



OFFICE OF THE CITY MANAGER  
City of Newport, Oregon  
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s.nebel@newportoregon.gov

## MEMO

DATE: July 7, 2023

TO: Mayor and City Council

FROM: Spencer Nebel, City Manager

SUBJECT: Status Report for the five week period ending June 30, 2023

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To the Mayor and Council: Happy new (fiscal) year to all!

Over the next few weeks we will be closing out the fiscal year that ended June 30. We have initiated the new fiscal year that began July 1. This past fiscal year was a challenging one for Steve and the Finance Department since the entire year we were operating with a vacancy in one key position. The good news is that Eric Carpenter has accepted the job as Assistant Finance Director and will be starting on July 24. We will be playing catch up on a number of issues, and due to the staffing situation in Finance, will likely have another finding regarding internal controls with the upcoming audit, since we did not have this position filled in the past fiscal year to double check certain transactions. We will be playing catch up on a number of things during the first part of the fiscal year. Hopefully, by the time we get through the audit and before beginning the budget process, we will be in much better shape going forward! I really want to express my appreciation for all of Steve's efforts during this past year. He is been able to muscle through with the critical components that absolutely needed to get done. Unfortunately, some things have not been completed during the course of this past year. With our staffing situation, there are times we have had to triage our work and identify what is essential to complete and what is not.

June was also a month in which two of our Department Heads left. David Powell's last day of work was June 9, and Richard Dutton's last day was June 30. We thank Richard for nearly 16 years of service creating the various systems that served the City. The City also thanks David for taking the lead and moving forward with a number of initiatives, including the Wastewater Treatment Plant Master Plan. These are two critical positions that we will be filling. The Public Work's position is particularly challenging without a WWTP superintendent. (Grant has been filling in on a contractual basis – we are very appreciative of that!) We also have a vacancy in our senior wastewater collections position, an additional operator position in the WWTP, and a few other vacancies in Public Works.

Justin Scarborough has stepped forward to be Acting Director of Public Works for Operations, and Steve Stewart will be overseeing the water and wastewater plants as Acting Public Works Director of Plant Operations. I greatly appreciate their willingness to step up during this interim period. We have some good news on the wastewater front. We have made an offer and received an acceptance of a level IV wastewater treatment plant superintendent. This individual is currently going through a background check, and barring anything unforeseen, will fill this position.

In Parks and Recreation, Judy Mayhew has officially retired as of June 30. Thank you, Judy, for all your efforts over the years. We have made an offer to candidate to fill this position. The background check has been completed and we are working through a final acceptance. This is a very important position in keeping operations running in the Recreation Department. With the employment challenges of a lot of our part-time and seasonal employees, Judy spent a considerable amount of time reviewing candidates and hiring individuals to fill these positions. We are hopeful that we will be able to give some relief to Mike Cavanaugh and staff, who have been picking up extra responsibilities during the time that Judy worked part-time and now, following her retirement.

Finally, in my office, we have had the resignation of Deputy City Clerk, Liz Gallagher. This is a significant setback on the various responsibilities that the City Recorder has in getting work completed. As a result of this vacancy, Erik will need to pull back from some of his Assistant City Manager duties to focus on City Recorder responsibilities until we can get someone hired and trained for this position.

Staff shortages are challenging and part of the new reality that employers are facing. This is not just a Newport phenomenon, but it is occurring in other local governments, as well as with the State of Oregon. On many projects we work together with the State. Please understand we are going to need to focus on very basic issues moving forward until we can stabilize our staffing situation, particularly in those areas where major staff changes occur.

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

- City Hall was closed on Monday, May 29 in observation of Memorial Day.
- Barb James, Steve Baugher, and I conducted an in-person interview of an individual who had applied for the assistant finance director position. As a result, an offer was made for employment, accepted by the candidate, and Eric will be starting July 24. We are very excited about filling this position!
- Met with David Powell and Barb James to discuss work assignments within Public Works. This relates, in part, to the administrative assistant position and the changes that will need to be made during the interim period until we are able to hire a public works director.
- Aaron Collett, Derrick Tokos, Jason Malloy and I met with our regional ODOT counterparts. One of the issues we discussed is gaining a clear understanding of whose responsible for repairs within the ODOT right-of-way for City streets. Unfortunately, this is not a clear-cut situation. Depending on how ODOT acquired the right-of-way, dictates whether ODOT's responsible

for the road up to the right-of-way line or just the lane of traffic. They are going to pull together information to help guide these issues going forward. This has led to aggravating delays in certain repairs due to trying to determine who is responsible for that repair.

- Barb and I reviewed the various pieces of the Employee Handbook.
- Along with members of the City Council, participated in the third and final meeting of the Budget Committee. I appreciate everyone's time and commitment to this process. Overall, the budget review went well. I would like to extend my appreciation to the Budget Committee chair, Bob Berman, for his efforts at moving along the process, as well as for his help every year in editing the final budget message document. I want to express my appreciation again to Steve Baugher for his excellent efforts through this budgeting process. This is really a struggle and we have had to set aside other tasks in order to get through these time-sensitive processes. I would like to express my appreciation to all of the Department Heads. I believe we provide a very interactive budget review process that allows Budget Committee members to ask questions, make suggestions, and hear back on the impact that those changes might have on various operations. This takes a significant amount of work on the part of the Department Heads, the Finance Director, City Manager, and the Senior Executive Assistant to get through these processes. Finally, I want to express my appreciation to Senior Executive Assistant, Melanie Nelson, since these extensive documents need to be prepared, modified -- sometimes a few times -- prior to moving forward with the proposed budget, and for preparing significantly complex and lengthy documents through the course of the budget process. As indicated at the beginning of this report, happy new year to all as we begin Fiscal Year 2023 - 2024!
- Met with Barb James, Rob Murphy and Jody York to work through a number of issues with sprinkler contracts. Jody has been coordinating all of our various alarm and sprinkler contracts to ensure that proper and timely inspections are completed, and that maintenance agreements are in place so critical facilities are protected throughout the city. I appreciate the efforts to clean up these critical areas in various departments.
- Barb James, Rob Murphy and I met regarding the development of our post-COVID-19 mask, vaccine, and illness protocols. Based on recommendations from the OHA, we are now treating COVID-19 like any other infectious virus. We have eliminated any of the special COVID-19 requirements. Basically, if you are sick you stay home until your conditions have improved and any fever subsides. Protocols for emergency personnel have also changed. These will be our permanent illness requirements moving forward.
- Participated in a meeting on the forensic report regarding cracking of the pool, and other construction issues related to this project. This work is progressing. David Allen has taken the lead in working through these various issues.
- Prepared agenda materials for the various City Council meetings on June 5.
- Held a bi-monthly meeting with Mike Cavanaugh to discuss various Parks and Recreation issues.
- Met with Barb James and Erik Glover regarding an employee matter.

