

**City of Box Elder, SD**  
City Engineer  
City Clerk

**City of Bremerton, WA**  
Engineering Project Manager –  
Transportation

**City of Brier, WA**  
Police Chief

**Brighton Fire Rescue District, CO**  
Fire Chief

**City of Buckley, WA**  
City Administrator

**Cannon Beach Fire & Rescue,  
OR**  
Fire Marshal

**Cedar River Water & Sewer District, WA**  
Operations Manager

**Chelan County Public Utility  
District (WA)**  
Procurement and Contracting  
Manager

**Clallam Transit, WA**  
Finance Manager

**Clark County, WA**  
Public Works Director  
Capital Project Manager III  
Preservation Section Manager  
Engineering Services Division  
Manager  
County Roads Capital  
Programming Manager  
County Engineer

**Port of Clarkston, WA**  
Executive Director

**Clatsop County, OR**  
Director of Public Health

**City of College Place, WA**  
Public Works Director

**Columbia 911  
Communications District, OR**  
Chief Financial Officer

**Columbia Industries, WA**  
Chief Financial Officer

**Columbia River Fire & Rescue  
(OR)**  
Fire Chief

**City of Connell, WA**  
City Administrator

**City of Coquille, OR**  
City Manager  
Finance/HR Director

**City of Corvallis, OR**  
Building Official  
Assistant Building Official

**City of Covington, WA**  
Community Development  
Director

**Cowlitz 2 Fire & Rescue, WA**  
Fire Chief

**Cowlitz 911 (WA)**  
Executive Director

**Cowlitz-Wahkiakum Council of  
Governments, WA**  
Planner II / III

**Crook County, OR**  
Finance Director

**Douglas County, OR**  
Chief Financial Officer  
Deputy Finance Officer

**Douglas County, WA**  
Planning Director

**Douglas County Sewer Dist.  
#1, WA**  
District Manager

**Duvall-King County Fire  
District 45, WA**  
Deputy Fire Chief

**City of Eagle Point, OR**  
Public Works Director

**East Grays Harbor Fire &  
Rescue, WA**  
Fire Chief

**El Dorado County, CA**  
Chief Administrative Officer

**City of Ellensburg, WA**  
City Manager

**Elmhurst Mutual Power & Light**  
Director of Finance & Administration

**Enumclaw Fire, WA**  
Deputy Fire Chief

**City of Ephrata, WA**  
City Administrator

**Town of Erie, CO**  
Finance Director

**Port of Everett, WA**  
Chief Financial Officer

**Federal Public Defender -  
Northern District of California**  
Computer Systems  
Administrator

**City of Federal Way, WA**  
Economic Development Director

**City of Ferguson, MO**  
City Engineer  
Community Development Director

**City of Fircrest, WA**  
Police Chief

**Flathead County, MT**  
Health Officer

**Foothills Rails-to-Trails  
Coalition, WA**  
Executive Director

**Town of Friday Harbor, WA**  
Town Administrator

**Garfield County, WA**  
Public Works Director/County Engineer

**Gig Harbor Fire & Medic One, WA**  
Fire Chief

**City of Gillette, WY**  
Police Chief

**Graham Fire & Rescue, WA**  
Chief Financial Officer/Secretary  
Executive Assistant  
Human Resources Director

**City of Grandview, WA**  
City Administrator

**City of Granger, WA**  
City Clerk/Treasurer

**Grant County Fire District 8, WA**  
Fire Chief

**Grant Transit Authority, WA**  
General Manager

**City of Grants Pass, OR**  
Fire Chief  
Superintendent - Wastewater

**Grays Harbor Transit (WA)**  
Maintenance Manager

**Gunnison County, CO**  
Human Resources Director  
IT Director  
Dep. Dir. of Health & Human Svcs.  
Planning Manager

**Housing Kitsap, WA**  
Executive Director

**City of Hubbard, OR**  
City Administrator

**Intercity Transit, WA**  
Development Director

**Island County, WA**  
County Administrator

**Jefferson County, OR**  
Community Development Director  
Human Resources Manager  
Finance Director

**Jefferson County, WA**  
County Administrator  
Community Development Director  
Central Services Director  
Wastewater Project Manager

**City of Kalispell, MT**  
Fire Chief

**City of Keizer, OR**  
City Manager

**City of Kenai, AK**  
Finance Director

**City of Kennewick, WA**  
Community Planning Director

**Key Peninsula Fire Department, WA**  
Fire Chief

**King County Fire District #2, WA**  
Fire Chief

**Kitsap Transit, WA**  
Human Resources Director  
Operations Director

**Kittitas County, WA**  
Budget & Finance Director  
Planning Manager

**City of Klamath Falls, OR**  
City Engineer

**Klickitat County, WA**  
Fiscal Manager  
Chief Accountant  
Sr. Planner - Long Range Planning

**Lake Cushman Maintenance Company (WA)**  
General Manager

**City of Laurel, MT**  
City Planner

**Lewis County, WA**  
911 Communications Director

**Lewis County Fire District 6, WA**  
Fire Chief

**Lewis-Mason-Thurston Area Agency on Aging, WA**  
Chief Financial Officer

**City of Lewiston, ID**  
Public Works Director

**Port of Lewiston, ID**  
General Manager  
Broadband Mgr. / Operations Mgr.

**City of Liberty Lake, WA**  
City Administrator

**City of Lincoln City, OR**  
City Manager

**Lincoln County, OR**  
Human Resources Director  
Public Works Director  
County Administrator

**Link Transit, WA**  
Chief Executive Officer

**Livermore Amador Valley Transit Authority, CA**  
Capital Projects Manager

**City of Long Beach, WA**  
Public Works Director

**Lopez Island Fire & EMS, WA**  
Fire Chief

**City of Loveland, CO**  
Police Chief  
Parks & Recreation Director

**Loveland Fire Rescue Authority**  
Fire Chief

**Mason County, WA**  
County Administrator  
Human Resources Administrator

**Mason Transit Authority, WA**  
General Manager

**City of McMinnville, OR**  
City Engineer

**City of Medina, WA**  
Finance Director

**City of Mills, WY**  
Assistant Fire Chief

**City of Monroe, WA**  
City Clerk

**Morrow County, OR**  
Public Health Nurse Supervisor  
Finance Director  
County Administrator

**City of Moses Lake, WA**  
Municipal Services Director  
Human Resources Director  
Finance Director  
Engineering Services Director  
Assistant City Manager

**City of Mukilteo, WA**  
Finance Director

**Mukilteo Water & Wastewater District, WA**  
General Manager

**North Lake Tahoe Fire Protection District, NV**  
Fire Marshal

**City of Olympia, WA**  
Water Resources Director  
Transportation Director  
Drinking Water Utility Director

**Port of Olympia, WA**  
Planning & Environmental Sr. Mgr.  
Airport Senior Manager  
Marine Terminal Senior Manager  
Finance Director  
Capital Assets Program Manager  
Director of Strategic Projects & Commission Relations  
Contract & Grant Administrator

**Ouray County, CO**  
Road & Bridge Superintendent  
Registered Nurse - Health Educator



**Pacific City**  
**Joint Water-Sanitary Authority, OR**  
 Authority Manager

**Pacific County, WA**  
 Public Works Dir./County Engineer

**Pacific Transit System, WA**  
 Director

**City of Pasco, WA**  
 Senior Traffic Engineer

**Pierce County, WA**  
 Court Reporter

**City of Port Angeles, WA**  
 Senior Engineer - Transportation

**City of Powers, OR**  
 Police Chief

**Public Utility District #1 of**  
**Whatcom County, WA**  
 General Manager

**City of Rawlins, WY**  
 City Manager

**City of Ridgefield, WA**  
 Public Works Director

**Rio Blanco County, CO**  
 Road & Bridge Director

**City of Salem, OR**  
 Chief Accountant

**City of Sandpoint, ID**  
 Utilities Director  
 City Planner  
 Civil Engineer

**City of Sedona, AZ**  
 Director of Community Development

**City of Sedro-Woolley, WA**  
 Finance Director

**City of Sequim, WA**  
 Public Works Director

**City of Sheridan, WY**  
 Police Chief

**City of Sherwood, OR**  
 Police Chief

**Skagit Transit, WA**  
 Executive Director  
 Accounting Manager

**Soos Creek Water & Sewer**  
**District, WA**  
 General Manager  
 Budget & Finance Director

**South King Fire & Rescue, WA**  
 Assistant Chief of Operations

**City of South Lake Tahoe, CA**  
 Human Resources Analyst  
 Building Official  
 Parks & Recreation Director

**South Pierce Fire & Rescue,**  
**WA**  
 District Secretary/Finance  
 Officer

**Southwest District Health, ID**  
 Clinical Specialist

**City of Spearfish, SD**  
 City Administrator

**City of Spokane Valley, WA**  
 City Manager

**Sunrise Water Authority, OR**  
 Project Engineer

**Town of Superior, CO**  
 Public Works and Utilities  
 Director

**Suquamish Seafood**  
**Enterprises, WA**  
 Staff Accountant

**City of Tacoma, WA**  
 Deputy City Manager  
 City Treasurer

**Tahoe Regional Planning**  
**Agency, NV**  
 Executive Director

**City of The Dalles, OR**  
 City Manager

**City of Thornton, CO**  
 Parks & Recreation Director  
 City Development Director  
 Presiding Municipal Judge

**Thurston County, WA**  
 Public Health & Social Services  
 Director  
 Road Operations Supervisor

**Tillamook County**  
**Transportation District, OR**  
 General Manager

**City of Toppenish, WA**  
 Police Chief  
 City Manager  
 Public Works Director  
 Administrative Services Director

**City of Troutdale, OR**  
 Public Works Director

**Tualatin Hills Park & Rec.**  
**Dist., OR**  
 Sports Manager  
 Recreation Manager

**University District, Spokane,**  
**WA**  
 Chief Executive Officer

**Vashon Island Fire & Rescue,**  
**WA**  
 Assistant Chief of Operations  
 Fleet Mechanic  
 Finance Manager/District  
 Secretary

**City of Veneta, OR**  
 Finance Director

**City of Vineyard, UT**  
 City Engineer  
 City Manager

**Town of West Yellowstone, MT**  
 Town Manager

**Whatcom Transportation**  
**Authority, WA**  
 General Manager  
 Fleet & Facilities Director

**Yakima County Fire District 4 (WA)**  
 Fire Chief  
 Deputy Chief of Operations/Training

## **PROPOSED SCHEDULE**

**We are ready to start when you are!**

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client.

**Blue highlighted / bolded events represent meetings with the client.**

Date	Topic
November & December, 2023	Travel to Newport for stakeholder interviews. Gather information for position profile. Send profile for review and edits.
January 2, 2024	Post Profile and Start Advertising
January 8, 2024	Send Direct Mail
February 11, 2024	Application Closing Date
Weeks of February 12 & 19, 2024	Prothman screens applications & interviews top 6 - 12 candidates
Week of February 26 - March 1, 2024	Meet for Work Session to review semifinalists and pick finalists, and design final interviews
Week of March 11 or March 18, 2024	Travel to Newport for Final Interview Process

## **REFERENCES**

**Lincoln County, OR** - Public Works Director (recently completed), County Administrator  
**Contact: Dave Collier, HR Director**  
dcollier@co.lincoln.or.us, 541.265.0371

**Hood River County, OR** - County Administrator (just completed)  
**Contact: Cheryl Berger, HR Director**  
cheryl.berger@hoodrivercounty.gov, 541.387.6829

**City of Fairview, OR** - Public Works Director (in progress), Engineering Mgr., Sr. Accountant  
**Contact: Philip Morley, City Manager**  
morelyp@ci.fairview.or.us, 503.674.6221

**Jefferson County, OR** - Finance Director, HR Director, Building and Grounds Director, Community Development Director, Health Director, Public Works Director  
**Contact: Jeff Rasmussen, County Administrative Officer**  
jeff.rasmussen@co.jefferson.or.us, 541.475.2449

## **EXECUTIVE SUMMARY**

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 22 years. We understand politics, Board and Council dynamics, and community passion; and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

### **Some of our Executive Management Recruitments - In Progress**

Public Works Director – City of Fairview, OR; Executive Director – Port of Olympia, WA; City Manager – City of Maupin, OR; City Manager – City of Milton-Freewater, OR; Asst. Public Works Director – City of Box Elder, SD; Electric Utility Director – City of Fallon, NV; Administrative Services Director – City of Toppenish, WA; Finance Director – Synchron Risk Management, WA; City Manager – City of Vineyard, UT; Fire Marshal – Cannon Beach Fire Rescue, OR; Real Estate Director – Port of Skagit, WA; Fire Chief – Adams County Fire Rescue, CO, Fire Chief – Red White and Blue Fire District, CO.

## **PROPOSED SCOPE OF WORK**

### **1. Develop a Tailored Recruitment Strategy**

#### **Project Review**

The first step will be to:

- ◆ Review the scope of work and project schedule

#### **Information Gathering and Research (*Soliciting Input*)**

We will travel to Newport or meet via Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Manager. We will:

- ◆ Meet with the Mayor and City Council
- ◆ Meet with Department Directors and Staff
- ◆ Meet with Community and Other Stakeholders, as directed
- ◆ Facilitate a Community Meeting, as directed
- ◆ Review all documents related to the position

#### **Position Profile Development (*Identifying the Ideal Candidate*)**

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
  - Years of related experience and ideal personality traits
- ◆ **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

## **2. Identify, Target, and Recruit Viable Candidates**

### **Outreach and Advertising Strategy (*Locating Qualified Candidates*)**

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via thousands of emails and personal networking from our database of city/county management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

## **3. Conduct Preliminary Screening**

### **Candidate Screening (*Narrowing the Field*)**

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 4 to 12 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

### **Candidate Presentation (*Choosing the Finalists*)**

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to Newport and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

## **4. Prepare Materials and Process for Final Interviews**

### **Final Interview Process (*Selecting the Right Candidate*)**

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ♦ **Elements of the design process include:**
  - **Deciding on the Structure of the Interviews**
  - **Deciding on an Evening Reception**
  - **Deciding on Candidate Travel Expenses**
- ♦ **Background Checks**  
Background checks include the following:
  - **References**
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ♦ **Candidate Travel Coordination**  
After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ♦ **Final Interview Packets**  
The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ♦ **Final Interviews with Candidates**  
**We will travel to Newport and facilitate the interviews.** The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ♦ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ♦ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

## **5. Warranty**

### **Repeat the Recruitment**

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

## **6. Guarantee**

### **Replacement Recruitment**

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

## **FEE & EXPENSES**

### **Professional Fee**

The fee for conducting a City Manager full recruitment with a one-year guarantee is \$18,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

### **Expenses**

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Newport will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$2,100)
- Direct mail announcements (\$1,800)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging (approx. \$900 - \$1,200 per trip)
- Interview Packets and Shipping: (approx. \$150 - \$350)
- Background checks performed by Sterling (approx. \$170 per candidate)

### **Other Expenses**

**Candidate travel:** We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

### **Cancellation**

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

### **Equal Opportunity**

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

**EXHIBIT A  
PROPOSER'S WARRANTY**

TO: City of Newport, Oregon

PROPOSAL OF: Prothman Company

( ) an individual ( ) a partnership (X) a corporation (please mark the appropriate box) organized under the laws of the State of Washington

The undersigned, having carefully read and considered the Request for Proposal to provide services for the City of Newport, Oregon does hereby offer to perform such services on behalf of the City, in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in the Proposal.

