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## MEMO

DATE: July 26, 2022

TO: Mayor and City Council

FROM: Spencer Nebel, City Manager

SUBJECT: Status Report for the Three-Week Period Ending Friday, July 22, 2022

I will be on vacation from Monday, July 25 through Friday, August 5. During this time, Peggy Hawker will be Acting City Manager. The City Council has previously excused me from attending the regular City Council meeting on August 1.

**Highlights of activities over the four weeks include the following:**

- City Hall was closed on Monday, July 4, in observation of Independence Day. The weather was great for various activities taking place throughout the region, with a great fireworks show taking place after dusk on July 4.
- On Tuesday, July 5, we were preparing for the visit of US Senator Ron Wyden at Big Creek Dam. This meeting included Councilors Hall and Jacobi, Mayor Sawyer, Tia Cavender, and Aaron Collett. Over the holiday, I had a head cold and tested for COVID-19 on July 3 and July 4 which were negative. As a precaution before Senator Wyden's visit, I tested for the third time and tested positive. I appreciate Mayor Sawyer, Aaron, and Tia Cavender for rearranging our presentation to cover the information I was planning to convey to Senator Wyden. By all accounts, the visit by Senator Wyden and Labor Commissioner, Val Hoyle, (who is a candidate for the open congressional seat) went well. We previously provided a tour to the other candidate for congress, Alek Skarlatos, on Tuesday, June 7. Both congressional candidates expressed support for this project. Senator Wyden indicated that this project has his full support. The WRDA bill will get reconciled with the House version of the bill, including the \$60 million authorization for the Big Creek Dam. We appreciate the support of Congressman Schrader who initiated this appropriation request in the House bill, and support from the rest of the delegation, to work to get this authorization included in the final WRDA bill that should be approved before the end of the year.

After testing positive for COVID-19, I headed home and worked from home the rest of the week. I continued several meetings remotely during this time.

- Barb James and I continued to work on the review of the draft personnel manual. Progress is being made on this front.
- I met with Mike Cavanaugh to conduct an evaluation.
- Participated in an internal camping ordinance meeting to continue refining the ordinance based on the suggestions from Council. This draft ordinance was presented to Council at the July 18 work session.
- Participated in a meeting remotely with Lance Vanderbeck, Derrick Tokos, and Richard Newman, regarding the possible construction of T-hangars at the airport.
- Participated remotely in a special executive session on the possible consideration toward the purchase of property.
- Participated in a meeting with Mayor Sawyer and Peggy Hawker on the Oregon Mayors Association conference that will occur in August. We would like to extend an invitation to Council members to participate in the event that will be hosted by the City of Newport on Thursday night at the Oregon Coast Aquarium. This event will begin at 6:30 PM. Please RSVP to Peggy Hawker.
- Participated remotely in a meeting with Justin Scharbrough and Derrick Tokos regarding addressing the joint use of the gravel parking area between the Bayfront lift station and The Coffee House. We attempted to use signage to stop parking in this lot. That was not effective. Concrete barriers were placed to stop parking to allow for the two-vendor spaces that have been rented for the summer. We discussed the possibility of placing temporary boards that can be removed at this location to allow parking when the spots are not being rented. At the close of the season, we will discuss whether we should be continuing to rent these two spaces. They have been used sporadically during the course of the summer and it might be good to try and find an alternate location for this activity.
- Participated virtually in the quarterly meeting with ODOT. We discussed the number of projects that are ongoing between ODOT and the City. This included maintenance and patching issues on US 101 which included addressing weed control at several locations including the intersection of US 20 and US 101.
- Participated remotely in negotiations with NEA. An update was provided on negotiations to the City Council at a July 18 executive session.
- Discussed the status of filling the Deputy City Recorder position with Erik, Peggy and Barb.
- I returned to work with a mask (due to City COVID-19 policy) beginning Tuesday, July 12.
- Participated in a stakeholder camping ordinance meeting which included Blair Bobier from Legal Aid; Executive Director, Traci Goff, from Grace Wins Haven; and Robbi Richter, Chamber of Commerce Executive Director, regarding the modifications to the camping ordinance. Both Blair and Traci indicated that they felt much more comfortable about the ordinance as revised. We indicated we would be presenting it to Council in a work session on July 18.
- Derrick Tokos, Aaron Collett, Justin Scharbrough and I met regarding an inquiry about the possibility of paving SW Chestnut, north of SE 35<sup>th</sup> Street in South Beach. The property owners have asked what the cost would be to have this work done. This could be done through a local improvement district. The City Council could consider financing this over a period of time, as the property owners are

