

Monthly Departmental Reports



February 2022

Newport Municipal Airport Department Head Report



Planning Commission: February 14, planning Commissioner Branigan made the following motion, seconded by Commissioner Escobar to approve the Final Order and Findings of Facts for File No. 7-CUP-21 with the correction to Condition 2 that states “livestock and other large animals that cannot be boarded entirely within the animal shelter building shall not be located on the premises unless a state of emergency had been declared by Federal, State or local authorities.” Escobar, Branigan, Berman, Hanselman, and Patrick were a yea. Hardy, and East were a nay. The motion carried in a voice vote.

Animal Shelter update: Dan McCrea filled an appeal on the planning commission approval. The appeal will go before the City Council at a future meeting for consideration.

Oregon Department of Aviation Board: February 3, attended the ODA board meeting through zoom. Agenda items include director’s update, finance update, planning update, Approval of the COAR grants, Approval of initiation of rulemaking for aeronautical study fees, approval of initiation of rulemaking for HB 2434, operations report, approval initiation of rulemaking of term for leases.

COAR Grant: Congratulations! Application COAR-2022-ONP-00045 has been approved by the State Aviation Board to receive funding in the amount of \$150,000. Please complete the pre-agreement steps by visiting the Grant Agreement form on application COAR-2022-ONP-00045 and enter the remaining project costs and project milestones.

Oregon Airport Managers Association: February 7, participated in OAMA’s spring conference through zoom. Agenda items included: Regional Resiliency Assessment program update by Mike Harryman- State resiliency Officer. FAA by Warren Ferrell- acting ADO Manager. Legislative update by J.L Wilson – Public Affairs Counsel, Principal. ODA updates by Betty Stansbury- ODA Director and Heather Peck- ODA Projects & Planning Manager. Electric Aircraft Feasibility- Kimley-Horn by David Williams – project manager and Patrick Heaton- Aviation Planning Analyst. Also attended through zoom OAMA board meeting February 9 to review the spring conference.

Environmental Assessment AIP 29: participated in two environmental assessment meetings. One was a status update on Murrelet habitat in the removal area. The second was a status update setting priorities for potential phasing of the obstruction removal project.

Department head strategic planning: participated in a two department head meeting following up on the strategic planning work shop held in January.

Entrance sign meeting: February 10, meet with Ken from Newport Sign Shop to discuss potential entrance sign.

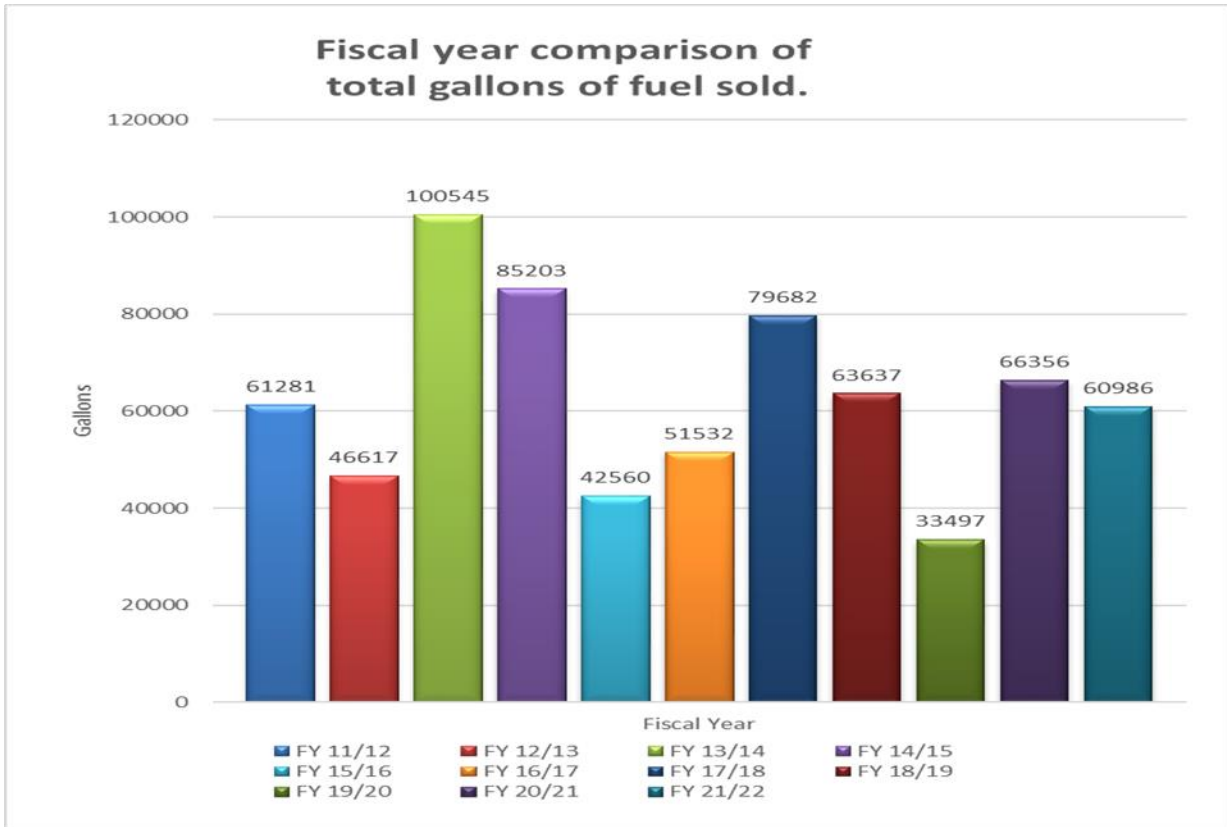
Self-serve FMU: Issues with the Self-serve tank. First reported issue was the fuel dispensing 4 gallons and charging for 40 gallons. Upon investigation airport staff found they were unable to dial into the FMU from the office. Staff called fuel master support, and they were unable to dial into the FMU.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

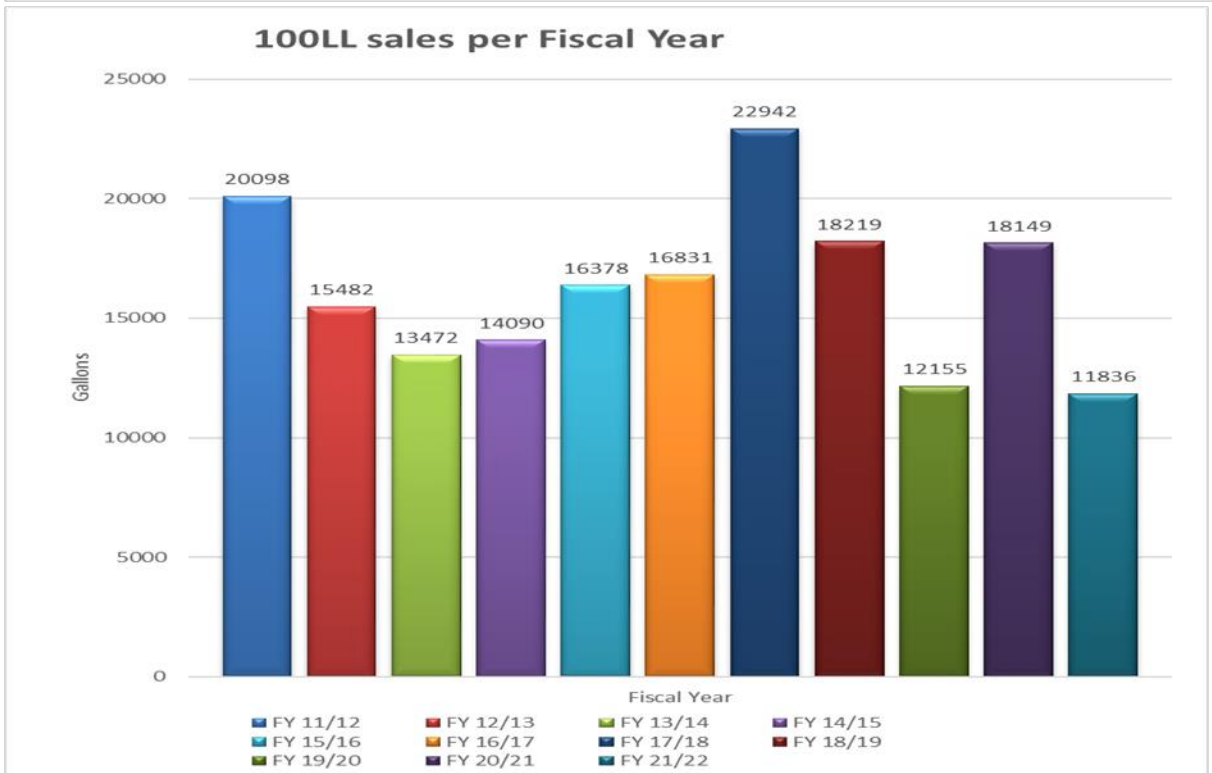
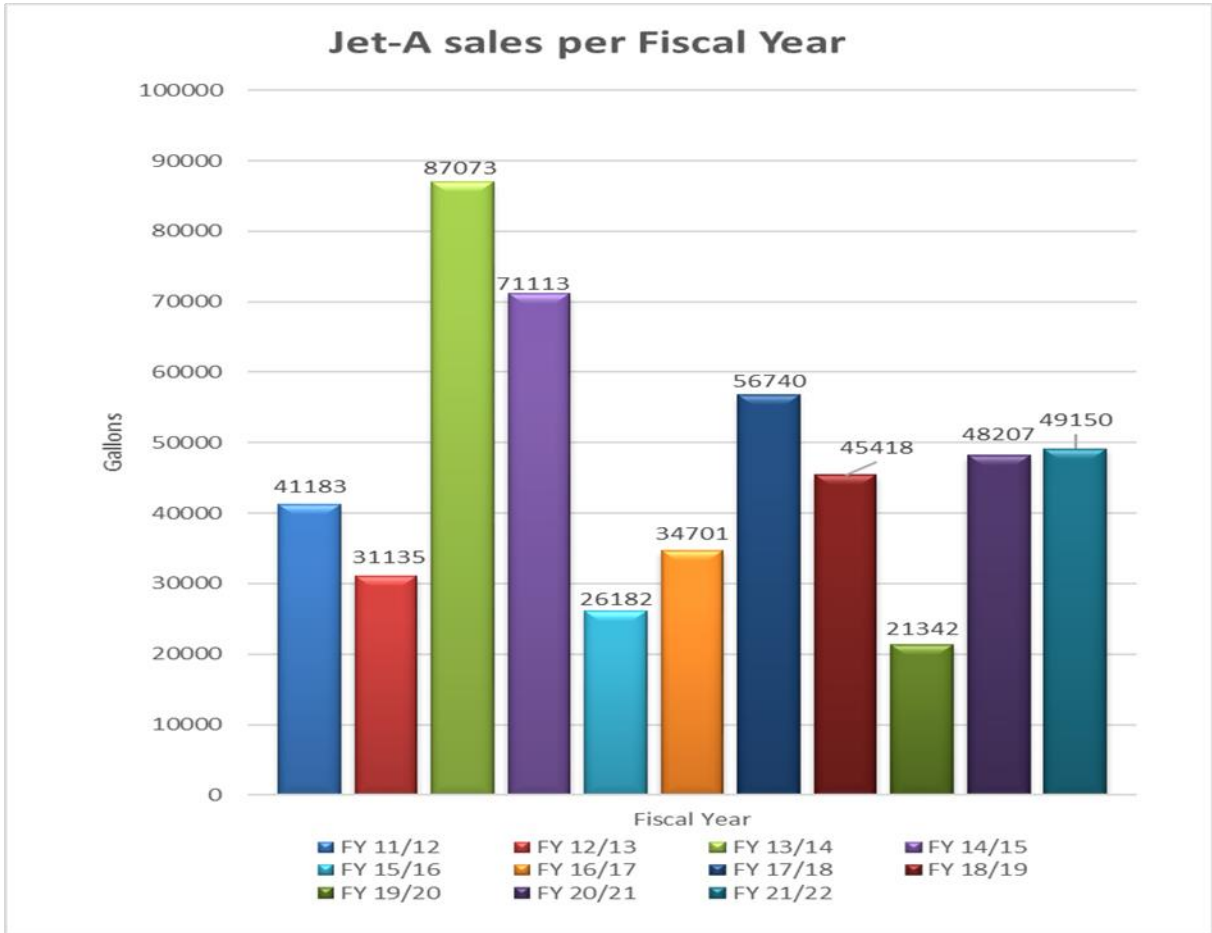
Operations equipment: clutch on bad boy mower went out. Brimm Tractor replace clutch under warranty.

