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MEMO

DATE: October 22, 2021

TO: Mayor and City Council

FROM: Spencer Nebel, City Manager

SUBJECT: Status Report for the Three-Week Period Ending Friday, October 15, 2021

Highlights of activities over the last three weeks include the following:

- Rob Murphy, Jason Malloy, and I, met to discuss the process for expediting property maintenance issues when those issues pose a fire hazard. This summer we had several complaints about unkept vegetation that was creating a potential fire hazard with the drought conditions experienced. Our normal processes do not allow us to act quickly enough to address these types of issues. We will be determining a way to try to expedite the resolution of complaints that are creating legitimate and unusual fire hazards.
- Chris Janigo, Dave Powell, Clare Paul, and I participated with representatives of the Siletz Tribe, ODFW, HDR Engineering, and Dig Deep Research to discuss fish passage in relationship to the Big Creek Dam project. One of the concepts would be to mitigate fish passage at Big Creek by doing another equally valuable fisheries enhancement at another location. Boon Slough located on Bay Road toward Toledo is currently for sale. This is an area where tide gates were installed years ago to create agricultural land. A potential mitigation project would include restoration of the tidal influences which would re-create the salt water marsh habitat that is critical for the reproduction for the number of species of fish. We have indicated that we would be willing to partner with the Tribe, if there is a scenario in which this project could serve as mitigation for fish passage at Big Creek. Addressing fish passage alone at Big Creek, has been estimated to be as high as \$25 million. There are questions as to how productive this sort of investment would be at this location. The Tribe is interested in continuing discussions with the City, ODFW, and others, on this type of project.
- Met with Dave Powell and Justin Scharbrough from the Streets Department regarding our road shoulder mowing policies and practices. Over the years, this has been handled different ways at different times. Dave Powell is proposing to develop a map showing where the City is responsible for addressing brush and vegetation in right-of-way areas, and where that obligation falls to the property

owners. Typically, this mowing has occurred on rural sections of roads by the City, or along City-owned parcels. The other area that has been confusing at times, is the responsibility of the Parks Department to mow versus the Streets Department. We hope to develop a map that will clearly indicate which department is responsible for mowing those areas in which the City must maintain brush and grass along public rights-of-way.

- Met with Chris Janigo to discuss upgrading his position before City Engineer, Aaron Collett, began his tenure with the City. I indicated that we would upgrade his position by two salary steps, and change the description of Senior Project Manager to include supervision of the technicians. Unfortunately for the City, Chris has accepted a job with Civil West. I am very appreciative of Chris's time as Acting City Engineer, and his willingness to stay on until the end of November in current capacity to help get Aaron on solid footing as City Engineer. We wish Chris well in his job back with Civil West. (we hired Chris from Civil West!)
- Chief Jason Malloy, Chief Rob Murphy, and I, met to discuss the Cascadia Subduction Zone exercise that will occur in June, 2022. We will be reinstating our monthly Emergency Committee meetings to plan our involvement with these exercises. This is a great opportunity to put measures into place prior to the June exercise, and be able to test them at that time. We are in the process of filling our Emergency Preparedness Coordinator position. This is one position that we have had a number of high-quality applicants to help continue to move the City forward in the area of emergency management, and will be a big help to prepare us for this exercise.
- Held bi-monthly meetings with Jason Malloy, Rob Murphy, and Lance Vanderbeck to discuss individual departmental issues.
- Met with Mike Cavanaugh, Chris Janigo, and David Allen, to discuss the pool construction issues that caused settlement in the pool. CIS is suggesting that all the contractors, subcontractors, and professionals involved in the design and construction of the pool, be invited to participate in this evaluation. This will require that the pool be closed for two weeks. This work is scheduled to take place this month.
- Lance Vanderbeck and I participated in a meeting with our environmental consultant regarding the tree removal at the airport. ESA is currently conducting the environmental impact study of the tree removal, as requested by the FAA, that would occur primarily on the south end of the runway. There are a few trees on other properties as well, but most of those are on city property. This work on the environmental review is being done for the FAA, with the draft report being ready for public comment by April, 2022.
- David Allen and I participated in a meeting with Tia Cavender, our State Lobbyist, Jenny Dresler, Verena Winter from HDR Engineering, and representatives from the State, regarding the allocation of the lottery dollars that the legislature has awarded to the City of Newport. This will likely be done in two separate draws, with \$4 million being included in the first lottery bond sale, which would occur late in this current fiscal year, and the \$10 million being in a follow-up bonding sale a year later. This timing will work well for our project, since we will be in the design stage in the environmental work that we will be able to use the \$4 million prior to the next

steps. We will be working on an agreement with the State on the distribution of these funds. This will come before the City Council sometime early in 2022.

