

Monthly Departmental Reports



April 2022

Newport Municipal Airport Department Head Report



City Council: Attended the April 4, 2022 council meeting for agenda item 8.A. Hearing on an appeal of a planning commission decision approving Lincoln County Animal Shelter. Motion passed 5-2. Item 8.B Consideration and potential approval of an airport land leases with Doug Lystra. Motion passed 7-0. Item 8.C Consideration and potential approval of an airport land lease with James Seavers for hangar build site J. Motion passed 7-0.

Attended April 18, 2022 council meeting for item 8.A. Final order and findings affirming the Newport Planning Commission's decision to approve a conditional use permit for the Lincoln County Animal Shelter. Motion passed 5-2.

Met with Gavin Curtis EcoPhyte Consulting: discussed Advanced Air Mobility (AAM) and Newport airports potential to create an aviation hub that will serve high volume cargo transportation, affordable regional air service, emergency operations and sustainable energy production.

Solar Power: had meeting with Spencer Nebel and Derrick Tokos to go over solar feasibility study funding for the airport and upcoming budget. This is a priority for City Council.

Capital projects: participated in a department head meeting for capital projects for fiscal year 22/23.

Oregon Airport Managers Association: April 13, participated in OAMA board meeting. Agenda items included review of Executive Director Job candidates, fall conference planning, and committee reports.

Environmental Assessment AIP 29: hosted public open house with Susan Cunningham from ESA to present draft findings of environmental assessment of obstructions. There were a few people in attendance of the meeting and we have received a few public comments on the report.

FAA Effluent Pump station meeting: Attended a meeting called by the FAA after public concerns were submitted to regional director about septic system for the potential animal shelter.

Budget meetings: Budget Committee hit and wish list. There are three items requested to response on for the April 26, 2022 Budget Committee meeting. Airport rents and lease, Re-examine mark-up on avgas and jet-a, and subsidy for commercial air service.

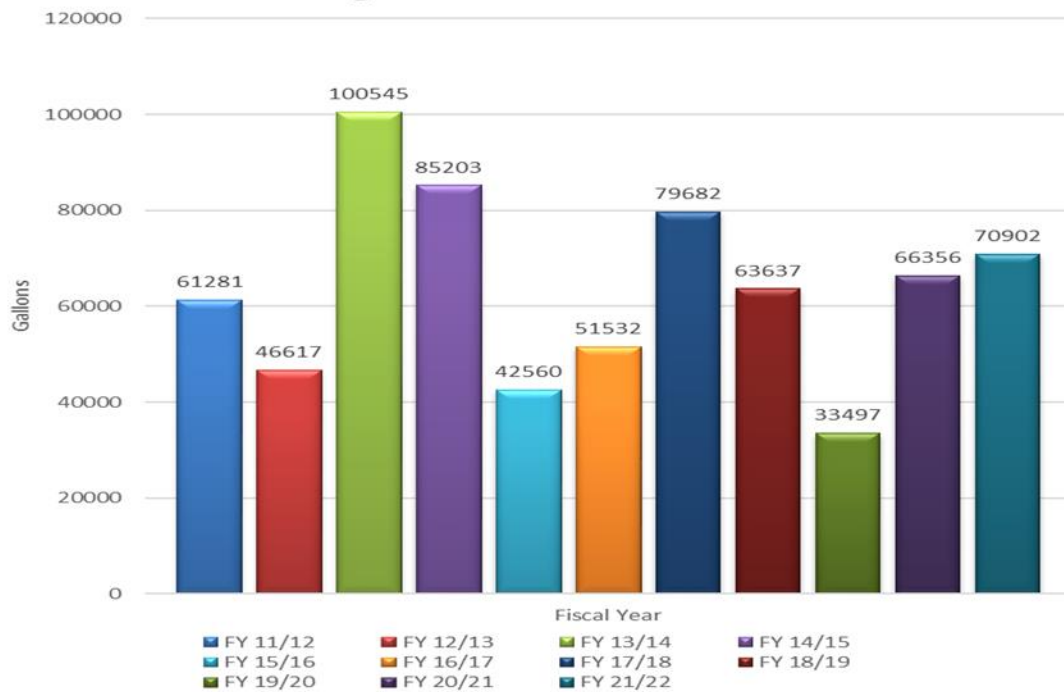
Self-serve FMU: update Mascott received second part and will schedule a time when the tech is here in the area for install. Mascott has main board on order. Issues with the Self-serve tank. First reported issue was the fuel dispensing 4 gallons and charging for 40 gallons. Upon investigation airport staff found they were unable to dial into the FMU from the office. Staff called fuel master support, and they were unable to dial into the FMU. Mascot arrived and found the meter pulsar was reading 100 pulses per gallon and the FMU was translating that to 10 pulse to gallon. Next issue was connecting with the FMU. After testing lines and systems at the FMU it was determined the board modem had gone out. Fuel master sent replacement modem and airport staff was able to swap board modem. Line test fine and staff was able to dial into the system. Last issues; is when credit card is authorized, the meter handle is engaged, the fuel pump will not power on. But pump will turn on in sump mode. Mascot has been called for further help.

Operations equipment: Kubota is up and running, and have been mowing areas of the field and front areas.

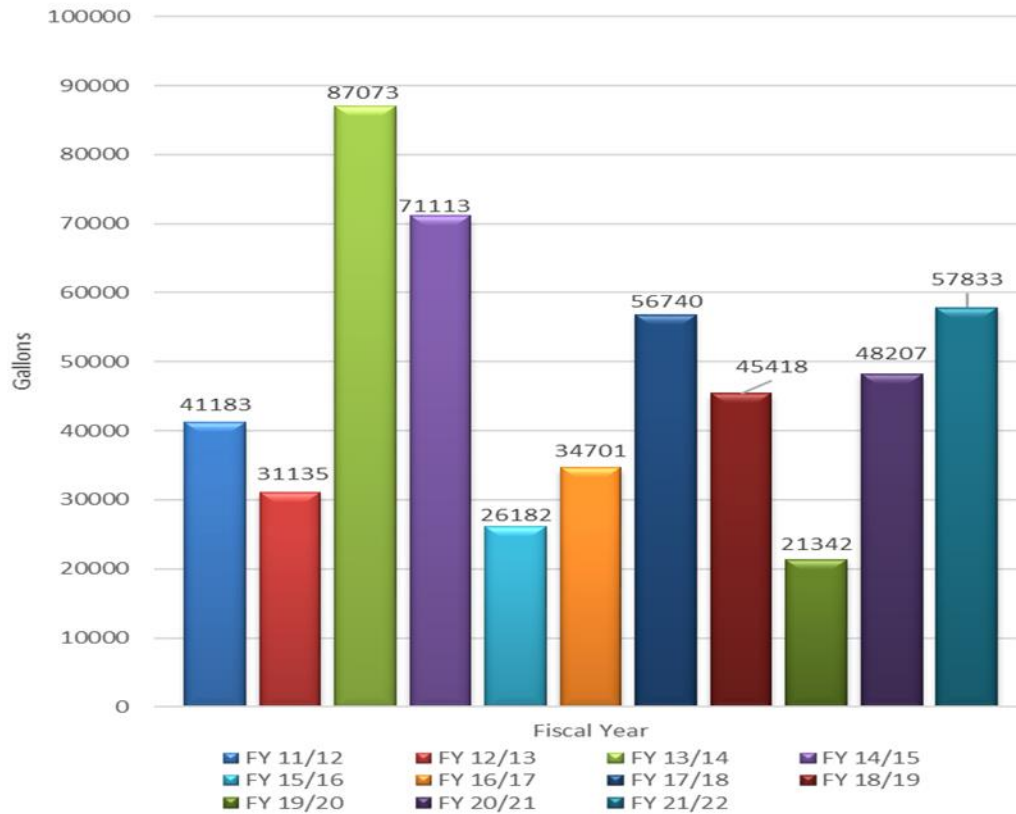
Following is how we finished the month of April.

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	371	377	748	6771	0	3925	10696
Aug	340	353	693	8078	0	2803	10881
Sept	334	343	677	7125	2	1339	8466
Oct	328	342	670	11082	0	1513	12595
Nov	224	228	452	3867	88	534	4488
Dec	169	173	342	3200	0	256	3456
Jan	294	296	590	4314	622	198	5134
Feb	269	274	543	4713	510	47	5270
Mar	262	264	526	4755	690		5445
Apr	270	276	546	3928	543		4471
May			0				0
Jun			0				0
Cur. FY	2861	2926	5787	57833	2456	10614	70902
FY/20/21	3526	3538	7064	48207	457	17691	66356
FY/19/20	3408	3438	6846	21342	4544	7602	33488
FY 18/19	3826	3860	7686	45418	5768	13458	64643
FY 17/18	4008	4033	8041	56740	5579	17363	79682
FY 16/17	3685	3701	7386	34701	5001	11830	51532
FY 15/16	4263	4234	8497	26182	7854	8524	42560
FY 14/15	3686	3572	7258	71113	5985	8103	85201
FY 13/14	3199	2914	6113	87073	4098	9374	100546
FY 12/13	3121	3083	6204	31135	4430	11049	46614
FY 12/11	3219	3181	6400	41183	4275	15823	61281
FY 10/11	3023	3085	6108	73458	4119	12004	89581
FY Total	41825	41565	83390	594385	54566	143434	792386
Average	3544	3510	7054	48835	5165	11513	65513

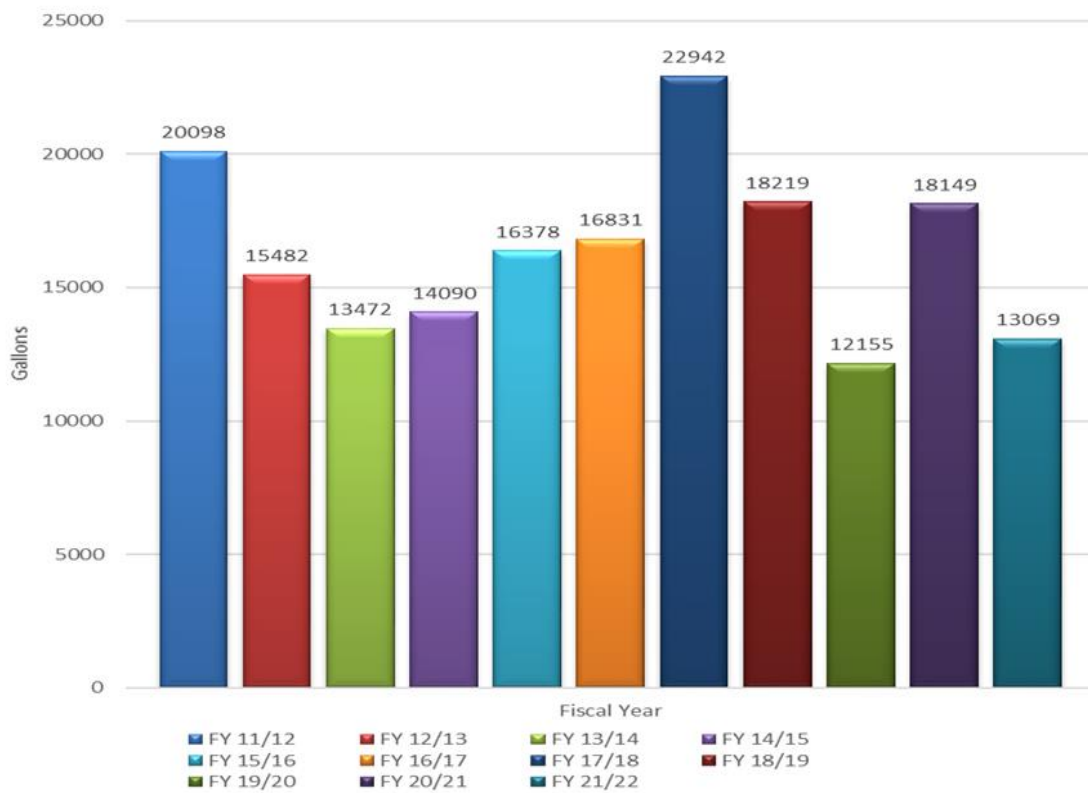
Fiscal year comparison of
total gallons of fuel sold.



