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MEMO

DATE: February 14, 2023
TO: Mayor and City Council
FROM: Spencer Nebel, City Manager

SUBJECT: Status Report for the Five-week Period Ending Friday, February 10, 2023

The new year is off and running with a number of issues in motion. If you have not already done so, I would suggest that you look at the upcoming events at the end of this report and get those dates on your calendar. This includes Budget Committee dates, the LOC's events, and Council schedule when a holiday pushes the Council meeting back one day. It is very helpful when the Council members can plan ahead and respond quickly as to whether they can attend upcoming conferences so that we can secure rooms and registration on the day registration opens to assure that we get housing in the conference venue.

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

- Attended an internal Emergency Preparedness Committee meeting. One of the issues that will be coming before the Council will be an ordinance prescribing certain requirements to hotels regarding emergency preparedness for a Cascadia Subduction Zone-type event.
- Along with Mayor Sawyer and a number of Council members, participated in Senator Wyden's open house at Oregon Coast Community College. Mayor Sawyer presented a letter of thanks signed by the City Council to Senator Wyden for his efforts in securing the Big Creek Dam authorization.
- Met with Tia Cavender and staff in preparation for the Council for the January work session regarding the emergency water tank for the Health District, and potential financing for wastewater treatment plant improvements.
- Met with Barb James and Steve Baugher to discuss temporary employment assignments in the Finance Department.
- Barb James, David Powell and I have met to review a contract with SolidsDude Solutions (Andrew Grant's company) to provide services while we recruit a new wastewater plant superintendent.
- Held bimonthly meetings with Jason Malloy, Rob Murphy, and Lance Vanderbeck.
- Peggy Hawker, Derrick Tokos, Erik Glover and I met to review the nonprofit social service agency grant applications. The recommendation was made to the City Council and Council awarded those grants.

- Met with David Powell and Steve Baugher to review financial aspects of financing improvements at the wastewater treatment plant as determined through our Wastewater Treatment Plant Master Planning process.
- Participated in a retirement photo with Judy Mayhew. Judy is continuing on a part-time basis until we can fill her position.
- Along with Councilors Kaplan and Jacobi, participated in an HB 4123 Advisory Committee meeting in Lincoln City. This meeting was the kickoff for the five-year master planning process with Ernest Stevens of Morant McLeod.
- Met with Barb James to review status of various recruitments and job descriptions for positions we are trying to fill. This included recommendations approved by the Council to reclassify two Parks and Recreation positions.
- Held bimonthly meetings with Steve Baugher and Peggy Hawker.
- Met with the Erik Glover to develop the agenda for the next Water Conservation Management meeting.
- Paula Miranda, Paul Schuytema from the Economic Development Alliance of Lincoln County, Lance Vanderbeck and I met to discuss resumption of passenger service to the Newport airport. We are meeting on a quarterly basis to determine potential funding sources that could be utilized to sustain passenger service into Newport.
- Held a bimonthly meeting with Laura Kimberly to discuss various Library issues.
- David Powell, Andrew Grant, Erik Glover and I meant to do a debrief on wastewater spills into Yaquina Bay. Overall, our notification process was much better to various stakeholders on the bay during the most recent spill. David Powell has developed written protocols that help guide this process. Erik Glover was involved in direct notifications to folks, as well, based on these protocols.
- Prepared agenda items for the January 16 City Council meeting.
- Finalize compensation relating to temporary service at the Recreation Center and addressing options for call-in time at the wastewater treatment plant.
- City Hall was closed on Monday, January 16 in observation of Martin Luther King Day. I worked a full day on Monday and opted to take my holiday on Friday, January 20, in conjunction with my vacation. This allowed me to prepare for the goal setting session that would be occurring upon my immediate return from vacation.
- Held a routine Department Head meeting.
- Participated, via Zoom, at Councilor Hall's presentation at the 60+Center on examination of sexual orientation and gender identity. Thirteen million people in the United States identify as transgender or non-binary. Gallop indicates that 7.1% of US adults self-identify as Lesbian, Gay, Bisexual, Transgender, or something other than heterosexual. The LGBTQ community is subject to threats that are not as prevalent in other populations. Terrorism notices are often geared toward this community, with warnings to be on guard in certain places of the world, including domestic terrorism. Furthermore, Gay and Lesbian youth are four times more likely to commit suicide while transgender individuals are ten times more likely to commit suicide. Many of us do not recognize the challenges that this population faces. For folks of my generation, it continues to be a learning experience to understand these issues. CM did a great job in explaining how to best address conversations about sexual orientation and gender identify. She outlined things to do and not do.