FAA ILS: ILS did not pass the recent flight check. FAA maintenance is planning on replacing the antenna type and tower by the end of March 2022.

Following is how we finished the month of February.

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	371	377	748	6771	0	3925	10696
Aug	340	353	693	8078	0	2803	10881
Sept	334	343	677	7125	2	1339	8466
Oct	328	342	670	11082	0	1513	12595
Nov	224	228	452	3867	88	534	4488
Dec	169	173	342	3200	0	256	3456
Jan	294	296	590	4314	622	198	5134
Feb	269	273	542	4713	510	47	5270
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
Cur. FY	2329	2385	4714	49150	1222	10614	60986
FY/20/21	3526	3538	7064	48207	457	17691	66356
FY/19/20	3408	3438	6846	21342	4544	7602	33488
FY 18/19	3826	3860	7686	45418	5768	13458	64643
FY 17/18	4008	4033	8041	56740	5579	17363	79682
FY 16/17	3685	3701	7386	34701	5001	11830	51532
FY 15/16	4263	4234	8497	26182	7854	8524	42560
FY 14/15	3686	3572	7258	71113	5985	8103	85201
FY 13/14	3199	2914	6113	87073	4098	9374	100546
FY 12/13	3121	3083	6204	31135	4430	11049	46614
FY 12/11	3219	3181	6400	41183	4275	15823	61281
FY 10/11	3023	3085	6108	73458	4119	12004	89581
FY Total	41293	41024	82317	585702	53332	143434	782470
Average	3544	3510	7054	48835	5165	11513	65513





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

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

I have included some pictures from February.



Pit stop for AV gas



Pit stop





Busy, Busy, Busy



FAA flight check





Memo

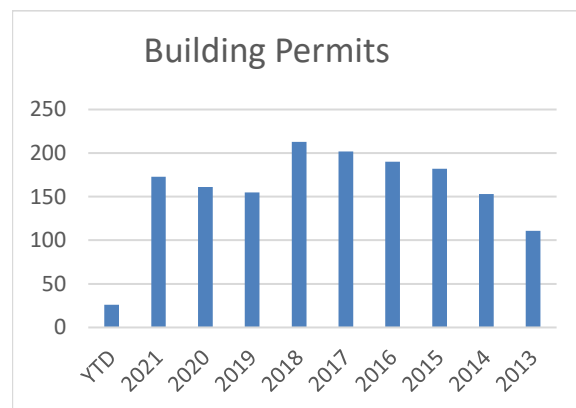
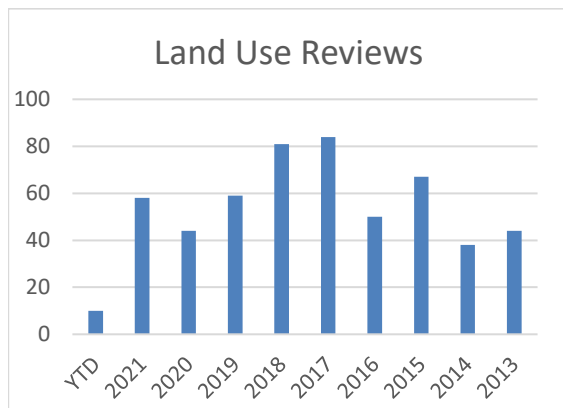
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: March 16, 2022
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Feb	13 (\$30,297.57)	28 (\$4,914.51)	5 (\$2,134.44)	8 (\$712.21)	\$3,896,826	7 (\$1,663.00)
YTD	26 (\$41,258.45)	57 (\$8,646.81)	10 (\$2,663.58)	23 (\$2,118.99)	\$4,813,907	10 (\$3,240.00)

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



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

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

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

Starfish Cove Subdivision. A 20-lot residential subdivision on the north side of Yaquina Head. Application has been reviewed and deemed incomplete. Owner is working on revisions and has indicated that they will be pairing the subdivision application with a Planned Unit Development request.

Whaler Hotel Expansion. A new 25-unit hotel that is to be located immediately north of the existing Whaler Motel. Conditional use permit and design review approval granted by Planning Commission in May of 2021. Owner modified the design as plans progressed, and the Commission approved the design modifications at its s February 14, 2022 meeting. Construction to begin no earlier than late spring/early summer.

Lincoln County Animal Shelter. A new 12,000 sq. ft. animal shelter with 10,000 sq. ft. of storage use at the Newport Municipal Airport. Conditional use permit approved by the Planning Commission at its January 24, 2022 meeting. Decision appealed to the City Council, who will hold an on the record hearing on April 4, 2022.

Port of Newport Administration Building. A 5,530 sq. ft. office building with flex space to be constructed on the east end of Port Dock 7. Building permit issued, the project has been bid, and they have begun work on the foundation.

Potential City of Newport / Department of Forestry Shared Use Facility. Memorandum of Understanding between the Oregon Department of Forestry and City of Newport approved in December and executed early January. ODF prepared an appraisal of the City's Northside Fire Station and is negotiating with the adjacent land owner for the land needed to construct a joint use facility. City is reviewing the appraisal and working with ODF on anticipated facility needs and construction costs.

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

Installation of Public Electric Vehicle Charging Stations. Urban renewal funded project. Three, dual port level two chargers are to be installed for public use for a fee. City will install two of them, one at City Hall and the other at the Ernest Bloch Memorial Wayside. Third charger is to be installed at the Oregon Coast Aquarium with reimbursement from the Urban Renewal District. City Council selected chargers for the City install and the equipment has been ordered. Delivery anticipated in early March. Construction plans for the City Hall and Ernest Bloch Wayside sites are complete and a permit application has been submitted to ODOT, since the Ernest Bloch Wayside location is in the highway right-of-way. Quotes are being collected for construction. Reimbursement agreement for the Oregon Coast Aquarium component approved by the Council at its March 7, 2022 meeting.

SIGNIFICANT PLANNING/URBAN RENEWAL PROJECTS

Northside Transportation System Plan Update. Updates the City's 1997 Transportation System Plan for areas north of the Yaquina Bay Bridge. Updates the city's transportation standards and identifies projects for the next 20-year planning period. The Plan will also inform how Northside Urban Renewal funding should be invested. The Project Advisory Committee is scheduled to hold its final meeting on 3/24/22, where they will provide a recommendation to the Planning Commission and City Council. Public hearing phase of the project likely to begin in May.

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

South Beach US 101 Corridor Refinement Plan. Identifies redevelopment concepts for the Urban Renewal Agency's 2.3 acre property at 35th and US 101 and maps out the final phase of projects for the South Beach Urban Renewal District. Plan was completed in November of 2021, and the City Council and Urban Renewal Agency incorporated the Plan's recommendations into a 14th amendment to the South Beach Urban Renewal Plan in January. RFP to be developed for the Agency owned property in the spring. Key projects will be included in the FY 22/23 budget.