- City Council met in a work session to discuss and update the Wastewater Master Plan, discussed how to proceed with an environmental sustainability plan, and scheduled an executive session for labor negotiations.
- City Council met in an Urban Renewal meeting to authorize Amendment No. 5 development agreement for The Whaler Motel and hold in executive session on property transactions. This was followed by the regular June 5 City Council meeting beginning at 6 PM.
- Steve Baugher, Aaron Collett and I met to discuss Big Creek Dam funding. As indicated in the budget meetings, we have two Big Creek Dam projects. One project is utilizing the \$14 million from the State of Oregon, while the other project is completing various contracts that have been initiated previously by the City. We had Aaron review what the maximum financial commitment is for those existing contracts funded under the original Big Creek Dam project. As a result, we are able to return approximately \$300,000 from that project budget to address a negative cash flow in our Proprietary Capital Projects Fund. This is something that we did not catch until after materials were prepared for the final Budget Committee meeting. City Council made that adjustment as part of the adopted budget.
- Dave Powell, Steve Stewart, Andrew Grant and I met with Joe O'Donnell from McKinstry regarding an energy review of all our facilities, including the water and wastewater plants. I have indicated to Joe O'Donnell that we need to wait until we get a few key positions filled before we are in a position to proceed with this effort, but that we are definitely interested in getting a proposal for this work.
- Erik Glover and I met to review the election processes as part of preparing a report for City Council on the gas tax. This report was presented to Council on June 20 with Council opting to look toward the May election cycle for the gas tax consideration.
- Participated with Mike Cavanaugh, Barb James and Judy Mayhew with interviews for the recreation superintendent position. As a result, an offer has been made and there is a pending final acceptance by the individual interviewed.
- Held bi-monthly meetings with Derrick Tokos and Barb James to discuss various departmental issues.
- Reviewed the IT section of the employee policy handbook with Barb James.
- Held a bi-monthly meeting with Aaron Collette to discuss engineering issues.
- Met with Lola Jones and Jamelle Villareal regarding Grace Wins Haven. Grace Wins Haven announced that it was going to close in the next week, then announced they were staying open, and currently they are closing the existing Grace Wins Haven's nonprofit and re-initiating a nonprofit organization to continue the efforts of Grace Wins Haven. I have not heard a more recent update on the status of this plan. Jamelle is employed with ReConnections Counseling located in Newport. ReConnections Counseling is providing time for Jamelle to work through various issues relating to services provided by Grace Wins Haven.
- Met with Richard Dutton and Travis Reeves regarding Richard's transition from the IT Department.

- Participated in an HB4123 service provision and policy work group meeting with the consultants developing the five-year homelessness strategy for Lincoln County.
- Participated in the monthly update between the City and Dig Deep Research. The big issues discussed were the contracts for services beginning July 1. These were presented and approved by the City Council at the June 20 City Council meeting.
- Met with Mark Wolf, Rob Murphy, Tom Sakaris and Barb James in preparation of an upcoming mediation with the IAFF firefighters' union.
- Participated in day-long mediation on Friday, June 9 with Rob Murphy, Tom Sakaris, Barb James and Mark Wolf. The results of this mediation were conveyed to the City Council at an executive meeting on June 20. Overall, progress has been made in resolving the remaining contract issues.
- I took a few days off the week of June 12, including Monday, Wednesday and Friday, to spend time with friends visiting from Pennsylvania. It was their first trip to Oregon and they thoroughly enjoyed the time. It is always fun to play tourist/tour guide in your hometown.
- Held bi-weekly meetings with Jason Malloy, Rob Murphy and Lance Vanderbeck.
- Erik Glover and I met with PayneWest Insurance to review our various insurance renewals for the fiscal year beginning July 1. Unfortunately, like many other cost centers, we are seeing a significant increase in insurance coverage. Council approved the insurance coverages at the June 20 City Council meeting.
- Aaron Collette and I met with Tia Cavender to review the work proposed by Dig Deep Research for the fiscal year beginning July 1. Those agreements had been negotiated by Aaron and Council approved them on June 20.
- Participated in an OCCMA Bylaws and Policy Committee.
- Had a second meeting on IT staff transition. One of the things that we are going to do is modify the descriptions of the junior systems administration and senior systems administrator to convert them into a job family similar to what we do for the Library and Public Works. Once the job descriptions are completed, we will advertise for the newly created position effective July 1. Once that position is filled, we will determine how we will proceed with the Director's position. Travis Reeves will be Acting IT Director during this time.
- Signed the necessary purchase agreement at Western Title to close on the City Center building being acquired by the Urban Renewal Agency. The property now belongs to the City. We will be reviewing options for proceeding with this building during the next few weeks. Our intent is to remove the building.
- Participated in a meeting with the participants in the youth exchange heading to Mombetsu. Tracy Crews and Dietmar Goebel were the chaperones for this trip with seven students participating in the trip.
- On Friday evening, June 16, a fundraiser was held for David's Chair at the Elks Lodge. Funds were raised by the Newport Parks and Recreation Department Foundation to secure a chair for Newport. There are a number of logistical issues that are still being worked out, but hopefully a chair can be put into position before the end of the summer. I was only able to make the

end of the event due to the delays in dropping off visitors at PDX. Overall, everyone was pleased with the effort.