- Peggy Hawker and I met with Rick Osborn to discuss public information being provided on the two City ballots initiatives.
- Prepared agenda items for the October 4 City Council meeting.
- Held bi-monthly meetings with Richard Dutton and Mike Cavanaugh to discuss departmental issues.
- Participated in the 107th ICMA Annual Conference which OCCMA hosted in Portland, Oregon, beginning Saturday, October 2 through Wednesday, October 6. It was good to be able to hold this conference and complete OCCMA's responsibilities as a co-host for this event. ICMA set up various COVID-19 protocols that seem to have worked. All attendees wore masks through all the sessions except when eating or drinking. The Oregon Convention Center allowed for much greater spacing for individuals attending the conference. Overall, registration for the in-person conference was about 2,500. In addition, ICMA required that attendees provide proof of vaccination or a negative COVID-19 test 72 hours prior to the conference, and each day attendees had to complete a questionnaire regarding their current health status in order to participate in the conference. Attendance was down from the record number in Nashville in 2019 of 4,000 registered attendees, but higher than the 2,000 that ICMA used as a basis for planning the financial aspects of this conference.

I attended the Evaluation Committee meeting that was held at the end of the conference on Wednesday, and overall, the conference received high scores from the members of the Committee, both for content of the conference, and for the social experiences that were provided as part of the conference, as well as the site visits that folks could participate in. OCCMA put in this proposal to ICMA in 2012 to host this conference in 2021. Had we known all of the issues that would be occurring with COVID-19, and with the challenges that were being experienced in Portland, we might have considered a different plan. All in all, the conference was a success and is completed.

As one of three co-chairs from Oregon of the Host Committee, our final task will be to compile our local expenses and get those expenses paid, meet with the Host Committee, and complete a final report on this event. OCCMA raised \$230,000 to help sponsor various events for the conference. This will be a great project to close out!

Highlights of the conference include the following:

- Attended a session on tackling wicked problems. This session was put on by Martin Carcasson, Director of the Center for Public Deliberation at Colorado State University. (email address: mcarcas@colostate.edu). Martin indicated that the basic reality is that human nature is ill-suited to address wicked problems. The good news is, that it is possible to build capacity to address wicked problems. He indicated that tame problems have a solution that can be arrived at after discussing issues with the various parties. Wicked problems do not have a solution due to

value differences in society. Our brains separate good from evil problems. This is an aspect that creates challenges in resolving wicked problems. We will never find a way to solve homelessness, water shortages, and environmental issues due to the mindset of individuals with different values flipping the switch on or off in their minds on these important issues. The other complicating factor is that any solutions to these types of problems, create a new set of wicked problems.

There are some strategies that can be put into place to better manage wicked problems. One of the first principals is shifting from the concept of wicked people to wicked problems. It is important to depersonalize these issues. Dr. Carcasson utilized <https://pollev.com> for polling the group through our smartphones for this session. One of the exercises he had the individuals in our class do, is rank various values that many of us have, and identify the most important to the least important. This provided a good example of why good people may have difficulty coming to terms with a particular solution to a wicked problem. Everyone's value lens views these problems in a different way. That is why democracy, in and of itself, is a wicked problem. The human brain is focused on hearing information that backs up their values, and filtering out information that is not supported by their value system. That is why there is a tendency for folks to believe that they are right, and the other person is wrong. As people, we crave certain consistency, and tend to place these inconsistencies in the good or evil categories. We tend to gather with like-minded folks, and we tend to filter and cherry-pick evidence to support our views. Furthermore, we are motivated to defend our decision we have made on issues instead of listening to other perspectives. Examples of this are the confirmation that people receive through social media with Facebook, for example. Facebook understands what you want to hear, and provides you with that information. With this type of framework, even hard data is filtered out when we are discussing polarized issues.

To find workable solutions to a wicked problem, energy needs to be put toward elevating the conversation, not just winning the argument. It is important to put energy toward identifying, engaging, and negotiating inherent intentions to work toward creating a community that understands there are value differences that impact the resolution of problems.

The good news is that as people, we are inherently social and see purpose in community. We are inherently empathetic, pragmatic, and creative problem-solvers, and we can overcome our bad tendencies and build better habits. We tend to spend a lot of time with the loudest voices, but it is important to hear from those that are not as willing to vocalize. Genuine conversations build respect. Shifting from debate and adversaries to discussion and collaboration is critical to bring out the best in human nature. It is important to provide opportunities for voice and input that supports listening and interaction. This can help shift from polarization relationships to more bridge-building to find a pathway through these wicked problems. The internet is great for bringing like-minded people together, but it does not create better understanding. Several ground rules to work toward collaboration are to speak honestly and respectfully, listen to understand, know that it is okay to

disagree, but do so with courtesy and not hostility, and be brief and allow others to participate without having anyone dominate the conversation. It is very important to try to understand where everyone is coming from with their individual values, as it impacts the resolution of wicked problems.