South Beach / US 101 Island Annexation. Involves the annexation of about 150 acres in South Beach that is surrounded by the Newport city limits. Includes a rebate program to incentivize sewer connections once the annexation is complete.

Council initiated the process in January. Boundary survey, TPR analysis, owner outreach, and coordination with the Seal Rock Water District regarding outstanding bond debt to be conducted in the spring with public hearings on the annexation in the fall.

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

Big Creek Watershed Forest Resource Assessment. While the City controls a significant amount of property within the watershed, it does not have a plan for how those lands should be managed nor has it taken steps to identify how best to prioritize future acquisitions. This project addresses both points by (1) inventorying the condition of forest resources on public and private lands within the Big Creek Watershed; (2) identifying management strategies for publicly owned lands that achieve high quality habitat and improve water quality; (3) developing a strategic action plan to inform implementation of management strategies and future land purchases; and (4) conducting outreach to landowners in the watershed to develop relationships and a mutual understanding of short- and long-term property management goals. A consulting forester will be hired to conduct a timber inventory on public lands and develop a high-level strategic forest management plan within the watershed. Findings and recommendations will be vetted with a working group of key stakeholders and agency topic area experts. The plan will be used, and in some cases would be a prerequisite for, securing future grants for land acquisition. Information related to the City's plans for rebuilding the reservoir will be factored into the plan as well. The City, in partnership with Sustainable NW and the Oregon Coast Community Forest Association, has twice pursued an OWEB grant to fund a portion of the effort. Both times the City received a "do fund" recommendation. Unfortunately, there wasn't enough money to fund the recommended projects the first go around, and it appears that may be the case for the second round as well (OWEB to make final determination in April of 2022).

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

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

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

COMMITTEE WORK, MEETINGS, CONFERENCES

In February, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Bike and Pedestrian Committee, TSP Project Advisory Committee, and the Oregon Land Conservation and Development Commission (presentation).



TO: Spencer R. Nebel, City Manager
FROM: Peggy Hawker, City Recorder/Special Projects Director
SUBJ: Departmental Report - February 2022

February of 2022 has been remained very busy in this office because of an increase in the regular workload. In addition, the lack of staffing has created a serious backlog of mundane and routine work.

City Council: Agenda and packet preparation for the following meetings:

February 7, 2022 City Council work session (Zoom)
February 7, 2022 City Council meeting (Zoom)
February 22, 2022 City Council work session (Zoom)
February 22, 2022 City Council meeting (Zoom)

Public Arts: Prepared the agenda and packet for the February 10, 2022 meeting of the Public Arts Committee.

At this meeting, the Public Arts Committee discussed:

- A. Creation of a poet laureate position for the City of Newport.
- B. Development of a process for the acceptance of donations of public art to the city's collection.
- C. Update on the repair and reinstallation of The Ambassador.

Vision 2040: Assisted with the agenda and packet preparation for the February 10, 2022 meeting of the Vision 2040 Advisory Committee.

At this meeting, the Vision 2040 Advisory Committee discussed:

- A. Vision Advisory Committee Templates and Resources
- B. 2022 Annual Duty Calendar by Month
- C. 2022 Monthly Planning Templates

These first three items are part of the transitional planning process with Leslie Palotas transitioning to community member rather than Vision Coordinator.

- D. Review and Approve 2022/2023 City Council Goal Feedback Report

The Committee reviewed the report that was ultimately presented to Council.

- E. Assign Presenter and Alternate for Vision Advisory Feedback on Council Goals

Rolla Cleaver and Jay Fineman volunteered to present the feedback document to Council.

- F. Assign Committee Chair and Vice Chair

Jane Russell agreed to chair the Committee, and Brianna Goodwin will be the Vice Chair.

- G. Initial Discussion on Committee Bylaws Proposed

The Committee discussed creating bylaws for Council approval. It was agreed to discuss this at the next meeting.

- H. The 2021 Community Vision Award Winners. The link to the award winners follows:
[Vision 2040 Advisory Committee\2021 Community Vision Award Winners.pdf](#)

Sister City: The Sister City Committee did not meet in February. However, I meet with the staff from the Mombetsu International Committee monthly. Following the monthly staff meetings, the Sister City is updated on the discussion.

Following is the message I sent to the Sister City Committee following the February 9, 2022 meeting of the staffs:

Last night, I met with the staff from the Mombetsu International Committee, and want to update you on the conversations.

“At this meeting, the staff of Mombetsu led off with a COVID update. Since the last staff meeting (a month ago), COVID has really taken off in Japan. There are a total of 23 cases in Mombetsu, with six new cases last week. This is an increase of 19 cases since the last meeting, and a lot for Mombetsu. On February 8, there were 2,879 cases on Hokkaido IN ONE DAY! In comparison, there were only 698 cases on January 20. On February 8, there were 92,000 new cases in the country, with seven fatalities. There are currently 34 prefectures with public health measures in place. This is a lot of the country as there are 47 prefectures (I believe).

Some interesting trivia about restrictions - in Mombetsu, people can only go to a bar between 5:00 A.M., and 9:00 P.M., and alcohol is only served between 11:00 A.M. and 8:00 P.M. No more than four people can be together in this type of setting.

In Mombetsu, there are three middle schools. One is closed due to one case in the school. The high school has a couple of cases, but remains open.

Tourists are unable to travel to Japan until at least the end of the month. This could change.

COVID cases are increasing, and it is unknown when the case level will peak. People in Japan are interested in having the vaccine AND booster. The primary reason for being unvaccinated relates to allergies. Boosters are beginning now with older people, but vaccinated folks are looking forward to the day when they can be boosted.

Initially, this Committee had hoped to send a youth delegation from Newport to Mombetsu in June. They are prepared to welcome our group, but timing is tight right now. One of the ideas was to bump this youth exchange to July or August or 2023. I am interested in hearing your thoughts on this. They said they have the budget and are prepared, but would need some lead time.

At this meeting, they displayed a photo of the largest ice sculpture for this year’s Drift Ice Festival. They mentioned that this Festival is really scaled back from previous years. They said that while there is usually a buzz of activity, food carts, entertainment, etc., during the Festival, which is not the case this year.

They showed Ryan Parker’s marine debris information, and thanked him for sharing it.

They reported that a number of Olympians, representing Japan, are from near Mombetsu due to the climate and proximity to mountains. They also said the many members of the Japanese curling team hail from the Mombetsu area.

I will meet with their staff again on March 22, and will keep you all in the loop.”

Ethics Orientation: As part of new employee orientation, this office provides ethics training for all new employees. We continue to provide this training when we are fortunate enough to get new employees. Employees receiving ethics training in February include: Shane Madsen, Police Department; Rebecca Morrow, Finance Department

Other Projects/ Participated in Department Head meetings on February 7 and February 22, 2022.

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

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.

Met with Jason Malloy on a claim review on February 1, 2022.

Attended a follow-up meeting on the overall budget on February 2, 2022.

Met with Leslie Palotas on Vision 2040 matters on February 4, 2022.

Participated in telephone interviews for the position of Assistant City Manager/City Recorder on February 8, 2022.

Completed registrations and lodging reservation for the League of Oregon Cities Spring Conference on February 9, 2022.

Attended a meeting regarding transitional housing for new employees on February 10, 2022.

Participated in a telephone interview for the position of Assistant City Manager/City Recorder on February 10, 2022.

Reviewed Deputy City Recorder assessments on February 10, 2022.

Attended an Emergency Preparedness Committee meeting on February 14, 2022.

Met virtually, on February 15, with The Ford Family Foundation, Leslie Palotas, Beatriz Botello, and Bri Goodwin regarding the city's grant and moving forward with vision implementation work utilizing the grant monies.

Met, on February 15, with Spencer and Richard Dutton regarding the workings of potential hybrid public meetings.

Attended a workplace culture meeting on February 16, 2022.

Met with Leslie Palotas regarding Vision 2040 matters on February 18, 2022.

Met with Sonia Graham, the 60+ Center Manager, on February 18, 2022, regarding meeting management.

Participated in Deputy City Recorder interview on February 22, 2022.

Out of the office from February 23 - March 1, 2022.

February 2022

Summary – Private development and Right-of-Way Permits continue at a fairly high pace, despite winter weather. With the team about to be down two more staff, we are trying to prepare for coverage until new hires can start. We selected top candidates for the PM and Engineering Tech postings, and hope that negotiations for both result in hires. The workload will increase during the training phase, but as soon as the new staff are up to speed, our capacity should increase to match.

Engineering is pushing to finalize and adopt design/construction standards that will help streamline many processes and improve efficiency. The private development and ROW work would all benefit from published standards, streamlining our efforts.