- On Saturday, June 17, headed down to Nye Beach to see how the David's Chair event was going. Overall, they had many reservations to use the chairs during the excursion day at Nye Beach. It was very rewarding to hear from people who had not been on the beach in many, many years. They are able to have mobility and travel right down to the surf line in these chairs. It will be a true benefit for those with mobility issues to use these chairs in the future.
- Prepared agenda items for the June 20 City Council meetings.
- City Hall was closed on Monday, June 19, in observation of the Juneteenth holiday. I worked the entire day on Juneteenth and I will be shifting my holiday to Monday, July 3, instead.
- On Juneteenth, Mayor Sawyer and I participated in an update on the City of Newport at the Oceanview Senior Living Center. We had about eight folks participate in this meeting, including the former City Manager, Don Davis. We had questions about a number of things, including the dams, handicap access to the reservoir, and similar issues. Overall, it was a good exchange. Don Davis is still doing very well mentally. While he may be slowing down physically at age 95, he still has a great memory for various things that happened with the City of Newport.

I worked on final materials for the Mombetsu youth visit. This included preparing binders for the chaperones with all the necessary documents. The documentation included travel and medical care authorizations, tickets and flight itineraries, emergency contact numbers, facts about Mombetsu and the Sister City exchange, and other relevant materials. Thanks to Melanie for pulling together all of these various pieces of information that we received for each of the student delegates attending this trip.

There are number of lessons learned for future student delegations that Erik and I will compile for the next student trip. Due to the limited time, the City was involved in the direct purchase of airline tickets for the students to assure that all the students ended up on the same flights. We had a number of challenges with the tickets and, unfortunately, one student ended up not getting a passport in time to participate in the trip. A key for future trips is having a key chaperone identified and committed early in the process, and begin fundraising early, and purchase tickets after all students have their passports. It also is good to have the tickets purchased directly by the families from a travel agent as part of a group package, versus the City purchasing tickets, then utilizing contributions and private pay for these costs. This is the first student trip since Mark and Cindy McConnell retired from leading student trips to Mombetsu.

- Steve Baugher, Barb James and I met regarding a work schedule in the Finance Department.
- Participated in a routine Department Head meeting.
- Met with Mark Wolf, Barb James, and Rob Murphy regarding negotiations with the firefighters.

- Met with Council President, Jan Kaplan, prior to Tuesday's Council meetings to run through the various agendas that he chaired in the absence of the Mayor. I also met with Patty Riley from the Police Department who filled in for Erik as City Recorder for the meetings on June 20. Erik was attending his second week at a City Records' institute meeting in Washington state. He has one more week-long session in order to be a certified city clerk/recorder.
- Participated in the City Council work session on Tuesday the 20th that included the property maintenance code, revisions on parking codes, and scheduling an executive session for labor negotiations.
- I participated in an Urban Renewal meeting where the Agency authorized the purchase of the former gas station property located near City Hall, as well as held a public hearing and approved a budget for the Agency for the fiscal year beginning July 1.
- Participated in the regular City Council meeting at 6 pm on Tuesday, June 20.
- Held a bi-monthly meeting with Aaron Collette to discuss Engineering issues.
- Met with Barb James to review applications for Public Works Director.
- Met with Derrick Tokos to discuss department issues.
- Held a meeting of the City Manager's office staff regarding office space, phones, the public information position, and other similar issues.
- Met at the wastewater treatment plant with plant staff to discuss the status of our efforts in filling positions at the plant, and to hear their specific concerns going forward. Overall, they have been working shorthanded, and with limited direction, since David Powell's resignation. They are anxious to get a new superintendent and felt that in the interim, Steve Stewart would be a good resource to help provide direction. Andrew Grant is working on a contractual basis on various aspects of the plant. Going forward, Andrew will develop various work plans, and Steve Stewart will review those with plant staff and identify schedules to complete the work that needs to be finished. We will do this until we have a new superintendent in place at the plant.
- Derrick Tokos and I met with the owners of Hoover's regarding a number of property issues relating to the buildings owned by Hoover's. There are two buildings located on this property. The second building is currently not occupied but being utilized for storage. This building is located within city and/or state public rights-of-way. There was a request to vacate a city street in the 1990s that was not completed. This was during a staff transition, as well as the owner of Hoover's passing away. This has remained unresolved since that time. We will be asking the Agency to review this matter at an upcoming meeting.
- Provided a presentation on the status of the City to the Rotary Club on Thursday, June 22.
- Held a final meeting of the youth delegation heading to Mombetsu on Thursday, June 22, to finalize all arrangements.
- The 60+ Center volunteer, Gordon Petty, volunteered to transport the delegation up to the airport for an 8 AM flight. The crew left City Hall at 3:15 AM on Sunday, June 25. They were scheduled to return on Monday, July 3 at 11:20 PM. Unfortunately, this flight had a four-hour delay so they were picked up at 3:30 AM. Gordon also picked them up. Since three of the members stayed overnight in Portland prior to the departure, there are three additional

people coming back. I appreciated Travis Reeves driving a second vehicle up to the airport to assist with the transportation. Gordon indicated that nine people with all the baggage in the van was not a workable scenario. By all reports, the group had an excellent time in Mombetsu experiencing many cultural events in Japan. Dietmar kept me posted on various aspects of the trip. I am excited to hear more about how the trip went. The group will make a presentation to City Council on July 17.