Jet-A sales per Fiscal Year



100LL sales per Fiscal Year



Rental Cars										
CY	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
JAN	2	2	11	4	2	24	38	25	35	27
FEB	5	4	8	4	23	37	27	41	29	24
MAR	9	5	7	4	14	24	59	38	32	34
APR	4	5	10	7	25	35	49	24	52	44
MAY	14	9	8	4	24	40	62	37	50	
JUN	9	12	28	8	28	36	68	27	51	
JUL	22	16	30	16	55	67	93	34	57	
AUG	24	3	25	10	53	55	93	51	72	
SEP	14	10	14	16	37	54	63	43	90	
OCT	8	5	13	9	22	39	42	49	52	
NOV	14	2	11	3	21	40	39	22	41	
DEC	1	1	4	7	25	25	30	29	37	
Total	126	74	169	92	329	476	663	420	598	129

Courtesy Cars Loaned Out											
CY	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
JAN	0	0	33	23	28	21	16	31	22	30	22
FEB	2	0	16	17	23	21	24	14	32	21	26
MAR	2	0	29	41	25	32	32	46	29	38	27
APR	2	0	28	36	42	26	32	40	0	39	28
MAY	9	0	29	20	45	51	39	39	0	35	
JUN	14	0	19	43	48	37	54	40	1	44	
JUL	10	28	39	41	52	57	53	52	8	49	
AUG	0	27	19	38	43	45	35	43	14	47	
SEP	0	25	25	32	31	45	43	34	24	43	
OCT	0	35	12	22	14	41	34	47	34	31	
NOV	0	22	19	29	22	11	28	36	24	11	
DEC	0	8	10	16	17	17	11	22	25	15	
Total	39	145	278	358	390	404	401	444	213	403	103

I have included some pictures from April.



EC-341 Gazelle



560 & Beech 99



TO: Spencer R. Nebel, City Manager

FROM: Peggy Hawker, Special Projects Director

SUBJ: Departmental Report - April 2022

April of 2022 has proven to be very busy for our office. There continues to be a backlog of routine work due to a prolonged period of lack of adequate staffing.

City Council Agenda and packet preparation for the following meetings:

April 4, 2022 Work Session
Executive Session
Regular Meeting

April 18, 2022 Work Session
Regular Meeting

Urban Renewal Agenda and packet preparation for the following meetings:

April 18, 2022

Budget Committee Agenda and packet preparation for the following meetings:

April 26, 2022

Public Arts Committee Prepared the agenda, packet, and supporting documentation for the April 21, 2022 meeting of the Public Arts Committee.

At this meeting, the Public Arts Committee discussed:

- A. Update on restoration of The Ambassador. Frank Geltner attended this meeting of the Public Arts Committee, and explained that replacement of The Ambassador might well be needed. Posner and Hawker agreed to visit the repair shop to see repair progress.
- B. Discussed an update to the Bayfront mural brochure. There was a great deal of discussion related to the addition of QR codes to the murals so that locals and visitors could scan the code to find out about the sculptures. Further discussion centered on whether the “brochure,” whether in print or electronic, should include all Newport murals rather than focusing specifically on the Bayfront.
- C. Discussed the maintenance of the Jurgen Eckstein sculptures at the PAC, VAC, and City Hall. Frank Geltner provided the name of someone, Frans Paul VanDenBogaard, who is capable of, and might be willing to, perform the long-needed maintenance of these three sculptures.
- D. Discussed a reception to acknowledge the public art created or donated since the beginning of the pandemic.
- E. Catherine Rickbone gave an update on Toledo Arts activities and events. She indicated that Toledo will be hosting two events this summer, and discussed the possibility of providing sufficient information to draw the participants to Newport.

Destination Newport Committee The Destination Newport Committee did not meet in April.

Vision 2040 Advisory Committee The Vision 2040 Advisory Committee did not meet in April.

Sister City The Sister City Committee did not meet in April. However, I meet with the staff from the Mombetsu International Committee monthly. This meeting occurred on April 20, 2022.

The City of Mombetsu shifts staff around annually, so this meeting began with best wishes to those folks retiring, and a welcome to the new International Committee members.

The Mombetsu team showed photographs of the Horsehair Crab, and people waiting in line to purchase this delicacy. They indicated that the cost is approximately \$30 for a 400-gram crab. Fishing boats from Mombetsu and neighboring communities fish for the Horsehair Crab and this fishery continues until July.

The regular COVID update indicated that infection counts have been increasing. The virus is making its way through the schools, and one of the school cafeterias was closed for three days last week. One of the days, the students ate crackers from the disaster cache, and the other two days, they were served bread and jelly. The cafeteria shutdown is over,

and things are more “normal.” In Hokkaido, there were 1,766 cases two days ago, and the government has asked citizens to wear masks and avoid close spaces, although there is not a mask mandate. The Mombetsu staff mentioned the illness associated with the Omicron variant seems to affect people similarly to the flu. Approximately 50% of Japanese people have had a third COVID vaccination, and the numbers are higher in Mombetsu. The second booster will be ready to administer in May, but will be initially limited to seniors.

The International Committee is beginning to recruit artists to paint the Nye Beach banners.

I spoke with the Committee at an earlier meeting about the City of Newport’s challenge in attempting to pay for shipping of the engraved granite slab that the city has the match to in the back of City Hall. For a very long time, staff has been working to determine how to pay these charges as Mombetsu paid them when this was a gift from Newport. Mombetsu staff searched their accounts receivable, and could not find the charge. They told us that we do not need to pay these shipping costs.

Our friends in Mombetsu talked about the war in Ukraine. Mombetsu has a Russian Sister City. They indicated that there are not currently restrictions on the import/export of fish, but there are restrictions on the import/export of wood and vehicle parts. They added that the government enacted these restrictions to put pressure on the Russians.

We agreed to meet again on May 25, 2022.

Ethics Orientation: As part of new employee orientation, this office provides ethics training for all new employees. We continue to provide this training when we are fortunate enough to get new employees. The only employee receiving ethics training in April include Chris Beatty, Engineering Department.

Other Projects/ Participated in Department Head meetings on April 4 and April 18, 2022.

Drafted ordinances, resolutions, RFPs, agreements, proclamations, and other documents as requested.

Drafted and distributed press releases; provided information and assistance to staff and public, and many day-to-day, routine responsibilities.

Attended LeeAnn Prchl’s retirement gathering on April 1, 2022.

On April 5, 2022 attended a meeting with other staff on the camping ordinance.

On April 6, 2022, Spencer, CM, Dean, and I met with high school students regarding potentially forming a youth advisory committee. The students are interested, and staff is currently working, with a Councilor from Sweet Home, on arranging a meeting for Newport youth with those on the Sweet Home Youth Advisory Committee.

On April 7, 2022, David Powell and I attended a small claims court mediation regarding damage to a car near the Wilder Dog Park. Both parties agreed, at that time, to dismiss the matter.

On April 12, 2022, David Allen and I presented a committee orientation training to the Airport Committee and the Bicycle/Pedestrian Advisory Committee.

On April 14 and 15, 2022, I attended the Oregon Association of Municipal Recorder's Mid-Year Conference, in Newport. On the 15th, I facilitated a full-day Athenian Leadership Dialogue based on the book, A Woman of No Importance, by Sonia Purnell. It is the untold story of an American spy who helped win World War II.

On April 25, 2022, I met with Spencer regarding the bias reporting policy.

On April 25, 2022, I attended a meeting with the consultant working on a new strategic plan for the Oregon Association of Municipal Recorders.

On April 26, David Allen and I presented a committee orientation training to the Parks and Recreation Committee.

On April 26, 2022, Spencer, Derrick, and I met with the pastor of the Nazarene Church regarding potential homelessness solutions.

On April 27, 2022, Bill Posner, from the Public Arts Committee, and I met with the metal artist who was working on repairing The Ambassador.

On April 28, 2022, Derrick and I participated in the Newport Today radio show.

Attended multiple other meetings on a myriad of issues.



Memo

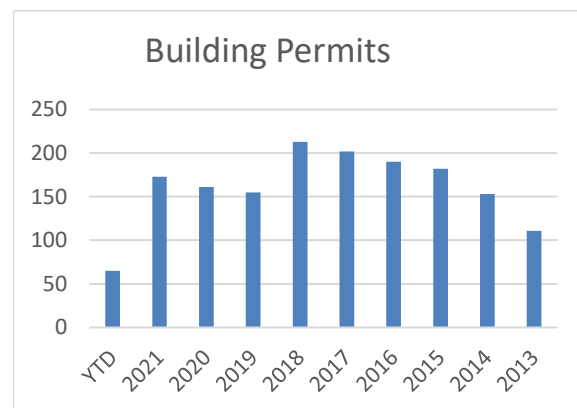
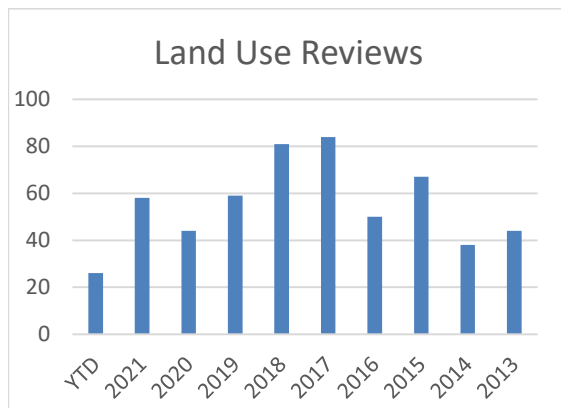
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: May 16, 2022
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

The following is a summary of building and land use activity for April of 2022 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Apr	23 (\$19,346.82)	29 (\$5,438.04)	3 (\$395.58)	8 (\$2,708.84)	\$744,315	12 (\$1,354.00)
YTD	65 (\$98,758.31)	118 (\$17,819.83)	26 (\$4,747.05)	48 (\$8,148.71)	\$6,916,585	26 (\$5,268.00)

2021	173 (\$267,293.60)	322 (\$39,625.88)	56 (\$7,117.72)	141 (\$16,465.12)	\$14,345,994	58 (\$23,980.00)
2020	161 (\$451,700.77)	285 (\$45,794.06)	72 (\$24,483.34)	161 (\$18,424.28)	\$21,200,985	44 (\$13,392.00)
2019	155 (\$269,840.32)	271 (\$52,560.87)	80 (\$36,110.39)	153 (\$16,416.32)	\$24,141,503	59 (\$24,803.00)



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Wyndhaven Ridge Phase II. Market rate 1,2 and 3-bedroom apartments at the intersection NE 31st and NE Harney Street. Building permit application submitted for first building and site layout. A total of 78 units will be constructed. Staff met with the developer on 2/10/22 to review frontage improvement requirements. Building permit and height adjustment applications under review. Construction anticipated for spring/summer of 2022

Wilder Phases 2C and 2D. A 26 lot residential subdivision. Developer upsized the outlet in the downstream storm drainage pond that the City recently acquired next to SE 40th Street, increasing its capacity. Grading permit has been issued and subdivision infrastructure is being built. Building plans likely to be submitted in the spring with construction summer/fall.

