

Quarterly Departmental Reports



July – September, 2023

Newport Municipal Airport Department Head Quarterly Report



World Fuel: Contact signed and sent to World Fuel. Mark Myers will start work on equipment items first week of August.

Sending check for \$15,000 to put toward the replacement of the self-serve FMU. Staff will submit budget forms to add project to this fiscal year cycle.

No update Sending check for \$15,000 to put toward the replacement of the self-serve FMU. Staff will submit budget forms to add project to this fiscal year cycle.

Eagle Tanks: Email form Brandon Bartels with Eagle Tank on July 31, 2023. After further investigation Eagle Tanks believes the best fix is to blast and repaint tank on site. Mr. Bartels is working on gathering more information for the repair.

Emailed Brandon Bartels with Eagle Tank September 1, 2023. After further investigation Eagle Tanks believes the best fix is to blast and repaint tank on site. Mr. Bartels is working on gathering more information for the repair.

Brandon Bartels with Eagle Tank will be on site in October to inspect the tanks with a tank painting company.

AIP 27 Storm pipe: Michels started work on the Weko Sealing the South 48" storm pipe. FAA is still funding 100% of AIP 27. Work should be done by end of September 2023.

Working with Finance for AIP 27 close out.

AIP 32 Design for obstruction removal: Currently at a holding point until the FAA has discussed funding options for construction phase of obstruction removal.

BIL funding T-hangar: Next step is marking up ALP showing the project area with a short description of the building. Then contacting the FAA planner and environmental specialist to get the project NEPA approval. Then a scope of work and schedule can be developed.

Mark up on ALP showing the project area with a short description of the building and copy of EA CatEx from recent hangar development has been submitted to FAA ADO.

Waiting to hear from FAA on markup ALP showing the project area with a short description of the building and copy of EA CatEx from recent hangar development has been submitted to FAA ADO.

Operations equipment: No major issues to report with operations equipment. Ordered wind cone replacements for main wind cone and south wind cone.

Oregon Airport Managers Association (OAMA): 7/12/23 board meeting fall conference is shaping up with a great agenda. Conference to be held in Newport October 9-11.

Solar Study: 7/14/23 kick off meeting with Spencer Nebel City Manager, Philip DeVita HMMH and Stephen Barrett LEED-AP Barrett Energy Resources Group. Schedule for this project is showing completion at the end of December 2023.

Philip DeVita HMMH and Stephen Barrett LEED-AP Barrett Energy Resources Group supplied Task 1 draft solar site map with production tables.

Philip DeVita HMMH and Stephen Barrett LEED-AP Barrett Energy Resources Group have drafted Task 2. Sent requested information of utilities drawing form ALP.

Airport Septic: 7/17/23 participated in meeting with Derrick Tokos Community Development Director, Anna Laukea Urban Renewal Project Manager, Andrew Grant, and Chris Beatty to bring Anna up to speed on the project.

Anna Laukea Urban Renewal Project Manager is moving forward with septic tank ground survey.

17 test pits have been dug in potential septic tank area. Waiting for DEQ to come for the sight visit and determine if area is suitable for septic system placement.

CIP project: 7/20/23 discussion with PAE to submit CIP project list to FAA for consideration.

2024 - T-hangar Design - BIL funding and City match

2025 - T-hangar construction - BIL funding and City match

2025 - install new AWOS - FAA funding and City match - will submit ODAV COAR Grant application

2026 - T- hangar construction - BIL funding and City match

2027 - Taxiway improvements, apron, rwy 2 - 20, and EA pre-design - FAA funding and City match - will submit ODAV COAR grant application.

2028 - North Storm pipe phase 3 - FAA funding and City match - will submit ODAV COAR grant application

2029 - Taxiway improvements, apron, rwy 2-20, Design and construction - FAA funding and City match - will submit ODAV COAR grant application.

Public Works: 7/24/23 Department Head lunch with Public Works Director Candidate.

AWOS: Parts are in to replace wind direction and wind speed indicator. DBT to schedule installation.

Generators: Airfield generator was having mechanical issues and was not able to have a load test performed. Peterson Cat will be back out for further troubleshooting.

Hangar tenants' maintenance allowed: Emailed Chief Murphy and asked what types of repairs to aircraft are allowed in tenant hangars if one tenant wants to open an FBO. Chief was out of office and we be getting back to me.

VOR Approach: Kevin Miller Airspace & Procedures Seattle ARTCC. An issue was brought to ARTCC attention with the VOR approach. The following is the information I received from Mr. Miller with Seattle ARTCC. Fixed Wing (default) Navigation System Type: VOR Type of request: Original Runway to be aligned: None Landing speed: D - 141-165 Minima below 3/4 mile or 4000 RVR: *No Preferred Routing Description:* The new procedure should use the same configuration as the current VOR-A approach, except it should depict an arrival holding pattern to facilitate arrivals from the north of the ONP VORTAC. Request Justification: It is common to have aircraft arrive from the north at ONP and a safety of flight issue has been demonstrated that resulted in the issuance of FDC NOTAM 3/2816, to NA arrivals from the 260 radial CW 060 radial. The new procedure will provide for a safe course reversal at the VOR. Other Remarks: With the publication of this procedure, the current VOR-A would not be necessary and could be cancelled.

Lease Insurance: Email with RJ Birr CAIP-Gold, CFII - Gold Seal, ME, SES, AGII CA License #OC06626 with Northwest Insurance Group, Inc. Forward Mr. Birr email which included a 45-minute video on airplane insurance information to Spencer Nebel, waiting further discussion with City Administration.

ODAV: No update at this time. Oregon Department of Aviation has scheduled a time for GRI to do a pavement maintenance survey.

City Administration: City Council came to general consensus during the May 15th work session; they were not in favor of leasing land premises separate from the hangar for storage. Airport Director sent letter requesting tenants to move items from around hangars per section 12.2 of the land lease.

City Council: Attended July 10, 2023 Special Council meeting regarding Mayor Sawyer's social media.

Attended July 17, 2023 council work session. 3 executive session time 3.A Scheduling an Executive Session Pursuant to ORS 192.660(2)(e) to discuss real property transactions.

Attended July 17, 2023 regular session item 7.B Communication from the Airport Committee - T-hangar rental lease with Dwight Shaneyfelt and Nancy Moore. Motion was made by Councilor Goebel, Seconded by Councilor Jacobi; I move to authorize the termination of a T- hangar rental lease with Greg and Terry Herbert and approve a new T-hangar rental lease to Dwight Shaneyfelt and Nancy Moore for T-hangar 3.

Attended the August 6, 2023 regular council meeting for item 6.A Communication from Mark Watkins and Allen Wells regarding amendment to the McWatkins airport lease to allow a purchase option of the property.

Attended the August 21, 2023 regular session council meeting for item 8.C report on amending the airport lease agreement with McWatkins, LLC to include purchase option. A public hearing was scheduled for September 5, 2023 to determine if it in the public interest to potentially sell property currently leased to McWatkins, LLC, by allowing a purchase option to be included in the existing lease. Motion passed 5-1

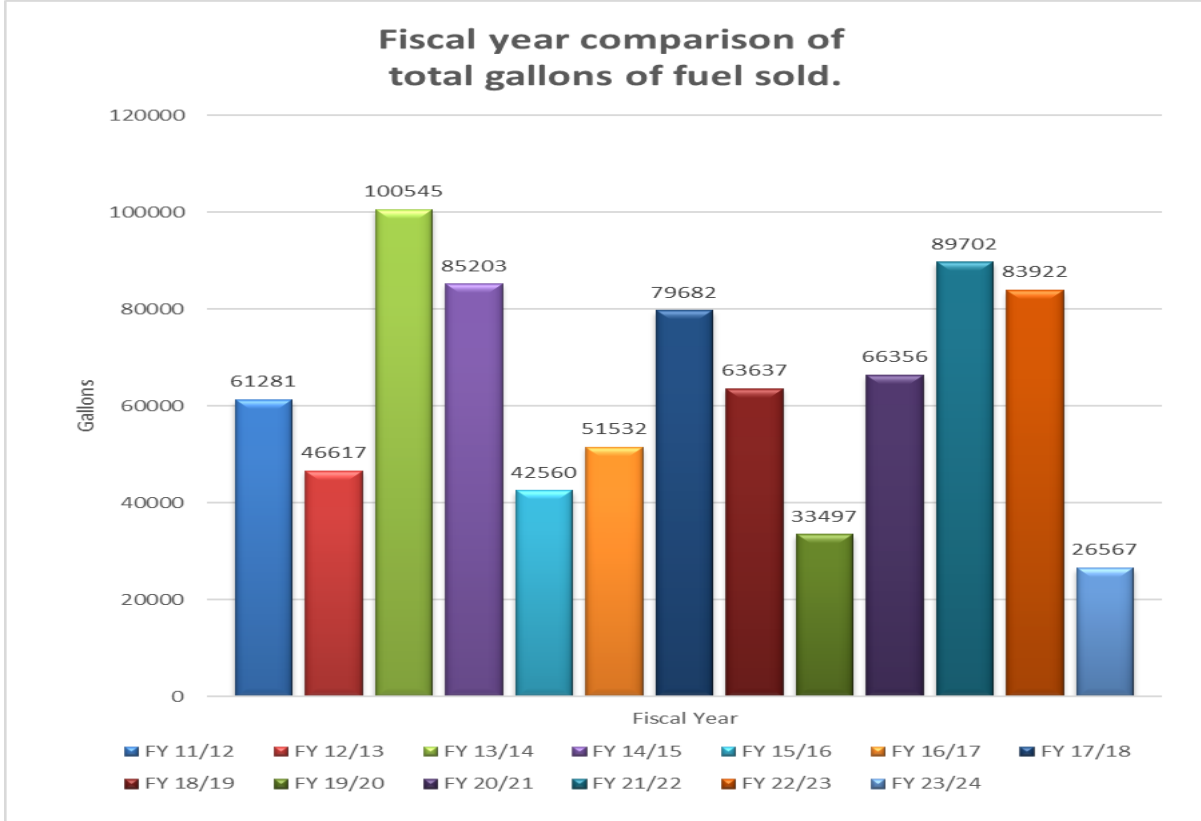
September 5, 2023 Council meeting. Meeting held a public hearing to determine if airport property leased to McWatkins, LLC, is no longer needed for public use and if it is in the public interest to add a purchase option to the lease agreement.

