

October 7, 2019  
6:00 P.M.  
Newport, Oregon

## CITY COUNCIL MEETING

### CALL TO ORDER AND ROLL CALL

The Newport City Council met on the above date and time in the Council Chambers of the Newport City Hall. On roll call, Allen, Goebel, Hall, Jacobi, Sawyer, Botello, and Parker were present.

Staff in attendance was Spencer Nebel, City Manager; Gloria Tucker, Deputy City Recorder; Derrick Tokos, Community Development Director; Tim Gross, Public Works Director; Mike Murzynsky, Finance Director; Rob Murphy, Fire Chief; and Jason Malloy, Police Chief.

### PLEDGE OF ALLEGIANCE

Council, staff, and the public participated in the Pledge of Allegiance.

### PROCLAMATIONS, PRESENTATIONS, AND SPECIAL RECOGNITIONS

Proclamation Regarding Great Oregon Shakeout - Accepted by Rob Murphy, Fire Chief. Tucker introduced the agenda item. Sawyer encouraged participation in the Great Oregon Shakeout. The proclamation was received by Murphy.

Proclamation Regarding Fire Prevention Week - Accepted by Rob Murphy, Fire Chief. Tucker introduced the agenda item. Sawyer proclaimed October 6 through 12 Fire Prevention Week. The proclamation was accepted by Murphy.

Proclamation Regarding Domestic Violence Awareness Month - Accepted by Eva Gonzalez and Kathleen Myers of My Sister's Place. Tucker introduced the agenda item. Sawyer proclaimed October Domestic Violence Awareness Month. The proclamation was accepted by Eva Gonzalez and Kathleen Myers of My Sister's Place.

### PUBLIC COMMENT

Jenny Stokes recommended another testing of the impact of the Georgia Pacific pipeline since the last testing was 10 years ago. She also asked the city to daily monitor the water since Surfrider is a volunteer organization.

Allen noted the study was completed in May of 2014 and accepted by the Council. He stated the study was completed five years ago by some very well-respected scientists at Oregon State University, including Scott Heppell and Sarah Henkel. Sawyer asked city administration to examine the recommended time frames for additional testing and report back. Allen suggested reaching out to Heppell and Henkel and asking them whether they believe further studies are necessary.

Nebel reported he would ask City Recorder Peggy Hawker to make that outreach. Parker noted a lot of water testing is done by the state department of health and they've

always wanted to do that testing year-round. He suggested getting state partners to fund year-round testing would benefit the City of Newport.

Willy Thomas brought up his concerns with vape regulations being considered by the State of Oregon and asked to work with the Council when issues reach the local level.

**Discussion and Update on Vacation Rentals.** Cheryl Connell indicated she is concerned with the amount of vacation rental applications approved and pending. She noted the online reporting system is still not operational and believed it would be online by August 21. She recommended an emergency moratorium effective from November 15, 2019 to March 15, 2020.

Tokos reported the online reporting form and signs with the complaint hotline will be distributed later this week. He stated staff elected to have them available at the same time. He noted the staff training was set for the end of August, not the implementation.

Hall asked when the first system reports are anticipated. Tokos replied information will be available in early November. Nebel noted that the applicants on the waiting list will not move forward for quite some time and no new licenses have been approved in 2019. He added it will be well into 2020 before the city would be in a position to do that. He recommended the work group explore this issue after the first week of November.

### **CONSENT CALENDAR**

The consent calendar consisted of the following items:

- A. Approve the minutes of the executive session of September 16, 2019;
- B. Approve the minutes of the work session of September 16, 2019;
- C. Approve the minutes of the regular session of September 16, 2019;
- D. Recommend to the Oregon Liquor Control Commission Approval of an Off-Premise License for Archway Market Located at 701 NW Beach Drive, Units C5, C6, and C7.

Allen noted a change to the minutes of the regular session at the work session. MOTION was made by Goebel, seconded by Hall, to approve the consent calendar as amended. The motion carried unanimously in a voice vote.

