

Monthly Departmental Reports



City Recorder's
Office 2020



TO: Spencer R. Nebel, City Manager

FROM: Peggy Hawker, City Recorder/Special Projects Director

SUBJ: Departmental Report - 1st Quarter 2020

The first quarter of 2020 has truly thrown everyone a curve - including this office. In addition to special projects and routine responsibilities, the addition of work related to COVID-19 has created a plethora of mundane, interesting, and extraordinary work.

City Council: Assisted with agenda and packet preparation for the following meetings:

- January 6, 2020 - City Council meeting;
- January 6, 2020 - Work Session;
- January 13, 2020 - City Council Goal Setting Session;
- January 21, 2020 - City Council meeting;
- January 21, 2020 - Work Session;
- February 3, 2020 - Work Session;
- February 7, 2020 - Work Session;
- February 11, 2020 - Work Session;
- February 12, 2020 - Joint Work Session with County Commissioners;
- February 18, 2020 - City Council meeting;
- February 18, 2020 - Work Session;
- February 24, 2020 - Work Session;
- February 27, 2020 - Joint Work Session with Planning Commission;
- March 2, 2020 - City Council meeting;
- March 2, 2020 - Work Session;
- March 16, 2020 - City Council meeting;
- March 16, 2020 - Work Session;
- March 23, 2020 - Emergency City Council meeting;
- March 27, 2020 - Special City Council meeting.

Public Arts:

Prepared the agenda and packet for the January, February, and March 2020 meetings of the Public Arts Committee.

The Public Arts Committee is continuing to discuss the Percent for the Arts policy. Its goal is not to make it onerous on the city, but to ensure that the percent for the arts is being applied to projects, or components of projects, that it should be applied to. For example, the equipment inside a pump station would not meet the criteria for a percentage, but the structure itself, should be applicable to the policy. In any event, this has been quite the discussion that has gone on for a very long time, and hopefully, will be resolved soon.

The Public Arts Committee has expressed lots of angst over the Hurbert Street billboard painted by Gary Herd. It may ultimately be touched up - outlining the letters to make it more visible; and the addition of the word "Bayfront" in the arrow.

The Public Arts Committee coordinated new murals on the sides of the pump house in Nye Beach. One mural is an historic cancelled envelope/post card, and the other side was chosen from work by a Nye Beach banner artist. A ribbon-cutting was scheduled for March 14, 2020, but canceled due to the city's emergency declaration.

The Public Arts Committee developed a Nye Beach Sculpture brochure that will serve as a guide for a walking tour of sculpture in the Nye Beach area. It is printed and being distributed.

The Committee reviewed a request from Mariner Square to assist in the funding of a new mural for that location. The Committee approved this request, and the mural is currently being painted.

Vision 2040:

Prepared agendas and packets for two meetings of the Vision 2040 Advisory Committee. One meeting was held in January, and the other held in March.

During this time, the city was awarded a grant, in the amount of \$180,000, from The Ford Family Foundation. It is a two-year grant to fund the Vision 2040 Coordinator position. The city received a check, in the amount of \$90,000 for this year.

The Vision 2040 Program Coordinator position was advertised; telephone interviews were conducted; and Leslie Palotas was the only applicant who warranted an in-person interview. Several members of the Committee served on an interview panel, which was

held on February 25, and it was a unanimous decision of that group to offer the position to Leslie.

Leslie has been on the job for approximately one month and is showing the same enthusiasm she did when she worked as a volunteer and Committee member.

Beautification: The ad hoc beautification working group met on March 6. Anita Albrecht, Landscaping Technician, gave an overview on Phase One of the PAC Landscaping Project, which is the “big” project of this group for this year. Staff drafted an RFP for landscaping services; the project was ultimately awarded to Ground FX; and Ground FX is likely to complete the project within the next week.

Anita is working on a number of smaller projects, time permitting, including landscaping around the Recreation Center, in front of the City Hall monument sign, Angle Street parking lot, and other small projects. She has revived the greenhouse at the city shops, and is propagating plants in that space for use at a later time.

Sister City: Met with the newly-formed, official, Sister City Committee on January 13, 2020. This was a meeting of introduction and planning. The Committee met with its counterparts, via Skype, on February 2 and 10, 2020.

The Committee agreed to send an adult delegation to Mombetsu for the 2021 Drift Ice Festival. 2021 will also be the 55th anniversary of the Sister City relationship with Mombetsu.

The Committee also agreed to hold a fundraising event on October 11, 2020 at the PAC. Of course, the fundraising event and the exchange are up in the air right now due to the COVID-19 pandemic.

Mombetsu also agreed to paint some banners for inclusion in the Nye Beach Banner Project this year. The blank banners have arrived in Mombetsu, and painting has begun.

COVID-19: March 10, 2020 - participated in a department head meeting to update everyone on the status of COVID-19 on this date - and just before Spencer left for Michigan.

March 12, 2020 - met with staff to plan the closure of certain facilities and programs. Closed the 60+ Activity Center

March 13, 2020 - participated in conference call coordinated by League of Oregon Cities on status of COVID-19.

An emergency staff meeting is called, and a decision was made to close the Library, Recreation Center, and Aquatic Center on March 14, 2020.

A temporary declaration of emergency is written and issued on March 13, 2020.

Drafted city emergency orders to memorialize actions taken prior to March 24, 2020. These include: Emergency Order Nos. 2020-00A, 2020-B, 2020-C, and 2020-D, and new Emergency Order No. 2020-01.

March 26, 2020 - drafted Emergency Order Nos. 2020-02, 2020-03, 2020-04, and 2020-05.

March 30, 2020 - drafted Emergency Order No. 2020-07.

Coordinated the retention of a Spanish language translator/interpreter for use during the short weekly openings of City Hall on Tuesdays and Thursdays, and the translation of multiple documents related to COVID-19.

Ethics Orientation: As part of new employee orientation, this office provides ethics training for all new employees.

Other Projects: Watched the jury selection in the Sunwest Motors case on January 14, 2020. I was reprimanded by the judge for speaking to a potential juror.

Participated in Safety Officer interviews on January 24, 2020.

Attended meetings of the 60+ Advisory Committee on January 27, February 3, and February 24, 2020. Provided Committee training at the February 24, 2020 meeting.

Met with Jeff Sweet, CIS Claims Representative, on February 10, 2020 regarding the Sunwest Motors lawsuit settlement and other issues.

Participated in City Attorney interviews on February 7 and 24.

Met with representatives from each department regarding the contract with Associated Cleaning. This contract expires this year, and staff discussed what specifics needed to be included in the new RFP. Met with department representatives and Associated Cleaning representatives on February 25, 2020.

On February 19, 2020, Anita Albrecht and I met with the Nye Beach Merchants Association regarding some potential landscaping opportunities in Nye Beach.

Prepared the agenda/packet and staffed the January 14, 2020 meeting of the Bicycle/Pedestrian Advisory Committee. Rachel Cotton formerly staffed those meetings, but she left the city in the fall.

Planned and participated in the ribbon cutting for the 6th Street Project, and the Agate Beach Stairway/Bike Trough Project on March 10, 2020.

On March 11, 2020, I delivered Committee training to the Library Board.

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

Attended a meeting of the newly-organized group working on homelessness issues in Newport.

Prepared and submitted an application for the city to host the 2021 Oregon Mayor's Association Conference. The city was successful in this application, and will be hosting the 2021 Oregon Mayor's Conference July 29 - 21, 2021.

Drafted a MOU with Lincoln County to participate financially in some of the costs the city is incurring in its agreed-upon support for Grace Wins Haven, including the placement of a portable toilet and a utility account subsidy (water/sewer). Update: Lincoln County paid its share to the city for these efforts.

Drafted an agreement with Grace Wins Haven for a utility account subsidy (water/sewer). Update: Grace Wins Haven executed the agreement, and the utility account assistance is underway.

Attended multiple other meetings on a myriad of issues.

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

Gloria Tucker is now coordinating all special event permits and insurance claims in addition to City Council packets, Destination Newport Committee packets, and Airport Committee packets. She also staffs Airport Committee and the Destination Newport Committee meetings. She is also responsible for the preparation of minutes for the Vision 2040 Advisory Committee and the Bicycle/Pedestrian Advisory Committee.

In 2019, the city instituted the E-Blast, an electronic newsletter that is distributed every two weeks. Gloria is responsible for preparing and distributing this document.

At this time, this office supervises Gloria Tucker, Deputy City Recorder, Anita Albrecht, Landscape Specialist, Leslie Palotas, Vision 2040 Coordinator, and the three audio/visual operators, Bill Posner, Joseph Goodrick, and Jeremiah Goodrick.

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Community
Development
Department 2020



Memo

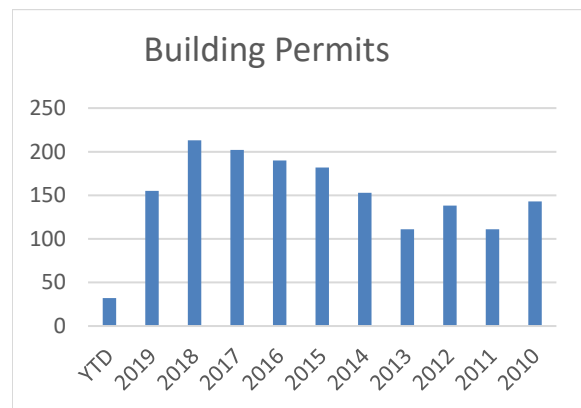
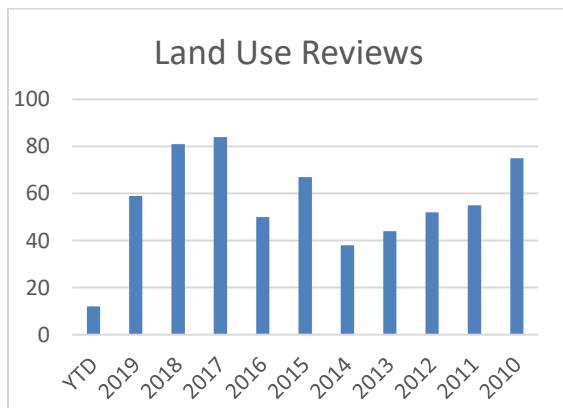
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: April 6, 2020
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

The following is a summary of building and land use activity for January through March of 2020 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Jan-Mar	32 (\$47,099.51)	86 (\$13,101.19)	18 (\$5,061.83)	50 (\$6,895.75)	\$4,614,006	12 (\$4,995.00)

2019	155 (\$269,840.32)	271 (\$52,560.87)	80 (\$36,110.39)	153 (\$16,416.32)	\$24,141,503	59 (\$24,803.00)
2018	213 (\$391,515.03)	298 (\$50,792.82)	84 (\$41,358.76)	147 (\$70,516.18)	\$30,142,999	81 (\$29,745.00)
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2016	190 (\$176,506.12)	330 (\$47,902.99)	77 (\$21,938.72)	83 (\$14,443.32)	\$19,980,329	50 (\$27,131.00)



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Nazarene Church Outreach/Community Center: Construction continues to progress slowly. Electrical plans submitted, electrical permit renewed, and inspections performed. Notice of structural permit expiration sent to owner. City met with church to discuss steps required to finish building, including the option of finaling the shell only, and is awaiting a response. Roof repairs have been undertaken and church appears to be fundraising to pay for additional improvements. Retaining wall west of building was not built per specifications and is failing. Notice to correct issued and church has taken steps (i.e. engineering analysis/removal of top two courses) to reduce the risk of outright failure.

Teevin Bros. Log Yard: Permit issued 12/31/15. Port to begin construction once they obtain the balance of the project funding. Port has undertaken additional excavation work to keep the building permit active and is making their annual SDC installment payments. A letter was sent to the Port asking that they decide on proceeding with the development or abandoning the permit (in which case SDCs paid to date will be refunded). The Port has requested a final 6-month extension, after which they will terminate the permit if it is not feasible for them to move forward. That extension has been granted.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street: – Temporary occupancy issued for all floors of the expansion building and 1988 building. Older single-story hospital and clinic space is being demolished and off-street parking west of the hospital is being phased in. Curb, gutter and sidewalks are being built along 9th and Abbey, including improvements to Abbey and US 101. Construction should be finished in early September, after which City will overlay streets with reimbursement from hospital per IGA.

Seismic Upgrades to main Fire Station: – Substantially complete. Station is operating under temporary occupancy. ADA access and striping of the parking lot and fire alarm system are outstanding items.

Newport Memory Care at 535 NE 71st Street: – Construction of a new 19 suite (24 bed) memory care facility at the end of NE 71st Street. Grading permit issued. Public Works signed off infrastructure work. Building permit is ready to issue. Issue has come up with the boundary survey monuments that need to be corrected.

Wyndhaven Ridge Apartments (@ 31st and Harney): – Construction of 66-unit multi-family project. Mix of 1, 2 and 3 bedroom units. Permit for grading, on-site utilities, and retaining walls have been issued and that work is underway. Building plans and civil drawings reviewed by staff and corrections were requested. Owner is wrapping up project financing and preparing revised plans in the hope of pulling permits by the end of April.

Surfview Village Apartments at NE 60th Street: - Construction of 110 units of low-income rental housing. State subsidized, privately managed project. Project includes redevelopment of the Agate Beach RV Park and park tenants have been relocated. Developer received a 10-year, \$1.6 million property tax exemption from the City on 5/6/19. Landwaves (i.e. Wilder) transferred SDC credits to the project, reducing those charges by over \$123,000. Buildings to be opened in phases. The northwestern most structure (Building 111) is drywalled and finish work is underway. They hope to open this building to tenants at the end of April. Drywall is being installed in the large, and easternmost building (Building 121), and that building along with the playground should be complete in June. Rough utilities are being installed in the other two buildings, and they hope to open them in August/September.

Habitat for Humanity: – Duplex to be built on city-owned lots abutting 10th and Pine per agreement with Habitat. Permits were issued 8/7/17. Units are substantially complete with installation of a small section of sidewalk being the only outstanding item. City will then need to convey the property to Habitat.

OSU Student Housing Project: – Amendments to planned development reduced the number of buildings from 11 to 3. Construction costs were greater than what OSU had anticipated. After many months of examining how they might best proceed, the University announced in January that they intend to construct 5 duplex dormitory structures along with a Commons building. The duplex units will be 2-story, and each will accommodate up to 16 students. OSU to amend their final development plan. Construction anticipated to start summer of 2020.

OSU Marine Studies Initiative Building: – 72,000 sq. ft. classroom research facility with a tsunami vertical evacuation assembly area. Building permit issued and construction is substantially complete, with Contractor focused on interior finish work.

Yaquina Industrial Park (1430 SE Bay Blvd): - Permit issued for site grading and installation of water and storm drainage utilities. Earthwork is complete. Awaiting submittal of plans for up to four warehouse buildings.

Pacific Seafood Workforce Housing (644 SW Coast Hwy): - Building plans submitted to renovate retail/office building into dormitory style housing for seasonal workforce housing. Permits are ready to issue. Project is on hold due to cost for remodel and exactions (i.e. requirement that SW 7th be paved). Owner is looking for alternative sites.

Oregon Coast Aquarium (Phase 1 Ticketing Addition): Initial phase in what will be a \$9 million investment across multiple projects to renovate and enhance the Aquarium. Conditional Use Permit approved, building plan review is complete, and permit is ready to be picked up.

New Seafood Wharf (267 SW Bay Blvd): Commercial wharf to replace Undersea Garden tourist attraction. Plan review completed in phases. Pile only permit issued during in-water work period (November – February). That work is complete. Permit for decking has been reviewed for code compliance and will be ready to issue once Public Works Department signs off on civil plans for frontage improvements.

Ripley's Renovation - Phase I (250 SW Bay Blvd): Building permit reviewed and temporary occupancy issued. Phase II likely delayed due to impact from coronavirus pandemic.

Fred Meyer Fuel Station (1359 N. Coast Hwy): New five (5) bay fuel station at former auto dealership. Plans submitted, reviewed, and corrections were requested. Awaiting resubmittal.

SIGNIFICANT PLANNING PROJECTS

Pacific Marine Energy Center – South Energy Test Site (PacWave): An OSU managed, U.S. Department of Energy funded grid connected wave energy test facility off the coast of Newport. Will include 4 test berths that can accommodate 20 devices. OSU has submitted a final license application to FERC addressing environmental impacts associated with the project. In spring of 2018, OSU purchased 5-acres south of Newport as the shore based facility. Initial operation is expected to begin 2021-2022.

Affordable and Work Force Housing Initiatives: Proud Ground is leveraging a state grant and City housing fund dollars to help families purchase homes via down payment assistance grants. Three of the eight grants they offered were for homes within the Newport city limits. Numerous homebuyer education and outreach meetings have been held with major employers to help qualified buyers obtain required approvals. All of the grants have been issued and seven of the eight homes have closed. The last home, in Newport, is under contract. Habitat for Humanity is constructing a duplex on land that will be donated by the City of Newport. The units are substantially complete, with occupancy anticipated in the coming months. Two tax incentive proposals to make multi-family development a more attractive option in Newport were approved by the City Council on 8/7/17 and the Lincoln County Board of Commissioners on 10/18/17. A 110-unit, state subsidized private affordable housing project known as "Surfview Village" submitted the first application under the multi-family program, and that request was approved by the Council on 5/6/19. This project also benefitted from an SDC credit transfer from Landwaves, an option that the City Council put in place on 7/16/18. The City implemented SB 1051 on 1/3/18 making residential-over-retail an outright, as opposed to conditional use, in the City's commercial zones (except for the Nye Beach Design Review District) and loosened up its rules for Accessory Dwelling Units (ADUs). Another round of ADU amendments to comply with HB 2001 was approved by the Council on 11/4/19. The City partnered with Lincoln County on a DLCDC grant to support the development of regional strategies for facilitating affordable housing. The grant was approved, and a final report has been submitted to the partner jurisdictions. City is working with DevNW to put in place agreements needed to support a long idled low-income rehab loan program.

Vacation Rentals and B&B Code Amendments: The City Council adopted Ordinance No. 2144 on 5/6/19 establishing new administrative and land use requirements for short-term rentals. The ordinance was adopted by emergency, meaning it went into immediate effect, with July 1, 2019 being the first date that the City will accept applications under the new ordinance. Since the number of existing licensed, or pending, vacation rentals within the new zoning overlay is at or above the license cap set by Council, persons seeking a new vacation rental license are being placed on a wait list. A third-party vendor has been hired to assist with enforcement and a 24/7 hotline and online incident reporting form have been setup. Signs advertising the hotline number are being posted on STR properties. Existing license holders completed a renewal process, with a handful who missed the deadline now going through a full license review (with inspections). A total of 204 short-term rentals are licensed in the City of Newport. The short-term rental implementation work group met for a third time on 2/26/2020 and a quarterly report from the group was provided to the Council at its 3/2/20 meeting.

