

Monthly Departmental Reports



January 2022

Newport Municipal Airport Department Head Report



City Council: Attended the January 3 Council meeting. Item 6.F Ratification of the Mayor's Reappointments of Jeff Bertuleit, Ralph Busby, Jim Shaw, and Mark Watkins to the Airport Committee for terms expiring on December 31, 2023. Was approved. Item 9.D: Consent to the Assignment of the March 16, 2021 Lease with Northcom 75 LLC to Daniel B. McCrea, with the assignment date of August 20, 2021. Was approved by council. Attended the January 18, 2022 Council meeting. Item 4.D ratification of Dan McCrea to the Airport Committee for a term expiring on December 31, 2022. Was approved.

Oregon Department of Aviation Board: No board meeting was held in January 2022.

ODA ARC Committee: Participated in COAR grant grading Cohort 4. Also participated in the ARC final grading and recommendations for granting to the Oregon Department of Aviation Board.

Animal Shelter update: Watched the planning commission meeting. Planning commission approved the conditional use permit with the addition of no large animals unless we are under a Governor declared state of emergency.

Oregon Airport Managers Association: participated in board meeting. Items discussed were the upcoming spring conference agenda and speakers.

Environmental Assessment AIP 29: participated in two environmental assessment meetings. One was a status update, ESA should have a final draft for public comment in April. The second was setting priorities for potential phasing of the obstruction removal project.

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

GCO signs: Signs have arrived and airport staff is gathering materials to post them on the field.

Career exploration month: Brady with Life Flight and I talked with high school students about different career opportunities in the aviation industry.

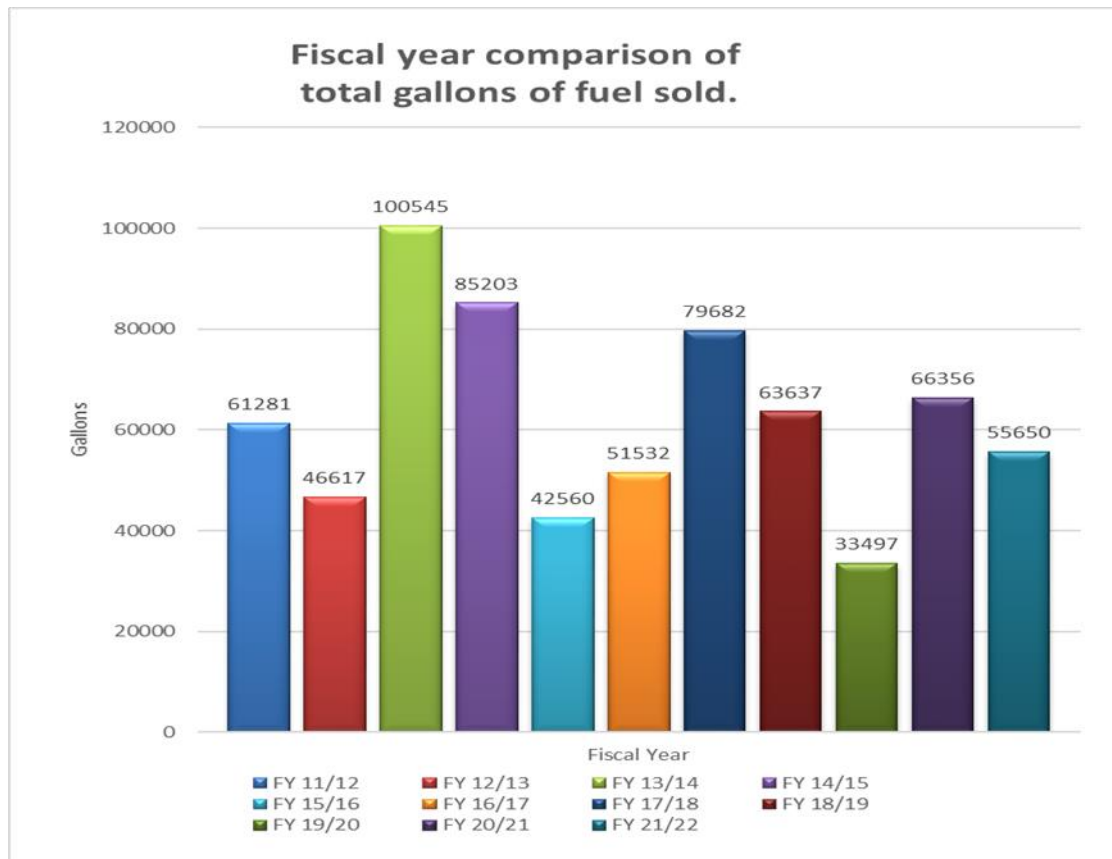
Meeting with Public Works: had a meeting with public works director David Powell about Seal Rock water District and the reset line breakage off 101. David Powell to follow up with Spencer Nebel on meeting.