- I participated in a conference call with Tamara Russell from CIS and Barb James regarding an employment issue in the Fire Department.
- Held a bi-monthly meeting with Steve Baugher to review various Finance Department issues.
- Participated in a monthly meeting with Jason Holland to discuss various issues relating to OCCA. We were disappointed that state funding was not approved for completing phase 7 improvements at the PAC.
- Participated in phone screens for the grant manager position for the City. This is our second effort at trying to fill this position.
- Participated in an in-person interview for our wastewater treatment plant superintendent position with Barb James and Andrew Grant. At the end of the interview we were able to make a job offer, which has been accepted by the applicant, subject to the background check. In moving ahead, we should be able to fill a very important void in our City organizational chart. We are keeping our fingers crossed that everything falls into place and we can fill this position.
- Along with Jan and Patricia Kaplan, Laura and Paul Kimberly, and retired Police Chief Miranda, participated in the annual Chamber dinner. The highlight of the evening for me was that Finance Director, Steve Baugher, was recognized as City Employee of the Year by the Chamber of Commerce. Congratulations to Steve on this well-deserved recognition!
- Participated in phone screens for the public works director position. We had a fairly good response with applications, however, a number of people dropped out as we set up the phone interviews. We still have a couple of candidates that seem solid that we want to bring in for in-person interviews.
- Met with Andrew Grant and Barb James regarding wastewater treatment plant staffing concerns.
- Held bi-monthly meetings with Jason Malloy and Rob Murphy.
- Met with Richard Dutton and Travis Reeves to continue discussions of the transition in the IT Department.
- Held a bi-monthly meeting with Laura Kimberly.
- Met with Laura Kimberly and Leslie Palotas regarding the Vision 2040 efforts in the City. Laura and I have been discussing the possibility of having her lead our DEI efforts on a City-wide basis, in addition to her responsibilities at the Library. Once we have a draft model on how this might work, we will be presenting it to the City Department Heads and City Council.
- Along with Councilor Parker, participated in the joint Yaquina Bay Economic Foundation (YBEF) and the Economic Development Alliance of Lincoln County (EDALC) annual meeting. These were held jointly at the Port of Newport's new office building. The reason the meetings were held jointly is that there is an overlap in the membership of both organizations. Overall, it



was a fun and festive meeting in which Port Director, Paula Miranda, turned over the presidency of YBEF to Dave Price, and Brigitte Reisling is going to turn over the presidency of EDALC to Bob Cowen. Dave Price prepared a video that included an interview with Don Davis talking about the history of YBEF. This was done in a very clever and entertaining way.

- Rob Murphy, Tom Sakaris, Barb James and I met with a Fire Department employees Chris Rampley and Andy Parker. Due to a work-related health condition, an employee is unable to resume the duties as a firefighter for the department. A worker's comp settlement was reached between the employee and our worker's comp carrier, who proposed to continue his light duty status until August 1. This is an unfortunate situation and we wish him the best.
- Laura Kimberly, Steve Baugher, Mike Cavanaugh, Barb James and I met to discuss the position budgeted by the City Council for a bilingual employee for the City of Newport. It is our intent to have a report for the City Council on options of how we can utilize this position to continue moving the City forward. Once we have had an opportunity to present various ideas to the City Council, and Council comes to a consensus, then we can develop a final job description and initiate recruitment efforts to fill this position.

#### Upcoming Events:

- I am attending the OCCMA Annual Conference taking place in Pendleton from Wednesday, July 19, to Saturday, July 22.
- In the first week of August, a student group from Mombetsu will be hosted in Newport.
- August 1 is the Annual National Night Out from 5-8 PM. This will be held at the Newport Armory.
- 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 Thursday, October 12 through Saturday, October 14. **Please contact Erik by Monday, July 10, 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 a report from the Oregon Coast Aquarium on the use of funding to install six ports of Level 2 chargers in the aquarium's parking lot. This system went live in April. Carrie Lewis, Aquarium President and CEO, and Molly Dumas, Director of Development, expressed their appreciation to the Urban Renewal Agency for this funding to help expand the EV charging network here in the city.

- Attached is a letter from the US Coast Guard indicating that the City must proceed with its five year recertification as a Coast Guard City. The recertification package is due on or before June 30, 2024. We will initiate that process by bringing together a few folks that were directly involved with the last recertification. This will include former Police Chief Miranda, Mayor Sawyer, Erik Glover, and others, to get this information submitted for review and approval.
- Attached is the Chamber business blurbs outlining the various Chamber award winners, including Finance Director, Steve Baugher, as City Employee of the Year. Congratulations Steve! This is a well-deserved honor.

It is hard to believe had that we are already in July. It is at least feeling like summer is now here. I hope everyone has a safe and enjoyable summer!

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel".

Spencer R. Nebel, City Manager

cc: Department Heads



May 31, 2023

Derrick Tokos  
Newport Urban Renewal Agency  
City of Newport  
169 SW Coast Hwy  
Newport OR 97365-3806



Dear Derrick:

We wish to convey our utmost gratitude for the Urban Renewal Agency's extraordinary support. To follow is a brief report on your grant of \$50,000.00 for the installation of an EV Charger Station at the Oregon Coast Aquarium. Coupled with a grant of \$12,525 from Lincoln County Community & Economic Development, your support enabled the Aquarium to install a station with six ports of level-2 chargers in the Aquarium's parking lot. We received final commissioning from EV Connect and the station went live in April.