OFFEROR

Prothman Company

Company Name

BY Sonja Prothman  
Signature of Authorized Representative

Sonja Prothman

Print name

**PRINCIPAL OFFICE ADDRESS**

Federal tax ID 91-2170148 State ID 602-162-424

Street Address 371 NE Gilman Blvd., Suite 310

City Issaquah

County King

State Washington

Zip Code 98027

Telephone

206-368-0050

Facsimile 425-270-3496

E-Mail Address sonja@prothman.com

**THIS FORM MUST ACCOMPANY ALL PROPOSALS**

RFP Executive Recruitment Services for City of Newport City Manager



## EXAMPLE OF POSITION PROFILE



**OREGON**

**COUNTY ADMINISTRATOR**  
**FULL COMPENSATION PACKAGE**  
**UP TO \$197,000 DOE**

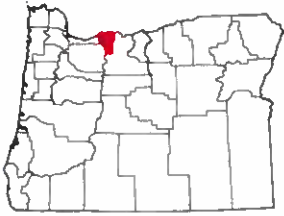
*Updated Salary and Benefits Information*

Apply by  
**September 10, 2023**  
(First Review, Open Until Filled)

***P*ROTHMAN**



## WHY APPLY?



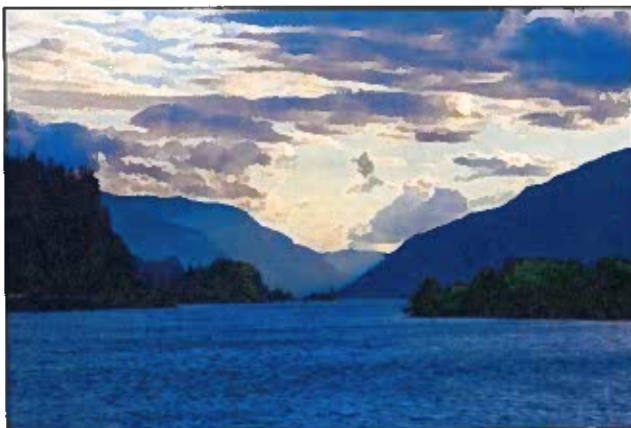
Nestled on the northern Oregon border between Multnomah, Clackamas, and Wasco County, Hood River County is a scenic wonderland of natural beauty. Just 60 miles

from Portland, residents and visitors are drawn to the year-round outdoor recreation, dramatic vistas, excellent school system, historic landmarks, fantastic food, wine and beer - and best of all, the warm, friendly people. Hood River County is considered by many to be one of the most beautiful counties in Oregon, boasting an exceptional quality of life.

This is an excellent opportunity for an experienced public sector professional looking to make a difference in a region that takes pride in its history, spectacular natural beauty, and way of life. Hood River County offers the right candidate a chance to work with a dedicated team to provide excellent customer service and vision to a vibrant community with a bright future.

## THE COMMUNITY

Established in 1908, Hood River County covers 534 square miles and has a population of about 25,000 residents. Named for the Hood River, a tributary of the Columbia River, the county is located just 60 miles east of Portland in the northern, central section of Oregon, on the eastern edge of the Cascade Range. The stunning snow-capped Mount Hood and the Columbia River Gorge provide a famous backdrop, making it one of the most visually attractive areas in the Northwest.



The Hood River valley is a top producer of apples, pears, and cherries, with the county growing more winter pears than any other county in the United States. This agricultural richness combined with the county's scenic setting has made it a famous destination for tourists to drive or bike the famous Fruit Loop, a 35-mile tour featuring family farms, fruit stands, wineries, and other local attractions. The area is also a tourist hotspot for its world-renowned strong, warm summer winds that have allowed Hood River County to enjoy the title of windsurfing capital of the world. Additionally, the county offers outdoor enthusiasts opportunities for kiteboarding, stand-up paddleboarding, mountain and road biking, hiking, whitewater kayaking and rafting, rock climbing, fishing, and world-class skiing, snowboarding, and snowshoeing.

Hood River County is home to several communities, including Hood River, Cascade Locks, Mount Hood, Odell, and Parkdale. Hood River is the largest city and county seat, with a population of just under 8,400. The valley is also home to two 18-hole golf courses and can see its population soar to over 20,000 on busy weekends.

## THE COUNTY

Hood River County is a Home Rule County with an approved Charter voted on by the citizens of Hood River County. An elected Board of Commissioners, including Chair, represents four districts in the County and sets policy. The Commission appoints a County Administrator to manage operations and oversee the many departments of the County. County departments are managed by department directors, and include: Health, Forestry (which includes Tree Farm, Timber Sales, Forest Management, and Recreation Trails), Public Works (which includes Engineering, Road Maintenance, Road Permits, Parks & Buildings, and County Surveyor), Community Development, Elections, Records & Assessment, Prevention Department, Budget & Finance, Sheriff's Office, 911 Dispatch, District Attorney's Office, Justice Court, Juvenile Department, Parole & Probation, Human Resources, and Administration.

The County maintains an average employment of 150 FTEs. In addition, the 2022-2023 General Fund Balance of Hood River County stands at \$47.6 million and includes \$3.3 million in timber revenue and a 5-year law enforcement operating levy that expires in June 2025.



## THE POSITION

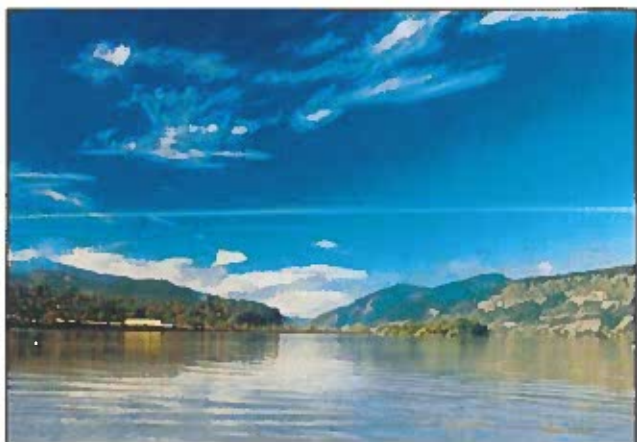
Working under the Board of Commissioners, the County Administrator manages the administrative activities of the County, provides public services to the citizens of Hood River County, and ensures compliance with all federal, state, and local laws; recommending policies to the Board regarding County operations. Administrative activities include managing nine department directors and coordinating with 3 other elected officials who manage County departments.

For a full job description, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

1. Hood River County has a strong diverse economy. This economy is based on agriculture, recreation (tourism), industry and professional and trade services. The County weathered the great recession and COVID with minimal long term economic impact. Because of the County's proximity to the greater Portland area and the high quality of life, Hood River County has become part of the greater Portland executive labor force. The next County Administrator must be able to bridge the gap between long-term residents and the influx of new upwardly mobile residents by addressing shifting priorities as the County's demographics evolve.

2. Hood River County is operating under its first operating levy. The County has stabilized county finances and reformed many systems and practices in recent years, but it remains to be seen if the County has settled into a long term formulation or if more changes are ahead.



3. Hood River County's scenic beauty, wealth of recreation options and quality of life has drawn many new residents to the area. Housing costs have climbed and made housing challenging to find for Hood River County employees to live in the county. The next County Administrator will work to address the workforce's affordable housing.

4. The successful County Administrator will possess an understanding of how to effectively work with departments supervised by elected officials and bring those departments into the county team.

5. The County Administrator will have an opportunity to collaborate with Department Heads to establish succession planning within their departments, ensuring the seamless continuation of essential county obligations, regardless of position vacancies or staffing changes.

## THE IDEAL CANDIDATE

### Education and Experience:

Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, or related field is required, along with a minimum of five (5) years of experience in active supervision of individuals, and five (5) years of experience in a similar role. A master's degree in a related field is preferred. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

**Necessary Knowledge, Skills, and Abilities:**

- Considerable knowledge of personnel administration and supervision, organizational development.
- Familiarity with Oregon State Laws regarding functions, budgets and administration of County Government.
- The ability to create a team environment and communicate needs up to the Board of Commissioners and direction down to Department Directors.
- A willingness to be seen as the County's central point of contact, open to the public and staff. Someone that the community will turn to for leadership and reassurance and will deliver a clear message from the county.
- The ideal candidate will have a financial background, with knowledge of governmental budgeting, and an understanding of the local economy and how government can support it.

**COMPENSATION & BENEFITS**

- **Full Compensation Package up to \$197,000 Depending on Experience.**
- Excellent Benefit Package, including Medical, Dental, Vision and Life Insurances. County pays 85% of offered medical and vision insurance premiums; Dental coverage also offered. For example, currently full family pays \$282 per month for medical insurance cost.
- County pays 100% of the employer and employee OR PERS contributions.
- Vacation time negotiable.
- 12 days of sick leave accrued per year.
- 11 paid holidays per year.
- 2 personal holidays per year.
- 5 executive leave days per year.
- Deferred Compensation Plan - a supplemental voluntary benefit.
- This role will consider other stipends and/or allowances in addition to base salary.
- The total compensation package is flexible to meet both the candidate's and the County's needs.

**For more information on  
Hood River County, please visit:  
[www.hoodrivercounty.gov](http://www.hoodrivercounty.gov)**

Hood River County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 10, 2023** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "Open Recruitments", select "Hood River County, OR – County Administrator", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.

**PROTHMAN**

**[www.prothman.com](http://www.prothman.com)**

371 NE Gilman Blvd., Suite 310  
Issaquah, WA 98027  
206.368.0050

## EXAMPLE OF INVITE LETTER



**Lincoln County**  
OREGON

## PUBLIC WORKS DIRECTOR

**\$113,298 - \$152,264**

*Plus Excellent Benefits*

First Review:  
**July 2, 2023**  
(Open Until Filled)

**Apply at [www.prothman.com](http://www.prothman.com)**

Dear Colleague,

Prothman is currently recruiting for the **Public Works Director** position for **Lincoln County, Oregon**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask that you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

**PROTHMAN**





## THE COMMUNITY



Located in the heart of the beautiful central Oregon Coast, Lincoln County is home to spectacular natural beauty, a thriving arts community, and a growing ocean-based economy. From Cascade Head at the north to Cape Perpetua at the south, Lincoln County boasts more than 40 federal, state, and local parks, along with two wilderness areas, providing an abundance of recreational opportunities for camping, fishing, hiking, beachcombing, whale watching and more. Several community theatres and many art galleries are scattered throughout the County with plenty to keep cultural fans busy, along with the abundance of annual festivals. One of the largest fishing fleets on the west coast is located in Newport which, along with tourism, creates a healthy economy.

Lincoln County has a population of 50,813 people which can blossom to over 100,000 at the height of the tourist season. The County covers roughly 992 square miles with approximately 54 miles of ocean beaches. There are seven incorporated cities within the county borders that each give the County a small-town feel, yet the urban centers of Portland, Eugene and Corvallis are not far away. Newport is the County seat and the location of Yaquina Bay where the ocean industry is centered. The bay and surrounding areas are home to the large commercial and recreational fishing fleet, the Coast Guard, a science center, aquarium, Oregon Department of Fish and Wildlife, and the new OMSI Day Camp. Oregon Coast Community College is also located here with branches in Waldport and Lincoln City.



**Please visit [www.prothman.com](http://www.prothman.com) to review the full position profile and compensation package, and to learn more about Prothman.**

## THE COUNTY

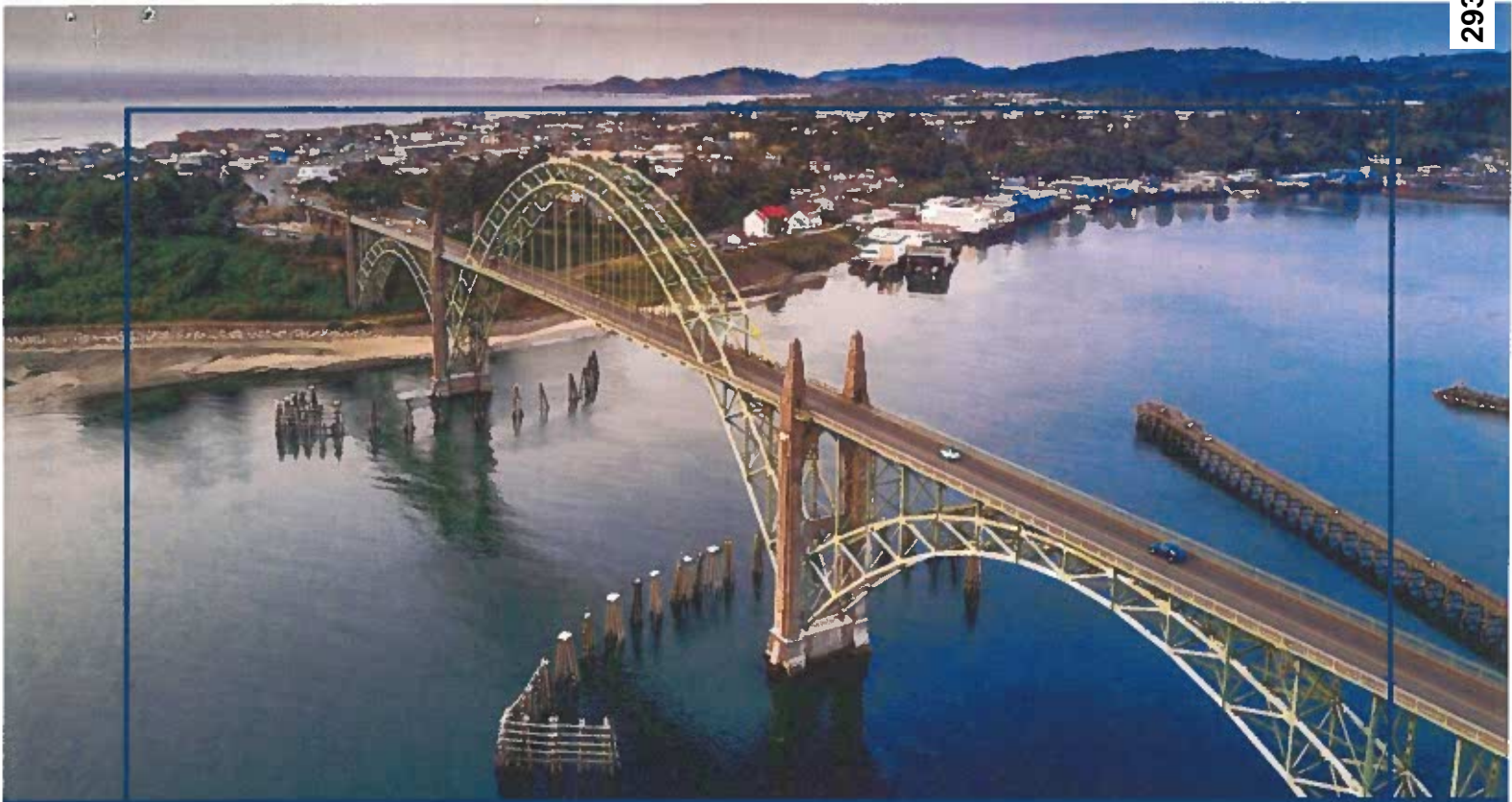
The County employs 488 FTEs and has a 2022-2023 adopted budget of \$148 million, including a general fund of \$48 million. County departments include County Administration Legal Counsel, Finance & Accounting, Health & Human Services, Human Resources, Information Technology, Juvenile, Parole & Probation, Planning & Development, Public Works, Surveyor's Office, Transit, and Veteran Services. The County has a strong management team made up of elected officials and department directors that work closely together with the Public Works Director.