Northside Transportation System Plan Update: City/County staff and elected officials met with ODOT in 2013 to initiate a Transportation System Plan (TSP) update that will include options for future replacement of the bridge. Traffic counts and baseline modeling completed in 2013 and 2014. ODOT Region 2 and Newport Urban Renewal are contributing \$250,000 each to conduct community outreach and develop a long range transportation plan, including how best to rework the transportation network in the City Center area to facilitate redevelopment. A consultant team has been selected through an ODOT selection process and a scope of work has been developed. Consultants are now under contract with the state and an intergovernmental funding agreement has been adopted. The City Council established a project advisory committee and a project schedule and public involvement plan have been being drafted. Traffic counts were performed over the summer of 2019 and a regulatory "gap" analysis has been undertaken. A town hall meeting was held on 9/30/19 to kick-off the project and the project advisory committee held meetings on 10/14/19 and 3/12/20. A project website, with google translate, has been developed along with a bilingual welcome video and fact sheets www.NewportTSP.org. Partial stakeholder outreach was performed from 11/19 through 2/20. Additional outreach to occur once public meetings resume after the pandemic. Community design workshops postponed to mid-May, or possibly mid-June.

South Beach Urban Renewal Infrastructure Improvements: Design is substantially complete for the 32nd to 35th Street signal relocation project and ODOT is in the process of securing rights-of-way and easements needed to complete the work. Staff reviewed and requested revisions to an Intergovernmental Agreement for construction funding, and City's share of those costs have been budgeted. Construction is anticipated to occur in the summer of 2021. On 4/18/19, ODOT committed roughly \$1.5 million in additional funds for full reconstruction of the road bed, bringing the total construction budget to a little over \$6.5 million. City to demolish the old Flashbacks building and coffee kiosk, with work starting late April or May.

Parking Study: Advisory Committee wrapped up its refinements to the 3/8/18 study by Lancaster Engineering. The study, with the Committee's refinements, was presented to the Planning Commission and City Council as a package of policy amendments to the public facilities element of the Newport Comprehensive Plan. The plan calls for a metering and parking permit program for the Bay Front and notes that additional outreach is needed in Nye Beach. On 6/4/19 the Advisory Committee recommended the policy package be adopted as its last act before the committee dissolved. They also recommended a new standing parking committee be established to assist with policy implementation and program oversight. The Planning Commission held a work session on 7/8/19 to consider the proposals and elected to initiate the legislative process. A hearing was held on 9/9/19, after which the Commission provided an unfavorable recommendation on a 4-3 vote. At its 10/7/19 meeting, the City Council elected to hold a public hearing on the amendments which occurred on 11/18/19. The City Council held a work session on 1/6/20 to further review the proposal and elected to hold a hearing to potentially adopt the Advisory Committee's policy recommendation. The Council approved the recommendation (Ordinance No. 2163) on 3/2/20 following a 4-3 vote. An ordinance establishing a new parking advisory committee (Ordinance No. 2164) was adopted on 3/16/20.

SE 62nd Street Right-Of-Way Acquisition: MOU between the City, Newport Urban Renewal, and Landwaves, Inc. approved 9/6/16. Staff secured the services of an appraiser and surveyor and survey work has been performed to establish a roadway alignment for SE 62nd Street. Staff, the surveyor, and landowner met on-site to assess the alignment on 2/9/17 and owner requested further adjustments in 2018. Dedication documents for SE 50th Street, which is currently an easement access, are complete and the surveyor is working on the new 62nd Street alignment. Met with surveyor and owner representative in the field on 9/4/19 to discuss additional clearing needed before final survey can be completed. Owner cleared the new alignment and surveyor prepared a new draft on 3/19/20. New survey is being reviewed by owner and Public Works.

Brownfields Coalition: A coalition led by Cascades West Council of Governments (COG), including Newport, Toledo, the Confederated Tribes of the Siletz (CTSI), and Lincoln County, has been awarded a \$600,000 EPA Brownfields Planning Grant. The grant is intended to identify and prioritize brownfield opportunity sites for redevelopment in Lincoln County. Grant funds can pay for Phase I and II Environmental Site Assessments, cleanup planning, redevelopment planning, and pro forma and market analysis of public and privately-owned properties with known or perceived environmental contamination. Outreach and other informational materials related to the Brownfields Planning Grant have been posted to the CDD website. COG staff have convened a Brownfields Advisory Committee (BAC) comprised of community stakeholders to prioritize and begin selecting sites to be submitted to the Coalition for nomination/approval to the EPA. The site selection process is ongoing.

COMMITTEE WORK, MEETINGS, CONFERENCES

In January through March, staff supported and/or attended meetings of the Newport City Council, City Council – Board of Commissioners Joint Meeting, Urban Renewal Agency, Planning Commission, DLCD HB 2001/2003 Rules Advisory Committee Meeting, DLCD Infrastructure Time Extension Technical Advisory Committee (HB 2001), LOC Community Development Policy Advisory Committee, OSU Student Housing Stakeholder Forum, Short-Term Rental Implementation Work Group, Emergency Preparedness Committee, Census Complete Count Committee, Park and Recreation Advisory Committee, Bike and Pedestrian Committee, Lincoln County Natural Hazard Mitigation Plan, Cascades West Area Commission Technical Advisory Committee, ODOT Oregon Coast Bike Route Stakeholder Outreach Webinar, TSP Update - Stakeholder Outreach (Joint PC/CC, YBEF), TSP Project Advisory Committee, ODOT Quarterly Coordination Meeting, and US 101 – 32nd to 35th Ped-Crossing Coordination Meeting.



Memo

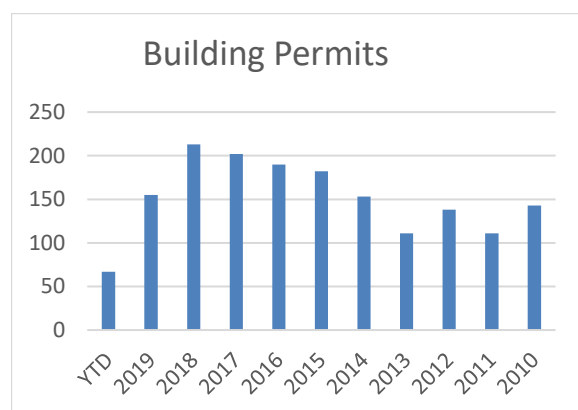
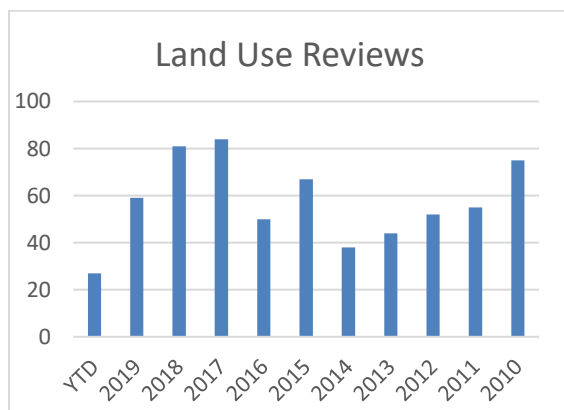
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YTD	67 (\$120,682.35)	148 (\$20,246.51)	34 (\$8,107.69)	78 (\$9,514.80)	\$8,690,001	27 (\$7,495.00)

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Nazarene Church Outreach/Community Center: Construction continues to progress slowly. Currently installing HVAC components. Retaining wall west of building was not built per specifications and is failing. Notice to correct issued and church took steps to temporarily stabilize the situation (i.e. engineering analysis/removal of top two courses). To rebuild wall when funds are available.

Teevin Bros. Log Yard: Permit issued 12/31/15 and Port undertook excavation work to keep the building permit active. In the fall of 2019 the Port requested a final 6-month extension, after which they will terminate the permit if it is not feasible for them to move forward. That extension was granted. On 5/27/20 the Port acknowledged that no further work would be done and the permit expired. SDC payments were refunded.

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Seismic Upgrades to Main Fire Station: – Substantially complete. Station is operating under temporary occupancy. Striping of the parking lot and fire alarm system are outstanding items.

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Surfview Village Apartments at NE 60th Street: - Construction of 110 units of low-income rental housing. State subsidized, privately managed project. Project includes redevelopment of the Agate Beach RV Park and park tenants have been relocated. Developer received a 10-year, \$1.6 million property tax exemption from the City on 5/6/19. Landwaves (i.e. Wilder) transferred SDC credits to the project, reducing those charges by over \$123,000. Buildings are opening in phases

Habitat for Humanity: – Duplex to be built on city-owned lots abutting 10th and Pine per agreement with Habitat. Permits were issued 8/7/17. Units are substantially complete. Corrections are required before electrical services can be finalized and a small section of sidewalk must be constructed. SDC funds city contributed for the sidewalk work are in an escrow account and Public Works has approved the design. City will convey land to Habitat prior to occupancy.

OSU Student Housing Project: – After many months of examining how they might best proceed, the University announced in January that they intend to construct 5 duplex dormitory structures along with a Commons building. The duplex units will be 2-story, and each will accommodate up to 16 students. A Planning Commission hearing on OSU's amended final development plan is scheduled for 8/10/20. Construction anticipated to start summer of 2020. Landwaves (i.e. Wilder) transferred SDC credits to the project, reducing those charges by over \$140,000.

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New Seafood Wharf (267 SW Bay Blvd): Commercial wharf replacing the Undersea Garden tourist attraction. Permits issued, in-water work completed and decking is being installed.

Ripley's Renovation - Phase I (250 SW Bay Blvd): Temporary occupancy granted; however, facility is closed as a result of the pandemic. Murals are being installed. Unclear at this time Phase II likely delayed due to impact from coronavirus pandemic.

Fred Meyer Fuel Station (1359 N. Coast Hwy): New five (5) bay fuel station at former auto dealership. Plans reviewed and permit issued. Site cleared, tanks installed and foundation inspected. Kiosk and canopy are being constructed.

New Ice Plant (1504 SE Bay Blvd): Lease at International Terminal. Final inspection third week of July.

SIGNIFICANT PLANNING PROJECTS

Pacific Marine Energy Center – South Energy Test Site (PacWave): An OSU managed, U.S. Department of Energy funded grid connected wave energy test facility off the coast of Newport. Will include 4 test berths that can accommodate 20 devices. OSU has secured all major state permits, NEPA has been completed, and they are working through the BOEM lease and FERC license. They hope to have the lease and license in hand by September or October. At that point, they will move into the construction phase of the project. OSU is also working to finalize specific easements with private property owners, ODOT and OPRD, and are coordinating with Lincoln County Planning & Development. Site preparation will soon start at the future site of their land-based monitoring facility in Seal Rock. Horizontal direction drilling will start in early 2021. This will consist of five 5,000-foot bores heading out to sea from Driftwood State Park, a 2,200-foot bore back to the land-based facility, installation of conduit for the cables, and the installation of below-grade, splice vaults under the current Driftwood parking lot. All terrestrial construction should be completed by the fall of 2021 and they hope to have subsea cables installed during late spring/early summer of 2022. This would have PacWave South operational in the latter half of that year.

Affordable and Work Force Housing Initiatives: We pursue a range of strategies to incentivizing housing at price points affordable to Newport residents. Proud Ground, a land trust, leveraged City and state funds to provide down-payment assistance grants to households that would not otherwise be able to afford to purchase a residence. They recently issued eight grants, three of which were for homes in Newport. The average subsidy exceeded \$87,000, and the average monthly mortgage for the Newport buyers is just over \$1,300. City has budgeted \$25,000 as potential match for an additional round of grants. Habitat for Humanity is constructing a duplex on land that will be donated by the City of Newport. The units are substantially complete, with occupancy anticipated in the coming months. With respect to rentals, the City created two tax incentive proposals in 2017 to make multi-family development a more attractive option. A 110-unit, state subsidized private affordable housing project known as “Surfview Village” submitted the first application, and that request was approved by the Council on 5/6/19. They will receive \$1.6 million in property tax relief over a 10-year period. When considering all subsidies (federal, state, and local) the project is receiving subsidies in excess of \$190,000 per unit. This project also benefitted from an SDC credit transfer from Landwaves, an option that the City Council put in place on 7/16/18. Landwaves is transferring credits for two other multi-family projects (OSU Student Housing and Wyndhaven Ridge). Total credits across the three projects is roughly \$338,000. The City implemented SB 1051 on 1/3/18 making residential-over-retail an outright, as opposed to conditional use, in the City’s commercial zones (except for the Nye Beach Design Review District) and loosened up its rules for Accessory Dwelling Units (ADUs). Another round of ADU amendments to comply with HB 2001 was approved by the Council on 11/4/19. The City partnered with Lincoln County on a DLCD grant to support the development of regional strategies for facilitating affordable housing. The grant was approved, and a final report has been submitted to the partner jurisdictions. City is working with DevNW to put in place agreements needed to support a long idled low-income rehab loan program, and will be amending its land use regulations to allow duplex dwellings on all lots that allow detached single-family dwellings. Land use regulatory amendments related to manufactured dwellings and tiny homes are also being developed.

Short-Term Rentals: The City Council adopted Ordinance No. 2144 on 5/6/19 establishing new administrative and land use requirements for short-term rentals. The ordinance was adopted by emergency, meaning it went into immediate effect, with July 1, 2019 being the first date that the City will accept applications under the new ordinance. Since the number of existing licensed, or pending, vacation rentals within the new zoning overlay is at or above the license cap set by Council, persons seeking a new vacation rental license are being placed on a wait list. A third-party vendor has been hired to assist with enforcement and a 24/7 hotline and online incident reporting form have been setup. Signs advertising the hotline number are being posted on STR properties. Existing license holders completed a renewal process, with a handful who missed the deadline going through a full license review (with inspections). A total of 196 short-term rentals are licensed in the City of Newport. A short-term rental implementation work group meets on a quarterly basis, and recommended targeted changes to the ordinance, which were adopted by the Council on 6/29.20 (Ord. #2168). The group is also recommending it stay empaneled for an additional year to monitor STR implementation, since the current year has been so heavily impacted by the pandemic. A resolution to that effect will be presented to the City Council in the coming months.

Northside Transportation System Plan Update: City/County staff and elected officials met with ODOT in 2013 to initiate a Transportation System Plan (TSP) update that will include options for future replacement of the bridge. Traffic counts and baseline modeling completed in 2013 and 2014. ODOT Region 2 and Newport Urban Renewal are contributing \$250,000 each to conduct community outreach and develop a long-range transportation plan, including how best to rework the transportation network in the City Center area to facilitate redevelopment. A consultant team has been selected through an ODOT selection process and a scope of work has been developed. Consultants are now under contract with the state and an intergovernmental funding agreement has been adopted. The City Council established a project advisory committee and a project schedule and public involvement plan have been being drafted. Traffic counts were performed over the summer of 2019 and a regulatory “gap” analysis has been undertaken. A town hall meeting was held on 9/30/19 to kick-off the project and the project advisory committee held meetings on 10/14/19 and

3/12/20. A project website, with google translate, has been developed along with a bilingual welcome video and fact sheets www.NewportTSP.org. Partial stakeholder outreach was performed from 11/19 through 2/20. Stakeholder outreach will be completed late summer and early fall. In person community design workshops were initially postponed and will now be replaced with online open house and preference surveys that will launch in the fall.

South Beach Urban Renewal Infrastructure Improvements: Design is substantially complete for the 32nd to 35th Street signal relocation project and ODOT is in the process of securing rights-of-way and easements needed to complete the work. The City Council approved an IGA for the construction phase of the project on 6/29/20. Project is to be bid in the fall of 2020 with construction occurring spring/summer of 2021. On 4/18/19, ODOT committed roughly \$1.5 million in additional funds for full reconstruction of the road bed, bringing the total construction budget to a little over \$6.5 million. City demolished the old Flashbacks building and coffee kiosk, so that those areas can be used for staging.

Parking Study: Advisory Committee wrapped up its refinements to the 3/8/18 study by Lancaster Engineering. The study, with the Committee's refinements, was presented to the Planning Commission and City Council as a package of policy amendments to the public facilities element of the Newport Comprehensive Plan. The plan calls for a metering and parking permit program for the Bay Front and notes that additional outreach is needed in Nye Beach. On 6/4/19 the Advisory Committee recommended the policy package be adopted as its last act before the committee dissolved. They also recommended a new standing parking committee be established to assist with policy implementation and program oversight. The Council approved the recommended policy package on 3/2/20 (Ordinance No. 2163) and authorized establishment of a new parking advisory committee (Ordinance No. 2164) on 3/16/20. The Council has deferred work on the metering and parking permit program for 12-months due to the pandemic. A new parking advisory committee will be recruited in the fall.

SE 62nd Street Right-Of-Way Acquisition: MOU between the City, Newport Urban Renewal, and Landwaves, Inc. approved 9/6/16. Staff secured the services of an appraiser and surveyor and survey work has been performed to establish a roadway alignment for SE 62nd Street. Staff, the surveyor, and landowner met on-site to assess the alignment on 2/9/17 and owner requested further adjustments in 2018. Dedication documents for SE 50th Street, which is currently an easement access, are complete and the surveyor is working on the new 62nd Street alignment. Met with surveyor and owner representative in the field on 9/4/19 to discuss additional clearing needed before final survey can be completed. Owner cleared the new alignment and surveyor prepared a new draft on 3/19/20. New survey is being reviewed by owner and Public Works.

Brownfields Coalition: A coalition led by Cascades West Council of Governments (COG), including Newport, Toledo, the Confederated Tribes of the Siletz (CTS), and Lincoln County, has been awarded a \$600,000 EPA Brownfields Planning Grant. The grant is intended to identify and prioritize brownfield opportunity sites for redevelopment in Lincoln County. Grant funds can pay for Phase I and II Environmental Site Assessments, cleanup planning, redevelopment planning, and pro forma and market analysis of public and privately-owned properties with known or perceived environmental contamination. Outreach and other informational materials related to the Brownfields Planning Grant have been posted to the CDD website. COG staff have convened a Brownfields Advisory Committee (BAC) comprised of community stakeholders to prioritize and begin selecting sites to be submitted to the Coalition for nomination/approval to the EPA. The site selection process is ongoing.

COVID-19 Small Business Grants: The City used \$1,000,000 in accrued interest earnings from the South Beach Urban Renewal District to fund a small business assistance grant program. \$900,000 was distributed at the end of June to 117 eligible businesses. Awards ranged from \$1,100 up to \$10,000 per business. The remaining \$100,000 is committed to a second round of grants that is leveraging funds from Business Oregon. A total of \$345,000 is available, with business pre-registration being open through 7/31/20. Links to the application are posted on the City's website.