### **LOCAL CONTRACT REVIEW BOARD CONSENT CALENDAR**

The Local Contract Review Board consent calendar consisted of the following items:

- A. Approve a Consulting Engineering Agreement with Water Systems Consulting for Engineering Assessment and Preliminary Design Recommendations for the Yaquina Heights Water Tank Rehabilitation not to Exceed \$99,032;
- B. Authorize a Notice of Intent to Award the South Beach Conduit Upgrades - Phase 1 to Enterprise Northwest, DBA, Earthworks Excavation in the Amount of \$878,700.10, Based on Unit Prices, and Direct the City Manager to Execute the Contract Upon No Protest on the Contract Award.

Sawyer opened the Local Contract Review Board at 6:30 P.M. MOTION was made by Allen, seconded by Botello, to approve the Local Contract Review Board consent

calendar. The motion carried unanimously in a voice vote. Sawyer closed the Local Contract Review Board at 6:30 P.M.

## PUBLIC HEARING

Public Hearing and Potential Adoption of Ordinance No. 2156, an Ordinance Repealing and Replacing Newport Municipal Code Chapter 14.20 Relating to Flood Hazard Areas and Including an Emergency Clause making the Ordinance Effective October 18, 2019. Tucker introduced the agenda item. Nebel reported at the end of 2016, the Federal Emergency Management Agency (FEMA) issued an updated set of flood insurance rate maps (FIRM), which are used to establish areas in which flood insurance is necessary. He stated on April 18, 2019, FEMA notified the city that the agency flood hazard determination will become final effective October 18, 2019, and upon receipt of the final maps, the Planning Commission initiated the legislative process to amend the city's flood hazard regulations and zoning overlay map.

Sawyer opened the public hearing, on Ordinance No. 2156, at 6:34 P.M. He called for public comment. There was none.

Sawyer closed the public hearing for Council deliberation at 6:34 P.M.

MOTION was made by Jacobi, seconded by Parker, to place Ordinance No. 2156, an ordinance repealing and replacing Newport Municipal Code Chapter 14.20 relating to flood hazard areas and including an emergency clause making the ordinance effective October 18, 2019 for final passage, and read by title only. The motion carried unanimously in a voice vote.

Tucker read the title of Ordinance No. 2156. Voting aye on the adoption of Ordinance No. 2156 were Jacobi, Parker, Goebel, Allen, Hall, Sawyer, and Botello.

Public Hearing and Potential Adoption of Ordinance No. 2157, an Ordinance Amending Chapter 14.21 of the Newport Municipal Code Relating to Geological Hazardous Areas and Resolution No. 3871, a Resolution Setting a Fee for Peer Review of Geological Reports and Active Landslide Areas. Tucker introduced the agenda item. Nebel reported earlier this year, the Planning Commission considered a request from Mona Linstromberg to make certain amendments to the Newport Municipal Code (MMC) as it relates to the development or redevelopment within active landslide areas. He stated the City of Newport has adopted a geologic hazard overlay, which contains areas of known geologic hazards or potential hazards. He noted this includes bluff or dune-backed shoreline areas, within high or active hazard zones, as identified by the Department of Geology and Mineral Industries (DOGAMI), active or potential landslide areas, prehistoric landslides or other landslide risk areas, as identified by DOGAMI, and any other documented geological hazard area on file, at the time of inquiry, in the office of City of Newport Community Development Department.

Nebel reported Ordinance No. 2157 addresses only the active landslide areas, not the bluff or dune-backed shoreline areas, or the prehistoric landslide areas which constitute the majority of lands subject to the geologic hazard regulations. He stated approximately 14.3% of Newport's land area falls within a mapped geologic hazard area with 1.3% of the land falling within an active landslide area. He noted for all geological hazard areas, new requirements would include that a certified engineering geologist or geotechnical engineer, outline the extent of exploratory excavation in writing before work is performed,

and provide oversight of the work that is being performed, as part of the geological study. He added geological reports are to be performed under the most current guidelines issued by the Oregon State Board of Geology Examiners, and there is a change that requires a 25-year design for new storm water retention facilities. He concluded the ordinance clarifies that geotechnical and civil engineers are qualified to prepare erosion control plans.