Starfish Cove Subdivision. A 20-lot residential subdivision on the north side of Yaquina Head. Application has been reviewed and deemed incomplete. Staff met with owner on 3/24/22 to discuss revisions and anticipates that they will update their incomplete subdivision application, and submit a Planned Unit Development application in May.

Whaler Hotel Expansion. A new 25-unit hotel that is to be located immediately north of the existing Whaler Motel. Conditional use permit and design review approval granted by Planning Commission in May of 2021. Owner modified the design as plans progressed, and the Commission approved the design modifications at its 2/14/22 meeting. Building permit application submitted and under review. Construction anticipated to start in late spring/early summer.

Lincoln County Animal Shelter. A new 12,000 sq. ft. animal shelter with 10,000 sq. ft. of storage use at the Newport Municipal Airport. Conditional use permit approved by the Planning Commission at its 1/24/22 meeting. Decision appealed to the City Council, who held an on the record hearing on 4/4/22. Commission's decision was upheld, with final order and findings to be adopted 4/18/22. City decision appealed to LUBA. City must prepare and submit LUBA record by the end of the month. Council must still act upon the draft lease if project is to move forward.

Port of Newport Administration Building. A 5,530 sq. ft. office building with flex space to be constructed on the east end of Port Dock 7. Building permit issued, and footing/foundation and floor framing inspections performed.

Potential City of Newport / Department of Forestry Shared Use Facility. Memorandum of Understanding between the Oregon Department of Forestry and City of Newport approved in December and executed early January. ODF prepared an appraisal of the City's Northside Fire Station and has come to conceptual agreement with the City and an adjacent land owner who they will be acquiring property from. City is reviewing ODF's minor replat application to reconfigure the properties and ODF is developing a second MOU and purchase and sale agreement for City Council consideration.

Oregon State University Seawater Intake Pier Replacement. Existing facility to be replaced with a new single-story pump house, wrap around catwalk, approach pier. Riprap to be repaired. Estuarine land use review completed September 2021. Building permit issued February 2022 and foundation and sheer wall inspections performed.

Oregon Coast Aquarium Renovation Phase 1B. This component of the project includes a remodel of the coffee service, storefront, and equipment spaces. New exhibit space is also being added. Building permit issued and footing/foundation and rough utility inspections performed. Contractor is beginning finish work.

Installation of Public Electric Vehicle Charging Stations. Urban renewal funded project. Three, dual port level two chargers are to be installed for public use for a fee. City will install two of them, one at City Hall and the other at the Ernest Bloch Memorial Wayside. Third charger is to be installed at the Oregon Coast Aquarium with reimbursement from the Urban Renewal District. Council selected chargers for the City install and the equipment has been ordered. Delivery anticipated in April. Construction plans for the City Hall and Ernest Bloch Wayside sites are complete and ODOT permit approval has been obtained for the Ernest Bloch Wayside location. Quotes are being collected for construction. Reimbursement agreement for the Aquarium component approved by the Council at its 3/7/22 meeting.

SIGNIFICANT PLANNING/URBAN RENEWAL PROJECTS

Northside Transportation System Plan Update. Updates the City's 1997 Transportation System Plan for areas north of the Yaquina Bay Bridge. Updates the city's transportation standards and identifies projects for the next 20-year planning period. The Plan will also inform how Northside Urban Renewal funding should be invested. The Project Advisory Committee held its final meeting on 3/24/22, and recommended the plan be presented to the Planning Commission and City Council for adoption. The Planning Commission held a work session on the TSP ordinance on 4/28/22, and will conduct two more in May. The Commission will hold a public hearing on June 13, 2022.

City Center Revitalization Project. Project builds off of the Northside Transportation System Plan by identifying how private side development regulations in the City Center area should be modified to complement future transportation improvements and facilitate mixed use development (i.e. residential over retail). Project will also develop a framework for a building faced improvement grant/loan program. A TGM grant from the state has been secured and a final scope of work is being developed. A consultant will likely be selected in the spring.

South Beach / US 101 Island Annexation. Involves the annexation of about 150 acres in South Beach that is surrounded by the Newport city limits. Includes a rebate program to incentivize sewer connections once the annexation is complete. Council initiated the process in January. Boundary survey, TPR analysis, owner outreach, and coordination with the Seal Rock Water District regarding outstanding bond debt to be conducted in the spring with public hearings on the annexation in the fall.

Newport HB 2003 Compliant Housing Capacity and Production Strategy. HB 2003 (2019) requires City's update their housing needs and buildable lands inventories to address a new series of benchmarks. Newport is one of the communities that must begin the plan update in 2021/22. The process will be informed by the 2020 census results. The house bill and subsequent rulemaking requires a significant amount of outreach when developing the plan. Strategies the City is currently pursuing and their relative success (or not) will also be captured in the plan. The plan will take approximately 18 months to develop. City received a DLCD Grant in the amount of \$78,750 to cover a portion of the cost, and executed a contract with ECONorthwest for just under \$105,000 to assist with the work. Project kick-off held on 3/7/22 with the City Council, Planning Commission and stakeholders. Advisory Committee's first meeting was 4/7/22.

Big Creek Watershed Forest Resource Assessment. While the City controls a significant amount of property within the watershed, it does not have a plan for how those lands should be managed nor has it taken steps to identify how best to prioritize future acquisitions. This project addresses both points by (1) inventorying the condition of forest resources on public and private lands within the Big Creek Watershed; (2) identifying management strategies for publicly owned lands that achieve high quality habitat and improve water quality; (3) developing a strategic action plan to inform implementation of management strategies and future land purchases; and (4) conducting outreach to landowners in the watershed to develop relationships and a mutual understanding of short- and long-term property management goals. A consulting forester will be hired to conduct a timber inventory on public lands and develop a high-level strategic forest management plan within the watershed. Findings and recommendations will be vetted with a working group of key stakeholders and agency topic area experts. The plan will be used, and in some cases would be a prerequisite for, securing future grants for land acquisition. Information related to the City's plans for rebuilding the reservoir will be factored into the plan as well. The City, in partnership with Sustainable NW and the Oregon Coast Community Forest Association, has twice pursued an OWEB grant to fund a portion of the effort. Both times the City received a "do fund" recommendation. Unfortunately, there wasn't enough money to fund the recommended projects in either round. Full funding for the project is included in the draft FY 22/23 budget and staff is working with an additional partner, "The Habitat Institute" out of Corvallis, on a third OWEB application due 5/22/22.

US 101 32nd to 35th Street Signal Relocation Project. This project is identified in the City's TSP, the State STIP, and the SB URA Plan. It is the second phase of a larger project including the extension of Abalone to SE 35th Street and the completion of the improvements on SE Ferry Slip Road. Moving the signal has improved capacity on the highway by allowing truck traffic a longer approach before crossing the bridge, and allows better access to the South Beach area with improved turn lanes and wider streets. Project completes bike path loop and fills in sidewalk gaps on both sides of US 101. Full pavement reconstruction of US 101 with drainage improvements through project extent. The total budget for this project (all phases) is \$7.9 million, combination of federal, state, and local funds. Construction is now substantially complete with a RRFB at the 32nd Street ped crossing being the last component that is to be installed. Excess funding from this project will be directed to the final phase of South Beach utility undergrounding, which is currently underway.

Parking Study Implementation. Effort will implement Ord. No. 2163 (2020) that calls for the use of meters coupled with annual permits to manage demand for available parking in a manner that improves turnover and safety. Ord. No. 2164 established a parking advisory committee to assist City staff with plan refinements. While metering is limited to the Bayfront, implementation of new permit parking requirements may extend to Nye Beach in addition to the Bayfront, depending upon the committee's recommendations. Funding includes \$225,000 from Agate Beach Closure Fund as an Interfund loan to be paid off with meter revenue over a 2-3 year period. Meter revenues to be dedicated to Bayfront parking improvements and enforcement. This project was deferred due to the pandemic. The Council made committee appointments in February. Group will assist staff to position City to issue RFP in the fall with construction spring of 2023.

Yaquina Bay Estuary Management Plan Update. The State of Oregon, through its Department of Land Conservation and Development (DLCD), is partnering with Lincoln County, Newport, and Toledo to update the Yaquina Bay Estuary Management Plan. This plan provides land use and natural resource policy guidance for how development and related activities should occur within the bay and its estuarine areas. The existing plan is almost 40 years old and is sorely in need of an update. DLCD is the lead agency for this planning effort, with funding being provided by the National Oceanic and Atmospheric Administration. The end product of this planning effort will be used to inform updates to the City's Comprehensive Plan and land use regulations that apply to in-water development. The Steering Committee met on 4/27/22 to review/discuss a project schedule and work is underway on an audit of the existing plan.

COMMITTEE WORK, MEETINGS, CONFERENCES

In April, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Bike and Pedestrian Committee, Housing Capacity Analysis/Production Strategy Advisory Committee, League of Oregon Cities Transportation Policy Committee, League of Oregon Cities Community Development Advisory Committee, Yaquina Head Traffic Study Oversight Committee, Quarterly Natural Hazards Mitigation Plan Steering Committee, and STR Ordinance Implementation Work Group.

April 2022

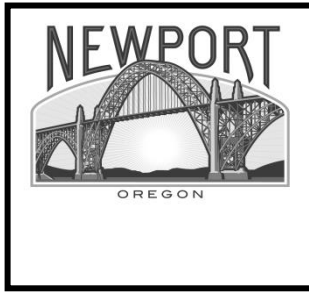
Summary – Private Development continues to be a major component of staff effort in Engineering. Recently driveway entrances have been a hot topic and we are investigating our standard and comparing the design to other municipalities to determine if there is a better version that may suit more locations in Newport. If not, supplemental documentation will be developed to support the existing standard's functionality

Our new Senior Project Manager (PM) Chris Beatty started his job with the City. He has been getting onboarding training, working through standard HR requirements, and an early task he has been taking on is review of our standard details. We have plugged him into a few projects to get started. Chris will be out for a pre-arranged leave (to get married) in May. When he returns, we plan to plug him into multiple capital projects.