Finally, she emphasized that people caring and asking about this issue, is often well-received by individuals within this community, even when people feel awkward about doing it. I have provided a link for the two-hour presentation, prepared by CM, in the attachment section of this report. I would suggest that Council members who were unable to participate in this presentation, review the attachment.

- Participated in a Council work session to discuss the Health District's construction of an emergency water storage tank, report on the Wastewater Master Plan update and potential funding sources, and legislative policies to present to state legislators at the LOC's Capitol Days. In addition, there was an executive session to discuss labor negotiations.
- Participated in the regular City Council meeting held on Tuesday, January 17.
- Barb James, Rob Murphy, Tom Sakaris, Mark Wolf and I met on IAFF negotiations.
- Held a bimonthly meeting with Aaron Collett to discuss Engineering issues.
- Met with Tia Cavender to talk about the Big Creek Dam project, and other projects Tia is working on for the City.
- Jason Malloy, Derrick Tokos, Aaron Collett and I had participated in a quarterly meeting with ODOT. We discussed a number of upcoming projects, and a couple of current maintenance issues.
- Derrick Tokos, Lance Vanderbeck and I met regarding the possible sale of property at the airport relating to the land leased to McWatkins. This will be coming back to City Council for further discussion.
- Met with Barb James on a complaint against an employee.
- Mike Cavanagh, Steve Baugher, and I met to review the Recreation Center fee schedule in light of the business plan. The Business Plan outlines several ways in which to address the fee structures. Mike will be looking at the Plan to determine how our fee schedule could be restructured.
- Met with the IAFF on labor negotiations. We are still early in the negotiation process.
- Held a monthly meeting with Jason Holland to discuss the operations of the PAC and VAC by OCCA.
- I was on vacation from Friday, January 20 through Friday, January 27. I took my January 16 holiday on Friday, January 20 in order to help prepare materials for the goal setting session which occurred the first day I was back from vacation. In addition, I worked on a number of other issues that needed to be handled shortly after coming back from vacation.
- Participated in the day-long goal setting session with the City Council. Staff made various presentations during the morning, then Council reviewed various department and committee goals for the coming year. Council reviewed the draft Goals and Objectives for Fiscal Year 2023-2024, and then prioritized additional items to generate the final draft goal report. The draft goal report was approved on Monday, February 6, with a public hearing scheduled on the final adoption of the goals planned for Monday, March 6.
- Met with Mike Cavanagh, Scott Bernards and Anita Albrecht to discuss various landscaping projects. We have a number of budgeted projects, but we have not been able to move forward with those projects. One of the projects is revamping landscaping at City Hall. Anita has developed preliminary plans for this work. We will be internally reviewing those plans before moving forward. In addition, Parks

Maintenance outlined all the various work efforts on their docket. We prioritized projects through the end of the fiscal year. We have added full-time staffing to Parks and Recreation due to the inability to hire part-time staff to maintain some basic functions. We hope by reclassifying a City part-time position to full-time, it will help to fill the position. We will take a look at how we can use temporary employment to make a difference and keep things tidy and clean throughout the community.