Budget is a big component of our effort at this time of year. Again, with new staff involved at key positions, the process is somewhat more complex that may be typical. Below is a list of highlights for the month:

- Significant time spent on budget process.
 - Ongoing project sheet updates.
 - Learning to mine for data in Caselle to fill in values (i.e. appropriations to date, etc).
 - Meetings with other departments to get project request information.
 - Ongoing research into City processes.
 - Review of past budget documents.
 - Attended first Budget Committee meeting.
- Several ROW Permits were submitted for processing. Time spent by City Engineer, Assistant City Engineer, and Engineering Technicians to review, process, and provide field oversight.
- Multiple private developments in various stages of review or active construction. Review stage primarily involves Assistant City Engineer with City Engineer input. Construction requires significant time by Engineering Technicians.
 - Several current projects requiring extra oversight due to deviations from standards or plans.
- Standards – Ongoing development of City of Newport design and construction standards. Team is focusing on water standards first and intends to publish detail drawings to the website as soon as final review is complete. Public Works provided review and ongoing input.
 - Collections began review of sewer details.
- Projects – supporting design phase for multiple projects. Including, but not limited to:
 - 32nd Street Rectangular Rapid Flashing Beacon (RRFB).
 - Project ready to solicit bids.
 - Highway 20/Eads RRFB
 - Still in permit cycle with ODOT.
 - PAC Remodel
 - Project received Council approval to proceed with remaining design phase.
 - South Beach Utility Undergrounding
 - Continued development of list of properties for this phase.
 - Coordinating with Central Lincoln PUD.
 - Moore/Harney – hydrant/waterline move, ADA work, road overlay
 - Pre-con kickoff of water pipe phase. Construction work to take place in March.
 - No bids received for initial solicitation to do sidewalk.
 - Will put out wider bid advertisement for sidewalk phase.

- Big Creek Dam – ongoing funding pursuits, coordination meetings, preparation for design to resume at faster pace (ARPA funding).
- FEMA Application support – Main Tanks, Underbay Crossing, 54th Street Pump Station.
- Staffing:
 - HR is moving to offer/background/reference check phase for Senior PM and Engineering Tech.
 - Reviewed position descriptions for ROW Tech and Administrative Assistant for upcoming posting.



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

Water/sewer Billings -summary and Aging detail

On February 28, 2022, a total of 4,620 water/sewer accounts were billed for a combined amount due of \$682,673. 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 February 28, 2022, \$512,759 is current, \$94,189 is past due from January billings, \$42,342 is past due from December billings, and \$186,611 is past due from November 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 February 28th Aging Report shows accounts receivables at \$(148,568).

<u>Billings:</u>		
Future and current	25,466	-17.14%
Over 30 days	(4,874)	3.28%
Over 60 and 90 days	(3,013)	2.03%
Over 120 days	(166,147)	111.83%
	<u>(148,568)</u>	<u>100.00%</u>

The following are Highlights of the accounts receivable balance:

1. Due to filing of a lien on personal property, for Ms. Azar, an amount of \$25,599 was added to the accounts receivable listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues.
2. McWatkins, LLC has prepaid a 38-month lease payment of \$250,000 for July 1, 2021 to August 31, 2024. The lease will be billed monthly, which will reduce the prepaid balance over the next 38 months. February 28th net balance is \$(197,312).

In summary, the net receivables, excluding the two aforementioned accounts in the amount of \$(171,713), total \$23,145.

Room Tax

The monthly chart shows that Room Tax revenues have an average increase of 13.79% between the 2017 and 2018 fiscal years, the comparison for the years between 2018 and 2019 fiscal years, show an increase of 3.54%, the comparison for the years between 2019 and 2020 fiscal years, show a decrease of 16.89%, and the comparison for the years between 2020 and 2021 fiscal years, show an increase of 31.64%. A comparison of January 2021 with January 2022 shows an average increase of 25.97% in room tax collected.

City of Newport

Room Tax Collections

	2017-18	2018-19	2019-20	2020-21	2020 vs. 2021 % Increase	2021-22	2021 vs. 2022 % Increase
July	623,424	649,636	627,978	534,222	-14.9298%	782,077	46.3955%
August	694,943	701,809	661,241	589,310	-10.8782%	769,390	30.5578%
September	466,563	443,728	471,052	482,412	2.4116%	609,808	26.4081%
October	289,383	315,673	344,951	417,188	20.9412%	424,822	1.8299%
November	167,058	219,716	242,660	227,534	-6.2334%	321,970	41.5041%
December	164,141	180,154	183,004	185,574	1.4043%	251,934	35.7593%
January	162,767	184,418	194,455	293,465	50.9167%	278,477	-5.1073%
February	253,574	219,605	277,306	267,452	-3.5535%		0.0000%
March	306,388	332,684	149,324	434,427	190.9291%		0.0000%
April	290,311	323,340	54,213	420,347	675.3620%		0.0000%
May	393,963	377,721	111,348	391,327	251.4450%		0.0000%
June	445,222	460,189	346,689	580,458	67.4290%		0.0000%
Total	4,257,737	4,408,673	3,664,221	4,823,716	31.6437%	3,438,478	25.9652%

Business licenses

On July 1, 2021, we billed 1,470 Newport business for their annual Business Licenses for a total amount of \$239,245. As the table shows below, there is a total accounts receivable of \$54,849 with \$54,474 over 90 days due.

Billings:

Current	75	0.14%
Over 30 days	-	0.00%
Over 60 days	300	0.55%
Over 90 days	54,474	99.32%
	<u>54,849</u>	<u>100.00%</u>

2019-20 Comprehensive Annual Financial Report

The City has received the 2020 GFOA's Certificate of Achievement of Excellence in Financial Reporting. Thank you, Mike Murzynsky, for your efforts in achieving the award.

2021-22 Audit

A request for proposal (RFP) is being prepared to obtain an auditor for the fiscal year 2021-22. Our current auditor, Merina+Co, is no-longer performing governmental audits.

2022-23 Budget

Finance has started the 2022-23 budget process. We are currently collecting information from Department heads regarding fee schedule updates, preliminary personnel verifications and new personnel requests, and capital and equipment project requests. Detailed Financial statements for the first eight months was prepared for the Department heads to review.

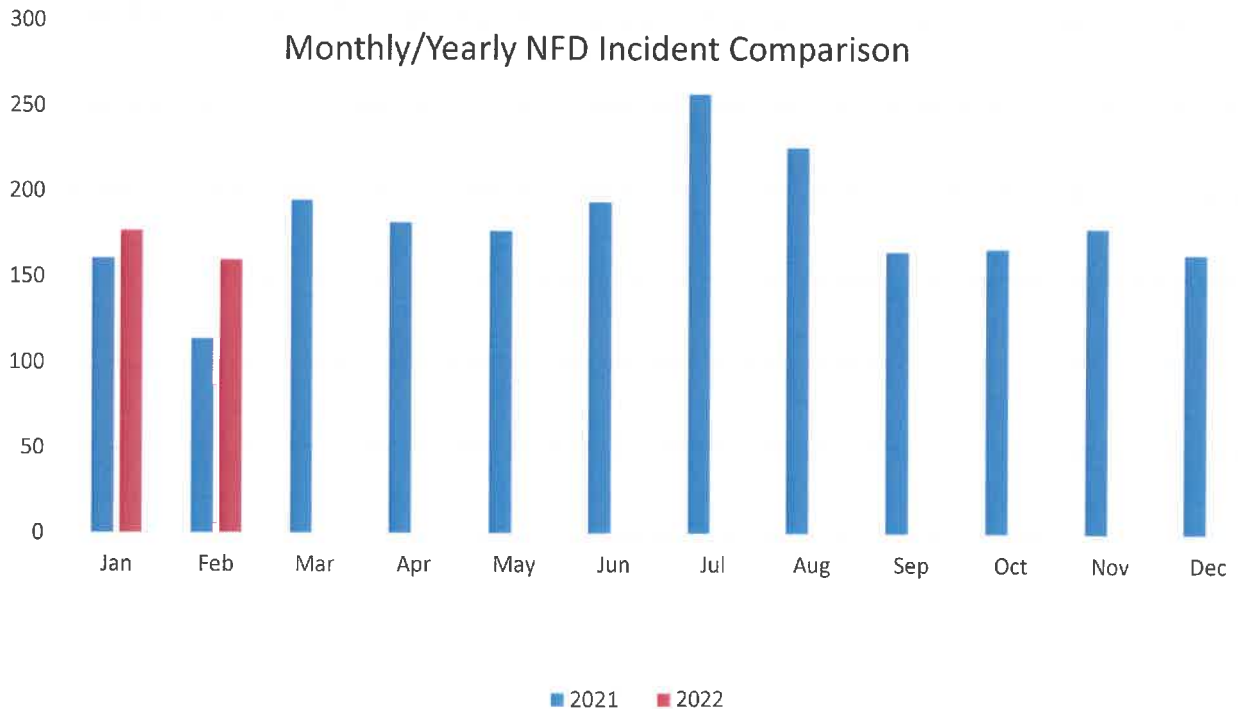


Rob Murphy, Fire Chief
Newport Fire
Department 245 NW
10th Street
Newport, Oregon 97365

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

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

In the month of February, we had 160 calls for service, compared to January, in which we had 177 calls, which is a decrease of 9%. Our roster currently stands at 22.



There were 3 calls of note in February. The first call occurred on February 1. Newport Fire provided mutual aid to Central Coast Fire District for a large shop fire in Tidewater. The fire was located on E. Buck Creek Road in a rural part of the District. NFD sent a water tender to the scene and an engine to Waldport to cover South Lincoln County for calls. NFD responded with 3 on-duty paid staff, 1 off-duty paid staff (to assist with fire investigation), and 2 support volunteers. The second call of note occurred on February Third. NFD responded to a 2 car, head on motor vehicle crash, on Hwy 101 at MP 144 in South Beach. 2 patients were extricated from 2 vehicles, both with critical injuries. NFD was assisted by Seal Rock Fire District, Central Coast Fire District and Depoe Bay Fire District provided District coverage. NFD responded with one engine, one chief officer, 2 on-duty paid staff, 1 off-duty paid staff, and 2 support volunteers. The final call of note occurred on February 10. NFD responded to a green house on fire next to a residence in Beverly Beach. The first arriving engine quickly extinguished the fire, which was caused by improperly discarded hot ashes. DBFD aided on scene. NFD responded with one engine, one chief officer, 3 on-duty paid staff, and 2 support volunteers.