HB 2001 / 2003 Implementation: Staff is assisting DLCD with the rulemaking process. Per HB 2001, the City has until June of 2021 to revise its land use regulations to allow duplex units on all lots where a single-family detached dwelling is allowed. Infrastructure based time extensions can be made to delay implementation in certain areas if submitted by the end of 2020. The Planning Commission discussed the issue at its 7/13/20 meeting and determined that there isn't a need to seek an extension. HB 2003 will establish a new framework for housing planning that will apply to the City after the 2020 census is completed.

COMMITTEE WORK, MEETINGS, CONFERENCES

In April through June, staff supported and/or attended meetings of the Newport City Council, Urban Renewal Agency, Planning Commission, DLCD HB 2001/2003 Rules Advisory Committee, DLCD Infrastructure Time Extension Technical Advisory Committee (HB 2001), LOC Community Development Policy Advisory Committee, Short-Term Rental Implementation Work Group, Emergency Preparedness Committee, Budget Committee, Bike and Pedestrian Committee, Cascades West Area Mission Technical Advisory Committee, Business Oregon Biz Grant Q&A, Lincoln County COVID Response and Recovery Team, Newport Small Business Assistance Work Group, and Rotary Club (TSP/Biz Grant presentation).

Monthly Departmental Reports



Finance 2020



Date: March 7, 2020

To: Spencer R. Nebel, City Manager
Mike Murzynsky, Finance Director

From: Steve Baugher, Assistant Finance Director

Subject: February and March 2020 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On February 29, 2020, a total of 4,547 water/sewer accounts were billed for a combined amount due of \$801,807. March 31, 2020, a total of 4,567 water/sewer accounts were billed for a combined amount due of \$698,646. 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 March 31, 2020, \$589,842 is current, \$59,778 is past due from February billings, \$47,358 is past due from January billings, and \$114,781 is past due from December 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.

The March 31, 2020, Aging Report shows accounts receivables at \$425,367. Due to filing of a lien on personal property, an amount of \$25,599 was added to the Accounts Receivable (AR) listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues on the subject property. A summary of the March 31st aging report is provided below for your information.

Billings:		
Future and current	90,096	21.18%
Over 30 days	33,572	7.89%
Over 60 and 90 days	107,853	25.36%
Over 120 days	193,846	45.57%
	<u>425,367</u>	<u>100.00%</u>

Finance has notified Public Works that the BOD billings for Rogue have not been paid. As of March 31, 2020, Rogue owes \$335,500.

One septic tank disposal service, K&K Toilet, has a balance of \$19,395 owed by over 150 days as of March 2020. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. The account has been turned over to collections per the City Attorney directions.

The Hertz Corporation is past due by approximately \$22,016. The Airport Director and City Manager are working with Hertz Corporation to resolve.

The net receivables, excluding the four aforementioned accounts in the amount of \$402,510, total \$22,857.

Room Tax

The monthly chart shows that Room Tax revenues have an average increase of 11.53% between the 2015 and 2016 fiscal years, the comparison for the years between 2016 and 2017 fiscal years, show an increase of 5.74%, the comparison for the years between 2017 and 2018 fiscal years, show an increase of 13.69%, and the comparison for the years between 2018 and 2019 fiscal years, show an increase of 2.45%. We have the data through February of the 2019-20 fiscal year, the comparisons between it and the 2018-19 fiscal year, we show a decrease of 0.63%.

City of Newport

Room Tax Collections

	2015-16	2016-17	2017-18	2018-19	2018 vs. 2019 % Increase	2019-20	2019 vs. 2020 % Increase
July	561,203	574,251	623,424	641,528	2.9040%	625,091	-2.5622%
August	560,765	558,401	694,943	701,809	0.9880%	661,739	-5.7095%
September	372,344	429,247	466,563	443,728	-4.8943%	428,281	-3.4812%
October	246,642	274,706	289,383	315,156	8.9062%	329,228	4.4651%
November	156,947	177,669	167,058	215,604	29.0594%	242,185	12.3286%
December	121,038	131,917	164,141	178,244	8.5920%	166,488	-6.5955%
January	135,107	125,038	162,767	184,171	13.1501%	179,440	-2.5688%
February	217,381	202,269	253,574	204,382	-19.3995%	234,079	14.5301%
March	266,903	278,869	302,741	332,276	9.7559%		0.0000%
April	243,530	263,340	290,179	309,276	6.5811%		0.0000%
May	274,872	316,757	393,963	372,003	-5.5741%		0.0000%
June	381,796	409,197	445,222	460,136	3.3498%		0.0000%
Total	3,538,528	3,741,661	4,253,958	4,358,313	2.4531%	2,866,531	

Business licenses

On July 1, 2019, we billed 1,542 Newport business for their annual Business Licenses for a total amount of \$255,815. As the table shows below, there is a total accounts receivable of \$34,331 with \$21,234 over 90 days due.

Billings:		
Current	7,179	20.91%
Over 30 days	2,610	7.60%
Over 60 days	3,308	9.64%
Over 90 days	21,234	61.85%
	<u>34,331</u>	<u>100.00%</u>

Comprehensive Annual Financial Report (CAFR)

The Finance department submitted the 2018-19 CAFR to the GFOA for their Excellence Program award.

New Utility Rate Structure Implementation

The new stormwater fee implementation was completed with the July 2019 billings. It is expected that there will be adjustments to some customer's as Finance staff reviews the complicated tax parcels. A small number of appeals are under review by city staff.

2020-21 Budget

Finance has started the 2020-21 budget process. Department heads have submitted estimates for the 2019-20 fiscal year and 2020-21 budget department requests. The City Manager met with Department Heads the week of March 23rd and is currently reviewing the requests. He is also pondering budget options for the upcoming fiscal year.



Date: June 15, 2020

To: Spencer R. Nebel, City Manager
Mike Murzynsky, Finance Director

From: Steve Baugher, Assistant Finance Director

Subject: April and May 2020 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On April 30, 2020, a total of 4,537 water/sewer accounts were billed for a combined amount due of \$688,364. May 31, 2020, a total of 4,556 water/sewer accounts were billed for a combined amount due of \$636,762. 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 May 31, 2020, \$521,990 is current, \$75,802 is past due from April billings, \$33,803 is past due from March billings, and \$173,195 is past due from February 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 May 31st Aging Report shows accounts receivables at \$487,973.

Billings:

Future and current	71,329	14.62%
Over 30 days	26,012	5.33%
Over 60 and 90 days	84,841	17.39%
Over 120 days	305,791	62.67%
	<u>487,973</u>	<u>100.00%</u>

The following are Highlights of the accounts receivable balance:

1. Due to filing of a lien on personal property, 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 on the subject property.
2. Finance has notified Public Works that the BOD billings for Rogue have not been paid. As of May 31st, Rogue owes \$388,500.

3. K&K Toilet has a balance of \$19,395. This account has been placed in collections and settled in late 2018. The balance will be written off as of June 30, 2020.
4. The Hertz Corporation is past due by approximately \$32,597. Finance will review new contract and will bring a report to City Council in July or August 2020.

In summary, the net receivables, excluding the four aforementioned accounts in the amount of \$466,091, total \$21,882.

Room Tax

The monthly chart shows that Room Tax revenues have an average increase of 11.53% between the 2015 and 2016 fiscal years, the comparison for the years between 2016 and 2017 fiscal years, show an increase of 5.74%, the comparison for the years between 2017 and 2018 fiscal years, show an increase of 13.79%, and the comparison for the years between 2018 and 2019 fiscal years, show an increase of 2.79%. A final comparison of April 2019 with April 2020 shows an average decrease of 12.88% in room tax collected.

City of Newport

Room Tax Collections

	2015-16	2016-17	2017-18	2018-19	2018 vs. 2019 % Increase	2019-20	2019 vs. 2020 % Increase
July	561,203	574,251	623,424	643,409	3.2057%	625,091	-2.8470%
August	560,765	558,401	694,943	701,809	0.9880%	661,241	-5.7805%
September	372,344	429,247	466,563	443,728	-4.8943%	447,114	0.7631%
October	246,642	274,706	289,383	315,308	8.9587%	344,951	9.4013%
November	156,947	177,669	167,058	219,716	31.5208%	242,660	10.4426%
December	121,038	131,917	164,141	179,615	9.4273%	170,319	-5.1755%
January	135,107	125,038	162,767	184,171	13.1501%	179,761	-2.3945%
February	217,381	202,269	253,574	214,238	-15.5126%	256,348	19.6557%
March	266,903	278,869	306,388	332,684	8.5826%	133,179	-59.9683%
April	243,530	263,340	290,179	309,447	6.6400%	26,948	-91.2916%
May	274,872	316,757	393,963	372,003	-5.5741%		0.0000%
June	381,796	409,197	445,222	460,136	3.3498%		0.0000%
Total	3,538,528	3,741,661	4,257,605	4,376,264	2.7870%	3,087,612	

Business licenses

On July 1, 2019, we billed 1,542 Newport business for their annual Business Licenses for a total amount of \$255,815. As the table shows below, there is a total accounts receivable of \$8,615 with \$7,553 over 90 days due.

Billings:

Current	242	2.81%
Over 30 days	820	9.52%
Over 60 days	-	0.00%
Over 90 days	7,553	87.67%
	<u>8,615</u>	<u>100.00%</u>

Comprehensive Annual Financial Report (CAFR)

The Finance department has submitted the 2018-19 CAFR to the GFOA for their Excellence Program award.

2020-21 Budget

The Budget Committee met on May 19, 2020 and approved the 2020-21 budget. The City Council will meet on June 29, 2020, to adopt the 2020-21 budget and levy the property taxes. Also, on June 29th, the City Council will adopt the Urban Renewal Agency budget and set the incremental tax.

2019-20 Audit

Due to COVID-19, the auditors will conduct the interim audit remotely and has been scheduled for the week of July 13th. The audit fieldwork is scheduled for the week of October 12th.

Monthly Departmental Reports



Fire 2020



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

March 6, 2020

To: Spencer Nebel, City Manager
Re: February 2020 Monthly Activities

Here is a brief summary of Fire Department and Emergency Preparedness activities in February.

In the month of February, we had 146 calls for service. Compared to January in which we had 148 calls. This is a 2% decrease from last month. In February of 2019, we had 192 calls (this is a 24% decrease from last year). Year-to-date we have responded to 293 calls in 2020. This is a 23% decrease from 2019, in which we responded to 381 calls at this time last year. There were 3 calls of note in February.

The first call of note occurred on February 6. NFD responded to a gas leak at a restaurant on the Bay Front. NFD responded with 3 on duty Firefighters, 1 Chief officer, and 1 volunteer firefighter. Our crews found gas leaking from a stove in the kitchen. The gas supply was shut off, the building was ventilated and NWNG was called. The next call occurred on the 7th. NFD provided mutual aid to Toledo on a house fire on NE Sturdevant Place. NFD responded with an Engine with 3 on duty staff and 1 volunteer firefighter, and a Chief Officer. Also, 4 volunteer firefighters and one off duty staff responded to our station to standby. The last call of note occurred on the 9th. Again, NFD provided mutual aid on a house fire in Seal Rock. NFD responded with an Engine, a Ladder truck, and a Chief Officer. Also, 3 on duty staff, 2 volunteer firefighters, 1 off duty staff, and 4 support volunteers responded. Our level of response for these incidents is improving since that last working fire in December.

In February, we lost two volunteers, and gained two volunteers and our roster continues to stand at 31 volunteers. We continue to work with our new firefighters to teach them how NFD responds and performs fire ground tasks. Also, our 2 new volunteers are beginning to attend drill to orient them.

The Fire Department was active in the month of February. On February 3, I attended a Department Head meeting in the morning, and 2 meetings in the afternoon. One was the budget committee for the County Wide Radio System Maintenance agreement. The second was an update from Lincoln County EM on the state of the County's 4 CERT Teams. On the 4th, Department Photographer and Drone Team Leader Vern Bartley and I participated in a phone conference with a company called 'Dart Drone' to discuss the grant program for reduced price training. In the evening I met with the Volunteer Association Executive Committee to continue our discussion on the SWOT Analysis summary. On the 5th, I attended a grievance hearing at the City Manager's Office. I also attended a City Administration internal meeting to prepare for upcoming Contract negotiations with the Union. On the 6th I held a step 1 hearing on a grievance filed by the Union. In the afternoon, I participated in a conference call with the Oregon Health Authority on the Corona Virus. In the evening, Chief Harvey and I had an evening meeting with City Administration to strategize about ongoing issues within the Fire Department. It was a productive meeting. And we came up with several concrete steps to move forward. On the 10th I participated by telephone in a meeting the WVCC budget committee. We adopted a proposed budget which will be forwarded to the Policy Committee for approval. On the 11th, I attended a meeting of the Seafood and Wine Committee. On the 12th, we held a Captains meeting and in the evening, I met the Volunteer Associations Recruit Committee to strategize about recruiting, including Facebook posts, website updates and in-person recruiting ideas. On the 13th, I attended a regular meeting of the Rural Fire District. I updated them on the status of proposals, which were sent out the previous week. The next day, I was out sick.

On February 18, I attended a Seafood and Wine Committee meeting at the Festival Site. I then

attended a regular Department Head Meeting, and later a meeting with Spencer to update him on my work on Department issues. Later, Chief Harvey and I attended a Council Work Session to update the Council on our efforts to obtain a Fire Boat. On the 19th, EPC Martinez and I attended a regular City Emergency Preparedness Committee Meeting. Immediately after we met with NPW Director Gross, and IT Manager Dutton to discuss site considerations for a Backup EOC. In the afternoon I attended a meeting with City Administration to discuss Union proposals for Contract Negotiations. In the evening, I met again with the Recruitment Committee. On the 20th, I hosted the monthly Fire Defense Board Meeting in the morning. In the afternoon, Vern Bartley and I had another phone call with Dart Drones about their grant program. On the 21st, we met with the Union for Contract Negotiations. On the 24th, Captain Jackson and I met with representatives from Lifeflight. In the afternoon, I attended a Step 2 grievance hearing at the City Manager's Office. On the 25th, I met with the City Manager, and updated him on the Corona Virus and preparations being made by the State, and local Public Health. In the afternoon, I met with City Staff to go over the City's cleaning Contract. I also interviewed a volunteer firefighter applicant. In the evening, I continued my meetings with the Executive Committee. On the 26th, EPC Martinez and I helped out on a work party for the Safe Haven Hill Disaster Cache. In the afternoon I interviewed another volunteer applicant. On the 27th, I attended a conference call with Lincoln County Public Health on an update on Corona Virus preparations. On the 28th and 29th, I attended a Chief's Roundtable at DPSST in Salem. It was well attended, very informative and productive.

Fire Prevention

	February Inspections
Alarm System Test	0
Annual Inspections	0
Business Applications	21
Fire Inspections	0
Knox Box	3
Plan Reviews	10
Pre-Plan Inspections	0
Re-Inspections	0
Seafood & Wine	26
Vacation Rental Inspections	16
Total	56

Community Outreach

In February Lt. Giles provided a public education presentation regarding fire safety and gave a tour of the fire engine for Future Leaders of America Preschool for twelve 3, 4 and 5 year olds and 3 adults. 4 families were assisted this month 5 with proper car seat installments.



Upcoming Activities

We have many activities planned for the month of March. I am continuing my meetings with the Volunteer Executive and Recruitment Committees. I am also starting informal shift meetings with staff. I will meet with each shift, once a month to discuss issues and address concerns and get ideas. Our Drone team is continuing to meet and train as they prepare for their UAV pilots tests. Also, I will be meeting with the FDB Chiefs from Tillamook, Polk, Yamhill and Lincoln Counties. We met for the first time last year and found it productive, and agreed to meet again this year. We will be discussing expanded mutual aid, wildland fire response, and state mobilizations. I wanted to make the Council aware that Regina, our Emergency Preparedness Coordinator has put in her notice to resign. Her reason for leaving is personal as she wishes to move closer to family. We have posted her position. Regina has agreed to stay as a part time employee until we have her replacement on board. Finally as the situation around the Corona Virus continues to evolve, I continue to receive updates and coordinate with Lincoln County Public Health, Emergency Management, and our neighboring agencies. I am giving Spencer and Department heads regular updates and ensuring our essential service Departments are keeping up on preparations.

Training Report

Past month training subjects:

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

- Auto Extrication, New window technology and tools
- Salvage and Loss Prevention
- Preplan, Seafood and Wine Emergency Response Review & Site visit
- EMS, iGel Airway Adjunct in-service

Past month drill hours:

During the month of February, 336.75 hours of training were documented. Of the 336.75 hours of training in February, the paid staff logged 168.75 hours and the volunteers logged 168.0 hours. Year to date Newport Fire personnel, volunteer and staff combined, have documented 845.25 hours of training.

Monthly highlights and special considerations:

Newport Fire will hosted a countywide Rope Rescue training during the month of February.

Training is underway for new hiring of Firefighter Blake Wisham and will be ongoing.

In preparation for Seafood & Wine Newport Fire conducted a review of response protocols for large scale incident response and patient treatment planning, for both natural and human caused incidents.

Emergency Preparedness

Emergency Preparedness Activities:

Emergency Preparedness Coordinator R. Martinez attended the following meetings in February:

- Participated in monthly Oregon Emergency Managers Conference Call
- Attended the National Hazard Mitigation Planning Meeting in Newport
- Participated in the monthly Central Coast CERT Board of Directors Meeting
- Participated in State Homeland Security Grant phone call with Gracie Huerta from Listos
- Attended monthly Emergency Preparedness Committee Meeting
- Toured Newport Public Works Shop Area for secondary EOC information
- Facilitated Emergency Management Volunteer planning meeting
- Participated in conference call for Disabled Emergency Management Advisory Council (DEMAC)

Monthly Highlights and Special Considerations:

- Continued outreach for LISTOs program, which provides emergency preparedness training in Spanish
- Attended work day for Safe Haven Hill Emergency Cache
- Submitted Listos Presentation to Oregon Emergency Management for the Oregon Prepared Conference, March 2020
- Reviewed State Homeland Security Program (SHSP) Grant Applications as a member of the Oregon Emergency Management Grant Review Committee

1467 Likes on Newport Oregon Emergency Management Facebook
963 Members on Newport Emergency Management for Nextdoor social media platform
2 Volunteer Hours Emergency Management Volunteer January

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report February 2020

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	10	7			
AUTOMATIC ALARMS:	6	0	BURN PERMITS:	0	0
MEDICAL CALLS:	83	8	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	5	1	FIREWORKS DISPLAY:	0	0
RESCUE:	1	1	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	0	1	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	13	0	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	10	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	1	0
HOSPITAL/CARE CENTER:	3	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	3	0	RESIDENTIAL:	3	3
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	1	TAVERNS:	0	0
MOTOR VEHICLES:	0	1	TRAILERS:	0	0
NATURAL COVER:	5	3	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report February 2020

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	0	0	HEATING APPLIANCE:	0	1
CARELESS SMOKING:	1	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	0	0
ELECTRICAL:	1	0	OPEN FIRES:	3	3
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	0	0
FALSE ALARM:	11	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	0	4
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



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

To: Spencer Nebel, City Manager
Re: April 2020 Monthly Activities

Here is a brief summary of Fire Department and Emergency Preparedness activities in April.