paying the City back for the improvement. Aaron Collett will determine the scope of work that would be necessary for this street and develop some general cost information to share with the property owners to see if there is a desire to move forward with this improvement.

- Met with Yachats City Manager, Heide Lambert. Heide wanted to meet to talk about various issues relating to the position of City Manager as she continues her tenure as Yachats new City Manager. Heide has had experience as a Waldport City Councilor, and Executive Director for a non-profit organization, but this is her first experience as City Manager. She was working hard to prepare herself to serve the City in this capacity. I think Yachats will be well-served by Heide in this new capacity.
- Peggy Hawker and I met with Heather Thomas at the aquarium regarding the reception that the City will be hosting for the Oregon Mayors Association in August.
- Participated in a virtual meeting with Derrick Tokos, Aaron Collett, Justin Scharbrough, and Andrew Blair the new County Engineer, on the Moolack Slide project being conducted by ODOT. Andrew is trying to get up-to-speed with this project and wanted to meet with the City before he meets with ODOT to understand what the State is asking from the County to complete this project.
- Prepared agenda items for the July 18 work session and regular meeting.
- Participated in an STR Work Group meeting. This body is looking to complete its report and present its findings to Council and complete its assignment of reviewing short-term rentals in the City. Overall, the general consensus is that the ordinance changes, as implemented, have reduced the types of complaints and issues being faced by the City. The number of vacation rentals outside the overlay zone continues to decrease and we continue to have turnover of vacation rentals within the permitted area in the overlay zone.
- Held a bi-monthly meeting with Richard Dutton to discuss IT issues.
- Held a meeting with the League of Oregon Cities (LOC) to discuss various planning efforts for the Oregon Mayors Association conference in Newport in August.
- Met with Aaron Collett and Clare Paul to discuss driveway standards. There have been several questions and concerns about driveway width limitations for new driveways being built in the City. Aaron will be developing written standards for driveway construction to help address issues regarding new driveways.
- Participated in a routine Department Head meeting.
- Participated in a work session in which Council was provided an overview of the progress made with GIS in the IT Department, a discussion on pavement management; the possible acquisition of a pothole patching machine; and the progress made by the increase of women and Hispanic employees working for the City.
- An executive session was held to discuss negotiations.
- Met with Councilor Jacobi, Councilor Kaplan, and Aaron Collett, Dave Powell, and Justin Scharbrough on various concerns regarding Oceanview Drive and the one-way portion of 15<sup>th</sup>. Because of staffing limitations, certain work that was committed, has not been completed in this area. In addition, we heard several suggestions about other improvements. Aaron Collett indicated the need to do a formal traffic study, if we are looking at options to install four-way stops at various

locations. If we are looking to process a number of traffic studies together, we should bring in an engineer to evaluate the suggestions made on Oceanview. Funding for this work was included in the fiscal year budget beginning July 1 of this year.

- Rob Murphy, Tom Sakaris and I had a labor management meeting with Andy Parker and Chris Rampley to discuss various Fire Department issues. While there are valid concerns regarding the current staffing situation, the use of temporary employees has effectively filled positions to keep a minimum of three people on duty within the department. (Minimum staffing is two people). Because of this changeover, and because we have two engineers currently out, and two firefighter vacancies, we have been utilizing people in various capacities to meet the needs of the department. Andy and Chris both acknowledge that they feel better about the direction of the department, but are still very concerned about the lack of experience and the staffing levels in the future. At this point, there have been offers made to five candidates to fill the two vacancies, and the three new positions that were established as part of this year's budget. If the offers are accepted, then these individuals will go through the background checks.
- Erik Glover and I headed out on Tuesday afternoon to attend the OCCMA summer conference in Redmond, Oregon. This conference began the afternoon of Tuesday, July 19 through Friday, July 22.

