



PARKS AND RECREATION ADVISORY COMMITTEE AGENDA
Tuesday, November 30, 2021 - 9:00 AM
City Council Chambers - 169 SW Coast Highway, Newport, Oregon 97365

This meeting will be held electronically. The public can livestream this meeting at <https://newportoregon.gov>. The meeting will also be broadcast on Charter Channel 190. Public comment may be made, via e-mail, up to four hours before the meeting start time at publiccomment@newportoregon.gov. 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.

Anyone wishing to make real time public comment should submit a request to publiccomment@newportoregon.gov. at least four hours before the meeting start time, and a Zoom link will be e-mailed.

1. CALL TO ORDER/ROLL CALL
2. ADDITIONS/DELETIONS TO AGENDA
3. APPROVAL OF MINUTES
4. DISCUSSION ITEMS
 - 4.A Introduction of Billie Bechtel, Sports Coordinator
 - 4.B FY 2022-2023 Committee Goals

[PR Committee FY2021-2022 Goals.pdf](#)
[PR Committee FY2022-2023 Goals_draft.pdf](#)

4.C New Park Development on the East Side of 101 in the Agate Beach Area

4.D Committee Terms Expiring [PR Committee Term List.png](#)

5. DIRECTOR'S REPORT

5.A October 2021 Department Report [P&R_October 2021.pdf](#)

6. PUBLIC COMMENT

7. COMMITTEE COMMENTS

8. DEVELOP NEXT AGENDA

9. ESTABLISH NEXT MEETING DATE

10. ADJOURNMENT

11. GOALS

The Parks and Recreation Advisory Committee supports the mission of the Parks and Recreation Department, which is "...to help meet the recreation needs of residents and guests by providing quality facilities, trails, fields and open space. We strive to offer a variety of activities and environments that allow for personal, social, and economic benefits open to all people. Our goal is to provide leadership and coordination on projects and programs that enhance the livability and quality of life in Newport."

A. Ongoing Goals

- *Serve as the city's Tree Board, which will "...approve or deny requests for public tree removal pursuant to Chapter 9.10 (Right-of-Way-Permits) and with the responsibility to study, investigate, develop Newport Municipal Code Index Page 22 and periodically update a*

written manual for the care, preservation, pruning, planting, replanting, removal and disposition of trees and plantings in parks, along public streets, and in other public places.” (Newport Municipal Code 2.05.040; see the rest of the ordinance for other Tree Board-related duties.)

- *Assist with Tree City and Bee City USA annual recertification and related activities such as the Arbor Day celebration*

B. Goals for FY 2020-2021

- *Support implementation of the Parks Master Plan*
- *Develop list of feasible short-term projects based on the PMP Tier One project list (note: supports City Council goal 20.B.4)*
- *Develop advocacy plan for those projects*
- *Develop and implement a protocol for tracking implementation of the Parks Master Plan*
- *Complete a memorial bench policy for the City of Newport*
- *Work with City staff to revitalize the Parks and Recreation Foundation (note: supports City Council goal 20.B.6)*
- *Partner with the Foundation to identify potential grant sources*
- *Work with the Foundation to identify priority projects that need grant funding and match those with potential sources of grant funds*
- *Work with City staff to identify processes for grant writing*
- *Support and advocate for projects and activities that bolster diversity, equity and inclusion in all Parks and Recreation programs and initiatives*
- *Develop process for undertaking review of department programs with staff*
- *Meet once a year with the advisory committee of the Newport 60+ Center on issues of joint concern*
- *Meet once a year with the city Bike - Ped committee on issues of joint concern*
- *Develop an integrated trail system, accommodating multiple uses, that connects neighborhoods, visitor destinations, open spaces, and natural areas.*
- *Identify priorities from the Parks and Recreation Master Plan for implementation*
- *Establish a foundation to support City parks and recreation programs*
- *Pursue the mountain bike collaborative agreement to develop trails with the NEWTS*

C. 2-5 Year Goals

- *Enhance Tree City USA program and activities to qualify for a TCUSA growth award*
- *Explore options for funding outlined in PMP like establishing a parks district etc.; make recommendation to City Council*

D. Projects generally supported by the committee for which further planning is needed

- *Develop a forest/open space management plan*
- *Support and promote a safe pedestrian bridge across Yaquina Bay*

- *Support a Newport trail connection to the C2C trail*
- *Improve and promote fishing opportunities at Big Creek Reservoir*