In the month of April, we had 129 calls for service. Compared to March in which we had 134 calls. This is a 4% decrease from last month. In April of 2019, we had 191 calls (this is a 32% decrease from last year). Year-to-date we have responded to 556 calls in 2020. This is a 30% decrease from 2019, in which we responded to 793 calls at this time last year. There was 1 call of note in April.

The call of note occurred on April 19. NFD responded to a gas leak at a residence on NW Lee Street near NW 6th Street. An abandoned gas line was accidentally cut with a weed trimmer. NFD evacuated the home and nearby occupancies. We were able to slow the leak, but not completely stop it. We continued to monitor the area for gas, and notified the Gas Company. After their arrival and shutting off the gas we turned the scene over to them. We responded with 2 engines, 1 Chief Officer, 4 on duty staff, and 3 volunteer firefighters.

In April, we lost one volunteer. Our roster stands at 33 volunteers.

The month of April was a very different month for Newport Fire Department. Because of COVID-19 most of my time was spent at City Hall in the Emergency Coordination Center helping coordinate the City's response. As the Planning Section Chief, most of time was spent keeping up with the Local and state response to COVID, providing guidance to the City Manager and Department Heads and developing the Daily Briefing. The month fell into a routine of ECC briefings on Monday's Wednesdays and Fridays, Department Head meetings on Mondays, and updates from Public Health on Wednesdays, and City/County Leadership briefings on Fridays. Toward the end of the month our focus started to shift toward reopening. In the last week of the month, I was tasked with developing a reopening plan for the City.

I am very proud of how the members of Newport Fire Department have managed during these incredible times. Starting with Chief Harvey, who had to take over most aspects of Department administration. He has not only kept the Department running smoothly, he has kept me informed. The rest of the staff have kept responding to calls and keeping the station clean and disinfected. Even though we had to stop holding drills and meetings our volunteers have been responding to calls when needed and pulling shifts.

Fire Prevention

	March Inspections
Alarm System Test	0
Annual Inspections	0
Business Applications	0
Fire Inspections	0
Knox Box	0
Plan Reviews	10
Pre-Plan Inspections	0
Re-Inspections	0
Vacation Rental Inspections	0
Total	10

Community Outreach

In April, we saw 3 families for a total of 4 car seat installs. In addition, 1 program seat was distributed.

Upcoming Activities

We have many activities planned for the month of May. With the reopening of Newport, we are expecting activity to pick up, along with our responses. With that, we will keep safety and physical distancing measures in place. One of challenges we are working on is wildland fire response this summer. COVID-19 makes responses especially challenging. At our monthly Fire defense Board Meeting this month, we will be working on plans for in-county and out of county responses. Fire forecasters predict a busy season for June and July. Also, with many agencies facing budget cuts, staffing is down. Add to that the challenges of keeping physical distancing in place while trying to fight a fire, and you can see how challenging this will be. One area of wildland fire response that we are better prepared for this year is our apparatus. Thanks to the hard work of our staff (especially Captain Tracy Cole) our Heavy Brush Engine (a.k.a. The Beast) is substantially completed. With working lights, and siren, the unit is response ready. With its high clearance, 4-wheel drive capability, and large 400 gallon tank, it is a formidable firefighting machine! The best part is we were able to accomplish this with very little tax payer dollars spent. A new brush engine from a dealer would cost around \$200,000 and still not have the capability ours does. We have invested around \$42,000 by doing most of work ourselves. I am very proud of our staff, and their work on getting this response ready.

Training Report

Due to the Coronavirus, all group training has been cancelled until further notice. Small group training where appropriate social distancing and environmental impact is maximized, along with online training, is continuing and being encouraged. Due to the virus, an impact on reduced training hours is to be expected.

Past month training subjects:

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

Hazardous Materials Awareness

Ladders

Stryker LUCAS operation

SUAS Protocols and Operation training

Past month drill hours:

During the month of April, 71.25 hours of training were documented. Of the 71.25 hours of training in April, the paid staff logged 29.25 hours and the volunteers logged 42.0 hours. Year to date Newport Fire personnel, volunteer and staff combined, have documented 1136.0 hours of training.

Monthly highlights and special considerations:

Training is continuing for Firefighter Blake Wisham and will beginning for new hire FF Ryan Thomas.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report April 2020

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	16	0			
AUTOMATIC ALARMS:	2	0	BURN PERMITS:	0	0
MEDICAL CALLS:	84	4	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	2	0	FIREWORKS DISPLAY:	0	0
RESCUE:	0	1	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	0	2	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	13	2	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	3	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	3	0
HOSPITAL/CARE CENTER:	0	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	2	0	RESIDENTIAL:	4	0
LABORATORIES:	0	0	RESTAURANT:	0	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:	1	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	0	TRAILERS:	0	0
NATURAL COVER:	8	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report April 2020

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	1	0	HEATING APPLIANCE:	0	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:	6	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	4	0
FALSE ALARM:	3	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	4	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



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

To: Spencer Nebel, City Manager
 Re: June 2020 Monthly Activities

Here is a brief summary of Fire Department activities in June.

In the month of June we had 143 calls for service, compared to May in which we had 150 calls. Year-to-date we have responded to 848 calls, which is a 30% decrease from 2019, in which we responded to 1213 calls. Our roster stands at 28.

Monthly NFD Incident Comparison



There were 2 call(s) of note in June. The first call of note occurred on June 2. NFD responded to a gas leak at a grocery store located at 2220 N. Coast Hwy. Upon arrival crews found the store evacuated with a strong odor of natural gas. Crews wearing full PPE, including air packs, located the leak in the bakery. The supply of gas to the store was shut off and NWNG was notified. We responded with 1 engine, 1 Chief Officer, 3 on duty staff, and 2 volunteer firefighters. The second call of note occurred on June 25. NFD responded to a fully involved car fire at the 500 block of SE 98th Street in our Rural Fire District. The first in crew extinguished the fire and turned it over to the owner. NFD responded with 1 engine, 1 Chief Officer, 4 on duty staff, 3 volunteer firefighters, and 2 support volunteers.

The month of June saw incident activity still running about 30% below the call volume of 2019. However, May and June were busier than March and April. On June 1, I attended a department head meeting and City Council in the evening. On the 2nd, I met with Chief Malloy and Sgt. Gaines with NPD to discuss operations for the planned protest. In the evening I attended the 2nd Budget Committee Meeting. On the 3rd, I attended the weekly meeting of the ECC and worked on the Briefing. On the 8th I met with City staff to discuss an employee who was exposed to COVID-19. In the afternoon, Chief Malloy and I had a Zoom meeting at the Chamber to discuss options for next year's Seafood and Wine Festival. On the 9th, Spencer and I participated in a conference call with Lincoln County and other City leaders. On the

10th I attended the weekly ECC meeting and worked on the briefing. I also participated in the weekly Lincoln County health cooperators conference call. In the afternoon, I met with Chief Gary Woodson of Central Coast Fire District to go over duties and responsibilities of an Alternate Fire Defense Board Chief. On the 11th, I attended a Zoom meeting of the State Fire Defense Board. As Fire Defense Board Chief of Lincoln County I participate in this annual meeting every spring. We voted to carry over the 2019 state fire mobilization plan for the 2020 fire season. We also discussed changes in response this fire season due to COVID-19.

On June 15 I attended a department head meeting. On the 17th I attended the weekly ECC meeting and prepared the briefing. I also met with the Finance Department staff to discuss the resumption of municipal court and how to deal with COVID-19 provisions. On the 18th, I chaired the monthly conference call of the Fire Defense Board. In the afternoon I participated in a county wide update on wildland fire response for this summer's fire season. On the 23rd I participated in the State Fire Marshal's annual Agency Operations Drill. On the 24th, I attended the weekly meeting of the ECC and prepared the briefing. On the 25th I held a Captain's meeting and hosted the City's weekly radio show. On the 29th, I met with City staff and Seal Rock Water District staff to discuss fire flow at the Airport. The good news is that thanks to the work and cooperation between NPW and SRWD staff, the fire flow at the airport is up to 1,750 gallons per minute. This is above the minimum 1,500 gpm flow required by the Fire Code for commercial buildings. On the 30th I met with City Administration to discuss contract negotiations with the Union.

Upcoming Activities

We have many activities planned for the month of July. Our crews are beginning to conduct their annual testing of fire hose and ladders. We are also finishing the build out of our new off-road fire engine. I continue to split my time between overseeing the Fire Department and helping coordinate the City's response to COVID-19. I am continually amazed at City staff's ability to adapt and deal with this constantly changing situation. With the reduction of staff from budget cuts, it will become even more important that staff remain informed and keep up with the ever-changing information about COVID-19. One thing I am certain of, we will be dealing with this virus and it's impacts for a long time to come. I am confident staff will continue to meet the challenge and to serve our residents and guests just as well as they always have.

Community Outreach

In June we assisted 5 families with car seat installs and child passenger safety. No program seats were distributed this month.

Fire Prevention

	March Inspections
Alarm System Test	0
Annual Inspections	0
Business Applications	0
Fire Inspections	0
Knox Box	0
Plan Reviews	11
Pre-Plan Inspections	0
Re-Inspections	0
Vacation Rental Inspections	1
Total	12

Training Report

With the City of Newport entering Phase 1 of reopening, Newport Fire will begin holding full department training drill while observing appropriate best practices like social distancing and utilization of masks. Due to the virus, an impact on reduced training hours is to be expected.

Past month training subjects:

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

- Nozzles & Hose lays
- EOC Shelter & Team Building
- Pre Plan A-Occupancy & Driver
- EMS, Drowning & Allergic Reaction

Past month drill hours:

During the month of June, 124.25 hours of training were documented. Of the 124.25 hours of training in June, the paid staff logged 47.50 hours and the volunteers logged 76.75 hours. Year to date Newport Fire personnel, volunteer and staff combined, have documented 1390.5 hours of training.

Monthly highlights and special considerations:

On 17 June, personnel from Newport Fire Department had the opportunity to familiarize themselves with a detailed guided walk through of the new OSU educational building in South Beach.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report June 2020

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	15	1			
AUTOMATIC ALARMS:	0	1	BURN PERMITS:	0	0
MEDICAL CALLS:	79	7	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	8	1	FIREWORKS DISPLAY:	0	0
RESCUE:	3	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	2	1	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	19	1	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	5	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT

City Report June 2020

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	0	0	HEATING APPLICANCE:	0	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:	1	0	OPEN FIRES:	5	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	1	0
FALSE ALARM:	8	1	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	0	1
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

Monthly Departmental Reports



Library 2020



Memo

To: Spencer Nebel, City Manager and City Council
From: Laura Kimberly, Library Director
Date: March, 2020
Subject: Library Department Update

Administration

The Library Director met with Spencer Nebel and Barb James regarding staffing levels at the library. We currently have an open full-time position due to Katie's resignation, an open half-time position that has been vacant for a year, another half-time position that is vacant with Gwen's retirement, and a full-time position right after the beginning of the year that will become vacant. We are going to be able to move forward with filling both the Librarian 1 and part time Library Specialist 1 position at this time. The application period for both positions closed on Friday, January 3. Final interviews were scheduled for the bilingual library specialist 1 scheduled on Friday, February 14. Final interviews were scheduled for the Librarian 1 on Thursday, February 20.

BBSI temp Apinya Garner is still helping cover unfilled labor hours, including our unstaffed 8-hour Saturday shift. Apinya has a wonderfully positive attitude and smile on her face. She works at Circulation and on assigned projects. The staff also welcomed back BBSI temp Kay Eldon to help cover unfilled labor hours as well as work at Reference and Circulation, Interlibrary Loan (ILL), and on assigned projects.

On January 29 and February 4, the Library Advisory Committee and the Library Director interviewed six applicants for the one vacancy on the Library Advisory Committee board. The Library Advisory Committee board recommended Karen Apland for appointment by Mayor Sawyer to this committee.

On February 7, the Greater Newport Chamber of Commerce held their Ambassador Showcase at the library as well as attended the luncheon as a guest of the Ambassadors.

On February 7, Sheryl Eldridge retired from the Newport Public Library. Sheryl has worked for the Newport Public Library since December 1998. We are going to really miss Sheryl!



On February 10, the Library Director attended the Oregon Library Association Conference 2020 planning committee virtual meeting. The Library Director is part of the programming committee and poster session coordinator.

On February 12, the Library Director attended the sixth class of Leadership Lincoln at the Performing Arts Center in Newport with a focus on community & quality of life: arts, leisure & recreation. The Library Director was on a panel with Boone Marker, Lincoln City Community Center Recreation Supervisor and Tribal Elder Gloria Ingle, Siletz Tribal Arts & Heritage Society.

On February 13, the Library Director and Mayor Dean Sawyer went on the radio to talk about the library. They discussed the various services, resources, and programs the library offers, Dolly Parton, the Library's Centennial, and Newport Reads 2020, and much more!

On February 14, the Library Director met with members of the Public Library Division of OLA to continue the revisioning of the Oregon Public Library Standards.

On February 24 and March 3, the Library Director attended the Sister City Committee meetings. The 55th Year of the Sister City relationship with Mombetsu is in 2021.

On February 25, the Library Director attended the Lincoln County Library District meeting with the public library directors from Lincoln County. We discussed STEM Kits, Census 2020, monthly meeting schedule, Dolly Parton Imagination Library film showing, Relais D2D, and discussed the reimbursement formula.

Dolly Parton Imagination Library



Dolly Parton's Imagination Library (DPIL) had a very successful 2019. More children than ever are receiving monthly books. Below are statistics of the Dolly Patron Imagination Library through January 2020 for the lifetime of the program:

Here are the DPIL #'s of books through January (this is for the lifetime of the program):

Linn County Book Count _50,432
East Linn County Book Count _37,282
Central Linn County Book Count _6,392
Lincoln County Book Count _13,574
Rural Benton County Book Count_681

Grand Total Books for the Lifetime of the Program: 108,361

Here are the numbers of kids registered and currently getting books (not the totals for the lifetime of the program):

Linn County Children Registered _1,541
East Linn County Children Registered_1,197
Central Linn County Children Registered_166
Lincoln County Children Registered_737
Rural Benton County Children Registered _135

Grand Total Kids Currently Receiving Books: 3,776

Census Resource Center



The State Library of Oregon is partnering with U.S. Census Bureau Partnership Specialists to offer libraries an opportunity to serve as Census Resource Centers. This program will provide libraries with Census promotional materials for a general audience when the 2020 Census survey is open (Mid-March through July 2020).

For the first time, U.S. Census information will be gathered online beginning in mid-March. In mid-March, homes across the country will begin receiving invitations to complete the 2020 Census. Once the invitation arrives, you should respond for your home in one of three ways: online, by phone, or mail.

The Newport Public Library is a Census Resource Center. Our library will have dedicated spaces, including public computer workstations, where individuals may complete their census survey. We will have trained volunteers during designated hours to assist with filling out the Census survey. For additional information about the 2020 Census, please visit: <https://2020census.gov/>

Centennial Celebration



On February 19, we welcomed Executive Director Lisa Blank, PhD., to provide an overview of the Oregon Coast STEM Hub's history, its current operations, and a vision for its exciting future. The Oregon Coast STEM Hub promotes integrated science, technology, engineering and math education and serves coastal teachers, students, and communities. It is one of several regional STEM Hubs funded by the Oregon Department of Education. The hub is based at the Hatfield Marine Science Center in Newport and serves the entire Oregon coast. We had 11 attendees.

We're continuing to have both children and adults bring in their Centennial reading booklets, for prizes at the 50, 75, and 100 book level!



*Amelia (6) completed her 200th book for the Centennial Book Challenge!
Congratulations Amelia ♡*

Library News



Americans Went to the Library More Often Than the Movies in 2019

The debate over whether public libraries are on their way to becoming obsolete has heated up in recent years. Can these institutions survive, some have wondered, when such a wealth of information is easily accessible online? But in the United States, at least, libraries remain very much in use. Per a new Gallup poll, visiting the library was “by far” the most common cultural activity among Americans in 2019. To read more go to **this article**.

Libros for Oregon

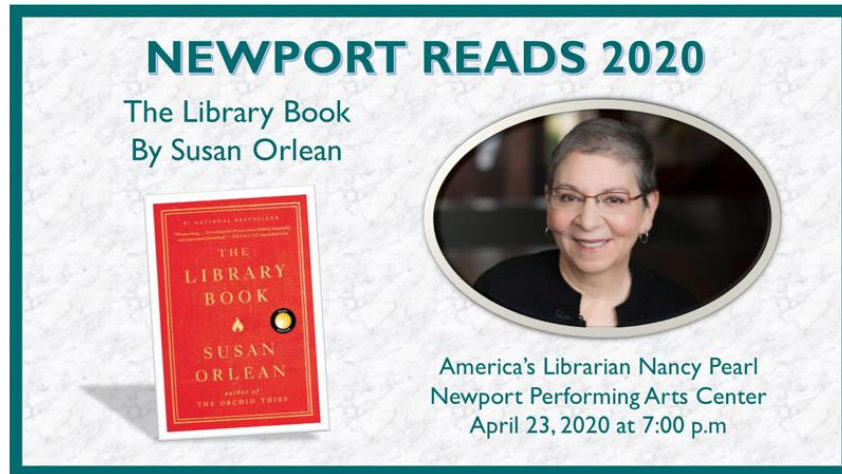


Libros for Oregon began in July of 2016 as a two-year project entitled “Libros for Oregon: Collections Connect Communities.” Its goal is to increase access to high-quality Spanish language books for Oregon libraries, particularly smaller, rural libraries, by helping more libraries take advantage of the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

The Newport Public Library participated in this year’s Libros for Oregon cohort. Newport Librarians Linda Annable and Laura Kimberly were part of a team selecting materials for 11 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.

The Newport News published an article on January 28th about this year’s Libros for Oregon cohort from Lincoln County: <https://newportnewstimes.com/article/librarians-bring-back-libros-from-guadalajara>

Newport Reads



The Newport Library Foundation joins the year-long Library Centennial Celebration by choosing *The Library Book* by Susan Orlean for its Newport Reads 2020 program. In lieu of the author's appearance, America's librarian, Nancy Pearl, will be speaking. The Newport Library has multiple copies of *The Library Book* available for check-out at the library.