- The first keynote speaker was former Police Chief, Carmen Best, from the City of Seattle. She shared her experience in leading a large city police force through challenging, and often polarizing, times. During her comments, she emphasized that having value-based leadership is critical to help guide the department through the social change that is occurring in the country. Chief Best was the first black woman to lead Seattle's police force. She came up through the various ranks in the police department. She resigned her position on August 10, 2020, when the City Council voted to downsize the department by about 100 officers. In her resignation letter, she stated she could not, in good conscience, direct a department that would reduce efforts of expanding diversity in a department which had just grown by 110 officers in 2019, with 40 of those new hires being persons of color. She indicated that throughout this time, her values as a police officer, and being a black woman, were critical in building her own set of values. Developing values for the department that reflect the meaningful service purpose by the police department, was a major initiative during her tenure as Chief. In 2020, she indicated that she resigned, in part, due to the conflict between her own personal values and that of the City's addressing police issues. She holds nothing against the City of Seattle, but felt it was best for her and the department that she resigns her position.
- Attended a keynote address from Claire Haidar, Co-founder and CEO of WNDYE and Pattyrn. Claire Haider is a technology entrepreneur who argues that work is a chaotic place. She defines chaos theory as what appears to be chaotic is, in fact, a complex system for a lot of micro changes happening regularly, and seemingly, in an unpredictable way. She indicates that we are all living with a shortage of time. This rush is something that can lead to depression. She indicated that the shortage of workers is here to stay, and that we must reimagine work to fit the new reality. Life and work are entwined together, and in reality, the maximum of productive work time for most people equals four hours per day, and the hybrid workforce, some working remotely and others working in the office, is truly an impossible task. There is no turning back from virtual work, even though virtual and in-person work places are not compatible. The hybrid system will cause burnout. It is important to select one pathway or the other. She indicated that a lot of people complained about meaningless things. She indicated to get the important things done, we need to ignore this. She also was advocating that goal-setting is going away, and encouraged folks not to look more than two weeks ahead to get the work that needs to be done during that period of time. Developing plans over a longer period of time is a meaningless effort during rapidly changing times when there is more work to do than bodies to do it. She encouraged people to use your calendar to blueprint your day. It is important to identify blocks of time to accomplish key efforts. She also emphasized that it is important to move the distractions of time-consuming, meaningless work activities to allow for limited work time to focus on things that are important for the organization.

- I attended a session on the return on investment of workplace culture. Leo Lew, from Pineal County, Arizona, indicated that many organizations have a dysfunctional culture which is marked by investigations, gossip, harassment, termination, silos, and lack of inclusion. Pineal County worked to identify the cause of these problems, and worked with employees to create changes in relationship among peers, as well as throughout the organization. Dr. Maria Church, CEO of Government Leadership Solution, indicated that it is important to articulate internal behaviors, practices, and point of view. It is also important to clearly establish some non-negotiable values. As an employer, it is important to provide an experience of enrichment that lives beyond the expectations of the workforce, and to erase some of the things that caused employees to function in their individual silos. They found that the number one improvement that occurred was getting employees to get to know each other from different departments. This was certainly one of the major gains that helped shift their cultural organization in Pineal County. Collaboration was the biggest gain from individual departments. Also, by creating a culture where employees feel comfortable bringing up issues, has resulted in problems being identified much earlier, and having a better chance to resolve those issues before they become a much more difficult problem to resolve. Saying something quicker has been a huge benefit to the organization. Pineal County has tried to measure the financial return to the organization. They have determined that for each investment in these changes, they have experienced a three-dollar return on this investment in higher productivity.
- Attended a meeting with the future Host Committees for ICMA conferences. ICMA is booked out seven years in advance for future conference locations. Each of these locations will have a Host Committee that will work with ICMA to address the various events, and local content that can be incorporated into the conference. Other states are very anxious for the report that will come from OCCMA!
- Attended a session on the good, the bad, and the ugly of Council committees. Kyle Stannert, Deputy City Manager of Fort Collins, indicated his experience of going from a city that discouraged Council committees to one that embraces them. He went into his current job a bit skeptical, as far as a value of Council committees. In order for Council committees to have value, there should be a very clear and defined type and scope of the work that the committee should do. There should be established norms and expectations so that members of the committee understand what their roles are, and the City needs to assign adequate resources to support those committees. In Fort Collins, there are three primary functions where Council committees are typically established. One is in an area that the Council is exploring options; two, is serving as an advisory subset of the Council to advise Council activities; and the third area is an immediate need that benefits by establishing an ad-hoc committee. He argues that advisory committees could shorten Council meetings. In Fort Collins, the subcommittees of the Council do not typically allow public comment. This is designed specifically to allow the committee members to focus on the specifics they are bringing back to the City Council. Fort Collins uses committees on a recurring basis, or may use a retreat format to bring back a recommendation to the City Council. These recommendations can be formal or informal. There may be opportunities where public participation may be included. A clear expectation of what success looks like for that Committee need to be

identified, and a determination of when work is completed is important to bring the committee work to a close when that expectation has been met.

It is very important to consider staff time and availability necessary to support a committee. Multiple staff are used to support these committees in Fort Collins. Committees are most effective if it is tied to existing staff work.

The charge of the committees includes identifying the purpose of the committee, why it was established, what type of committee it is (exploratory, advisory, immediate-need) the specific objectives of the committee, including deliverables and the milestones to reach those deliverables. Kyle Stannert indicated that while he was skeptical about the committee structure, he has seen value to this format when there is adequate staff time allowed to support these specific purposes.