Nebel reported the final change impacts only active landslide areas, and development projects in these areas would be required to pay for a peer review of the geological report submitted for development within the active landslide areas. He added Resolution No. 3871 establishes a \$2,500 fee that the applicants must pay to offset a portion of the city's cost in having geological reports peer reviewed. This will be an additional cost for developments that occur in active landslide areas.

Tokos reported the Oregon Shores Conservation Coalition is requesting seven days for submittal of additional comments. He recommended continuing the public hearing to November 4, 2019 with the open record period open until 5:00 P.M. on October 21, 2019.

Sawyer opened the public hearing, on Ordinance No. 2157, at 6:43 P.M. He called for public comment.

Mona Linstromberg thanked the Planning Department and Planning Commission for its receptiveness to the ordinance. She asked the Council to consider an emergency clause for the ordinance.

Sawyer closed the public hearing for Council deliberation at 6:46 P.M.

MOTION was made by Goebel, seconded by Hall, to continue the public hearing on Ordinance No. 2157 and Resolution No. 3871 to November 4, 2019 with the open record period for additional testimony closed at 5:00 P.M. on October 21, 2019. The motion carried unanimously in a voice vote.

Goebel asked how the peer review is managed. Nebel replied the city would contract out with a fixed fee of \$2,500. Tokos reported at this time the city plans to contract with a firm out of Portland called G2, and after discussions with them, determined \$2,500 would be sufficient for most cases. Goebel asked if the city would be exposed legally for contracting the peer review. Tokos emphasized he is not a lawyer, but as long as the applicants are following the city's code, the city should be fine. Goebel clarified the city would get a legal opinion on the matter.

Allen suggested an emergency clause in the draft ordinance for perhaps final adoption and passage on November 4. He also requested that Tokos include the fee amount justification in writing.

**Public Hearing and Potential Adoption of Ordinance No. 2158, an Ordinance Annexing Property Located at 4263 S. Coast Highway.** Tucker introduced the agenda item. Nebel reported on July 3, 2019, Dennis B. Anderson submitted an application to annex property into the city limits. He stated the Planning Commission held a public hearing on the proposed request on September 9, 2019, and there was no testimony in opposition of the annexation. He noted the Planning Commission voted unanimously to recommend approval of annexation to the City Council, with the property being zoned I-1/"Light Industrial" as outlined in the application. He added the applicant wishes to connect to city sewer for the mobile home park, and the annexation will withdraw the property from the Newport Rural Fire Protection District, the Lincoln County Library District, and Seal Rock Water District.

Sawyer opened the public hearing, on Ordinance No. 2158, at 6:56 P.M. He called for public comment.

Candace Ford and Dave Stoker asked the effect of the annexation on adjacent property owners. Tokos explained there is no effect on adjacent property owners. He added annexation of the property is a requirement for sewer hookup, and otherwise the difference is negligible. Allen explained the Rural Fire Protection District.

Sawyer closed the public hearing for Council deliberation at 7:05 P.M.

MOTION was made by Goebel, seconded by Hall, to place Ordinance No. 2158, an ordinance annexing approximately three acres of property located at 4263 S. Coast Highway into the City of Newport for final passage, and read by title only. The motion carried unanimously in a voice vote.

Tucker read the title of Ordinance No. 2158. Voting aye on the adoption of Ordinance No. 2158 were Jacobi, Parker, Goebel, Allen, Hall, Sawyer, and Botello.

## COMMUNICATIONS

From Oregon RAIN, Caroline Cummings, Executive Director - Request for Funding for Catalyzing Entrepreneurship and Innovation in the Yaquina Bay Region. Tucker introduced the agenda item. Nebel reported Caroline Cummings, Executive Director for Oregon RAIN, met with Mayor Rod Cross from Toledo and him about a Yaquina Bay initiative with the two cities participation being matched with funding from Lincoln County. He noted the amount of \$15,000 would be prorated by population between the two cities and \$10,000 has been designated for this purpose. He indicated the City of Toledo would commit \$3,803.11 per year, the City of Newport would commit \$11,191.89 per year, and Lincoln County would prorate \$15,000 to fund a half-time dedicated rural venture catalyst for Toledo and Newport to implement and measure the effectiveness of the venture catalyst tool kit. Caroline Cummings presented Catalyzing Entrepreneurship and Innovation in Rural Oregon. She explained Oregon RAIN's vision and the economic impact of entrepreneurship. She emphasized a partnership of two cities and a county is the minimum needed to begin the program.