The centerpiece event of *The Library Book* is the April 26, 1986, catastrophic fire at the main branch of the Los Angeles Public Library, where over 1 million books were destroyed. Spinning off in many directions from this central event, Orlean explores the history, people and current spirit of this core democratic institution.



All are invited to the first Newport Public Library Trivia Night at Bier One on Thursday, April 16 from 7-9 p.m.! Show your knowledge about all things related to libraries, Nancy Pearl, Newport Reads, and the universe our planet calls home. Come to Bier One with your team, join one when you get here, or face the challenge on your own for a chance to win prizes while you enjoy refreshments and work your brain!

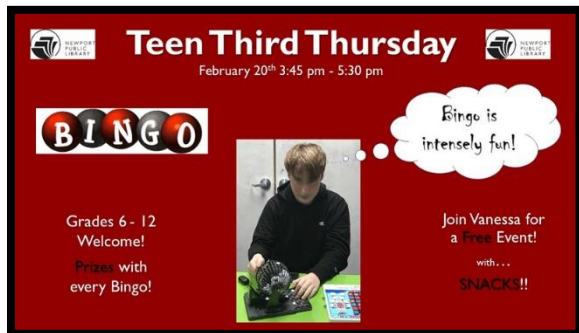
Young Adult and Children's Services

On February 5th, Students, grades K – 5th, were invited to the Wild Family Wednesday program, “Foil Painting.” Kids had the opportunity to paint a take home project with a foil background, stamping with foil prints and using foil to make a beautiful tree! We had 32 attendees.



Clifford and friends are catching a ride with Ms. Teena to Lincoln City to the Driftwood Public Library. Clifford had a celebration planned for him and his friends. “Clifford's Party” was Wednesday February 5th at 5pm, some surprises in store, and CAKE!

On February 20, the monthly Teen Third Thursday event, “Bingo” was held. Kids in grades 6-12 enjoyed bingo, drinks, snacks, and drawings to win prizes of their choice from a variety of goodies. We are successfully reaching a point where grades 6th-12th are comfortable joining us for our monthly Teen Third Thursday program. We had 43 attendees.



Adult Services

Do you Geocache? The Library has a geocache, which will require you to explore the library grounds and discover different works of art on display. You'll have to search an area outside the library, as well as both upstairs and downstairs before you will be able to solve for the final location. This cache is meant to be a way to discover something new you may have never seen before. This cache could take you 30 minutes to an hour or so to solve it, depending on your walking speed and clue detection. Be sure to sign

the Geocache Log Book when you find it! You can also register your find with geocaching.com. You can [download the instructions](#) or pick up a copy at the library.

On February 11, we held a new monthly library program, Tuesday Theater, where we will show movies based on different themes. February is focusing on the theme of Library Lovers' Month. The entire month of February is a month-long celebration of school, public, and private libraries of all types. The 2019 film, *Last Christmas*, was shown. Based on the song of the same name, and inspired by the music of George Michael, the film stars Emilia Clarke as a disillusioned Christmas store worker who forms a relationship with a mysterious man (Henry Golding) and begins to fall for him. Emma Thompson and Michelle Yeoh also star. We had 13 attendees.



Circulation

On January 22, our server in Tillamook failed. There was a cyber-attack in Tillamook County. Our services were limited for a week. The biggest setback was our ability to check items in. We requested patrons to refrain from returning items to the library or to our book drops until the system was running at full capacity. Newport doesn't charge fines for overdue items. Library patrons were very understanding. The staff worked together as a team, came up with a plan, and putting together a working document with tips and tricks to preserve in the event we lose the ILS system for more than a day in the future.

Also, that we're still feeling the aftereffects of the Tillamook cyberattack, finding many items on the shelves that were not processed properly during the outage. Staff is handling it this well and the public has largely been very understanding.

Volunteers

High school students who are part of the AVID and International Baccalaureate program at Newport High School have volunteer requirements. These students have become aware of volunteer opportunities at the library. We have had several students who have inquired about volunteering. Our Teen Volunteer Coordinator is working to coordinate tasks to allow more students to volunteer.

Respectfully,

Laura Kimberly

Monthly Departmental Reports



Parks and
Recreation 2020

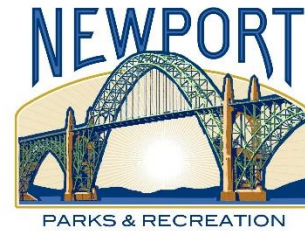
Memo

To: Spencer Nebel, City Manager

From: Mike Cavanaugh, Director

Date: March 3, 2020

Subject: Parks & Recreation Monthly Report – February 2020



Administration – Mike Cavanaugh

Judy Mayhew and Mike Cavanaugh have been transitioning the Director workload from Judy to Mike through the entire month of February. Both have attended department head meetings, advisory committee meetings, and community meetings. The transition has been smooth. Judy has done an amazing job as interim director! The new Director officially started on February 23, 2020.

Director met with Finance Dept and IT Dept to discuss details regarding the recreation center's door replacement project.

Department staff participated in interviews for the City Attorney position.

Department staff meet with Newport High School staff to discuss all details prior to the District Swim Meet. The swim meet was a success. Staff is currently scheduling an end-of-season meeting to review the season and discuss any improvements for future seasons.

Director meet with Tim Gross, Spencer Nebel, and Barb James to discuss the transition of Park Maintenance back under the Parks and Recreation Dept. The full transition will occur July 1, 2020. Until then, Parks and Recreation Director and Public Works Director will work together regarding anything Park Maintenance.

Department staff attended two grant writing seminar classes put on by the Ford Family Foundation. Staff from the recreation center, aquatic center, and sports attended. Volunteers from the 60+ Center attended.

Director meet with the Oregon Coast Community College regarding cross-promotion of our department programs within the OCCC's seasonal publication "Catch the Wave." We have 9 programs from the recreation center, aquatic center, and 60+ center that will be included in the OCCC's spring publication.

Department administration meet for 5-hours to build department goals. Staff did amazing and it seemed to be a healthy process for the department and for the admin team. This process will continue to grow each year.

Better Bones & Balance

This class is designed to gradually improve balance and strength to avoid falls and maintain independence. The Better Bones and Balance class is based on research by Oregon State University.

NEWPORT 60+ CENTER | 20 SE 2ND STREET
WEDNESDAYS & FRIDAYS, 12:30-1:30PM
APRIL 1 – JUNE 20 • FREE WITH MEMBERSHIP OR \$2 DROP-IN FEE

Arthritis Exercise Class

The Arthritis Foundation Exercise Program (AFEP) is a low-impact recreational exercise program that incorporates multiple exercise activities, including joint check/warm-up, range of motion/ stretching, strengthening, cardiovascular endurance, and joint check/cool down.

NEWPORT 60+ CENTER | 20 SE 2ND STREET
WEDNESDAYS & FRIDAYS, 9:30-10:30AM
APRIL 1 – JUNE 20
FREE WITH MEMBERSHIP OR \$2 DROP-IN FEE

Aqua Interval

Interval training using the current channel, deep-water exercises, steps, balance and body conditioning. A wonderful warm water workout for any age or ability. Easy to moderate intensity. Swimming skills not necessary.

NEWPORT AQUATIC CENTER | 225 SE AVERY
INSTRUCTOR: BRENDA LUNTZEL
TUESDAY & THURSDAY, NOON-1PM
APRIL 1 – JUNE 20
FREE WITH ANNUAL PASS OR
10 CLASSES FOR \$50 OR \$6 DROP-IN FEE

Aqua Boot Camp

This class is held in the cooler water of the lap pool. A fun and energetic water fitness class set to music and water splashing! Medium level aerobic activity with some stretching incorporated. No swimming skills required.

NEWPORT AQUATIC CENTER | 225 SE AVERY
INSTRUCTOR: REBECCA LAKEBAUM
TUESDAY & THURSDAY, 6:30-7PM OR
SATURDAYS, 8:00-10AM WEEKLY
FREE WITH ANNUAL PASS OR \$4 DROP-IN FEE



Gentle Flow Yoga

Warming up the joints with soft, easy stretching and then exploring the slow flow of movement will immediately leave you feeling relaxed, yet energized. Participants are guided to stay focused during movement and stillness. Each session includes intentional breathing and short meditations.

NEWPORT RECREATION CENTER | 225 SE AVERY
INSTRUCTOR: SALLIE INMAN
TUESDAY & THURSDAY, 6-7:15PM WEEKLY
(NO CLASS APRIL 23)
\$10 DROP-IN FEE OR \$40 FOR 5 PRE-PAID CLASSES

Aqua with Jamie

This class is focused on helping relieve symptoms of joint and muscle pain, stiffness, arthritic pain in a warm water pool including gentle movements, breath work and balance. From the fingertips to the tippy toes, this instructor-guided class will incorporate breath, balance and carefully coordinated movement to help relieve pain.

NEWPORT AQUATIC CENTER | 225 SE AVERY
INSTRUCTOR: JAMIE BUTLER
TUESDAY & THURSDAY, 11-11:50AM WEEKLY
FREE WITH ANNUAL PASS OR
10 CLASSES FOR \$60 OR \$4 DROP-IN FEE

Cardio Fitness Plus

This high-energy class offers low or high impact aerobics plus mat exercises that help tone and strengthen joints and muscles. You can work at your own pace.

NEWPORT RECREATION CENTER | 225 SE AVERY
INSTRUCTOR: JARUELYN DAKES
TUESDAY & THURSDAY, 10:15-11:15AM WEEKLY
(NO CLASS APRIL 23)
FREE WITH ANNUAL PASS OR
10 CLASSES FOR \$60 OR \$4 DROP-IN FEE

On a Roll

Thirty minutes of muscle relaxation and tension relief through guided foam roller movements and mat stretches. A great way to work out the fascia kinks, muscular knots or tension.

NEWPORT RECREATION CENTER | 225 SE AVERY
INSTRUCTOR: JAMIE BUTLER
TUESDAY & THURSDAY, 8:30-10AM WEEKLY
(NO CLASS APRIL 23)
FREE WITH ANNUAL PASS OR
10 CLASSES FOR \$60 OR \$4 DROP-IN FEE

Teen Fitness Training

Understanding the FITT principle, knowledge of basic muscle groups and types of strength training and other recommended guidelines for young adults. Fitness Center etiquette and appropriate use of exercise equipment for a safe workout. Specific training of cardio and strength machines in the fitness center.

NEWPORT RECREATION CENTER | 225 SE AVERY
INSTRUCTOR: BRENDA LUNTZEL
WEDNESDAYS, 4-5PM
MARCH 11, APRIL 15 & MAY 13
AGES 12-14 • PARENT MUST PRE-REGISTER
FREE WITH ANNUAL PASS OR
\$60 DROP-IN FEE



**Department programs in the OCCC's seasonal publication.*

60+ Activity Center – Peggy O’Callaghan

Our annual Mad Hatter Tea Party was held on Tuesday, February 18, with 60 persons enjoying delicious snacks, tea and a fun fashion show of clothing from New4You consignment shop.

On Valentine’s Day, a group of 15 persons from the 60+ Activity Center joined approximately 60 residents of Oceanview Senior Living for a fun Valentine’s event. Members of the Senior Center Association were on hand to take pictures of each set of “pals.” Thank you, Ginger Tibbles, for putting together goody bags for the participants.

At the Newport City Council Meeting on Tuesday, February 18, Director Peggy O’Callaghan, and a group of volunteers and patrons, were on hand to showcase some of the fun activities available at the 60+ Activity Center. Thank you to all those who participated.

A Meditation Workshop was held on Thursday, February 6. Three persons attended this informative workshop, which was taught by Joseph Armenio.

The 60+ Adventure Van headed to Eugene on February 15 for the annual Asian Celebration, where our ten adventurers enjoyed a glimpse of Asian culture through main stage performances of dance and music, a bustling marketplace of art exhibits and goods, numerous fun activities and Asian food at the Food Court.

On February 21, seven persons headed to Mt. Angel for the annual Celebrate Volkfest to celebrate German Heritage with the best-handcrafted German sausages, local and German beers, a variety of foods at the Artisan Market, and non-stop entertainment.

60+ Center Programs Offered:

Total Programs – 37

Senior Fitness – 13

Senior Social Programs – 12

Senior Educational Programs – 12

60+ General Statistics:

Rentals in February – 4 (YTD: 41)

Activity Attendance – 2,096 (YTD: 15,975)

Total Door Entrance – 4,012 (YTD: 36,422)

Total Volunteers & Hours - 40 volunteers & 537 hours

Aquatic Center – Kathy Cline

The High School District swim meet was held February 14th and 15th. The facility was closed to the public for the duration of this event. From pool staff's perspective, the event went off without a hitch, and we have had no complaints or issues brought to our attention, either from attendees or from the Newport High representatives.

We held our Winter Carnival on February 8th from 1-4 pm. The carnival included games, swimming and carnival snacks. We also had local circus group Americana Mayhem perform a kid's circus show on the pool deck. We had about 60 people attend the carnival, which was fewer than we had hoped. We plan to have the event again next year and to begin promoting the event earlier to hopefully encourage more participation. We also had 8 people from the community volunteer in a variety of ways including set-up, facilitating games, and collecting tickets. It was great to see some of our creative staff step up and help paint the games and create a banner for the event. We look forward to continuing this event in the future!

HVAC system went down twice in 1 week, and it was determined to be an issue with our thermostat controls. Thanks to maintenance and Mechanical Heating and Air the issue was resolved quickly.

Conducted adaptive PE swimming lessons this month, February 3 through 14. The group was smaller than we have seen in past years, but we do have another session later this year and

assume that they have split the groups more evenly and will have a larger second session than we had last year.

Group swimming lessons were held the 3rd through the 14th this month, and the session was nearly sold out. The lessons were scheduled early on, and consequently because the High School District meet needed to be held on the 14th, we accommodated the HS event and moved the last day of this session to the following Monday. Nearly all of the participants were able to make this change.

Recreation Center – Judy Mayhew

The Rec Center was awarded a grant of \$346 from Oregon Community Trees to enhance our Arbor Day Celebration. The Rec Center will partner with the Newport Library to create a community celebration of trees. This will also contribute to our annual Tree City USA application.

We received word that our Tree City USA application was approved. This year, we will be tracking our activities in the Parks Division, which should assist with the application process.

Staff participated in the interview process for the City Attorney position.

Staff met with Barb James to discuss how HIPAA regulations may necessitate changes in our current waiver forms.

Judy Mayhew represented the Parks & Recreation Department at Leadership Lincoln for their panel on “Community & Quality of Life: Arts, Leisure & Recreation.”

Staff submitted information for the Spring Activity Guide, due out in March.

We met with NHS swim team coaches and staff to determine the details for the District Swim Meet

Met with Travis Howard from the Newport Swim Club, who is taking over from Julie Bobo Shisler. Travis is anxious to learn what it takes to put on a smooth swim meet.

Division managers met for a lengthy, (but well worth it,) department goal setting session. This was the first of its type for all of us, and it was greatly appreciated.

Mike Cavanaugh and Judy Mayhew both attended the Parks and Recreation meeting to ensure a smooth transition.

The School's Out program is participating in the Vicarious Voyage Program through Semester at Sea, a college study-abroad program, where students travel around the world while learning. Our kids correspond with one of the students and learn about the countries she visits.



**Our Schools Out kids saying hello to the Semester at Sea student*

Sports Division – Mike Cavanaugh

February 3, 5, 10, 12, 13, 19, 20, 24, 26: Middle school boys' basketball played games against Dallas, Lebanon, Philomath, Cascade, Toledo, Stayton, and Talmadge middle schools.

February 1, 8, 15, 22, 29: Youth basketball games continued with over 185 Newport kids participating. The recreation center hosted 53 games in February, which included 100 teams from the Lincoln County area.

February 1, 8, 15, 22, 29: Youth indoor soccer continued with 50 kids participating. Age groups ranged from 8 to 14 year old athletes. The program started as skill development in January and transitioned to game play through February.

February 13: Attended the monthly meeting of the Mid-Valley Central Coast Middle School Conference. Meet with other school administrators, athletic directors, and recreation professionals to discuss the on-going winter sports season and the upcoming spring sport season.

February 22: Trail Work Day #3 was completed for the 2020 Coast Hills Classic Mountain Bike Race near the Wilder Land Development. The trail day was hosted in partnership between the City and the Newport Trails Stewards.

February 24: Meet with community members to discuss the dedication of the Agate Beach Surf Club Memorial in April 2020. Discussed details of other community events that could be tied into the weekend of the dedication. Former club members will be traveling back to Newport, from all over the U.S., with family members for this dedication.

February 26: Held a captains meeting for this year's Adult Basketball League and started league games. Reviewed over rules and regulations, explained expectations from each team regarding conduct, passed out schedules and addressed any questions. Games started immediately afterwards. There are four teams registered with 52 players participating.



**Middle school basketball away game (left) at Stayton Middle School and Trail Work Day (right) on Wilder Property for the Coast Hills Classic Bike Race.*

Memo

To: Spencer Nebel, City Manager
From: Mike Cavanaugh, Director
Date: April 7, 2020
Subject: Parks & Recreation Monthly Report – March 2020



Administration – Mike Cavanaugh

On March 4, the Director met with John Wray, head coach for the Newport Swim Club. The meeting was held to introduce themselves and discuss the partnership of each organization. Discussions were had regarding the current operations of the swim club and the Aquatic Center and how both groups are excited to continue the growth of the swim club at the Aquatic Center.

On March 9, the Director attended an Oregon State Parks' Local Government Grant Program Workshop. The workshop was offered for applicants to learn more about the grant program and application process.

City discussions started on March 12 and the decision was made on March 13 to close the doors of the 60+ Activity Center, Recreation Center, and Aquatic Center to the public due to COVID-19. The first official closure day was March 14. All three facilities are closed until April 30, or until further notice.

On March 16, the Director met with the three facility supervisors to review and adjust division budgets for the 2020-2021 Fiscal Year. These budgets were built without consideration of the closures or impact from the COVID-19 pandemic.

Director met with the City Manager, HR Director, and Library Director on March 19 and 20 to discuss and finalize the plan for completing layoffs of all department part-time employees. Part-time employees were granted the ability to work up till March 31. March 31 was their last day of work.

On March 23, the Parks & Recreation administration team began a new push for Virtual Recreation programs during the COVID-19 pandemic. The goal for this "new" programming is to provide the community with ways to recreate and provide opportunities for positive physical, mental, and emotional health during these trying times. Stats on the community outreach will be provided in the next monthly report.