➤ Attended a session on how to build a workplace culture for the future. This focused on the efforts of Waynesville, Missouri, to embrace internal culture shifts in the organization, and to attract and retain high-performing employees while performing high-quality service to assist residents. The session was put on by Cara Roberson, Communications and Strategic Engagement Manager for the City, and Jessica Hoffman, Assistant City Administrator. They indicated that the first step of their organization was to identify what the organization wanted to achieve, with the major focus on what is necessary to be an employer of choice, and to retain employees within their organization. They established a team which included the organization culture gurus. HR was an important team member, as well as a blend of employees at different career stages. The goal was to get different perspectives on issues to work toward shifting organizational culture. The steering group included a mix of management and line workers. This group is mixed up each year to expose other employees to this process. The group then set goals.

Both Ms. Hoffman and Roberson indicated that you need to allow realistic timeframes. This all takes much longer than we wish it would. The full group met on a quarterly basis and they celebrated the wins. They were adaptable and understood that failure occurs from time-to-time with some of the things that they tried.

They involve employees through surveys. Time was spent to rupture the stereotypes that different employees have for each other. They significantly increased transparency within the organization. At budget time, they created a video for employees explaining the budgeting process, and the limitations the City had when incorporating funding for various operations. They also had City administration talks through live or recorded meetings with employees on current topics. The speakers encouraged folks to think outside the box. Some of the programs that they ended up offering were Lunch-and-Learns, video educations, a prize wheel in which prizes were periodically given to employees, parking sport designation for employees of the month, relaxing the dress code, bringing in food trucks periodically, bring-your-child-to-work day, even though the City Attorney may say no, it was certainly well worth it. They looked at the benefit package to modernize benefits that the City offers. They also put into place a vacation system

that recognized previous service in their profession, so they would be more attractive to experienced employees taking jobs with the City. Overall, they believe that this has made a difference in employees and has improved moral within the organization.

- Attended a keynote session from Leigh Gallagher, Editor at Fortune and author of the End of the Suburbs, and the Airbnb Story: How Three Ordinary Guys Disrupted an Industry, Made Millions...and Created Plenty of Controversy. Ms. Gallagher paints a compelling picture of the shift toward downtown, village-oriented lifestyle, whether they be in the cities or the suburbs. She argues that this post-suburban future is not a bleak prediction, but a better one. The “downtownification” of everywhere is a seismic shift in how and where people want to live. People want a town square, a place to gather that is walkable, and mixed use is key for millennials. This model has many economic and environmental benefits by reducing the commute to work and shopping, and from an economic standpoint, creating smaller clusters of service, and other businesses in each of these “villages” located in our suburbs and small communities. With the growth of remote work during COVID-19, the desire for folks to live in mixed-use areas will continue to grow in the future.
- Attended a session on the management dilemma - doing the necessary work of leadership. There is a distinct difference between a leader and leadership, and management and leadership. Don Jarrett, Faculty Instructor, for the University of Kansas, indicates that hierarchy is necessary for modern organizations, though managers need to be leaders, as well. It is important for leaders to inspire culture, diversity, and follow-through. In order to do this, managers as leaders need to allow time for thinking and learning in evaluating what we do and what we should be doing in the future. Every organization has a culture, but it is also important to identify what the organizational philosophies are. Who are we? What do we do? Why do we do it? Organization culture must be grown. This is no different than planting seeds in the garden and expect to have end results without watering, weeding, and providing proper care to grow healthy and sustainable plants. Leaders inspire engagement and enjoy and believe in what they do. Leaders also give more discretion for departments to function and move forward. The issue of management historically was a carrot-and-sticks effort. This was often fostered by titles and compensation. As a manager, if you do not believe in your employees, they do not believe in you, and you cannot get the engagement necessary to move the organization forward. It is important as managers as leaders to assure psychological safety. People need to belong and feel accepted, and to not feel intimidated when speaking up. Managers as leaders need to build trust. The fastest way to build trust is to extend trust to others, and assume a positive intent. It is important to separate behavior from performance, and not make issues trust issues.

It is important to practice collaborative work. You do not want teams, you want teamwork. This is an issue of networks versus silos. Dr. Jarrett argues that departments are not customers, they are teammates. This is an important distinction to make, and if you want people to change, you need to have a positive mindset about change. Also, organizations are made up of overachievers,

underachievers, and the folks in the middle. Organizations tend to spend the most time with underachievers, but if an organization wants to invest its time, it should not be focusing on the underachievers, but those in the middle because they could be the next overachievers.