Upcoming Activities

NFD has a busy March planned. This Thursday, we are holding our in-person interview/assessment center for Assistant Chief/Fire Marshal. We have 3 candidates testing. Our goal is to make a conditional job offer after Thursday's activities. Our goal is to have a person start by June 1. Also, on the hiring front, our candidate for our open firefighter position is currently in background checks. If they pass, they will move to a psych exam and medical physical. Our goal is to have that person start in June. March is also budget time. Administrative staff are putting the proposed budget together for consideration. EPC Lockwood and myself were able to join other volunteers at a work party for Safe Haven Hill. We helped volunteers install netting inside the disaster caches to prevent items from falling down during an earthquake. This was our first opportunity to meet in person since before the pandemic. It was great to see everyone again. We are also continuing to host fire extinguisher classes for City staff. We have trained about 2 staff so far. This training has been very well received.

Fire Prevention

	February Inspections
Alarm System Test	0
Annual Inspections	0
Business Applications	0
Fire Inspections	0
Knox Box	0
Plan Reviews	7
Pre-Plan Inspections	0
Re-Inspections	0
Vacation Rental Inspections	0
Total	7

Training Report

Past month training subjects:

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

- Portable Extinguishers
- Blood borne Pathogens
- Fire Behavior
- EMS, CPR event review

Past month drill hours:

During the month of February, 186.5 hours of training were documented. Of the 186.5 hours of training in February, the paid staff logged 45.5 hours and the volunteers logged 141.0 hours. Year to date Newport Fire Department personnel, volunteer and staff combined, have documented 385.25 hours of training.

Monthly highlights and special considerations:

Newport Fire Department had to cancel a Live Fire Burn-To-Learn in February due to lack of resources. In March, Newport Fire will begin a Hybrid Firefighter 1 Academy for two new volunteers.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report February 2022

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	5	3			
AUTOMATIC ALARMS:	8	1	BURN PERMITS:	0	0
MEDICAL CALLS:	95	8	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	9	3	FIREWORKS DISPLAY:	0	0
RESCUE:	2	2	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	0	5	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	11	2	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	4	2	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT

City Report February 2022

OFFICES: 0 0

VACANT BUILDINGS: 0 0

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	0	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:	4	1
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	0	0
FALSE ALARM:	8	3	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	0	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	1	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

DEPARTMENT REPORT HUMAN RESOURCES AND SAFETY FEBRUARY 2022

RECRUITMENT AND STAFFING

Terminations

McCue, Ocean	Recreation Leader	2/1/2022
McLaughlin, James S	Plant Operator I	2/4/2022
Murzynsky, Michael	Finance Director	2/11/2022
Maxon, Jason	Utility Worker III - Water Distribution	2/18/2022
Anselme, Angeline	Volunteer Fire Fighter	2/18/2022
Worden, Mark R	Sr. Plant Operator	2/22/2022

New Hires

Thomas, Heather	Lifeguard	2/4/2022
Griffith, Megan	Lifeguard	2/8/2022
Kelly, Trent	Lifeguard	2/15/2022
Bernards, Scott A.	Park Maintenance Supervisor	2/28/2022
Wesley Smith	Custodial Worker	2/28/2022
Dan Kanemoto	Parks Maintenance Worker	2/28/2022
Alberto Cigarroa	Parks Maintenance Worker	2/28/2022
Rebecca Morrow	Accounting Technician – UB	2/22/2022

Recruitments

Open Requisitions 33 – These are in various stages of the recruitment process.

Held meetings with management on application review; conducted phone screens;

conducted in-person interviews; candidate assessments conducted throughout the month

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

Police Officer
Police Officer
Police Officer
Police Officer
Police Sergeant

Records Clerk
Lifeguard
Lifeguard
Lifeguard
Lifeguard
Assistant Aquatic Supervisor
Recreation Leader
Recreation Leader - Sports
Accounting Technician - AP
Finance Director
Electronic Transaction Specialist
Bi-Lingual Community Resource Specialist
Librarian I
GIS Technician
Public Works Operations Superintendent
UWI- Water Distribution
UWI - Water Distribution
UWI- WW Collections
Senior UW - Water Distribution
WWTPO I
Senior WWTPO
Senior Project Manager
Engineering Tech I
Engineering Tech I
Firefighter/EMT
Assistant Fire Chief/Fire Marshal
Deputy City Recorder

Assistant City Manager/City Recorder
Permit Technician
URA Coordinator

FILLED POSITIONS

Lifeguard
Lifeguard
Lifeguard
Custodial Worker
Parks Maint. Worker
Parks Maint. Worker
Parks Maintenance Supervisor
UWI- Streets
Accounting Technician - UB

Other Responsibilities - Projects

Employee Handbook Revisions – in process

- Entire handbook has been reviewed by HR and the City Manager. Revisions are close to being completed. Dates calendared to complete these revisions. A review for grammar, punctuation, formatting, and appropriate section placement will be the final step before going to CIS –legal for review.

IAFF Negotiations / Mediation

IAFF Grievance discussions

Implemented Third Party Background Checks – Vendor selected (AccuSource) and workflow process implemented

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

Employee relation issues handled throughout the month

PAF's processed for monthly payroll

Responded to compensation questions from various employees

Employee overpayment issue

Responded to FMLA/OFLA leave requests

Annual Reporting - OSHA 300 Logs completed and distributed to each facility

Follow up on background check issues

Attend Department Head meetings
Budget meetings
City Council meeting
New Hire Orientations completed for new hires
Emergency Committee meeting
Attended CIS virtual conference
SafePersonnel 2022 Training Rollout discussed
COVID mask policy revision discussions
Review backgrounds for potential new hires
MOU developed for extension of temporary staff at WWTP
Retirements paperwork distributed for four upcoming retirement distributions
ACA 1095-C forms for employees – worked with Caselle to produce forms; distributed to all benefited employees
Responded to several salary survey information requests from various cities
Met with a citizen to discuss background and volunteer opportunities
Followed up with NEA on status of Laborer position

SAFETY

Valley Fire Control – misc. issues handled throughout the month
Salem Fire Alarm – misc. issues handled throughout the month – Library sensor alarm
Billing reconciliation
OSHA Consultation for Respiratory Protection – continued/Pool and Recreation Center
OSHA Exposure monitoring for pool
Eye Stations researched and ordered the pool
CPR-First-Aid trainings rescheduled
Attended CPR-First Aid training –Jody
CDL training coordinated and scheduled for staff
Researched new training requirements for CDL's
Respiratory Exam – research for fire department requirements
ICS Course Training discussed
Communications to department heads on ICS course completion and supporting documentation
COVID tests to employees – ongoing
WWTP annual fire alarm inspection – ½ day
Safety Orientation completed for new hires
Misc. PPE orders completed
Inventory for all Safety PPE completed and documented on a tracking spreadsheet

Information Technology Monthly Department Report

February 2022

1. Personnel
 - a. The GIS Technician position has been filled. This role will support all staff and departments in helping to address GIS needs. There's a lot to do!
 - b. The Audio-Visual technician position is helping to manage the technical side of committee meetings and other such events. This is a great help to both IT-staff and staff who host these meetings.
2. Helpdesk
 - a. February saw 175 tickets handled via the Helpdesk system
3. OAGITM
 - a. Attended in-person the bi-annual conference of the Oregon Association of Government IT Managers. Some interesting presentations, as well as meeting colleagues old and new.
4. Audio-Visual options for Council Chambers
 - a. Worked on plans to better utilize existing AV technologies for meeting broadcasts
5. Start trial of 24/7 network monitoring equipment
6. Migrate email to virtual environment
7. Numerous website updates
8. Reviewed options for FTTH plans with Astound
9. Department Updates
 - a. FIN
 - i. Participated in meetings surrounding online billing
 - b. PWK
 - i. Participated in temporary generator testing for WWTP
 - ii. Work on expanding SCADA monitoring plans
 - c. LIB
 - i. Develop plans for technology investment from grant funding.



Memo

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

Administration

Library staff participated in bias and microaggression training on Thursday, February 17.

The Newport Public Library was closed on Friday, February 18 for Library Staff In-Service Day. Arlene Weible, Electronic Services Consultant for the State Library of Oregon and Oregon Library Association President was the keynote speaker. She touched on the differences between the State Library of Oregon and the Oregon Library Association as well as the various services provided by both organizations.

In-person interviews were conducted for the full-time Adult Services and Outreach Librarian. Phone interviews will also be conducted for the Bi-Lingual Community Resource Specialist part-time position. The Bi-Lingual Community Resource Specialist position has been reposted and will close on March 14.

Library staff have been participating in the KNPT Newport Today radio show on scheduled Thursday mornings. We will be back on the radio on Thursday, March 17. We have several other dates scheduled to appear on the radio show throughout 2022.

The Library was awarded a \$3,000 grant from Oregon Humanities to facilitate a community conversation. The grant is called Consider This: Mini Grant for Rural Libraries, which focuses on American Dreams, American Myths, American Hopes. The program will take place at the Performing Arts Center on May 19.

The Library Director and Lincoln County Library District Director attended the City Council work session on Tuesday, February 22 to discuss the Lincoln County Library

District (LCLD) funding model for FY2022-2023. The District board wanted to re-examine the basis of the revenue distribution model that has been in use for many years. The need goes beyond trying for a method or formula that satisfied District members, partners, and service providers. The ultimate project purpose was for the Board to decide on a fund use structure and methods that best align with the legislative intent and purposes of the District.

Library Staff is practicing particular Spanish phrases, questions, words and expressions that would be useful in library life. We have created a helpful cheat sheet for our public desks for easy reference. Library Staff practiced their Spanish on Thursday, March 3.