Starting January 2022, the Aquarium contracted EV Equity consultants to advise us on infrastructure requirements, most suitable hardware and software management solutions for our remote coastal location, as well as long-term scalability. EV Equity recommended the BTCPower dual port systems. We installed three BTC dual-port structures in a visible location near an existing power utility source. Central Lincoln PUD, J&J Electric and EV Equity worked with our facilities team to procure and install the expandable port structures. The electrical system is scalable up to 12 level-2 ports.

The Aquarium's marketing team has identified five online search engines with apps for EV vehicle owners to locate EV charging stations throughout the country. We have also met with Oregon Coast Visitors Association about ways to promote the availability of EV charging stations to travelers.

Our greatest challenge was a year-long delay caused by the backorder of one part for the transmission box. The expenses to date total \$65,793, exceeding our initial budget of \$63,525. Attached is a detail of expenses incurred. With the excessive rains we experienced this past year, we decided to do more site work that would better divert storm water. This expense was higher than projected. We obtained ChargeCare extended warranties and operating software management licensing subscriptions for five years with EV Connect. In 3-4 months, we will assess the challenges and benefits of the onsite EV charging station, and determine if additional charging ports will be needed to serve the public in the next 5 years.

Again, thank you for investing in the Aquarium's effort to reduce carbon emissions in our community, and accommodate tourists using electric vehicles.

Gratefully,

A blue ink signature of Carrie E. Lewis, written in a cursive style.

Carrie E. Lewis  
President/CEO

A blue ink signature of Molly Dumas, written in a cursive style.

Molly Dumas  
Director of Development

## Oregon Coast Aquarium

### General Ledger EV Charging Station Project

Posted dt.	Memo/Description	JNL	Debit
<b>1610 - Prepaid Expense (Balance forward As of 04/18/2018)</b>			
7/28/2022	Bill - EV Equity LLC. EV Connect L2 Operate Software Management - 1 year subscription	APJ	1,575.00
7/28/2022	Bill - EV Equity LLC. Charge Care - 5 year. \$20 per Station per month	APJ	2,700.00
7/31/2022	ChargeCare - 5 year. EV Connect 1 year	GJ	900.00
7/31/2022	ChargeCare - 5 year. EV Connect 1 year	GJ	525.00
<b>Totals for 1610 - Prepaid Expense</b>			<b>5,700.00</b>
<b>1790 - Internal Projects (Balance forward As of 04/18/2018)</b>			
4/1/2022	Bill - Central Lincoln People's Utility District	APJ	5,655.36
4/1/2022	Bill - EV Equity LLC	APJ	5,711.25
6/9/2022	Bill - Quality Concrete Construction Co	APJ	5,450.00
7/28/2022	Bill - EV Equity LLC. 3 BTC Power 30A Dual Port Pedestals, 6 BTC Power Cable Retractors	APJ	12,562.50
7/31/2022	ChargeCare - 5 year. EV Connect 1 year	GJ	
2/27/2023	Bill - Copeland Lumber Yards stainless concrete anchors	APJ	73.20
3/1/2023	Bill - Barrelhead Supply, Inc	APJ	41.84
3/7/2023	Bill - Barrelhead Supply, Inc parking lot drain rebar	APJ	58.52
3/8/2023	Bill - Barrelhead Supply, Inc contractor bags to cover EVs until operational	APJ	22.19
3/8/2023	Bill - Copeland Lumber Yards EV charging station concrete anchors	APJ	59.99
3/11/2023	Bill - Copeland Lumber Yards EV charging station bollard anchors	APJ	148.28
3/16/2023	Bill - Barrelhead Supply, Inc concrete float for leveling new parking lot drain	APJ	34.99
3/22/2023	Bill - J & J Coastal Electric Inc EV charging station power hookup	APJ	7,983.71
3/23/2023	Bill - Barrelhead Supply, Inc 6' parking curbs	APJ	252.30
3/27/2023	Bill - J & J Coastal Electric Inc start up process for EV charging station	APJ	300.00
4/4/2023	Bill - Road & Driveway EV Charging Station drain	APJ	19,797.00
4/4/2023	Bill - Quality Concrete Construction Co	APJ	930.00
<b>Totals for 1790 - Internal Projects</b>			<b>59,081.13</b>
<b>6750 - Maintenance Supplies (Balance forward As of 04/18/2018)</b>			
7/28/2022	Bill - EV Equity LLC. EV Connect Onboarding & Commissioning Fee	APJ	296.25
<b>Totals for 6750 - Maintenance Supplies</b>			<b>296.25</b>
<b>7250 - Facilities Maintenance (Balance forward As of 04/18/2018)</b>			
5/10/2022	Bill - J & J Coastal Electric Inc	APJ	467.23
5/16/2022	Bill - Barrelhead Supply, Inc	APJ	90.34
7/1/2022	Bill - Amazon Business Electric Vehicle Charging Station 12" x 18" signs 6 signs at \$20.99 each Requested by Tina Smith	APJ	125.94
10/17/2022	Bill - Builders First Source	APJ	32.17
<b>Totals for 7250 - Facilities Maintenance</b>			<b>715.68</b>
<b>Grand total</b>			<b>65,793.06</b>