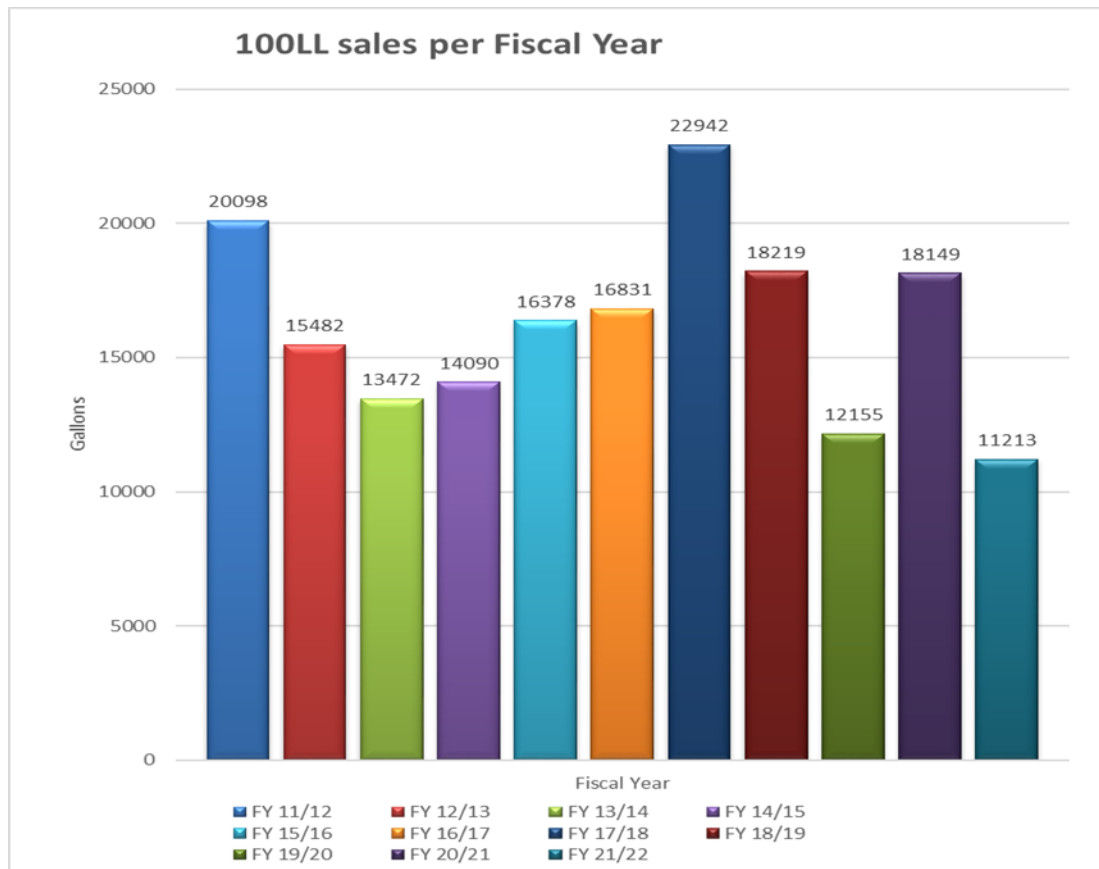
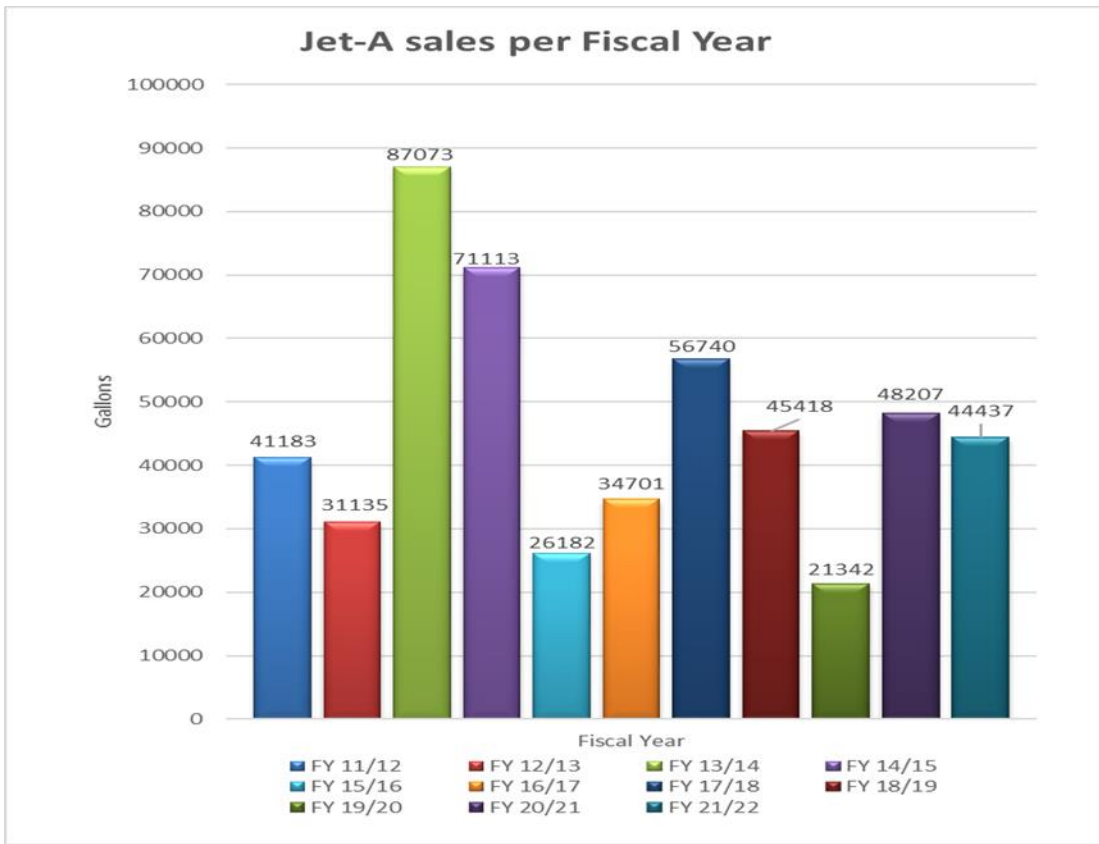
City Budget: Working with administration on budgets. Capital projects the airport has coming up is, finishing the environmental assessment for obstruction removal, finishing the 48" storm pipe sealing, and obstruction removal project. Project total is \$3.7 million. All projects are funded at 90% from FAA AIP leaving a 10% match requirement by the City.

CPI Adjustments: Working with administration and finance to calculate the CPI lease and rental adjustments. The U.S. Bureau of Labor Statistics no longer has the Consumers Portland Area (1982-84=100). The City will be using the next closest CPI Western Consumer Price Index (Pacific Cities and US City Average); per lease section 5. Adjustments to Basic Rent. 5.1 CPI Adjustment. The basic rent provided in Paragraph 4 shall be increased each year by a percentage equal to the percentage change in the Consumer Price Index statistics published by the United States Bureau of Labor. Comparisons shall be made using the index entitled, "U.S. City Average/All Items and Major Group Figures for all Urban Consumers Portland Area (1982-84 = 100)," or the nearest comparable data on changes in the cost of living, if such index is no longer published. The change shall be determined by comparison of the figure for the previous January 1, with that of January 1 of the current year. In no event shall this calculation cause a reduction in base rent below that payable during the preceding year. The proposed adjustment shall be presented to Lessee by Lessor thirty (30) days prior to the effective date of the assessment.

Following is how we finished the month of January.

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	0	1339	8464
Oct	328	342	670	11082	0	1513	12595
Nov	224	228	452	3867	0	534	4401
Dec	169	173	342	3200	0	256	3456
Jan	294	296	590	4314	622	134	5070
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
Cur. FY	2060	2112	4172	44437	622	10503	55563
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	100545
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	41024	40751	81775	580989	52732	143324	777046
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	
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	27

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	
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	22

I have included some pictures from January.



Pit stop for AV gas



Lining up





Busy, Busy, Busy



Phenom's at sunrise





Memo

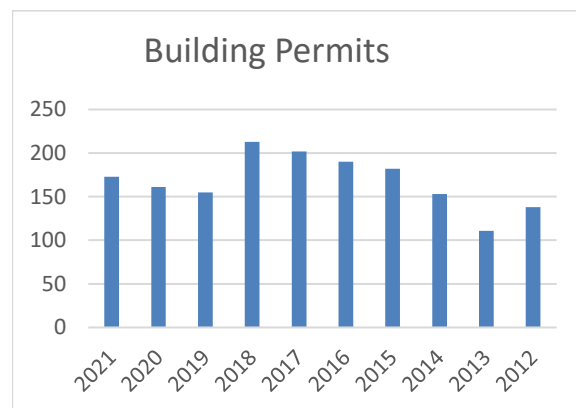
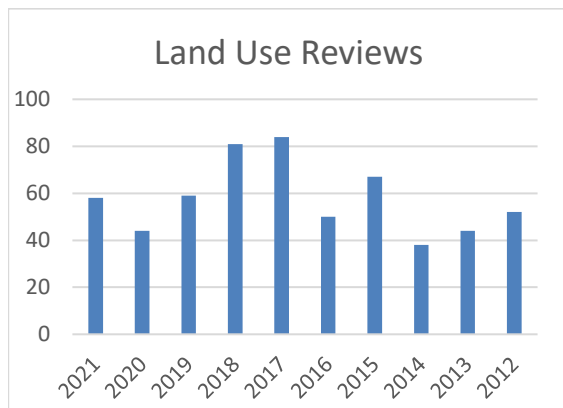
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: February 15, 2022
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Jan	13 (\$10,960.88)	29 (\$3,732.30)	5 (\$529.14)	15 (\$1,406.78)	\$917,081	3 (\$1,577.00)
2021 Total	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)
2018	213 (\$391,515.03)	298 (\$50,792.82)	84 (\$41,358.76)	147 (\$70,516.18)	\$30,142,999	81 (\$29,745.00)



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

NW Coast Street Cottages (640 – 678 NW Coast). A 10 unit cottage cluster development in Nye Beach. Final occupancy granted 2/7/22.

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 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 is likely to be appealed to the City Council.

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 it should go under construction soon.

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.

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. The Oregon Coast Aquarium component requires a reimbursement agreement, which will be presented to the Council at one of its March meetings.

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 2/24/22, where they will provide a recommendation to the Planning Commission and City Council. Public hearing phase of the project likely to begin in March or April.

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 will kick-off in the spring.

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 Ordinance 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. Ordinance 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 work with 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 January, staff supported and/or attended meetings of the Newport City Council, Planning Commission, OAPA Manufactured Housing Forum, Short-Term Rental Ordinance Implementation Work Group, Bike and Pedestrian Committee, LOC Housing and Land Use Legislative Preview, LOC Roundtable on Coordinated Homeless Response Pilot Bill, and TSP Project Advisory Committee Meeting.



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

January of 2022 has been uber 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:

January 3, 2022	City Council work session (Zoom)
January 3, 2022	City Council meeting (Zoom)
January 10, 2022	City Council goal setting (in-person)
January 18, 2022	City Council work session (Zoom)
January 18, 2022	City Council meeting (Zoom)
January 18, 2022	Urban Renewal Agency meeting (Zoom)
January 31, 2022	City Council work session (Zoom)

Public Arts: Prepared the agenda and packet for the January 20, 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.