- Executed the necessary paperwork to transfer the City's North Side Fire Station over to the Oregon Department of Forestry. In turn, we have a lease to occupy the North Side Fire Station until construction occurs at the new joint facility between the State and City.
- Erik Glover, Steve Stewart and I participated in a Water Supply Management Conservation Work Group meeting. Councilor Kaplan participated as a liaison from the City Council. The group heard a couple of presentations on watershed management, as well as the regional place-making effort to look at water usage throughout Lincoln County. Adam Denlinger from Seal Rock Water District was there to discuss status of that project. Adam took over as coordinator of this effort at the request of former Public Works Director, Tim Gross. House Bill 2813 would provide water districts potential source of funds to control and better manage property within the watershed. Overall, it was a good meeting.
- Held a bimonthly meeting with Aaron Collett to discuss Engineering issues.
- Met with Richard Dutton and Erik Glover on how to best proceed with AV Tech issues. IT is proposing that they establish meetings and train individuals on how to use the system to close the meetings they staff. With all the various committee meetings, these duties take a significant amount of IT time, taking that time from other IT duties. IT will be working with Erik Glover to develop written policies and provide sufficient training to individuals responsible for staffing those meetings. This will help facilitate the situation for the unfilled part-time AV Tech position.
- Met with Aaron Collett to discuss his capital projects list that will be part of the budget development process.
- Derrick Tokos, Richard Dutton, David Allen and I met to discuss the PUD Underbay Conduit proposal. Derrick will be following up with the necessary permits/leases from the State to allow PUD to utilize a conduit. This may trigger a renewal of the City's current permit/lease for facilities located in these City-owned conduits. This will ultimately come before the City Council for approval.
- Derrick Tokos, Erik Glover and I participated in a meeting with Business Oregon on possible CDBG grants for a homeless shelter in Newport. CDBG has very limited funds, and the next round of applications will occur in March. In addition, in order to apply for a grant application, the City would need to have a lease for the facility and an operator with knowledge and experience to operate that facility. We will be working with the church on an agreement to use their facilities for this purpose. We will likely issue a request for proposals for facility operators after we secure an agreement with the church. Having these two pieces in place will greatly facilitate the potential funding requests.
- Met with Mark Wolf, Rob Murphy, and Barb James to correct the errors made on Fire Department retro pay resulting from the contract settled last year with the IAFF. An error was discovered by the Union on one of the formulas used that

reduced the amount of retro pay due to the firefighters. We are working on finalizing this review so that final checks can be issued. We have apologized to the Union for making the mistake, as well as the time it has taken to resolve this matter.

- Prepared agenda items for the February 6 City Council meeting and work session.
- Aaron Collette, Jason Holland, the City's architects, YGH, and I met to discuss the single bid received for renovations to the PAC. This bid was more than one million dollars over the architect's estimate. The recommendation from this group is that the bid be rejected, and a separate proposal for the HVAC control work be obtained. They are reviewing companies that expressed interest in bidding on this project, and why they did not proceed with a bid. We will bring this back to Council once a plan has been developed.
- Held biweekly meetings with Richard Dutton and Mike Cavanagh.
- Mark Wolf, Barb James, Rob Murphy, Tom Sakaris and I met to discuss negotiations with the IAFF Union.
- Participated in the Friday legislative update. As part of that, I had a chance to get input from the LOC on House Bill 2813, which would provide natural assistance for protection of watersheds used for drinking water. The LOC supports that effort.
- Mayor Sawyer and I met with Ryan Vogt from the Cascades West Council of Governments on various issues between the City and COG. We made a request for some additional financial backup for Steve Baugher. Unfortunately, they have had some changes of personnel, and at this time, are unable to assist. Ryan did put us in touch with their retired finance director who has expressed an interest in talking to us about assistance until we can get the Assistant Finance Director position filled.
- Met with Richard Dutton to discuss issues related to hiring processes.
- Held a routine Department Head meeting.
- Participated in a Council work session where Council interviewed candidates for the Planning Commission, reviewed a draft of the Newport Housing Production Strategies, and provided an overview of the Bayfront parking management solution recommended by the Parking Advisory Committee. In addition, an executive session was held with legal counsel regarding current litigation or litigation likely to be filed.
- Participated in the regular City Council meeting following the work session.
- Steve Baugher, Aaron Collett and I met to discuss a few adjustments to our capital outlay budget forms for this year.
- Aaron Collett, Derrick Tokos, Chris Beatty and I meant to begin the process of laying out a plan to accomplish the various South Beach Urban Renewal Plan projects prior to the expiration of that District. With the final projects having to be committed by 2025, there will be a significant amount of work that will need to be done to prepare these projects to move forward. We will likely contract out for additional engineering services to make sure this occurs. These projects will need to be done in addition to the normal construction loan that department is required to carry out.
- David Powell, Steve Baugher and I met to discuss the status of the Wastewater Treatment Fund. This fund has been hard-hit with two years of unanticipated repair or replacement projects to keep the wastewater treatment plant functioning and properly treating the wastewater discharge. With these projects, the Wastewater