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

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


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

The Public Library Association Conference is March 23-24 in Portland, OR. Like the institutions they support, the role of the public library worker is ever-changing. The COVID-19 crisis magnified this more than any of us could have imagined, but public libraries responded swiftly and creatively to meet their communities' evolving needs. The PLA 2022 Conference is also evolving in order to provide public library professionals the opportunity to reconnect with one another, recreate the services they provide, and revitalize the passion for the work they do every day. The Library Director and Supervising Librarians are attending the conference in Portland. Our Teen Services Librarian, Vanessa, will be in charge while they are in Portland.

Vanessa attended a 3D Printing class in February at the Lincoln City Oregon Community College Campus.

The City Parks Maintenance and Public Works staff swept the parking lot and performed tree trimming in the upper parking lot on Monday, March 8th. We have several more work days scheduled in the future on Mondays.

Mobile Printing

A yellow rectangular sign with a black border. On the left, the text reads "New! Mobile Printing" in blue, followed by "Send your documents to the Library's Printers" in black. Below this is a horizontal line, then "Items can be sent from your own computer or mobile device at home, in the Library, or on the go." and the website "www.printeron.net/np/library" in blue. On the right, there is a diagram showing a printer at the top with two blue curved arrows pointing to a smartphone and a laptop below it. Both devices display a blue circular icon with a white document symbol. In the bottom right corner of the sign is the Newport Public Library logo, which consists of a stylized 'N' and 'P' inside a circle, with the text "NEWPORT PUBLIC LIBRARY" underneath.

New! Mobile Printing
Send your documents to
the Library's Printers

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

www.printeron.net/np/library

NEWPORT
PUBLIC
LIBRARY

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

Two ways to print:

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

HELP Community Clothing Drive



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

Libros for Oregon



Margarita and Beatriz with the Library Director, Laura holding new Spanish Language books from the Guadalajara Book Festival.

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

The Newport Public Library participated in this year’s Libros for Oregon cohort. Newport Library Director Laura Kimberly was part of a team selecting materials for 10 Oregon Libraries, including Newport. They purchased materials published in Mayan and Spanish, as opposed to books written in English and translated into Spanish. These books are starting to arrive and will be available to check out soon.

Youth Services

Winter Book Bingo

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





Pinwheel Craft

The Library is handing out Pinwheel Craft Kits! These kits are best for ages 0-11.

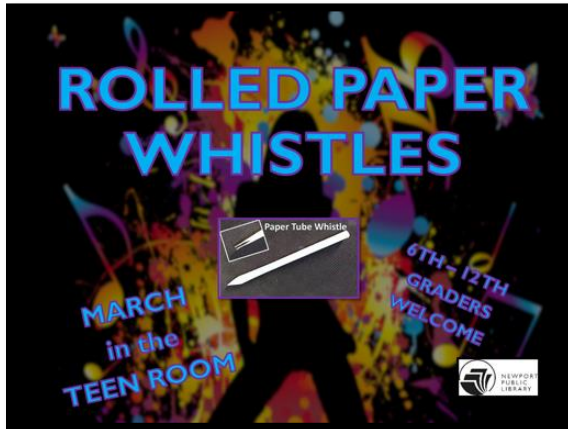
Spring Book Bingo

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



Virtual Preschool Art Display

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



Paper Whistles

The Library is offering a March project for teens ages 12-18 years old. Teens are welcome to come and create rolled paper whistles in the Teen Room!

Teen LEGO Creations

Teens are invited to build LEGO creations in the Teen Room all month long! Stop by to get building and win prizes!



Adult Services



Wind Chimes Kit

The Library is offering a new kit for adults in March! Adults age 18 and up are welcome to come and pick up a Wind Chimes kit.

Newport Community Health Reads

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

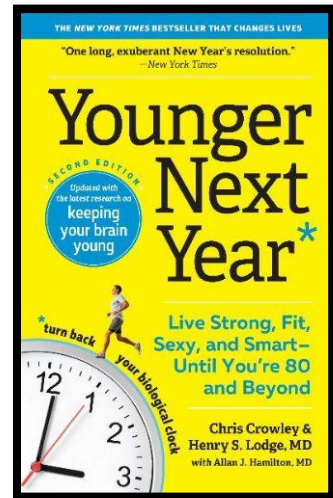
The Newport Community Health Reads program kicked off Monday, February 14th and concludes Friday, May 13th, 2022. This includes two opportunities to attend a question & answer meeting led by Brenda Luntzel, the Fitness Specialist at the Newport Recreation Center.

Please register at the City of Newport website so we can stay connected with each person during the book read. We will be communicating additional inspiring information and updates on the question & answer meetings! You can register for this program at: <https://tinyurl.com/yxmxfy4>

The Newport Library Reading Circle will meet on Tuesday, March 8th at 12 pm to discuss books by Kate Morton.

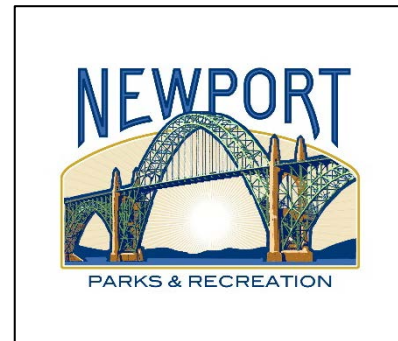
Respectfully,

Laura Kimberly



Memo

To: Spencer Nebel, City Manager
From: Mike Cavanaugh, Director
Date: March 14, 2022
Subject: Parks & Recreation Monthly Report – January 2022



Administration – Mike Cavanaugh

Held three in-person interviews for the two Park Maintenance Worker positions and two interviews for the Park Custodial Worker position. Dan Kanemoto and Alberto Cigarroa were selected for the Park Maintenance positions and Allen Wesley were selected for the Custodial position.

Met with the City Manager, City Attorney, City Engineering, and City Public Works to discuss the next steps in the repair process for the Aquatic Center's lap pool cracks and other facility issues occurring in and around the pools, locker rooms, and mechanical room.

Participated in a meeting with the City Safety Office and OSHA to review safety procedures at the Recreation Center and Aquatic Center. Staff invited OSHA for this walkthrough to review and discuss current practices and improvements that need to be implemented. The Recreation Center has not had a voluntary review before by OSHA.

Attended the Oregon State Parks and Recreation Local Government Grant Program workshop to learn details about the 2022 Large Grant application process.

Met with BerryDunn LLC, recreation business plan consultants, to discuss benchmarking requests from similar parks and recreation agencies for comparison. A community survey was built to gauge recreation users' thoughts about current operations and marketing done by the department.

Met with Department Heads and City Administration to discuss workplace cultural within the city and ways to make improvements. Sub-groups were created to research and develop new ideas to help the city recruit, retain, and promote city personnel.

Met with the Recreation Superintendent and Aquatic Supervisor to discuss and review the feasibility of reducing part-time positions at the Recreation and Aquatic Center and replacing with several full-time positions.

Attended the monthly Parks and Recreation Advisory Committee monthly meeting. Interviews were held for two vacant seats. The committee selected Shelley Moore, Newport High School Athletic Director, and Charles Mitchell, local physical therapy, for the seats.

Attended the Friends of Newport Parks and Recreation, non-profit to support the department. It was announced in the meeting that the IRS has approved the reinstatement of the group's non-profit status! The groups next step is to start generating some funds through local donations and small grant writing.

Met with the Frank Wade Community Garden manager to discuss the upcoming gardening season.

Met with the City Manager and several concerned patrons regarding negative interactions occurring between patrons and staff at the Recreation and Aquatic Center over mask wearing.

Staff and I worked on FY2022-2023 department budget tasks throughout the month. Items that were worked on department fee schedule, capital project requests, capital equipment requests, and personnel budgets.

Recreation Center – Judy Mayhew

Twelve staff members of the Rec Center participated in a CPR/First Aide class during February. Most certifications had lapsed during COVID. It was very helpful to have Jody York coordinate this for us.

The Spring Activity Guide is complete and we are awaiting delivery from the press.

The Recreation Center requested 180 free COVID test kits from the County and started offering them to the public on February 18.

Our "Clean Beaches Art Contest" kicked off on February 18. Participants have until March 13 to pick up garbage off of the beaches, produce a piece of art from natural objects, for a chance to win a \$100 gift certificate from Clearwater Restaurant, who is donating ½ of the prize.

Wagons and Waves, our virtual mileage challenge continues, with 36 people registered. Participants track their miles from Ontario to Astoria, individually or in teams. Points of interest for different areas are posted on Facebook, with several Chambers of Commerce and businesses sharing our posts.

Jenni Remillard, Recreation Programs Specialist and Judy Mayhew, Recreation Superintendent, presented the KNPT Newport Today radio show on February 24th.

We interviewed one person for our open Building Attendant position and have offered him the job. We are waiting for his background check to clear before getting him started.

The wearing of masks in our facility has become a fairly volatile issue recently. Staff has been subjected to insults and disrespect from people on both sides of the subject. We are either enforcing the policy too much or not enough. It is hard to keep staff morale up while this is happening.

The Athletic Edge Gymnastics Meet was held February 3-6, Thursday through Sunday. Over 1100 kids participated in the event and with parents and siblings attending, we had a full house. The Parks Maintenance staff assisted with set-up and take down, and covered several hours during the event. Their help was very much appreciated.



Park Maintenance Division – Scott Bernards

- Staff worked to level brick pavers in front of the Rec Center ahead of the gymnastic event held during the first week of February.
- Purchased a new Milwaukee battery operated hedging tool for projects around Newport.
- Spring pruning the Lavender plants around Angle Street lot.
- Pruned Wax Myrtles and Dodonea at 48th St pump station.
- Pruned Shore Pines at Mombetsu Sister City garden.
- Volunteer workday on 2/14 at the Recreation Center weeding and pruning. Three volunteers participated, and we were soon rained out.
- Weeded and planted at the PAC.