## THE DEPARTMENT & POSITION

The Public Works Department operates with 42 FTEs on a 2022-2023 budget of \$18 million. The Department is divided into seven divisions which include Public Works Administration, Engineering, Facilities, Fleet Services, Parks, Road Maintenance & Operations, and Solid Waste District. The Public Works Department maintains 334 miles of roads and 87 bridges. The Facilities division maintains 160,000 sq/ft in 12 General Fund buildings and 42,000 sq/ft in Roads buildings, and the Fleet Maintenance division is responsible for maintaining 176 County vehicles. The Department has several projects planned for the coming year, including a \$700,000 culvert replacement project and \$500,000 asphalt overlays, and three to four bridge replacements in the next four years to be delivered by ODOT.

Under the direction of the County Administrator, the Public Works Director is responsible for the administration, general management, policymaking, planning, and direction of the Department and is responsible for supervising all employees of the Engineering, Public Works Administration, Road Department, Parks Department, Facilities Management, Vegetation Management, and the Lincoln County Solid Waste District. This role involves performing or directing a wide variety of advanced technical and engineering tasks in the investigation, location, design, and construction of road, bridge, and building projects. Additionally, the Director represents the County at meetings and on committees at the local, state, and federal level and works at the direction of the County Administrator while implementing Board policies in all phases of the operation of the Department.





# City Manager Recruitment Proposal

Prepared for:

City of Newport

October 2023

By:

JENSEN STRATEGIES

# JENSEN STRATEGIES

October 27, 2023

Spencer Nebel  
City Manager  
City of Newport  
169 SW Coast Hwy  
Newport, OR 97365

Dear Mr. Nebel,

Thank you for the opportunity to submit a proposal to conduct the City Manager recruitment for the City of Newport.

There are several factors that set Jensen Strategies apart from other recruitment firms:

1. Our firm is Oregon-based and specializes in executive recruitments for city and county local governments.
2. Key members of our recruitment team are former public administrators, including city managers, and bring a first hand understanding to the positions we are recruiting.
3. We know Oregon recruitment, public meeting, and public records law to help our clients avoid unnecessary hiring process liabilities.
4. Jensen Strategies runs approximately ten upper-level public management recruitments a year.
5. Our firm works regularly with Oregon jurisdictions on other types of projects such as facilitation, collaborative decision-making, strategic planning, organizational development, mediation, and policy analysis. Through this work, we stay current on issues facing Oregon local governments and understand their challenges.
6. Our firm is well-networked with cities across the state so we are well-connected to identify and vet potential candidates that may be the best fit for our recruitment clients. We also have national connections to help identify potential out-of-state candidates.
7. We are familiar with the communities on the Oregon coast and the attributes and issues in their region, having conducted numerous recruitments from Astoria to North Bend.
8. Our process is responsive and sensitive to staff capacity while effectively integrating their expertise in a way that respects and best utilizes their time.
9. We treat our candidates with dignity and respect throughout our recruitment processes.
10. Jensen Strategies is an Oregon-certified Emerging Small Business (ESB) # 9880.

We are available to meet in person or virtually with the City Council on a regular basis or as needed.

While the schedule outlined in the RFP is within reason to conduct this recruitment, in our experience some specific aspects may take longer and others shorter. Hence, the schedule we present is based on weeks rather than dates. That said, we are prepared to begin the recruitment process immediately upon contract approval and can meet the overall schedule with modifications.

We certify our firm is able to perform all work as outlined in this scope of work. The terms of our proposal are valid for 90 days. Please do not hesitate to contact me with any questions or requests for additional information.

We appreciate the opportunity to submit our proposal to assist the City of Newport with this recruitment. It will be our pleasure to partner with the City on this important search.

Sincerely,

A handwritten signature in dark ink, appearing to read 'EJ', followed by a long horizontal line extending to the right.

Erik Jensen  
Principal  
Jensen Strategies, LLC  
1750 S. Harbor Way, Suite 350  
Portland, OR 97201  
(503) 477-8312  
[erik@jensenstrategies.com](mailto:erik@jensenstrategies.com)

## Project Scope

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**Overview:** Our objective is to help you select the best candidate to serve as the City of Newport's next City Manager. Our recruitments are structured to attract a wide range of qualified applicants, who we vet using our administrative experience and our knowledge of your city's needs to present you with the best possible candidates for the position. We commit to working in close partnership with the City of Newport (City), following a process designed to make the best use of your time and resources.

The following scope of work is designed to follow these parameters. The final scope will be revised, if needed, to meet the specific needs of the City.

### **Phase 1: Start-up / Candidate Profile Development**

- 1.1 Start-up meeting:** We will begin the recruitment by meeting via Zoom with the current City Manager and/or other designated City representatives to refine the project scope. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests. This initial phase will also include collaboration to define the geographic and professional breadth of the recruitment and identify the key stakeholders who will help inform the candidate profile development.

*Deliverables: Zoom meeting with designated City staff, final project scope and timeline, geographic and professional refinement, and determination of key stakeholders.*

- 1.2 Background Research:** We will familiarize ourselves with any key documents (plans, financial information, etc.) as well as the culture and values of both the organization and the community.

*Deliverables: Jensen Strategies' understanding of Newport.*

- 1.3 Stakeholder Interviews:** Our team will conduct Zoom interviews with the Mayor, City Council, and upper-level City staff to gather background information on major issues facing the City and initial perspectives on what the City is looking for in its next City Manager. In our experience, the individual interviews provide highly valuable qualitative information that can help us find the best candidates for your City's needs.

*Deliverables: Up to 20 stakeholder interviews.*

- 1.4 Stakeholder Meetings and Surveys:** To gather information on the desired attributes for Newport's next City Manager, we will facilitate one external stakeholder Zoom or in person meeting open to the public. We will also conduct two online surveys, one for the community and one for City staff input. Our team will seek an open and dynamic exchange of ideas to capture the full range of attributes Newport would like to see in its



next City Manager. We also have the ability to contract with existing City vendors to provide Spanish written and verbal translation services for these surveys and meetings. City staff will be responsible for promoting the community input meeting and staff survey.

*Deliverables: One Zoom [or in person which is negotiable for an additional direct expense] public meeting and two online surveys for community and City staff input.*

- 1.5 Initial Candidate Profile Draft:** Drawing upon the input gathered from our interviews, background review, and stakeholder meeting(s) and surveys, we will develop a draft candidate profile containing the knowledge, skills, abilities, education, and work experience desired for the position, as well as traits such as management approach and personality. As an additional task, upon request, we will provide comparable City salary research to the Council to assess the competitiveness of the compensation package. Also, based on our research and information gathered, we will also prepare policy priorities and hiring procedures as required by Oregon public meeting law (ORS 192.660).

*Deliverables: Candidate profile initial draft and optional comparable salary research.*

- 1.6 Draft Finalization:** We will discuss the draft candidate profile with the current City Manager and other staff, to validate and finalize the draft in advance of meeting with the City Council. These discussions may take place over email, conference calls and/or Zoom meetings.

*Deliverables: Emails, conference calls, and/or Zoom meetings as necessary to finalize the candidate profile draft. Final draft of candidate profile.*

- 1.7 Review and Adoption of Candidate Profile and Hiring Process:** We will attend a City Council work session by Zoom to present the draft profile including a discussion of any changes/alterations. Following the work session, we will make any changes desired by the Council, and will submit the final profile and hiring process for formal Council approval as required by Oregon law.

*Deliverables: Participation in one City Council work session. Preparation of official candidate profile and hiring process for Council adoption. Optional: virtual attendance at the Council adoption.*

## **Phase 2: Position Advertisement**

- 2.1 Recruitment Brochure Development:** Upon City Council formal adoption of the hiring process and candidate profile, consistent with Oregon public meeting law (ORS 192.660), our team will develop a professional, comprehensive recruitment brochure designed to attract high quality applicants. Organization-specific information will be



incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the environment with quality of life details, economic highlights such as important industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.

*Deliverables: Development of one recruitment brochure in PDF format.*

- 2.2 Position Advertisement:** We will execute a comprehensive and strategic position advertisement process designed to attract a variety of qualified and well-suited candidates. Our approach will be multi-faceted and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, with venues that reach out to diverse candidate populations, and in other forums as appropriate. We will also directly contact qualified managers within our extensive professional network to inform them of the opening.

*Deliverables: Multi-faceted advertisement approach. Proactive contact of qualified professionals.*

### **Phase 3: Candidate Screening**

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the City with all the information necessary to make the best choice for finalists and the successful candidate. We will also maintain written contact with candidates to keep them updated on the recruitment process.

- 3.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary application form. Our team of former public administrators will review applications using criteria consistent with the adopted City Manager profile, remove all non-responsive applications, and determine which candidates most closely align with the City's needs.

*Deliverables: Initial application screening.*

- 3.2 Semi-Finalist Zoom Interviews:** We will conduct preliminary Zoom interviews with the candidates who most closely align with the candidate profile, including all veterans who meet the position's minimum qualifications (as required by Oregon law). In preparation for the interviews, we will conduct an internet search regarding each candidate, to identify any high profile work-related media.

*Deliverables: Preliminary Zoom interviews and internet research for up to 10 candidates.*

- 3.3 Recommendation of Finalists:** We will attend an executive session of the City Council in person to present the results of our initial review process and recommendations of up to four finalists. For transparency, we will provide briefing notebooks with information on all the candidates interviewed. During the session, we will answer Council questions and assist in facilitating a discussion to help them reach a consensus on up to four finalists. Subsequently, we will provide a press release for the City to distribute announcing the finalists after we receive permission from those candidates for public disclosure of their candidacy.

*Deliverables: Recommendation of up to four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a City Council executive session. Press release for distribution.*

- 3.4 Background Checks on Finalists:** We will work with our partner, Legal Locator Service ([www.legallocatorservice.com](http://www.legallocatorservice.com)), to perform comprehensive background checks on all finalists. Background checks will include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

*Deliverables: Identification of any concerning issues found during background checks of up to four candidates.*

- 3.5 Reference Checks on Finalists:** We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City. We require four references from each candidate and we conduct individual phone interviews with each reference.

*Deliverables: Reference check summaries for up to four finalists.*

- 3.6 Finalist Receptions:** Prior to the final interviews, two receptions will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will be provided an opportunity to provide feedback concerning their impressions of the finalists, to inform the Council's final selection process. As noted before, we have the

resources to provide Spanish translation for the meetings and feedback surveys. The City will be responsible for promoting both receptions.

*Deliverables: Coordination, development, and implementation of two in-person finalist receptions. Feedback survey for participants.*

- 3.7 Finalist Interviews:** Finalists will be interviewed in-person by four panels consisting of (1) City Council (conducted in executive session), (2) local government administrators from other jurisdictions, (3) department heads, and (4) community leaders. Panelists will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations to be shared during Council deliberations and selection.

*Deliverables: Coordinating, orienting, and providing briefing materials for the finalist panels. Moderate panel interviews. Written summaries of the feedback and observations from panel interviews and receptions if relevant.*

- 3.8 Council Deliberations and Selection:** The Council will convene in executive session. At the session, we will provide summary material on all input received during the finalist receptions, interviews, references, and background checks. We will facilitate the Council's discussion in identifying their selected candidate.

*Deliverables: Attendance, presentation, and facilitation at City Council executive session to reach a consensus on a selected candidate.*

#### **Phase 4: Contract Negotiations**

- 4.1** As requested by the City, we will advise in the contract negotiations with the selected candidate. We recommend the City Attorney lead the negotiations.

*Deliverables: Assistance provided to the City in contract negotiations, not to exceed four hours.*

### **Adjustments to the Recruitment Process**

Jensen Strategies is dedicated to providing a recruitment process that meets the City's expectations and produces an outcome that generates wide support. We commit to working closely with the City and are more than willing to adjust our process as needed to meet the specific needs of Newport. After a scope of work has been agreed upon, Jensen Strategies will not be responsible or liable for any deviation in the process or discountenance of professional advice. Consequences may include removing our one-year guarantee (with notice).

### **Professional Liability Insurance**

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

### **Guarantee**

Jensen Strategies stands by our work. We will guarantee, with a full recruitment from inception to selection, if the selected candidate resigns or is terminated for cause within **one year** of the hire date, we will conduct one replacement recruitment for no additional professional fees. In this event, the organization would only be responsible for paying the direct expenses associated with the additional recruitment. This guarantee applies only if the following terms are met:

1. the selected candidate signs an employment agreement with the organization prior to starting work;
2. Jensen Strategies has fully vetted the selected candidate as described in the scope of work;
3. Jensen Strategies has been requested to implement this guarantee within three months of the employee's departure; and
4. organization representatives do not deviate from the agreed upon scope of work and/or Jensen Strategies' professional advice provided for the best interest of a successful recruitment.

## Proposed Timeline

*The following schedule is only a sample time frame. The consultant will work with the City to develop a schedule that meets its needs.*

Date	Actions
Week 1	Start-up meeting with City to finalize scope and timeline
Weeks 2 and 3	Stakeholder interviews Virtual public input meeting Staff and community online survey
Week 4	Initial candidate profile draft and finalization
Week 5	City Council work session re: draft candidate profile and hiring process
Week 6	Council official adoption of candidate profile/hiring process
Week 7	Recruitment brochure development and finalization
Weeks 8 - 11	Position advertisement
Week 12	Initial application screening
Week 13	Preliminary Zoom interviews
Week 14	Recommendation and selection of finalists
Week 15	Background/reference checks on finalists
Week 16	Finalist receptions, interviews, and selection

## Project Budget

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**Professional Fee:** Jensen Strategies' fees includes all staff time, meetings and communication with the City, preparation of documents and advertisements, candidate profile development, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of stakeholder meetings and interview panels, and other tasks related to the recruitment. Travel time will be billed at half of the team member's fee. Our professional fees for the approach offered is:

**Professional Fees: \$28,000**

**Direct Expenses:** Expenses are the responsibility of the City. Whenever possible, we will wait for your approval before incurring expenses. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for advertising the position online and in publications (typically less than \$2,500)
- Background checks for finalists (typically less than \$1,000 for up to four finalists)
- Document printing and binders (typically less than \$300)
- Graphic art design (typically less than \$1,000)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at no more than \$200/night/person, \$60 daily per diem per person)
- Any relevant out of state candidate travel and lodging expenses will be processed through the City directly.