Allen pointed out an error in the Memorandum of Understanding included in the packet. He clarified the difference between Newport's and Toledo's allocation of funding was based on population. He also clarified that although Newport is paying three times the amount as Toledo, RAIN is not constrained to keep the bulk of work in Newport. Cummings further explained the catalyst would spend two of the two and a half days in Newport.

Goebel asked how this is funded. Nebel replied \$10,000 has been appropriated. He clarified the city's commitment would be to fund it for two years subject to budget considerations and the MOU in the packet may have minor adjustments.

Botello indicated she sees the program tied to Vision 2040, and asked what is the approach to different communities. Cummings replied RAIN hopes to hire a local venture catalyst who is Spanish speaking. She added the partner organization Collins Foundation could help RAIN reach out to Lantinx, youth, and people with disabilities.

Allen emphasized the need for language to be included that speaks to the issue that if there is no budget appropriation for reasons other than the agreed upon metrics, the city will not owe the second installment. Allen said he is concerned about committing to

something that the city may not be able to fulfill if the budget committee or the Council decides not to support this next year. He recommended legal review of the agreement.

Hall asked for more detailed information, the plan to hire someone who is bilingual for minimum wage, and the distinction between RAIN and the Small Business Development program at Oregon Coast Community College. Cummings gave examples of how RAIN has helped Lincoln County entrepreneurs. She noted 30 percent of the people they find are referred to the Small Business Development Center for specific training. She pointed out the coaching that RAIN provides is free, while the Small Business Development Center does charge for its classes. She clarified the total budget is \$50,000 to \$60,000, which includes the part-time salary, expenses, and overhead. She stated the catalyst would make \$3,000 to \$4,000 a month for part-time work.

Allen asked for a budget spreadsheet to be provided. Kiera Morgan explained how RAIN helped her launch a business. Goebel expressed concern for the cost. Hall emphasized the need for examples.

**From City Attorney Steve Rich - Receipt of a Letter of Resignation.** Tucker introduced the agenda item. Nebel reported City Attorney, Steve Rich, submitted a letter of resignation from the City of Newport effective October 11, 2019, due to health issues. He expressed the city administration's great appreciation of Steve's services over the past five years. He noted Steve was an important stabilizing factor in an organization that had seen regular turnover in City Attorneys, Finance Directors, HR Directors, and City Managers in previous years. He added during his tenure as City Attorney, Steve was always available for all employees to consult with legal policy issues impacting the city. Goebel requested the city create a document honoring Steve Rich for his work. Allen noted working with Steve Rich over the years, he thought he provided a calm presence during meetings.

MOTION was made by Goebel, seconded by Botello, to receive the letter of resignation from City Attorney Steve Rich, effective October 11, 2019. The motion passed unanimously in a voice vote.

Allen asked when city administration anticipated starting the process for hiring another city attorney. Nebel suggested October 21 as a good meeting to have the Council discuss potential next steps. Allen stated he would like Department Head input on the next legal counsel. Nebel indicated he can prepare a report including input from Department Heads. Goebel suggested the October 21 work session. Allen concurred with Goebel.

### **CITY MANAGER'S REPORT**

**Authorization of Improvements to the Skate Park.** Tucker introduced the agenda item. Nebel reported significant repairs and renovations were completed last year on Newport's Skate Park. He stated Rogue Brewery indicated that they would like to fund the entire second phase of improvements to this facility. He noted the estimated cost of this phase is \$45,000, and would include replacing approximately 1,500 square feet of pavers and other surfaces with concrete, a pool block extension, mini ramp, pocket behind the small bowl, street features, "doorway" and entrance, and a manual pad. He reported Rogue Brewery has been conducting a fundraiser for the skate park over the last year and-a-half and intends to pay for the improvements directly, with the city receiving the benefit of the

work. He added Dreamland would like to start this project by the middle of the month, with the work being completed by November 1.