Director and 60+ Activity Center Supervisor hosted the City of Newport's radio show on March 26. This was a great opportunity for the Director to discuss his professional background, vision for the department, and the effects of COVID-19 on our department.

On March 27 and 31, the Director participated in two webinars with Oregon Recreation Parks Association and National Recreation Parks Association. Topics of discussion revolved around COVID-19 and the effects it is having on agencies across Oregon and the United States.

Director met with the Newport News-Times on March 30 to discuss running an article highlighting our department's Virtual Recreation Programming for the community. Discussions were also had related to having a permanent section in the paper highlighting new recreation activities in each publication for communities members to do during COVID-19.

Aquatic Center – Kathy Cline

Met on March 6th with Lincoln County School District to discuss and finalize the cooperative use agreement. This document is close to being finalized.

The Aquatic Center and Recreation Center were closed to the public due to the coronavirus on March 14, 2020. Part-time staff were allowed to continue working for a limited amount of time, the following is a list of everything that pool staff accomplished during this shutdown cleaning:

- Cleaned all Stainless steel (handrails, guard chairs, diving blocks, door handles, drinking fountains) of rust and water spots
- All guard chairs cleaned and sanitized
- Scrub decks including grout
- Scrub the chemical deposits on tile in activity pool and spa
- Clean and organize (thoroughly) inside storage room
- Clean and organize outside storage
- Wash all windows natatorium, spectator area and breezeway
- Scrub stains off walls all around natatorium and locker-rooms
- Clean, organize and disinfect guard office
- Clean under spectator bleachers
- Wash down all bleachers
- Wash and rehang all shower curtains
- Clean, disinfect Locker rooms and family changing room
- Wash down the black cubbies on deck
- All backwashing of pools and spa done
- Cleaned all white boards
- Cleaned all aerobics equipment
- Deep clean the downstairs equipment rooms

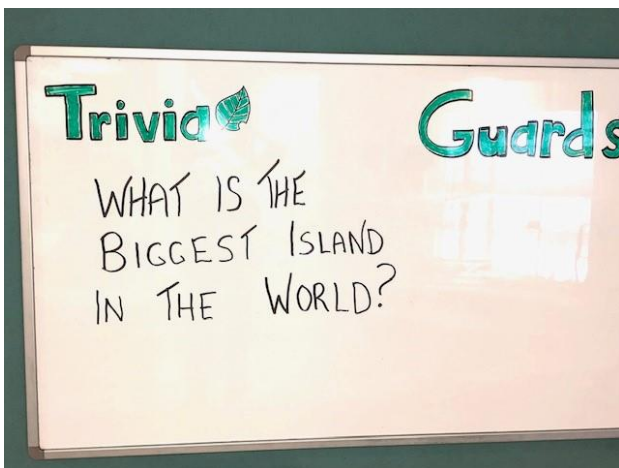
- Helped Peggy with deep cleaning at 60 plus
- Help Brenda cleaning all fitness equipment

During this unprecedented time, the recreation staff has begun offering up virtual programming. Here are the offerings from the aquatic staff, current and upcoming;

- Hot Tub trivia
- Dry Land exercises to keep in swimming shape
- Water fun and basic swim skills for babies you can do at home in the tub
- Juggling How To
- Water Safety scavenger hunt
- DIY giant bubbles video
- Still coming: Baby doll swim races, soothing pool video, water safety and water fun coloring pages...

Because of the Coronavirus Closure the following were canceled in March:

- Rotary rental
- US Coast Guard rental
- Spring Break Week specialty swims
- Boater safety rental
- Angell Job Corp water safety rental and instruction
- Starguard offsite training and certification course; Keeley has been able to reschedule to complete and re-certify via online courses and skype webinars. We of course were not able to complete the certifications for Maria Pettis and Jesse Girard (both were laid off).



**Virtual programming activities by the Aquatic Staff.*

Recreation Center – Judy Mayhew

The Parks and Recreation Director and Recreation Superintendent attended the final “Learn by Doing” grant writing class. Although we missed one of the previous sessions, we gained helpful information for future funding attempts.

Staff met with the Lincoln County School District personnel to discuss finalizing the Cooperative Use Agreement.

Several staff members attended a free social media marketing class at Oregon Coast Community College taught by Misty Lambrecht, which gave us good information and great ideas. Misty is always on-trend and relays a lot of information in a short amount of time.

We interviewed two people for Rec Leader positions. Before we could get them started, all hiring was frozen as the Rec Center became scheduled to close.

The new Safety Officer – Joe Oberding, stopped by with Jim Salisbury to discuss any safety concerns we might have and to receive a quick tour of our facility.

The Arbor Day celebration, slated for the end of April was postponed until a later date. Tree City USA and Oregon Community Trees have both granted extensions for celebrations and expenditures of grant funds.

While it has been a trying time for all staff, we made the most of our time completing projects that are virtually impossible to do when we are open. With our own staff, plus assistance from several lifeguards, we were able to accomplish quite a bit:

- Both the men’s and women’s locker rooms were fully painted – the first time in 19 years! They look great and once the floors get re-done (scheduled for April,) the locker rooms will be greatly improved.
- We’ve had staff working on deep cleaning, including the cinder block walls in the cardio/track area that have been scrubbed by hand. They were in pretty bad shape and are much better now.
- Cinderblock walls in the small gym were also cleaned, as were all of the wall-pads in both gyms.
- Windows throughout the building were cleaned, and the ledge off of the track was dusted and mopped.
- All walls up and down the hallways have been wiped down, removing all marks.
- Building Attendants scrubbed and waxed floors until they shine like the day we opened! We have one more room to complete, which we hope to accomplish before we re-open.
- The Control Desk staff have been going through old records (with the Oregon Records Retention Schedule close by) which will free up much needed storage space. This is a

huge task and one of those things that we never seem to have time to work on when we are open.

- Indoor park toys and all gymnastics equipment were removed from their closets and thoroughly cleaned.
- Equipment in the Dance/Aerobics room (steps, strength bands, Bosu balls, etc.) were removed from closets and thoroughly cleaned.
- All bleachers have been dusted and wiped down.
- Restroom walls have been cleaned with all marks removed.
- Rec Leaders deep-cleaned the Child Center including every cupboard and cubbyhole. Some cleaning of the Clubhouse was also performed, preparing for summer programs.
- All cupboards in the administrative office area, breakroom, (office supplies cabinet) and behind the front desk have been organized and cleaned.
- While we didn't complete everything on the list, we got a good chunk of it done. The part-time staff was a tremendous help in getting so much accomplished.



**Stripped and resurfaced floors (left) and City Staff sorting through old documents (right)*

Sports Division – Mike Cavanaugh

On April 2, the Director met with this season's middle school track and field coaches. The volunteer coaches completed city forms and training. Discussions were had about the upcoming season format and meet schedule.

Met with past members of the Agate Beach Surf Club, owners of Pura Vida Surf Shop, owners of Ossies Surf Shop, and the president of Surfrider's Newport Chapter to discuss the plans for the

dedication of the Agate Beach Surf Club Memorial Statue. The original dates for the dedication for set for April, but the event has been postponed due to COVID-19.

Middle school boys' basketball season ended on March 11. In the month of March, the boys teams played games on March 2, 4, 9, and 11. The boys programs participated in school conference play against schools from the valley. We had 52 boys participate this year.

Registration for Middle School Track & Field closed on March 13. We had 50 athletes register for this season. Practices and meets were postponed for the month of March and April due to COVID-19. The program is waiting to hear from the conference if the season will be canceled.



**Agate Beach Surf Club Memorial Statue*

60+ Activity Center – Peggy O’Callaghan

A Meditation Workshop was held on Thursday, March 5. Eight persons attended this informative workshop, which was taught by Joseph Armenio.

On Thursday, March 5, Barbara Bush facilitated an educational program entitled “Before of End of Life: The Nuts & Bolts” designed to help guide attendees in organizing their life and care information. Ten persons attended this very helpful presentation.

Due to Covid-19 closures, March and April activities were cancelled as of March 13. This included five trips, nine educational presentations, nine room rentals, and 34 programs (see breakdown above). Also cancelled were two Past Forward jazz concerts, our annual Wii Bowling Tournament, and the remaining AARP tax preparation aid. Reduced attendance and income figures are reflected in this report.

New on-line links to program exercises now available to seniors on our web site and Facebook page. We are posting a word of the day and a cute photo and accompanying joke. We have received very good feedback from our members in our efforts to keep them healthy and entertained.

New phone number exchange is starting for our 60+ members. We currently have 15 persons who have given permission to share their telephone number with other members. We want our members to stay connected, to offer support and make new friends.

The Friends of the Newport Senior Center have been purchasing requested items for the MOW shut ins. Basic items like bar soap, paper towels, toilet paper and dishwashing soap purchased. The center is compiling a list that shares available resources for seniors. It lists Senior Shopping hours at stores, pharmacy pick-ups and mail order information as well as other local resources.

60+ Center Programs Offered:

Total Programs – 34

Senior Fitness – 13

Senior Social Programs – 10

Senior Educational Programs – 11

60+ General Statistics:

Rentals in March – 3 (YTD: 44)

Activity Attendance – 1,074 (YTD: 17,069)

Total Door Entrance – 2,351 (YTD: 38,773)

Total Volunteers & Hours - 41 volunteers & 257.25 hours

Memo

To: Spencer Nebel, City Manager
From: Mike Cavanaugh, Director
Date: May 7, 2020
Subject: Parks & Recreation Monthly Report – April 2020



Administration – Mike Cavanaugh

The department's three facilities have remained closed to the public since March 14. The remaining full-time staff (6 staff) has been working very hard on projects and trainings that normally cannot be completed when our facilities are open.

I have attended eight webinar trainings and discussions in the month of April directly related to COVID-19 (reopening plans, liability issues, facility operations, contractors, etc). Oregon Recreation Parks Association and National Recreation Parks Association hosted the webinars.

I meet with department staff on a weekly basis to discuss COVID-19 information, industry resources for staff to utilize and share regarding COVID-19, department budget adjustments, virtual recreation programming, and facility improvements that have been occurring during our facility closures.

I met with Tim Gross, Public Works Director, and John Johnston, Facility Maintenance Supervisor, to discuss the upgrades needed for the 60+ Activity Center's fire alarm system. The system is operating fine, but needs some much needed upgrades to meet current codes. The upgrades will be placed on hold and addressed during the discussion of a potential expansion project for the north entrance of the building.

I met with Spencer Nebel, City Manager, and other department heads to discuss capital improvement projects for our department in Fiscal Year 2020-2021. The department made recommendations to cancel all projects except for three due to the financial impact the City was going to take from COVID-19.

I sat in a virtual meeting with the board of the Friends of the Newport Senior Activity Center. I introduced myself to the members and briefly discuss my vision for the department and the 60+ Activity Center.

I worked with Anita Albrecht, Landscape Specialist, to create a series of Gardening 101 videos for the public to utilize during the spring season. These videos are part of our department's virtual recreation programming content.

I have been working on developing or updating policies for memorial benches, program scholarships, and community gardens. All policies are still in draft form and have not been reviewed for public use.

Monthly Analytics for our Virtual Recreation Programing:

1. Facebook
 - a. Posts – 109
 - b. People Reached – 13,036
 - c. Post Engagements – 5,541
2. YouTube
 - a. Videos – 31
 - b. Total Video Views – 1252
3. Instagram
 - a. Posts – 16
 - b. Total Views – 109

Recreation Center – Judy Mayhew

Trish Cadwell, Finance Specialist, and Judy Mayhew, Recreation Superintendent, rotate between working at home and at the office. For the most part, it is working well. Trish is assisting with digging into data and stats as well as working on a manual for our new recreation software, CivicRec. Trish is also keeping our instructors informed and working with them to produce videos for our social network. Trish is handling refund requests that we are receiving due to our closure and cancellations.

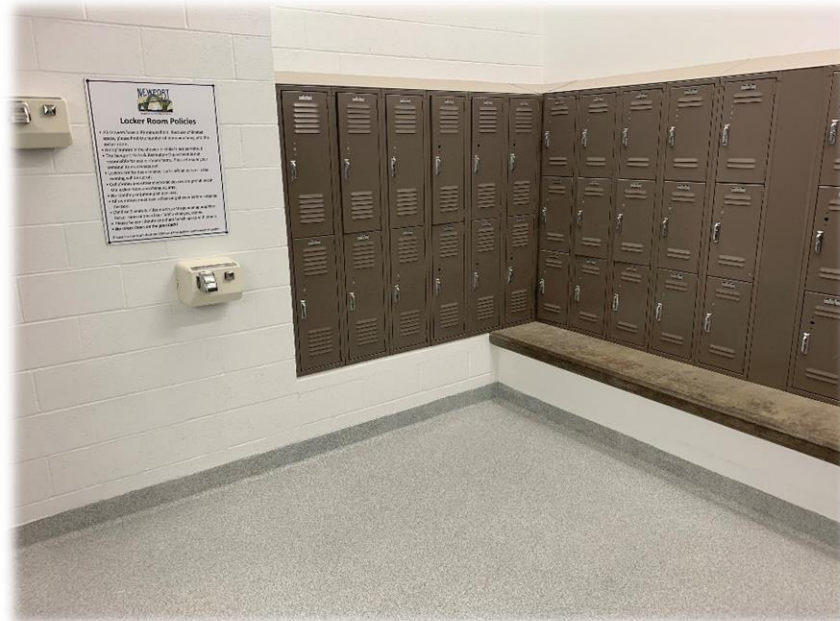
Judy and Trish have developed projects, videos, and various types of posts for Facebook, Instagram and our recently developed YouTube channel. They have had some good response from the public from our efforts. Our most popular postings are the exercise videos that Brenda Luntzel, Fitness Specialist, and Jenni Remillard, Recreation Program Specialist, produced prior to layoffs.

Staff are also attending many webinars and/or Zoom meetings to gather as much information as possible regarding operational plans for re-opening. It appears that most everyone has more questions than answers, but even those are helpful, ensuring that we look at every angle of a re-opening impact.

During the closure, staff has had two major maintenance projects completed; the big gym and dance room floors have been resurfaced, and the locker room floors have been sanded down and covered with an epoxy-based finish that looks great and will be much easier to keep clean. The locker rooms have not had much of any maintenance work done on them in the nineteen years that we have been open. Eventually, the tiles in the shower area will need replacement,

as well. With the improved floors and the painting that was completed in March, the locker rooms are really looking good and I believe the public will be impressed with the overall cleanliness they evoke.

Staff continues to develop re-opening plans while working on the annual budget and other projects that have lacked attention.



**Newly renovated locker rooms.*

Sports Division – vacant

Staff has continued to issue refunds for Spring programs that were cancelled due to COVID-19.

Staff has discussed the potential reopening of sports programs through the different phases outlined by the State of Oregon and the Federal Government. These discussions have been with City, County, State, and National professionals.

Staff has contacted summer camp instructors to start working on a plan for potential modifications to the 2020 Summer Camp schedule.

Staff has continued to develop virtual recreation programming through our department website and social media pages.

Staff meet with local partners of the City's Coast Hills Classic Mountain Bike Race, which was scheduled for June 7th. After evaluating many factors, the decision was made to postpone the race to October 25th, 2020.

Weekly Walks with Richard



WALK #2 - NE 31ST LOOP 1.2 MILES MODERATE PATH

- Park at the Big Creek Park's overflow lot and proceed on the "Ocean to Bay" Trail across the street. Caution - the 31st Street part there is very little shoulder. Most of the route is the "Ocean to Bay" trail. Wooden bridges along the way could be slippery when wet/damp.
- Note: The many little bridges were built largely with volunteers from the community - like Dr. Richard Beemer
- Closed-toe or trail shoes recommended
- Walk with a "purpose" and this is a great cardio route (go twice if you want)!

**Weekly Walks with Richard - virtual recreation program from the Sports Division*

60+ Activity Center – Peggy O’Callaghan

Due to Covid-19 closures, April activities were cancelled. New virtual programs are now available like; exercise videos and cooking shows via our web site and Facebook page. Peggy is posting a word of the day and a cute photo and accompanying joke. She has received very good feedback from our members in our efforts to keep them healthy and entertained.

60+ Center Facebook Page Monthly Data:

1. Word of the Day
 - 24 posts in the month
 - Average number of people reached per post – 103
2. Picture with Saying
 - 24 posts in the month
 - Average number of people reached per post – 675
3. Education
 - 3 posts in the month
 - Average number of people reached per post – 1509
4. Exercise
 - 11 posts in the month
 - Average number of people reached per post - 151

New phone number exchange began for our 60+ members called the Friendship Brigade. Staff wants our members to stay connected, to offer support and make new friends. With

collaboration with OCWCOG, staff has expanded to include homebound seniors who wish to be included in the Friendship Brigade.

To help combat social isolation, staff collaborated with the Newport Senior Citizens Association to recognize our regular users who have birthdays. Staff sent 47 cards to celebrate birthdays in the month of March and April.

Staff collaborated with Food Share to have donated canned food items to be distribute for MOW clients and call-ins that have no food.

The Center has compiled a list of available resources for seniors. It lists shopping hours at stores, pharmacy pickups and mail order information as well as other local resources.

Volunteers have made over 50 masks for the City of Newport and 15 for the MOW program.

The Newport 60+ Activity Center was mentioned in the NRPA magazine article written by Leshia Spencer-Brown from the National Parks and Recreation Association. The Title is "Older Adult Health and Well-being: Still a National priority in a 'New Normal' ". Please follow this link for more details,

<https://ezine.nrpa.org/html5/reader/production/default.aspx?pubname=&edid=b79615fa-7332-4754-a0e6-5b9d8ab1b0ec&pnum=26>

Aquatic Center – Kathy Cline

Staff secured the sign-up of approximately 60 families to have a visit from the Easter Bunny. We put together gift bags or filled Easter eggs for all of the families, as well as distributed flyers with our social media information. Over a 2-day period, we visited all of the families who signed up and took pictures along the way. A slideshow was also created for our social media.

Staff began creating an employee handbook for Newport Aquatic Center. It will contain the following information: Aquatic Center philosophy and goals; General staff information; Customer Service; Policies and Procedures; Emergency and Incidence Response; Cleaning and Maintenance. We have a good outline developed, and have a couple of the sections completed. Working to get this done before we open back up, we will see.

Aquatic Supervisor renewed completed the online course and online testing to obtain her Certified Pool Operator License, again.

Staff participated in several Starguard Elite webinars, as well as 2 with ORPA Aquatic Section. All informational regarding the Covid-19 response and planning.

Staff continued to maintain swimming pools. All bodies of water temperatures have been lowered to between 75 and 80 degrees. Chemical use has been reduced to minimums required to keep pools sanitized and balanced.