Budget continues to require effort and time as we evaluate how to use limited funds for many project requests.

Below is a list of highlights for the month:

- Significant time spent on budget process, focus on cutting capital project list to match funding.
- Several ROW Permits were submitted for processing. Time spent by City Engineer, Assistant City Engineer, and Engineering Technicians to review, process, and provide field oversight.
- Implemented procedures to facilitate training of new staff, documenting process improvement needs.
- Updating onboarding document (based on current implementation) to streamline training of new staff in Engineering.
- Review private developments, larger developments this month include Wilder and Wyndhaven.
 - Wilder is under construction and continues to require field oversight.
- Standards – Ongoing development of City of Newport design and construction standards.
- Projects – supporting design phase for multiple projects. Including, but not limited to:
 - 32nd Street Rectangular Rapid Flashing Beacon (RRFB).
 - New PM working on bid process.
 - Highway 20/Eads RRFB
 - Reviewing new rules to craft response regarding ODOT's requirement of a center island in HWY 20.
 - PAC Remodel
 - Final Design Kickoff meeting held on April 26 at PAC.
 - South Beach Utility Undergrounding
 - Advertising Phase 2 (public portion of work) for bids in May.
 - Moore/Harney – hydrant/waterline move, ADA work, road overlay
 - Lack of bids on sidewalk portion of work.
 - Revising plans to advertise a combined project (sidewalk/roadway). Sidewalk can occur upon receipt of bids, road will wait until school is out for summer.
- Big Creek Dam – ongoing funding pursuits, coordination meetings, preparation for design to resume at faster pace (ARPA funding). Developing scope for next steps.



Date: May 9, 2022
To: Spencer R. Nebel, City Manager
From: Steve Baugher, Interim Finance Director
Subject: March and April 2022 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On March 31, 2022, a total of 4,610 water/sewer accounts were billed for a combined amount due of \$753,035. On April 30, 2022, a total of 4,622 water/sewer accounts were billed for a combined amount due of \$770,300. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water fees, sewer quantity charges (if there is water consumption), and fire line charges for nonresidential accounts. For the Aging Report for April 30, 2022, \$599,525 is current, \$60,025 is past due from March billings, \$21,509 is past due from February billings, and \$177,698 is past due from January and prior billings.

Accounts Receivables - General

The accounts receivable report includes outstanding amounts due to the City for Airport rents/leases, landing fees and fueling charges, car rentals at the Airport, building permits, and septic tank disposal. As the table shows below, the April 30th Aging Report shows accounts receivables at \$(118,022).

<u>Billings:</u>		
Future and current	33,657	-28.52%
Over 30 days	368	-0.31%
Over 60 and 90 days	213	-0.18%
Over 120 days	(152,260)	129.01%
	<u>(118,022)</u>	<u>100.00%</u>

The following are Highlights of the accounts receivable balance:

1. Due to filing of a lien on personal property, for Ms. Azar, an amount of \$25,599 was added to the accounts receivable listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues.
2. McWatkins, LLC has prepaid a 38-month lease payment of \$250,000 for July 1, 2021 to August 31, 2024. The lease will be billed monthly, which will reduce the prepaid balance over the next 38 months. April 30th net balance is \$(184,140).

In summary, the net receivables, excluding the two aforementioned accounts in the amount of \$(158,541), total \$40,519.

Room Tax

The monthly chart shows that Room Tax revenues have an average increase of 13.79% between the 2017 and 2018 fiscal years, the comparison for the years between 2018 and 2019 fiscal years, show an increase of 3.54%, the comparison for the years between 2019 and 2020 fiscal years, show a decrease of 16.88%, and the comparison for the years between 2020 and 2021 fiscal years, show an increase of 35.71%. A comparison of March 2021 with March 2022 shows an average increase of 32.38% in room tax collected.

City of Newport

Room Tax Collections

	2017-18	2018-19	2019-20	2020-21	2020 vs. 2021 % Increase	2021 vs. 2022 % Increase
July	623,424	649,636	627,978	540,449	-13.9382%	49.1502%
August	694,943	701,809	661,241	622,997	-5.7837%	23.4982%
September	466,563	443,728	471,052	482,412	2.4116%	31.8383%
October	289,383	315,673	344,951	417,188	20.9412%	17.7908%
November	167,058	219,716	242,660	227,534	-6.2334%	50.1481%
December	164,141	180,154	183,004	185,574	1.4043%	53.3038%
January	162,767	184,418	194,455	293,465	50.9167%	13.1545%
February	253,574	219,605	277,306	267,452	-3.5535%	52.7927%
March	306,388	332,684	149,324	434,633	191.0671%	21.0651%
April	290,311	323,340	54,380	433,502	697.1718%	0.0000%
May	393,963	377,721	111,348	487,441	337.7636%	0.0000%
June	445,222	460,189	346,689	580,458	67.4290%	0.0000%
Total	4,257,737	4,408,673	3,664,388	4,973,105	35.7145%	32.3822%

Business licenses

On July 1, 2021, we billed 1,470 Newport business for their annual Business Licenses for a total amount of \$239,245. As the table shows below, there is a total accounts receivable of \$53,584 with \$52,984 over 90 days due.

Billings:

Current	225	0.42%
Over 30 days	75	0.14%
Over 60 days	300	0.56%
Over 90 days	52,984	98.88%
	53,584	100.00%

2020-21 Comprehensive Annual Financial Report

The Finance department has submitted the 2020-21 Annual Comprehensive Financial Report to the GFOA for their Excellence Program award.

2021-22 Audit

Our current auditor, Merina+Co, is no-longer performing governmental audits. A request for proposal (RFP) has been completed and awarded to Aldrich CPAs + Advisors LLP to perform the 2021-22 audit. The senior auditor will be Jessica Luther-Haynes who performed the City's audits in previous years under Bolt Carlisle + Smith.

2022-23 Budget

The Budget Committee met on April 26, 2022, and reviewed the proposed budget for 2022-23. The Budget Committee will meet on May 17, 2022, to respond to questions from the April 26th meeting.

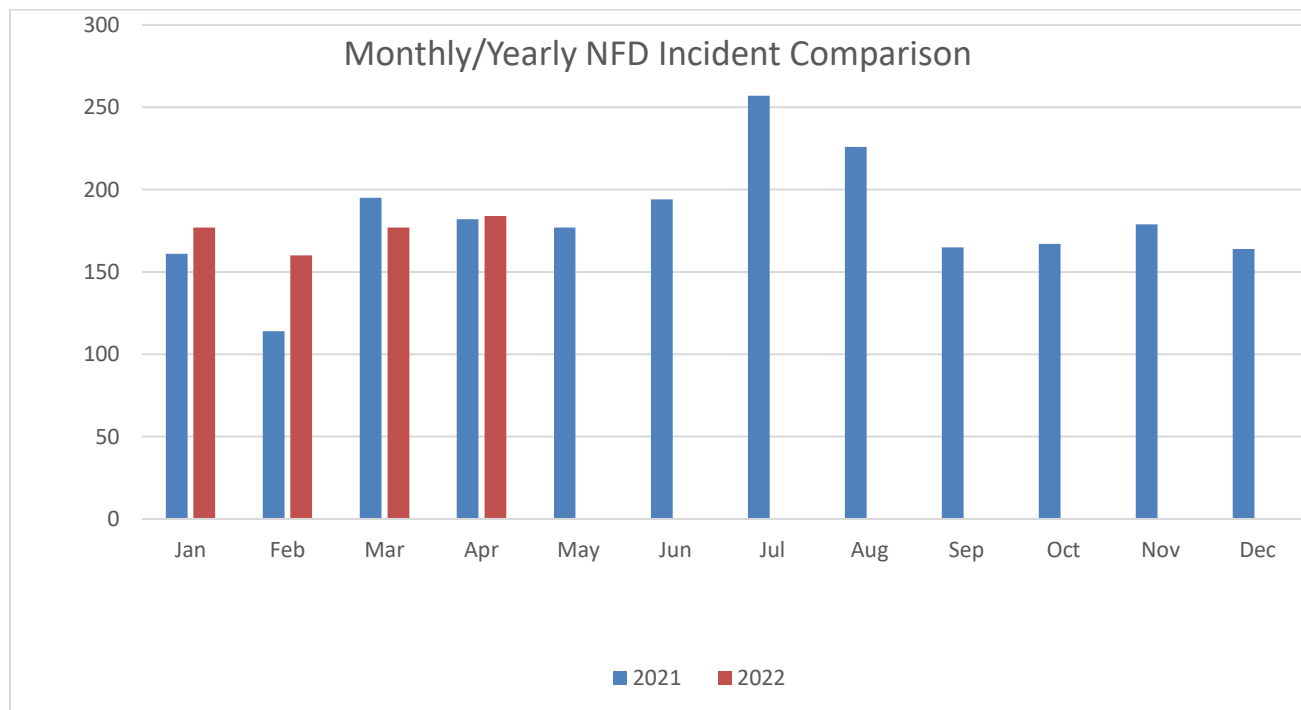


Rob Murphy, Fire Chief
Newport Fire
Department 245 NW
10th Street
Newport, Oregon 97365

To: Spencer Nebel, City Manager
Re: April 2022 Monthly Activities

Here is a brief summary of the Fire Department activities in April.

In the month of April, we had 184 calls for service, compared to March, in which we had 177 calls, an increase of 4%. Our roster currently stands at 21.



There were 2 calls of note in April. The first call occurred on the 18th. NFD responded to Yaquina Bay State Park for an outside fire. Crews arrived to find a tent on fire. The fire was quickly extinguished. Investigation found that the homeless occupants had lit a cooking fire, that spread to their tent. The second call of note occurred on the 23rd. NFD provided mutual aid to Depoe Bay Fire District on a surf rescue. Two juveniles needed to be rescued from Little Wale Cove. They were stuck on the rocks with the tide coming in. USCG helicopter crew airlifted the victims who were checked out by the medics. NFD responded with an Engine, 2 on duty staff, one chief officer, 5 volunteer firefighters and 3 support volunteers.

Upcoming Activities

NFD has many activities planned for May. This past week, I attended the Oregon Fire Chief's Conference in Bend. This is the first in-person conference in 3 years. Our candidates for firefighter and Assistant Chief are finishing up their medical physicals. We hope to have them start in the next couple of weeks. We also participated in the Loyalty Days Parade this Saturday. It was well attended. We are also getting ready for Cascadia Rising, which takes place next month. This week, Del and I are attending a two-day EOC Operations Class in Lincoln City.

Fire Prevention – Chris Rampley

- 6 Hotel/Motel inspections representing 335 rooms.
(1 hotel was put on a 30-minute fire watch overnight)
- 1 B&M Complaint Inspection (Burger King)
- 1 Retail Fireworks Permit reviewed and approved
- 64 Fire Protection System Inspection Reports reviewed and accepted
Of note...
95% of reviewed inspection reports were compliant
- Re-inspect the sprinkler system at Best Western Agate Beach
- Phone consults with various businesses and alarm companies regarding Code issues.