City of Newport, OR :: Goals

Goal#	Goal Title	Goal Type	Goal Text	V2040 Strategies	Objectives
1	Monitor and support implementation of the Parks Master Plan	Ongoing		B2 B3 B6	<p>249 Appropriate committee liaison(s) meet with city planner and parks director 1-2 times to review tracking spreadsheet to determine progress on PMP projects 250 Liaison(s) provide updates to committee and council once per year 251</p> <p>Determine 1-3 focus projects for which the committee will undertake advocacy and identify funding avenues 252 Work with city staff and parks foundation to identify funding sources for focus project(s) 253 Follow up as necessary on last year's focus project, completion of the Ocean to Bay Trail</p>
3	Work with City staff to revitalize the Parks and Recreation Foundation	Ongoing		B3	<p>133 Partner with the Foundation to identify potential grant sources</p> <p>135 Work with City staff to identify processes for grant writing</p> <p>134 Work with the Foundation to identify priority projects that need grant funding and match those with potential sources of grant funds</p>
4	Develop a diversity, equity and inclusion plan for the committee	Ongoing		F4 F5	<p>245 Endorse city's anti-racism statement and framework for action</p> <p>246 Develop and approve list of action items for the committee</p> <p>247 Review, track progress, and revise the plan as necessary</p> <p>248 Provide feedback to City staff in development of the departmental DEI Plan</p>
7	Coordinate with other committees on items of mutual interest	Ongoing		B3 F7	<p>254 Meet once a year with the advisory committee of the Newport 60+ Center on issues of joint concern</p> <p>255 Meet once a year with the advisory committee of the Bicycle and Pedestrian on issues of joint concern</p>
8	Upgrade the city's Tree City USA activities and ensure the committee is prepared in its role as the city's Tree Board.	Ongoing		B6	<p>258 Hold one training session for the committee, run by appropriate city staff, on its Tree Board responsibilities.</p> <p>259 Work with staff to hold an Arbor Day celebration and tree planting in the spring, within COVID guidelines and restrictions at the time. 260 Review TCUSA Growth Award requirements six months before the application renewal is due to the Arbor Day Foundation (July). If additional activities are needed for growth award, develop and implement a plan to accomplish them. 261 Apply for growth award when renewing the TCUSA designation this year.</p>

Goal 1: Monitor and support implementation of the Parks Master Plan

Objective: Appropriate committee liaison(s) meet with city planner and parks director 1-2 times to review tracking spreadsheet to determine progress on PMP projects

Objective: Liaison(s) provide updates to committee and council once per year

Objective: Determine 1-3 "focus projects" for which the committee will undertake advocacy and identify funding avenues

Objective: Work with city staff and parks foundation to identify funding sources for focus project(s)

Objective: Follow up as necessary on FY 2020-2021 focus project, completion of the Ocean to Bay Trail

Objective: Follow up as necessary on FY 2021-2022 projects:

South Beach Marina Non-motorized Boat Launch & Access Improvements

North Newport Neighborhood Park

Commented [SN1]: Added

Goal 3: Work with City staff to revitalize the Parks and Recreation Foundation

Objective: Partner with the Foundation to identify potential sources of funds, including charitable gifts, fundraising events, and grants

Objective: Work with City staff to identify processes for grant writing

Objective: Work with the Foundation to identify priority projects that need grant funding and match those with potential sources of grant funds

Commented [SN2]: Edited

Goal 4: Undertake diversity, equity and inclusion initiatives to ensure that the committee is serving its diverse constituency

Objective: Provide feedback to City staff in development of the departmental DEI Plan

Objective: Diversify committee membership as seats open up on the committee

Objective: Form a subcommittee to meet 1-2 times over the year to explore additional steps the committee might take, including potential trainings and review and evaluation of departmental policies and procedures.

Commented [SN3]: Note that this is edited. It might mean that we have to start a whole new goal number, rather than continuing to call this Goal 4.

Commented [SN4]: Added

Commented [SN5]: Added

Goal 7: Coordinate with other committees on items of mutual interest

Objective: Meet once a year with staff and representatives of the advisory committee of the Newport 60+ Center on issues of joint concern

Objective: Meet once a year with the advisory committee of the Bicycle and Pedestrian on issues of joint concern

Commented [SN6]: Note that this is edited to have us meet with staff & reps, rather than the whole committee – I think this is more efficient.