MOTION was made by Goebel, seconded by Hall, to accept the gift of improvements to the Newport Skate Park from Rogue Brewery and authorize the City Manager to enter into any agreements necessary to accomplish this project, as recommended by the city's legal counsel. The motion carried unanimously in a voice vote.

**Report and Possible Action on the Recommendations from the Planning Commission Regarding Implementing a Parking Management Plan for the Bayfront, Nye Beach, and City Center.** Tucker introduced the agenda item. Nebel reported over the past three years, a Parking Study Advisory Committee was established by Council to work with consultants to develop a parking management plan for the Bayfront, Nye Beach, and city center. He noted the plan seeks to improve the availability of public parking for all users, which includes wayfinding, lighting, needed parking improvements, transit/van pool options and city parking standards for new construction. He stated, on September 9, the Planning Commission held a public hearing on the committee's recommendations along with an ordinance that would establish a standing advisory committee to assist with implementation. He reported the motion to send on the recommendations and ordinance failed 3 to 4. He stated the second motion to refer the matter back to a newly created committee and have them develop recommendations on how to address parking issues without utilizing meters on the Bayfront passed. He noted the Port Commission, who was a partner in the development of these plans, has asked the City Council to schedule a public hearing on the recommendations that went before the Planning Commission prior to making a decision on referring this matter back to a committee. He suggested that if the Council wants to hold a public hearing on the original parking plan, that no action be scheduled for that night, however, Council could close the public hearing and then consider action at the November 18 meeting.

Nebel reported the Finance Work Group has had discussions regarding ways to obtain fees from other sources rather than taxes to pay for some important public improvements. He indicated parking fees collect revenue from visitors, as well as, residents to cover the costs of parking in certain areas, and parking fees would cover a higher level of enforcement and would provide money for various improvements to the parking system over time.

Planning Commissioners Bob Berman and Bill Branigan provided summaries of the Planning Commission's opposing views on the matter. Berman reported the majority of the public testimony and the Planning Commission opposed parking meters. He suggested a new committee explore possibilities other than parking meters. Branigan reported the committee discussed parking issues for three years with representation from several different constituencies. He recommended trying parking meters on the Bayfront on a limited basis to see if it works. He added the majority of the public comment was from Nye Beach. Berman pointed out there is a significant capital cost for experimenting with parking meters.

Botello asked how these recommendations relate to the Transportation System Plan (TSP) update. Tokos replied whatever is adopted would be rolled into the TSP. He added commercial fisherman, retailers, and fish processors have been included in the process. Parker suggested holding a public hearing.

Linda Neigebauer concurred with Branigan's summary of the committee's work. She explained carrot and stick methods need to be used to change behaviors. She also emphasized the need for an oversight committee.

Allen indicated he supported scheduling a public hearing. Hall stated she would prefer a work session to discuss the matter first. Goebel concurred with Allen on holding a public hearing.

MOTION was made by Parker, seconded by Allen, to direct staff to provide notice for a public hearing before the Newport City Council regarding the proposed amendments to the Newport Comprehensive Plan relating to how parking is managed in the Bayfront, Nye Beach, and city center areas for the November 4 City Council meeting. The motion carried 5-2, Hall and Botello voting nay.

**Report on the Rogue Brewery Transient Room Tax Review.** Tucker introduced the agenda item. Nebel reported earlier this year, the Community Development Department determined that Rogue Ales had been running a vacation rental operation above the Rogue Ales bayfront establishment without proper endorsements, or a business license. He stated Rogue Ales took steps to address the deficiencies in this operation to be allowed to continue using this space as a vacation rental. He noted as part of the review of this issue, Rogue had indicated that they had operated a vacation rental for a number of years, but were not aware of the obligation of paying a local room tax. He reported Rogue has cooperated in providing various information to the Finance Department showing historic revenues obtained from renting the three units as vacation rentals. He stated as part of Finance's investigation, there was no clear evidence of fraud or intention to evade the room tax discovered during the review of Rogue records. He noted the Finance Department was provided ample access to all the records that they requested to see. He reported while Rogue was negligent in not submitting local room tax forms and paying room tax, there is no evidence that there was willful conduct on the part of Rogue to evade the local room tax. He stated it is the Finance Department's determination that Rogue owes \$16,385.77 for unpaid room tax with interest of \$7,640.35 for a total of \$24,026.12. He added it is the city's intent to issue a bill in this amount to resolve the delinquent tax issue with Rogue.