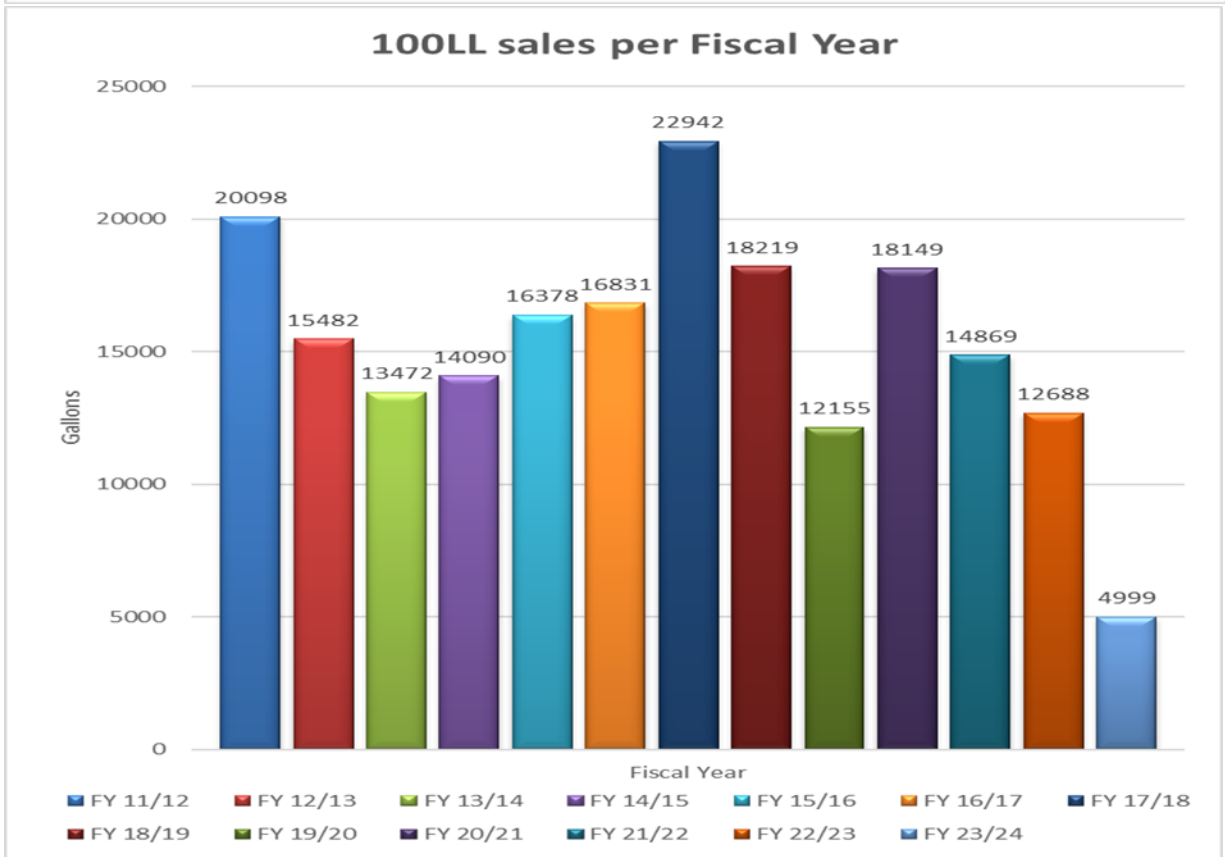
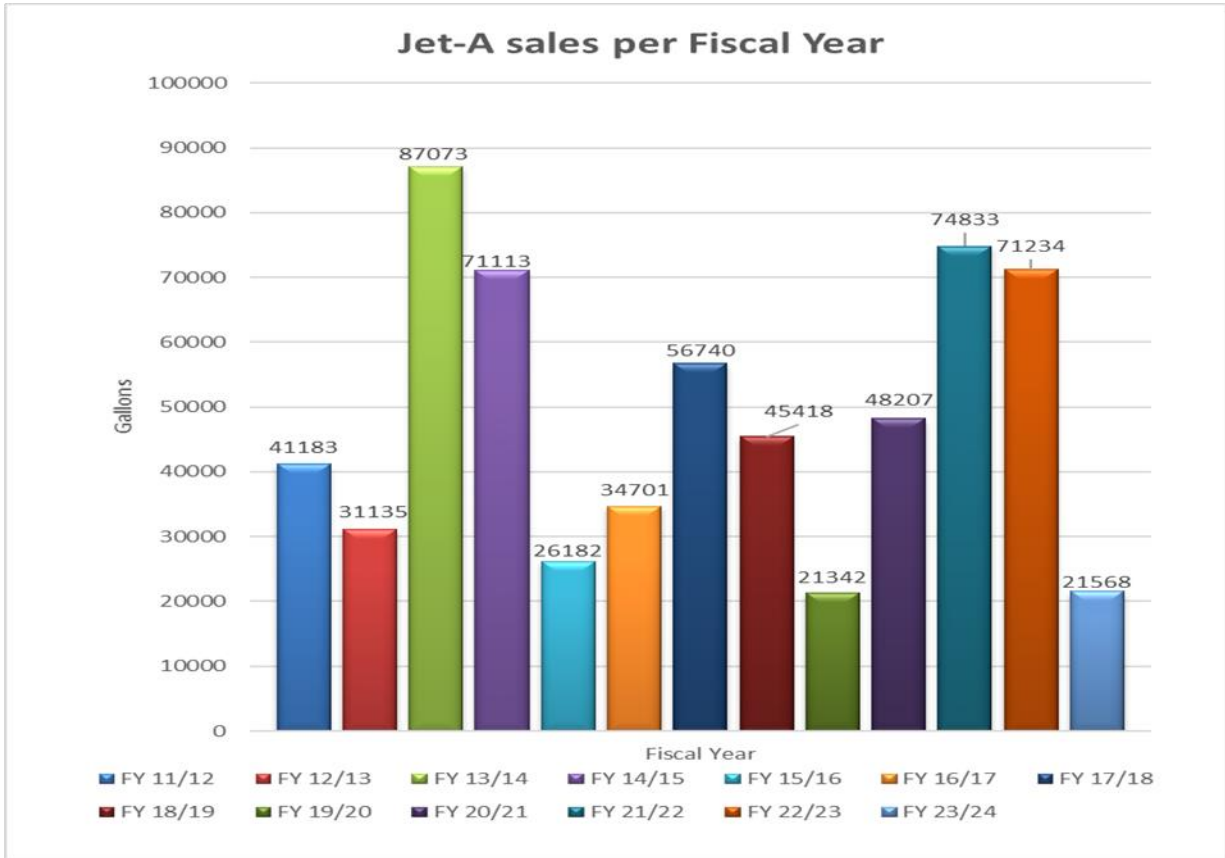
September 5, 2023. Council Work Session. Provided a report to City Council on landing fees at Newport in comparison to other airports in Oregon. This item was suggested by the Budget Committee to be reviewed in preparation for Fiscal Year 23-24.

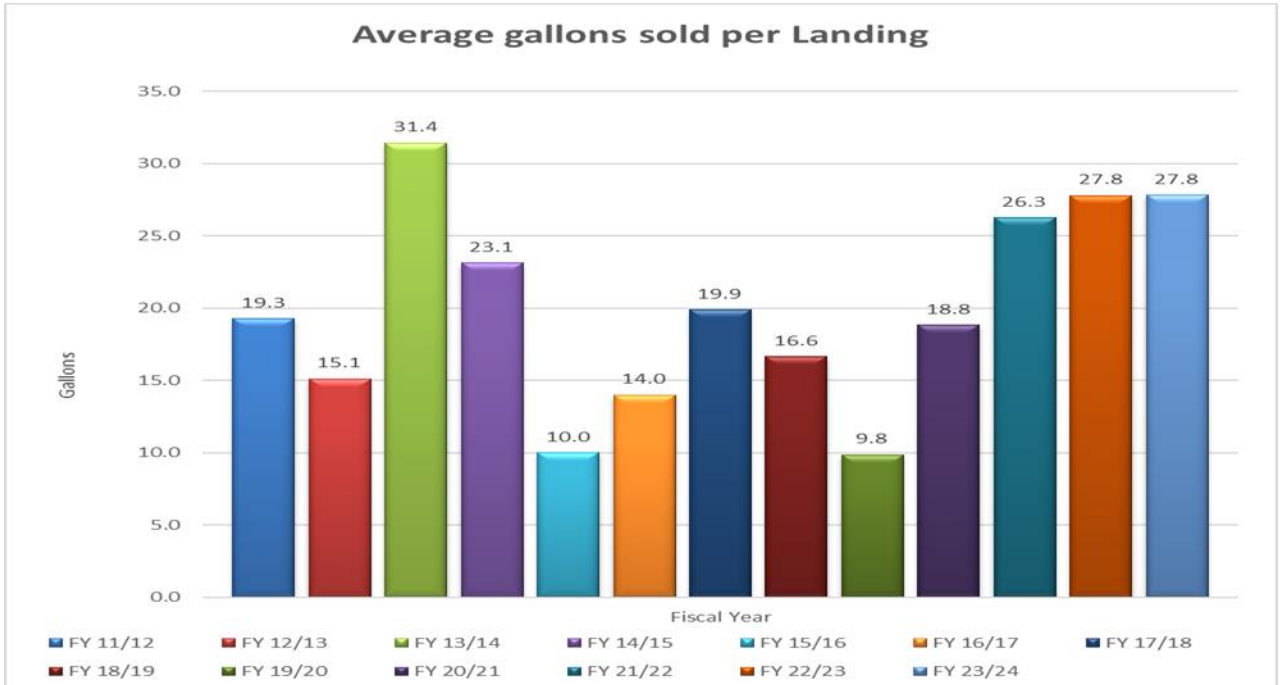
September 18, 2023 Council meeting. Discussion of Appointments to the Airport Committee. The airport Committee has been made up of a mix of individuals that do not hold specific financial interest in airport operations. All but one member currently holds lease with the City of Newport for Airport property.

How we ended for Third Quarter 2023.

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	352	353	705	3964	5	2183	6152
Aug	330	324	654	10498	0	1674	12172
Sept	273	275	548	7106	0	1136	8242
Oct			0				0
Nov			0				0
Dec			0				0
Jan			0				0
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
Cur. FY	955	952	1907	21568	5	4994	26567
FY 22/23	3019	3038	6057	71234	2103	8403	81740
FY 21/22	3417	3485	6902	74925	3258	11611	89794
FY 20/21	3526	3538	7064	48207	457	17691	66356
FY 19/20	3408	3438	6846	21342	4544	7602	33488
FY 18/19	3826	3860	7686	45418	5768	13458	64643
FY 17/18	4008	4033	8041	56740	5579	17363	79682
FY 16/17	3685	3701	7386	34701	5001	11830	51532
FY 15/16	4263	4234	8497	26182	7854	8524	42560
FY 14/15	3686	3572	7258	71113	5985	8103	85201
FY 13/14	3199	2914	6113	87073	4098	9374	100546
FY 12/13	3121	3083	6204	31135	4430	11049	46614
FY 12/11	3219	3181	6400	41183	4275	15823	61281
FY 10/11	3023	3085	6108	73458	4119	12004	89581
FY Total	46355	46114	92469	704279	57476	157828	919584
Average	3544	3510	7054	48835	5165	11513	65513







Rental Cars											
CY	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
JAN	2	2	11	4	2	24	38	25	35	27	28
FEB	5	4	8	4	23	37	27	41	29	24	28
MAR	9	5	7	4	14	24	59	38	32	34	45
APR	4	5	10	7	25	35	49	24	52	44	54
MAY	14	9	8	4	24	40	62	37	50	44	41
JUN	9	12	28	8	28	36	68	27	51	55	42
JUL	22	16	30	16	55	67	93	34	57	68	67
AUG	24	3	25	10	53	55	93	51	72	75	75
SEP	14	10	14	16	37	54	63	43	90	43	64
OCT	8	5	13	9	22	39	42	49	52	65	
NOV	14	2	11	3	21	40	39	22	41	57	
DEC	1	1	4	7	25	25	30	29	37	36	
Total	126	74	169	92	329	476	663	420	598	572	444

Courtesy Cars Loaned Out												
CY	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
JAN	0	0	33	23	28	21	16	31	22	30	22	21
FEB	2	0	16	17	23	21	24	14	32	21	26	20
MAR	2	0	29	41	25	32	32	46	29	38	27	16
APR	2	0	28	36	42	26	32	40	0	39	28	25
MAY	9	0	29	20	45	51	39	39	0	35	36	27
JUN	14	0	19	43	48	37	54	40	1	44	34	29
JUL	10	28	39	41	52	57	53	52	8	49	39	48
AUG	0	27	19	38	43	45	35	43	14	47	33	41
SEP	0	25	25	32	31	45	43	34	24	43	31	30
OCT	0	35	12	22	14	41	34	47	34	31	21	
NOV	0	22	19	29	22	11	28	36	24	11	12	
DEC	0	8	10	16	17	17	11	22	25	15	16	
Total	39	145	278	358	390	404	401	444	213	403	325	257

I have included some pictures from Third Quarter 2023



Global 700 & Phenom 100



Busy Saturday





Full Jet parking on a foggy day.



Stearman (Boeing 75E) or PT-13D during service.





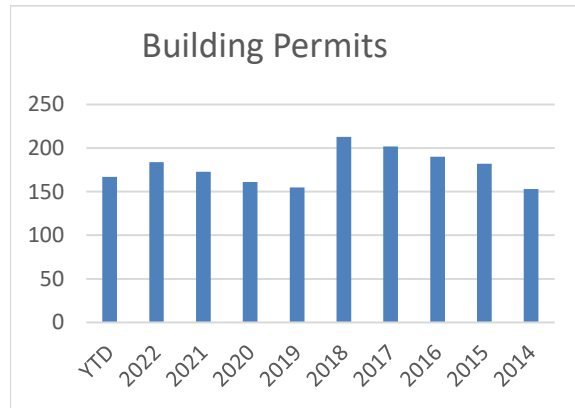
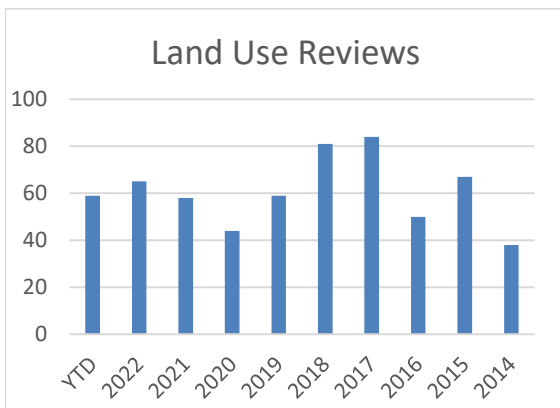
Memo

To: Spencer Nebel, City Manager and City Council
 From: Derrick Tokos, Community Development Director
 Date: August 4, 2023
 Re: Quarterly Department Update

BUILDING AND LAND USE PERMIT FIGURES

The following is a summary of building and land use activity through September of 2023 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Jan-Sep	167 (\$292,562.83)	292 (\$79,432.42)	78 (\$23,225.86)	109 (\$20,549.40)	\$45,503,759	59 (\$29,416.00)
2022	184 (\$391,715.49)	320 (\$62,616.85)	79 (\$38,111.42)	170 (\$25,294.87)	\$42,807,059	65 (\$17,322.00)
2021	173 (\$146,903.01)	322 (\$42,969.14)	56 (\$11,670.47)	141 (\$17,811.69)	\$14,345,994	58 (\$23,980.00)
2020	161 (\$134,727.86)	285 (\$46,693.62)	72 (\$25,412.99)	161 (\$19,434.69)	\$21,200,985	44 (\$13,392.00)
2019	155 (\$269,840.32)	271 (\$52,560.87)	80 (\$36,110.39)	153 (\$16,416.32)	\$24,141,503	59 (\$24,803.00)



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Abbey Hotel. 47 unit hotel with 2,000+ sq. ft. of commercial on the south end of the Bayfront. Conditional use permit approved and property has closed. Developer is attempting to engage with adjacent condominium owners to partner on the reconstruction of the retaining wall adjacent to the site. Due to lending environment, developer anticipates plan review in 2024 with construction in 2025.