- Staff met with Engineering to look at erosion on the North side of the Newport Library. Codi Allen, engineer tech, confirmed that the removal of landscaping by Parks maintenance, combined with a very wet Winter were factors in the soil being washed away. Parks department will install a low retaining wall along stairs, and native plants will be planted to help retain slope.
- Met with Kevin Duncan to plan for tree pruning at the Newport Library. Tentatively scheduled for Monday March 7. Thanks go to Public Works for helping out with landscape projects.
- Volunteer workday on 2/24 at the VAC. Five volunteers participated, and we worked until 1pm. Janet and Ted even finished up on Friday.
- Completed Newport's Bee City USA renewal application, and have paid. We continue to be a Bee City!
- Planning Arbor Day – in person educational fair with Jenni Remillard. Scheduled to be held in the Recreation Center on Saturday April 30, 12 noon to 3pm.
- Attended Rapid Rescue CPR Class on 2/28/2022.

60+ Activity Center – Sonia Graham

- Submitted application for OCWCOG grant to build recording studio in education room.
- Met with Accreditation prep team to review accreditation process and again to respond to questions from Accreditation review team. Completed and submitted response.
- Established and trained on Granicus. Recorded minutes from November 10, 2021 and November 22, 2021 Advisory Council meetings to include with Agenda for February 28 Advisory Council meeting. Created and submitted Agenda via Granicus.
- Recorded interview with Judy Kuhl to highlight 60+ Activity Center on Chamber Radio program on KNPT.
- New blinds installed in lounge.
- Attended Social Media Marketing class offered through SBDC at OCCC.
- Attended Rotary weekly lunches, led Rotary club through discussion and action planning to create steps to meet Rotary International goals, attended via Zoom President Elect Training Symposium.
- Attended Chamber of Commerce lunches, Ambassador spotlights and month-end meeting.
- Attended Parks & Rec Staff Meeting and one on one meetings with Mike.
- Completed CPR and fire extinguisher training classes. Received cash handling review and Public Meetings training from City Recorder.
- Attended SOAR monthly meeting.
- Attended Friends of 60+ Center Board, Senior Association Board, and Advisory Committee meetings.

Meetings

2/02 Accreditation Prep Review
2/10 SOAR
2/16 Senior Association Board Meeting
2/17 Friends of the Newport Senior Activity Center Meeting
2/18 Staff Meeting
2/28 60+ Activity Center Advisory Committee

Number of Programs Offered:

Total Programs – 23
Senior Fitness – 8
Senior Social Programs – 7
Senior Educational Programs – 8

General Revenue Generated: \$1,162.40

Total YTD: \$ 6,521.71

Highlights for the month:

A new dance class was added to the schedule in February. Instructor Mary Peterson began “Dance with Mary” on Monday, February 7, a fun workout to our collection of music CD’s.

Also, on Monday, February 7, local photographer Paul Calkins, began a four-week class on “Digital Photography – The Basics,” teaching students basic photographic composition and types of creative uses for taking landscapes, wildlife, documenting current events, and much more. This class will be followed by “Beyond the Basics” beginning March 14.

Trained instructor Bryn McCormack began a 12-session virtual “Walk with Ease” program. “Walk with Ease” is a free walking program for anyone who wants to move more, reduce pain, and engage safely and comfortably in a gentle walking program. It provides information and tools to help manage chronic condition symptoms and improve quality of life.

Information on property decisions, material goods, executor duties, celebrations, getting your family involved with positivity...and so many more topics were covered in a two-session open format course entitled “Before End of Life: A Road Map” facilitated by Barbara Bush, a retired Firefighter, EMT, RN with extensive experience in Emergency, Disaster, and Hospice settings. Classes met on consecutive Fridays, February 11 and 18.

Local artist and long-time 60+ Activity Center volunteer Shirley Steinhauer began two six-week watercolor classes on Thursday, February 17, a morning class for new students and an afternoon class for those who have previously attended her class.

AARP Tax Aide volunteer Kathy Kuebbing has volunteered many hours assisting people in filing their taxes. Self-prep sessions took place on February 17 and are also scheduled for March 4 and April 1.

On Thursday, February 24, 2022, Duane Silbernagel, Wealth Advisor with Ocean’s Edge, gave a presentation on "Your Social Security Benefits." Attendees were very appreciative of the information presented. The plan is to have Duane return later in the year.

<u>Volunteer Hours:</u>		<u>YTD</u>
Fitness:	8 volunteers – 52.00 hours	259.00
Educational:	8 volunteers – 44.00 hours	80.00
Social:	7 volunteers – 107.00 hours	555.00
Office:	1 volunteer – 52.25 hours	335.75
Gift/Lounge shop:	3 volunteers – 186.50 hours	1,600.10
Transportation:	0 volunteers – 0.00 hours	00.00
Advisory Board:	4 volunteers – 8.5 hours	35.00
Friends:	5 volunteers – 5.00 hours	50.00
Senior Association:	4 volunteers – 4.00 hours	34.25
Accreditation team:	0 volunteers – 0.00 hours	9.00
Advisory Wk groups:	2 volunteer – 2.25 hours	44.25
Clean-up	1 volunteer – 1.00 hours	42.00
60+ Bryn	1 volunteer – 22.50 hours	113.00

Sports Division – Billie Bechtel

February saw the continuation of the Newport Youth Basketball League, with the final day of the season, March 5th, fast approaching. This month, the sports program also offered a new program with the addition of drop-in roller skating. This program is offered every Wednesday night from 5:30-7pm in the small gym. So far there has been a steady increase in participation, with anywhere from 10-25 roller skaters per night. Marketing for Middle School Track, and adult basketball also began, with both slated to start later in March. There has also been some collaboration on field usage with the softball and soccer associations, hopefully to reduce inefficiencies in scheduling.

Highlights

- Youth Basketball running smoothly with forfeits at a minimum.

- Drop-in Roller Skating has been very successful, with anywhere from 10-25 participants per night.
- Middle school track and adult basketball marketing material distributed.

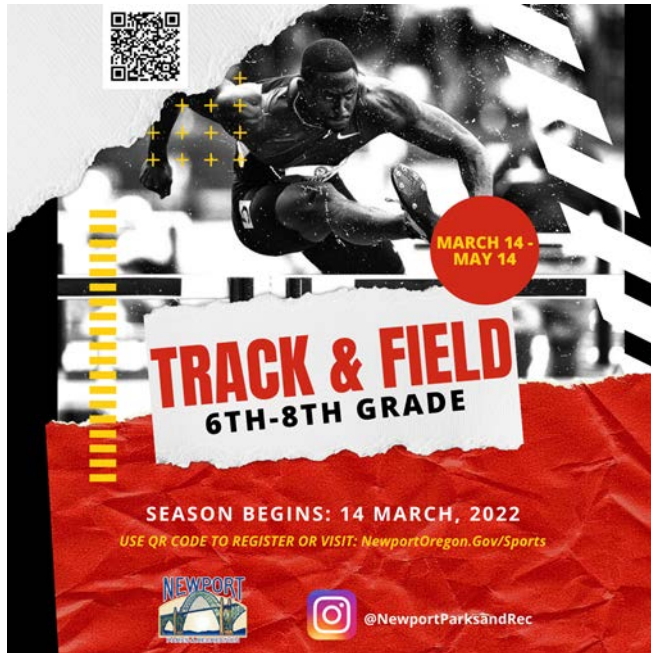
Looking Ahead

Moving forward, we would like to be able to find a few more coaches for track and field, and more registrations as currently both are a bit lower than usual.

As we transition to late spring/summer, the goal is to revisit what occurred last year, and attempt to improve the programs and make sure that those same mistakes are not made.

Registration pages will also start to gradually come online in the coming weeks for these programs to encourage early registrations.





Aquatic Center – Keeley Naughton

The Aquatic Center hosted 7 rentals this month for organizations including NOAA, ODFW, and a local girl scout's troupe.

We had a total of 20 students enrolled in group swim lessons in February. Two of those children received funding through the Aquatic Program Scholarship. We had 17 children on the waitlist who were unable to participate in this session of lessons. We were unable to offer private lessons in February due to staffing shortages. We are in the process of training some new instructors, and plan to expand our swim lessons program in April.

Our evening boot camp class has averaged 11 participants per class this month. We expect these numbers to go up again in March now that the class will be back in the Lap Pool.

Our morning water aerobics class averaged 5 participants per class this month. Our water aerobics instructor, Marie Beaulieu, will be retiring March 4th. At this time we do not plan to continue her class after her retirement.

Staff attended an in-service training on February 12th. Staff reviewed rescue breathing, CPR, first aid, shallow water rescues, and cleaning chemical use and storage.

Staff completed OSHA exposure monitoring on February 14th to determine whether respiratory protection was needed when handling a certain chemical in the Aquatic Center.

High School swim season finished up on February 18th, with both the men's and women's teams placing 2nd in State. Now that high school season is over, we will have more room in the lap pool in the evenings for lap swim and boot camp.

We sold 54 tickets to our Winter Carnival on February 19th. Participants at the Carnival enjoyed swimming, carnival snacks, games, and a magic show (with balloon sculpting) by a local magician.

3 Aquatic Center staff attended a fire extinguisher training at the Fire Department on February 23rd.

Staff interviewed and hired 3 new employees this month. Staff held a certification class for these new employees on February 24th and February 27th. All employees are now certified, and are finishing up their training period. With the new employees on board, we plan to be able to open back up again during the 1:00-3:30 pm time frame beginning in April. We still have 2 more lifeguard positions that we are recruiting to fill, as well as the Assistant Aquatic Supervisor position.