- D. Update on the Lofton sculpture placement at the Performing Arts Center. This contemporary sculpture, created by Harold Lofton, was loaned to the city by Joan Lofton, and installed on an existing concrete pad on the north side of the PAC on January 21, 2022. Two Public Works Department staffers picked up the sculpture at the Lofton residence near Logsdon, and carefully placed it at its current location. Kudos to the Public Works crew on this effort!
- E. Briefly discussed the Newport Public Arts Foundation. This was a goal of the Public Arts Committee last year, and staff filed the paperwork with the State of Oregon, and the Internal Revenue Service to create a state non-profit organization, and a 501(c)(3) non-profit.

Vision 2040: Assisted with the agenda and packet preparation for the January 13, 2022 meeting of the Vision 2040 Advisory Committee.

At this meeting, the Vision 2040 Advisory Committee discussed:

- A. Annual calendar of regularly-scheduled activities for 2022 and beyond.
- B. Received an update on the rescheduled Olalla Center Cultural Fest.
- C. Discussed the opportunity for the Vision 2040 Advisory Committee to review the draft City Council goals. The Committee was given a deadline of February 2 to make suggestions related to the 2022/2023 Fiscal Year Council Goals.
- D. Received an update on the 2021 Community Vision Awards.
- E. Brainstormed recommendations for 2022 agenda items and potential presentations by stakeholder groups.
- F. Sought nominations for the chair and vice-chair Committee positions. Bri Goodwin, current chair, volunteered to co-chair in 2022, but current work, and other, commitments, prohibit her from chairing this Committee in 2022.
- G. Leslie Palotas, Vision Coordinator, reported that she would be resigning this position on January 31, 2022. Leslie has done an amazing job, and will be missed, but she only committed to two years, as the grant was a two year grant. Due to COVID, the grant

monies are slated to stretch into three years. Current staff will be picking up some of Leslie's responsibilities. The biggest challenge for existing staff is the outreach for which we have no capacity at this time.

The goal is to contract with one or more non-profits, utilizing the existing grant funds, to continue some of the vision implementation efforts.

Notified Vision Award winners, and their nominators, via e-mail.

Sister City:

The Sister City Committee did not meet in January. 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 sent to the Sister City Committee after the staff meeting of January 20, 2022:

"I met with the Mombetsu staff. As usual, it was an interesting meeting.

Our colleagues in Mombetsu are quite concerned about, and interested in, COVID-19 in our respective communities. Since September, there have been four cases of COVID in Mombetsu (pretty remarkable in my opinion). Hokkaido, however, experienced 658 cases in just one day. Of this number 80% - 90% were the Omicron variant. In the country of Japan, there were 32,197 infections reported recently in one day. There is not a state of emergency, but the travel restrictions have been extended until the end of February. Currently, all businesses are open. At this time, anyone in Mombetsu, can be vaccinated, although, no boosters will be available until March.

At this meeting, it was concluded that the May exchange of adults from Mombetsu to Newport will be canceled due to uncertainties with COVID and planning time. It was also agreed that the two summer exchanges are in question at this time, and quite likely should be canceled due to COVID uncertainties. I would appreciate your input regarding the two youth exchanges that were scheduled during the summer. My thought, at this time, is to cancel all hoped-for exchanges, and reschedule for next year.

I will be meeting again with the Mombetsu staff on February 10 (Newport), so hope to hear your thoughts before then.”

I am including the e-mail sent to the Committee following the December 2021 staff meeting. I am including this because two Committee members, Ryan Parker and Becky Stiles, participated virtually in the ribbon cutting of the Mombetsu International Committee offices, and various members, and former exchange participants participated in Mombetsu’s first Newport Fair.

“Yesterday, I met, virtually, with the Mombetsu International Committee staff. It was informal and friendly, and we covered a number of topics.

1. The Mombetsu International Committee expressed its sincere thanks for the participation of Ryan and Becky in the ribbon cutting for their new building. Thank you both for doing this.
2. The Mombetsu International Committee also expressed its sincere thanks for the folks who were able to participate in the Newport Fair. Thank you to Ric Brodeur, Becky Stiles, Ryan Parker and family, Valerie Sagers, and Darcy Hogan. Also participating were the Pettett family who hosted students from Mombetsu in 2016 and 2019. Newport was well-represented, and this was appreciated. They let me know that there were 89 visitors during the Newport Fair, and many of them were young people. They said everyone really enjoyed every part of it. Former hosts of Newport visitors loaned memorabilia to help make this a fun event. It seems that they all - adults and children alike - truly enjoyed the cornhole game, and they challenged us to play when we send a delegation.
3. They are excited to continue the Nye Beach Banner exchange. They are growing their collection quite nicely. I will be sending the banner they selected from last summer’s program along with a couple of Bill Posner’s, Intimate Visions - The Bridge. They selected the banner, and I think they will truly enjoy Bill’s books. Bill is a member of the Public Arts Committee, and is quite a talented photographer. He has three books (local photos) which are available on Amazon and also at the Sylvia Beach Hotel gift shop.
4. The COVID vaccination rate in Japan is 77.4%. Medical personnel will begin getting boosters this month, and boosters will be available in Mombetsu on December 27. The country is closed to visitors for one month beginning November 30.

The great news is that there are NO cases of COVID in Mombetsu at this time.

5. The next staff meeting is scheduled for January 20, 2022.”

Ethics Orientation: As part of new employee orientation, this office provides ethics training for all new employees. We continue to provide this training when we are fortunate enough to get new employees.

Other Projects/ Participated in Department Head meetings on January 3 and January 18, 2022.

On January 28, 2022, I participated, along with fellow department heads, in a follow-up meeting to the department head training, and organizational culture brainstorming session that was held on December 9, 2021.

On January 7, 2022, I participated, along with members of the Police Department, in police officer interviews.

On January 12 and 13, 2022, I participated, along with other staff, in GIS Technician telephone interviews.

On January 14, 2022, I met, virtually, with Karen Kirk, from Alaska, about a possible six hour presentation to members of the Oregon Association of Municipal Recorders, at its mid-year conference, to be held on April 14 and 15, 2022, in NEWPORT!!

Received and processed several special event permits.

Received and processed several claims for property damage.

On January 24, I met virtually, and in-person with the Ordinance No. 2178 Implementation Work Group. This is the group charged with assisting in public outreach for the Styrofoam© and plastics prohibition.

The following letter was sent to businesses on January 31, 2022:

“Dear Newport Business Owner:

We are writing to let you know that on December 6, 2021, the Newport City Council adopted Ordinance No. 2178. This ordinance restricts the use of single-use EPS foam and plastic food service ware, and will become **effective on March 31, 2022.**

What is single-use EPS foam and plastic food service ware?

EPS Foam means any material composed of polystyrene and having a closed cell air capacity of 25 percent or greater, or a density of less than 0.787 grams per cubic centimeter based on an average polystyrene density of 1.05 grams per cubic centimeter, as determined by an analytical testing laboratory. **This product is commonly referred to as Styrofoam™.**

Single-Use Plastic Food Service Ware means food service ware made of plastic. This includes compostable and biodegradable plastic (petroleum or biologically based polymer) service ware, but does not include service ware that is made from non-plastic materials, such as paper, sugar cane, bamboo, etc.

What does this restriction mean to local businesses? It means:

No food provider shall serve prepared food in any single-use plastic food service containers.

All food providers and cafeterias serving prepared food for consumption **on the premises** shall only provide **reusable food service ware** (except that disposable paper food wrappers, sleeves; foil wrappers; paper napkins; straws, and paper tray and plate-liners are allowed for on premise dining.)