Wyndhaven Ridge Phase II. Market rate 1, 2 and 3-bedroom apartments at the intersection NE 31st and NE Harney Street. A total of 78 units are being built. Staff met with the developer on 2/10/22 to review frontage improvement requirements, which will be completed once units are finished. Height adjustment application approved with no appeal. Building permits reviewed and issued. First three buildings should be finished in mid-November with move-ins starting by the end of the month. Remaining buildings and site work to be completed by the end of the year.

Wyndhaven Ridge Phase III. Market rate 1, 2 and 3-bedroom apartments at the intersection NE 36th St and NE Harney St. A total of 90 units will be built. Pre-application meeting held and developer is performing traffic analysis to determine if a signal warrant is met at US 101 and NE 36th. Site development permit issued so they can perform final grading. DEQ 1200-C permit is also being updated. Construction anticipated in 2024, with completion in 2025.

Wilder Phases 2C and 2D. A 26 lot residential subdivision. Developer upsized the outlet in the downstream storm drainage pond that the City recently acquired next to SE 40th Street, increasing its capacity. Improvement agreement with developer executed, and plat recorded 9/8/22. Fowler Homes has received occupancy on 18 of the units, with the remaining 8 in various stages of construction.

Whaler Hotel Expansion. A new 26-unit hotel that is to be located immediately north of the existing Whaler Motel. Conditional use permit and design review approval granted by Planning Commission in May of 2021. Owner modified the design as plans progressed, and the Commission approved the design modifications at its 2/14/22 meeting. Building permit application submitted, reviewed, and approved. Plans for partial remodel of the existing Whaler were submitted 9/12/22 and have also been reviewed and approved. The new hotel is being framed and foundation work is underway on the expansion.

Potential City of Newport / Department of Forestry Shared Use Facility. Memorandum of Understanding between the Oregon Department of Forestry and City of Newport approved in December and executed early January. ODF prepared an appraisal of the City's Northside Fire Station and has come to conceptual agreement with the City and an adjacent land owner who they will be acquiring property from. City approved ODF's minor replat application to reconfigure the properties and there was no appeal. Council approved transfer agreement and sold the Northside Fire Station property to the State of Oregon. The Newport Fire Department will continue to occupy the existing building until the new facility goes under construction. City is awaiting building plan submittal.

Harbor Freight Tools. Former Builders First Choice at NW 6th St and US 101. Tenant improvement plans have been reviewed and approved and development agreement has been executed for required frontage improvements. Construction is underway.

Oregon State University Student Housing. 77 unit multi-family building and associated parking in the Wilder planned development. A design/build project that will ultimately be managed by HMSC. Improvement agreement will be needed for off-site drainage improvements that will include dredging of the SE 40th Street pond. HMSC obtained land use approval and site grading/underground utilities permit has been reviewed and issued. Application for building permits anticipated to occur in November.

Elm Street Apartments. Site is situated on the south side of SE 35th Street across from the Neolha Point Townhouses. Plan is to construct 60-75 market rate apartments. Preliminary design complete and pre-application meeting held. Awaiting building plans.

Oregon State University Seawater Intake Pier Replacement. Existing facility to be replaced with a new single-story pump house, wrap around catwalk, approach pier. Riprap to be repaired. Estuarine land use review completed September 2021. Building permit issued February 2022 and that work is complete. Riprap repair occurred in early 2023, and new floating dock was recently built.

Oregon Coast Aquarium Renovation Phase 2. This component of the project includes a remodel of the cafeteria, new exhibit space, and site improvements. Building plans reviewed, approved, and ready to issue. Aquarium to sequence work in a manner that minimizes impacts to guests. Permit for the cafeteria work was issued and those improvements are complete. Permit has been issued for the gallery work, which will begin after the summer season. Frontage improvements (sidewalks/crosswalks/ramp work) are being designed and will be installed with the gallery expansion, which is now under construction.

Nye Beach Mixed Use – A ten unit mixed use development along NW Coast Street between NW 1st and NW 2nd. A mixed use building with over 1,100 sq. ft. of first floor commercial and four apartments is being framed and two duplexes are substantially finished. First duplex on 2nd Street received occupancy and construction of the second duplex on the same street has started. Finish work is being performed on the duplex on 1st Street and the mixed use building has been framed and rough utilities installed.

South Beach Church. New 20,000 sq. ft. church and private school at SE 40th/Harborton. The 11.98 acre site has been annexed into the City, and a conditional use permit has been approved. Awaiting building plan submittal. Church is looing to install a tent for temporary use while the new facility is under construction.

Samaritan Coastal Stars Rehab Facility. 8,300 sq. ft. office and outpatient facility with 16 person residential unit. NW Biggs in Agate Beach. Received conditional use approval. Building plans have been submitted and are under review.

Toyota of Newport Dealership. New 26,000 sq. ft. auto dealership in South Beach. A conditional use permit was approved and building plans were reviewed and issued.

Bi-Mart Cascade Farm and Outdoor Store. 32,000 sq. ft. facility to be constructed at the northeast corner of US 101 and SE 40th Street. Developer is conducting Traffic Impact Analysis. Awaiting building permit submittal.

Upcoming Wilder Phase. Informal pre-application meeting held on next phase, north and east of Harborton. Will include 75 units, 20 of which will be apartments. Developer is putting together applications for subdivision and final development plan approval.

SIGNIFICANT PLANNING/URBAN RENEWAL PROJECTS

City Center Revitalization Project. Project builds off of the recently adopted Northside Transportation System Plan by identifying how private side development regulations in the City Center area should be modified to complement future transportation improvements and facilitate mixed use development (i.e. residential over retail). Project will also develop a framework for a building facade improvement grant/loan program. A TGM grant from the state has been secured and a scope of work has been developed (\$300k total, with half coming from the state). An RFP was issued and proposals were received and scored on 11/30/22. A preferred consulting team has been selected and a contract has been negotiated. Awaiting receipt of intergovernmental funding agreement so project can start.

Redevelopment of Urban Renewal Agency's 2.3 acres US 101/SE 35th Street Property. This property, situated at the northeast corner of the US 101/35th Street intersection is being positioned for redevelopment now that the highway and signal improvements are completed. Agency is looking to attract retail/service uses. An RFP was issued in May of 2022 with proposals due in August. The Agency has identified, and is wrapping up negotiations with a preferred developer.

South Beach / US 101 Island Annexation. Involves the annexation of about 150 acres in South Beach that is surrounded by the Newport city limits. Includes a rebate program to incentivize sewer connections once the annexation is complete. Council initiated the process in January. Will require a boundary survey, TPR analysis, owner outreach, and coordination with the Seal Rock Water District regarding outstanding bond debt. Work to begin in earnest in late 2023.

Rental Housing Maintenance Code Feasibility Study. A priority action item in the City's recently adopted Housing Production Strategy, the study will evaluate the feasibility of the City putting in place a rental housing maintenance code to help ensure that Newport's rental housing stock is well maintained, improving the health, safety and well-being of its occupants. A grant application was filed with the Oregon Department of Land Conservation and Development on 7/31/23 and the City was notified in September that the project would not receive funding. Additional grant funds should become available in the upcoming short legislative session.

Big Creek Watershed Forest Resource Assessment. While the City controls a significant amount of property within the watershed, it does not have a plan for how those lands should be managed nor has it taken steps to identify how best to prioritize future acquisitions. This project addresses both points by (1) inventorying the condition of forest resources on public and private lands within the Big Creek Watershed; (2) identifying management strategies for publicly owned lands that achieve high quality habitat and improve water quality; (3) developing a strategic action plan to inform implementation of management strategies and future land purchases; and (4) conducting outreach to landowners in the watershed to develop relationships and a mutual understanding of short- and long-term property management goals. Full funding for the project is included in the FY 23/24 budget.

NE Harney Street and US 20/Moore Intersection Improvements. Project will include construction of sidewalk on the west side of NE Harney St. between US 20 and NE 3rd St., connecting to the crossing at US 20. It is part of a larger project where the City will be installing bike lanes on the east side of NE Harney between US 20 and NE 3rd St.; improving ADA access at the US 20, NE 3rd, and NE 7th Street intersections with NE Harney; and replacing standard bike lanes with buffered bike lanes on the east side of NE Harney St. between NE 3rd St. and NE 7th St. The City will build up to and tie into the US 20/Moore intersection improvement project that the state will be funding. City awarded \$1.3 million in Safe Routes to Schools funds. Total project cost \$2.18 million. Design in 2024 with construction in 2025.

Parking Study Implementation. Effort will implement Ord. No. 2163 (2020) that calls for the use of meters coupled with annual permits to manage demand for available parking in a manner that improves turnover and safety. Ord. No. 2164 established a parking advisory committee to assist City staff with plan refinements. While metering is limited to the Bayfront, implementation of new permit parking requirements may extend to Nye Beach in addition to the Bayfront, depending upon the committee's recommendations. Advisory committee is currently focused on implementing metering and permit parking solutions on the Bayfront. Parking vendor has been selected and is under contract. Pay stations and License Plate Recognition enforcement equipment have been delivered and programmed. City is wrapping up programming of the e-permitting and parking enforcement software. Regulatory and "text to park" signage have not yet been delivered. City refurbished Bayfront lots in mid-September and staked holder outreach is being performed from September to November. Paystations to be installed for official launch in January, on weekends only. Free courtesy e-permits will be offered beginning in December, and they will be valid January to April of 2024. Paid permits will be required in May of 2024, when the pay stations become effective seven days a week.

Yaquina Bay Estuary Management Plan Update. The State of Oregon, through its Department of Land Conservation and Development (DLCD), is partnering with Lincoln County, Newport, and Toledo to update the Yaquina Bay Estuary Management Plan. This plan provides land use and natural resource policy guidance for how development and related activities should occur within the bay and its estuarine areas. The existing plan is almost 40 years old and is sorely in need of an update. DLCD is the lead agency for this planning effort, with funding being provided by the National Oceanic and Atmospheric Administration. The end product of this planning effort will be used to inform updates to the City's Comprehensive Plan and land use regulations that apply to in-water development. A Steering Committee and Policy Advisory Committee completed their work and a draft of the new plan was recently released. Plan adoption at the local level will begin around the end of 2023.

COMMITTEE WORK, MEETINGS, CONFERENCES

Between July and September, Community Development Department staff have supported and/or attended meetings of the Newport City Council, Urban Renewal Agency, Planning Commission, Bike and Pedestrian Committee, Public Arts Committee, Parking Advisory Committee, an ODOT Quarterly Coordination Meeting, Emergency Preparedness Committee, HB 4123 Service Provision and Policy Workgroup, League of Oregon Cities Housing Development Policy Meetings, AOC/LOC Transportation Funding Forum, Commercial Fishing Users Group (Parking), Bayfront Businesses (Parking), and Rotary Club (Parking). Staff also attended the dedication of the Gladys Valley Marine Studies Building, provided expert testimony to the Senate Interim Housing Committee and the Governor's Housing Policy Advisory Committee work groups, participated in a panel discussion at the Oregon Infrastructure Summit regarding infrastructure for new housing development, and coordinated with Western Title to provide a CLE class for local realtors regarding development in Newport.

August -October 2023**General Summary –**

Staffing – The Engineering/Project Assistant position was filled and we are excited to report that Brian Crawford has been doing an excellent job learning the role and has already made notable improvements for the Department.

Staffing in general continues to be a high concern for Engineering. The Assistant City Engineer position has not been filled despite being advertised (with signing bonus) for five months. Developing RFP for consulting services to provide review of private development as contingency plan in the event position cannot be filled prior to Clare's retirement. Outside organizations have initiated contact with multiple engineers in the department and retention remains a concern.

Below is a list of highlights for the month:

- Big Creek Dam
 - Executed Task Order 21 for detailed design in the amount of \$1.7M. This first installment will move design forward at an accelerated pace. The design team has conducted internal kickoff meetings and is prepared to push the project.
 - Outreach and Education work has picked up. A communication plan is being finalized to guide the process. The plan will be presented to the City Manager in October.
 - The City has confirmed that the next installment of \$10M lottery bonds has been sold and made available for reimbursement as design progresses. This facilitates future design effort and the next amendment/task order will be developed to ensure seamless progress on design.
- Updating onboarding documents for new staff in preparation for Administrative Assistant start.
- Standards – updating street details.
- Right of Way permit fees process clean up. Working through payment procedures.
- **City Projects – In Bidding Phase or Under Construction:**
 - **Schooner Landing Sanitary Sewer By-Pass Project:** Piping has been welded and is ready for installation. All materials are on-site. Construction expected to be completed by the end of October.
 - **Parking Meter Kiosk's and Signage:** Assisting Community Development Department with improvements to 3 city-owned parking lots and the installation of new signing along the Bayfront area. Construction of parking lot improvements have been completed. New sign posts and parking kiosk foundations have been installed. Remaining work includes transferring existing signs to new posts. Final completion expected by October 6, 2023.
 - **Recreation Center Child Care and Entrance Improvements:** Project went out to bid to 5 select, potential bidders. Bid opening was June 22nd. No bids were received. Engineering requested a quote from one other concrete contractor that had interest in bidding. This bid was above budget. Developing a plan with Civil West Parks & Recreation about next steps.
- **City Projects – Active projects including, but not limited to:**
 - **South Beach Undergrounding Project – Phase 3:** No change since last month. Plans are being prepared for the transfer lines from overhead services to underground services to adjacent properties along the undergrounding corridor(s). Civil West to have review plans in the next two weeks. Bidding tentatively scheduled for Fall 2023. Phase 3 to include more extensive public outreach component than prior phases.