Investigation

Structure Fire Investigation – Assisted OSFM with a garage and RV fire on Arcadia Dr. in Toledo. The cause was a propane heater without adequate clearance to combustibles.

I also assisted Andy Parker in conducting several water supply classes in Toledo and provided water supply calculations for a live burn school in Toledo.

Of note...

Out of 64 Fire Alarm Systems inspected 81% were compliant.

Out of 82 Hood Suppression Systems 89% were compliant.

Out of 48 Sprinkler Systems, 48% were compliant. This will be a focus going into April.

The Best Western Agate Beach sprinkler repairs are supposed to be completed this week.

Training Report – Doyle Helmricks

Past month training subjects:

The following were the drill topics for the month of April:

- Building Construction
- Preplans & Sprinklers/Alarm Systems
- Wildland Review
- SCBA Maintenance and Inspection

Past month drill hours:

During the month of April, 380.5 hours of training were documented. Of the 380.5 hours of training in April, the paid staff logged 149.5 hours and the volunteers logged 231.0 hours. Year to date Newport Fire Department personnel, volunteer and staff combined, have documented 926.0 hours of training.

Monthly highlights and special considerations:

Newport had 10 personnel attend a Live Fire training, two personnel attend a Pumper Operator class and two personnel attend a Mobile Water Supply class during the month of April. Newport Fire is continuing a Hybrid Firefighter 1 Academy for two new volunteers.

Emergency Management Report – Del Lockwood

Past month training subjects:

The following were the topics for the month of April:

- Tsunami Preparedness
- Earthquake Preparedness
- All-Hazard Preparedness
- Financial Preparedness

Past month training hours:

During the month of April, 94 hours of training were documented.

Monthly highlights and special considerations:

Emergency Supply Containers with 55-gallon water barrels were refreshed at the Animal Shelter and Yaquina View. Netting was installed in the Hatfield Science Center Emergency Supply cache.

County Emergency Supply grant applied for and received and Two new Conex Boxes for storing emergency supplies were delivered to Sam Case Elementary.

HAM Radio license class completed. Training completed for FEMA Shelter Field Guide. State OEM Emergency Operation Center Technical Assistance Training completed. OHA Crisis and Emergency Risk Communication Training completed. FEMA Public Information Officer Position Specific Training completed.



Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report April 2022

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	12	1			
AUTOMATIC ALARMS:	6	0	BURN PERMITS:	0	0
MEDICAL CALLS:	98	17	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	9	5	FIREWORKS DISPLAY:	0	0
RESCUE:	0	1	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	1	2	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	23	0	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	6	3	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	1	0	PUBLIC BUILDINGS:	0	0
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	4	0	RESIDENTIAL:	5	0
LABORATORIES:	0	0	RESTAURANT:	1	0
LAUNDRAMATS:	0	0	SCHOOLS:	0	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	0	0	TAVERNS:	0	0
MOTOR VEHICLES:	2	0	TRAILERS:	0	0
NATURAL COVER:	3	1	UTILITIES:	0	0

NEWPORT FIRE DEPARTMENT

City Report April 2022

OFFICES: 0 0

VACANT BUILDINGS: 0 0

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	0	0	HEATING APPLIANCE:	1	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	0	0
ELECTRICAL:	0	0	OPEN FIRES:	2	1
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	0	0
FALSE ALARM:	14	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	1	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

DEPARTMENT REPORT HUMAN RESOURCES AND SAFETY APRIL 2022

RECRUITMENT AND STAFFING

Terminations

Lee Ann Prchal /Retirement Administrative Assistant

New Hires

Matt Hall Senior Utility Worker -Water Distribution
Justin Scharbrough PW Operations Superintendent

Recruitments

Open Requisitions - 35

These are in various stages of the recruitment process.

Held meetings with management on application review; conducted phone screens; conducted in-person interviews; and candidate assessments conducted throughout the month.

Responded to multiple recruitment related follow-up issues, questions, and calls.

Police Officer
Police Officer
Police Officer
Police Officer
Police Sergeant
Police Sergeant
Records Clerk
Lifeguard
Lifeguard
Lifeguard
Lifeguard
Lifeguard
Lifeguard
Assistant Aquatic Supervisor
Recreation Leader - Sports
Sport Programs Coordinator
Accounting Technician - AP

Finance Director
Bi-Lingual Community Resource Specialist
UWI- Water Distribution
UWI - Water Distribution
UW1 - Streets
UW1- Water Distribution
Senior WWTP0
PW Operations Office Assistant
Engineering Tech I
Administrative Assistant
Firefighter/EMT
Firefighter/EMT
Firefighter/EMT
Firefighter/EMT
Assistant Fire Chief/Fire Marshal
Deputy City Recorder
Permit Technician
URA Coordinator

FILLED POSITIONS

Senior UW - Water Distribution
WWTP0 I
Public Works Operations Superintendent
Assistant City Manager/City Recorder

Other Responsibilities - Projects

Employee Handbook Revisions – in process

➤ Final revisions (three days devoted this month)

Implement AccuSource for national background checks

IAFF Negotiations

Internal discussions for NEA Negotiations

SafePersonnel Training rollout 2022

Work Group Meetings – Workplace Culture (salary, benefits, training)

Coordinated discussions for the Complete Leader Program as part of work group meeting on training

Employee relation issues handled throughout the month

PAF's processed for monthly payroll

Responded to compensation questions from various employees
Responded to FMLA/OFLA leave requests
Follow up on background check issues
Attend Department Head meetings
City Council meeting
New Hire Orientations completed for new hires
Emergency Committee meeting
Review backgrounds for potential new hires
Responded to several job description and salary requests from various cities
Exit Interviews conducted with terminating employees
Budget discussions
Meeting -Benefit premium discussions – post-tax vs. pre-tax
Job Fair – Recreation Center - prep and attendance
Attended Tech Talk
Meeting regarding citywide backflow program – handoff from Safety to PW
Met with Library Director and two staff to review volunteer onboarding process
Response to Hit and Wish list

SAFETY

Valley Fire Control – misc. issues handled throughout the month
Salem Fire Alarm – misc. issues handled throughout the month
Billing reconciliation
Eye Stations researched and ordered -Recreation Centre – continued issues/questions
Safety Orientation completed for new hires
Misc. PPE orders submitted
Safety Committee Meetings
Meeting to discuss fire alarm systems

Memo



To: Spencer Nebel
From: Richard Dutton
Date: May 13, 2022
Re: Information Technology Monthly Update

1. Helpdesk
Information Technology serviced 254 helpdesk tickets last month.
2. GIS
Wall maps & Run books (draft) for NFD
3. Security Update
Implementing remaining 2FA for access control and network.
In process with AI autonomous ransomware and malware protection evaluation.
4. Audio-Visual
 - a. Developed Picture-in-Picture for broadcasts
 - b. Working to get better image quality on Ch190.
5. Numerous website updates
6. Re-enabled Training Tracker for PWK Supervisor. JS updated records.
7. Updated NPD main door (Records)
8. Participated in meeting with CLPUD and Astound re.fiber optics projects
9. Secured order for 11x security cameras under CIS funded grant



Memo

To: Spencer Nebel, City Manager and City Council
From: Laura Kimberly, Library Director
Date: April, 2022
Subject: Library Department Update

Administration

The Children's Department at the Newport Public Library, 35 NW Nye Street, will be closed until further notice beginning on Friday, April 15th. A temporary and partial Children's Department will be set up in the McEntee Meeting Room while construction takes place in the Children's Department. The McEntee Meeting Room will be unavailable during this time for community meetings. When the Library is open for services, staff members are available to help patrons locate and retrieve children's materials. We appreciate everyone's patience with construction, confusion, and noise during this time. We look forward to welcoming everyone back into the Children's Department when construction is complete.

The Newport Public Library was awarded a Teen Internship Grant from the State Library of Oregon. A Memorandum of Understanding between the State Library of Oregon and the Newport Public Library will go to City Council, the Mayor, and City Manager for approval at the April 18th City Council Meeting. The State Library of Oregon is directing up to \$1700 from the 2021 LSTA ARPA State Grant to the Newport Public Library for the direct purpose of this memorandum, provide materials to guide successful mentor-intern relationships, and offer one-on-one technical assistance to the Newport Public Library, as grant recipient. Teen interns will increase skills working on a connected learning project. They will also more fully understand the scope of library work and be able to identify how their interests and skills match that work. Library mentors will develop leadership, communication, and coaching skills. The Newport Public Library will better understand how to engage and support students while also creating career and programmatic pathways to increase diversity in the field.

The Library's self-check software was upgraded by Envisionware on Friday, April 8th. The new machines are beautiful, very functional, and take up less counter space.

In-person interviews were conducted for the full-time Adult Services and Outreach Librarian. An offer has been extended to a candidate and they are scheduled to start on May 16. In-person interviews will be conducted for the Bi-Lingual Community Resource Specialist part-time position on April 13.

Library staff have been participating in the KNPT Newport Today radio show on scheduled Thursday mornings. We will be back on the radio on Thursday, April 21. We have several other dates scheduled to appear on the radio show throughout 2022.

The Library was awarded a \$3,000 grant from Oregon Humanities to facilitate a community conversation. The grant is called Consider This: Mini Grant for Rural Libraries, which focuses on American Dreams, American Myths, American Hopes. The program titled, "Newport's Diverse Paths to an American Dream: Join the Conversation" will take place at the Performing Arts Center on May 19 from 6-7:30 pm. The panel portion of the program is scheduled to take place from 6-7 pm. Refreshments and casual conversations with the panelists will take place from 7-7:30 pm.

Library Staff is practicing particular Spanish phrases, questions, words and expressions that would be useful in library life. We have created a helpful cheat sheet for our public desks for easy reference. Library Staff continues to practice their Spanish during our staff meetings and with individuals who come into the Library.

The Library is distributing free at-home COVID-19 tests in partnership with Lincoln County Public Health! Limit one kit (with two tests) per household member. These kits are being distributed during Library open hours at the Circulation desk while supplies last.

City Administration met with Lincoln County's Harm Reduction team to discuss a possible partnership with the Newport Public Library. This conversation is on-going. We hope to be able to offer Harm Reduction resources at the Newport Public Library in the future.

The Newport Public Library Foundation allocated funds to go towards the purchase of Library of Things items. The Library Staff has ordered several items that will be added to our Library of Things collection such as gardening tools, ukuleles, board games, and much more.

The Public Library Association Conference was March 22-25 in Portland, OR. Like the institutions they support, the role of the public library worker is ever-changing. The COVID-19 crisis magnified this more than any of us could have imagined, but public libraries responded swiftly and creatively to meet their communities' evolving needs. The PLA 2022 Conference is also evolving in order to provide public library professionals the opportunity to reconnect with one another, recreate the services they

provide, and revitalize the passion for the work they do every day. The Library Director and Supervising Librarians attended the conference in Portland. Our Teen Services Librarian, Vanessa, was in charge while library management was in Portland.