All food providers and cafeterias providing food for **take-out, and delivery**, shall provide single-use plastic service ware and single-use condiments to customers **only upon customer request or after asking if the customer needs single-use plastic service ware and single-use condiments, and the customer responds affirmatively**. For electronic ordering, the food providers are responsible for coordinating with any third-party ordering service to prompt the customer to opt-in to single-use plastic service ware and single-use condiments. **Food providers may impose a fee to customers that opt-in for single-use plastic service ware and single-use condiments.**

Single-use cups shall not be made of polystyrene.

All food providers and cafeterias, where customers order food and beverages (includes on premise dining, take-out, and delivery) **shall provide single-use plastic service ware and single-use condiments to customers only upon customer request or after asking if the customer needs single-use plastic service ware and single-use condiments, and the customer responds affirmatively**. For electronic ordering, the food providers are responsible for coordinating with any third-party ordering service to prompt the customer to opt-in to single-use plastic service ware and single-use condiments. **Food providers may impose a fee to customers that opt-in for single-use plastic service ware and single-use condiments.**

Exempted is prepared food that is packaged and labeled by the manufacturer pre-sale by a food provider, including:

Packaging for raw meat, raw poultry, raw seafood, unprepared produce, and uncooked eggs; and

Packaging for prepackaged food, shelf stable food, and catered food.

This, exemption requires that prepared foods in single-use plastic food service containers, as described above, shall: (1) be only disposables that exhibit a resin code other than 'No. 6' or 'PS'; and (2) and require that the food provider maintain documentation about the composition of the disposable food service ware. Documentation may include information from the supplier, manufacturer, or bulk packaging for the disposables, and any other relevant information demonstrating that the disposable material is not polystyrene.

Hardship Exemption

Ordinance No. 2178 contains a hardship exemption. This provides that the City Manager may exempt a food provider from the implementation deadline of March 31, 2022, for a period of not more than six months, upon the food provider demonstrating to the City Manager's satisfaction, in writing, that this ordinance would create an undue hardship or practical difficulty. The primary use of the hardship exemption would be to allow time to deplete a previously purchased supply of the restricted containers.

Questions?

The City of Newport will be developing a resource page which will be added to the city's website. It will be accessible from the home page - www.newportoregon.gov. Also under development are FAQs that will address the questions that groceries/retailers, and restaurants, might have related to the implementation of the ordinance. The city is working with a group, comprised of a representative from grocery/retail, restaurants, solid waste disposals, and an environmental group, along with a City Councilor, to develop a list of alternative products and vendors. Again, this information will be on the resource page of the city's website.

This is a lot to absorb, and the city still has lots of work to do in terms of outreach and resources, so if you have questions, contact Peggy Hawker, at p.hawker@newportoregon.gov, or by telephone, at 541.574.0613, or Spencer Nebel, at s.nebel@newportoregon.gov, or by telephone at 541.574.0603.

Thank you for your cooperation.

Peggy Hawker
City Recorder/Special Projects Director

p.hawker@newportoregon.gov
541.574.0613”

This work group is developing FAQs. A draft is ready, and another meeting has been scheduled to review them. They have also been shared with the Oregon Restaurant and Lodging Association.

Created the 2022 “Newport Today” radio show host assignments,

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.

Monthly Report – Engineering – January 2022:

Summary – January found the Engineering department busy, and staff mostly back to full time post-holidays. The team remains down multiple positions. Private development and Right-of-Way Permits continue at a fairly high pace, despite winter weather. Much of the focus of the team is on preparation for upcoming reduction in staff due to retirement and resignation (Administrative Assistant and Engineering Tech II, respectively). Engineering is pushing to finalize and adopt design/construction standards that will help streamline many processes and improve efficiency. The ROW Permit process has been improved and a new permit published to the website. Ongoing improvements to that process are anticipated over time. Budget is a big component of our effort at this time of year. That process has the added challenge of new key staff involvement. A crucial outcome of the process will be refined capital project lists which will help set the workload for the upcoming year. Below is a list of highlights for January.

- Significant time spent on budget process.
 - Developing, researching, updating project sheets.
 - Developed and submitted fee proposals.
 - Developed and submitted equipment requests.
 - Development and review of project sheets is ongoing.
- 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.
- 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.
- Projects – supporting design phase for multiple projects. Including, but not limited to:
 - 32nd Street Rectangular Rapid Flashing Beacon (RRFB).
 - Highway 20/Eads RRFB
 - PAC Remodel
 - South Beach Utility Undergrounding
 - Moore/Harney – hydrant/waterline move, ADA work, road overlay
- 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:
 - Reviewed applications for Engineering Technician and Senior Project Manager positions.
 - Reviewed position descriptions for ROW Tech and Administrative Assistant for upcoming posting.
 - Participated in interviews for GIS Technician (IT Department)

Aaron Collett, PE

City Engineer

City of Newport, Oregon

169 SW Coast Highway, Newport, OR 97365

A.Collett@newportoregon.gov

Office: 541-574-3375

Fax: 541-265-3301





Date: February 12, 2022
 To: Spencer R. Nebel, City Manager
 From: Steve Baugher, Interim Finance Director
 Subject: January 2022 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On January 31, 2022, a total of 4,620 water/sewer accounts were billed for a combined amount due of \$725,869. 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 January 31, 2022, \$566,001 is current, \$158,532 is past due from December billings, \$80,475 is past due from November billings, and \$196,251 is past due from October 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 January 31st Aging Report shows accounts receivables at \$(156,984).

<u>Billings:</u>		
Future and current	7,503	-4.78%
Over 30 days	1,266	-0.81%
Over 60 and 90 days	851	-0.54%
Over 120 days	(166,604)	106.13%
	<u>(156,984)</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. January 31st net balance is \$(203,898).

In summary, the net receivables, excluding the two aforementioned accounts in the amount of \$(178,299), total \$21,315.

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 December 2020 with December 2021 shows an average increase of 27.60% 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%	424,549	1.7644%
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%	200,765	8.1860%
January	162,767	184,418	194,455	293,465	50.9167%		0.0000%
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%	3,108,559	27.5966%

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 \$55,704 with \$55,254 over 90 days due.

Billings:

Current	150	0.27%
Over 30 days	300	0.54%
Over 60 days	-	0.00%
Over 90 days	55,254	99.19%
	<u>55,704</u>	<u>100.00%</u>

2019-20 Comprehensive Annual Financial Report

The Finance department has submitted the 2019-20 Comprehensive Annual Financial Report to the GFOA for their Excellence Program award.

2020-21 Audit

Merina+Co will be presenting the audit report to the Audit Committee on February 23rd, 2022. The Audit Committee plans to present the report to City Council on March 7th, 2022.

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 six months was prepared for the Department heads to review.