Highlights of the conference include the following:

- Attended a structured discussion on cultivating leaders and recruiting and retaining talent in the current environment.

When recruiting and retaining employees, it is important to:

- Provide opportunities for people to be passionate about their job and the organization.
- The work force needs to be diverse and open to new ideas.
- Organizations need to provide the tools to allow people to advance both professionally and within the organization. There needs to be an ongoing education process beyond the initial orientation for employees.
- Things to keep employees happy in their job is establishing networks that connect them with colleagues throughout the organization.
- Involve employees in working on long-term projects.
- Give employees an opportunity to rotate experience and shift responsibilities from time-to-time.
- Have periodic dialogues with your existing employees to understand their needs and wants to retain those individuals that you recruit.

In recruiting it is important to:

- Review the job announcements.
- Truly market your organization. In this year's budget, we have appropriated funds to develop compelling information about the benefits of working for the City, and living in Newport or surrounding area.

- Speed up the hiring process, and throughout the process, stay in regular contact with candidates. The City could start a pipeline of recruiting at the high school level, as well.
- Maria Pope, President and CEO of PGE, provided a session on leadership through the COVID-19 pandemic. Throughout the pandemic and natural disasters during this time, including the wildfires and the ice storm that devastated the Willamette Valley, the primary focus of PGE was support to their commitment to provide electrical service to their customers.

Pope indicated that the objective of an essential provider during difficult tasks like this is, that it is critical to maintain various services to their communities. The same is true for the services provided by cities and counties. During the pandemic, the use of digital transformation of various processes, and ways PGE interacted with their employees and customers evolved substantially. Many of these innovations will remain part of the way they interact, both internally and externally, in the future. The other critical leadership lesson is to respond early to the financial challenges that face an organization. It is critical that organizations make early decisions to assure that the organization will be financially sound at the end of the crisis.

Pope indicated that it is critical to have a diverse work force that reflects communities that are being served. It is also important to know that the crews who are working through a disaster have their backs covered by the organization. These are challenging times and there are lots of questions about what work is being done and how it is being done. Those employees on the front lines need to know that the steps they are taking to address the disaster are going to be supported by the top of the organization. Finally, it is important to keep the team focused on getting the specific jobs that need to be done to work your way through the challenging times facing your organization.

- Dealing with dysfunctional Councils or Councilors was the topic of this session. Several trends happening in some City Councils reflect the partisan divide that is currently impacting the nation. While most things in local government are not partisan (providing Police and Fire, Water, Wastewater, Parks, etc.) in other general local services, there is a tendency for the vision that is occurring at the national and state level and migrating down into local government bodies. It is important to remind the Councils that the primary mission of the City is providing to its local residents. It was suggested that candidates for office be given an opportunity to have training to better understand what the role of serving as an elected official is. Often, people run without having a clue of how local government operates. Continued ethics training is important with elected officials. From a City Manager's standpoint, it remains critical that the discussions that occur in Council are not personalized by either the Councilors or City Managers to have a healthy relationship among them. It is also important to remind

Council members that City Managers are not responsible to address any individual mistakes that are made by Council members. The role of governing Council behavior is that of the Council, not the City Manager. It was also noted that often the way Councilors treat each other is the way the community will treat Council members. If Council members are dysfunctional and bickering with each other, that encourages the public to enter into those arguments.

As City Managers, it is important not to gossip about issues among Council members. It is also important to avoid making the City Manager part of the issue when there are disagreements among Council members. It is also the role of the City Manager to protect staff regarding issues that may occur from time-to-time with individual Council members, and to protect Council members from issues that might arise from individual staff members.

City Managers need to remain focused on operating an organization, even when the Council is dysfunctional. It is also important to slow processes down, particularly for controversial issues. When there is not a consensus among Council members, the course of action can be pursued by Council by making sure everyone has had an opportunity to raise questions and get those questions adequately answered. Then a decision can be made. Even if it is not a unanimous decision, there is a general acknowledgment that everyone had an opportunity to provide their input prior to their decision being made. It was also suggested that some fun things be included in agenda items too, such as swearing in of Police and Fire Officers, recognizing school groups, and other items. This helps to focus on positive things when many items on the agenda may not be as much fun to address.