- Attended a session put on by Granicus about the successful transition to a digital-first city hall with Doug Matthews, Assistant City Manager of Grand Rapids, Michigan, and Luke Norris of Granicus. They emphasized that one of the keys to increasing the use of digital services at city hall is to have a website that focuses more on functions than looks. It is important to think like an end-user, not from a technology standpoint. As an example, the website needs to guide folks to what is required and why it is required, as you walk through the permitting process. Websites need to be constructed at a sixth-grade level and useable through a smartphone. Typically, websites are organized by departments, but residents usually do not think about what department provides what service. The Hemingway App will review written content as to what grade level will comprehend the information that is written. Web pages should shift seasonally for various services used during summer versus winter. In revamping websites, start with functionality and finish with beauty. Identify services instead of departments. Search items on how most citizens will look for something, and translate government terms with citizens terms. As an example, waste management may be garbage to some people, but trash to others.
- Attended a session on the City of Littleton who has delayed long-term planning and investments for about 30 years. Beginning in 2019, the City started building a consensus among its 46,000 residents, appointed officials, elected officials, and city staff to create a unified 2040 vision. The City is struggling with meeting future capital needs. The voters of Littleton need to consider the backlog of infrastructure and facility needs, as well as future investments.

As part of this process, the City of Littleton reviewed its organizational culture. Their goal was to under-promise and over-deliver. To do this, they often times have to say no, or yes...but. Also, in order to accomplish tasks when something new comes up on the list of work to do, they are focusing on what comes off the previous list. There is limited time and funds to do the work that needs to be done, and the City is not in a position to try to do everything at once without falling back into being a procrastinator organization. The biggest challenge for Littleton is dealing with the huge deficit of deferred maintenance.

- Attended a session how the City of McCall, Idaho, focused on addressing the shortage of workforce housing in that community. McCall is a vacation destination dominated by short-term rentals and second homes. Community Development Director, Michelle Groenevelt, and City Manager, Annette Spickard, indicated that McCall wanted to maintain a real community feel. Initially they approved an inclusionary code, however, the Courts deemed that to be illegal and that code had to be repealed. The City then proposed to proceed with 32 affordable housing units. As a result of that project, a new City Council was elected and they denied the project moving forward because of folks not wanting that development in their backyards. In 2017, a housing data needs assessment indicated that this community of 3,300 lacked 700 housing units, and 82% of employees live outside

the city. There are 500 licensed short-term rentals in the city. Idaho does not allow STRs be restricted by local units of government. On a busy day, there can 15,000 people in this community. McCall is diverting a portion of room tax to housing. They have implemented an urban renewal district that can utilize part of the captured taxes to address housing issues. They have created development incentives, as well. They renamed affordable housing to local housing (local is a good term in McCall.) They require any large garage to have a housing unit attached. They provided a \$10,000 incentive for deed-restricted housing that was available for employees working for a local employer 32 hours per week (the deed restriction does allow property to appreciate under a cap.) In 2020, they had 12 new units built in shipping containers which were eligible for the \$10,000 incentives. They also modified their code to allow doubling up on residential lots without zoning changes.

- Attended the closing inspirational general session which was called Building a Crisis-Proof Team: Navigating through Hardships to Victory. This keynote speaker, Yvonne Camas, discussed the principals of teamwork and perseverance to complete the Eco-Challenge, the world's toughest adventure race. This race took place over nine days, 22 hours. She competed as a member of the Canadian team of rookies that finished the grueling race against all odds. The 300-mile journey involved sailing, swimming, hiking, cycling, rock/cave climbing, scuba diving, and other things, all in the jungles of Borneo. She noted that the US Navy Seals have sent teams to this race, and they have never been able to complete the race. The Eco-Challenge was created by Mark Burnett in 1992. All teams of four needed to include at least one woman, and all team members had to finish the race. She indicated that there were many times that she thought of quitting this race, but the leadership within the team somehow kept her moving toward the finish line. She saw the excellence in her other team members, and that served as a springboard for her to continue. Each member brought different strengths to the competition with different skillsets. People need to work as a team, even though conflict is common. Yvonne indicated that if two people on the team think exactly alike, one person is not necessary. The other thing that inspired team members is, periodically, they would be given an envelope with communications from home. These were truly inspiring messages that made failure not an option. Raving fans do make a difference! Words of encouragement are very powerful, and during the competition, championing versus coaching proved to keep everyone in the race. These leadership lessons can translate into organizational culture to keep people working together as a team, even during difficult circumstances.
- I participated in ICMA's Evaluation Committee meeting at the end of the conference. This was the initial review of how things went. What worked, what did not work, and improvements for future conferences. Overall, the Committee felt very good about the conference, and were very satisfied with the local elements brought to the conference for the various social events, demonstration tours, and other elements that the OCCMA Host Committee worked on with ICMA. The conference was a significant success. I was pleased to play a significant role in coordinating the activities of the Host Committee for this conference. I am also thrilled that the conference is over!