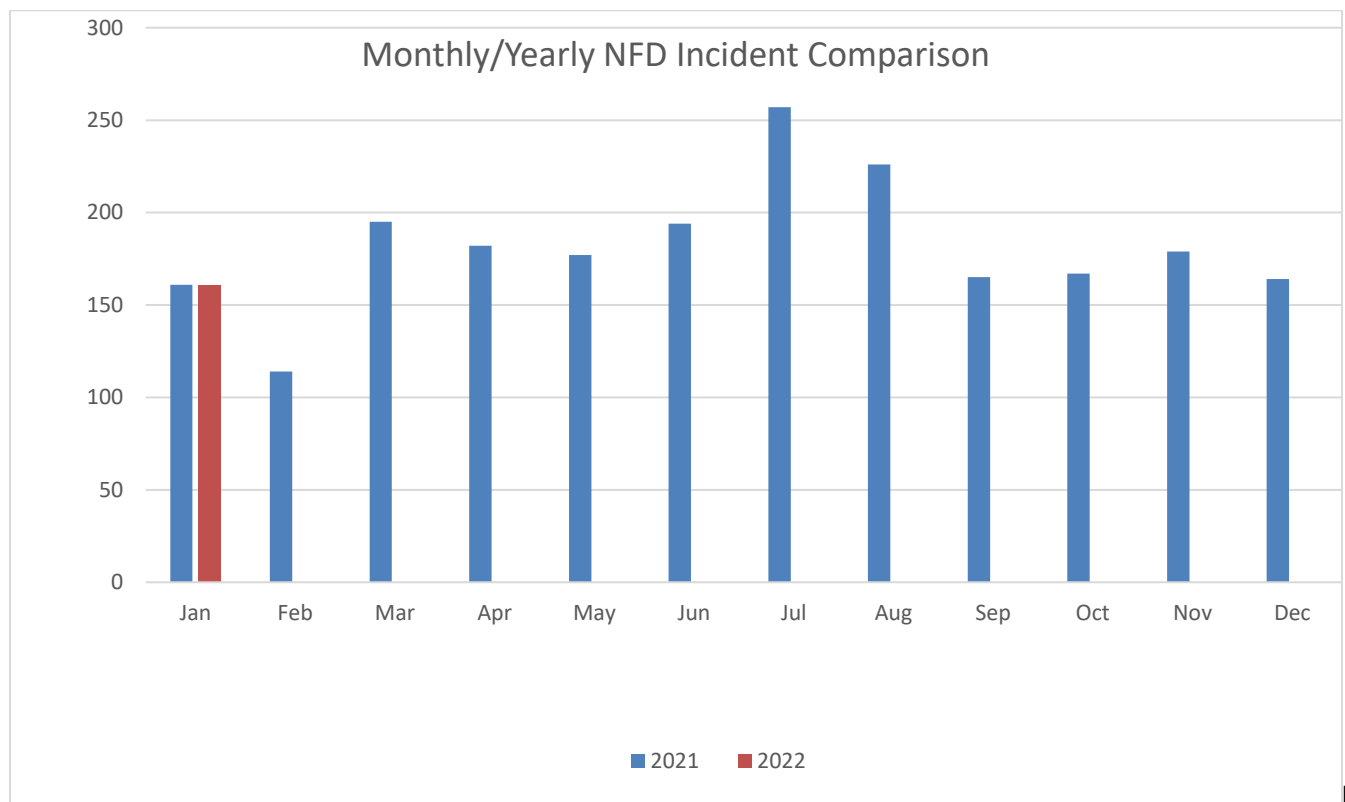


Rob Murphy, Fire Chief
Newport Fire
Department 245 NW
10th Street
Newport, Oregon 97365

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

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

In the month of January, we had 177 calls for service, compared to December, in which we had 164 calls, which is an increase of 8%. Our roster currently stands at 22.



There were XX calls of note in January. The first call occurred on January XX.

Upcoming Activities

NFD has a busy February planned.

Fire Prevention

	August 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 January:

- Electrical Safety and Response Awareness
- Chainsaw Operations and Safety
- Fire Ground Activities
- Search Techniques
- Horizontal Ventilation
- EMS, Patient Assessment

Past month drill hours:

During the month of January, 174.75 hours of training were documented. Of the 174.75 hours of training in January, the paid staff logged 67.75 hours and the volunteers logged 107.0 hours. Year to date Newport Fire Department personnel, volunteer and staff combined, have documented 174.75 hours of training.

Monthly highlights and special considerations:

Since October, Newport Fire Department began with five members beginning a joint Firefighter 1 Academy with Central Oregon Coast Fire Department. Newport Fire had two members complete the academy. The Firefighter 1 Academy ran from October through January 2022. Newport Fire Department is currently planning on a Live Fire Burn-To-Learn in February with date TBD.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report January 2022

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	16	5			
AUTOMATIC ALARMS:	11	1	BURN PERMITS:	0	0
MEDICAL CALLS:	91	10	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	7	1	FIREWORKS DISPLAY:	0	0
RESCUE:	3	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	0	3	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	17	1	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	8	3	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	1	0
BOATS:	0	0	PUBLIC BUILDINGS:	5	1
HOSPITAL/CARE CENTER:	1	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	4	0	RESIDENTIAL:	7	1
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:	2	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	1	TRAILERS:	0	0
NATURAL COVER:	7	4	UTILITIES:	0	0

NEWPORT FIRE DEPARTMENT

City Report January 2022

OFFICES: 0 0

VACANT BUILDINGS: 0 0

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	0	0	HEATING APPLIANCE:	1	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	0	0
ELECTRICAL:	0	0	OPEN FIRES:	7	4
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	0	0
FALSE ALARM:	18	2	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	1	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

DEPARTMENT REPORT HUMAN RESOURCES AND SAFETY JANUARY 2022

RECRUITMENT AND STAFFING

Terminations

Hayden Randall	Police Officer	1/1/2022
Robert Harvey	Assistant Fire Chief/Fire Marshal	1/1/2022
Leslie Palotas	Vision 2040 Coordinator	1/31/2022

New Hires

Judy Cook	60+ Center Office Clerk	1/3/22
Patrick Devoy	AV Technician	1/3/22
Arlen Quam	Airport Specialist	1/9/22
Kevin Hurley	Utility Worker I- Streets	1/31/22
Shane Madsen	Police Officer	1/31/22

Recruitments

Open Requisitions 39 – These are in various stages of the recruitment process.

Held meetings with management on application review; phone screens, interviews and 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
Lifeguard
Lifeguard
Lifeguard
Lifeguard
Lifeguard

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

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

Third Party Background Checks – research on providers

Follow-up discussion from department head retreat

Retirement meeting with employee

Retirement Committee meeting

Discussions related to Engineering positions and department needs

Recruitment Open/Close Report developed

BOLI complaint response completed

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

Follow up on background check issues

SAFETY

OSHA Citation – WWTP /Review and discussion on response

OSHA Response completed and corrective action implemented

Lockout Tag out processes implemented in response to OSHA Complaint – WWTP

Salem Fire Alarm - Big Creek Pump Station alarm issues (three alerts needing response)

CPR-First-Aid staff training scheduled

Valley Fire Control – 60+ Center issues

COVID related policy changes – Return to Work and Testing policy revised

Competent Person Training – Met with Michael Cavanaugh, David Powell, Jody York to determine citywide equipment and related staff training needs – discussions ongoing

OSHA Consultation for Respiratory Protection – Pool and Recreation Center

Respiratory Protection – testing completed for pool staff

Asbestos Training scheduled for PW staff

COVID vaccination cards requested related to employee exposure

COVID employee exposure issues handled throughout the month

COVID Antigen Tests – supply ordered for employee testing



Memo

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

Administration

The Library Director attended an all-day training and meeting on December 9 with City department heads and leadership. Part of the day focused on “Becoming a Strengths Based Leader.” The afternoon portion of the day focused on strategic planning on workplace culture for the City of Newport.

Library staff will continue bias training on Thursday, February 17. Staff also attended phishing training with the City’s IT Department on Thursday, January 6.

The Newport Public Library will be closed on Friday, February 18 for Library Staff In-Service Day. We will reopen on Saturday, February 19th at 1 pm. The Library drive-up book drops and building book drops will be open. As always, you can access your [Library online 24/7](#).

Kathryn Hoover who was our Adult Services Librarian has moved into the Cataloging Librarian position. Phone interviews will be conducted for the Adult Services and Outreach Librarian full-time position. Phone interviews will also be conducted for the Bi-Lingual Community Resource part-time position.

Sarah Vaughn who was our BBSI Temporary employee accepted the part-time Library Specialist 1 position. We are thrilled to have her as an official part of the Library team.

Library staff have been participating in the KNPT Newport Today radio show on scheduled Thursday mornings. Library staff was on the radio show on February 3. 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 sold the 2002 Ford Windstar Cargo Van for over \$3,000 dollars. Library staff no longer uses the van for outreach services since we have the Library Prius.

The Library Director attended the City Council work session on Monday, January 3 to provide a Library Strategic Plan update.

The budget process for the City of Newport for next fiscal year 2022-2023 has started. The Library Director has attended meetings regarding the overall budget calendar and capital projects thus far.

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 Library Director and Lincoln County Library District Director will be on 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.



Happy Holidays from the Newport Public Library!

HELP Community Clothing Drive



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

Food Drive

The Newport Public Library and the Newport Parks and Recreation Department held a food drive competition! The competition began after Thanksgiving and finished on December 23. The Library had 974 pounds of food for Food Share and 113 pounds of pet food for the Lincoln County Animal Shelter. Parks and Recreation had 630 pounds of food for Food Share and 55.5 pounds of food for the Lincoln County Animal Shelter. We brought in a large amount of food donations to help our animal and people friends in the community.