Allen summarized the city relied on municipal code provision 3.05.090(A)(2) that speaks to deficiency provisions once someone has submitted a report. He said his question regarded using the correct provision under the code in determining whether the city can go back three years. He stated he asked city administration to check with legal counsel on code provision 3.05.090(B) that speaks to failing to collect, report, or remit the room tax. Allen clarified the situation was the city's discovery of Rogue's failure to actually collect the tax. He noted if that subsection does apply, there wouldn't be a requirement to go back three years, but to the very beginning, even if no fraud had been committed. Nebel reported legal counsel opinion had not changed, and that the three-year period is the appropriate period.

Allen recommended the subsection be more clearly drafted in the future. He noted the tax administrator or tax administrator designee makes decisions on the collection of the room tax, but there is an appeal provision to the City Council. He read the code provision, "any person aggrieved by any decision or action of the tax administrator may appeal to the City Council by filing a written appeal with the tax administrator within 20 days of the serving or mailing of the tax notice or decision of the tax administrator." He stated the

definition of a person can mean anyone including an individual. He indicated what the definition of aggrieved means is open to interpretation.

**Report on Electric Vehicle Charging Stations in the City of Newport.** Tucker introduced the agenda item. Nebel reported at the August 5, 2019, City Council meeting, Councilor Goebel had placed a discussion on electric charging stations on the Council agenda. He noted since that time, Councilor Parker has been accumulating additional information regarding charging stations, and took him on a tour of the current charging stations available in the City of Newport. He explained the current status of electric vehicle charging stations in Newport, the status of charging stations in other communities, and the costs for charging stations. He outlined Council options as

(1) pursue options for providing electric vehicle charging services at the Performing Arts Center and at the Agate Beach Wayside.

(2) monitor legislation which will be considered by Congress to replace the current transportation enhancement funding that is provided to State and local governments. Funding sources, such as the TIGER Grant that provided the initial charging station at the Herbert Street parking lot, may have provisions for local units of government to further build out the network of electric charging stations.

(3) educate, promote, and encourage local business to consider establishing charging stations at their establishments.

(4) work with institutional partners, Lincoln County, the Port, schools, OSU, and the hospital to consider providing charging stations at their facilities.

(5) explore regulatory measures or incentives to expand charging stations in the city.

Nebel concluded electric vehicles are on the increase across the United States, and the infrastructure to charge these vehicles continues to evolve, due to the duration that is required for charging vehicles, unlike filling a car up with fuel. He stated a system of spreading out charging stations throughout the community makes more sense than consolidation of those activities in a handful of locations. He added with direction from the Council, the city will be able to pursue additional refinement of options going forward.

Parker reported on the benefits of credits available for individuals. He mentioned the possibility of working with the Chamber of Commerce on Travel Oregon grants. He requested another month of researching the possibilities for chargers in Newport.

**Report on the Recruitment for the Parks and Recreation Director Position.** Tucker introduced the agenda item. Nebel reported he has met with department heads, Parks and Recreation full-time staff, Parks Maintenance Superintendent, Public Works Director, the Parks and Recreation Advisory Committee and the 60+ Advisory Committee to obtain input as to the qualities that are important in the next Parks and Recreation Director. He stated there is a unanimous consensus that the Parks and Recreation Director should be overseeing Parks Maintenance. He listed some of the specific comments from the Parks Advisory Committee regarding important qualifications, which include: strong leadership qualities to help shape the direction of the Parks and Recreation Department; having capabilities to envision the future of what recreation is; a person that is inspirational to the employees reporting to this position; good negotiating skills for working through group problems; building partnerships with other organizations; having the capability of understanding the limitation of resources and economically maximizing the use of those resources; having someone invested in the community; understanding their past

accomplishments and the role they played in achieving those accomplishments; actively engaged in implementation of the Parks Master Plan; having a good balance between the maintenance and development of parks and the operation of recreation; being collaborative but being able to make a decision; understand the recreation needs of all ages, youth, young adults, adults, and seniors; and, work well with other departments.