Fund contingency may not be sufficient to get through the balance of this fiscal year. We are looking at alternatives in order to address potential funding, should it be necessary. This is compounded by costs of materials substantially higher than estimated. We will be looking at a significant rate increase in wastewater to rebuild the reserves necessary to insure sound financial status to adequately treat wastewater.

- Participated in an internal staff subcommittee on our employment culture looking at our retirement program.
- Held bimonthly meetings with Derrick Tokos, Dave Powell, and Barb James to discuss their department issues.
- I participated in an OCCMA Bylaws and Policy Committee meeting.
- Steve Baugher, Lance Vanderbeck and I have met with the Jeff Vaughn, Airport Engineer, regarding a change of priorities for the FAA funding. This will impact two projects we currently have, which include removal of obstructions from the zones at the end of the runways, and the culvert repair project. This may require that projects previously scheduled for potential funding be pushed back a couple of years to get these projects done. Furthermore, the classification of our airport has been dropped, which reduces capital funding available from the FAA. We have opted to proceed with the two current projects, requiring delay of the five-year window projects that FAA uses for planning construction projects.
- Participated in a demonstration of David's Chair at Nye Beach Turnaround. David's Chair is a 501(c)(3) nonprofit organization who focuses on providing people with mobility challenges an opportunity to access beaches, trails and other locations that would normally be inaccessible to mobility-challenged people. David's Chair is focusing on several beach communities, including Newport. Under their model, the local community would raise the funds (\$17-\$25,000) for different types of tract chairs that can operate on beaches and trails. The chairs would be owned by David's Chair, and that organization would schedule their use. To move forward, they would like to conduct an "excursion" in Newport. They would bring five or six chairs to Newport over a two-day period and schedule two hour blocks of time for people to utilize these chairs at Nye Beach. This will help determine the need and interest in establishing permanent chairs in Newport.

If chairs were established in Newport, David's Chair would do all the scheduling, and would be responsible for repairs and maintenance to each chair. They need a storage location and volunteers (or others) who would be available to check the chairs in and out. It would be helpful to have a location within a block of Nye Beach for this purpose. The chairs recharge on regular household power. Mike Cavanagh, Nancy Steinhouse, Councilor Jacobi, Charles Brown from the Parks and Recreation Advisory Committee, Jim Cline from Rogue Brewery and I participated in a meeting with Kirk Michelsen, Director of Fundraising and Development for David's Chair. There is a definite interest in proceeding with an excursion in Newport this summer. This could include a fundraising effort to generate the local funds necessary to get a chair committed for Newport. Overall, it would help address the Council's goals to provide universal access to the beach.

- Rob Murphy, Steve Baugher, John DuBois, Barb James and I reviewed the compensation spreadsheets to make the appropriate adjustments to retro pay for

the firefighters. Rob and John worked together to finalize this schedule so that we can proceed with preparing checks on Friday to issue to the firefighters on Monday, February 13.

- Met with the Jason Holland to discuss the OCCA's method to address the safety and potential liability of the PAC during performances. It sounds like Jason has a good handle on these processes. They also discussed this with their insurer to get input on how to handle various aspects required for a production of an upcoming play.
- Attended a Rotary meeting where Marc Ward gave a presentation on Cannon Beach's effort to clean up micro plastics from beaches. For the past 11 years, volunteers have screened sands on Cannon Beach to remove various micro plastics from the sand. Marc indicated that these plastics are typically found in the beach at the high-tide level, and over the years, volunteers have removed significant amounts of micro plastics from the beach. In Cannon Beach, his organization hires college students to oversee volunteers using the shovels and screens that capture even small parcels of micro plastics through an electric static charge that occurs in the sifting process. The Newport Rotary Club is interested in establishing a program in which tourists, and others, could participate in this process. They have worked with the Best Western Hotel, and other entities in the city, on this project. I anticipate that a more specific plan will be developed by the Rotary for review by the City, County, and other stakeholders, to initiate this type of project here.