- **City Swimming Pool Monitoring:** Initial survey was completed November 21 2022. Second survey was performed on May 22, 2023. Results were provided to City Engineer and City Attorney. Additional surveying has taken place to obtain other elevations such as door frames and manholes.
- **Eads Street / Highway 20 RRFB Project:** ODOT permit has been approved. Plans and bidding documents are prepared and the project should be out for bid soon. City has conducted internal review of plans. Temporary access coordination has taken place with adjacent properties (3 businesses). Project expected to bid in October 2023.
- **Police Evidence Garage Project:** On hold. Chief Malloy is investigating alternate location for the garage.
- **SW Elizabeth Street Sidewalk Infill Project:** Topographic survey has been completed. Conceptual in-house design has started and will continue as time allows. Once completed, an estimate and project update will be presented to City Council. Current funding is not sufficient for construction of the project. Construction budget will need to be added in order to proceed with project.
- **NE 57th Street / NE 60th Street Traffic Improvement Project:** City Council approval to move forward with project(s). Solicitation for survey and conceptual design will be issued in late October 2023.
- **Big Creek Bridge Repair Project:** Bridge was re-inspected in September and City confirmed with inspectors that the bridge needs to proceed with repairs. Developing solicitation for fee proposals for repair design. Solicitation for survey and conceptual design will be issued in late October 2023.
- **Preparation of RFQ for Water System Master Plan:** First draft has been completed has been reviewed by former Public Works Director, David Powell. Revisions have been made to the RFQ. RFQ has been distributed today to PW's and Fire staff for review which is complete. Final review by City Engineer still in progress. The RFQ solicitation scheduled for mid to late October.
- **Miscellaneous coordination with Community Development for South Beach Urban Renewal Projects:** Projects are being prioritized and studies/design to potentially begin on several projects in the 4th quarter of 2023.
- **Agate Beach Staircase Terminus Improvement:** Design is complete and ready to bid. Construction pending approval from State Parks which is being coordinated by Parks Director.
- **City Projects – Recently completed, or nearly complete, projects including, but not limited to:**
 - **NW Spring Street Storm Repair:** All work has been completed as of October 3, 2023. Final payment to be made then project closeout.
 - **South Beach Undergrounding Project – Phase 2:** No Change. Construction is complete. Final payment has been made. Streetlight poles will be installed on new bases by PGE as inventory allows. Design exception for ODOT has been approved and is closeout is pending processing of the exception.
 - **SE Moore Drive Sidewalk & Overlay Improvement Project:** Construction and punchlist items are complete. Final payment has been made. Other separate construction items coming from the remaining and/or other budget(s) include:
 - Stairway has been constructed at the south corner of SE Moore drive and SE View Drive. Handrails for the stairs have been installed in September 2023.
 - Approximately 40 lineal feet of curb and sidewalk to create pedestrian crossing at SE 5th Street / SE Moore Drive was completed in September 2023.

- A subsurface drainage system to be installed on west side of SE Moore Drive adjacent to the Yaquina View School to collect hillside seepage. Installation by Public Works.
- **Big Creek Trash Enclosure Building(s)**: Sheds have been constructed and are ready for operation. Prior to implementation of the trash enclosures, an agreement form is being reviewed and executed by the residents involved, Thompson's Sanitary, and the City. City Attorney is involved with reviewing the agreement

CIP Projects Supported by Assistant City Engineer:

- **16015 Siletz Water Quality Study** – Received fully executed amendment from Biz Oregon for time extension. Preparing request for reimbursement; working on grant closeout.
- **21009 Storm Spring St** - Coordination of re-landscaping for condos; PWK will camera storm for condition and whether there is break in the line
- **20018 PAC Remodel Project** – Bid opening 8/18; Richards Remodeling sole bid; Council approved bid; waiting for OCCA amendment for funding
- **21029 PAC HVAC Improvements** – Contract executed 8/23 with CFH Controls; pre-commissioning meeting held 9/26
- **21006 WTP XR** – Bridge load rating report received 9/12 - bridge more than adequate for fire trucks; 90% drawings and specs for XR and garage downloaded 8/25; comments returned 9/28
- **26-22038 WWTP Clarifier 1** – executed purchase order with Rebuild-It for the clarifier drive.
- **24-23001 Mid Coast Water Conservation Consortium** – Monthly meeting; materials for Stage 1 Alert incorporated into City communications
- **WTP Floc tank and piping painting** – Reviewed paint submittal and Tnemec warranty. Contractor began painting.
- **WWTP Biosolids Storage and Land Application** – Crestmont Farms was sole proposer for RFP; new contract terms and conditions worked out between Crestmont Farms and David Allen.

Private Development:

- **Adamson – Surfing Bean Coffee Shop SE 32nd St** – Right-of-way issues, including work without a permit; meeting with contractor for new sidewalk and driveway approach.
- **Alatriste - NW 54th St** – Pre-app meeting on 9/21 with engineer and ODOT
- **Bancroft/RJLL, LLC – 3617 SE Elm** – Correspondence with engineer for storm connections, City details, parking
- **Bi-Mart** – no activity this period
- **Columbia Gorge Development – NW Brook St site** – no activity this period
- **Columbia Gorge Development – NW 1st and Coast** – no activity this period
- **Fisherman's Wharf** – no activity this period
- **Harbor Freight** – Received revised civil plans. Clarified storm on 6th. Building permit approved with conditions for sidewalk and ped ramp improvements. Improvement Agreement being developed by City Planner.
- **Lund - The Axiom Group – SW 29th and SW Coho Six-plex** – New plans received and approved for public improvements. Developer beginning with tree removal, one on private property and one in the right-of-way.
- **5th St Lofts** – Tradenet concrete work (curb, sidewalk, ped ramp) completed.
- **NW Summit – NE Lakeview Dr** – Continued non-compliance. Waiting on ROW access restoration.

- **NW Summit – NW 5th St Development** – Street plan review comments sent and revised sheets submitted
- **OMSI Housing (Camp Gray – S Beach)** – no activity this period
- **OSU Housing – SE Harborton** – no activity this period
- **OSU Pier** – On-site visits and correspondence regarding storm drainage across driveway
- **Samaritan Residential Treatment Center** – Comments sent 8/24; reminded of need for precon before public improvements are started; reviewed submittals for water and sewer
- **South Beach Church** – no activity this period
- **Toyota** – Reviewed plans; comments sent 8/18/23 and 8/24; correspondence regarding removal of driveway on highway; building permit approved with conditions for sidewalk/driveway improvements
- **Whaler Expansion** – New fire double-check valve assembly ordered and installed inside PAC by water crew; new main line cross-assembly produced and installed by water crew with O’Brien Construction; paving of SW Dolphin nearest SW 2nd scheduled for first week in October
- **Wyndhaven Phase 2** – Improperly poured ADA ramp on NE Harney removed; reminder that we will need easement for the fire line
- **Yaquina Industrial Park** – Water line easement description received from engineer
- **LS Networks** – work is proceeding
- Miscellaneous
 - Attended monthly Mid Coast Water Planning Partnership meeting for project prioritization; provided scoring for selected projects
 - Submitted quarterly report for FEMA grant for dam access road, and request for project extension
 - Prepared request for reimbursement for OWRD (Lottery funds)
 - Submitted annual ODOT Local Road & Street Questionnaire
- ROW Permits:
 - Reviews – as they come up

Routine:

- Review plans from individual building permits - assessing need for infrastructure improvements and right-of-way permits
- Assist individuals with questions about public improvement requirements
- Business license review and invoice processing handed over to Brian



Date: August 14, 2023
 To: Spencer R. Nebel, City Manager
 From: Steve Baugher, Finance Director
 Subject: July 2023 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On July 31, 2023, a total of 4,476 water/sewer accounts were billed for a combined amount due of \$1,081,002. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water fees, sewer quantity charges (if there is water consumption), and fire line charges for nonresidential accounts. For the Aging Report for July 31, 2023, \$913,384 is current, \$86,611 is past due from June billings, \$12,357 is past due from May billings, and \$177,814 is past due from April and prior billings.

Accounts Receivables - General

The accounts receivable report includes outstanding amounts due to the City for Airport rents/leases, landing fees and fueling charges, car rentals at the Airport, building permits, and septic tank disposal. As the table shows below, the July 31st Aging Report shows accounts receivables at \$20,289.

Receivable (Prepayment):		
Future and current	68,790	339.05%
Over 30 days	808	3.98%
Over 60 and 90 days	4,214	20.77%
Over 120 days	(53,523)	-263.80%
Total Receivable (Prepayment)	20,289	100.00%

The following are Highlights of the accounts receivable balance:

1. McWatkins, LLC has prepaid a 38-month lease payment of \$250,000 for July 1, 2021 to August 31, 2024. The lease will be billed monthly, which will reduce the prepaid balance over the next 38 months. July 31st net balance is \$(85,350).

In summary, the net receivables, excluding the one aforementioned account in the amount of \$(85,350), total \$105,639.

Room Tax

The monthly chart shows that Room Tax revenues have an average increase of 3.54% between the 2018 and 2019 fiscal years, the comparison for the years between 2019 and 2020 fiscal years, show a decrease of 16.37%, the comparison for the years between 2020 and 2021 fiscal years, show an increase of 36.71%, and the comparison for the years between 2021 and 2022 fiscal years, show an increase of 27.99%. A comparison of June 2022 with June 2023 shows an average increase of 3.01% in room tax collected.

City of Newport

Room Tax Collections

	2018-19	2019-20	2020-21	2021-22	2021 vs. 2022 % Increase	2022-23	2022 vs. 2023 % Increase
July	649,636	627,978	540,637	830,745	53.6604%	1,000,645	20.4515%
August	701,809	661,241	640,156	814,935	27.3026%	866,441	6.3203%
September	443,728	471,052	482,412	643,133	33.3161%	757,987	17.8585%
October	315,673	344,951	417,188	497,573	19.2683%	551,694	10.8770%
November	219,716	242,660	227,534	346,056	52.0898%	357,062	3.1804%
December	180,154	183,004	187,093	286,436	53.0982%	285,548	-0.3100%
January	184,418	194,455	293,465	334,477	13.9751%	362,095	8.2571%
February	219,605	277,306	272,193	413,361	51.8632%	392,653	-5.0097%
March	332,684	149,324	442,797	535,345	20.9008%	485,959	-9.2251%
April	323,340	77,054	442,605	511,395	15.5421%	434,492	-15.0379%
May	377,721	111,348	499,725	563,009	12.6638%	535,138	-4.9504%
June	460,189	346,689	594,625	674,583	13.4468%	615,393	-8.7743%
Total	4,408,673	3,687,062	5,040,430	6,451,048	27.9861%	6,645,107	3.0082%

Business licenses

On July 1, 2023, we billed 1,525 Newport business for their annual Business Licenses for a total amount of \$278,450. As the table shows below, there is a total accounts receivable of \$167,366 with \$31,013 over 90 days due.

Receivable:

Current	767	0.46%
Over 30 days	135,426	80.92%
Over 60 days	160	0.10%
Over 90 days	31,013	18.53%
	<u>167,366</u>	<u>100.00%</u>

2021-22 Comprehensive Annual Financial Report

The Finance department has submitted the 2021-22 Annual Comprehensive Financial Report to the GFOA for their Excellence Program award.

2022-23 Audit

One finding was noted during the interim audit completed on July 21st. Due to an extended vacancy in the Finance Department, adjusting journal entries were prepared and reviewed by the same person. The finding has been corrected with the hiring of the Assistant Finance Director as of July 24th, 2023. The audit fieldwork is scheduled to start on October 16th.



Date: October 9, 2023
 To: Spencer R. Nebel, City Manager
 From: Steve Baugher, Finance Director
 Subject: August and September 2023 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On August 31, 2023, a total of 4,494 water/sewer accounts were billed for a combined amount due of \$1,138,810. For September 30, 2023, a total of 4,494 water/sewer accounts were billed for a combined amount due of \$1,150,867. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water fees, sewer quantity charges (if there is water consumption), and fire line charges for nonresidential accounts. For the Aging Report for September 30, 2023, \$962,348 is current, \$79,887 is past due from August billings, \$12,173 is past due from July billings, and \$178,731 is past due from June and prior billings.

Accounts Receivables - General

The accounts receivable report includes outstanding amounts due to the City for Airport rents/leases, landing fees and fueling charges, car rentals at the Airport, building permits, and septic tank disposal. As the table shows below, the September 30th Aging Report shows accounts receivables at \$21,008.