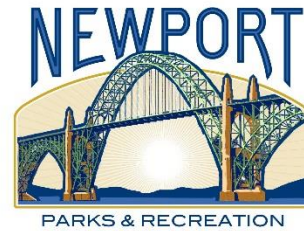
Staff created various social media content. We working on some videos now with Keeley addressing common FAQ's and information about the aquatic center. Also trying to compile all of the videos and pictures so that we can begin creating the "We Miss You" video from the City.



**City of Newport's Easter Bunny visits.
Proper social distancing was followed*

Memo

To: Spencer Nebel, City Manager
From: Mike Cavanaugh, Director
Date: June 4, 2020
Subject: Parks & Recreation Monthly Report – May 2020



Administration – Mike Cavanaugh

The department surveyed the Newport community to gauge their feedback with how they would approach the use of our facilities once we reopen. The information was very informative and helped staff build policies and each facilities' reopening plan. The survey is attached as a separate document for viewing.

Staff worked with the Finance Dept, City Manager's Office, Finance Dept, and IT Dept to create a video for the community expressing that city staff was working hard for them and missed seeing them during the COVID-19 pandemic. We appreciate the support from the departments that participated.

I coordinated and met with department staff, Newport Swim Club, Quiltor's Guild, and the Newport Farmer's Market to discuss parking details of their events that are all scheduled to occur on the weekend of August 7-9.

I continue to meet with department staff mostly on a weekly basis to discuss COVID-19 information, industry resources for staff to utilize and share regarding COVID-19, department budget updates, virtual recreation programming, and facility improvements that have been occurring throughout the month of May.

I attended four webinar discussions directly related to COVID-19 (reopening plans, liability issues, facility operations, contractors, etc). Oregon Recreation Parks Association, National Recreation Parks Association, and Lincoln County hosted the webinars.

I attended a state webinar discussion directly related to COVID-19 and the effects on bicycle races in the Oregon. Oregon Bicycle Racing Association hosted the webinars.

I coordinated and met with Oregon State Parks and Tim Gross, Public Works Director, to discuss the washout/erosion at the bottom of the recently installed Agate Beach stairs that provide access to the beach from NW Gilbert Way. The repair was completed by Public Works on May 21.

I met with department staff several times to review the reopening plans for all three closed facilities. Staff has done an amazing job sorting through industry information and recommendations to complete their reopening plans. Plans were presented and approved by the City Manager. All reopening plans will be posted to the City's website in the month of June.

I met with the Parks & Recreation Advisory Committee Chair to discuss restarting monthly committee meetings. The committee met for the first time on May 27. This was its first meeting since February prior to COVID-19.

I met with Barbara James, Human Resources Director, to discuss the re-hiring process of staff for the facilities slated for reopening in Phase 1 and 2 of the state's reopening plan.

Judy Mayhew, Recreation Superintendent, and I have worked closely with the IT Department and Public Works Department for reconfiguring the entryway of the recreation center. Not all modifications have been completed, but the design and equipment upgrades will help staff and patrons as the facilities begin to reopen.

I met with an Oregon State University graduate student that has proposed to do his Urban Forestry Certificate capstone project on Forest Park by completing a report similar to a forest management plan. This document would not be an official city document, but could be used as a resource in future years for when the City wants to attempt to create a comprehensive forest management plan for Forest Park.

Staff began building the Summer Activity Guide with limited information for our reopening from COVID-19. Individual fitness, youth summer camps, and childcare opportunities will be available to the public. Other programs, activities, and classes will be delayed at first and reopened as we progress the reopening phases.

I and Tim Gross met with the American Red Cross to evaluate the Recreation Center and the 60+ Center as a possible evacuation location during local emergencies. The City is currently reviewing an agreement between the two parties.

Park Maintenance Division – vacant

Crews cut a lot of grass and pulled weeds in all parks across the City.

Crews shaped and over seeded south sections of land by the Skate Park at Sam Moore Parkway.

Crews pulled scotch broom and spin trimmed inside and outside the 71st Street Water Tank per the request by Public Works Department.

Crews transported City Hall files back and forth between City Hall and the storage room located at the Public Works Shop.

Park Maintenance was transferred back under Parks & Recreation Department on May 26th.

Sports Division – vacant

Staff has continued to work with summer camp instructors to build plans the 2020 Summer Camp schedule based on COVID-19 recommendations from county, state, and federal agencies

Staff has continued to develop virtual recreation programming through our department website and social media pages.

Staff is monitoring the state's regulations for how special events are to be operated under COVID-19 restrictions.

60+ Activity Center – Peggy O'Callaghan

Due to Covid-19 closures, May activities were cancelled. The Center has been closed since March 14.

New virtual programs and community resources are still being developed and are available through the Center's Facebook page and Division webpage.

The Newport 60+ Activity Center was awarded full recognition from the CDC for the Prevent Type 11 Diabetes Program.

Staff attended several online trainings for Certificate of Achievements and Silver Sneaker Certificates of Completions:

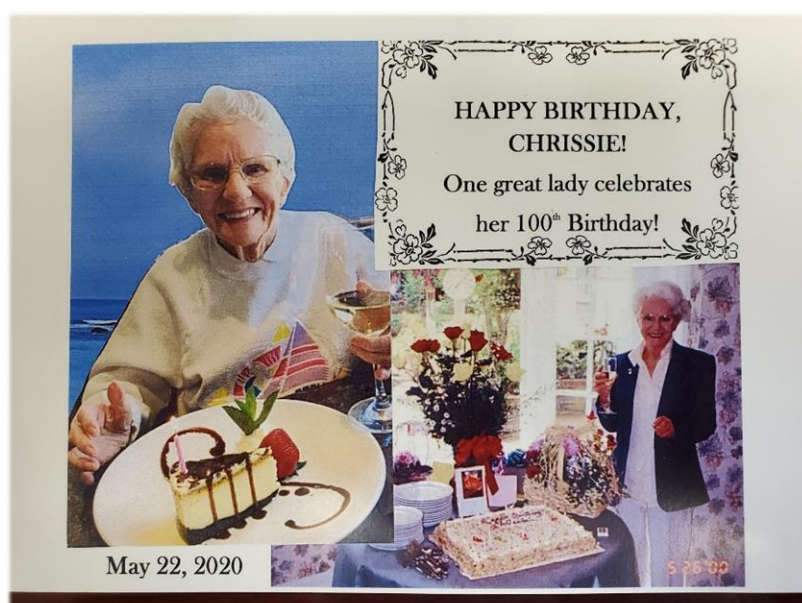
- Fit & Strong Instructor Training Course (evidenced based exercise and education program)
- Silver Sneakers Nutrition as We Age Workshop
- Silver Sneakers Fundamentals of Teaching Group Exercise
- Silver Sneakers Foundations
- Silver Sneakers Yoga
- Silver Sneakers Classic

Staff attended several webinar meetings related to COVID-19:

- OPRA Section for Older Adults Resources (SOAR)
- Local Senior Connections Group
- National Council on Aging

Attended a Unite Us demonstration with Samartian ReHub and NRPA . This is part of a grant project between the City of Newport and NRPA regarding a feasibility study to see if the Unite Us Program will be beneficial for the Newport 60+ community. The objective of the meeting is to provide potential new partner(s) with an overview and demonstration of Community Connect, the closed-loop referral platform for Community-Based Organizations also used by physical, behavioral and dental organizations.

To help combat social isolation, staff collaborated with the Newport Senior Citizens Association to recognize our regular users who have birthdays in May. Staff sent 42 cards to celebrate their birthdays.



**Birthday wishes for a 60+ Center member turning 100 years old*

Aquatic Center – Keeley Naughton

The Aquatic Center remained closed for the month of May. Staff continues to prepare for reopening, which is scheduled for a Phase 2 Reopening.

Staff have been attending StarGuard Elite and Oregon Recreation and Parks Association webinars and calls to stay up to date with guidance being offered for reopening an aquatic facility, and to stay informed on some of the changes that we will have to implement in our lifeguard training program and emergency response protocol. They have also consulted with Rob Murphy, Fire Chief, for guidance on some of these changes.

Staff has been working on creating a detailed reopening plan for the Aquatic Center.

Staff has been in touch with the Newport Swim Club to plan for swim team pool usage upon reopening.

Staff has begun working on rearranging the facility for reopening and starting to plan for training our lifeguards and instructors upon their return. Staff have been creating documents to distribute to lifeguards and instructors that outline new COVID-19 related policies and procedures that will be enforced at the Aquatic Center, as well as a document that informs staff how to respond to certain COVID-19 related customer service scenarios.

Staff has been preparing for reopening by setting up a way for guests to sign up for a timeslot to use our facility in Civic Rec, our recreation management software. The Aquatic Center will be divided up into five separate areas (with capacity restrictions) that guests can sign up to use.

Staff has been working on creating an employee handbook to distribute to lifeguards and instructors that covers topics such as job responsibilities, customer service, emergency and incident response, and facility maintenance. They are also working on updating the Aquatic Center's Emergency Action Plan binder.

Staff had a meeting with organizers of the Seahorse Swim Meet, Farmer's Market and Quilters Guild to discuss the details of these events. All three events are scheduled on the same weekend in August.

Recreation Center – Judy Mayhew

The Recreation Center remained closed for the month of May. Current staff continues to prepare for reopening, which is scheduled for some time in June.

Staff contacted Lincoln Glass for the placement of "sneeze guards" at the front desk area. Representatives came in within a few days of contact to take measurements and find out what was needed, returning less than a week later for installation. The guards look great and provide plenty of protection for our staff and customers.

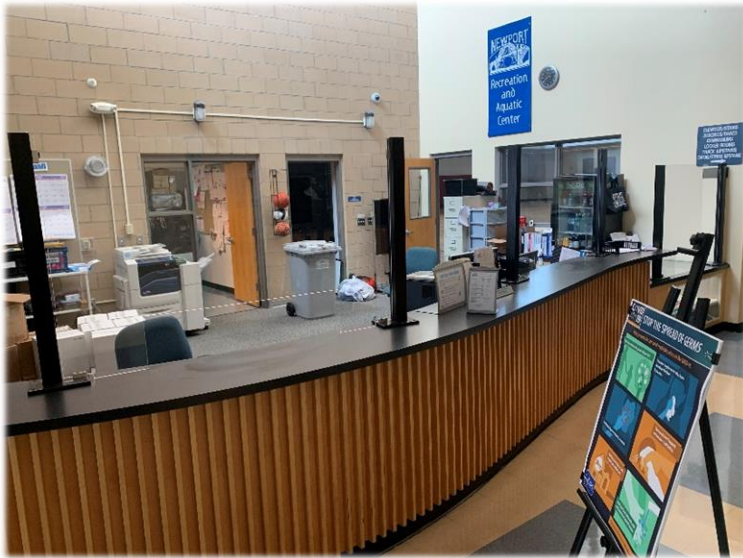
The Recreation Superintendent attended two different Zoom meetings with Oregon ASK (After school/Summer statewide alliance) regarding best practices for summer camps while dealing with COVID-19.

Staff had a Skype meeting with representatives from the Seahorse Swim Meet, Farmer's Market and Quilters Guild to discuss the logistics of those three events happening on the same weekend.

Work continues on our reopening plans, with reviews of what other cities are implementing, and including guidelines from the CDC and Oregon Health Authority. Signs of various sizes regarding social distancing have been designed and ordered, accompanied by sign-holders, and floor stickers.

Staff began preparations for the Summer Activity Guide, which will be an online version only this time, due to the uncertainty of our schedule.

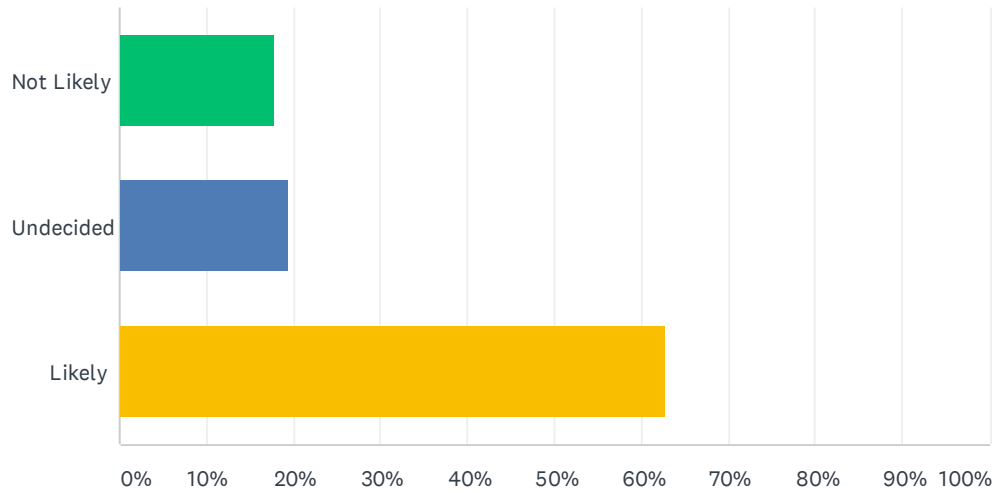
The Department Director and Recreation Superintendent presented the KYTE Morning Show on May 28, focusing on the department status and reopening plans.



**Recreation Center front desk modifications*

Q1 How likely are you to visit a Newport Parks & Recreation facility once open, understanding there will be social distancing guidelines, capacity restrictions, and increased cleaning and sanitation efforts?

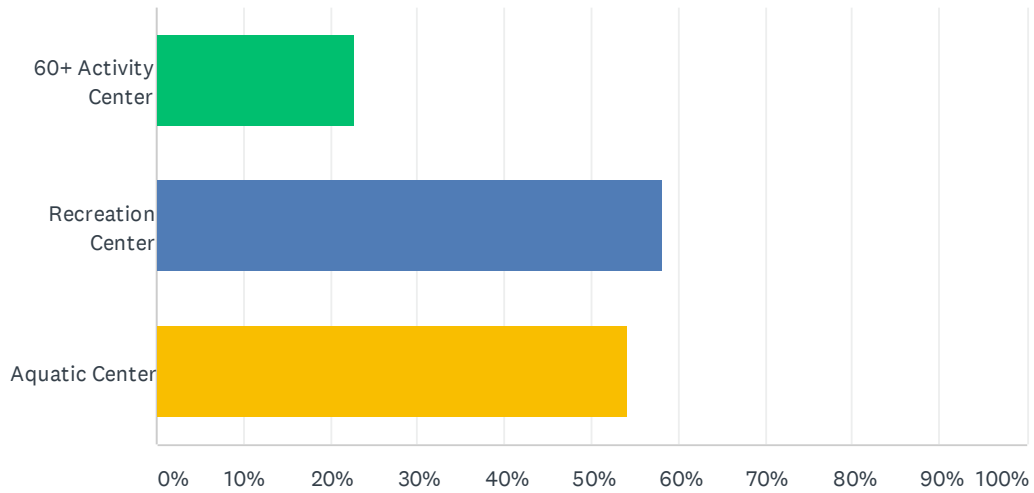
Answered: 820 Skipped: 2



ANSWER CHOICES	RESPONSES
Not Likely	17.80% 146
Undecided	19.51% 160
Likely	62.68% 514
TOTAL	820

Q2 Which facilities are you most likely to visit once we open?

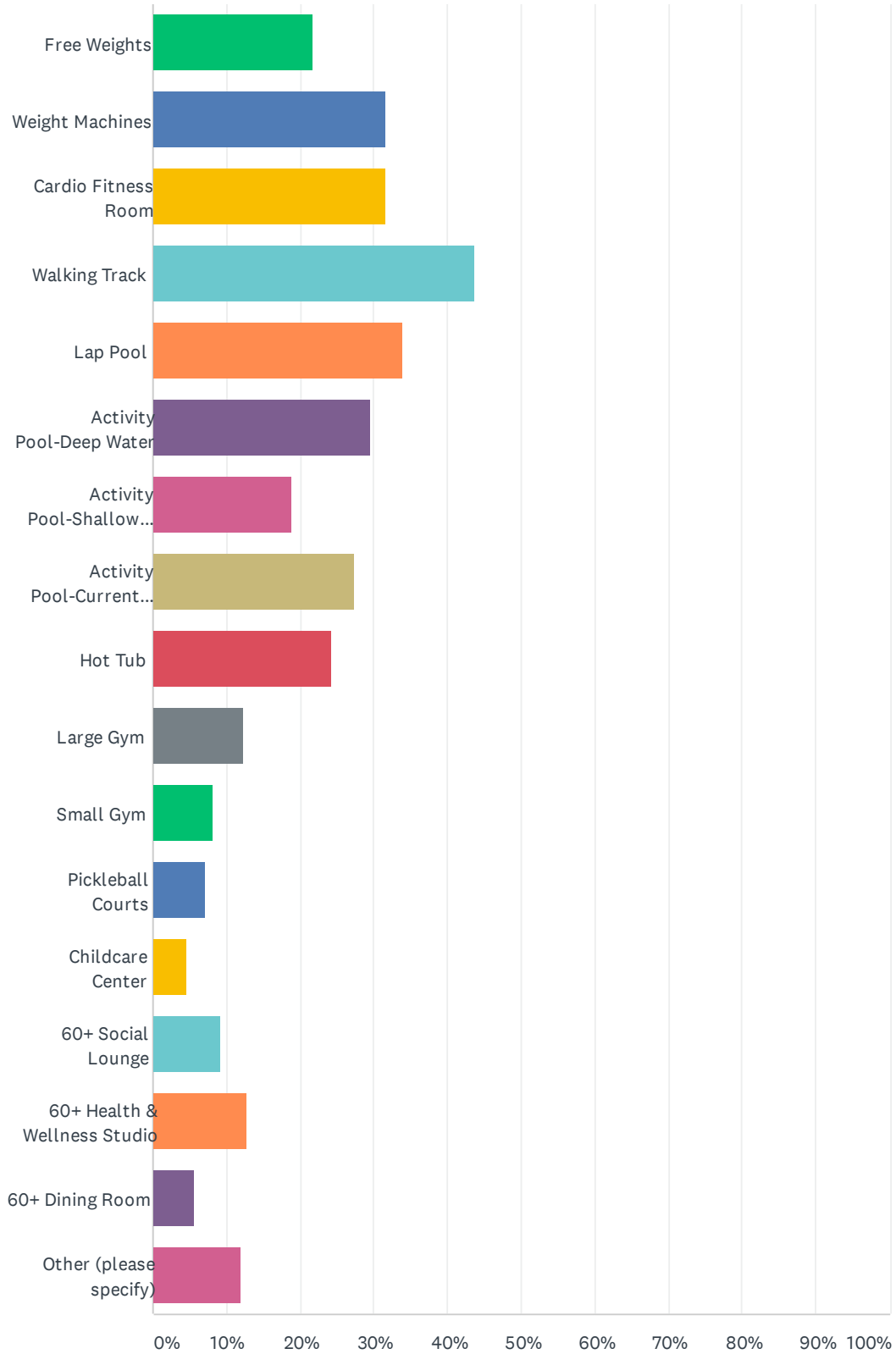
Answered: 756 Skipped: 66



ANSWER CHOICES	RESPONSES	
60+ Activity Center	22.88%	173
Recreation Center	58.20%	440
Aquatic Center	54.10%	409
Total Respondents: 756		