- Had a reception for Doug Moss who is leaving a part-time position coordinating right-of-way permits for the Engineering Department. We wish Doug well as he moves full time into the ministry.
- Participated along with Peggy Hawker and Barb James in two interviews for the Deputy City Recorder's position.
- Met with Barb James, Dave Powell, and Andrew Grant, regarding a disciplinary matter in the Public Works Department.
- Held bi-weekly meetings with Mike Murzynsky and Peggy Hawker.
- Met with Barb James to develop a Memorandum of Understanding for implementing a laborer's job in several Public Works positions. This may make it easier to hire less-experienced employees and build their skills on the job.
- Held a monthly meeting with Jason Holland with OCCA. We discussed the upcoming Council work session to review alternatives of not expanding the footprint for the PAC and re-configuring space within the existing building, as well as re-utilization of the storage building. This was presented to Council at the October 18 work session. In addition, Jason indicated that OCCA will mirror the City's policy as it relates to COVID-19 requirements. OCCA would not be required to do this since they are under 100 employees, but I appreciate their plan to mirror City regulations.
- Chris Janigo, Derrick Tokos, David Allen, and I, met with Dr. Ralph Breitenstein and Attorney, James Shepherd, working on behalf of the Health District to finalize an agreement for Council consideration regarding the emergency water supply for the hospital. The intergovernmental agreement was approved by Council on October 18.
- Barb James, Rob Murphy, and I, met to discuss our medical exemption request from one of our firefighters. The exemption appears to meet the requirements outlined for requesting an exemption from COVID-19 due to health reasons. We will be implementing some additional safety protocols for individuals receiving medical exemptions. This will include protocols to protect the unvaccinated employee from additional exposures, and to provide additional protection to other employees who have been vaccinated working with excepted individuals.
- Held a meeting with Mike Murzynsky, Richard Dutton, and Clare Paul regarding the implementation of WaterSmart and Invoice Cloud for payment of utility bills, court fines, and monthly leases. Once we have these modules in place, we will be extending this to include business licenses, room tax, and other payments to the City. If you have not done so, I would encourage you to go to the City's website at <https://www.newportoregon.gov/dept/fin/onlinepayments.asp> to check out the WaterSmart program and the options for receiving paperless utility bills, paying through automatic deductions, or paying online with a credit card. You can also review your daily use of water. The only exception to this is that about five percent of our customer base cannot be picked up by radio reads and must be read on a monthly basis. We will also be activating the leak detection notice that individual customers can put into place. This will send the customer a notice if an usual amount of water is being used at any given point in time. Attached is a copy of the letter that went out to all City customers explaining these new options.

- Councilor Parker, City Recorder/Special Projects Director, Peggy Hawker, and I, met to review the concerns expressed by Council at the last Council meeting to update the single-use plastic and EMS foam food service ware draft ordinance. This ordinance was presented to Council on October 18, and will be scheduled for a Public Hearing on November 15.
- Had the opportunity to welcome new City Engineer, Aaron Collett, to the City organization. Aaron started his tenure as City Engineer on Monday, October 11. Aaron has spent much of the week getting up to speed on various City issues the Engineering Department is currently dealing with. Chris Janigo has been working closely with Aaron to bring him up to speed on various projects. Aaron will be working on the report for the November 1 work session to update Council on the status of Big Creek Dam. We wish Aaron well as he begins work as City Engineer with the City of Newport.
- Met with Mike Cavanaugh to discuss overall direction with the community gardens. Mike will be contacting the Presbyterian Church to determine their preferences relating to the development of a community garden on the northeast corner of their property. The church is making space for projects in conjunction with Habitat for Humanity for small homes to be built on the southeast part of the property. They are also looking at formalizing the processes for individuals seeking plots in the garden, and outlining their responsibilities for maintaining their spaces once a space is provided.
- Held bi-monthly meetings with Jason Malloy, Rob Murphy, and Lance Vanderbeck.
- Met with Tia Cavender, Chris Janigo, and Aaron Collett, on the information that Tia needs about the impact of bonding of ratepayers and taxpayers in the City. This would outline a couple of scenarios, including if we ended up financing \$70 million locally with funding versus a \$30 million option, assuming we get additional state and federal funding to offset the construction of the dam. I put together an analysis that we will be asking our bond advisors to refine. I hope to have this information available for our work session on November 1.
- Worked on response to concerns expressed by Carla Perry regarding actions that occurred at a short-term rental meeting in January. The Finance Work Group discussed this at their following May meeting, however, Carla felt that the discussion did not adequately address her concerns.
- I was working from home on the afternoon of Tuesday, October 12 due to preparation for a routine medical procedure, and Wednesday, October 13, where I was off on sick leave for that procedure.
- Prepared agenda items for the October 18 City Council meeting and work session.
- Met with Mayor Sawyer on a variety of issues.
- Met with Barb James regarding the status of an employee who has provided documentation for requesting a medical exemption from being vaccinated.
- Participated in the October 14 Vision 2040 Advisory Committee meeting.
- Held a bi-monthly meeting with Mike Cavanaugh.
- Mayor Sawyer and I met with Rick Osborn to discuss final steps regarding the tax issues that are before the voters. As staff, we are not able to take a position on the ballot proposals, however, Council is not faced with the same restrictions. Council members can advocate for or against the ballot propositions. With the ballots out,

it is important to share your positions on the prepared food tax and gas tax in the days before the November 2 election.