Receivable (Prepayment):		
Future and current	34,766	165.49%
Over 30 days	(426)	-2.03%
Over 60 and 90 days	24,732	117.73%
Over 120 days	(38,064)	-181.19%
Total Receivable (Prepayment)	21,008	100.00%

The following are Highlights of the accounts receivable balance:

1. McWatkins, LLC has prepaid a 38-month lease payment of \$250,000 for July 1, 2021 to August 31, 2024. The lease will be billed monthly, which will reduce the prepaid balance over the next 38 months. September 30th net balance is \$(72,178).

In summary, the net receivables, excluding the one aforementioned account in the amount of \$(72,178), total \$93,186.

Room Tax

The monthly chart shows that Room Tax revenues have an average decrease of 16.37% between the 2019 and 2020 fiscal years, the comparison for the years between 2020 and 2021 fiscal years, show a increase of 36.88%, the comparison for the years between 2021 and 2022 fiscal years, show an increase of 28.09%, and the comparison for the years between 2022 and 2023 fiscal years, show an increase of 4.56%. A comparison of September 2022 with September 2023 shows an average decrease of 7.13% in room tax collected.

City of Newport

Room Tax Collections

	2019-20	2020-21	2021-22	2022-23	2022 vs. 2023 % Increase	2023-24	2023 vs. 2024 % Increase
July	627,978	540,637	830,745	1,000,645	20.4515%	844,995	-15.5550%
August	661,241	640,156	816,256	887,488	8.7267%	908,536	2.3716%
September	471,052	482,412	643,133	757,987	17.8585%		0.0000%
October	344,951	417,188	497,573	551,694	10.8770%		0.0000%
November	242,660	227,534	346,056	357,062	3.1804%		0.0000%
December	183,004	187,093	286,436	285,548	-0.3100%		0.0000%
January	194,455	293,465	334,477	362,095	8.2571%		0.0000%
February	277,306	272,193	413,361	392,653	-5.0097%		0.0000%
March	149,324	442,797	535,406	485,959	-9.2354%		0.0000%
April	77,054	442,605	511,395	444,542	-13.0727%		0.0000%
May	111,348	499,725	567,850	552,952	-2.6236%		0.0000%
June	346,689	601,034	681,559	680,146	-0.2073%		0.0000%
Total	3,687,062	5,046,839	6,464,247	6,758,771	4.5562%	1,753,531	-7.1288%

Business licenses

On July 1, 2023, we billed 1,525 Newport business for their annual Business Licenses for a total amount of \$278,450. As the table shows below, there is a total accounts receivable of \$81,712 with \$81,313 over 90 days due.

Receivable:

Current	232	0.28%
Over 30 days	35	0.04%
Over 60 days	132	0.16%
Over 90 days	81,313	99.51%
	<u>81,712</u>	<u>100.00%</u>

2021-22 Comprehensive Annual Financial Report

The Finance department has submitted the 2021-22 Annual Comprehensive Financial Report to the GFOA for their Excellence Program award.

2022-23 Audit

One finding was noted during the interim audit completed on July 21st. Due to an extended vacancy in the Finance Department, adjusting journal entries were prepared and reviewed by the same person. The finding has been corrected with the hiring of the Assistant Finance Director as of July 24th, 2023. The audit fieldwork is scheduled to start on October 16th.

NEWPORT FIRE DEPARTMENT

City Report August 2023

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	21	4			
AUTOMATIC ALARMS:	16	1	BURN PERMITS:	0	0
MEDICAL CALLS:	121	18	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	6	2	FIREWORKS DISPLAY:	0	0
RESCUE:	5	1	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	0	3	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	25	4	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	4	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	7	1
HOSPITAL/CARE CENTER:	0	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	11	0	RESIDENTIAL:	2	0
LABORATORIES:	0	0	RESTAURANT:	0	0
LAUNDRAMATS:	0	0	SCHOOLS:	1	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	0	0	TAVERNS:	0	0
MOTOR VEHICLES:	1	0	TRAILERS:	0	0
NATURAL COVER:	15	4	UTILITIES:	0	0

NEWPORT FIRE DEPARTMENT

City Report August 2023

OFFICES: 0 0

VACANT BUILDINGS: 0 0

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	0	0	HEATING APPLIANCE:	0	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	0	0
ELECTRICAL:	0	0	OPEN FIRES:	14	4
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	1	0
FALSE ALARM:	21	1	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	1	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0



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

October 12, 2023

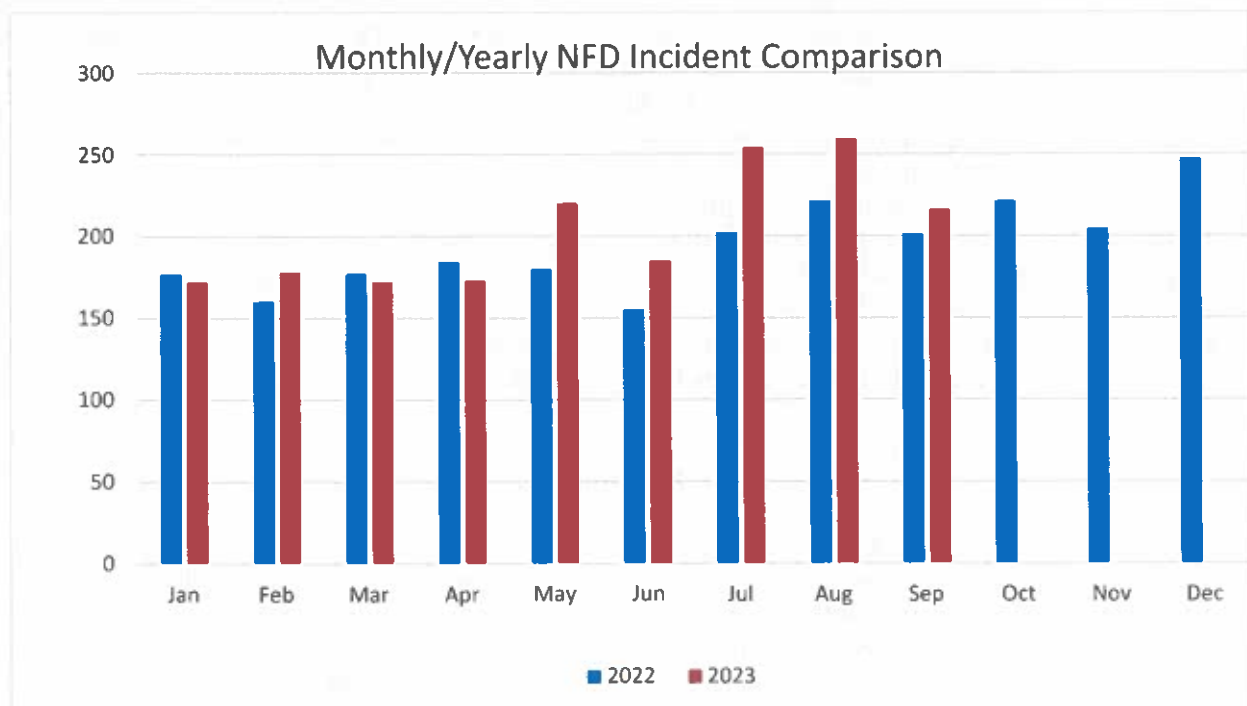
To: Spencer Nebel, City Manager
 Re: 2023 – 3rd Quarter Report

Here is a brief summary of the Fire Department activities in the 3rd Quarter.

Service Calls: 3rd Quarter

July	254
August	259
September	216
TOTAL 3RD Quarter	729
Year to date	1,829
% increase from YTD last year	10.3%

Our volunteer roster currently stands at 16.



Calls of note during the 3rd quarter of 2023:

There were 5 calls of note in July, 4 calls of note in August, and 1 call of note in September.

1. July 2 – Mutual Aid given on a brush fire South of Waldport along the beach. A fire started by illegal fireworks ignited beach grass and quickly spread to brush and trees aided by strong NW winds. Fire was threatening to jump Highway 101 and threatened several homes. Level 1-3 evacuations were issued. This was a multi-alarm fire. Crews kept the fire from jumping Hwy 101, put a wet line around the fire, then worked on full containment and extinguishment. NFD responded with a chief officer, a water tender, and heavy brush engine and 5 personnel.
2. July 6 – Mutual Aid given on a large house fire South of Yachats in Lane County. This was a multi-alarm fire. NFD responded with a chief officer and a water tender and three personnel.
3. July 15 – NFD responded to a house fire in the 300 block of SE 127th Drive. Fire started in a failed ceiling fan in the bathroom and quickly spread to the attic space and onto the roof. Crews quickly extinguished the fire, checked for fire extension and ventilated the structure. NFD responded with 2 chief officers, one engine, 3 on-duty paid, 1 off-duty paid, 3 volunteer FF's. Mutual Aid was received from Seal Rock FD, Central Coast FD, Toledo Fire Dept. and Depoe Bay Fire District.
4. July 22 – Mutual Aid given on a barn fire on Hamer Road in Siletz. NFD sent one chief officer, one water tender and one on-duty paid staff.
5. July 25 – NFD responded to a high-risk brush fire located in South Beach at the Yakona Nature Preserve, east of King's Slough. This fire took about 30 minutes to locate due to the remote location. Upon arrival, crews quickly extinguished a fire that was 10' x 14' across. NFD responded with 1 chief officer, one engine, 2 brush engines, one water tender, 5 on-duty paid staff, and one seasonal firefighter.
6. August 15 – Mutual Aid given for a motor vehicle crash (MVC) on Hwy 20 at Olalla Road. NFD assisted Toledo Fire with extrication and patient care and packaging. NFD responded with one chief officer, one engine, 4 on duty paid staff, 4 off-duty paid staff, and 3 volunteer firefighters.
7. August 24 – NFD responded to a brush fire just West of Oceanview Drive near Big Creek and Agate Beach Wayside. Crews extinguished the fire with a portable pump and a heavy brush unit. We responded with 2 chief officers, one engine, one heavy brush engine, one beach rescue, 4 on-duty paid staff, 2 off-duty paid staff, and 2 volunteer firefighters.
8. August 27 – NFD responded to a fire in the ventilation ducting above a broiler at Burger King in Newport. The Fire suppression system extinguished the fire. NFD assisted with ventilation and ensuring the fire was extinguished. Due to the large amount of grease build up and activation of the suppression system, we closed the facility and directed staff to get the broiler and ducting cleaned and the fire suppression system recharged and checked. This took a couple of days, then we inspected them before allowing them to reopen. NFD responded with one chief officer, one engine, one brush engine, 4 on-duty paid staff, and one seasonal firefighter.
9. September 11 – Mutual Aid given on a fire at the GP Mill in Toledo. Flames and smoke were reported above paper machine #3 and on the roof above. This was a multi-alarm fire which brought crews from 7 different fire agencies. NFD assisted with Incident Command, extinguishment and man power. NFD responded with 2 chief officers, one engine, one ladder truck, 4 on-duty paid staff, and three volunteer firefighters.

4th Quarter Upcoming Activities

Newport Fire has a busy 4th quarter planned. We are continuing our apparatus operator training. We still have 2 firefighters who are completing their probation. We will also be holding a Firefighter hiring and a Fire Engineer promotion process. We are also providing fire prevention to local elementary schools and day cares. In the months of October and November, we plan to see around 900 kids. We are also hosting classes in fire prevention and fire inspections. Finally, we will be hosting the State Fire Marshal's executive team retreat later this month.

Plan Reviews

The Community Development Department reported the following Plan Reviews and inspections occurred during the 3rd quarter of this year:

- July – 2 plan reviews
- August - 13 plan reviews and 1 fire inspection
- September – 1 plan review and 1 fire inspection

Training Report – Captain Doyle Helmricks

The following were the drill topics for the months of August and September:

- Building Construction
- SCE #6, Two Company Structure Fire Evolution
- SCE #8, Two Company Strip Mall Evolution
- Vehicle Extrication, combined training with TFD and SVFD
- EMS, SCE #31
- Ground Ladders
- SCE #31 Single Company medical code. (cancelled due to Toledo mill fire)
- Forcible Entry, combined training with TFD and SVFD
- EMS, SCE #36 (cancelled due to Toledo structure fire)

Past month drill hours:

August - During the month of August, 332.75 hours of training were documented. Of the 332.75 hours of training in August, the paid staff documented 160.25 hours and the volunteers documented 172.5 hours. Year to date Newport Fire Department personnel, volunteer and staff combined, have documented 2222.25 hours of training.

September - During the month of September, 152.25 hours of training were documented. Of the 152.25 hours of training in August, the paid staff documented 61.5 hours and the volunteers documented 90.75 hours. Year to date Newport Fire Department personnel, volunteer and staff combined, have documented 2374.5 hours of training.

Monthly highlights and special considerations:

Newport Fire conducted a Pumper class for staff Personnel during the month of August. Newport Fire Department has one volunteer currently in a FF2 Academy and another volunteer in a FF1/2 Academy.



Emergency Management Training Report – Del Lockwood

Training subjects: Wildfire season preparedness, Tsunami evacuation, Airlift exercise, Hazmat response.

Training hours: This quarter there were 128 hours of training.

Highlights: Newport Airport Disaster Airlift Response Team (DART) Exercise



ODART Volunteer Pilots fly in 1200 pounds of food to be given to Food Share LC.



Newport CERT, ACS, ODART pilots and Food Share LC participated in exercise.