Q3 Please select no more than five amenities that you and/or your family use the most:

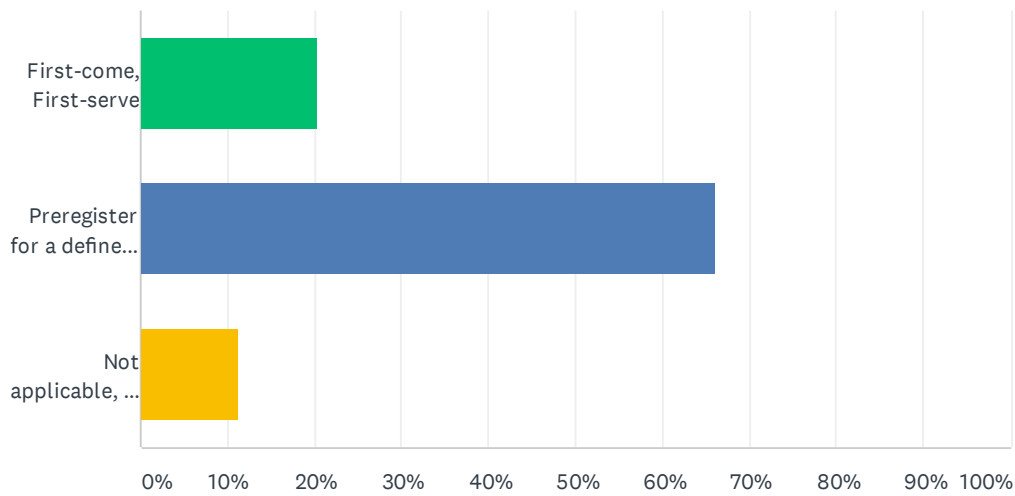
Answered: 784 Skipped: 38



ANSWER CHOICES	RESPONSES	
Free Weights	21.81%	171
Weight Machines	31.63%	248
Cardio Fitness Room	31.51%	247
Walking Track	43.75%	343
Lap Pool	33.80%	265
Activity Pool-Deep Water	29.59%	232
Activity Pool-Shallow Water/Kiddie Area	18.88%	148
Activity Pool-Current Channel	27.42%	215
Hot Tub	24.36%	191
Large Gym	12.37%	97
Small Gym	8.16%	64
Pickleball Courts	7.02%	55
Childcare Center	4.59%	36
60+ Social Lounge	9.18%	72
60+ Health & Wellness Studio	12.76%	100
60+ Dining Room	5.74%	45
Other (please specify)	11.99%	94
Total Respondents: 784		

Q4 To adhere to social distancing guidelines and potential capacity restrictions, the number of patrons permitted in the Newport Parks & Recreation facilities may be limited. Please indicate your preference:

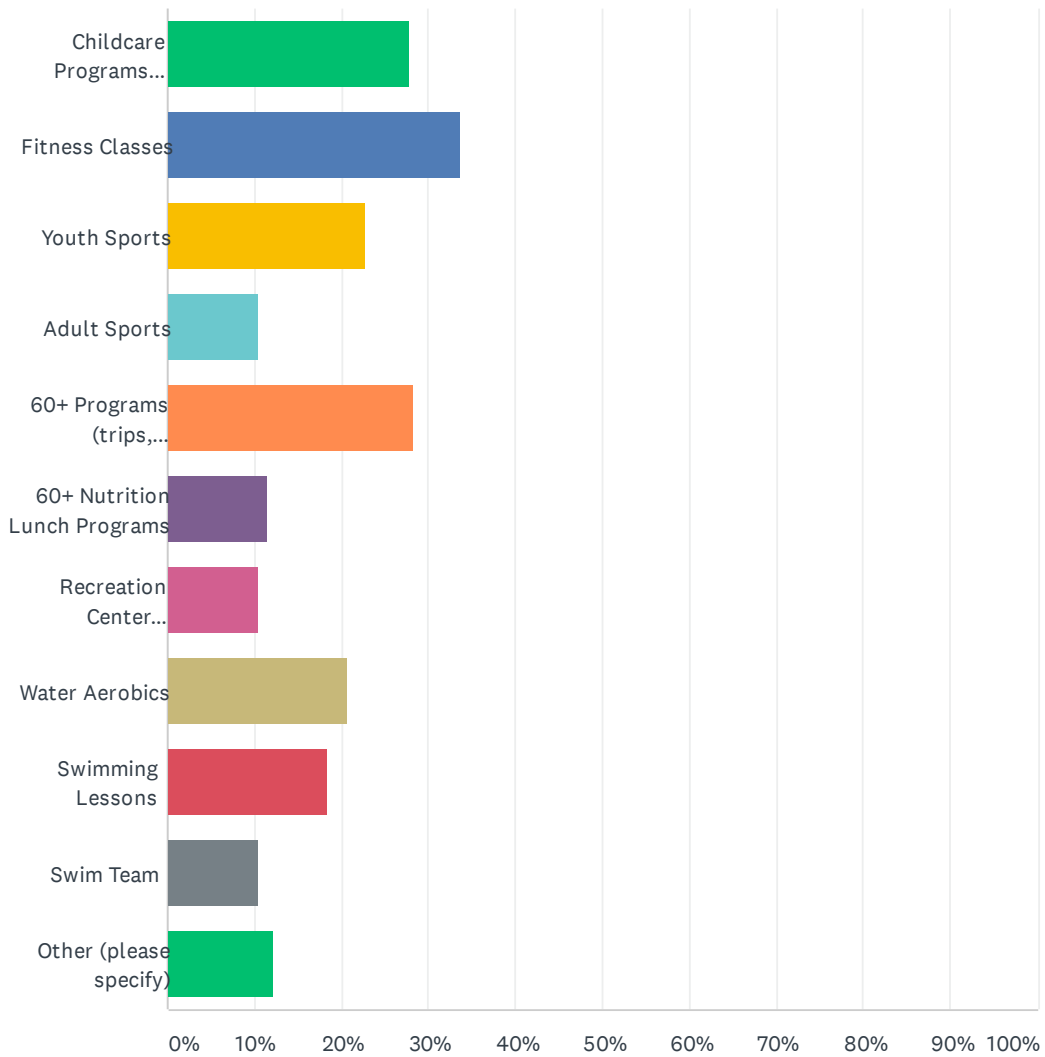
Answered: 802 Skipped: 20



ANSWER CHOICES	RESPONSES	
First-come, First-serve	20.32%	163
Preregister for a defined time-slot	66.08%	530
Not applicable, I only visit for registration-based programming	11.22%	90
TOTAL		802

Q5 Please select no more than three registration-based programs and services that are most important to you and/or the community as a whole?

Answered: 742 Skipped: 80



ANSWER CHOICES	RESPONSES	
Childcare Programs (summer camps, youth activities, etc.)	27.76%	206
Fitness Classes	33.69%	250
Youth Sports	22.78%	169
Adult Sports	10.51%	78
60+ Programs (trips, classes, fitness, etc.)	28.17%	209
60+ Nutrition Lunch Programs	11.59%	86
Recreation Center Enrichment Classes	10.51%	78
Water Aerobics	20.62%	153
Swimming Lessons	18.46%	137
Swim Team	10.38%	77
Other (please specify)	12.13%	90
Total Respondents: 742		

Q6 Are there any other programs or services you or your family would like to see or have at this time?

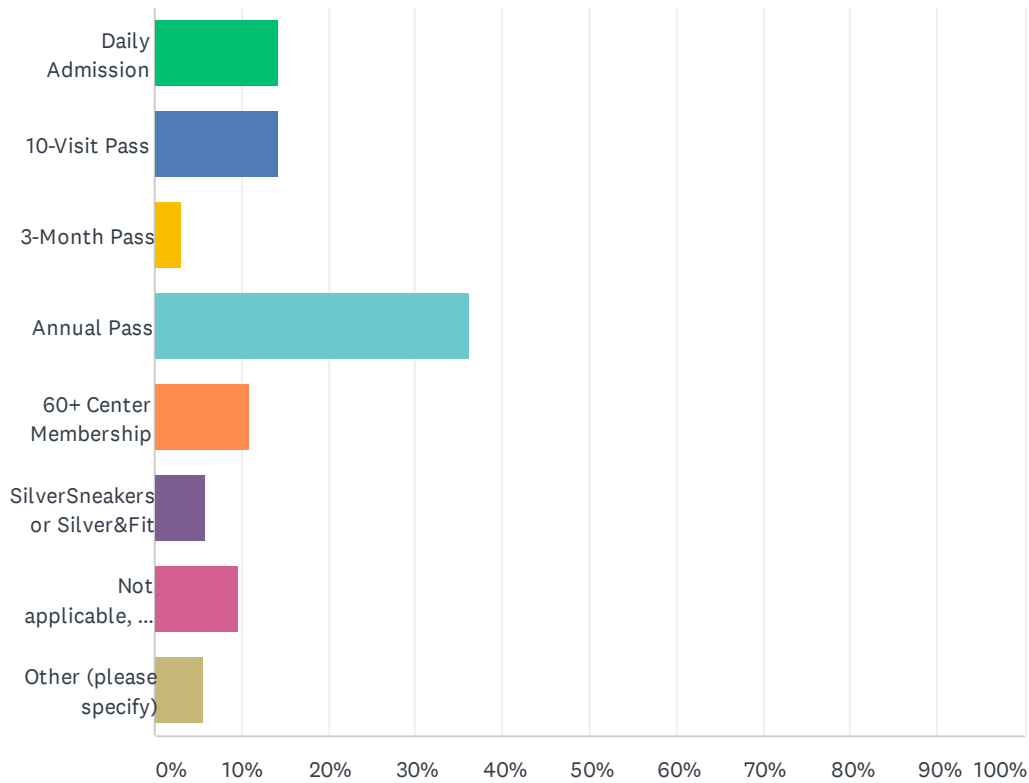
Answered: 330 Skipped: 492

Q7 Do you have any additional comments or suggestions for our facilities and/or programs and services, or is there anything that we can do to make you feel more comfortable upon your return?

Answered: 349 Skipped: 473

Q8 How do you primarily access one of our facilities?

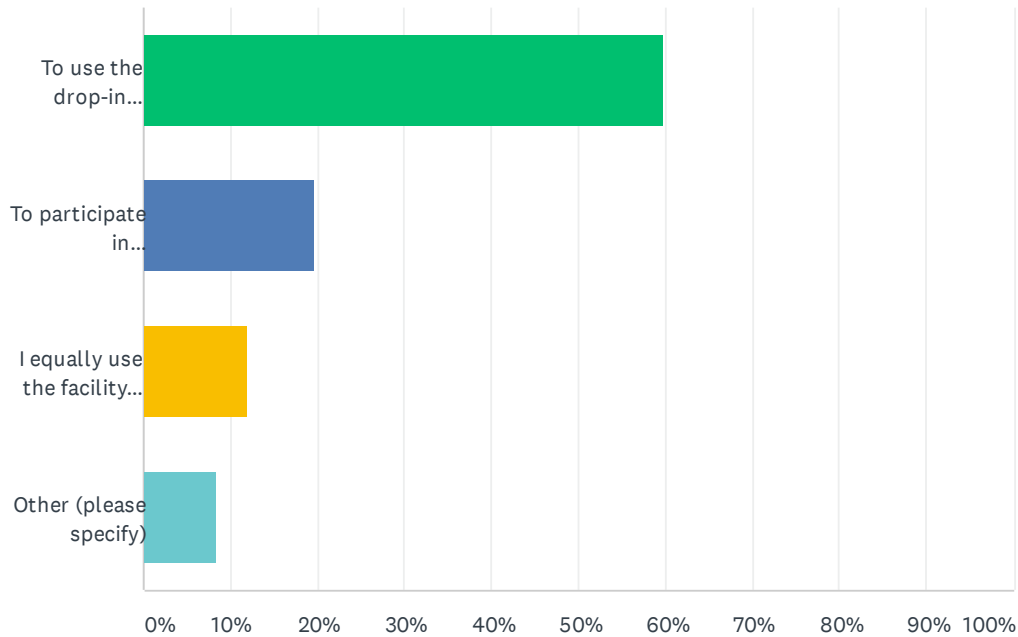
Answered: 790 Skipped: 32



ANSWER CHOICES	RESPONSES	
Daily Admission	14.30%	113
10-Visit Pass	14.30%	113
3-Month Pass	3.04%	24
Annual Pass	36.20%	286
60+ Center Membership	10.89%	86
SilverSneakers or Silver&Fit	5.95%	47
Not applicable, I only visit for registration-based programs	9.62%	76
Other (please specify)	5.70%	45
TOTAL		790

Q9 What is your primary purpose for visiting one of our facilities?

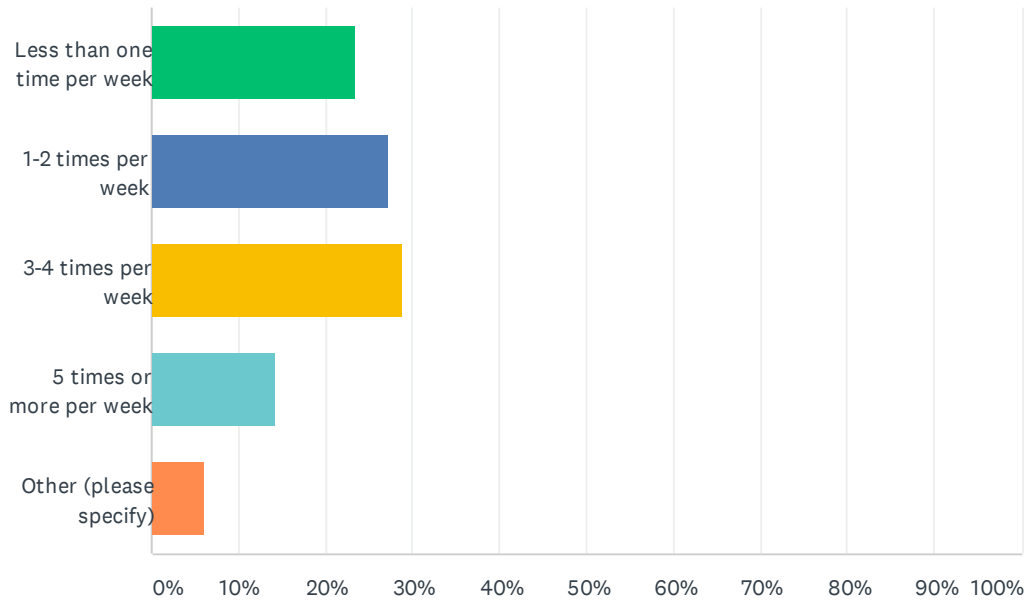
Answered: 785 Skipped: 37



ANSWER CHOICES	RESPONSES
To use the drop-in amenities (open gym/swim, fitness equipment & classes, pickleball, cards/coffee, etc.)	59.87% 470
To participate in registration-based programs (youth sports, fitness classes, swim lessons, camps, enrichment classes, etc.)	19.75% 155
I equally use the facility and participate in registration-based programs	11.97% 94
Other (please specify)	8.41% 66
TOTAL	785

Q10 How often do you visit our facilities?

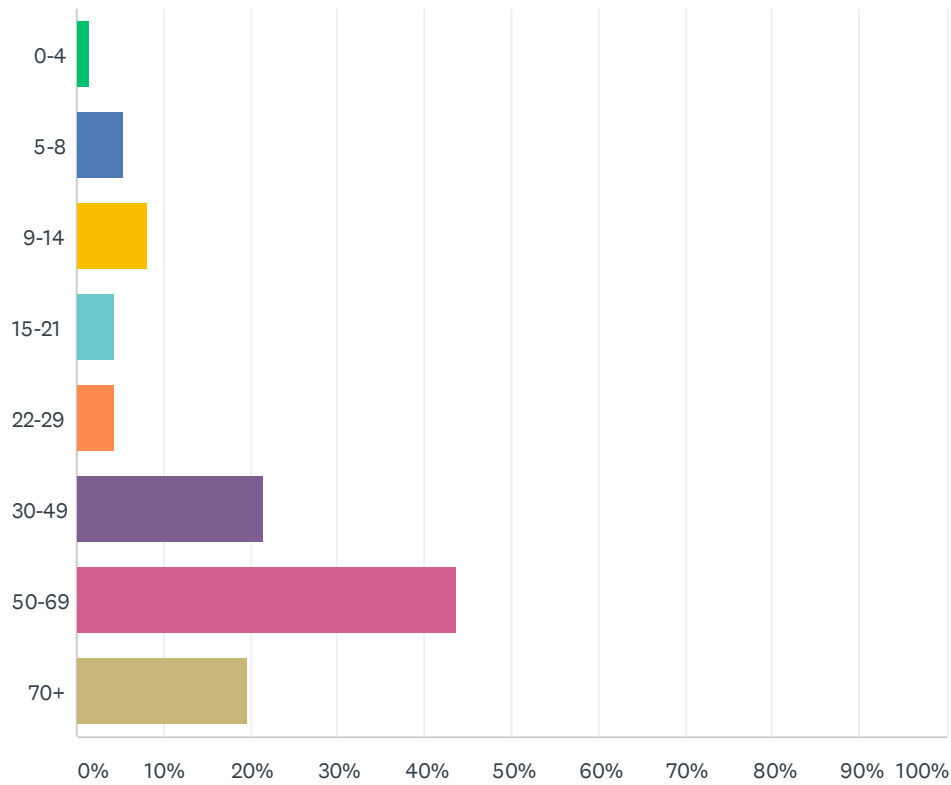
Answered: 799 Skipped: 23



ANSWER CHOICES	RESPONSES	
Less than one time per week	23.40%	187
1-2 times per week	27.28%	218
3-4 times per week	28.91%	231
5 times or more per week	14.27%	114
Other (please specify)	6.13%	49
TOTAL		799

Q11 Which category below includes your age or the age of the primary participant?

Answered: 816 Skipped: 6



ANSWER CHOICES	RESPONSES	
0-4	1.47%	12
5-8	5.39%	44
9-14	8.09%	66
15-21	4.41%	36
22-29	4.41%	36
30-49	21.57%	176
50-69	43.63%	356
70+	19.61%	160
Total Respondents: 816		