Have you stopped by to check out our salmon fry? Salmon eggs were provided by the Oregon Department of Fish and Wildlife, and they're growing up fast!

National Library Week 2022: Connect with

Your Library


The theme for National Library Week 2022, “Connect with Your Library,” promotes the idea that libraries are places to get connected to technology by using broadband, computers, and other resources. Libraries also offer opportunities to connect with media, programs, ideas, and classes-in addition to books. Most importantly libraries also connect communities to each other. Overall, the theme is an explicit call to action-an invitation for communities to join, visit, or advocate for their local libraries. National Library Week was from April 3-9, 2022. Molly Shannon, multiple Emmy-nominated and Spirit Award-winning actress, comedian, and legendary Saturday Night Live cast member, helped celebrate our nation’s libraries.

**NATIONAL ★★★
LIBRARY WEEK**




APRIL 3-9, 2022

“Libraries are places where communities connect—to things like broadband, computers, programs and classes, books, movies, video games, and more. But most importantly, libraries connect us to each other.”

MOLLY SHANNON
NATIONAL LIBRARY WEEK
HONORARY CHAIR



CONNECT WITH YOUR LIBRARY



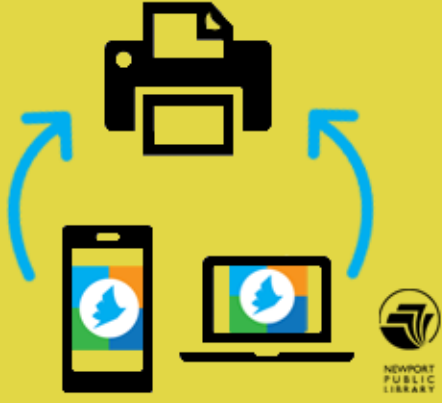
Mobile Printing

New! Mobile Printing

Send your documents to the Library's Printers

Items can be sent from your own computer or mobile device at home, in the Library, or on the go.

www.printeron.net/np/library



The Newport Public Library now offers mobile printing. Send your documents to our printer from your home computer, personal device in the Library, or on the go. When you are ready to pick up your document, use our Print Release terminal to pay for your printing. All you need is an email address.

Two ways to print:

1. With the free PrinterOn app on your device (available from Google Play or the App Store)
2. Use www.printeron.net/np/library from your favorite internet browser.

HELP Community Clothing Drive

Every month they will be collecting a different item of clothing for local students. In April, they were collecting shoes for students in kindergarten through 12th grade. **New items only, please.**

New Clothing Drive

APRIL



SHOES

Poetry Month

April is Poetry Month and April 3-9 is National Library Week! Our salmon at the Newport Public Library love their library and listening to poems. Do you have a poem about your

local library? The salmon and the library staff would love to see your written poem about the library. The only rule is that your poem needs to be library related and original work since it's National Library Week. You can submit your entries to the Newport Public Library at reference@newportlibrary.org and be entered to win the four poetry books about seasons. Entries are due by April 30, 2022 to be entered into the contest.



Libros for Oregon



Libros for Oregon began in July of 2016 as a two-year project entitled “Libros for Oregon: Collections Connect Communities.” Its goal is to increase access to high-quality Spanish language books for Oregon libraries, particularly smaller, rural libraries, by helping more libraries take advantage of the resources of the Guadalajara International Book Festival, the largest Spanish-language book fair in the world. Spanish is the second most-spoken language in Oregon.

The Newport Public Library participated in this year’s Libros for Oregon cohort. Newport Library Director Laura Kimberly was part of a team selecting materials for 10 Oregon Libraries, including Newport. They purchased materials published in Mayan and

Spanish, as opposed to books written in English and translated into Spanish. These books are starting to arrive and will be available to check out soon.

Youth Services

Young Writer's Camp

The Newport Public Library is partnering with the Lincoln County School District to offer a Young Writer's Camp: Mission to the Moon July 25th through 29th from 9:00 am to noon. Students entering grades 5-8 are welcome to register. The cost is \$125, but needs-based scholarships are available.



3D Fish Craft

The Library is handing out 3D Fish Kits. These kits are best for ages 0-11.

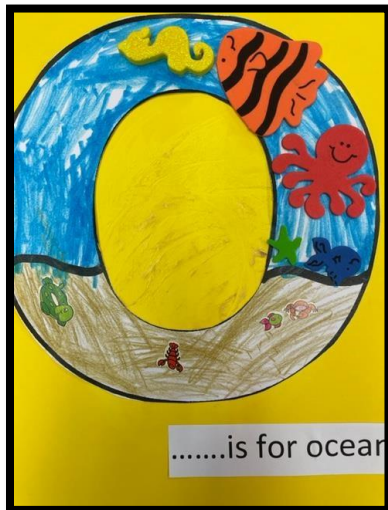


Fishy Zipper Pull

The Library is offering a new April project for teens ages 12-18 years old. Teens are welcome to come and create Fishy Zipper Pulls in the Teen Room.

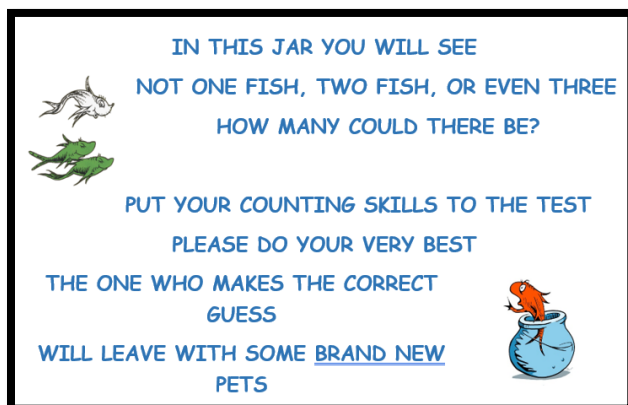
Spring Book Bingo

Ages 18 and under are invited to participate in our Spring Book Bingo! Complete a Bingo Blackout by May 2022 to win a free book.



Virtual Preschool Art Display

This month, the Virtual Preschool Art Display is featuring art by ABC Preschool.



Guess the Number of Swedish Fish

Teens are invited to guess how many fish are in the jar. The teen with the closest guess will take home the fish!

Adult Services



Fish Bingo

The Library has a new activity for adults in April! Adults ages 18 and up are welcome to come and pick up a Fish Bingo Board.

The Newport Public Library Reading Circle



The Newport Public Library Reading Circle will be on Tuesday, April 12th at 12 pm to discuss, "Hamnet" by Maggie O'Farrell. The Reading Circle is free and open to the public.

Money Smart Week

April 9th to 16th something is Money Smart Week! You can register for a variety of webinars about improving your money smarts by selecting the link:
<http://ow.ly/CmRo50IFuY8>

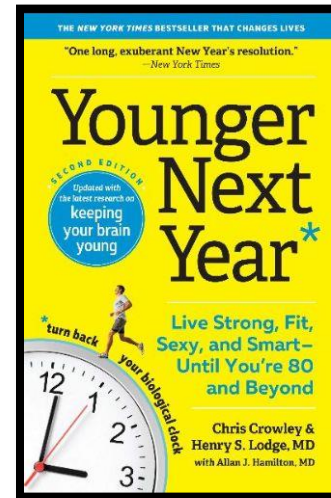


Newport Community Health Reads

The Newport Recreation & Aquatic Center and the Newport Public Library are presenting a wonderful, collaborative program this spring! As a community, we will be reading "Younger Next Year: Live Strong, Fit, Sexy, and Smart--Until You're 80 and Beyond" by Chris Crowley and Henry S. Lodge, MD. This book read is free to all Lincoln county residents. It is geared towards adults 40 years and older.

The Newport Community Health Reads program kicked off Monday, February 14th and concludes Friday, May 13th, 2022. Everyone is invited to the group discussion at the Rec Center's Multi-Purpose Room on Wednesday, April 27st from 3:30-4:30 pm.

Please register at the City of Newport website so we can stay connected with each person during the book read. We will be communicating additional inspiring information and updates on the question & answer meetings! You can register for this program at: <https://tinyurl.com/ycxmxfy4>

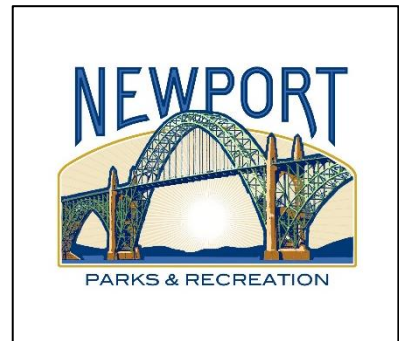


Respectfully,

Laura Kimberly

Memo

To: Spencer Nebel, City Manager
From: Mike Cavanaugh, Director
Date: May 9, 2022
Subject: Parks & Recreation Monthly Report – April 2022



Administration – Mike Cavanaugh

I attended two department head meetings with City management. Reviewed and discussed City materials and happenings occurring with City Council and each City department.

I held bi-monthly meetings with my four acting division managers. This gives me the time to hear from them directly and discuss ideas, issues, and projects.

I held two department staff meetings. Topics of discussion were upcoming projects, upcoming FY22-23 budget developments, staffing updates, program development, diversity, equity, and inclusion vision, and other division information.

I held two meetings with Scott Bernards and Anita Albrecht to discuss all things Park Maintenance and the coordination that occurs with the park maintenance and the city landscape specialist. These meetings are monthly meetings now. We reviewed and made edits to Parks' "Clean It" system. The system has been underutilized for years. The system will help with crews' daily/monthly/seasonal/yearly work schedules, track stats on jobs, and help prioritize outside work requests as they are submitted.

I completed and submitted a large government grant application to Oregon Parks and Recreation Department on April 1 for \$390,000. The grant is for a full rehabilitation of the Agate Beach Neighborhood and Dog Park.

Department leadership and I spent many hours during the month of March and April reviewing operations, programs/activities, and personnel to build and propose the Fiscal Year 2022-2023 budget to the City Manager.

Scott Bernards, Anita Albrecht, and I presented on April 4 at City Council's Work Session regarding the Newport's Tree Program. We reviewed over where the city has grown with the program, the current status of the program, and where staff would like to see growth with the program. Staff and Council expressed interest in developing a City Heritage Tree Program.

I met with Spencer Nebel, Chief Jason Malloy, Peggy Hawker, Derrick Tokos, and community stakeholders regarding the current tent/vehicle camping issues in the city, discussed the details of a draft camping ordinance, and asked for stakeholder feedback.

Human Resources Dept and I began the process of reviewing applications and conducting interviews during the month for the vacant Sports Program Coordinator position.

I have been working with two city administration groups to review current processes and make recommendations to the City Manager to better the City's workplace culture. The two groups are charged to evaluate leadership development/training amongst city staff and employee benefits.

I met several times with City Administration and Lincoln County School District (LCSD) to discuss, review, and build an agreement for the Sam Case Elementary Sports Field Project. The City is contributing \$500,000 to fund the project and will handle all field scheduling for the first 10 years. LCSD is responsible for the planning, design, and construction of the field.