It is important to maintain good engagement, communicate equally to members of the governing body, and keep those members engaged in the processes. It is important not to play favorites with any individual Council member. City Managers need to provide the information, training and tools for the elected officials to make well-informed decisions for the community. Setting goals and priorities is an important process, not only because of the goals that are developed, but the opportunity for Councilors to interact with each other on a more informal basis. This may serve a higher value than the actual goals that are eventually adopted.

City Managers also need to manage expectations of the governing body. Today, cities are facing staffing issues, financial issues and other items that may not allow them to be as responsive as Councilors may wish. Keeping the governing body informed as to realistic expectations of addressing issues is important. (this has been particularly challenging during the past two years with a significant number of vacancies we have in departments). It is certainly frustrating for us, and I know frustrating for Council, when we cannot get things done in as timely a fashion as we would all want). It is important to educate and provide advice to Council when Council roles start

reaching into operational issues for the organization. Likewise, if the City Manager is playing too much of a role in mission and other items that should fall within the Council role, it is important to have dialogue about that, as well. Managers need to control the communication coming from the organization to Council. The process of coming to a consensus on an administrative level on an item, often starts out with a variety of views. It is the role of the Manager to digest that information and provide a recommendation to the City Council when there are significant opinions and differences at the end of a process, to develop a recommendation for the City Council. (I will share what those differences were, so that Council is aware of that, but I do provide a specific recommendation for Council which serves as a beginning point for Council). It is important to have clear rules of procedure and it is important that Council follow those procedural rules. This helps individual Council members not get frustrated because they don't know how to address a particular issue, or bring up an alternate viewpoint on the matter.

Overall, I believe our Council has functioned reasonably well. It is critical that Council members respect each other and each other's opinion, even when there are disagreements with the outcome of the Council decision. From a staff standpoint, we work hard to provide good information and specific recommendations as to how the Council can proceed on specific issues. With any elected body, there are always going to be disagreements in times where things do not proceed as smoothly as everyone would like. Often, folks do not realize what a well-functioning Council looks like until they really see a dysfunctional Council. Under the best of circumstances, there will always be a few bumps in the road, but as long as there is mutual respect among Council members for each other, the work of the Council will get done. I have been very fortunate to work for functional Councils through most of my career. While sometimes it is difficult to see what a functional Council is, there is no question when you see a dysfunctional Council. Through most of my working career, I have worked with Councils that have functioned well, including Newport. There was one time in my career where I was working for a dysfunctional Council. While it may be difficult to see all the elements that make a Council function well, there is no problem in identifying a dysfunctional Council!

- Attended a session on the elements of personnel investigations. This session covered several legal issues, including anti-harassment laws and other aspects of investigations. Under the whistle-blowing law, it does not take much of a threshold for an employee to gain certain protections which include prohibiting disclosure of the complainant during the investigation. When issues come up with employees, sometimes it is necessary to put employees on administrative leave. This is particularly true if, based on the allegations, there is a potential threat to the complainant or others within the work force, keeping the employee in the work force would be destructive, or keeping the employee in the work force would interfere with the investigation

of the complaints. Written notice should indicate when someone is on administrative leave, explaining that no work will be done by that employee. Employees must remain available for work during their normal working hours. Employees are instructed not to have contact with witnesses, and should be referred to their union, if applicable. Finally, employees on administrative leave should not exhibit any form of retaliation during the process.

There needs to be a separate role between investigating and adjudicating the disciplinary issue. The investigator should not be the adjudicator. Under Garrity Rights, information collected for an employee offense cannot be used for criminal prosecution. For employers, this leads to a decision as to whether to proceed with an internal investigation when there are criminal issues involved with this employee. If the criminal issues are significant, it may be better to wait for the criminal issue to be completed prior to conducting an internal investigation. If an employee voluntarily answers questions after being informed of their Garrity Rights, that information can be used in any criminal matters involving that employee. There are some pros and cons in recording interviews as part of the investigations. If the investigation is being recorded, the employee should be notified of that fact. Sometimes, employees are less likely to provide more complete answers if they are being recorded; on the other hand, having the recorded conversation provides clearer information for future hearings when the actual answers are available.