**Estimated direct expenses: \$6,500**

Jensen Strategies will submit invoices to the City on a monthly basis for services rendered, with payment due in 30 days.

## Recruitment Experience

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*Jensen Strategies has conducted, or is currently conducting, national recruitments for the following clients and positions.*

City of Ashland, OR	City Attorney (currently recruiting) Deputy Public Works Director (2023)
City of Astoria, OR	City Planner (2022)
City of Cannon Beach, OR	City Manager (2017) Community Development Manager (2018) Emergency Manager (2018)
City of Carlton, OR	City Manager (2021)
City of Cornelius, OR	City Manager (2022)
City of Estacada, OR	City Manager (2022)
City of Fairview, OR	City Manager (2022)
City of Hood River, OR	City Manager (2021) Building Official (2018) Finance Director (2023)
City of North Bend, OR	City Administrator (2020)
City of Sandy, OR	City Manager (2023)
City of Scappoose, OR	City Manager (2021) Finance Administrator (2022) Police Chief (2022)
City of Seaside, OR	City Manager (2022)
City of Sheridan, OR	City Manager (2021)
City of Sisters, OR	City Manager (2017 & 2023)
City of Stayton, OR	City Manager (2022)
City of Troutdale, OR	Community Development Director (currently recruiting)
City of Warrenton, OR	City Manager (2022) Public Works Director (2023)
City of Yachats, OR	City Manager (2023)
Columbia Pacific Economic Development District	Executive Director (2023)
Port of Hood River, OR	Finance Director (2022)
Washington County	Chief Human Resources Officer (2020) Benefits and Leave Manager (2020) Employee and Labor Relations Manager (2021)



## Team Profiles

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### Erik Jensen, Principal

Erik Jensen is the Principal and Founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.



Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project. He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City/County Management Association (ICMA) and the Oregon City/County Management Association (OCCMA). Erik currently serves on the Alumni Board of Lewis and Clark College.

## Amelia Wallace, Associate

Amelia Wallace, Associate, has been with Jensen Strategies since 2020 providing project leadership, recruitment support, facilitation, policy analysis, and product development for clients. She earned her Master of Public Administration (MPA) from the University of Washington Evans School of Public Policy & Governance in Seattle with a concentration on public financial management, local government service, and policy analysis.



As an experienced project manager, facilitator, and researcher, she has led or served as project assistant on a variety of projects for cities, ports, nonprofits, and other professional organizations. These projects have included upper-level recruitment, city council retreats and goal setting, strategic planning processes, community visioning, work group facilitation, and public policy feasibility studies.

Amelia is from the Tennessee Valley and earned her Bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She also served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs.

While in Seattle, Amelia immersed herself in a variety of professional and academic activities. In her work, she served as the graduate intern for the City of Seattle Department of Transportation Curbside Management team providing parking policy research, supporting COVID-19 business relief efforts, and coordinating neighborhood engagement and communication about new Link light rail stations. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights to develop qualitative analysis data as part of the City's Race and Social Justice Initiative. Outside of class, she led the local University of Washington International City/County Management Association (ICMA) student chapter which offers an assortment of professional development events and networking opportunities including conferences and paid fellowship opportunities to support students' work with small cities across Washington state.

## Emily Rehder, Operations Manager

Emily Rehder is the Operations Manager joining the team in the spring of 2021. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Emily is responsible for candidate management during our recruitment process. Her attention to detail and understanding of timeliness to the customer and candidates is remarkable. She works with our associates in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client.

Emily's experience as a manager stems from running a successful supplemental education center for 11 years. Emily holds a Bachelor's degree in American Studies with an emphasis on Minorities in Education from UC Berkeley.

Originating from Garden Grove, CA, Emily moved to Oregon over a decade ago and enjoys the seasons and the beauty that the Pacific Northwest offers. She enjoys spending time with her family and dog, Lucy, traveling, reading, hiking, swimming, and wine tasting at all the amazing Oregon wineries.



## Subconsultants

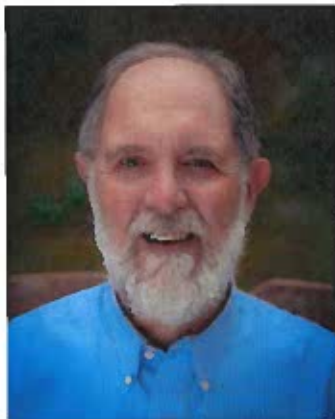
### Ellen Conley

Ellen Conley has been with Jensen Strategies since 2014, specializing in public manager recruitments, public finance, policy analysis, and executive management recruitment. She assists clients with recruiting public executives and high level financial and policy analysis. She also advises clients on human resource issues and processes.



Ellen is the former Assistant City Manager for the City of Hillsboro where she oversaw multiple departments including Finance, Human Resources, Information Services, Parks & Recreation, and Library. Prior to Hillsboro, she was a Deputy County Administrator for Washington County with administrative responsibilities for the Departments of Land Use & Transportation, and Assessment & Taxation. In addition, she was charged with the development of the County's annual \$500 million budget. She has also held the positions of Assistant Finance Director and Administrative Analyst in other local government jurisdictions. Ellen has a Bachelor of Business Administration from Oregon State University and Master of Public Administration from Lewis and Clark College.

### Dave Waffle



Dave Waffle is a retired City Manager with more than 45 years of municipal management experience. His most recent positions include Interim Assistant City Manager and Assistant Finance Director for the City of Beaverton, Oregon. Prior to joining Beaverton, Dave served as city manager for six Oregon and Wisconsin cities. In retirement, he serves as a volunteer Senior Advisor to the Oregon City/County Management Association (OCCMA), providing support for local government managers and administrators.

He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory committees (e.g., finance, small cell telecommunications) and local government professional organizations in Wisconsin and Oregon. He now serves Cornelius as the chair of their Planning Commission.

He holds a master's degree in Public Affairs from the University of Oregon and a bachelor's degree from Michigan State University. He is a Life Member of ICMA and OCCMA.

## Bill Peterson

Bill Peterson has nearly 40 years of public sector municipal management and five years as a financial officer in the construction industry. He provides the Jensen Strategies team support in the fields of public finance, public executive recruitment, project management, policy analysis, and utility management.

Bill began managing cities in 1974, initially as an assistant to a Mayor in Riverton Wyoming, where he was soon named the City Administrator. Bill then went on to Hermiston, OR, Grants Pass, OR, and Wood Village, OR, as City Manager. He also served for five years as the chief administrative and financial officer for a construction company in Grants Pass, OR, between city management jobs. He has specific experiences managing public and private financing, urban renewal, solid waste, and utility districts, as well as a range of policy and administrative skills acquired in managing full service municipal governments.

Bill holds a Bachelor's degree in Political Science from the University of Wyoming and has completed extensive post graduate work in Public Administration.



## Michael McElwee



Michael McElwee contributes to the Jensen Strategies team, with particular emphasis in the areas of strategic planning, capital asset management, area revitalization, real estate development, urban renewal, policy development and management recruitment.

Michael currently serves part-time as Executive Director for the Hood River County Education Foundation, a 501(c)3 that provides funding for college scholarships, teacher grants and efforts to improve student access to extra-curricular activities. Michael retired in 2022 after serving for 16 years as Executive Director for the Port of Hood River where he managed a diverse portfolio that included the Hood River Interstate Toll

Bridge, Ken Jernstedt Airfield, high-use recreational facilities and several office and light industrial parks. Michael formerly served for 14 years as Development Manager for the Portland Development Commission, the city's urban renewal agency. In that position, he led numerous planning, capital construction and neighborhood revitalization efforts on Portland's east side. Michael holds a Bachelor of Landscape Architecture degree from the University of Oregon and a Certificate of Special Studies in Administration & Management from Harvard University.



## **Dr. Stacy Thompson**

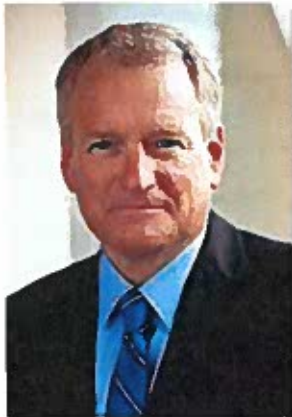
Dr. Stacy Thompson, Founder and CEO of Strategic Transitions Consulting, has more than 25 years of experience in higher education. As an educator, she has dedicated her life's work to supporting education as a practice of freedom with a focus on addressing issues of disenfranchisement and exclusion.

Stacy started her career in higher education as Early Childhood Development in 1993. She began as a tenured faculty member in Child Development in 1999 at Merritt College in Oakland, CA. After 15 years in the classroom, she became the Dean of Academic Pathways and Student Success at Merritt College and served in that position for over six years. Dr. Thompson also served as the Vice President of Academic Services at Chabot College in Hayward, CA providing overall vision, leadership, planning, and direction for the instructional programs.

Stacy holds a Doctorate of Education in Educational Leadership and a Master's Degree in Education and Early Childhood Education from Mills College in Oakland, CA. She also holds a Bachelor's Degree in Political Science from Lewis and Clark College in Portland, OR.



## **Erik Kvarsten**



Erik Kvarsten has 36 years of experience as a City Manager in Oregon. Most recently, he served as City Manager of Gresham for over 15 years. He also held a similar position in Troutdale for eight years, and prior to that served as City Manager in Independence and two other cities in Oregon. In these positions, he was responsible for overall city operations and support of policy development and governance processes. Through this experience, Erik gained an understanding of a broad range of municipal issues.

Erik is a recipient of the League of Oregon Cities Herman Kehrli Award recognizing valuable contributions and commitment to the highest standards of public service. Erik served on the State of Oregon Board of Public Safety Standards and Training and was a longtime member of the Transportation and Growth Management Advisory Committee. He is a life member of ICMA.

He holds a Bachelor's Degree in Community Service and Public Affairs from the University of Oregon and is currently a member of the Dean's Council for the College of Design at the University of Oregon.

## References

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*Jensen Strategies has the honor of being recommended by:*

**Jessica Engelke, Mayor**

City of North Bend

835 California Avenue

North Bend, OR 97459

541-756-8500

[jengelke@northbendcity.org](mailto:jengelke@northbendcity.org)

**Steve Wright, Mayor**

City of Seaside

989 Broadway

Seaside, OR 97138

503-984-5324

[swright@cityofseaside.us](mailto:swright@cityofseaside.us)

**Henry Balensifer, Mayor**

City of Warrenton

225 S Main Ave

Warrenton, OR 97146

971-606-0293

[hbalsifer@ci.warrenton.or.us](mailto:hbalsifer@ci.warrenton.or.us)

**Michael Preedin, Mayor**

City of Sisters

520 East Cascade

Sisters, OR 97759

541-719-8848

[mpreedin@ci.sisters.or.us](mailto:mpreedin@ci.sisters.or.us)



# **Sample Recruitment Brochures**



**CITY MANAGER**  
**CITY OF SEASIDE, OREGON**





# CITY MANAGER

CITY OF SEASIDE, OREGON

*\$126,000 to \$156,000 plus excellent benefits*

## POPULATION

7,115

## BUDGET

\$33.4 MILLION

## FTE POSITIONS

81

## CITY DEPARTMENTS

Business Office

Building

Finance

Fire & Rescue

Human Resources

Planning

Police

Public Library

Public Works

Cemetery

Engineering

Sewer

Streets & City Parks

Water

Seaside Municipal Airport

Seaside Civic &

Convention Center

## BENEFITS

Medical/Dental/Vision

Excellent Retirement Benefits

Life Insurance

## COMMUNITY

Historic District & Promenade

Beaches

Water Recreation

Trails & Hiking

Community Pride

International Events



## THE COMMUNITY

The City of Seaside (population 7,115), part of Clatsop County, sits at the mouth of the Necanicum River on Oregon's North Coast. Seaside is an iconic tourist destination, with Oregon's Coastal Highway 101 running through town, the community offers a stunning natural environment in addition to ample recreation, local attractions, and famous convention events and sport tournaments. From serving as the final destination of Hood to Coast, the largest running and walking relay in the world, to the attractions like the Seaside Aquarium and the shopping and restaurants of the Historic Gilbert District, Seaside has a variety of amenities and events to draw tourists locally and around the world. The City's scenic beauty, historic charm, and vibrant atmosphere is treasured by residents and tourists alike.

Incorporated in 1899, Seaside values its rich history of exploration, economic development, and tourism. The area has been home for Clatsop, Chinook, and other tribal communities and past archeological digs uncovered artifacts as old as two thousand years and comprise some of the artifacts on display in the Seaside Historical Society Museum. It is also located just 15 miles south of a Lewis and Clark Expedition base camp, leading to the "Salt Works" development, now the frequented Lewis and Clark Salt Cairn National Monument, which was established in the Seaside's Cove in 1806 to provide much needed salt for the expedition's food preservation. Today, Seaside's coastal charm and abundance of activities maintain its reputation as a thriving tourist destination.





## THE COMMUNITY (CONT.)

Walkable streets, miles of coast, parks, beaches, the Historic Seaside Promenade, Necanicum Estuary, and the Sunset Empire Parks and Recreation District (including an indoor pool) provide ample opportunities for residents and tourists to recreate and enjoy the area's beautiful surroundings. The beaches and water recreation provide excellent fishing, clam digging, kayaking, and surfing opportunities. The recently renovated Seaside Civic and Convention Center supports internationally renowned events in addition to other popular attractions that happen annually in the City such as the

largest beach volleyball tournament in the world, hosting the Pacific Basketball League, and many others. The Funland Arcade and Seaside Carousel Mall continue to provide generations of visitors with fun and shopping in the city. Seaside's welcoming small community offers a sense of big city adventure with unequivocal coastal beauty.

## THE ORGANIZATION

The City of Seaside employs a Council-Manager form of government with the legislative and policy-making body composed of a 6-member Council and the Mayor. Four Councilors are elected from each of the four Wards, one Councilor is elected at large from Wards One and Two, one Councilor is elected at large from Wards Three and Four, and the Mayor is elected from the City at large and has a vote on Council matters. The Council appoints the City Manager as well as City Attorney and Municipal Judge. The City Manager is the City government's administrative head and is responsible for all City business administration. City departments include Administration, Building, Finance, Fire & Rescue, Human Resources, Planning, Police, Public Library, Public Works, the Seaside Civic and Convention Center, and the Seaside Municipal Airport. The City employs 81 full-time equivalent employees, and its 2021-2022 budget is approximately \$33.4 million.

## THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts,

and serves as a critical link between the policy-making and operational functions of the City.

## THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, and foster a professional and responsive organizational environment. Management experience to support staff development and organization policy updates for effective service is important. Value and practice collaboration, transparency, personal growth, and empathy. Supportive of staff as their primary representative with the City Council and community while promoting a culture of accountability, fairness, and high-quality work. Employ a management style that is highly organized, personable, communicative, inclusive, respectful, even-tempered, professional, and approachable is desired. Experience to manage human resources and union relations is essential.
- Strong public finance skills** to continue the City's responsible fiscal management by anticipating, planning, and adequately funding services and financial needs as well as provide continuity of financial duties through staff transitions. Ability to utilize a broad spectrum of revenue approaches to strategically integrate financial



planning with the City's long-term goals. Experience in a tourism-based economy as well as skills to facilitate City accounting system upgrades and Oregon budget law requirements is important.

- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, residents, visitors, and tourists. Demonstrates a commitment to accessibility, transparency, and timely communication. A communication style that actively encourages and respects two-way dialogues and is responsive to community concerns. Skills to effectively communicate complex policy issues with all audiences and to help build consensus on civic issues. An ability to communicate orally and in writing with clarity, substance, and conciseness.
- **Ability to foster effective intergovernmental relations** to build and maintain collaborative working relationships and actively represent Seaside in the region. Ability to manage ongoing projects and build new or expanded relationships with peer local governments, the County, the State, and other agencies through cost effective agreements, collaboration, proactive communication, and accountability.
- **Relevant emergency planning experience** to support ongoing disaster, emergency, and public safety needs working in coordination with multiple agencies. Proactively addresses infrastructure improvements, interagency planning, community training, and public notification system needs. Skills to effectively communicate information to the community and other audiences regarding tsunami, earthquake, and other emergency preparedness plans and resources is important.
- **A knowledge and experience with public infrastructure management, planning, maintenance, and funding** for bridges, streets, wastewater, and other improvement projects. Experience developing traffic management approaches in areas impacted by tourism and with elevated emergency risks is beneficial. Ability to engage community and intergovernmental interests to build project approaches, planning, and implementation will be important.
- **Ability to foster effective Council relations** through responsiveness, accessibility, and inclusivity. Proactively stays aware of City operations and informs the Council on issues important to them to facilitate informed, strategic decision-making processes. Ability to maintain and enhance an environment that promotes Council's ability to collaborate, set goals, and navigate challenging civic and other issues is beneficial.
- **Demonstrated experience in housing policy** approaches to support supply and affordability in a tourism-based economy. Expertise to appropriately manage housing developments, assess buildable land, and ability to engage the community in building shared visions of growth is helpful. Knowledge of Oregon land use law in





addition to rules related to wetlands, watersheds, and state managed forest lands, as well as experience to address issues related to houseless communities important.

- **Proactively inform and engage the community** in City activities and decisions that may impact them. Willingness to be accessible, open-minded, a listener, while committing to follow through on citizen inquiries and employing an even-handed approach to different views and interests. Maintain, strengthen, and expand the City's community involvement approaches to uphold the principles of transparency, inclusion, and public participation. Serve as a visible leader in the community and region.
- **Appreciation of the unique Seaside community attributes** that make it a friendly town with a strong sense of community. Embraces Seaside's distinctive environment and willing to integrate themselves into the City and community.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

## POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

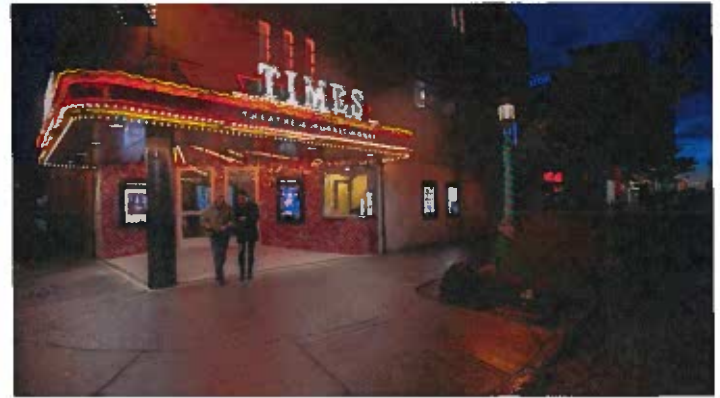
### • **Emergency Preparedness & Public Safety**

Given its coastal location and proximity to the Cascadia Subduction Zone, Seaside is committed to enhancing emergency planning efforts. In addition, as a tourist destination, the impacts on the community increase public safety challenges and concerns and the City has undertaken significant efforts to address these needs. Preparation for natural disasters will require ongoing and long-term work to prioritize, plan, and finance needs. These needs include repair of four of seven critical bridges, street improvement to accommodate traffic flow if emergency exodus is needed to safe sites such as the recently constructed disaster prepared school building, establishment of safe pathways to evacuate, emergency shelter options, and others. Furthermore, the City's regular influx of up to 60,000 visitors/tourists contributes to local and regional public safety strains that the City Manager will need to help address. These include supplementing public safety funding, supporting negotiations for plans to consolidate regional 911 dispatch operations cost effectively while providing adequate coverage, and pursuing strategies to maintain appropriate levels of paid and volunteer firefighters.

### • **Tourism Management**

Seaside, one of the oldest tourist destinations in the state, is host to a number of locally, nationally, and internationally renowned events that dramatically increase the City's population. The Seaside community regularly accommodates a substantial tourism influx, peaking during





the summer months, that generates additional public resource strains related to traffic, litter, and other public safety concerns such as illegal fireworks. As such, the City seeks a manager to effectively lead and leverage tourism related policies, financial revenue and cost implications, additional community public safety and emergency planning demands, while pursuing long term quality of life goals for the community. The City Manager will also be responsible for effective coordination and support of the Convention Center and Seaside Municipal Airport.

#### • **Housing Supply**

Like many cities, Seaside has experienced a rise in housing supply issues including lack of affordable workforce housing and impacts from people without shelter that are generating community concern. As a destination community, there are a large number of second homes, remote workers, and vacation properties that the City Manager will need to help address through effective policy and other approaches to accommodate housing for residents including the local workforce. Additionally, there have been ongoing and increasing social service and public safety challenges related to unsheltered people living in the city. The City Manager

will need to engage with the community and work with appropriate agencies and partners to identify potential solutions. Approaches may include providing effective oversight for the recently approved 200 housing and apartment units and other ongoing developments, assessments of buildable land, options to expand the City's Urban Growth Boundary respectful of borders challenging geographic constraints and federal lands, and effective allocation of Urban Renewal District funds.

#### • **City Staffing**

The City of Seaside has a number of important projects underway and has benefited from long tenured employees but is now facing several current and future Department Head and key staff retirements in addition to increased service demands and the need to optimally organize staff responsibility assignments. Additional analysis will be required to assess appropriate staffing levels to manage impacts from hiring freezes as a result of COVID-19, tourism, and city growth. Ability to effectively manage succession planning, union relations, and labor contract negotiation are also important. The City Manager will need to help preserve institutional memory, provide continuity of operations, and recruit for



## RECRUITMENT PROCESS

**Applications Due**  
April 18, 2022

**Preliminary Online  
Video Interviews**  
Week of April 25, 2022

**Finalist Interviews &  
Selection**  
May 17-20, 2022

### To apply:

For additional details,  
application materials,  
and instructions on  
how to apply, visit  
[jensenstrategies.com/  
recruitment/seaside  
citymanager](https://jensenstrategies.com/recruitment/seaside-citymanager)

### Questions may be directed to:

Emily Rehder  
Jensen Strategies, LLC  
503-477-5615  
[emily@jensenstrategies.com](mailto:emily@jensenstrategies.com)

*The City of Seaside is  
an Equal Opportunity  
Employer.*



these upper management positions. Skills to effectively staff the city workforce while maintaining a collaborative working environment will be important.

### • Public Infrastructure Improvements

Seaside has begun major efforts to update and improve the City's wastewater treatment and sewer system including addressing leaks and investing in a \$3-4 million dollar sewage dryer and other needed updates. These projects are intended to ensure adequate local capacity as well as provide opportunities to offer wastewater treatment services for nearby communities as well as generate revenue from associated energy production. The City Manager will be expected to oversee implementation of this infrastructure improvement and expansion including facilitating financing through bonds, American Rescue Plan Act (ARPA), and other measures as well as negotiation of mutually beneficial arrangements for services with peer communities.

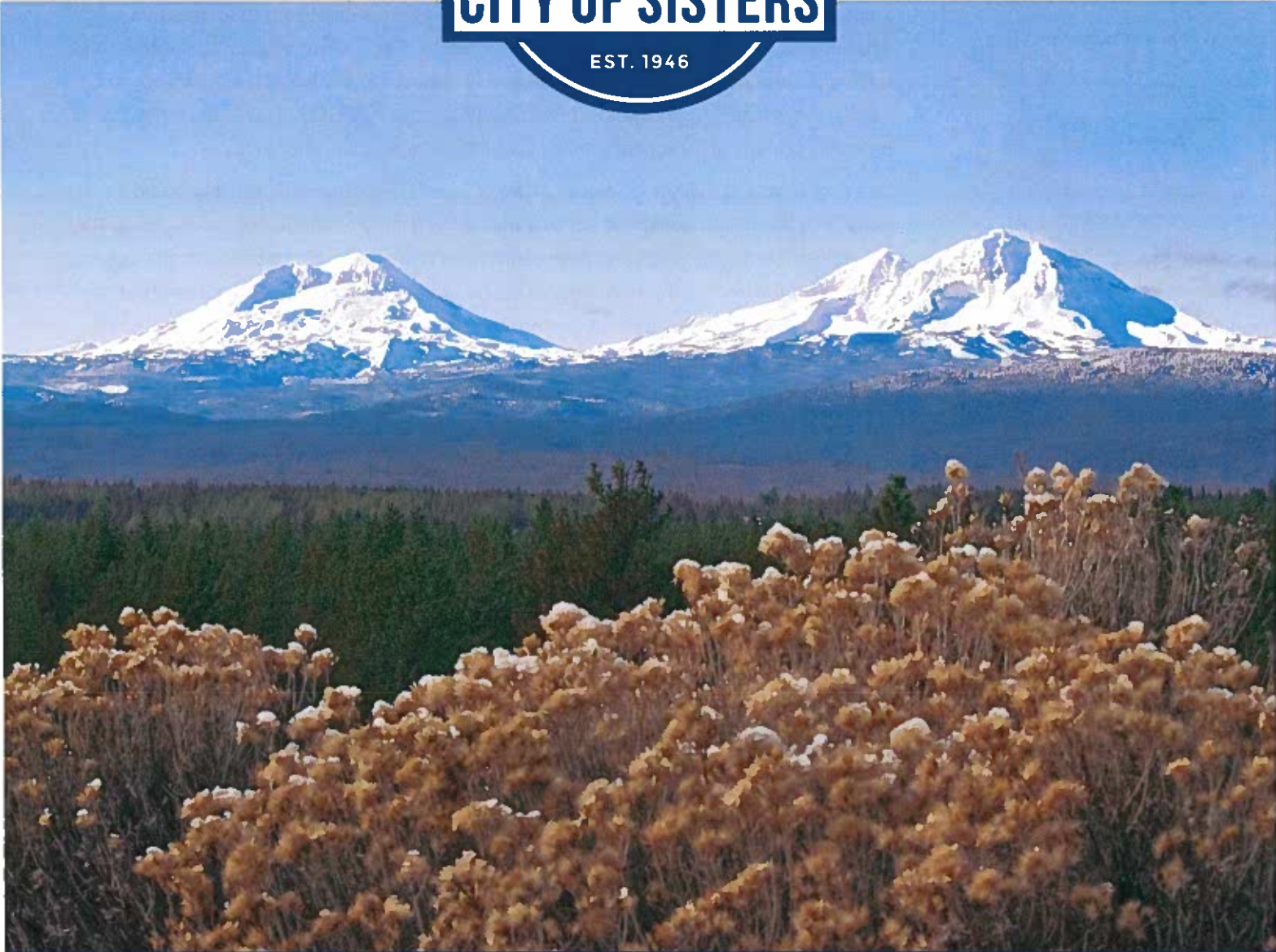
The City is also actively engaged with the Oregon Department of Transportation's work on a \$7 million dollar project to improve the safety and efficiency of Highway 101, which runs through town, by adding a turn lane. Ongoing coordination with the agency and mitigation of construction impacts on businesses, residents, and visitors/tourists will be important. Traffic and road improvements are also needed to provide adequate infrastructure and communication to establish safe access to the new disaster prepared school building.

## EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required. An advanced degree in Public Administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, human resources, union relations, and emergency planning is highly desired.







**CITY MANAGER**

City of Sisters, Oregon



# CITY MANAGER

## CITY OF SISTERS, OREGON

*\$120,000 to \$160,000 plus excellent benefits*



### POPULATION

3,475

### BUDGET

\$25 MILLION

### FTE POSITIONS

19.5

### CITY DEPARTMENTS

Administration  
Community Development  
Finance  
Public Works

### BENEFITS

Medical/Dental/Vision  
PERS Retirement  
Life & Disability Insurance  
Deferred Compensation

### COMMUNITY

Civic Engagement  
Small Town Character  
Natural Beauty  
Walkable  
Iconic Festivals  
Family Friendly

## THE COMMUNITY

The City of Sisters, Oregon (population 3,475) is located at the foot of the Cascade mountains in Deschutes County. Northwest of Bend and situated along US Highway 20, Sisters serves as a gateway to the Central Oregon region, and is renowned for its local attractions, including the Hoodoo ski area and prominent community events like the Sisters Outdoor Quilt Show, Sisters Folk Festival, and Sisters Rodeo.

Historically, Sisters Country was a rich site for Native Americans and fur trappers trekking through dramatic mountain vistas. Established in 1901 and incorporated in 1946, Sisters quickly became known for lumber-production. As highways in Oregon improved, the City became renowned for its' beautiful scenery and rich array of outdoor activities. Today, Sisters is an active, dynamic, and rapidly growing community and tourist destination while maintaining its walkable, small-town feel.

Sisters has a strong social fabric, with residents who are passionate, active in the community, and welcome civic involvement. With an abundance of family-oriented opportunities and one of the best performing school districts in the state, Sisters offers a fantastic environment for families. Sisters' residents take pride in their walkable downtown that is host to a unique combination of small-town living with larger-city amenities, including numerous restaurants, shops, galleries, golf courses, and a movie theater.