## Oregon Coast Aquarium EV Charging Station - Report April-May 2023

Date	Revenue [USD]	Date	Revenue [USD]
15-Apr-23	8.13	1-May-23	1.14
17-Apr-23	2.00	2-May-23	10.78
18-Apr-23	3.05	3-May-23	5.54
20-Apr-23	3.00	4-May-23	0.45
21-Apr-23	8.19	5-May-23	1.58
22-Apr-23	5.19	6-May-23	5.27
23-Apr-23	14.09	8-May-23	8.5
24-Apr-23	0.80	9-May-23	5.74
27-Apr-23	10.16	12-May-23	4.7
28-Apr-23	3.14	13-May-23	2.9
29-Apr-23	8.18	14-May-23	8.84
30-Apr-23	13.14	15-May-23	2.28
		19-May-23	1.49
		20-May-23	15.62
		21-May-23	2.05
Totals	\$ 79.07		\$ 76.88

Date	Charge Sessions	Charge Duration (min)	Connected Duration (min)	Energy Provided (kWh)	Emissions Savings (kg GHG)	Gas Savings (gal.)	eMiles added
23-Apr	41	3,447.03	3,678.84	330.17	216.06	24.29	1,010.31
23-May	31	3,193.11	3,443.89	307.53	201.25	22.63	941.03



## Deployment Closure Letter

Hello Brian & Sherri,

This letter is to certify that all deliverables under Oregon Coast Aquarium Platform Onboard SW ONLY have been delivered. Below is key information for your records:

Record	Status
EV Connect Management Console	<a href="https://ops.evconnect.com/admin/">https://ops.evconnect.com/admin/</a>
Username for Management Console	<a href="mailto:greg.hoard@aquarium.org">greg.hoard@aquarium.org</a> <a href="mailto:sherri.bollinger@aquarium.org">sherri.bollinger@aquarium.org</a>
Commission Date	4/6/23
Stations Commissioned	BTC1921 / BTC1922 / BTC1923
License Type	<input checked="" type="checkbox"/> X_ Operate <input type="checkbox"/> _ Optimize <input type="checkbox"/> _ MUD
License Duration	1 - Years
SHIELD	No
Bill.com Status	<input type="checkbox"/> _ N/A (Payment Plug-in disabled) <input checked="" type="checkbox"/> _X_ Pending (when completed, contact Host Support or CSM to enable Payment Plug-in) <input type="checkbox"/> _ Complete
Other Notes	

For all future requests pertaining to your EVSE assets please reach out to the following contacts:

- To learn more about the solutions EV Connect can provide, contact your Myiesha Turner
- To report any issues, engage our Host Support team at [host\\_support@evconnect.com](mailto:host_support@evconnect.com)
- For all billing questions, engage our Accounts Receivable Team at [accountsreceivable@evconnect.com](mailto:accountsreceivable@evconnect.com)

On behalf of EV Connect, we would like to thank you for trusting us with this project.

Sincerely,

**Justene Geornimo**  
Implementation Associate

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commandant  
United States Coast Guard

2703 Martin Luther King Jr Ave SE  
Stop 7103  
Washington, DC 20593-7103  
Staff Symbol: CG-09232  
Phone: (202) 372-4625

June 1, 2023

The Honorable Dean Sawyer  
Mayor, City of Newport  
169 SE Coast Hwy  
Newport, OR 97365

Dear Mayor Sawyer:

Newport was originally designated a Coast Guard City on March 28, 2005. Every five years, the city is required to submit an application for re-designation as a Coast Guard City. To recertify, the city must provide a recertification package on or before **June 30, 2024** describing its on-going relationship with the Coast Guard, including examples of recent programs and projects.

This package should demonstrate and document your city's continuing efforts to support and honor the Coast Guard.

As with the original application, your letter requesting recertification should be addressed to Commandant (CG-0923), 2703 Martin Luther King Jr. Avenue, SE, Stop 7103, Washington, DC 20593-7103. You must also provide a copy to the local Coast Guard unit(s) who will review the request for recertification and forward it with an endorsement through the Coast Guard's chain of command to Commandant (CG-0923).

Please submit your recertification package on or before **June 30, 2024**. The Coast Guard City board will review your recertification package and, if approved, your status will be renewed for another five-year term.

Please feel free to contact Zenobia Williams on my staff at (202) 372-4625 or via email at [Zenobia.A.Williams@uscg.mil](mailto:Zenobia.A.Williams@uscg.mil) should you or your staff have any questions. We look forward to continuing to recognize the great relationship between Newport and the Coast Guard.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. H. Brockway".

E. H. Brockway, *LCDR*  
Chief, Community Relations Division  
Office of External Outreach  
U.S. Coast Guard

## Spencer Nebel

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**From:** Greater Newport Chamber of Commerce <erin@newportchamber.ccsend.com> on behalf of Greater Newport Chamber of Commerce <maggie+newportchamber.org@ccsend.com>  
**Sent:** Wednesday, June 28, 2023 5:15 PM  
**To:** Spencer Nebel  
**Subject:** Chamber News and Community Events

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

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# Newport Chamber Biz Blurbs June 24, 2023

Your weekly "Biz Blurbs" updates about upcoming  
Chamber events and information  
from fellow members!

Submit your flyer by emailing [maggie@newportchamber.org](mailto:maggie@newportchamber.org)  
Would you like your business to be one of our weekly spotlight? contact  
[maggie@newportchamber.org](mailto:maggie@newportchamber.org)

## The Newport Chamber Membership Spotlight Annual Awards Winners!



As we go through and recognize some well deserving folks for their contributions and achievements, think about the characteristics that they all share that has gotten them here. They all have that "Can Do" attitude, and that is why we honor them!

Our first award is **Beautification Location of the Year**. Our Beautification Committee, chaired by Larimee Ward, drives around the area looking for those businesses who have added an extra shine and polish to their businesses making them more welcoming to visitors driving by and guests coming through their doors. During the holiday season they also hold a decoration and holiday light contest.