- Mayor Sawyer, Chris Janigo, Clare Paul, Aaron Collett, and I participated, along with Tia Cavender, in a meeting of the Siletz Tribal Council. The Tribal Council gave us 30 minutes to update them on status of Big Creek Dam. As part of this discussion, we indicated that we need to replace the two earthen dams that are seismically unstable, with a new roller concrete dam located between the upper and lower dams. We also indicated that it has been one of the priorities of the City in pursuing the replacement of the dam that we store additional water reducing our reliance on the Siletz River. As part of this project, we also indicated that we would like to partner with the Tribe on any environmental mitigation we must do to accommodate the new dam. This could include fish passage. Tribal Chair, Dolores Pigsley, indicated that the Tribe is in full support of the City's efforts to replace Big Creek Dams. Tribal Board member, Robert Kentta, indicated he appreciated the tour of the dams and it gave him a much better understanding of the project and what the City is trying to achieve. Overall, it was a very good meeting with the Tribal Board.
- David Allen and I met with Rob Thompson regarding two issues. The first issue is that Thompson's Sanitary Service implement a bear-proof garbage option for residents in the City. Thompson's has accessibility to these units. They will be requesting that Council approve a new rate for this option for residents. In addition, the lease of the transfer station between the City and Thompson's is up for renewal. We are working on clarifying a couple of provisions of the current lease, and will be bringing this to Council for action. The lease is for the land where the transfer station and office storage building have previously been built by Thompson's and is at a nominal rate of \$1 per year.
- Held a bi-monthly meeting with Richard Dutton to discuss various IT issues.
- Met with Mike Murzynsky, Aaron Collett, and Chris Janigo, to follow-up on the next steps regarding the impact that bonding for the dams would have on City ratepayers and/or taxpayers.
- Beginning last week and wrapping up this week, the work authorized by the City Council on the upper Big Creek Dam Spillway has been conducted. The contractor has successfully grouted the voids surrounding this pipe which will significantly reduce the amount of water and material from the dam passing through this pipe. The State dam engineer was onsite and was happy with the work being completed. We will give you a more comprehensive report once the work and final reports are finished. This will be a band-aid of sorts to get us through the winter. Additional work will follow next year.

Upcoming Events:

- The 96th League of Oregon Cities Annual Conference will not be held in person in Bend, instead LOC will hold a virtual conference on Friday, October 22. Affinity group meetings will be held from 8-9 AM. Two general sessions (updated on Police legislation at 9:15 and on COVID-19 at 10:30) will be held. The Annual Membership meeting will then be held at 11:45 AM. Those registered for the conference will automatically be registered for the virtual meeting. This includes Mayor Sawyer, Councilors Botello, Goebel, Parker, Hall, and Jacobi, Peggy Hawker, and myself.

- Thursday, November 11, City Hall will be closed in observance of Veteran's Day.
- I will be attending a retreat for the OCCMA Board of Directors on Thursday, November 18, and Friday, November 19.
- Thursday, November 25 and Friday, November 26, City Hall will be closed due to the Thanksgiving holiday.
- Monday, December 6 will be the only scheduled Council Meetings for December.
- Thursday, December 23 City Hall will be closed half-day due to the Christmas holiday, and all day on Friday, December 24.
- Friday, December 31, City Hall will be closed in observance of the New Year's holiday.
- The first Council Meetings of 2022 will be held Monday, January 3. Council will elect a Council President to serve for the 2022 calendar year.
- The Goal Setting session will be held Monday, January 10 from 9 AM - 3 PM in Council Chambers.
- City Hall will be closed Monday, January 17 in observance of Martin Luther King Day. The Council meetings will be held Tuesday, January 18.
- City Hall will be closed Monday, February 21, in observation of Presidents' Day. The Council meetings will be held Tuesday, February 22.

Attachments:

- Attached is the letter sent to all City of Newport customers outlining the options to pay bills through Invoice Cloud and WaterSmart. If you get a chance to explore these options please do so, and encourage your friends and neighbors to sign up for e-billing and payment. You will also be able to have the ability to monitor water usage.
- Attached is an email from the Oregon Water Resources Department regarding the next steps the City will need to take to receive the direct appropriation of \$14 million in lottery revenue bond proceeds. The lottery bonds will be sold in two separate distributions. Our funding will include \$4 million in the first sale, and \$10 million in the second sale. The first bonds will be sold in late spring of 2022, the second batch of bonds will be sold in 2023. We will be working on the grant agreement with Oregon Water Resources. This will help facilitate any reimbursement of funds prior to the bond sale once we have an agreement in place with the State. Ultimately, this agreement will go to Council for review and approval.

It looks like we are getting into our rainy season which is much needed for our watershed. Enjoy the rain and winter storms!

I hope everyone has a great week.