## THE ORGANIZATION

The City of Sisters employs a Council-Manager form of government with the legislative and policy-making body composed of a five-member City Council with four Councilors and a Mayor. The Council elects the Mayor, who serves a two-year term. Three Councilors are selected every biennial election with the two Councilors receiving the most votes serving a four-year term and the third Councilor serving a two-year term. All appointive offices, including the City Manager, are created and filled by a majority of Council. The City Manager serves as the City government's administrative head and is responsible for all City business administration and implementing policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hires key personnel, provides leadership and expert guidance, leads long-term planning efforts, and serves as a liaison between the policy-making and operational functions of the City. City departments include Administration, Community Development, Finance, and Public Works. Police as well as building permit and inspection services are contracted through Deschutes County. The Sisters-Camp Sherman Rural Fire District provides fire service. The City employs 19.5 full-time equivalent employees and 4 part-time contract employees, and with a 2022-2023 budget of approximately \$25 million.

## THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as the primary liaison between the policy-making and operational functions of the City.

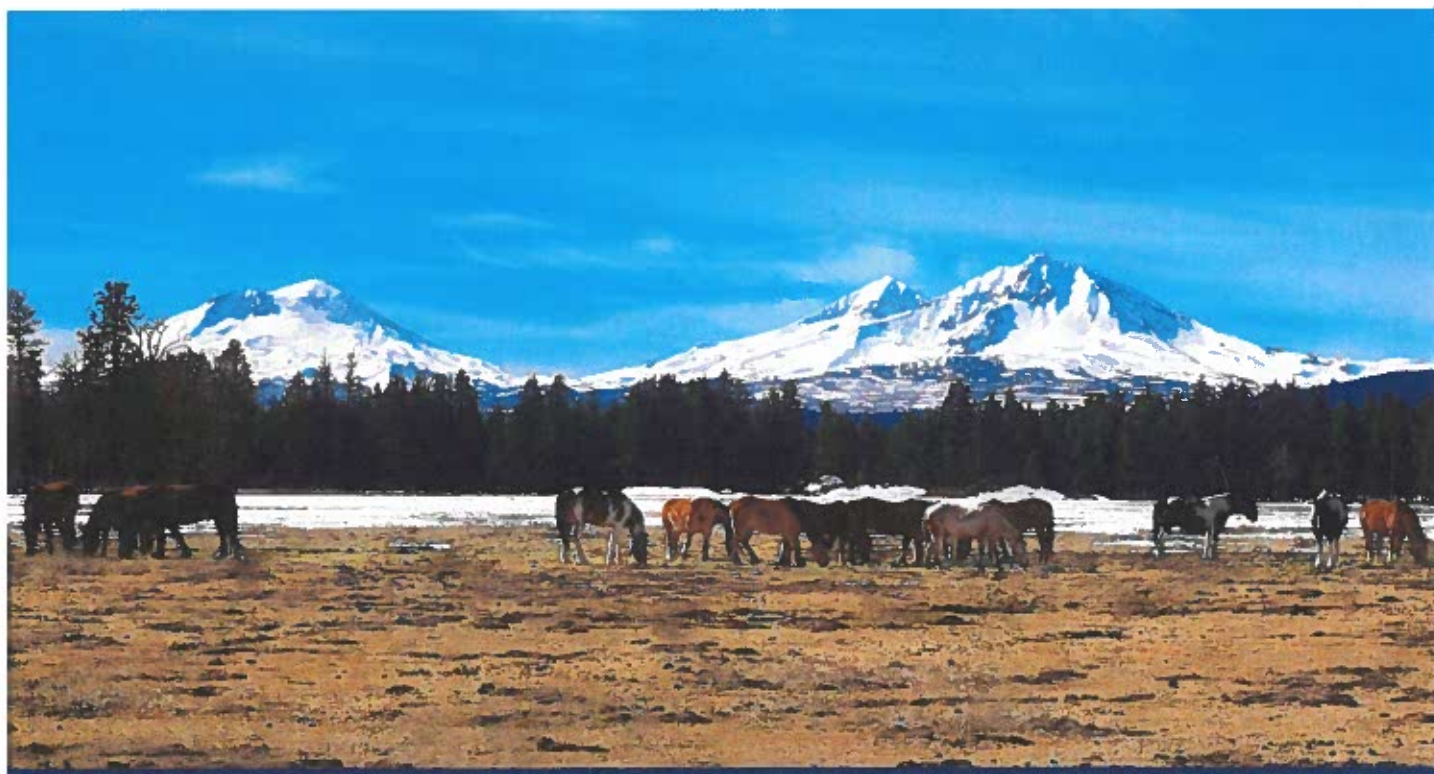
## THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong, well rounded, leadership and management** to provide clear direction, manage multiple departments, balance priority initiatives, and foster an active and forward-thinking organizational environment. Management experience to provide effective oversight, staff development, promote retention, and workforce planning. A community-oriented leadership style that demonstrates a commitment to communication, collaboration, transparency, integrity and empathy is essential. A personal demeanor that is organized, personable, patient, inclusive, respectful, even-tempered, and professional is necessary.



- **Ability to foster effective Council relations** through responsive, accessible, and inclusive relationship development. Proactively maintains awareness and keeps the Council informed of City operations and legal obligations to assist in their role as the City's governing body. Skills to foster and maintain an environment that enhances Council's ability to collaborate, set goals, and navigate challenging issues is key.
- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, and citizens. Demonstrates a commitment to accessibility, transparency, inclusion, ethics and timeliness in communication with all groups. A communication style that facilitates and encourages productive two-way dialogues, effectively communicates complex policy issues, responds to community concerns, and helps builds consensus is essential. Communicates verbally and in writing with clarity, substance, and conciseness.
- **Effective collaboration and service contract management** experience to develop and manage intergovernmental agreements and other coordination for outsourced provision of core municipal services.
- **Ability to foster effective intergovernmental relations** to maintain and strengthen working relationships while representing the City's interests. An ability to build new and manage existing relationships with other elected officials, local governments, the County, the State, and other agencies through cost effective and clear agreements, collaboration, and accountability is desired.
- **In depth housing expertise** to facilitate policy approaches that support affordable housing options for resident and workers in a growing, destination community. Experience related to effective application of local, state, and federal funding sources to support development, management of housing projects, facilitating community engagement to build share visions of growth is beneficial. Ability to support collaborative intergovernmental efforts to provide resources and address issues related to rural houselessness is important.
- **A strong understanding of public infrastructure** to support planning, maintenance, construction, and funding needs. An ability to carry out projects while planning for long term growth needs related to water, wastewater, and stormwater systems is important.
- **Demonstrated public finance skills** to continue the City's responsible and effective fiscal management.





Ability to strategically integrate financial planning with long-term goals is important. Experience with service needs and staff planning for a growing community with active tourism is beneficial. Knowledge of Oregon budget law and requirements is helpful.

- **Knowledge of transportation improvement project management** to support major projects underway. Experience with street asset maintenance and enhancement, traffic management, multimodal transportation planning, coordination of intergovernmental projects, and efforts to promote walkability is beneficial. Understanding of traffic management approaches in environments with high levels of tourism and risks of natural emergency situations is also helpful.
- **Ability to effectively coordinate natural hazard risk management** efforts through proactive planning for a variety of natural threats such as wildfires, storms, floods, earthquakes, and others. Skills to address emergency mitigation and preparedness in coordination with various agencies through infrastructure improvements, inter-agency planning, proactive communication, and community training is important.
- **Commitment to inform and engage the community** in policy and operational decisions. Demonstrates

accessibility, professionalism, open-mindedness, and even-handed approaches to differing views and interests. Ability to work effectively with Sisters' civically active community, maintaining and expanding the City's community involvement approaches to facilitate and encourage citizen engagement in City decision-making. A willingness to be transparent, inclusive, and uphold public participation for citizens including broader communities that frequent Sisters for resources or recreation is important.

- **Experience with long term planning & community development** to enhance the City and maintain high quality of life for a growing community. Experience with community engagement, master planning initiatives, and efforts to increase environmental sustainability and climate resilience is important.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

## POLICY DIRECTIVES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:



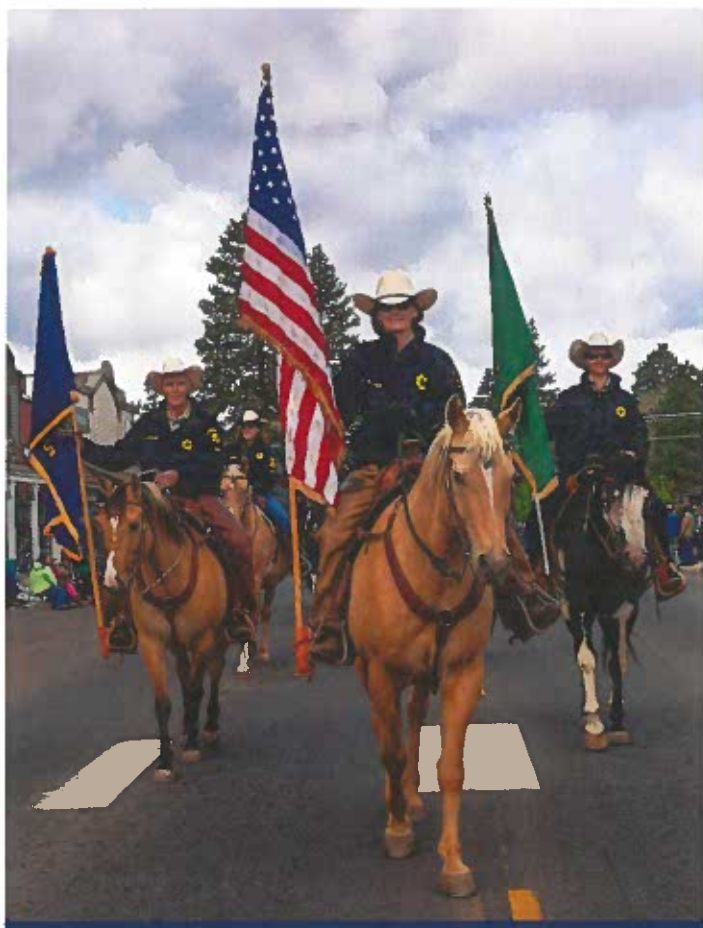
## Housing & Houselessness

The City of Sisters, like many cities, has an insufficient supply of housing and limited available land to provide additional living options for local workers or residents. Further, the community is also experiencing increased rates of rural houselessness which is generating public concern. To address these challenges the City has several housing projects underway as well as potential Urban Growth Boundary (UGB) expansion efforts which include updating the buildable lands inventory and completing a housing needs analysis. The next City Manager will be expected to facilitate affordable housing policy development to address issues including, but not limited to, increasing housing supply, workforce housing options, and building code updates. It is also expected the City Manager will serve as the primary City liaison with the community through communications and dialogues on these issues. The City Manager will also collaborate on solutions with local, state, federal, and other partners to address issues related to rural houselessness in the surrounding forest region. An ability to facilitate effective,

strategic, and legal approaches in alignment with Oregon land use, growth management laws, or relevant recent state laws or court opinions to support long term housing development and resources for individuals experiencing houselessness will be essential.

## Streets & Transportation

The City has a range of street and transportation projects in various stages of design, planning, or implementation to support traffic management and the community's ongoing development. These projects include but are not limited to construction of a roundabout, a potential highway alternate route, as well as a multimodal transit hub. The roundabout project located at the intersection of Highway 20 and Locust Street is shovel ready but will need ongoing management to ensure successful implementation. The City is also interested in options to pursue a highway alternate route for freight truck traffic for which the City Manager will need to effectively facilitate negotiations with Oregon Department of Transportation (ODOT) as well as assess feasibility and financing options. Finally, land has been purchased for the new multimodal





transit hub that is in the beginning stages of design. The next City Manager will need to facilitate effective implementation of these projects in coordination with key staff and partners.

### Public Infrastructure Improvements

Sisters has major efforts underway to update and improve the City's water, wastewater, and utility infrastructure to effectively address current and future needs. These projects include ensuring implementation of water and wastewater master plan initiatives, implementing the designed Lazy Z Ranch Wastewater Reuse Expansion project, assessing water and sewer rates, constructing the Westside pump station, as well as overseeing establishment of a new secondary water storage reservoir. The City Manager will be expected to oversee implementation of all these infrastructure improvements, supplementing additional financing, planning, and other project support as necessary.

### Parks & Community Development

Sisters takes pride in being a dynamic town with a strong sense of community. As such, the City has invested in opportunities to enhance community assets and fund economic development efforts through an Urban Renewal Agency (URA). This includes updating the parks master plan, which provides for the development of a three-acre property intended for an open-air multi-use covered event space. In addition, the City also has \$4 million in URA funding to invest in key projects. The next manager will be central in identifying opportunities to plan, finance, and implement these improvements.

## EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level public sector management experience are required, or equivalent education and experience.

An advanced degree in public administration or related field and five years of increasingly responsible public sector experience is preferable. Experience and/or training in housing policy and growth management is highly desired. Experience working in Oregon or Central Oregon and knowledge of state land use laws is preferred.



## RECRUITMENT PROCESS

### Applications Due

Sunday, February 26, 2023

### Semi-Finalist Online Video Interviews

Week of March 6, 2023

### Finalist Interviews & Selection

March 27 - March 30, 2023

**For additional details, required application materials, and instructions on how to apply, please visit:**

[www.jensenstrategies.com/recruitment/sisterscitymanager](http://www.jensenstrategies.com/recruitment/sisterscitymanager)

Questions may be directed to:

Emily Rehder, Jensen Strategies, LLC  
503-477-5615 or [emily@jensenstrategies.com](mailto:emily@jensenstrategies.com)

*The City of Sisters is an  
Equal Opportunity Employer.*





# **JENSEN STRATEGIES**

**(503) 477-5615**

**1750 S Harbor Way,  
Suite 350  
Portland, OR  
97201**

[www.jensenstrategies.com](http://www.jensenstrategies.com)







OCTOBER 2023

# City Manager Recruitment Proposal

FOR THE CITY OF NEWPORT, OR

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PRESENTED BY

**Greg M. Prothman**

President, GMP Consultants

**GMP CONSULTANTS**

Greg@gmphr.com

(206) 714-9499

www.gmphr.com





October 25, 2023

Mr. Jan Kaplan  
Mayor  
City of Newport  
169 SW Coast Hwy.  
Newport, OR 97365

Dear Mayor Kaplan,

Thank you for the opportunity to provide a proposal to assist the City of Newport with the recruitment of its next City Manager. GMP is well positioned to partner with the City as we are currently conducting manager/administrator recruitments for:

- City of Shady Cove, OR – City Administrator
- City of Canby, OR – City Administrator
- City of Cottage Grove, OR – City Manager
- City of John Day, OR – City Manager
- Grays Harbor County, WA – County Administrator

Additionally, GMP has just recently completed recruitments for:

- City of Oak Park Heights, MN – City Administrator
- City of Belgrade, MT – Assistant City Manager
- Lewis County, WA – County Manager
- Mountlake Terrace, WA – City Manager

These and other recently completed searches provide us with an excellent knowledge of both Oregon and national city management candidates for your recruitment.