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. Spanish is the second most-spoken language in Oregon. However, many Oregon libraries lack easy access to high-quality, culturally relevant books in Spanish for our Hispanic/Latinx community members. Many such books, especially children’s books, and others written originally in Spanish, are simply not available in the United States. The Guadalajara International Book Fair (FIL) is the largest Spanish language book fair in the world, providing access to high-quality materials not easily available through our usual channels in the United States.

The Newport Public Library was selected to participate in this year’s Libros for Oregon cohort. Libros for Oregon (LfO) is a project that sends representatives to the Guadalajara Book Fair (FIL) annually on behalf of a cooperative of Oregon public and school libraries, to buy culturally appropriate books for their collections and community. The materials purchased are published in Spanish, as opposed to books written in English and translated into Spanish. Every participating library submits plans for outreach activities to connect their Spanish language collection with their community. Vendors at the FIL ship the selected materials to the purchasing libraries and provide the invoices.

The Library Director was selected to be the Lead Traveler for the travel team for the Libros for Oregon cohort. There was one support traveler from the Driftwood Public Library as well as a MLIS student traveler. The travel team’s expenses were covered by the Oregon Library Association as well as the American Library Association’s Free Pass

Program. The materials purchased are starting to arrive and we can't wait for these items to be available to our community members.



Welcome sign to the Guadalajara Book Festival (FIL)

Children's Book Vendor with the Author (far left)





Examples of books that were purchased at the Guadalajara Book Festival (FIL)



Multicultural Books and Videos Representatives going through selected library materials and running updated figures for the Libros for Oregon cohort

Newport Public Library 3D Printer





The Newport Public Library received a Teen Services Grant from the State Library of Oregon. The Teen Services Grant was for \$2,000 from the FY2020 Library Services and Technology grant for the purpose of a project serving teens in the community through materials, programs and/or services. The Newport Public Library purchased a 3D printer and applicable materials needed with the grant funds. Pictured above are some of our teen volunteers setting up the 3D printer as well as a picture of the 3D printer. Pikachu is one of our more recent 3D printer creations.

Youth Services

The theme for Summer Reading 2022 is, “Read Beyond the Beaten Path.” We have ordered T-shirts and will get them printed locally with the Library Foundation logo and the year 2022. Linda had spoken to Cait Goodwin, Coordinator of Oregon Coast Quests at the Oregon Coast STEM Hub, about translating an additional Quest into Spanish.

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.



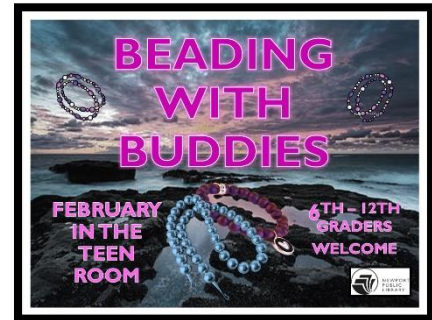


Love Door Hanger Craft

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

Beading with Buddies

The Library is offering a February project for teens ages 12-18 years old. Teens are welcome to come and bead with their buddies in the Teen Room! Beading projects could include bracelets, keychains, art, and more.



The Newport Public Library is hosting after school activities for teens grades 6 through 12 in the Teen Room! Tuesdays will be arts and crafts (and sometimes Legos!), Wednesdays will be game tournaments, Thursdays will be homework help, and Fridays will be 3D printing.



Virtual Preschool Art Display

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

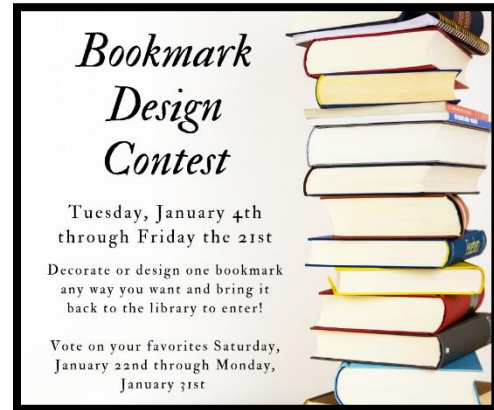


Adult Services

Bookmark Design Contest

The Library held a Bookmark Design Contest in January! Beginning Tuesday, January 4th adults 18 and up could stop by the Library during open hours to pick up a blank bookmark to design. Please return the finished bookmarks by Friday, January 21st to be entered in the contest!

All entries will be posted on the Library's Facebook page, where community members can vote on their favorites by liking or commenting from Saturday, January 22nd through Monday, January 31st. The two winners will be made into an official Library bookmark!



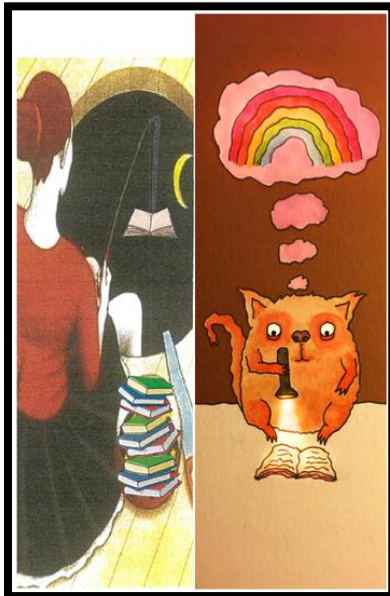
Bookmark Design Contest

Tuesday, January 4th through Friday the 21st

Decorate or design one bookmark any way you want and bring it back to the library to enter!

Vote on your favorites Saturday, January 22nd through Monday, January 31st

The poster features a stack of colorful books on the right side.



Congratulations to our two Bookmark Design Contest winners, Bonnie and Jeff! These two designs will be printed on an official library bookmark that you can pick up at the circulation desk.

The Great Magazine Giveaway took place on Friday, January 7.



Magazine Giveaway!

Friday, January 7

Begins at 10 a.m.

Bring your own bags or boxes.

First come-first served.

The poster features a photograph of a white bag filled with various magazines.

Woven Paper Heart Basket

The Library is offering a new kit for adults in February! Adults age 18 and up are welcome to come and pick up a Woven Paper Heart Basket kit.

Newport Community Health Reads



WOVEN PAPER HEART BASKET

BEST FOR ADULTS

The poster is red with white hearts and a small image of a woven basket.

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.

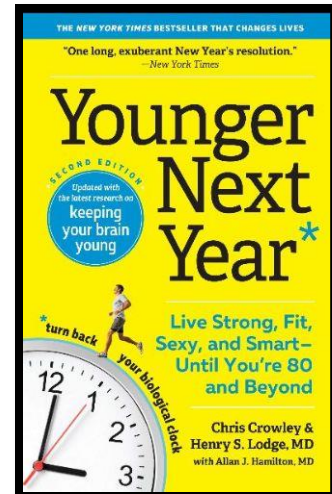
The Newport Community Health Reads program kicks off Monday, February 14th and concludes Friday, May 13th, 2022. This includes two opportunities to attend a question & answer meeting led by Brenda Luntzel, the Fitness Specialist at the Newport Recreation Center.

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/ycxmxfy4>

The Newport Library Reading Circle met on Tuesday, February 8th at 12 pm to discuss books by Anthony Doerr.

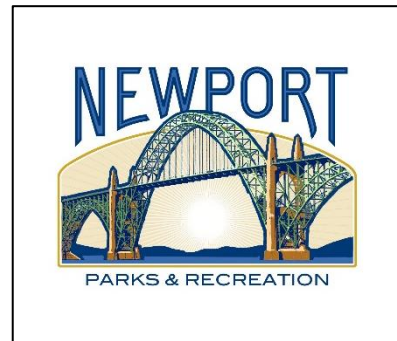
Respectfully,

Laura Kimberly



Memo

To: Spencer Nebel, City Manager
From: Mike Cavanaugh, Director
Date: February 1, 2022
Subject: Parks & Recreation Monthly Report – January 2022



Aquatic Center – Keeley Naughton

Staff attended a meeting with an OSHA consultant and the City's Safety Coordinator on January 5th. The consultant worked with us to identify potential hazards related to chemical use and chemical storage in the Aquatic Center and the lower level mechanical room. Staff has been working with the Safety Coordinator to make some facility and procedural changes based on OSHA's recommendations.