I attended one Emergency Coordination Center meetings. In the meeting, we discussed topics that were related to the County's upcoming Cascadia Subduction Prep events and the responsibilities of the City of Newport.

I met with EENW owners to discuss the Wilder Dog Park's Land Use Agreement and the requirements of each party for maintenance and upkeep. Future meetings will be held to discuss the agreement and site responsibilities.

I attended Peggy O'Callaghan's 1-Year Anniversary Celebration for retiring from the 60+ Activity Center.

I met with BerryDunn, the department's Recreation Business Plan consultants, twice to discuss benchmarking data collecting for the plan and the plan's schedule moving forward in May and June. The plan has already held a community engagement process, collected results from a community-wide survey, demographics of the community, national, state, and local trends that may impact the Newport community in the future.

I met with Nancy Steinberg, Parks and Recreation Advisory Committee chair, to discuss and build the agenda for the April 26 meeting.

I attend the Parks and Recreation Advisory Committee meeting on April 26.

I attended the 60+ Activity Center's Volunteer Appreciation Luncheon to honor all of the volunteers that help facility staff in the office, gift shop, trips, classes, and activities. It was a well-attended event honoring about 30+ volunteers.

Aquatic Center – Keeley Naughton

- Attended the Oregon Recreation and Parks Association Aquatics Section monthly Zoom call.
- Attended the News Times' job fair. The turnout was unfortunately low, and I was not able to find any potential lifeguard candidates.
- Attended a Model Aquatic Health Code webinar.
- Facilitated a staff meeting/in-service training on April 24. Staff practiced scanning/victim recognition, deep water rescues, extrication, and CPR. These monthly in-services are a requirement for our StarGuard certification program, but also serve as a great teambuilding opportunity for staff.
- Met with Steve Stewart for a spill kit training. Met with staff to train them on use of spill kit.
- Completed a Respiratory Protection Procedure document for the Aquatic Center. Met with Jonathan Dutton (CPO) to review this plan.
- Completed a Chemical Spill Response Plan for the Aquatic Center. Met with Jessica Calvin-Girard and Jonathan Dutton (CPOs) to review this plan.
- Attended the Bloom Newport event at the Performing Arts Center.
- Held five interviews for potential lifeguard candidates. Three candidates have been given a contingent job offer and are in the background check process.

Programs/Events

Programs and events were limited in April due to staffing shortages.

We began Saturday swim lessons on April 30th. This session of lessons will continue through May. We have a total of 31 swimmers enrolled in this session of swim lessons. We have 11 waitlisted swimmers who were unable to enroll in this session of lessons.

Events:

- Egg Dive (Sold out)- 102 participants
- Swim Lesson Clinic (Sold out)- 10 families

Water Exercise Classes:

- Boot Camp- Averaging 15 participants per class
- Water Aerobics- Averaging 6 participants per class
- Aqua Interval- Averaging 15 participants per class
- Deep Water Workout (new class that began on 4/26)- 8 participants

Rentals

- Lane rental for surfing class (4/6)
- Activity Pool rental for birthday party (4/16)
- Activity Pool rental for birthday party (4/30)
- Newport Invitational Swim Meet (4/22-4/24)

Facility

- Broken tile was repaired in the lap pool. The tile cracked from a previous rental group's SCUBA tanks and created a sharp edge in lane 1. While the contractor was here he also replaced several other broken or partially broken tiles throughout the Aquatic Center.
- Deadbolt locks were installed on the Aquatic Center locker room doors. This will allow us to keep the locker rooms open during times when the Aquatic Center is closed.
- Applied epoxy putty to several chipping spots on the plaster in the lap and activity pools. The Activity Pool chipping has become increasingly difficult to manage, and the epoxy patchwork is very unsightly.
- Completed routine maintenance on mechanical room equipment and chemical feeder systems.

Staffing Update

Staffing was a struggle in April, but I'm hopeful that our staffing situation will improve in May. We still have 5 vacant lifeguard positions, which made it very difficult to fill lifeguard shifts this month. We are constantly just one sick call-in away from having to shut the pool down. I recently made contingent job offers to 3 lifeguard candidates, and they are currently in the background check process. If all goes well with these 3 candidates, we should be able to reopen during the 1:00-3:30 pm timeframe as soon as the new staff are hired and trained (the training process typically takes about 3 weeks).

The Assistant Aquatic Supervisor position is still vacant. The position has been re-posted for the fourth time. I worked with Judy Mayhew and Barb James to revise the job description, which included adjusting the experience requirements of the position. I hope this will widen the candidate pool and draw in more applicants.



Egg Dive prep- 1500 eggs!



Egg Dive



Staff In-Service Training

Recreation Center – Judy Mayhew

The Recreation Center hosted the Jobs Fair sponsored by the News-Times. There were about 38 companies represented including the City of Newport.

Staff prepared information for the Summer Activity Guide which will come out some time in May.

The Recreation Superintendent participated in phone and in-person interviews for the Sports Program Coordinator position.

Staff have been preparing the Clubhouse at Frank Wade Park for the Summer Activity Club, which starts at the end of the school year.

The Recreation Superintendent attended the Parks & Recreation Committee meeting via telephone giving committee members an update on events and issues at the Rec Center.

Jenni Remillard, our Youth Program Coordinator, presented a Low-Tide Learning class at Seal Rock Park with 16 people participating. This was the second of three classes offered this spring. These classes are always a sell-out.

Saturday, April 30 was our Arbor Day celebration. Trees and information were given away, and activities for the kids were provided. Approximately 110 trees were given out. Andrew Grant at the Water Treatment plant took 50 of the remaining trees, for planting at their facility.

Two out of three of the hot water heaters for the Rec Center are down. There is no hot water on the North end of the building, which includes the locker rooms on the Rec Center side. One of the two must be replaced, and we are waiting for a part for the other one. The last time that

we replaced one was back in 2011, at a cost of \$7000. We are anxiously waiting to find out what the cost will be this time. We have been keeping the “door” between the Rec Center and Aquatic Center open when possible so our patrons can get a hot shower on the pool side.

Roller skating on Wednesday evenings continues to be very popular.

Brenda Luntzel, our Fitness Specialist, presented a Q&A and discussion on the book *Younger Next Year* as part of the Library’s Community Reads program. This was a good partnership with the Library.

The first Bloom Newport was held at the Performing Arts Center parking lot on May 30. Rec Center staff handed out information on our programs and facility to people attending the event.

Kacy Baxter is our newest fitness instructor, teaching a Strength and Flow class on Wednesdays and Thursdays from 3:30-4:30pm. We are trying this new time slot for classes to see how it goes over with our patrons.



Low-Tide Learning



Arbor Day



Bloom Newport

Park Maintenance Division – Scott Bernards

- Parks crew cleaned up the parking island at city hall. Lifted the pine trees high enough to prevent them from hitting vehicles that park there. We also cleaned the parking lot.
- We have been dealing with a lot of vandalism this month. From bus stop broken glass, the chain being cut and removed from Don and Ann Davis Park, to graffiti on multiple surfaces throughout the system.
- Mike Cavanaugh, Scott Bernards and Anita Albrecht revising the 'Clean-it' program. Planning to relaunch 'Clean-it' soon for use in-house for city departments to report any issues. We are having a few people use it to proof the process.
- Installed 4 garden new boxes at the Frank Wade Community Garden.
- Mowing Season is starting now!
- April 11th and April 28th – Newport's Beautification Volunteers worked with Surfrider representative, Consuelo Kammerer. We worked on improving the Surfrider Raingarden at City Hall. The group did get a lot done.
- April 30th – Jenni Remillard and Anita Albrecht organized an Arbor Day event at the Recreation Center. We gave away about 120 trees – Western Redcedar, Shore Pine, a couple of Spruce trees and a Douglas Fir. The Newport Tree Manual was printed and distributed to many interested people. It was a successful and well-attended event.

Arbor Day thanks - Special thanks to Tom McCambridge at Midcoast Watershed Council who set up a power point show and brought in a great assortment of live native trees. A big thank you to Linda Annable from the Newport Library who set up all sorts of fun stuff for families to get hands on with tree facts (Hands off Dolly Parton!).

- String trimmed and cleaned up the shops and space around the greenhouse, and up at Public Works shop area.
- Working with Laura Kimberley to get the erosion on the Library hillside under control – Scott will be treating the shrubs with an appropriate herbicide, the crew will build a low retaining wall along the stairs and Anita has native plants on order to plant – they will be low maintenance, shade tolerant and hold the hill by establishing roots.
- Concrete Octopus Bench delivered and put in place at the corner of Coast Street and Beach Dr, in Nye Beach.
- Weeding at the PAC and Recreation Center.
- Anita, working with Mike Cavanaugh and Scott Bernards will be planting our first 'Memorial Tree'. This will be similar in concept to the current 'Memorial Bench' program.



City Hall Parking Lot Clean Up



Frank Wade Community Garden Beds

60+ Activity Center – Sonia Graham

- Participated in 2-day Accreditation Peer-to-Peer virtual on-site visit. Many volunteers joined for the first day's virtual visit, while the second day was Sonia and the two peer reviewers. Notification received on Thursday, April 28 that the 60+ Activity Center has been approved for full accreditation!
- Hosted artist reception for kick off month-long art display in the lounge. Art created by students in classes offered at the 60+ Activity Center were displayed.
- Terrie Murphy began as part-time clerk through a job training program offered by Easter Seals.
- Hosted Anniversary of Retirement party for Peggy O'Callaghan with over 100 attendees.
- Hosted Volunteer Appreciation lunch, prepared awards and gifts, acknowledged longest serving, most hours by area served, and Above and Beyond.
- Received training on website updates and access to necessary sites.
- Attended Senior Association Board, and Advisory Committee meetings.
- Attended Parks & Rec Staff Meetings and one on one meetings with Mike.
- Attended SOAR monthly meeting.
- Attended NRPA meeting
- Meeting with Samaritan RHEHUB regarding partnership with 60+ Activity Center
- Attended meeting regarding presentation at ORPA conference – suggested Bryn present instead of me.
- Attended Rotary Club Training Assembly and weekly lunches.
- Attended Chamber of Commerce lunches, and Ambassador spotlights.

Meetings

4/6 & 4/7	Accreditation Review - ZOOM
4/13	Policy & Procedure Review meeting with Advisory Committee Team
4/14	SOAR
4/20	NSCAA (Senior Association) Meeting
4/21	Friends of the 60+ Activity Center Meeting
4/21	Advisory Board Meeting
4/28	NRPA Project Meeting
4/28	Samaritan RHEHub & 60+ Center Partnership meeting

Number of Programs Offered:

Total Programs – 24

Senior Fitness – 7

Senior Social Programs – 10

Senior Educational Programs – 7

General Revenue Generated: \$ 1,305.55

Total YTD: \$ 9,407.37

Highlights for the Month:

The month of April kicked off with an Artist Exhibit and Reception on April 1. Art work by students in the watercolor, photography and glass art classes was available for viewing in the Lounge throughout the month. Refreshments were provided by students in the watercolor classes and the 60+ Activity Center.