Having conducted over 600 total recruitments and placements including 40 Oregon city/county manager recruitments by GMP Consultants, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates. GMP conducts approximately 70 to 80 national recruitments annually with clients ranging from Alaska to California and east to Minnesota.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or [Greg@gmphr.com](mailto:Greg@gmphr.com). I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman  
President  
GMP Consultants



## ABOUT GMP CONSULTANTS

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GMP Consultants is a Pacific Northwest-based public sector executive search firm with a collective 180 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

### Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 500 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

### Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

### Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants.

- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With nine former city managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.



## PROJECT TEAM MEMBERS

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### **Greg M. Prothman – President**

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

### **Bob Larson – Lead Consultant** *(Lead consultant on Cottage Grove - City Manager, Canby City - Administrator, Shady Cove City - Administrator & Greys Harbor County – County Administrator)*

Bob is an accomplished municipal manager who has held senior management positions in local government since 1987. His service includes 17 years with two communities in Washington State and 17 years with three communities in Minnesota. Bob is a past-president of the Washington City-County Manager Association (WCCMA). He also served on the board of directors of the Association of Washington Cities (AWC), Sound Cities Association (SCA) and NORCOM. He is known and well respected within municipal government for his leadership and management qualities. Bob has a strong background in municipal finance, capital programs development, creating community partnerships, economic development, customer service improvements and organizational development. He has a Bachelor of Science degree and a Master of Arts degree, both in Urban & Regional Studies. He is an avid cross-country skier, cyclist and hiker. He and his partner, Jane, enjoy travelling and new adventures. Most importantly, he is the proud father of Ben and Emma.

### **Kate Hansen – Project Manager**

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

### **Sarah Marsh – Content Designer**

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

### **Brenda Gabbitas – Recruitment Coordinator**

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

## WORKPLAN & APPROACH

### INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

#### Review and Finalize Search Process and Schedule

We'll meet with the City Council and staff to review project needs, process, schedule, and identify the scope of the recruiting market. Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment.

#### Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Resources
- Your Social Media (if applicable)

### STRATEGIC MARKETING

**Targeted Recruitments** - We develop advertising and place ads in websites, job boards, and periodicals.

Targeted ad placement will include:

- Intl. City Managers Association (ICMA)
- Oregon City Managers Association
- Oregon League of Cities
- Association of Oregon Counties
- Washington Association of Cities
- Association of Idaho Cities
- Municipal Management Association of Northern California
- Western Cities
- California City Management Foundation
- Colorado City Managers Association
- Government Jobs
- Careers in Government
- LinkedIn
- GMP Job Board

**Development of Candidate Database for Direct Mail & Email Invitations** - We will mail approximately 700 to 900 letters of invitation to city managers/administrators in the 11 western United States. We will also send out invitation to apply emails to over 5000 city managers and administrators nationwide.

### CANDIDATE SCREENING AND SHORTLIST PRESENTATION

**Candidate Application Materials** - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references.

**Selection & Interview of Semifinalists** - We review all candidate application materials and identify 8 to 12 of the most promising semifinalists. We conduct a one-hour interview with each semifinalist and provide written observations.

**Search Work Session** - We will meet with you to review semifinalists. Prior to the meeting we will send you the: each applicant's cover letter, resume, essay questions, the consultant semifinal interview notes and candidate summary sheet. The City Council selects the finalist candidates and designs the final interviews.

## FINAL INTERVIEWS & SELECTION

**Design and Preparation of Final Interviews** - We will help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We will tailor the process to fit your needs and prepare all the candidate materials for the interviews.

**Reference & Background Checks** - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

**Candidate Travel** - We'll also help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

**Final Interviews & Selection** - The City Council (and advisory panels if used) interview finalists. We will facilitate a debrief with all panel participants. After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

**Candidate Appointment** - We will facilitate potential contract elements with the City Council. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

## RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

<b>Kickoff Meeting</b>		<b>Client &amp; GMP: Meet to discuss timeline &amp; search process</b>
<b>Profile Development</b>	Week 1-2	<b>GMP: Meet with key stakeholders &amp; create position profile</b>
<b>Advertising</b>	Weeks 3 - 7	<b>GMP: Post online ads; send direct mailing</b>
<b>First Review</b>	Week 8 -9	<b>GMP: Conduct preliminary interviews with most promising candidates</b>
<b>Work Session</b>	Week 10	<b>GMP &amp; Client: Meet to review semifinalists and choose finalist candidates</b>
<b>Final Interview Preparation</b>	Week 11-12	<b>GMP: Conduct background &amp; reference checks, complete final Interviews schedule, coordinate travel with candidates</b>
<b>Final Interviews</b>	Week 12	<b>Client: Hosts finalist interviews</b> <b>Client: Makes hiring selection</b>

## PROFESSIONAL REFERENCES

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**City of St Helens, OR**

John Walsh, City Administrator  
jwalsh@sthelensoregon.gov  
503-366-8211  
Finance Director (*recently completed*)

**City of Gearhart, OR**

Chad Sweet, City Administrator  
chadsweet@cityofgearhart.com  
503-738-5501  
Police Chief (*recently completed*)

**Gunnison County, CO**

Matthew Birnie, County Manager  
MBirnie@gunnisoncounty.org  
970-641-3061  
Six department/assistant county manager  
recruitments

**City of Belgrade, MT**

Neil Cardwell, City Manager  
ncardwell@cityofbelgrade.net  
406-388-3760  
Human Resource Director  
Assistant City Manager

## PROFESSIONAL FEE

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The fee for conducting a City Manager recruitment is \$17,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,600 - 1,900)
- Direct mail announcements (approx. \$1,500 - \$1,800)
- Expenses: Air Fare, Car Rental, Hotel, Mileage at IRS rate and Consultant Travel at \$65 per hour
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

## GUARANTEE & WARRANTY

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Should the selected candidate leave the employment of the City within the first 12 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

## OREGON AND IN PROCESS CAO SEARCHES BY GMP'S CONSULTANTS

<b>City of Shady Cove, OR</b> City Administrator <i>(in progress)</i>	<b>City of Mountlake Terrace, WA</b> City Manager (2) <i>(Recently completed)</i>	<b>City of Hood River, OR</b> City Manager	<b>City of Waldport, OR</b> City Manager
<b>City of Cottage Grove, OR</b> City Manager <i>(in progress)</i>	<b>City of Astoria, OR (2)</b> City Manager	<b>City of Lake Oswego, OR</b> City Manager	<b>City of West Linn, OR</b> City Manager
<b>City of Canby, OR</b> City Administrator (2) <i>(in progress)</i>	<b>City of Bandon, OR</b> City Manager	<b>City of Lebanon, OR</b> City Manager	<b>City of Wood Village, OR</b> City Manager
<b>City of John Day, OR</b> City Manager <i>(in progress)</i>	<b>City of Burns, OR</b> City Manager	<b>City of Lincoln City, OR</b> City Manager	<b>City of Woodburn, OR</b> City Administrator
<b>Greys Harbor County, WA</b> County Administrator <i>(in progress)</i>	<b>City of Coburg, OR</b> City Administrator	<b>City of McMinnville, OR</b> City Manager	<b>City of Yachats, OR</b> City Manager
<b>City of Oak Park Heights, MN</b> City Manager <i>(just completed)</i>	<b>City of Coquille, OR</b> City Manager	<b>City of Milwaukie, OR</b> City Manager	<b>Clackamas County, OR</b> County Administrator
	<b>City of Drain, OR</b> City Administrator	<b>City of Mt. Angel, OR</b> City Manager	<b>Clatsop County, OR</b> County Manager (2)
	<b>City of Damascus, OR</b> City Manager	<b>City of Ontario, OR</b> City Manager	<b>Curry County, OR</b> County Administrator
	<b>City of Gladstone, OR</b> City Administrator	<b>City of Scappoose, OR</b> City Manager	<b>Deschutes County, OR</b> County Administrator
	<b>City of Hermiston, OR</b> City Manager	<b>City of Toledo, OR</b> City Manager	<b>Hood River County, OR</b> County Administrator
		<b>City of Troutdale, OR</b> City Manager	<b>Lane County, OR</b> County Administrator
		<b>City of Umatilla, OR</b> City Manager	

## ADDITIONAL CAO SEARCHES BY GMP'S CONSULTANTS

<b>Borough of Sitka, AK</b> Municipal Administrator	<b>City of Carnation, WA</b> City Manager (2)	<b>City of Duvall, WA</b> City Administrator
<b>City &amp; Borough of Wrangell, AK</b> Borough Manager	<b>City of Casper, WY</b> City Manager	<b>City of Edgewood, WA</b> City Manager (2)
<b>City &amp; County of Broomfield, CO</b> Deputy City and County Manager	<b>City of Chehalis, WA</b> City Manager (2)	<b>City of Ellensburg, WA</b> City Manager
<b>City of Arlington, WA</b> City Administrator	<b>City of Chelan, WA</b> City Administrator (3)	<b>City of Emeryville, CA</b> City Manager
<b>City of Bainbridge Island, WA</b> City Administrator	<b>City of Clyde Hill, WA</b> City Administrator	<b>City of Fife, WA</b> City Manager
<b>City of Battle Ground, WA</b> City Manager (2)	<b>City of College Place, WA</b> City Administrator	<b>City of Fircrest, WA</b> City Manager (2)
<b>City of Belgrade, MT</b> City Manager (2)	<b>City of Colorado Springs, CO</b> Assistant City Manager	<b>Town of Friday Harbor</b> City Administrator
<b>City of Bingen, WA</b> City Administrator	<b>City of Connell, WA</b> City Administrator (2)	<b>City of Gig Harbor, WA</b> City Administrator
<b>City of Bothell, WA</b> Deputy City Manager	<b>City of Covington, WA</b> City Manager	<b>City of Gillette, WY</b> City Administrator
<b>Assistant City Manager</b>	<b>City of DuPont, WA</b> City Administrator	<b>City of Hailey, ID</b> City Administrator



**City of Issaquah, WA**  
 City Administrator  
 Deputy City Administrator  
**City of Kelso, WA**  
 City Manager  
**City of Kenmore, WA**  
 City Manager (2)  
**City of Ketchum, ID**  
 City Administrator  
**City of Lacey, WA**  
 City Manager (2)  
**City of Lake Forest Park, WA**  
 City Administrator (3)  
**City of Lake Stevens, WA**  
 City Administrator  
**City of Lakewood, WA**  
 City Manager  
 Assistant City Manager  
**City of Leavenworth, WA**  
 City Administrator (2)  
**City of Lewiston, ID**  
 City Manager  
**City of Livingston, MT**  
 City Manager  
**City of Longview, WA**  
 City Manager  
**City of Louisville, CO**  
 City Manager  
**City of Lynden, WA**  
 City Administrator  
**City of Mill Creek, WA**  
 City Manager  
**City of Newcastle, WA**  
 City Manager (2)  
**City of Minot, ND**  
 City Manager  
**City of Monroe, WA**  
 City Administrator  
**City of Moses Lake, WA**  
 City Manager (2)  
**City of Mountlake Terrace, WA**  
 City Manager (2)  
**City of Mukilteo, WA**  
 City Administrator  
 Management Services Director  
**City of Newcastle, WA**  
 City Manager (2)

**City of Normandy Park, WA**  
 City Manager  
**City of Othello, WA**  
 City Administrator  
**City of Pasco, WA**  
 City Manager (2)  
 Deputy City Manager  
**City of Polson, MT**  
 City Manager  
**City of Port Angeles, WA**  
 City Manager  
**City of Post Falls, ID**  
 City Administrator  
**City of Prosser, WA**  
 City Administrator  
**City of Puyallup, WA**  
 City Manager  
**City of Rawlins, WY**  
 City Manager  
**City of Renton, WA**  
 Chief Administrative Officer  
**City of Ridgefield, WA**  
 City Manager  
**City of Riverton, WY**  
 City Administrator  
**City of Sammamish, WA**  
 City Manager (2)  
**City of Shelton, WA**  
 City Administrator  
**City of Sheridan, WY**  
 City Administrator  
**City of Shoreline, WA**  
 City Manager (2)  
 Deputy City Manager  
**City of South Lake Tahoe, CA**  
 City Manager  
**City of Spearfish, SD**  
 City Administrator  
**City of Spokane Valley, WA**  
 City Manager  
 Deputy City Manager (2)  
**City of Stanwood, WA**  
 City Administrator  
**City of Stevenson, WA**  
 City Administrator  
**City of Sultan, WA**  
 City Administrator

**City of Sun Valley, ID**  
 City Administrator  
**City of Sunnyside, WA**  
 City Manager  
**City of Thorne Bay, AK**  
 City Administrator  
**City of Tumwater, WA**  
 City Administrator  
**City of Vancouver, WA**  
 Assistant City Manager  
**City of Walla Walla, WA**  
 City Manager  
**City of White Salmon, WA**  
 City Administrator  
**City of Whitefish, MT**  
 City Manager  
**City of Woodinville, WA**  
 City Manager  
**City of Woodland, WA**  
 City Administrator  
**City of Yakima, WA**  
 City Manager  
 Assistant City Manager  
**City of Yelm, WA**  
 City Administrator  
**Blaine County, ID**  
 County Administrator  
**County of Los Alamos, NM**  
 County Administrator  
**Eagle County, CO**  
 County Manager  
**Franklin County, WA**  
 County Administrator  
**Gunnison County, CO**  
 County Manager  
 Assistant County Manager  
**Island County, WA**  
 County Administrator  
**Inyo County, CA**  
 Assistant/Deputy County  
 Administrator  
 County Administrative Officer  
**Jefferson County, WA**  
 Central Services Director  
**Lewis County, WA**  
 County Manager  
**Mason County, WA**  
 County Administrator





**Mono County, CA**

County Administrative Officer

Assistant County Administrative  
Officer

**San Juan County, WA**

County Manager

**Snohomish County, WA**

Executive Director (2)

**Summit County, UT**

County Manager

**Thurston County, WA**

Assistant Chief Administrative Officer

**Town of Friday Harbor, WA**

Town Administrator

**Town of West Yellowstone, MT**

Town Manager (2)

## EXAMPLES OF GMP'S POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached)

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# CITY MANAGER

## CITY OF COTTAGE GROVE, OREGON



### Why Apply?

Cottage Grove is a picturesque community in southern Willamette Valley that serves as the gateway to southern Oregon. Twice named an "All-American City" by the National Civic League, Cottage Grove's traditional small-town values make it an appealing place to live and raise a family. The community also enjoys a great sense of volunteerism and can-do attitude that are reflected in strong community partnerships. In Cottage Grove, economic development and redevelopment opportunities abound. The next City Manager will have the opportunity to further shape the community and support it in achieving its vision.



# Welcome to COTTAGE GROVE



Cottage Grove is a historic and vibrant community of 10,729 located 2 hours south of Portland at the southern end of the picturesque Willamette Valley. Situated amid the lush greenery at the confluence of the Row River and the Coast Fork of the Willamette River, Cottage Grove is known for its scenic beauty, historic covered bridges, and small-town charm. In 2021, Cottage Grove was named one of 60 "Charming American Towns" by both House Beautiful Magazine and Oprah Magazine.