The Aquatic Center hosted the Newport High School Quad Meet on January 8th. A total of 4 teams and 109 swimmers competed at the meet. This was our last high school swim meet of the season.

Staff attended an in-service training on January 8th. The majority of this training focused on deep water rescues, CPR, and first aid.

New employee, Charlotte Gardner, completed her StarGuard certification class on January 10th. Charlotte is now completely trained and certified, and has been able to start covering lifeguarding shifts.

American Leak Detection conducted an inspection of the lap pool on January 24th. ALD identified and applied epoxy to two small leaks in the deep end of the lap pool.

The Aquatic Center temporarily reduced hours of operation due to staffing shortages. The new schedule includes a mid-day shutdown Tuesday-Friday, 1:00-3:30 pm. This schedule began on January 25th. We are currently recruiting to fill several lifeguard positions, and will return to normal hours of operation as soon as we can safely do so. There are many factors that go into staffing an aquatic center, including the State of Oregon's requirement that we must meet a certain lifeguard to bather ratio. Our current staffing situation was making it difficult to meet this requirement. The mid-day shifts are difficult to fill because many of our staff have school or other jobs.

Anderson Poolworks installed new Prominent chemical control units for all 3 pools on January 31st. These are upgraded versions of the chemical controllers that we already had. Anderson trained staff on how to use the new controllers and web interface.

Group swim lessons started back up again this month. We are unable to offer private lessons at this time due to staffing shortages. Our group swim lessons were very limited, but we were able to offer lessons to 17 youth in our community. We unfortunately had nearly 30 people on the waitlist who were unable to enroll in this session of lessons. We plan to expand our swim lesson classes as soon as staffing allows.

We continue to deal with several facility issues, including more chipping that is occurring to the plaster surfaces in all 3 pools. Staff has been applying an epoxy putty to the new chipping spots that have been appearing. The putty is unsightly and does not blend well into the plaster, but we hope it will slow the spread of the chipping. We also have more chipping occurring on the concrete floor in the women's locker room (we dealt with this same issue in a different area of the locker room last year).

Recreation Center – Judy Mayhew

The Recreation and Aquatics Center hosted a swim meet on January 8. The Swim Club used one of the rooms in the Recreation Center for the official's and coach's hospitality room.

The Recreation Superintendent and Sonia Graham met with a representative from Lincoln County Health and Human Services on potential collaborations on problem gambling, alcohol, and substance misuse prevention.

Several staff members have been out with COVID or COVID-like symptoms and/or are not vaccinated and have been exposed to someone with it. Staff has been scrambling to fill in the shifts that are not covered. We are lucky to have some really good people that work with us and step up when we are in a bind.

Met with Keeley Naughton to review Assistant Aquatic Supervisor Applications. Interviews will be set up soon.

Three interviews were set up for Building Attendant applicants. We are still trying to fill one position that has been vacant for several months. Out of the three, one called to say he was sick and couldn't make it in – but didn't suggest a reschedule, the second one was a good candidate but doesn't want to work more than a couple of days per week, and the third one was supposed to be a phone interview with a fellow in Florida, but he was not home when we called.

The Spring Activity Guide was prepared by department staff and sent to the graphic designer at the end of the month.

Preparations were made for the Athletic Edge Gymnastics Meet that will be held in the Recreation Center February 3-6. Pacific Edge Athletics, the host of the meet, has added on one full day to their normal schedule. They had very good response to the meet registration this year, no doubt in part due to cancellation of the 2021 meet.

Our Wizarding Trivia and Movie Night (Harry Potter) had a good turnout. Participants competed in teams to answer trivia questions and win prizes, and then all attending got to watch the movie.



Park Maintenance Division – vacant

60+ Activity Center – Sonia Graham

- Submitted NRPA grant renewal and budget.
- Hosted Chamber Business After Hours.
- Met with OSU Extension, agreed upon referral process.
- Met with NRPA to review background and develop better understanding of Walk with Ease partnership.
- Attended Parks & Rec Staff Meeting.
- Met with NCOA Peer Review regarding Accreditation background and plans for moving forward.
- Established and trained on Caselle.
- Attended Rotary weekly lunches.
- Attended Chamber of Commerce lunches and Ambassador spotlights and month-end meeting.
- One on one meetings with Mike.
- Completed Safe Personnel training classes.
- Attended SOAR monthly meeting.
- Met with OWCOG Regional Director, Newport MOW Manager and Kitchen Manager to review contract and plans for continued work together.
- Prepared Spring Activity Guide.
- Received personal training from Misty Lambrecht regarding Facebook marketing.

- Attended Friends of 60+ Center Board meeting.

Meetings

1/10 OSU WWE Partnership Review
1/11 Accreditation Process Review
1/13 SHS Health Ed Referral Process
1/13 SOAR
1/18 Staff Meeting
1/19 MOW & OWCOG Contract and Partnership Review
1/20 OR National DPP Coordinators Group
1/20 Friends of the Newport Senior Activity Center Meeting
1/20 NRPA Project Monthly Meeting

Number of Programs Offered:

Total Programs –19
Senior Fitness – 6
Senior Social Programs – 7
Senior Educational Programs – 6

General Revenue Generated: \$1,058.25

Total YTD: \$ 5,477.41*

**The discrepancy between previous YTD totals and January's YTD figures is due to a User Credit amount of \$118.10 not accounted for in past reports.*

Highlights for the month:

Judy Cook began as part-time Office Clerk through the City of Newport.

A new year-long session of Prevent T2 Diabetes began meeting on Tuesday, January 4. The program's group setting provides a supportive environment with people who are facing similar challenges and trying to make the same changes. Together, participants celebrate their successes and find ways to overcome obstacles.

Local artist Shirley Steinhauer began a new 6-week Watercolor Art class on January 4. Due to the popularity of the class she will begin teaching the class two times per week in February, one class for new students and one for returning class members.

Beginning Wednesday, January 12, Ron King, a local volunteer with 20 years of experience in corporate tech support, has been sharing his computer expertise with those who want to gain Windows and Microsoft Office skills. This class is geared toward what students want to learn at the pace they want to learn it.

On Wednesday, January 26, the 60+ Activity Center was pleased to welcome a new-to-us artist, Peggy Wood, who taught class members how to create Glass Yard Art.

Attorney Stacey Mealer, who has volunteered her time at the 60+ for many years prior to the lockdown, has resumed meeting with clients to discuss wills, trusts and estates. She met with clients on Thursday, January 27, and will be returning on Friday, February 11.

Long-time AARP Tax-Aide volunteer, Kathy Kuebbing, facilitated a tax information session on Friday, January 28, to assist attendees in filing their own taxes. The class was so popular that it had to be moved to the Recreation Center. We greatly appreciate Judy Mayhew for making the arrangements.

<u>Volunteer Hours:</u>		<u>YTD</u>
Fitness:	6 volunteers – 40.00 hours	207.00
Educational:	6 volunteers – 19.00 hours	36.00
Social:	7 volunteers – 111.00 hours	448.00
Office:	1 volunteer – 58.25 hours	283.50
Gift/Lounge shop:	4 volunteers – 224.75 hours	1,413.60
Transportation:	0 volunteers – 0.00 hours	00.00
Advisory Board:	0 volunteers – 0.00 hours	26.50
Friends:	6 volunteers – 6.00 hours	45.00
Senior Association:	0 volunteers – 0.00 hours	30.25
Accreditation team:	0 volunteers – 0.00 hours	9.00
Advisory Wk groups:	2 volunteer – 1.00 hours	42.00
Clean-up	1 volunteer – 8.00 hours	41.00
60+ Bryn	1 volunteer – 19.00 hours	86.50

TOTAL VOLUNTEERS: 34

Meals on Wheels Program

- Volunteers Hours: 227
- Dining Room Meals: 101
- Home Delivery: 1229

<u>Marketing PSA's:</u>		<u>YTD</u>
Regular PSA's:	6	10
Community Calendar spots:	1	01

Sports Division – Billie Bechtel

Summary

For January, the Sports Department partnered with the Newport Pickleball Club to host a beginner's pickleball clinic at the rec center. The class filled up within a matter of days, showing a desire for more pickleball events in the future. The clinic was capped at 20 participants; however, we also accepted a few people who didn't realize they had to register ahead of time, bringing the total up to 24. January also saw the start of the Newport Youth Basketball League season, beginning with the first games on January 15th. The season has had a fantastic start with everyone ecstatic to have youth basketball back, and all coaches, players, and parents

having a great time. The final tally was 44 teams for the entire league, with 18 (41%) of those from Newport.