Due process is something that is not required but most employers have policies and/or contracts that provide for measure of due process in adjudicating employee disciplinary issues. The employer is not required to release the report to the complainant, however, the employer should follow up with the complainant on a quarterly basis in the course of a year to be sure that they are not being subjected to the same harassment, or other issues, that generated the initial complaint.

- Participated in a session on Oregon's equity journey. There are always questions about resources of local governments utilized to address racial equity in those communities. There are always questions about why a community may place more resources into one part of the community over other parts of the community. Targeted universalism is a way to measure the performance of various demographic groups within the community. This helps fund those groups that are under performing in a community. An example of this is 80% of white members are graduating from high school and only 65% of the Latin community is graduating from high school. Then there is the argument to place additional resources to the 65% to bring that community up to the 80% target. Other aspects of addressing equity within our communities, includes some simple things such as naming parks, buildings, and other important parts of a community with names reflecting the various cultures of the community. This could be a thought for the new

soccer field we are building at Sam Case Elementary School. Recognizing the indigenous community through naming things can be an important cultural bridge to build understanding in the community. Hillsboro did away with neighborhood associations. They determined that resources in the community were disproportionately addressing issues in well-organized neighborhoods that were traditionally white and wealthier. Oregon is making progress on the equity journey, but our communities remain a long way from reaching the end of this road. Work needs to continue to address these types of inequities that occur in all our communities.

- Heard an update from the senior advisers to OCCMA members. Heard a session from Nicolas Kessler from Canopy Well Being. Canopy Well Being is the Employee Assistance Program (EAP) that is available to all our employees working for the City of Newport. This is provided through our health insurance plan through CIS. Sometimes being compassionate and utilizing professional empathy can be challenging for managers who deal with employees and citizens who are constantly bringing their problems to the manager. It is critically important to keep their game face on, despite the emotional draw that listening to the concerns of others and addressing those concerns may bring to the manager, department head or others in supervising positions. Managers and Department Heads often deal with several challenges to maintain empathy in their feelings with people. Managers may face compassion fatigue due to the amount of time that is spent in hearing about the problems of others. Burnout, which is more of an external issue of feeling overworked, stressed, and frustrated, carries trauma in which similar stories trigger a reaction from the manager that causes them to tense up or feel stressed when the same sorts of issues keep coming up. Burnout is caused by external factors becoming overwhelming while stress is a feeling from within related to coping with work or life situations.

Anxiety causes physical, mental and behavioral changes in individuals while depression primarily impacts physical and behavioral changes. Symptoms of depression include withdrawal from activities that a person would normally engage in.

Coping strategies include focusing on the positive and eliminating the negative thoughts that people have. In listening to people, it is important to take time and let them tell their story or vent. At the conclusion of that, let them know that what they are bringing up is obviously important to them. It is important to try and turn a rant into a request. The speaker advised not to ask if “is there is anything I could do for you?”, but to ask the individual to focus on one thing that would help them feel less stressed. This is something that will allow that individual to focus on what really is most important versus giving a laundry list of problems and issues. It is important to establish boundaries for employees. To preserve mental health, it is best not to say “call me, email me, or contact me anytime for anything.” Instead,

have a clear way and timeframe in which employees can come to you with specific issues or problems. Managers and Department Heads need to have some downtime to maintain a healthy and constructive attitude when addressing the day-to-day issues that come before them.

Listening and understanding is sometimes more important than fixing a specific concern brought to you, particularly, when those concerns may not be fixable. It is important to let employees know that you are hearing and understanding the individual's frustration and that you are processing the information. Empathy is like a deposit. It is important to build up a reserve to help when you may not have a positive solution to the problem that has been brought to you. It is important to let them know that you understood their story.