Marc Ward reviewed several local beaches. He was particularly distressed as to the amount of micro plastics on the beach south of Otter Rock. Most of these plastics are carried around the Pacific Rim and circulate in the ocean. There are certain areas where micro plastics tend to come ashore which greatly helps to target areas that need this attention. I will keep you informed as to any future plans with this work. Marc Ward presented several screens to the Rotary to initiate this effort in Newport.

- Barb James and I worked on several aspects of the employee handbook on the afternoon of February 9.
- Jason Malloy, Erik Glover and I met with Tara Johnson, Executive Director of the Devereux Center in Coos Bay. Tara indicated that one of the challenges for everyone, is that in every community the benefits and assistance for homeless individuals are in a variety of silos, and many homeless individuals are unable to navigate through this. One thing that she has been successful in doing since being at the Devereux Center, is building bridges to connect these services together. One stop care is critical, particularly for homeless individuals, who can easily get lost if having to deal with multiple agencies and multiple places.

One big success in Coos Bay and Coos County is the use of a mobile response team. Coos Health Department goes out with law enforcement, or may go out by themselves, to address various issues in the field. This has been a huge benefit for Coos County. When Tara started with the Devereux Center seven years ago, she was in a half-time position. Since that time, she has expanded the organization, which now has 22 employees, owns and manages a Pallet house neighborhood for homeless individuals, operates a day center with various support

services, and provides a shelter at night during cold weather conditions in their homeless shelter. When Tara started, the budget for the Devereux Center was \$250,000. Today their daily budget is \$1.25 million. Tara indicated that 60% of their funding comes from grants; 20% are contracts or fees for services provided by the Center; and, 15% is from donations. They receive no local funding from either the City or the County for their operations.

Tara indicated that she was definitely disheartened by the Governor's exclusion of Rural Oregon in her homeless declaration. She indicated that coastal communities like Coos Bay, Newport, and others, have a mild climate that is attractive for homeless individuals. Furthermore, being at the end of the East-West roads, people tend to end up in our communities without anywhere else to go. In addition, they deal with a large seasonal population that travels up and down the coast. Coastal Oregon certainly needs to be included in any emergency provisions to address homelessness in the state of Oregon.



Coal Bank Village Pallet Homes

A year and half ago, the Devereux Center established Coal Bank Village which is made up of a cluster of tiny shelters built and designed by the Seattle-based company Pallet. Each of these units have a source of heat and a fire alarm. The Village has a common

shower facility and common kitchen for individuals residing at this location. A baseline drug test is administered to understand what each individual's drug dependencies may be. The intent is to house people for 3 to 6 months as they seek a more permanent stable housing situation. In reality, 6 to 9 months has been more the norm. The cost of the operation of this housing center is about \$300,000 per year. There are currently about 28 units at this location. The Devereux Center has 1.5 case managers working at this location to provide regular counseling and assistance to have people moving to a more permanent situation, and 4.5 FTEs to provide 24/7 monitoring of this location. They reference the people living in the Pallet homes as guests and not residents. This is to make sure it is understood that this is a temporary housing situation. They cannot get mail or use the address for the Pallet homes as a permanent address. All guests sign a use agreement that allows them to stay at Coal Bank Village as long as they meet certain requirements during their stay.



Kitchen



Bathroom/Shower

In addition, the Devereux Center has a building used as a day center in which they provide various support systems and advocacy for the homeless community, those

suffering from mental illness, and veterans. The Center serves about 80 people a day. The Center is a day facility and is open from 9 AM till 2 PM on Monday Tuesday Wednesday and Friday. On Thursdays they are open 10 AM to 12 PM. This gives staff an opportunity to clean up and be prepared for the next shift. At the Center, the community members are offered hot breakfast and lunch, as well as laundry facilities and showers. Most of the food is provided through the Oregon Coast Community Actions Food Share Program, and donations from businesses and individuals. They utilize volunteers heavily to subsidize their paid staff. Some things that Devereux Center has tried that failed included providing storage for homeless individuals. This effort proved not to be manageable and they ended up abandoning this work. The Devereux Center also manages three shelters that are owned by a local church and placed in the church parking lot.