Highlights

- Beginners Pickleball Clinic had full participation with 24 registered.
- Youth Basketball season has begun with all participants happy thus far.
- 44 youth basketball teams in the league with 18 (41%) of those representing Newport.

Looking ahead...

Moving forward, the focus is going to be on gathering Middle School Track and Field registrations, finalizing its schedule, coaches, and practice times/dates. There will also be registration setup for the adult basketball league. This league had to be somewhat postponed due to the lack of available gym space at the rec center. The plan now is to begin this league immediately after the youth basketball league is over (March 5th).

As for new ideas, there has been a demand for an area to roller skate. In an effort to meet this demand, I created time in the small gym to offer a roller-skating night for the community. This will take place Wednesday nights from 5:30-7:00pm at the rec center.





Noble
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Newport Police Department **Memorandum**

Date: February 11, 2022
To: Spencer Nebel, City Manager
From: Jason Malloy, Chief of Police
Subject: Department Report – January 2022

Newport hired its newest officer, Shane Madsen in January. Officer Madsen spent 22 years with the Washington State Patrol. As a lateral police officer hire, Officer Madsen will not be required to complete the full 16-week Oregon Basic DPSST Police Academy. He will complete our 17-week Field Training Program, and be required to complete a two-week Career Officer Development course through DPSST this year.

NPD continues to advance through the hiring process to fill vacant police officer positions. This includes testing, phone screening applicants, in person interviews, and executive interviews. Three candidates received conditional job offers; pending a successful background, psychological exam, and physical exam. All phases of hiring are required under an update to the law, which Oregon adopted in the most recent legislative session.

Officer Tom Lekas represented NPD at the Newport High School career month. Officer Lekas gave a presentation on being a Police Officer. I received many positive comments from students and staff regarding Officer Lekas' presentation.

Presented a draft camping ordinance to City Council that would update our current camping ordinance to be compliant with recent court rulings and Oregon law. City staff have met to review recommendations and will continue to meet to identify a final draft and include community stakeholders.

Attended the January Police Advisory Committee (PAC) meeting. Presented the results from the most recent community survey. The PAC will continue to discuss the survey results and recommend any action based on the survey results and discussion.

CSO Jim Folmar was awarded the NPD Employee of the Quarter. Some of the comments for CSO Folmar's award included "smiling face, infectious laugh and positive attitude every day."

The "Gnewport Gnome" was a character introduced on our Facebook page this past holiday season. The Gnome was an instant success and a big hit with our followers.

January 9 was National Law Enforcement Appreciation Day. NPD received many thank you comments and goodies from local community members and businesses.

Officer Randall and his K9 partner Nero spent their last day at NPD on January 1. After six years with NPD, Officer Randall was hired by another law enforcement agency. Nero was retired from K9 service and will spend his retirement years with the Randall family. NPD is thankful for their service.

Significant Events:

Newport Officers responded to a bank robbery at TLC Fibre Credit Union. The suspect fled the area with an undisclosed amount of cash. No injuries were reported as a result of the incident.

Newport Officers arrested a suspected car thief that was found in a reported stolen vehicle from the Coos Bay area. Also arrested, was the car theft victim, who allegedly handcuffed the suspect and then severely assaulted the suspect car thief prior to officer's arrival.

City of Newport

Public Works Department

Monthly Report – January 2022

This is a monthly activity report for the Public Works Department. The Public Works Department is made up of seven Divisions: Administration, Streets/Storm, Water Distribution, Wastewater Collection, Facilities, Wastewater treatment, and Water Treatment. Activities in each Division is summarized below. This is the first Monthly Report. As more reports are generated the format will be improved.

General Calendar of Activities:

Participated in Career Month at the High School

Completed emergency preparedness installation at 73rd Street

Repaired pot holes and graded graveled roads

Performed field locates for new construction requests

Repaired failed water service connections

Attended Wilder Subdivision Pre- construction conference.

Participated in numerous calls with Go Dig Deep regarding Big Creek Dam funding

Field visit to North Side Pump Station

Received and reviewed Wastewater Master Plan proposals

Participated in bi-weekly Department Head meetings and City Council meetings

Met with ODOT regarding failed swale drainage in South Beach.

Participated in numerous field visits to Golf Course Drive

Participated in Dam drain remediation at Big Creek reservoir

Held daily public works briefings with all Divisions

Participated in bi-weekly engineering support meetings

Prepared budget request items for Capital and equipment requests

Prepared Public Works fee schedule updates

Prepared equipment funding request for Representative Gomberg

Determine funding for Wastewater Master plan

Participated in cleaning up numerous HR issues. This is an ongoing process.

Coordination meetings with Engineering regarding Capital projects

Conducted planning on how to regain control of our lift station surge tanks

Fielded numerous customer complaints ranging from street potholes to tree trimming

Participated in numerous staff hiring phone screenings and in-person interviews

Crews kept streets swept every day to stay ahead of storm drain issues. Ran both the large and small sweepers.

Reviewed and planned response to OSHO LOTO violations at WWTP

Met on Seal Rock issue with Agreement questions and developed strategy to deal with billings associated with the line break from December

Developed strategy for contracting for our large meter repairs and calibration

Developed strategy for codifying water system operation in difficult areas through the development of SOPs

Facilities staff continued to maintain all buildings

WWTP Report

The DMR was successfully submitted for January 2022. We had one violation, the chlorine residual effluent limit was exceeded on 1-3-2022. We self-reported to DEQ and submitted a noncompliance reporting form in a timely manner. Removal efficiencies for BOD and TSS were both 97%.

Biosolids production was 58 dry ton, an all-time January record. On a wet ton basis **we more than doubled the biosolids production of January 2018.**

January 2022 production was 52.1 MG. This a decrease of approximately 3.5 MG from January 2021. The average production from 2013-2021 is 50.7 MG. January 31 raw water reservoirs #2 full. We received 8.04" of rain in January at the WTP. The WTP average is approximately 12.94".

WTP Report

Water (gallons) we provided to Seal Rock thru the intertie. This is according to the spreadsheet we have.

December 20-31, 2021- 283,286.

January 1-27, 2022- 307,527.

January 6, 20 – Weekly meeting with Dig Deep and the City Staff.

January 11 – Monthly PW meeting with Engineering

January 12, 26 – Bi-weekly meeting with HDR and City staff.

January 14 – Met with Spencer, Steve (finance) & Jan Kaplan (councilor) at WTP for a tour.

January 21 – Springfield Utility Board and operators her for a tour of the WTP.

January 27 – Attend a virtual meeting as a member of the retirement board.

January 28 – Met with Nason from Jacobs to do an inspection of the overflow structure at dam #2. Some minor repairs to complete.

January 29 – Raw VFD #1 failed at 0530. We contacted TAG and they sent a tech over to replace the fans on the drive. We were back on line at ~ 1200.

WW Collections Report

Check all 26 lift stations at least 4 times per week

New PLC installation

Jetting and cleaning trouble lines

Cleaning lift station probes monthly

Responding to trouble calls, sewer backups

Assistance at the WWTP for cleaning of Jetter pad

Tested all generators

Maintenance of Jetter truck and equipment

Maintenance of Camera Truck

Replace dry well level sensors at Bay Front

Cleaned and pressure washed Bay Front LS