- Participated in a discussion on addressing homelessness and behavioral health in communities large and small. This was a good discussion that included the Wasco County Administrator, Sweet Home Economic Development Director, Washington County Assistant Director of Housing, the Bend City Manager, and Patient Support Program Manager from Mosaic Medical. Wasco County indicated that it is important to look for champions of innovation in unusual places within your organization. For Wasco County, it has been the Sheriff who has identified the time commitment that mental health causes in his department illustrating the importance of finding a better way to deal with mental health and homelessness. The Sheriff has been a strong advocate of bringing all the agencies together to develop a common strategy moving forward. In Sweet Home, a church hosted a camping area during the pandemic. Due to lack of supervision, this camp was not successful in providing a better camping scenario for individuals, but by grouping several individuals in one area, they helped facilitate a provision services at this location. For a time, the dialogue shifted from residents who were very concerned about establishing sites within the city, to a better understanding that reasonable standards must be taken to address this growing problem.

In Bend, there has been great cooperation among the non-profit organizations. The City of Bend is not a social services agency, but their support has been in providing funding, and in some cases property, to facilitate that non-profit community in addressing areas and certain aspects of homelessness. The City of Bend has amended codes to open the provision of a variety of types of shelter and housing to help meet this need. It is also emphasized that while many organizations are interested in transitioning people out of homelessness, one of the basic issues that needs to be addressed are low-income requirements for individuals to seek shelter. This is often the most difficult part of the population to try to address. The Bend area has been successful in obtaining grant funding through the Turnkey Program for the acquisition of hotels for the use of various housing initiatives. Bend has had to address the concerns from citizens that if you

build it, they will come. In surveys, Bend has determined that approximately 70% of the homeless community in Bend, originated from Central Oregon. Taking care of this population means taking care of sons, daughters, sisters and brothers of families from this area.

Washington County has had the benefit of a ten-year bond issue that is generating \$67 million a year for them to address various homelessness issues. Washington County is about 600,000 people, so the equivalent amount of Lincoln County would be \$5 million a year.

All the locations are dealing with camping, RVs and vehicles. Nobody has quite figured out the best way to address this daunting challenge. Several communities and non-profits have taken advantage of grant funding. They are all struggling with what happens once the grant funding dries up and what to do with facilities that have been purchased and repurposed to address homelessness. One is developing non-profit organizations to address various aspects of homelessness, and look to local organizations that can successfully expand or evolve their services. In many cases in Washington County, organizations involved with homelessness are not organizations that were created for this. It is important to be creative and help build this component in your community to address various aspects of this. One phenomenon in Washington County is the YIMB (Yes in my Backyard) where people are becoming more supportive of addressing homelessness within their residential neighborhoods.

It is clear that even communities that have significant funding are scratching the surface on addressing housing needs in their communities. The problem is significantly more challenging for rural communities. The \$1 million grant that was made available to Lincoln County is one way of trying to get the cities, the County, the Tribe and various non-profit organizations together to better coordinate and address various aspects of homelessness. It is clear that this is an issue that cannot be resolved by any city, county, or non-profit alone. This is something that needs the full cooperation of everyone. It is going to take a coordinated effort to utilize scarce resources in the most appropriate way to try to make a difference in the homeless crisis occurring within the state of Oregon.

- Participated in a session with ICMA Ethics Director, Martha Perego. The Code of Ethics is a key part of maintaining membership within ICMA. Martha went through several case studies regarding ethics complaints that have been handled recently by ICMA.
- Participated in a session provided by James McQuiggan of KnowBe4. This session focused on the human nature to trust and expect the best from people while having them do things that can jeopardize the security of your cyber systems. Phishing can occur with anyone with an email address, and can be a gateway into an organization's IT network. Spear phishing targets a specific person or activity. Often, this may include sending an email to

people (such as new employees indicating that certain financial help is needed and giving instructions on how to do that). These are identified targets to access a particular system. There are several other varieties of social engineering that are taking place regarding cyber terrorism across the country. Oregon has certainly not been spared from this, with the Cities of St. Helens, Keizer, Tillamook and Linn County all being victims of cyber terrorism. There are other forms of fraud going on including wire transfer fraud, W-2 fraud and ransomware. There have been many password attempts that have occurred with a library of 2.2 billion accounts being found. As a result, it is very important not to use old passwords since these passwords may have been compromised in the past. There is a way you can check any passwords to see if they are on the list of compromised 2.2 billion password accounts. Generally, if an email is unexpected and the person is a stranger who is asking you to do something urgently, or the action seems strange, then it is best not to open or respond to that email. Often, email addresses are slightly modified by reversing two letters (such as s.nebel being modified to s.neble). These are always suspect email addresses.