It has been a difficult month for staff trying to enforce masks in the Aquatic Center. The general public seems to be pretty exhausted with wearing masks, and we're beginning to see more and more patrons ignoring/refusing our mask policy.





Noble
Professional
Dedicated

Newport Police Department **Memorandum**

Date: March 14, 2022

To: Spencer Nebel, City Manager

From: Jason Malloy, Chief of Police

Subject: Department Report – February 2022

I met with Fire Chief Rob Murphy and Emergency Coordinator Del Lockwood regarding a possible project for the State Homeland Security Grant. The project relates to improved signage on the Bayfront that supports efforts to address potential terrorism. The grant was submitted to Lincoln County for review and passthrough to the State.

I attended a meeting with City staff and Lincoln County Health regarding local harm reduction resources.

Met with City staff to continue discussions on updating the City's camping ordinance to comply with recent court rulings and Oregon legislation.

Talked with a South Beach resident over ongoing parking problems at Neola Point. Unfortunately, the property is private and not all City parking codes do not apply to the complex.

I hosted the City's radio show. CSO's Jim Folmar and Jovita Ballentine were the guests. Topics of discussion included nuisances, voluntary compliance, short term rental coordination and enforcement and upcoming events.

I met with the Police Advisory Committee. The main topic of the committee's meeting was review of the recent community survey and action items moving forward to address some of the negative comments received.

I participated in interviews for the Public Works Superintendent position.

I met with two internal City committees to discuss training and advancement opportunities for City staff and alternative work schedules for City staff. A variety of resources and thoughts were discussed.

The goal for the training committee is to identify leaders within City staff and provide training and advancement opportunities. The goal for the work schedule committee is to identify alternatives for City staff not covered by a collective bargaining agreement to have optional shift/work hours.

Significant Events:

Newport Officers responded to a bank robbery at Washington Federal Bank. The male suspect gave a note to the bank teller that demanded all of the money be placed into a bag, which he handed her. The suspect then fled from the bank with an unknown disclosed amount of cash. The suspect is believed to have entered a black Mercedes sedan, or similar vehicle and fled south on Hwy 101. The case remains under investigation, however matches the description of similar bank robberies around Oregon.

Newport Officers investigated a hit and run, DUII crash that occurred in north Newport. The suspect crashed into seven (7) parked vehicles in the 5100 block of North Coast Hwy. The suspect was located and arrested for a variety of crimes, including DUII, Reckless Driving, Attempted Assault and Reckless Endangering.



Memo

To: Spencer Nebel, City Manager
From: David Powell; PE, Public Works Director
Date: March 14, 2022
Re: February 2022 Public Works Department Monthly Report

Administrative Calendar – February 2022

- Held daily Public Works Operations briefing meetings via Zoom
- Prepared and reviewed Capital Project request forms
- Prepared and reviewed Capital Equipment request forms
- Participated in Department Head meetings
- Feb 2 – Met with Phoebe Hein and residents regarding Golf Course Drive maintenance.
- Participated in numerous recruitment interviews
- Prepared RFP outline for XR System for the WTP
- Prepared documents for Big Creek gate closure
- Prepared and gave presentations to City Council on WWTMP and Enterprise Fleet Management.
- Prepared scope of work for Oregon Meter Repair
- Responded to insurance claim for Wilder Dog Park valve box issue
- Prepared the draft MOU between Seal Rock Water District and the City of Newport
- Attended pre-con for SE Moore drive fire hydrant relocation
- Attended Emergency management meeting for County wide fuel management

Water Treatment Plant – February 2022

- February 2022 production was 46.5 MG. This an increase of approximately 0.2 MG from February 2021. The average production from 2013-2021 is 50.7 MG. February 28 raw water reservoirs #2 down 16.5” from overflow. We received 5.22” of rain in February at the WTP. The WTP average is approximately 10.33”.
- February 2 – HDR onsite to view Rack 1 movement during an air scrub.
- February 3 – Jacobs & Fowler at dam #2 overflow conduit to do some additional grouting and reattaching drain screens.
- We installed two restraint bars on Rack 1 to minimize rack movement.
- February 9, 23 – Bi-weekly meeting with HDR
- February 3, 10, 17 & 24 – Weekly meeting with Dig Deep and the City Staff.
- February 14 – Justin S. notified me that we had a natural gas leak at the 40th st pump station. Justin notified NWN and they made the repair at their meter.
- February 15 – GC System onsite to five-year service of PRVs.
- We lost our Century Link phone lines. These lines are for our fire, SCADA and intrusion alarms. Century Link tech notifies us that the main line across from Wal-Mart was cut by homeless people. We were without alarms for approximately 2 days
- February 22-23 – Bay Valve at Siletz PS to rebuild check valves.
- February 23 – Met with Seal Rock water, Gary (TAG) and city staff with regard to flow readings thru the intertie.
- We had one of our air compressors fail. Cody talked to tech support. We bought replacement parts and it is back online.
- February 25 – On interview panel for the PWOS.

Streets/Stormwater Recap February 2022

Tasks-

- Streets/Storm Division completed 284 Work Orders in February.
- Installed the new gate at Big Creek Reservoir.
- There were some big paving jobs completed this month (NE Douglas, NE 55th to 56th frontage road, Woods and fall intersection).
- On top of asphalt we also did some cold patching in some key areas.
- We also proactively had an asphalt berm installed on Golf Course Dr. to successfully divert storm water.
- There was a heavy focus on gravel road maintenance during the few days of good weather we had.
- Suggested speed signs were installed on Oceanview Dr.
- The sander and chemical spreader made another appearance this month, thankfully we had no issues.
- The sweeper was utilized to clean the sand and our routine streets.
- We were also able to complete our striping contract.

- The crosswalk at 10th and 101 is now fully functional.
- Vaughn focused on CLD training (20 hours).
- Kevin Hurley has been training in multiple areas
- Online CDL Testing (over 50% completed)
- It's been a blessing having Kevin Hurley added to the team this month. It's amazing how much work can be done when we're able to split crews! Kevin Hurley, Kevin Duncan, Justin Scharbrough all pitched in at the WWTP for cleanup.

Water Distribution Division - February 2022

- Water Distribution Division completed 160 work orders in February
- Meter reads, turn-on's and turn-offs, check for leaks, and re-reads (total of 97)
- Coordinated and performed repairs and meter change outs.
- Performed field utility locates every day, and every day varies from day to day,
- Performed hydrant maintenance, leak detection service line replacement or repairs.
- Interfaced with contractors helping engineering out (pressure testing, taping water services, turning valves)
- Performed equipment maintenance.

Collections Division - February 2022

- Responded to 140 work orders.
- Neff Street grinder pump installation
- 56th St pump removal and wet well cleaning
- Jetted 60th street trouble line
- CDL Training for new hire
- Videoing and jetting the 48th zone
- Pump run and daily maintenance on stations
- Sewer complaints throughout town
- Helping water crew with water breaks
- Inspection and testing of all back-flow preventers
- Generator maintenance/cleaning level controllers
- Weed maintenance pump stations
- Cleaning wet wells /pump stations
- Investigated and reset all the surge tanks
- Replacing electrical equipment with electrician (Bay Front Station)
- Began doing the bag change outs at North Side and chlorine residual reads to help out the WWTP.

Wastewater Treatment Plant - February 2022

- In preparation for a 12-day shut down for solids conveyor belt replacement we reduced plant inventory and emptied out storage.
- Jim McLaughlin left the City after 20+ years of service.
- Worked cooperatively with 3 Public works crews to move 70 ton of biosolids from the storage area to the composting area and power wash the storage area and old conveyor. This took place on a Sunday afternoon with 9 volunteer workers.
- Mobilized Wildish Construction to remove and replace the Serpentix conveyor with a shaft less auger.
- While Wildish worked to replace the conveyor WWTP staff worked to:
 - Rebuild the septage receiving station
 - WWTP staff replaced the feed tube on Centrifuge #1
 - Replaced the back - drive motor for centrifuge #2.
 - Cleaned and hosed the solids control room and processing area
- Western States Electric replaced all overhead lights in the solids storage area.
- Successfully started up the new auger conveyor on February 17th. This project was approximately \$400,000 and completed 2 days ahead of schedule. A resounding success with support from multiple firms and our City of Newport Engineering team.
- Mark Worden retired with over 20 years of service.

Facilities Maintenance Division– February 2022

The Facilities Maintenance Division has been busy!

- We have conducted a major safety check of the PAC's Emergency Egress fixtures. We replaced 22 batteries and two fixtures.
- City Hall lost hot water, but we were able to repair the heater and restore the hot showers.
- Working on City Hall's HVAC system has been a major time-user. We have been overseeing Robert Lloyd Sheet Metal s work.
- We have moved furniture in Finance, provided keys for HR, moved boxes for Safety, and hung a banner in the pool.
- We have fixed a water fountain, a garbage disposal, and a circulation pump.
- We have replaced about 40 light bulbs, and around 10 ballasts in various lighting fixtures. And replaced one outdoor light fixture.
- We repaired the window in the book-exchange kiosk outside the Rec Center.
- We have move tables and chairs in the Council chambers for various meetings and court around 10 times.

- John is always getting quotes and coordinating work and processing invoices for the department.
- We replaced 18 air filters (we do a portion of all the filters during the course of month)
- We repaired or replaced parts in 4 toilets and 2 urinals, 1 shower and 1 footbath.
- This isn't everything, but it's a good overview of the work we do.