Hazardous Materials Response Team Training: Samaritan Hospital, Emergency Medical Services and first responders train for decontamination of people before they can be transported or enter a medical facility.



Respectfully submitted,
Rob Murphy, Fire Chief

QUARTERLY DEPARTMENT REPORT HUMAN RESOURCES AND SAFETY JULY, AUGUST, SEPTEMBER 2023

RECRUITMENT AND STAFFING

Terminations

Gardner, Charlotte	Lifeguard	7/8/2023
Gower, Evelyn (Eli)	Lifeguard	7/12/2023
Rampley, Christopher	Fire Engineer	7/21/2023
Earl-Silva, Vaughn	Utility Worker I - Streets	7/21/2023
Serrano, Jeremiah	Building Attendant	7/22/2023
Gardner, Caroline R	Lifeguard	7/26/2023
Stock, Ted Daniel	Recreation Leader	8/31/2023
Hazdra, Natasha E.	Temporary Summer Teen Program	8/31/2023
King, Sarah N	Building Attendant	9/4/2023

New Hires

Weber, John F. (Jack)	Utility Worker I - Streets	7/10/2023
Maguire, Kylie A.	Recreation Leader	7/10/2023
Johnson, Victoria M.	Recreation Leader	7/13/2023
Malloy, Joshua	Firefighter	7/18/2023
Carpenter, Eric	Assistant Finance Director	7/24/2023
Valentine, Donald J.	Parking Enforcement Officer	7/24/2023
Wickliffe, Peter R.	Lifeguard	7/25/2023
Hazdra, Natasha E.	Temporary Summer Teen Program	7/31/2023
Deis, Matthew	Utility Worker I	8/8/2023
Lakeman, David	Specialty Instructor - Aquatic	8/15/2023
Steenkolk, Kathleen	Human Resources Specialist	8/15/2023
Fox, Donna J. (DJ)	Wastewater Treatment Plant Supervisor	8/21/2023
Jefferson, Derrick	Wastewater Treatment Plant Operator	8/31/2023
Rigby, Catherine	Grant Manager	9/22/2023

Recruitments

Open Requisitions –23

These are in various stages of the recruitment process.

Held meetings with management on application review; conducted phone screens; conducted in-person interviews; and candidate assessments conducted throughout the month.

Responded to multiple recruitment related follow-up issues, questions, and calls.

Assistant City Engineer
Building Attendant
Building Attendant
Fire Engineer
Firefighter
Landscaping Specialist
Lifeguard
Lifeguard
Lifeguard
Lifeguard
Lifeguard
Lifeguard
Police Officer
Police Officer
Police Sergeant
Public Works Director
Systems Administrator I, II
Records Clerk
Recreation Superintendent
Senior Utility Worker – Wastewater Collections
Utility Worker I – Wastewater Collections
Utility Worker I, II, III – Streets and Storm Sewer
Wastewater Treatment Plant Operator I, II, III

FILLED POSITIONS

Utility Worker I - Streets
Recreation Leader
Recreation Leader
Firefighter
Assistant Finance Director
Parking Enforcement Officer
Lifeguard
Temporary Summer Teen Program
Utility Worker I

Specialty Instructor - Aquatic
Human Resources Specialist
Wastewater Treatment Plant Supervisor
Wastewater Treatment Plant Operator
Grant Manager

Other Responsibilities - Projects

IAFF Negotiations
Workplace Investigation x 3
Implemented interim changes in Public Works due to departure of Public Works Director
Paid Leave Oregon – Drafted policy and related forms
Attended training on Frances Online – Paid Leave Oregon online system
Employee Handbook Revisions – second review in process
Employee relation issues handled throughout the month
PAF's processed for monthly payroll
Responded to compensation questions from various employees
Responded to FMLA/OFLA leave requests
Attend Department Head meetings
New Hire Orientations completed for new hires
Attended Emergency Management Committee meetings
Responded to job description and salary survey requests from various cities and organizations
Exit Interviews conducted with terminating employees
Job descriptions developed for new positions: HR Specialist, System Administrator I, System Administrator II, Bilingual Community Engagement Specialist, Administrative Lieutenant, Communications Specialist, Accounting Technician-Receivables
Revised the job description for the Environmental Compliance Specialist position
Open Enrollment for Employee Benefits- Employee Meeting held, Communications and Open Enrollment materials distributed to benefited employees, HSA forms and Confirmation Statements distributed and tracked for return
NeoGov Modules – Learn and Perform implementation teams identified
Employee Retirement Plan statements distributed
Communicated Annual Employee Retirement Plan Meetings
Developed training plan for HR Specialist hire
Begin training with HR Specialist – Meet 3-4 times/week
Facility tours for HR Specialist to see all city facilities and departments
Participated in National Night Out community event
Nationwide Retirement onsite visit coordinated

SAFETY

Coordinated Health and Safety Fair -Held on 8/14
Salem Fire Alarm – misc. issues handled throughout the month
Safety Orientations completed for new hires

Coordinated and attended Safety Committee Meetings
Held Safety Inspections
Revised by-laws for Safety Committee
Working on Safety Champion implementation for each department
New Safety Committee members identified and required training provided
Onsite Hearing Trailer
Coordinated Employee Safety Trainings – Confined Space, Working from Heights, Lock Out -Tag Out
Researched Arch Flash trainings for employees

Information Technology Monthly Department Report

July 2023

1. Personnel
 - a. Arranged for David Alvarez (Genxsys) to cover for IT needs in my Absence at the end of July. And to provide backup for IT Emergencies
2. Helpdesk
 - a. August saw 144 tickets opened via the Helpdesk system, with 123 closed
3. Numerous website updates
4. Department Updates
 - a. FIN
 - b. LIB
 - c. NPD
 - d. ITD
 - i. Preparing for Zoom migration and Move to Exchange Online
 - e. PAR

August 2023

1. Personnel
 - a. Setup regular meetings with Ethan to check on progress of larger goals/Tasks and discuss open tickets.
 - b. Drafted and Completed the new Job Family Descriptions for Systems Administrators I/II
2. Helpdesk
 - a. August saw 143 tickets opened via the Helpdesk system, with 147 closed
3. Numerous website updates
4. Department Updates
 - a. FIN
 - b. LIB
 - c. NPD
 - d. ITD
 - i. Continued Learning of the Director Role
 - e. PAR
 - i. Preparing Digital Signage for the 60+ Center

September 2023

1. Personnel
 - a. Hiring Process is underway for the open positions. We have a good list of applicants that are scheduled for interviews on the 13th and 15th of September.
 - b. Ethan is doing a good job of organizing the GIS data and verifying data in an effort to make our transition to AGOL as clean as possible. He has also updated many maps and user web-applications for various departments.

2. Helpdesk
 - a. September saw 146 tickets opened via the Helpdesk system with 149 closed
3. Audio-Visual options for Council Chambers
 - a. Issues with Volume in the chambers and on the Cable Channel and Granicus have been resolved
4. Numerous website updates
5. Upgraded the Internet speed with Astound
6. Department Updates
 - a. FIN
 - i. Installed a Check scanner to assist with Check entry
 - b. LIB
 - i. Added an Upgraded Camera facing the lower parking lot, planned with Electricians to upgrade the Upper parking lot and relocate the camera to the front of the building. Moved the Outside Wireless Access Point to face the Literacy park for event coverage.
 - c. NPD
 - i. Setup Mark43 Printers and new Digital Fingerprinting Station
 - d. ITD
 - i. Testing various Zoom Phone Equipment
 - ii. Repaired failing fans in Core Network Switches
 - e. PAR
 - i. Preparing Digital Signage for the 60+ Center
 - ii. Prepare tablets and hotspots for Surf Contest
 - iii. Prepare Tech for Swim meet



Memo

To: Spencer Nebel, City Manager and Newport City Council
From: Laura Kimberly, Library Director
Date: August 2023
Subject: Library Department Report

Library Director's Corner

Libraries are at the heart of our community and a great place to go to for community events. Get in your element and sign up for a library card. From borrowing books, eBooks, mobile hotspots, Library of Things items, and culture passes to using a meeting room space, learning new skills, checking out a Dino-Story exhibit or attending storytime, a library card helps you do more of what you enjoy. Get a library card and dive into a new hobby. Use your library card to help spark your creativity. A library card is your most important school supply-it's elemental, really-and everyone should have one!

In this newsletter, you can get information on seasonal and ongoing events. You can also view the online [Library Calendar](#) or subscribe to our [newsletter](#) to keep up with the latest happenings at your library. Come by your local library to check out something to hook your interest.

Get Elemental!

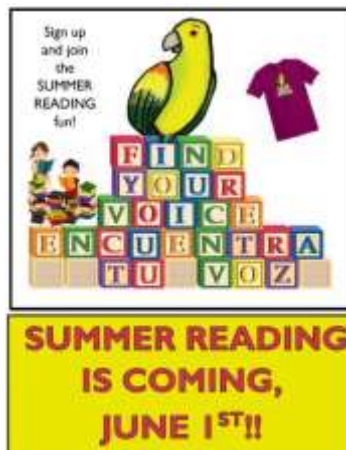
Laura Kimberly
Library Director

Oregon's Dino-Story Exhibit

Dinosaurs, fossils, and fun – oh my! We are excited to partner with the Museum of Natural and Cultural History to bring a full exhibit uncovering the mysteries of Oregon in the age of the dinosaurs. Explore fossil evidence, dig deep into time, and discover what makes a dinosaur a dinosaur. Come visit us at the

Newport Public Library, 35 NW Nye Street from July 27 through August 15.

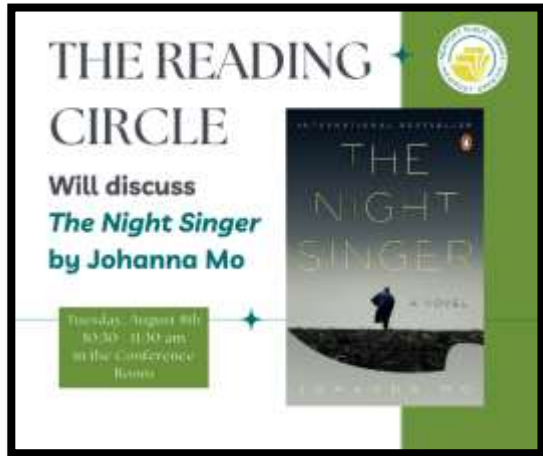
This exhibit and the programs are made possible thanks to the support of the Museum of Natural and Cultural History, Newport Public Library Foundation, Newport Public Library, and City of Newport.



Summer Reading Programs

It's not too late to sign up for our Summer Reading Programs! We've signed up almost 400 readers--every new sign-up will help us reach our goal! We have programs for all ages groups: the Read to Me program for ages 0-4, the Children's Summer Reading Program for ages 5-11, the Teen Summer Reading Program for teens in the 6th through 12th grades, and the Adult Summer Reading Program for ages 18 and up.

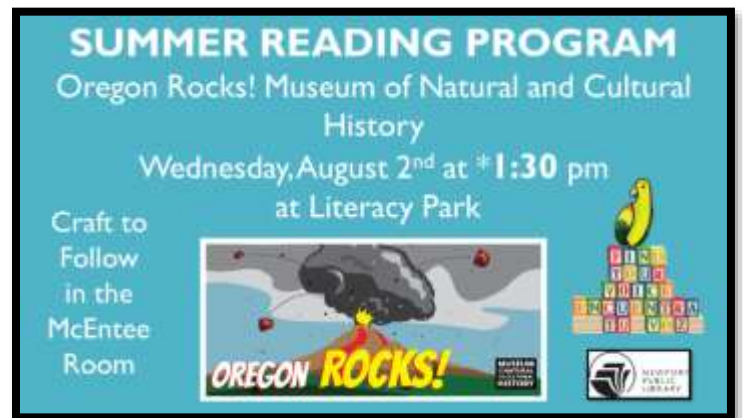
Children and teens will win a free book when their reading logs are completed at the end of the summer, and adults are welcome to enter a raffle ticket for each book they read or listen to throughout the summer. Raffle winners are drawn on Fridays and the Grand Prize will be drawn on August 18th, so get your tickets in now! Children and teens are welcome to come in and pick up their prizes after week 8, the second week in August. We will happily distribute prizes from August 8th through August 31st!



The Newport Public Library Reading Circle
Monthly meetings are held on the second Tuesday of the month from 10:30 - 11:30 am in the Conference Room. The Newport Public Library Reading Circle will meet on Tuesday, August 8th to discuss *The Night Singer* by Johanna Mo. The Reading Circle is free and open to the public.

Summer Reading Program: Oregon Rocks!

Come to Literacy Park on Wednesday, August 2nd at 1:30 pm, where the Museum of Natural and Cultural History will present Oregon Rocks! This program will be followed by a craft in the Library's McEntee Meeting Room. All ages are invited to this family-friendly event.





National Night Out 2023

The Library will be participating in National Night Out! This year it is being hosted at the Newport Recreation Center on Tuesday, August 1st from 5:00-8:00 pm. The event features dozens of local vendors, information from local government agencies and organizations, plus fun family-friendly activities.

National Night Out is an annual community-building campaign to promote law enforcement-community partnerships and neighborhood camaraderie. This helps make our neighborhoods a safer and more caring place to live. National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. It provides a great opportunity to bring police and neighbors together under positive circumstances.