Pallet Homes owned by the Church



Pallet Homes Day Use Area

Finally, we asked how the camping ordinance has impacted the homeless population in Coos Bay. Tara indicated that she continues to be a big advocate of this ordinance. This has forced some people to make better decisions about their lives, and has provided some structure that has relieved some of the anger and anxiety that community members have regarding camping in certain areas of Coos Bay. It's important that reasonable rules be in place to help homeless individuals understand there are parameters to what they can do when living in communities.

We briefed Tara on several things that are happening in Newport and Lincoln County and asked if her organization would have any interest in potentially providing services in this area. Tara indicated that she believes that regional solutions are best for addressing homelessness on a consistent basis. She indicated that they would be very interested in reviewing any potential opportunities that their organization may have to assist Newport and/or Lincoln County. Overall, it was a great opportunity to visit their facilities, check out Coal Bank Village, and understand how this organization has worked to comprehensively address homelessness in the Coos Bay/North Bend area.

- Met with Barb James and Jason Malloy on an employee issue with labor consultant, Mark Wolf.
- Met with the Barb James, Mark Wolf and David Powell on a Public Works labor issue, as well.

Upcoming Events:

- City offices will be closed Monday, February 20 in observation of Presidents' Day. The Council meetings will be held Tuesday, February 21.
- The Newport Seafood and Wine will take place from Thursday, February 23 through Sunday, February 26.

- The preliminary budget meeting is February 28 at 6 PM.
- I plan to attend the NW Regional City Manager Conference in Fairbanks, Alaska, on Tuesday, March 28 through Thursday, March 30. I will be out of the office on Monday, March 29 travelling to the office. This event is usually held in Washington or Oregon but Alaska offered to participate in the rotation this year.
- The LOC Spring Conference will be held in Seaside from April 25 through April 27. Please contact Erik by February 17 if you plan to attend so rooms can be secured when registration opens on February 22.
- The first Budget Committee meeting is May 2 at 5 PM.
- The second Budget Committee meeting is May 23 at 5 PM.
- City offices will be closed May 29 in observation of Memorial Day.
- The final Budget Committee meeting is May 30 at 6 PM.
- City offices will be closed on Monday, June 19 in observation of Juneteenth. The Council meetings will be scheduled for Tuesday, June 20.
- City offices will be closed Tuesday, July 4, in observation of Independence Day.
- I plan to attend the OCCMA Annual Conference taking place in Pendleton from Tuesday, July 18, to Friday, July 21.
- City offices will be closed Monday, September 4, in observation of Labor Day.
- I plan to attend the ICMA Annual Conference in Austin, Texas, from Saturday, September 30 through Wednesday, October 4.
- The LOC Annual Conference will be held in Eugene from Wednesday, October 11 through Friday, October 13. Please contact Erik if you plan to attend.
- City offices will be closed Friday, November 10, in observation of Veterans' Day.
- City offices will be closed Thursday and Friday, November 24 and 25, in observation of Thanksgiving.
- City offices will be closed a half day on Friday, December 22 and a full day on Monday, December 25 in observation of Christmas Eve and Christmas Day.

Attachments:

Attached is Councilor Hall's PowerPoint presentation on LGBTQQIA-XYZ Rainbow - an Examination of Sexual Orientation and Gender Identify that was provided to the 60+ Center. Please enter the **Passcode: \$73YP=FA**

<https://us02web.zoom.us/rec/share/3r1Z1pLzUjIjegxP3gM1a1Qm7V0PwwFRw01HsAWFnpGgSegomuEptzJAe4PIIWTu.SrXoC5DBYyCNxGjw>

Respectfully submitted,



Spencer R. Nebel, City Manager

cc: Department Heads