Our nominees are:

- Coast Hearth & Home
- Les Schwab Tires



- Taco Bell
- Local Ocean Seafood
- Medication Station
- McDonalds
- The Broadcast Center
- Lincoln PUD
- Newport Marina Store & Charter
- Frontier Title & Escrow
- Simply Design Studio
- Washington Federal Bank

And the winner of the 2022/2023 Beautification of the Year Award goes to.....**Medication Station**

The exterior of their business is always in excellent condition and the large, black-framed windows sparkling clean. Add to that the flower boxes along the entire length of the building that overflow with a variety of colorful flowers, including white ornamental cabbages, and you have a very eye-appealing location in the Deco District. Newport appreciates your care!

Our next award is **City Employee of the Year**.

The Newport Chamber and our members know that each day of every year many people work behind the scenes for the enrichment and quality of life for our community. For several years we have recognized an employee with the City of Newport for their outstanding service, dedication, and commitment to community betterment. Those who receive this honor are part of what makes Newport a wonderful place to live, work and play. I would like to have our City Manager, Spencer Nebel, come forward at this time to introduce this year's City Employee of the Year.

City Employee **Steve Baugher**

Next up is the **Ambassador of the Year Award**

Our Ambassadors group enjoys a long tradition with the Chamber as the ones who showcase our member businesses, hold ribbon cuttings for new and newly re-opened businesses, run a booth and sell all kinds of fun stuff at the Seafood & Wine Festival, staff the Chamber's Visitor Center during the summer months, run the very popular Holiday Raffle, organize fundraising bazaars, assist with the Newport Marathon, and represent the Chamber at many of our local community events.

This year our Ambassador of the Year is a celebration of a very special Ambassador who has willingly and wholeheartedly served as the Chair of the Ambassadors this past year. Her theme for the year was "A Rising Tide Lifts ALL Boats", an aphorism associated with the idea that improved communication will benefit all participants. And she's done it all with exuberant finesse and pizzazz. This Ambassador attends and participates in every meeting, every Showcase, every ribbon cutting, every Business After Hours, is a committee member for the Seafood & Wine Festival and volunteers in many places in our community and she does it all with a giant smile on her face and a kind word to everyone she meets. She truly embodies and represents the definition of an Ambassador.

This year's Ambassador of the Year is.....**Rian Martinsen**

Now it's time to announce the **Business of the Year Award**. Recent winners include TLC, A Division of Fibre Federal Credit Union, Grove Veterinary Clinic, Lincoln County School District, JC Market, Airrow Heating and Sheet Metal, and Oregon State Credit Union. This year the nominees for Business of the Year were once again an all-star list of businesses. This year's nominees are all outstanding and all deserve special recognition for their excellence in business practices and community support. Standard Business Practices are likely three words you will NEVER hear the nominees of this award saying together in a sentence, Excellent Business Practices are more likely. Business excellence is not just about showing up and being there, it's a whole state of being. It's the desire to make the place where they do business a better place to live, work and play. They build from within, and they serve throughout.

And the nominees are:

- Most Wanted Painters
- Grocery Outlet
- TLC, A Division of Fibre Federal Credit Union
- Oceana Natural Food Cooperative

What a list of outstanding businesses who give to our community and provide services with excellence!

And the recipient of the 2022/2023 Business of the Year is.....**Grocery Outlet**

Newport Grocery Outlet supports their communities every chance they get. From donations and sponsorships to providing volunteers at local events, they're strong supporters of causes that enrich and strengthen the communities they serve.

Next, we have the **Business-Person of the Year Award**.

Recent recipients include Donna McCrea, Richard O'Hearn, Laura Anderson, Steve and Sonja Lovas, Liz Rose, and Carrie Lewis.

Each one of those who have won the Business-Person of the Year Award and those who have been nominated this year have a very strong work ethic. It's not just the work they do but the how and why they do it that distinguishes them from others. Leadership, patience, hard work, volunteerism, and generosity are just a few of the many traits that each of those nominated exemplify.

Nominees are:

- Saul Carrasco of Most Wanted Painters
- Doretta Smith of Martek Real Estate
- Janell Goplen of Coast Restaurant Group

Again, these are all outstanding nominees that each have contributed to the community as a whole and show growth and innovation in their business practices. You will also find them fundraising for our local non-profits, rolling up their sleeves to help out in our schools, communities, and at sporting events.

And the winner of the 2022/2023 Business Person of the Year is .....**Janell Goplen**

Janell, a Newport Hometown girl, grew-up and graduated from Newport High School. After living afar for college and her early adult life, she came back home to her beloved Newport.

Janell's commitment to her employees and their well-being stands out through the numerous initiatives she has spearheaded within her company. Including implementing a company match 401k plan, health care insurance program, and childcare opportunities, creating a positive work environment where everyone feels valued, appreciated, and cared for.

Beyond her work within the company, Janell is deeply involved in her local community. She volunteers her time and resources to various charitable organizations and causes, making a meaningful impact on the lives of those in our community and beyond. Her involvement in local government initiatives and her volunteer roles in various foundations are examples of her passion for contributing to the growth and development of our coastal community.

Not surprisingly, Janell's commitment to service extends to her business practices as well. She has created a giving back program within Coast Restaurant Group, contributing to numerous local charities and organizations most recently: My Sisters Place, Newport Animal Shelter, and Yakona Nature Preserve. Her dedication to promoting local businesses and attractions has made her a driving force behind tourism and the economic development of our humble harbor town. Janell's generosity, kindness, intelligence, and care for others have made her a beloved figure among her peers, co-workers, family, and friends. Her inspirational leadership, both within her company and in the community, makes her a most deserving recipient.