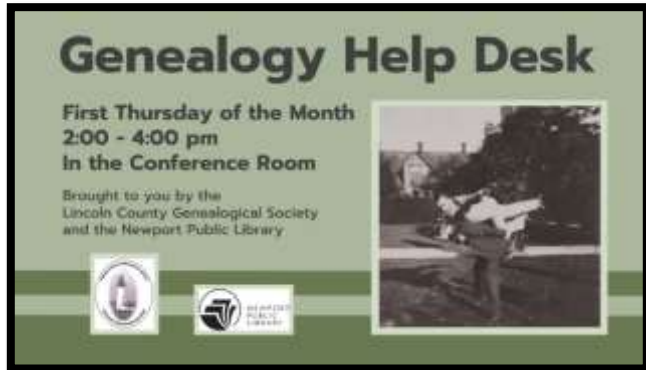


Lincoln County Master Gardener™ Association

Lincoln County Master Gardener™ Association will have some of their members available by the "Grow With Us" Seed Library cabinet by the library circulation desk on Thursday, August 3 and Thursday, August 24 from 4 to 7 pm to help answer your gardening and growing questions and concerns.

First Friday Fireplace \$.50 Book Sale!

Come to our First Friday Book Sale! It will be held the first Friday of the month, August 4th, in the Southwest corner of the building by the music CDs. All items will be \$.50!



Genealogy Help Desk

The Lincoln County Genealogical Society is hosting a Genealogy Help Desk on the first Thursday of every month at the Newport Library! The next available date will be Thursday, August

3 from 2 pm - 4 pm. For more information, or to make an appointment, please call 503-302-8892



First Friday Lego Fun

Stop by the library for First Friday Lego Fun on August 4th! This family-friendly event is held the first Friday of every month. It will begin at 2:30 pm and lasts through the afternoon!



Willamette Valley Puppeteers

The Willamette Valley Puppeteers will be at the Newport Public Library on Saturday, August 5 from 11 a.m. to 12:30 p.m. in the McEntee Meeting Room. Their performance, the Day of Puppetry event, is open to all ages and is free of charge.

The Guild members, the chartered Guild of Puppeteers of America, serving central and southern Oregon, will demonstrate several different types of puppets, including marionettes (stringed puppets), Muppet-style mouth and rod puppets, and various types of hand puppets. They will offer short performances and the opportunity for you to learn to manipulate many puppets.

Storytime Schedule

We're continuing in-person storytimes in August! Families are welcome to join us for Toddler Time on Tuesdays at 10:30 am. Our Wednesday and Thursday storytimes are taking a break for Summer Reading, so please stop by to sign up and check out our summer events!



Snacks and Crafts

Teens are invited for Snacks and Crafts in the Teen Room on Wednesdays from 3:00-4:00 pm! This free event is led by Megan from Lincoln County Health. Teens in grades 6th through 12th are all welcome.

Summer Reading Program: Magical Mr. B Talent Show

Come to Literacy Park on Wednesday, August 9th at 1:00 pm for the Magical Mr. B Talent Show! Bring your talent to share with the crowd! This program will be followed by a craft in the Library's McEntee Meeting Room. All ages are invited to this family-friendly event.



Teen Life Skills: Job Seeking Skills

Teens in grades 6th - 12th are invited to come learn job seeking skills on Thursday, August 10th from 3:30 - 4:30 pm. This will be part of our monthly Teen Life Skills series!



Lotería

Join us this summer at the Newport Public Library's outdoor patio area, next to the garden area for a fun and engaging game of *Lotería* Friday, August 11th at 4:30 pm. Whether you're a seasoned pro or a first-time player, this traditional Mexican game of chance is sure to be a hit for all ages. Enjoy the

beautiful weather as you play with family and friends. Plus, we'll have delicious snacks and refreshing drinks available for all participants. And that's not all – we'll also be giving away prizes to lucky winners throughout the event. *Lotería* is the perfect way to spend a summer afternoon outdoors, with fun, food, and prizes for everyone. Don't miss out – mark your calendars and join us for a thrilling game of *Lotería* on the library's patio this summer!



Teen Third Thursday: Teen Improv
 Join us for Teen Third Thursday on Thursday, August 17th from 4:00-5:00 pm. This month we're doing improv! Teens in grades 6th-12th are all welcome.



Media Discussion Group

Join other local teens for this FREE Media Discussion Group hosted by Robb Davis from the Olalla Center. If you like talking about what you're reading, watching, or listening to, PLEASE come to the library on the fourth Thursday of the month, August 24th, from 3:45 pm - 4:45 pm. Presented in conjunction with Project Bravery, 324 SW 7th St. Newport.



Memo

To: Spencer Nebel, City Manager and Newport City Council
From: Laura Kimberly, Library Director
Date: October 2023
Subject: Library Department Report

Library Director's Corner



Storytime has resumed after a summer break!

October is officially here! In September, we celebrated Library Card Sign-Up Month and the start of Hispanic Heritage Month. The Library is celebrating Hispanic Heritage Month, Banned Books Week, the Charro Attire Exhibit, and so much more in October.

Hispanic Heritage Month is from September 15 to October 15. You can celebrate culture and community with curated public programming, Library displays, and passive programs. National Hispanic Heritage Month, known as “Mes de Herencia Hispana”, is celebrated nationwide from September 15th through October 15th each year. The observation started in 1968 as Hispanic Heritage Week and was expanded by President Ronald Reagan in 1988.

Join us on Wednesday, October 4 from 4-7 pm at the Newport Public Library as we host a Hispanic/Latino Heritage Month Community Celebration. Enjoy live music, captivating performances, talented artists, a variety of food, crafts suitable for the entire family, view the "Comunidad y Herencia Cultural" Charro Attire Exhibit, and much more. This event is a wonderful opportunity for the community to come together and celebrate this vibrant aspect of our culture. This Hispanic/Latino Heritage Month Community Celebration is free and welcomes individuals of all ages.

Banned Books Week was launched in 1982 in response to a sudden surge in the number of challenges to books in libraries, bookstores, and schools. Typically (but not always) held during the last week of September, the annual event highlights the value of free and open access to information and brings together the entire book community — librarians, educators, authors, publishers, booksellers, and readers of all types — in shared support of the freedom to seek and to express ideas.

Join us for Banned Books Trivia on Thursday, October 19 from 5:30-7 pm at Bier One, 255 SW 9th Street Newport, OR 97365. Put together a team or play trivia on your own. There will be prizes for 1st, 2nd, and 3rd place. Banned Books Trivia is free, open to the public, and proudly sponsored by the Newport Public Library Foundation, Newport Public Library, and Bier One.

We also are continuing in-person storytimes in October. Families are welcome to join us for Toddler Time on Tuesdays at 10:30 am, Preschool Storytime on Wednesdays at 10:30 am, and our Bilingual Storytime on Thursdays at 5:30 pm. We are excited to see you there!

If you don't have a Library card, you are missing out on a variety of books, resources, services, programming, and so much more. A library card empowers all people to pursue their dreams, explore new passions and interests, and find their voice. Visit www.newportlibrary.org to learn more about the Library or call us at 541-265-2153.

Have a great October!

Laura Kimberly

Newport Public Library Director

Newport Public Library Author Fair Call for Participation

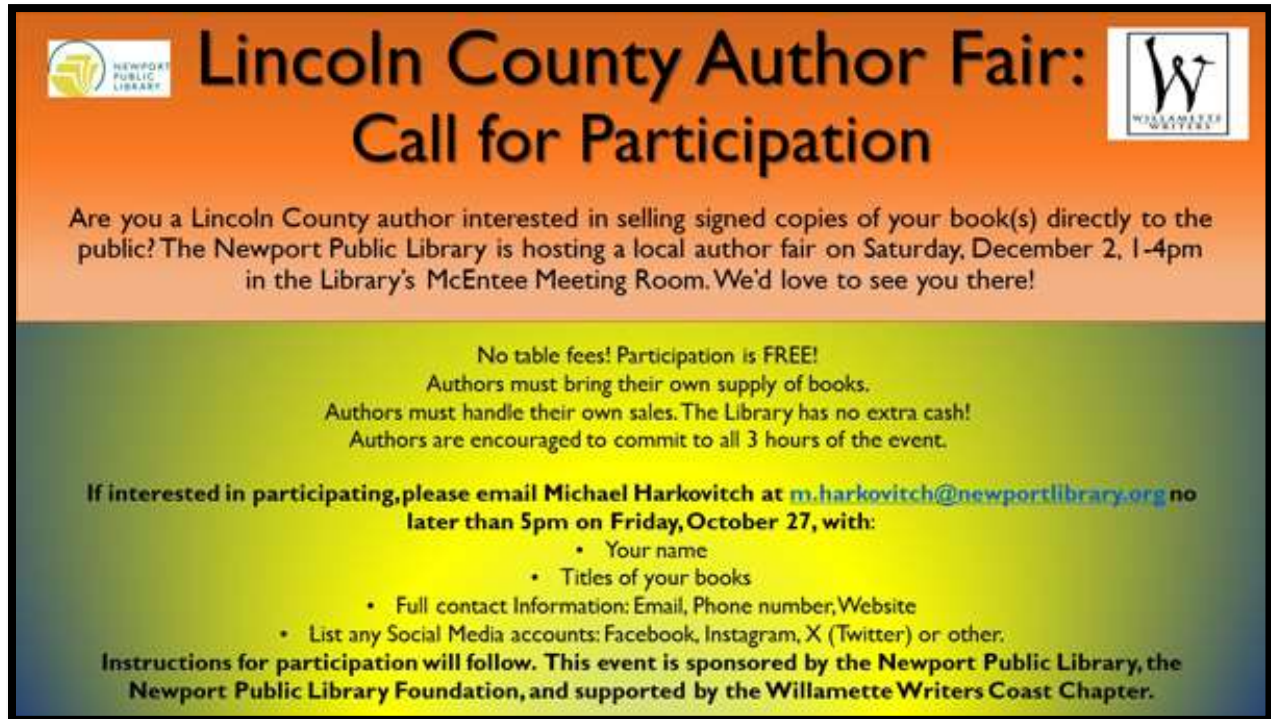
Are you a local author interested in selling signed copies of your book(s) directly to the public? The Newport Public Library is hosting a local author fair on Saturday, December 2, 1-4pm in the Library's McEntee Meeting Room, and we'd love to see you there!

- No table fees! Participation is FREE!
- Authors must bring their own supply of books.
- Authors must handle their own sales. The Library has no extra cash!
- Authors are encouraged to commit to all 3 hours of the event.

If interested in participating, please email Michael Harkovitch at m.harkovitch@newportlibrary.org no later than 5pm on Friday, October 27, with:

- Your name
- Titles of your books
- Full contact Information: Email, Phone number, Website
- List any Social Media accounts: Facebook, Instagram, X (Twitter) or other.

Instructions for participation will follow. This event is sponsored by the Newport Public Library, the Newport Public Library Foundation, and supported by the Willamette Writers Coast Chapter.



The poster features a gradient background from orange at the top to blue at the bottom. It includes the Newport Public Library logo on the left and the Willamette Writers logo on the right. The main title is 'Lincoln County Author Fair: Call for Participation'. The text below the title repeats the invitation and details from the main document, including the date, time, location, and contact information for Michael Harkovitch. It also lists the requirements for participation and the sponsors of the event.

**Lincoln County Author Fair:
Call for Participation**

Are you a Lincoln County author interested in selling signed copies of your book(s) directly to the public? The Newport Public Library is hosting a local author fair on Saturday, December 2, 1-4pm in the Library's McEntee Meeting Room. We'd love to see you there!

No table fees! Participation is FREE!
Authors must bring their own supply of books.
Authors must handle their own sales. The Library has no extra cash!
Authors are encouraged to commit to all 3 hours of the event.

If interested in participating, please email Michael Harkovitch at m.harkovitch@newportlibrary.org no later than 5pm on Friday, October 27, with:

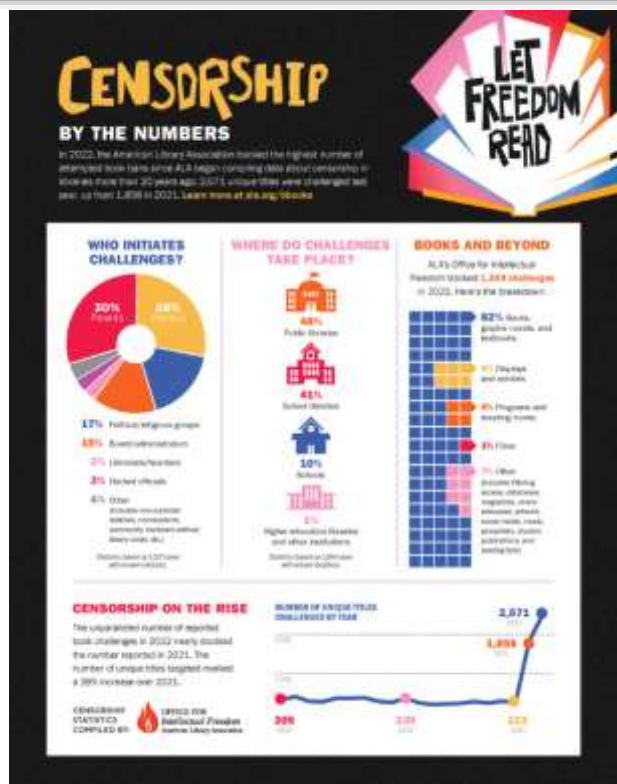
- Your name
- Titles of your books
- Full contact Information: Email, Phone number, Website
- List any Social Media accounts: Facebook, Instagram, X (Twitter) or other.