Respectfully Submitted,



Spencer R. Nebel, City Manager

cc: Department Heads



September 30, 2021

To all City of Newport Customers:

Beginning October 1, 2021, the City of Newport Finance Department will begin phasing out the online payment system Xpress Bill Pay and begin moving to Invoice Cloud payment system. On November 1, 2021 we will disable any links to Xpress Bill Pay and complete the transition to Invoice Cloud November 1. Effective November 1st the payment options are as follows:

OPTIONS FOR PAYING BILLS:

- 1) You may continue to pay any City bill by check, cash, or via online banking (ACH). These paying methods remain unchanged.
- 2) Beginning October 1, 2021, you may pay bills online via mobile devices, laptops, or home computers for Utility Billing, Court Fees, Airport Leases, and City Facility rentals remotely through Invoice Cloud. Follow the link on the City's website to Invoice Cloud.
- 3) You will no longer be able to use Xpress Bill as of November 1, 2021.
- 4) Automatic Clearing House (ACH) that is currently handled by the City will continue until December 31, 2021. Customers will need to setup online banking through Invoice Cloud and terminate those payments by December 31, 2021 by contacting City Utility Billing.
- 5) In the future, we will be expanding the use of Invoice Cloud by adding Business Licenses, and Room Taxes. The goal is to have a payment platform where any payments due to the City are payable in one spot from the City's website.
- 6) Link to Invoice Cloud: <https://newportoregon.gov/onlinepayments>

WATER USAGE DATA:

Beginning October 1, 2021 City Finance will also make available to the public a new Water Usage program called WaterSmart. This free online service is part of our commitment to provide you with the best tools to understand and manage your water use, avoid costly water leaks and potential water damage, and make sure you get the most value from every drop of water you use on your property. Please visit the WaterSmart Program to:

- View your daily and historical water use
- Check for unusual or excessive water use which could indicate a leak and use the Leak Resolution Process to help pinpoint the source and fix your leak.

-
- Sign up for water use notifications
 - View and pay your Utility Bill and see your balance and bill history
 - Add users to your account (e.g., renter, family member, etc.)
 - Adjust your communications settings (the default is email but you can choose to receive text or voice notifications)
 - Explore water conservation techniques and seasonal offers and incentives

Customers that register for Watersmart will automatically receive an alert by email if the water meter registers suspicious or unusual water use that could indicate a leak in your system. You can also sign up for daily use, billing, and vacation alerts on the "Settings" page.

Registration for this free service is simple! You will be prompted to enter your email address and create a password. If you need assistance, please contact the City of Newport, OR at 541-574-0617 or by email to utilitybilling@newportoregon.gov.

Website for Watersmart : <https://newportoregon.gov/onlinepayments>

The City of Newport is excited to offer both of these programs to the citizens of Newport at the same time.

Sincerely,

Michael A. Murzynsky

Michael A. Murzynsky
Director of Finance

Spencer Nebel

From: OGREN Kim L * WRD <Kim.L.Ogren@oregon.gov>
Sent: Wednesday, September 29, 2021 4:16 PM
To: tia@godigdeep.com; verena.winter@hdrinc.com; Spencer Nebel; Chris Janigo; Jenny Dresler
Cc: WRD_DL_waterprojects; Clare Paul; David Powell; SNYDER Lisa J * WRD
Subject: Follow up on initial discussion of \$14M grant for Big Creek Dams
Attachments: WaterSupplyFund_DirectAward_Info_Form_2021SEP29.docx

[WARNING] This message comes from an external organization. Be careful of embedded links.

Good afternoon,

Thank you for meeting today to talk about the City's direct appropriation of \$14M in lottery revenue bonds proceeds for the remediation of Big Creek Dams.

In the meeting I promised to share the statutory language associated with your directly appropriated grant. On page 34 of [HB 5006](#), it reads, "City of Newport for remediation of the Big Creek Dams, including design, environmental permitting and construction of seismically sound replacement dam."

Attached and hyperlinked are a number of documents I promised to share:

- **Project information form (attached)** – Please fill this out and return it to WRD_DL_WaterProjects@oregon.gov. This email goes to both Becky and me, allowing one of us to respond more promptly if the other is out of the office. Please feel free to reach out with questions as you complete the form.
- **[Grant agreement template](#)** – I'll note that a number of the conditions listed in Exhibit A, specifically #17 through #20, do not apply to this grant and will not be included in the grant agreement as the statute associated with the requirements do not apply to your funding award. As this is a template, all conditions are included and we remove those not applicable when we draft your specific agreement.
- **[Grant Budget Procedures and Allowable Costs](#)** – This includes eligible and ineligible costs along with other information about how to fill out the budget tables and how reimbursements work.

Once we receive the project information, we will review and reach out with any questions. I think the project information will also help us determine if one or two grant agreements will best serve your needs. So I recommend that we discuss that issue further after we have had a chance to review the project information.

We look forward to working with you in setting up the grant agreement(s) and successful implementation of the project.

Please let us know if you have any questions.

Best,
Kim

Kim Fritz-Ogren, PhD

Manager, Planning, Collaboration, and Investments
725 Summer Street NE, Suite A Salem, OR 97301 | Cell: 503-509-7980

Pronouns: she/her/hers

Please note that my phone number has changed.



Integrity | Service | Technical Excellence | Teamwork | Forward-Looking

[Click here](#) to sign up for the Water Development List Serve and to receive important updates from the Water Resources Development Program