Our next award is the award which recognizes someone for their spirit of service and outstanding volunteerism. A little history behind this award which is called the **Don M. Rowley Award for Spirit of Service and Outstanding Volunteerism**.....in years past we would select a Volunteer of the Year and also an award for Spirit of Service. A number of years ago, the same name came up for both awards which was none other than Don Rowley. From that moment on, the awards were combined and named after Don. Don had given his time for many, many years through sweat equity, coaching, offering a strong shoulder, and being of a very sharp mind. And, he always gave his time willingly with a smile, a wink, or a chuckle. This is our 10<sup>th</sup> year for this award and the recipient joins a

stellar cast of people who have given freely of their time and talent with great enthusiasm—Don Rowley himself, Susan Beck, Jenny Lingo, Jason King, Larimee Ward, and Frank Geltner have all received this award.

Tonight we recognize someone who has given countless hours not only to the Chamber but to our community.

This year's recipient of the Don M. Rowley award for Spirit of Service and Outstanding Volunteerism is.....

### **John Lingo**

Each year, the Chamber President gets to choose someone who they feel embodies qualities that make the community and the Chamber better for their participation and encouragement or service. This gal has been involved with the Chamber for many, many years, at least 18. She has been a full-time visitor center volunteer, helping to keep the Chamber together during this transition period. She is an active Ambassador, volunteering at the luncheons and participates on the Seafood and Wine Festival committee. She also makes it her business to attend many events put on by the Ambassadors and our community. I truly appreciate her commitment to the community and to making our Chamber a better place.

And the Winner of this year's **President's Award** goes to.....**Jenny Lingo**

Our final award is the **Unsung Hero Award**. The objective of this award category is to honor the everyday heroes who unselfishly give so much of their time, talent, and resources to benefit other individuals or organizations. Unsung Heroes possess qualities such as courage, compassion, perseverance, conviction, and selflessness. They continue to make significant ongoing impacts with individuals and organizations and they do extraordinary things for others without recognition.

Our nominees are:

- Kali Mays with TLC, A Division of Fibre Federal Credit Union
- Major Raymond Erickson-King with the Salvation Army
- Wanda Janes with the American Legion
- Lisa Kellenberger with Thompson's Sanitary Service

We honor an individual who is on a mission to serve his community. He cares deeply about Lincoln County by being actively involved in several community organizations and groups such as Newport Rotary, Chamber Ambassadors, Northwest Coastal Housing Board, he is a volunteer water aerobics instructor at Greater Toledo Pool, he has been spotted mowing his neighbor's lawn, plus all his other duties at The Salvation Army serving other through the Food Pantry of Hope in Newport weekly & Lincoln City every Friday, playing music at the kettles during the Holidays, and pastoral care Also to note, he's a recent graduate of Leadership Lincoln 2022/23.

And the award goes to.....**Major Raymond Erickson-King**

Major Raymond recently accepted a new placement with the Salvation Army to Anchorage, Alaska to minister and lead the programs and services at the Anchorage Corps Community Center ... a 18,000 sq. ft. building that includes The Salvation Army's first gymnasium in Alaska, with six basketball hoops, several multipurpose rooms, a commercial kitchen, and a 200 seat auditorium/chapel. He will be incredibly missed by our community. It is with a heavy heart that we have to say good-bye for now.



## **JUNE/JULY CHAMBER EVENTS:**

**June 30:** Chamber Ambassadors Month-end Meeting @ the Chamber office 8am - 9am  
If you would like to become an ambassador or if you would like to see what the ambassadors do for the Chamber, feel free to attend.

**June 30:** Ribbon Cutting for the Lincoln County Commons 4H Barn

633 NE 3rd St., Newport @ 10am

**July 7:** Chamber Ambassador Showcase for the Pacific Maritime Heritage Center  
333 SE Bay Blvd, Newport @ 8am - 9am. A morning of information and networking. All  
are welcomed to join!

**July 7:** Ribbon Cutting for the Tsunami Training Center @ Aquarium Village  
3101 SE Ferry Slip Rd.@ 3pm

**July 14:** Chamber Luncheon, Noon - 1pm @ the Clearwater Restaurant Tent  
325 SW Bay Blvd. (across the street) Catering provided by RISE grab & go kitchen  
program will be "A Year in Review 2022/2023" by Judy Kuhl, Interim Chamber Director.

**July 28:** Chamber Luncheon, Noon - 1pm @ the Newport Rec Center  
225 SE Avery Street (behind City Hall) Catering provided by TBD  
program will be "Legislative Update" by Representative David Gomberg



**Start your application online**



**Visit Clearwater  
Restaurant website**

**Visit RISE website**



**[Click Here To Visit The South Beach Manor Website](#)**





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To The Otter!](#)



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Website!](#)



[Visit OCCC/SBDC Class Schedule website](#)



[Visit Edward Jones website](#)



### **COMPUTER 101 TO RESUME**

Would you like to upgrade your computer skills? Every Monday 1:00 – 2:00 p.m., beginning July 3, 2023, Ron King, a local volunteer, will be offering his expertise gained with 20 years of experience in corporate tech support.

This class is geared toward what you want to learn at the pace you want to learn it. As each individual will have varying levels of PC, laptop, tablet, and general device experience, one-on-one assistance will be provided.

Classes will be held at the Newport 60+ Activity Center (20 SE 2nd Street) in the Education Room.

Classes are free for 60+ Center members; day passes available on site for all others.

To register for this class, visit [www.newportoregon.gov/sc](http://www.newportoregon.gov/sc), and click on the banner, "Browse the catalog and register." Click on "60+ Activities" in the center window. Select any classes you wish to register for.

For more information, please stop by the office or call 541-265-9617



Would you like to advertise your business or  
event in our Weekly Biz Blurbs?

The cost is only \$5 a week

Contact [maggie@newportchamber.org](mailto:maggie@newportchamber.org) or call the  
Greater Newport Chamber of Commerce at 541-265-8801