- The last session was the roundtable where we discussed Governor Brown's executive order on climate change. This has significant impacts on local governments and is likely to be challenged by several local governments because of its overreaching and impact local control. We discussed the local government options regarding Measure 109 which legalizes Psilocybin and Psilocybin businesses. Under state law, cities have a short period of time to consider referring a question on opting out before the local voters. Lincoln County and voters in the City of Newport approved this measure in the November 3, 2020 General Election. We will put it on the agenda for August 1 to make sure Council does not want to proceed with either a moratorium or a ban. City Council would need to decide to put this on the ballot at the August 15 Council meeting, should Council wish to do that.

There was a discussion of the value of Council rules and on providing orientation to candidates running for City Council. I discussed the room tax proposal to expand the use of the tourism portion of the tax. There is a fair amount of interest from those communities that collect this tax to consider doing this.

Overall, it was a great conference and I am glad that Erik and I had an opportunity to participate.

**Upcoming Events:**

- July 25 through August 5, I will be on vacation. I have been excused from the August 1 City Council meetings.
- July 26 will be the 60+ Center Accreditation party from 1 - 4 PM at the 60+ Center.
- August 11 through August 13 the City of Newport will be hosting the Oregon Mayors Association meeting. Members of Council are invited to participate in the opening reception at the Oregon Coast Aquarium on Thursday, August 11. Please let Peggy know if you can attend.
- Wednesday, August 17 is the LOC's Small Cities meeting at 11 AM in Lincoln City.
- Monday, August 29, we will be providing a tour of Big Creek Dam to YBEF and County officials at 4 PM. We are thinking of extending an invite to neighbors for a town hall meeting at the Dam at 6 PM. We will finalize these plans when I return in August.
- August 30 is the final day to file the SEL 101 form (candidate filing form) for Mayor or City Councilor for the November 8 election. The terms of Mayor Sawyer, and Councilors Parker, Hall and Kaplan expire January 2023.
- City Hall will be closed Monday, September 5, in observation of Labor Day. The Council meetings will be held Tuesday, September 6.
- I will be on vacation from September 9 through September 16 to visit family prior to the Annual ICMA Conference in Columbus, Ohio.
- September 17 through September 22, I plan to attend the 108<sup>th</sup> Annual ICMA Conference in Columbus, Ohio. I have been excused from the City Council meetings on September 19.
- October 5-7 is the Annual League of Oregon Cities Conference in Bend. Council members are encouraged to participate in this conference. Peggy and Erik have registered and reserved rooms for all City Council members. If your plans change, please let Peggy know as soon as possible so we can cancel our reservations before incurring penalties.
- Tuesday, November 8 is election day.
- City Hall will be closed Friday, November 11, in observation of Veterans' Day.
- Friday, November 16 at 11 AM an LOC's Small Cities meeting will be held.
- City Hall will be closed Thursday, November 24, and Friday, November 25, in observation of the Thanksgiving holiday.
- The LOC will be holding their elected essentials workshops at several locations in the state, including Manzanita on November 30, Depoe Bay on December 1, and Albany on December 6. These are held after the municipal elections and are intended for newly elected officials, or as a refresher for current officials.
- City Hall will be closed half day on Friday, December 23, and all day on Monday, December 26, in celebration of the Christmas holiday.
- City Hall will be closed on Monday, January 2, 2023, in observation of the New Year's holiday. The organizational meeting for Council will be scheduled for 5 PM on Tuesday, January 3, 2023, with a regular meeting to follow.

**Attachments:**

No attachments.

I wish the Council and staff well during the time I am out of the office.

Respectfully Submitted,



Spencer R. Nebel, City Manager

cc: Department Heads