Nebel listed the qualities indicated by the 60+ Advisory Committee as: good communication skills; recognition that the 60+ community is a critical part of the Parks and Recreation system; actively engage with the 60+ community; understand the needs of a diverse community; having the ability to look at strategies in the 2040 Vision, and having those materialize in our Parks and Recreation system; being a visionary to understand what long-term future assets are needed for the Parks system; and, forward thinking. He added other skillsets mentioned by staff include: marketing skills; having the ability to develop realistic business plans for Parks and Recreation; understanding innovative ways to fund various components of parks and of recreation; having the ability to analyze programs that should be continued or expanded and those programs that should be discontinued.

Nebel noted he anticipates having the job notice out by the third week of October, and having someone on board by the end of the January. He explained the hiring process for department heads includes a four-panel interview process with one panel consisting of department heads and staff. He reported the second panel consists of representatives from advisory committees for Parks and Recreation and 60+. He indicated one panel would be a technical committee consisting of other Parks and Recreation professionals from outside of Newport, and he would conduct the final interview. He added there will be an open house for the public to meet the candidates. He noted this would be similar to the process used for hiring the Library Director.

Hall indicated the qualities she is looking for include the ability to supervise different levels of employees, delegate out, not micromanager, and regain and build back the trust and confidence of the people.

Botello noted the ability of finding creative sources of funding.

Jacobi mentioned Bend developed a foundation for parks. Nebel noted the Parks and Recreation Department's interest in developing a foundation.

Parker reported the Parks and Recreation Advisory Committee seeking someone who is a collaborator, able to financially restructure the department, able to find new revenue streams, anchored in community philosophically, and, ideally, someone who lives here.

**Report on the Proposed Budget Calendar for the 2020-2021 Fiscal Year.** Tucker introduced the agenda item. Nebel reported city administration have developed a proposed budget schedule for the 2020-2021 Fiscal Year. He noted the first action involving Council will be appointment of Budget Committee members. He stated the schedule proposes placing a notice for applicants to serve on the Budget Committee by December 9, 2019, with the City Council conducting interviews of candidates and making appointments by January 6. He indicated the goal setting meeting is moving up with the proposed date being January 13, 2020. He added he would like to have a discussion with the Council on some changes to the format for this process. He reported following the goal setting meeting, the Council would then approve a preliminary goal report and set a public hearing. He noted that report would be forwarded to the 2040 Advisory Committee to review the draft goals and provide a report, prior to the Council's public hearing on the

proposed goals, which would be held at the second meeting in February. He stated the Preliminary Meeting of the Budget Committee would occur on March 3 at 6 P.M., with the three Budget Committee meetings scheduled for April 21, May 12 and May 19, to review an approved budget for the City Council's consideration. He asked the Council to review the dates, so if there are any known conflicts with the schedule, city administration can look at alternative dates. Sawyer and Allen expressed interest in Nebel providing input on his goals for the city as well.

#### **REPORT FROM MAYOR AND COUNCIL**

**Council Reports.** Sawyer noted that the Toledo Fire Chief's condition is improving.

#### **PUBLIC COMMENT**

Mona Linstromberg asked who is the tax administrator. Allen replied the City Manager or his designee, which would be the Finance Director. Linstromberg asked when the clock begins ticking for the 20-day appeal period to the Rogue decision. Allen replied the appeal period begins when the tax notice or decision of the tax administrator has been served or mailed. Nebel reported the notice to Rogue will go out tomorrow.

#### **ADJOURNMENT**

Having no further business, the meeting adjourned at 9:50 P.M.

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Gloria Tucker, Deputy City Recorder

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Dean H. Sawyer, Mayor