Founded in 1887, Cottage Grove celebrates a rich history in goldmining and logging. The community pride in Cottage Grove's historical heritage is evident in the city's numerous museums and 20 colorful outdoor murals. The lively downtown is listed on the National Register of Historic Places and offers eateries, antique stores, boutiques, and live theater.

Known as the "Covered Bridge Capital of Oregon," the Cottage Grove area features 6 covered bridges dating back to 1920, attracting tourists and history buffs from all over. The famed Chambers Bridge is regarded as the last remaining covered railroad bridge west of the Mississippi. The city's charm and beauty have served as the setting for numerous Hollywood movies such as Buster Keaton's 1920 *The General*, *Animal House*, and *Stand By Me*.

The town gathers to celebrate its history and community spirit with annual events like Bohemia Mining Days, Fall Festival, Christmas in Cottage Grove, and trick-or-treating downtown. The community also has strong ties to nature with easy access to two beautiful lakes, multiple swimming locations and waterfalls, miles of scenic bike trails, several campgrounds, hiking trails, and two golf courses.

Residents appreciate Cottage Grove's tight-knit community and small-town feel within reach of the larger city offerings of Eugene, only 20 minutes away. Eugene Airport serves the region with commercial air travel.



# THE CITY OF COTTAGE GROVE

Incorporated in 1887, the City of Cottage Grove operates under a Council-Manager form of government with a total budget of \$51 million and a team of 93 FTEs. The City of Cottage Grove has seven elected officials: the Mayor and six City Councilors. The Mayor is elected for a two-year term and the City Councilors are elected for four-year terms.

Mayor Solesbee is serving her first term as Mayor of the City of Cottage Grove after being elected to the position in November 2022. Previously, she served as City Councilor in Ward 3 from 2018 to 2022.

Departments include City Manager's Office, Finance Department, Police Department, Library Services, Public Works, and Development Department and Divisions.



## THE CITY MANAGER

The City Manager is the Chief Administrative Officer of the City. The City Manager works under the general direction of the Mayor and City Council, which establishes policies and ordinances that the City Manager implements and administers. The City Manager directs and supervises all activities of the City departments to the end of obtaining the utmost efficiency in each and implements policy as established by the Mayor and City Council. The City Manager's Office is responsible to the Mayor and City Council for the planning, coordination, and overall performance of City services. The City Recorder serves as the manager's Administrative Assistant.







## THE IDEAL CANDIDATE

- A strategic and creative thinker who will ensure movement towards realization of an agreed-upon vision and goals.
- Fiscally responsible with a broad understanding of all City operations, especially utilities.
- A confident and self-assured demeanor that will engender trust with Council and staff; and proven skills in making timely, clear and unambiguous decisions.
- An understanding and appreciation of the importance of diversity, equity, and inclusion and demonstrated ability and success connecting with diverse groups of people.
- Will regularly and frequently engage the Mayor and Councilmembers equally and seek their input.
- A strong and competent communicator who is responsive to Mayor and Councilmembers, the community, and City staff; and who actively listens and follows up to resolve issues.
- Solution-oriented and responds to issues and inquiries in a constructive way with transparency.
- Skill in leading and facilitating policy discussions that support and enable Mayor and Council to reach consensus especially on difficult issues.
- The ability to be candid and transparent in providing responses to Mayor and Council and to disagree without being disagreeable.
- An assertive leader as well as a manager, one who sets an example for City staff in demonstrating integrity, honesty, and trustworthiness.
- Manages staff with empathy and understanding, demonstrates appreciation for good work, and inspires employees to build a long tenure.
- A commitment to empowering employees and a demonstrated ability to effectively delegate with trust without losing track of objectives and timelines.

## OPPORTUNITIES & CHALLENGES

- 1) **A Changing Population & Culture** - The community is transitioning and is more diverse than 20 years ago. How it adapts to and accommodates a changing culture and population will be of paramount importance and a critical priority. At the same time, residents and businesses need to be engaged and assured that these changes will improve the community and make it stronger and more resilient. The challenge will be how to maintain the community's good qualities as it evolves and grows.
- 2) **Communications Plan** - The City needs to develop, adopt, and implement a communications program that routinely provides the community with information about events, projects, programs as well as explains the issues the Mayor and Council are considering and the decisions they've made and why.
- 3) **Strategic & Financial Planning** - The City's facilities, utilities, and physical infrastructure will require capital maintenance and replacement over the next several years. The development of strategic and financial plans will be necessary to assist future Councils in making critical decisions regarding these essential assets and to provide the community and staff with a clear understanding of the objectives and how to achieve them.
- 4) **Homelessness** - Like many Oregon cities, Cottage Grove has experienced an increase in its unhoused population. The new City Manager will play a critical role in guiding the community in addressing the City's role in addressing how to provide transitional housing that is affordable and attainable.
- 5) **Project Management** - The City has obtained significant financial support in the form of grants to develop a new park and rebuild its Main Street corridor. These projects will have a substantial impact on the community and will require a diligent communication effort to include explaining the projects and their benefits, keeping the community informed during construction, and working with contractor(s) ensuring that businesses stay open and accessible.
- 6) **Relationship Building** - The new City Manager will need to quickly gain the trust and confidence of the Mayor, Council, staff and the community by demonstrating capable leadership to bring people together as a team and facilitate strong collaboration, especially as it pertains to decision making.





# EDUCATION & EXPERIENCE

The ideal candidate will have a bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field and a minimum of 7 years progressively responsible management experience. An advanced degree in public administration or related field is preferred. However, any combination of education and experience providing the knowledge, skills, and abilities necessary for successful performance is qualifying. The City of Cottage Grove is committed to fostering diversity, equity, and inclusion in its government and community, and encourages applicants from all backgrounds to apply.

## RESOURCES

[2022-2023 Budget](#)

[Cottage Grove 2037 - Vision and Action Plan](#)

[Cottage Grove Area Chamber of Commerce](#)

[Visit Cottage Grove](#)



## COMPENSATION & BENEFITS

The City of Cottage Grove is offering an annual salary range of \$150,000 to \$185,000 for this position, dependent upon experience and qualifications, along with a comprehensive benefits package. Visit [gmphr.com](http://gmphr.com) for benefit plan documents. Residency in Cottage Grove is required within six months of hire.



# TO APPLY

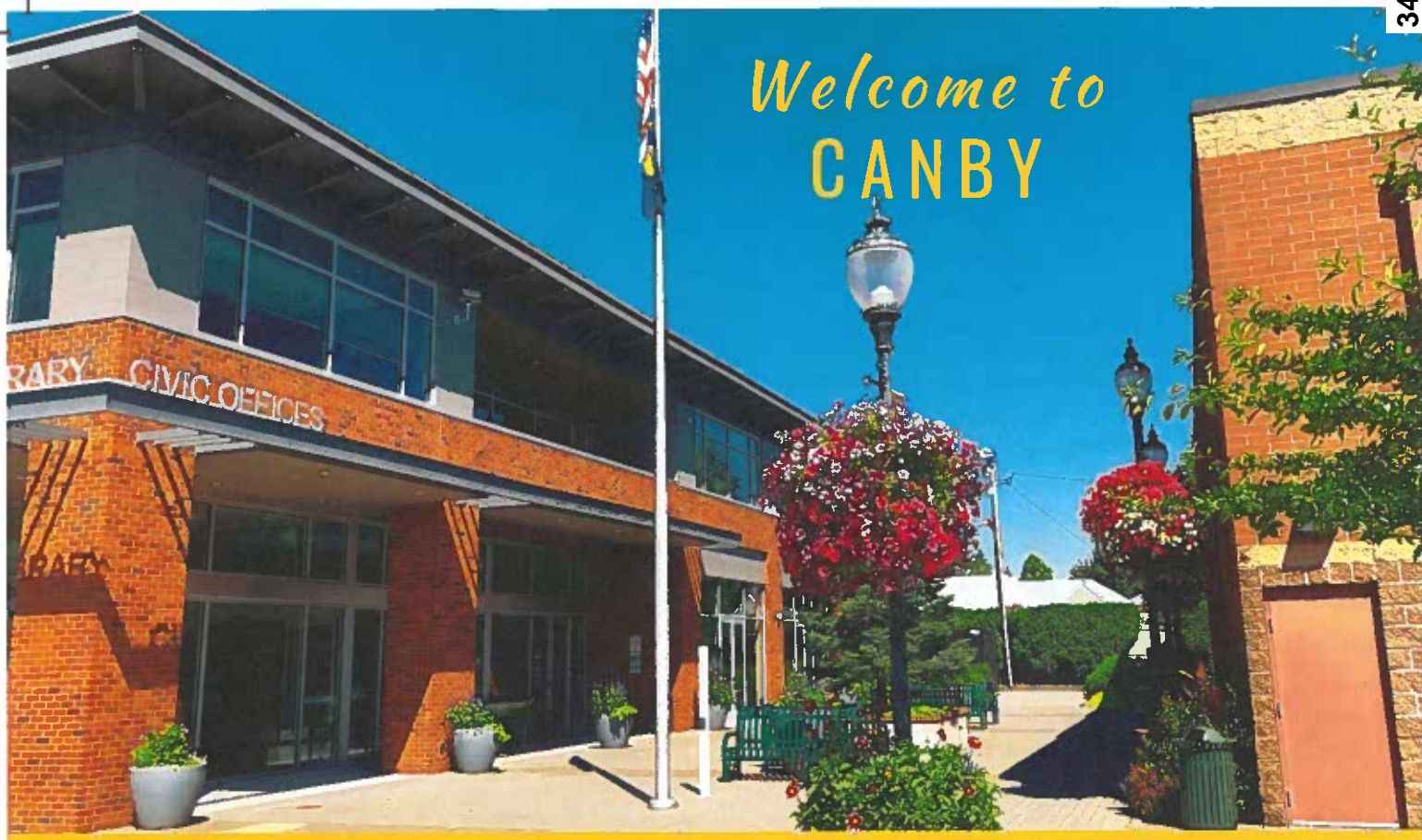
Apply Online: [gmphr.com](http://gmphr.com)

First Review: **November 5, 2023**

More Info: Bob Larson, GMP Consultants  
[bob@gmphr.com](mailto:bob@gmphr.com) / (425) 894-8097







## Welcome to CANBY

Dear Colleague,

GMP Consultants is assisting the **City of Canby**, Oregon in finding a **City Administrator**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

**Greg M. Prothman, GMP Consultants**  
[greg@gmphr.com](mailto:greg@gmphr.com) / 206-714-9499



### WHY APPLY?

This is a premier opportunity to lead a financially stable organization and help the community shape its future through positive changes related to its strategic location within the Portland metropolitan area. Canby is a tight-knit and friendly community that shows an abundance of care for one-another. The City is striving to maintain its high quality of life while it manages its growth through a strong community vision. Canby has consistently been recognized as one of the safest communities to live in Oregon.

The Mayor and Council, employees and members of the various advisory boards, commissions, and committees have a strong desire for leadership and guidance. The new City Administrator will have the opportunity to forge a team concept to apply to deliberations around issues and projects.

[gmphr.com](http://gmphr.com)



# THE CITY OF CANBY

Incorporated in 1893, the City of Canby operates under a Mayor-Council form of government with a 2023-2024 budget of \$44.1 million and a team of 110 FTE. The mayor serves for a term of two years, elected at each biennial general election. The Council is composed of six members elected from the city at large, each for a term of four years.

The City Council is responsible for passing ordinances, adopting the budget, appointing committees and hiring the City Administrator, City Attorney and the Municipal Judge. The City Administrator directs, coordinates, and administers the activities of the City as defined by the Mayor and Council. The City Council encourages broad community participation on City Boards and Commissions.

The City provides a full range of services: public safety; library; construction and maintenance of streets, parks, cemetery, and sewer infrastructure; recreational activities and swim center; a transit system; current and long-range planning; and development review. Canby owns and operates a wastewater system and treatment plant. The Canby Utility Board, a component unit of the City, manages and operates the water and electric infrastructure for the city.



View  
full position  
profile at  
[gmphr.com](http://gmphr.com)

## THE CITY ADMINISTRATOR

The City Administrator is responsible for general day to day administration of the City; working with the Mayor and City Council to implement their goals; enforcing the rules and contracts of the city; providing leadership to all City staff and direct supervision of 10 department directors; serves as the purchasing and contracting agent for the City; acts as the City budget officer; and supervises properties and the utilities of the City except those operated by the Canby Utility Board.

Additional responsibilities of the Administration department include the office of the City Recorder, and legal counsel to the Mayor and City Council through the office of the City Attorney.

## EDUCATION & EXPERIENCE

Bachelor's degree from a four-year college or university in public administration, business management, or closely related field; and ten years experience with a minimum five years related experience as a City Manager, Assistant City Manager, or department head.

Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job.

**DESIRED:** Master's degree in a related field and previous Oregon experience in a City Administrator/Manager position.

# LEARN MORE

Visit: [gmphr.com](http://gmphr.com)

Salary Range: **\$150,000 - \$185,000** annually DOQ

First Review: **September 24, 2023**

More Information: Bob Larson, GMP Consultants  
[bob@gmphr.com](mailto:bob@gmphr.com) / (425) 894-8097



**EXHIBIT A  
PROPOSER'S WARRANTY**

TO: City of Newport, Oregon PROPOSAL

OF:

( ) an individual ( ) a partnership (**X**) a corporation (please mark the appropriate box) organized und the laws of the State of \_\_\_\_.

The undersigned, having carefully read and considered the Request for Proposal to provide service for the City of Newport, Oregon does hereby offer to perform such services on behalf of the City, the manner described and subject to the terms and conditions set forth in the attached proposed Services will be performed at the rates set forth in the Proposal.

OFFEROR

**GMP Consultants**  
Company Name

BY   
Signature of Authorized Representative

Greg Prothman  
Print name

**PRINCIPAL OFFICE ADDRESS**  
Federal tax ID 87-4344980  
Address 7041 Cascade Ave SE  
City Snoqualmie  
County King  
State WA  
Zip Code 98065  
Telephone 206 714 9499  
E-Mail greg@gmphr.com

**THIS FORM MUST ACCOMPANY ALL PROPOSALS**

RFP Executive Recruitment Services for City of Newport City Manager



## **CM Hall's City Council Report, 10/15 - 11/5, 2023**

10/16/23: City Council Work Session

10/16/23: City Council Meeting

10/23/23: Attended 60+ Activity Center Committee Meeting

10/23/23: Meeting with League of Oregon Cities Executive Director Patty Mulvihill to discuss activity with Women's Caucus

10/25/23: Attended Civic Bridge Building Webinar hosted by the American Leadership Forum

10/26/23: Met with Councilor Robert Emond

10/27/23: Ride-along with Newport Fire Department

10/30/23: Attended Newport Facilities Tour

10/31/23: Attended 60+ Center Halloween Party

10/31/23: Attended City Hall Trick or Treat

11/1/23: Attended Parks & Rec Committee Meeting