On Friday, April 15, we were finally able to thank Peggy O'Callaghan for her 17 years of dedicated service to the 60+ Activity Center and the community with an "Anniversary of Retirement" Party. Approximately 100 people came to express their appreciation and enjoy the refreshments provided by the 60+ Activity Center, Senior Association, and Friends of the 60+.

The 60+ Adventure Van headed to Chinook Winds Casino on Tuesday, April 19, for our first outing since re-opening. More fun trips are being scheduled.

A Volunteer Appreciation Luncheon was held on Tuesday, April 26, to celebrate those who help to make the 60+ Activity Center a vibrant part of the community. Awards were given to:

- ✓ Phyllis deBord – most hours served, Gift Shop/Lounge
- ✓ Kristine Huggins – most hours served, 60+ social activity/Meals on Wheels
- ✓ Shelley Lee – Essential volunteer/Meals on Wheels
- ✓ Bryn McCornack – Above and Beyond – Advisory Board/Friends/Walk with Ease
- ✓ Mary Peterson – most hours served, 60+ Instructor
- ✓ Shirley Steinhauer – Twelve years of service
- ✓ Ginger Tibbles – most hours served, office/length of service (15 years)

Marketing PSA's:		YTD
Regular PSA's Submitted:	7	23
Regular PSA's Published:	4	16

Volunteer Hours:		YTD
Fitness:	7 volunteers – 49.00 hours	370.00
Educational:	7 volunteers – 29.00 hours	152.00
Social:	9 volunteers – 100.50 hours	776.50
Office:	3 volunteer – 85.50 hours	448.25
Gift/Lounge shop:	5 volunteers – 245.00 hours	2,108.30
Transportation:	1 volunteer – 14.00 hours	14.00
Advisory Board:	4 volunteers – 6.00 hours	44.50
Friends:	5 volunteers – 2.50 hours	52.50
Senior Association:	5 volunteers – 6.25 hours	45.50
Accreditation team:	4 volunteers – 12.00 hours	21.00
Advisory Wk. groups:	2 volunteer – 16.50 hours	74.25
Clean-up	1 volunteer – 3.00 hours	45.00
60+ Bryn	1 volunteer – 20.30 hours	185.80

Sports Division – vacant

No Report



Noble
Professional
Dedicated

Newport Police Department Memorandum

Date: June 13, 2022

To: Spencer Nebel, City Manager

From: Jason Malloy, Chief of Police

Subject: Department Report – April 2022

I met with City staff for continued discussions of a proposed updated City Camping Ordinance. The goal is to update our current ordinance to comply with recent court ruling and state law.

I participated in a public meeting with concerned citizens regarding public camping and the car camping at SW 9th/SW Hurbert St.

NPD conducted interviews for our vacant part-time Records position.

Participated in capital project budget meetings.

I attended the Oregon Association of Chiefs of Police annual conference in Bend. The general topic of the conference was leadership and officer wellness. This was the first in person conference in a couple of years. The conference was well attended and provided excellent information.

NPD supervisors met to discuss staffing, deployment and current training.

NPD participated in Operation Tidalwave. The operation is a partnership between local law enforcement and the US Marshals. The operation focuses on registered sex offenders that are not in compliance with their registration.

I met with the City's Emergency Preparedness Committee. We identified a plan to move forward with assigning required NIMS courses to all City employees.

Significant Events:

Officers responded to a theft where over \$1,000,000 in prop/movie money was stolen. The money was clearly marked “For Motion Picture Use Only” and “Copy,” the movie money was very similar to US Currency. A press release was generated, warning local businesses and the public about “counterfeit” money that may be circulating the community.



Memo

To: Spencer Nebel, City Manager
From: David Powell; PE, Public Works Director
Date: May 9, 2022
Re: April 2022 Public Works Department Monthly Report

Administrative Calendar – April 2022

- Held daily Public Works Operations briefing meetings via Zoom
- Participated in WWTP Master Plan progress meetings
- Participated in DIG Deep progress meetings
- Participated in Department Head meetings
- Reviewed and participated in City-Wide backflow prevention maintenance management and notices
- Participated in numerous recruitment interviews
- Conducted field investigation for the remediation of the Agate Beach lift station issue.
- Revised Seal Rock MOU and participated in resolution of billing matters
- Refined planning and implementation of Big Creek gate closure initiative
- Facilitated a meeting regarding the Clarifier #2 project and funding
- Finalized contracting scope and contract documents for Oregon Meter Repair
- Participated in Mediation conference regarding insurance claim for Wilder Dog Park valve box issue
- Participated meeting to review and plan strategy for accomplishing the corrosion control project.
- Refined budget documents
- Conducted follow-up interviews with staff at the WWTP.
- Determined requirements and held meetings with ODOT regarding the Moolack Slide remediation project
- Participated in meetings regarding Enterprise Fleet Management proposals
- Participated in Capital Outlay and Utility Rates meeting
- Met with Enterprise Fleet Management regarding transfer and sale of vehicles and planned maintenance details
- Participated in NEA negotiations

- Conducted field investigation of Schooner Landing sewer failure.

Water Treatment Plant – April 2022

- April 2022 production 49.9 MG. This a decrease of approximately 0.8 MG from April 2021. The average production from 2013-2021 is 47.8 MG. April 30 raw water reservoirs #2 is overflow. We received 9.20" of rain in April at the WTP. The WTP average is approximately 6.97".

No Shrimp processing for the month of April. The season opened April 1.

- Comfort Flow Heating onsite to do annual PM of HVAC units
- Met with Mike Cavanaugh regarding signage for the bike people. Let him know that he would need to also talk to PWD.
- Met with Jacobs Engineering & Aaron regarding next step for dam 2 overflow structure and outlet conduit repairs.
- Siletz Pump Station pump 3 repair work has been awarded to PumpTech.
- TAG tuned Seal Rock and Newport's flow meter PLCs at the Seal rock intertie to match as close as possible.
- Bi-weekly remote meeting with HDR.
- Forslund Crane r & r Sodium Hydroxide tank
- Valley Fire Control did annual inspection of fire extinguishers
- Attended virtual meeting with Dig Deep
- Met with CoastCom/Astound regarding 71st pump station fiber quote.
- Met with Keely w/Aquatic Center regarding the use of a chemical spill kit.
- Attended safety committee meeting and participated in safety inspection of the Rec center and Aquatic center.
- Attended quarterly employee retirement meeting.
- Met with Newport Sign to create a new sign for Big Creek Watershed.
- Met with City of Newport and SR staff regarding MOU for the intertie.
- Had some issues with Rack 4 neumatic controller. The issues seems to have resolved itself. Will be picking up a spare from Cottage Grove.
- Having issues with the Sodium Hydroxide level transmitter.
- IT installed 2 factor authentication on the computers.
- Addition camera installed on the intake building to get a better view of the Big Creek gate.
- April 17 the Big Creek gate was damaged beyond repair. We started using the gate on April 4.

Streets/Stormwater Recap April 2022

- Completed Safety Personnel
- Two day a week sweeper schedule.
- Helped fix air leak at the WWTP.
- CDL training for Kevin and Vaughn.
- ROW mowing. (Mower broke down, but we got a replacement)
- Unloaded 12' tank at the WTP.
- Fixed PED signs on 101.
- Used 20 bags of cold patch on potholes. (SE Benton and Coos, Golf course Dr., NE Eades, NE 8th st.
- Fixed sinkhole on NE 8th St. (Was caused by organic decomposition)
- Fixed sinkhole on SW Cottage (storm line stub out plug failure)
- Finished bollard installation at Wilder.
- Worked on RAVO sweeper and John Deere mower
- Ran catch basins due to heavy rain.
- Helped water crew with water break on NW Spring St.
- Graded all gravel streets.
- Replaced storm grates at the tennis court
- Installed permanent Dead End sign at NW 19th and Nye
- Cleaned gravel from the intersections of NE 53rd and 54th
- Replaced Dead End sign at SW 27th st.

Water Distribution Division - April 2022

- This month Dann worked on service orders and meter reads,
- Aaron and I worked on locates, service orders, service leaks,
- worked with customers for new meter installs,
- replaced our water line at 71st wash down dump site,
- work with contractor at wilder subdivision,
- fire line at Yaquina school, and fire hydrant replacement on Moore and 1st for chlorination, flushing and testing.
- Also we set up and got running our new walk behind saw/trailer and set up and repaired our vac truck to keep in working properly.
- We worked with our suppliers on our inventory to keep it stocked up as well.

Collections Division - April 2022

Collections Division – April 2022

- Jetted trouble lines in the system
- Responded to several sewer complaints
- Trained new hires on combination truck and pump stations
- Helped out Wastewater plant with Northside duties
- Trained new hires on camera van operations
- Jorge training on CDL
- Organized all vehicles with tools and supplies
- Pump station inspections
- Worked with Electrician they installed a float system at the Bayfront pump station for high dry well level
We tested it and it calls out
- Interview for Senior Water distribution job
- Interview for Water Distribution utility 1
- We sucked out both scum pits at the waste plant
- Jorge received his CDL permit
- We worked on Schooner landing issues with sewer
- Confined space training for Ian
- We worked on I/I report for the state
- We worked with Enviro Clean they fixed issues with the Jetter
- I worked at the job Fair for the City of Newport
- We found several buried manholes in the system
- We did investigation into the gravity sewer at Pacific Shores
- Wastewater master plan meetings
- Fire Extinguisher inspections
- Seamus helping train Streets crew on CDL
- Helped National guard with their sewer issues
- Worked with contractor installing new ventilation at 56th st Pump station

Wastewater Treatment Plant - April 2022

- Treated 56.3 million gallons, produced 137,782 lbs. of biosolids.
- Conducted investigation into the Landfill Leachate pumping station
 - The meter was determined to be the wrong type. We are working with Lincoln County to address needed upgrades to metering equipment
- Began soil sampling for biosolids land application
- Worked with the Collections Crew to inspect the Influent Pump Station Wet Well

Facilities Maintenance Division– April 2022

- Here is a sampling/overview of the jobs that your Facilities Maintenance division performed in April 2022.
- One of the water heaters at the Rec Center failed. Airrow is repairing it, but parts are hard to get and it may take a week or so. With the tandem water heater in that system already out, there was no hot water in part of the Rec Center for about a week. Progress on finding a replacement water heater is slow.
- The NPD Detective's area project is continuing. The new door has finally arrived and the contractor has it on his schedule.
- The Library window project is going well. All of the Child Center windows are in, after the dry rot abatement turned out to be less involving than originally thought. The rest of the window installation is on the contractor's schedule for the near future.
- 56th St pump station has new vents in the block per Shannon's request. The work was performed professionally and looks very good. Everyone is pleased.
- Procured several bids for projects. Processed invoices. Rearranged the Council Chambers a few times every week.
- Moved more furniture in Finance. Hung things on several walls. Provided more keys to HR. Made routine repairs to things in offices, bathrooms, hallways, etc., and performed many other small tasks to make life easier, more comfortable, or more productive for City employees.