Commented [SN7]: Same as above – edited so we're not meeting with the whole committee but with reps.

Goal 8: Upgrade the city's Tree City USA activities and ensure the committee is prepared in its role as the city's Tree Board.

Objective: Work with staff to hold an Arbor Day celebration and tree planting in the spring.

[Objective: Review TCUSA Growth Award requirements six months before the application renewal is due to the Arbor Day Foundation (July). If additional activities are needed for growth award, develop and implement a plan to accomplish them.]

Objective: Apply for growth award when renewing the TCUSA designation this year.]

Commented [SN8]: Keep these in if we are NOT going to apply for a growth award this year.

Goal XX: Review department's new business and plan and support its implementation

Commented [SN9]: Added

Objective: Hold one meeting at which the committee is briefed on the new business plan

Objective: Review recommendations in the plan related to reducing departmental reliance on the city's general fund and, with staff and city council, propose a plan for moving ahead.

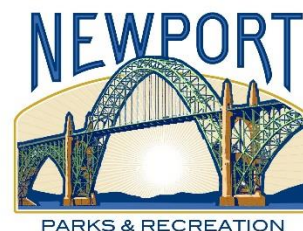
Parks and Recreation Advisory Committee

2-Year Terms, 11 members - Chapter 2.05.040 Newport Municipal Code

Member	Position	First Appointed	Current Term Begins	Current Term Ends
Anjanette Baker		6/4/2018	1/7/2019	12/31/2022
Beatriz Botello	Council Liaison Alternate			
Cheryl Brown	Member	11/7/2019	1/7/2019	12/31/2022
Todd Chandler		3/16/2020	3/16/2020	12/31/2021
Al Gilhuly		10/1/2017	1/7/2019	12/31/2022
Eva Gonzalez Munoz		3/1/2021	3/1/2021	12/31/2023
CM Hall	Council Liaison			
Brian Norris		10/2/2017	1/7/2019	12/31/2022
Mark Saelens	Member	2/4/2019	2/4/2019	12/31/2021
Jennie Scarborough		1/5/2015	1/7/2019	12/31/2022
Jeff Schrantz		1/24/2017	1/7/2019	12/31/2022
Karen Smith	Member	1/17/2011	1/7/2019	12/31/2022
Nancy Steinberg		1/1/2001	1/3/2018	12/31/2021

Memo

To: Spencer Nebel, City Manager
From: Mike Cavanaugh, Director
Date: November 3, 2021
Subject: Parks & Recreation Monthly Report – October 2021



Recreation Center – Judy Mayhew

The Recreation Superintendent attended the DEI training presented through Oregon Association of Municipal Recordors. It was a long day, but worth the time. We will continue to educate ourselves so that we ensure every member of our community has access to what our department offers.

The Recreation Superintendent participated in the panel interview for the 60+ Supervisor.

We had one applicant to our most recent Building Attendant position posting. The interview was set up, but the applicant did not show up. We are still short two of the four positions, and one of our current Building Attendants was sick for most of a week, leaving us very short-handed. David Lakeman (lifeguard) has been assisting us when he can while the Aquatic Center is closed. We certainly appreciate his willingness to do this.

Staff worked on the Winter Activity Guide which should come out in late November.

The Recreation Center hosted another COVID vaccination clinic here, presented by the Health Department. 49 people were vaccinated, of which 7 were first doses. This was accomplished in a 2-hour period.

Leaks continue to be a problem in the big and small gym. Staff is doing their best to keep an eye on the areas that normally leak, and placing buckets to catch the water.

The homeless people continue to be an issue on our 2nd street alcove. With the stormy weather we've been having, they are spending more time here, creating messes that our staff attends to daily, amid concerns from parents and patrons.

Rec Center staff is assisting at the 60+ Center when needed. One of our Rec Leaders is working the desk 3 days per week and our Finance Admin Specialist continues to assist with training and various issues that come up.

New sandbags were placed at the back and side of the small gym that tends to flood or leak with heavy rains. Our thanks to the Parks Maintenance staff for handling this.

Staff continues to prepare for our Autumn Fest Art Show happening on November 13th. Vendor Booths were sold out before the deadline! Now the push to get a good turnout of shoppers!

The Recreation Center presented a “virtual pumpkin carving contest!” Participants carved pumpkins at home and submitted photos for a chance to win one of three \$20 gift certificates provided by 2 Kids Candy Store.



Park Maintenance Division – vacant

No Report

60+ Activity Center – vacant

The 18-session Walk with Ease program began on Monday, October 4, led by Alisha Kern. Bryn McCormack has been a valuable asset as she has put together the PowerPoint presentations for each session.

A farewell was held for Dee Kegy on Friday, October 1. Thank you to Charlotte and crew (MOW) for planning the event and providing refreshments. Dee is greatly missed and we are grateful for her years of dedicated service to the 60+ Activity Center.

Three new computers were installed in the 60+ office by the IT department, allowing the office to run more efficiently. Thank you, Richard and Travis.

Due to the resurgence of COVID-19, our attendance continues to remain low. Currently we are able to offer 14 programs/activities – 6 Fitness programs, 7 Social programs and 1 Educational program.

Number of Senior links & Virtual Programs Offered:

Total Programs –14

Senior Fitness – 6

Senior Social Programs – 7
Senior Educational Programs – 1

Meetings

10/20 Senior Association meeting

10/25 Advisory meeting (in attendance: Michael Cavanaugh, Bryn McCornack [30 min.], Ann Way [45 min.] and Angela Pieti [45 min.]; meeting was cancelled – no quorum)

Aquatic Center – Keeley Naughton

We saw a significant drop in attendance this month for all of our programs including open swim, water aerobics, and boot camp. We believe that the drop in attendance may be a result of a few factors including rising COVID cases, our updated mask policy requiring masks in the water, and the start of the school year.

During the month of August we had 15 patrons enrolled in private swim lessons, and 15 youth enrolled in group swim lessons. The Aquatic Programs Scholarship funded lessons for 3 youth in our community this month. We weren't able to offer as many swim lessons as we'd hoped to this month. We had one instructor serving jury duty and another on vacation, leaving us with only 3 instructors available to teach. We will be taking a break from swim lessons during the months of October and November due to staffing limitations.

I met with a representative from Culligan Water to discuss different filtration system options that would meet our needs and help eliminate the staining in our pools. I am still waiting on both Culligan Water and Shiloh Water to get back to me with more information and cost estimates.

Several staff attended a StarGuard recertification class on September 12th. These staff are now up to date on their certification for one year.

Staff attended an in-service training on September 25th. Staff spent the majority of the time practicing CPR skills and in-water rescues, as well as customer service scenarios.

After a 6 week break, the Newport Swim Team started back up with practices on September 15th. We also met with swim team representatives this month to discuss some changes to the Pool Use Agreement that had recently expired.

We lost one employee this month, Taylor Kinner, who moved out of the area for college in mid-September. Rebecca Haynes and Greg Laing both turned in their resignations at the end of this month. Rebecca's last day will be October 14th, and Greg's will be November 20th. This will create four vacant positions on our staff (we already had one vacant position that we were never able to fill), which makes getting shifts covered very difficult. Recruiting employees

continues to be a challenge for us. Jessica Calvin-Girard started work as a temporary employee at the beginning of September. Jessica is working 40 hours per week and will be a big help in covering many of the lifeguarding shifts that we're struggling to fill. Jessica also has her Certified Pool Operator license and will be helping cover pool maintenance responsibilities.

Sports Division – Billie Bechtel

Summary

October saw Middle School Cross Country come to an end, with nearly every athlete setting a new PR on their final race. October was also the end of the Coed Softball League, with Rogue taking home the championship with only 1 loss all season. This month, registration opened for basketball, with numbers off to a strong start, and willing coaches eager to volunteer. Newport Middle School retook control of middle school basketball, due to receiving a grant, which leaves the sports program with an opportunity to provide new programming. So far, a pickleball league and tournament are in the planning stages.

Highlights

- Basketball is up to 60 kids registered early, and another 2 weeks of registration still ahead.
- Middle School Cross Country had a runner finish 1st (pictured) out of 130 runners.
- Softball and Cross Country are officially over, with all participants content with the experience.

Looking ahead...

The focus for November is to make sure Youth Basketball gets up and running smoothly, with practice/game schedules set well before the end of the month. This month will also have a heavy focus on programs starting in January/February to make sure that they have a well-executed marketing plan.

I will also begin sending out surveys via SurveyMonkey or similar, to participants of all my leagues/events. I think my participant feedback is limited without them, and it's something I should have implemented long ago.