Instructions for participation will follow. This event is sponsored by the Newport Public Library, the Newport Public Library Foundation, and supported by the Willamette Writers Coast Chapter.

Banned Books Week

The American Library Association (ALA) has announced the theme for Banned Books Week 2023: “Let Freedom Read!” Banned Books Week, which takes place from October 1 – 7, 2023. Banned Books Week is an annual event celebrating the freedom to read. It was launched in 1982 in response to a sudden surge in the number of challenges to books in schools, bookstores and libraries. Banned Books Week highlights the value of free and open access to information and brings together the entire book community — librarians, booksellers, publishers, journalists, teachers, and readers of all types — in shared support of the freedom to seek and express ideas.

ALA is one of the founders of Banned Books Week and a member of the Banned Books Week Coalition, an international alliance of diverse organizations joined by a commitment to raise awareness about intellectual freedom issues and to celebrating and defending the right to read during Banned Books Week and beyond.



Celebrate Hispanic Heritage Month at Newport Public Library from Friday, September 15th to Sunday, October 15th!



Explore the captivating Charro Attire Exhibition presented in partnership with Comunidad y Herencia Cultural, a nonprofit dedicated to serving the Latinx community. Discover the rich history and artistry of Latino culture through four exquisitely dressed mannequins, adorned in authentic handmade Charro Attire—a tradition dating back over 500 years. This exhibition, an ode to Charrería, not only pays homage to the past but also connects present generations with their heritage. Our mission is to be a welcoming space for all, promoting education and unity.

We welcome you to visit the Charro Attire Exhibition from Friday, September 15th – Sunday, October 15th at the Newport Public Library, 35 NW Nye Street Newport, OR 97365 during our library operating hours: Tuesday, 10 a.m. to 6 p.m., Wednesday and Thursday, 10 a.m. to 7 p.m., and Saturday, 11 a.m. to 5 p.m. Don't miss this opportunity to explore and celebrate the heritage of Charro Attire. Join us in honoring the contributions and legacies of Latinx and Hispanic communities, not only during this month, but throughout the year.

The Charro Attire Exhibition has been generously made possible through the sponsorship of the Latino Partnership Program of the Oregon Community Foundation. This initiative assists non-profit organizations in promoting Latino/x educational events, celebrations, and community gatherings. The Newport Public Library is truly appreciative of this support.

The Newport Public Library is dedicated to fostering inclusivity, understanding, and appreciation of diverse backgrounds.

Be a part of this vibrant cultural celebration! Embrace the beauty of Charro Attire, connect with the past, and build a stronger community.

This exhibition is made possible thanks to the support of Latino Partnership Program of the Oregon Community Foundation, Comunidad y Herencia Cultural, the City of Newport, and Newport Public Library. The Charro Attire Exhibit is free and open to the public.

**Celebracion Comunitaria
Del Mes de la Herencia Hispana y Latina**

Sé parte de esta conmemoración y acompáñanos en una celebración comunitaria llena de música, baile, arte, historias, comida ¡y mucho más!

4:00 pm - 7:00pm

MIÉRCOLES, 4 DE OCTUBRE • WEDNESDAY, OCTOBER 4TH
SALA DE REUNIONES MCENTEE • MCENTEE MEETING ROOM
35 NW NYE ST., NEWPORT, OR 97365

**Hispanic/Latino Heritage Month
Community Celebration**

Be part of this observance and join us as we host a community celebration filled with music, dance, art, stories, food and more!

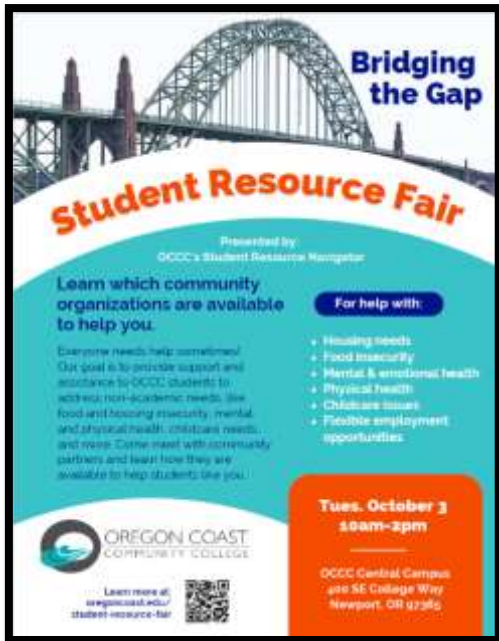
Hispanic/Latino Heritage Month Community Celebration

Celebrate Hispanic Heritage Month with the Newport Public Library on Wednesday, October 4th, from 4:00 pm to 7:00 pm in the McEntee Meeting Room of the Newport Public Library, 35 NW Nye Street Newport, OR 97365.

Enjoy live music, captivating performances, talented artists, and a variety of food and crafts suitable for the entire family. This event is a wonderful opportunity for our community to come together and celebrate this vibrant aspect of our culture. This Hispanic/Latino Heritage Month Community Celebration is free and welcomes individuals of all ages.

You will also have the opportunity to view the 'Comunidad y Herencia Cultural' Charro Attire exhibit, showcasing traditional handmade charro attire, in the Reading Room from September 15th to October 15th.

This program is made possible thanks to the support of the Latino Family Foundation of Oregon Community Foundation, the Newport Public Library, Newport Public Library Foundation, and the City of Newport.



Student Resource Fair

On October 3, Oregon Coast Community College will host its first Student Resource Fair. The day is meant to showcase the resources available within the county that can assist students in meeting their non-academic and/or basic needs, including but not limited to: housing and food insecurity, mental and emotional health, physical health, childcare issues, and flexible employment opportunities.

The goal of the event is to connect students to local community agencies while allowing them to put a face to the name of the participating organizations. Help is available while they pursue their education. The Library tabled at this event and was able to share information about resources, services, and held a drawing for a basket of goodies.

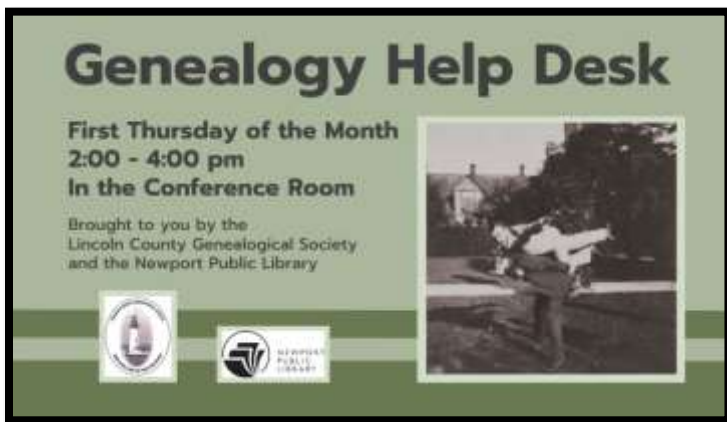
Fall Storytime Schedule

We're continuing in-person storytimes in October! Families are welcome to join us for Toddler Time on Tuesdays at 10:30 am, Preschool Storytime on Wednesdays at 10:30 am, and our Bilingual Storytime on Thursdays at 5:30 pm. We're excited to see you there!





Snacks and Crafts Back in October
 Snacks and Crafts is back on Wednesdays from 3:00-4:00 pm. This free event will be led by Lincoln County Health. Teens in grades 6th through 12th are all welcome!



Genealogy Help Desk
 The Lincoln County Genealogical Society is hosting a Genealogy Help Desk on the first Thursday of every month at the Newport Library! The next available date will be Thursday, October 5th from 2-4 pm.

Teen Role Playing Games

Teens in the 6th-12th grades are welcome to join us to play role playing games on the first Thursday of every month! This month we will be playing on Thursday, October 5th from 3:30-5:30 pm.



Adult Role-Playing Games

We're hosting a new role-playing program for adults ages 18+ on the first Thursday of every month from 5:30-6:45 pm! The first session will be held on October 5th. Each event will feature a different game, so be sure to come back for a new experience every month!

Role Playing Games  **Juegos de Rol**  LOCK & KEY
ADVENTURES GUILD

Adults Welcome!     **Para Adultos Todos Bienvenidos! Gratis!**

 **In the McEntee Room**  **En la sala de reuniones McEntee**

1st Thursday of Every Month 5:30 pm - 6:45 pm • Primer Jueves de cada mes 5:30 PM - 6:45 pm

**First Friday
Fireplace .50
Book Sale!**

When: First Friday
of the Month

Where: By the
Fireplace

What: All Items .50



First Friday Fireplace \$.50 Book Sale!

Come to our First Friday Book Sale! It will be held the first Friday of the month, October 6th, in the Southwest corner of the building by the music CDs. All items will be \$.50!

FIRST FRIDAY FAMILY LEGO FUN
PRIMER VIERNES DE DIVERSION
FAMILIAR LEGO

All Ages Welcome!
 ¡Todas las edades son bienvenidas!

Free!
 ¡Gratis!

1st FRIDAY of Every Month
1^o viernes de cada mes

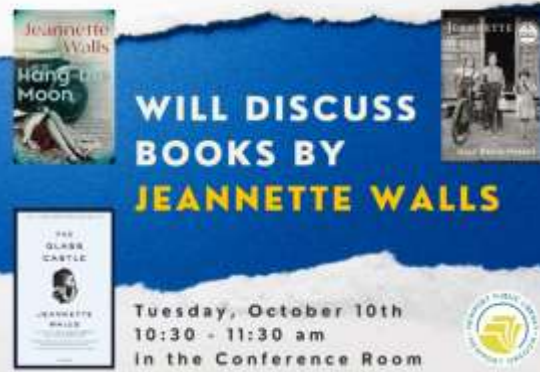




First Friday Lego Fun
 Stop by the library for First Friday Lego Fun on October 6th! This family-friendly event is held the first Friday of every month. It will begin at 2:30 pm and lasts through the afternoon!

THE READING CIRCLE

WILL DISCUSS
 BOOKS BY
JEANNETTE WALLS

Tuesday, October 10th
 10:30 - 11:30 am
 In the Conference Room

The Newport Public Library Reading Circle
 Monthly meetings are held on the second Tuesday of the month from 10:30 - 11:30 am in the Conference Room. The Newport Public Library Reading Circle will meet on Tuesday, October 10th to discuss books by Jeannette Walls. The Reading Circle is free and open to the public.

TEEN SEWING CLASS

TEENS Welcome!
 Prizes!
 FREE!

ADOLESCENTES Son Bienvenidos!
 Premios!
 GRATIS!

October 12th from 3:30 pm - 4:30 pm
 12 de Octubre de 3:30 PM - 4:30 pm




Teen Life Skills: Sewing Class
 Teens in grades 6th - 12th are invited to come learn basic sewing skills on Thursday, October 12th from 3:30 - 4:30 pm. We'll be learning how to sew a button, make t-shirt bags, and more! This will be part of our monthly Teen Life Skills series.

Third Wednesday Family Crafts

The Newport Public Library and the Newport Public Library Foundation will be offering a new monthly drop-in program for school-aged children and their families beginning October 18th from 1:30 to 4 p.m.

The Youth Services Department is happy to announce the monthly third Wednesday of the month **Crafting for Kids and Families** program. You can look forward to a new craft each month. All materials necessary will be supplied by the library. Some months will involve gluing, other times perhaps scissor skills will be necessary, it will be something different every time.

All ages in the family are welcome, however, our primary age range for the program is children 5 to 11. Children under age ten do need to be accompanied by an adult or an older sibling. These events will not be hosted by staff, although we will probably pop in occasionally to say hello and see if we need to restock any supplies. Stop in for just a half an hour or stay the whole time - - whatever works for your schedule.

We hope you can join us for these free monthly events where you may meet new friends, learn new skills and definitely have loads of fun.



Teen Third Thursday: Face Painting and Wound Making

Join us for Teen Third Thursday on Thursday, October 19th from 4:00-5:00 pm. This month we're learning how to do face painting and wound making! Teens in grades 6th-12th are all welcome.

Banned Books Trivia

Staff at the Newport Public Library is excited to announce that the Library is celebrating Banned Books Week! Banned Books Week takes place from October 1-7, 2023. The theme of Banned Books Week 2023 is “Let Freedom Read.” As part of our efforts to celebrate, the Newport Public Library will host Banned Books Trivia on Thursday, October 19 from 5:30-7:00 pm at Bier One, 255 SW 9th Street Newport, OR 97365. Put together a team or join a team or play trivia on your own. There will be prizes for 1st, 2nd and 3rd place.

Banned Books Trivia is free, open to the public and proudly sponsored by the Newport Public Library Foundation, Newport Public Library, and Bier One. This event is free, open to the public and all ages are welcome.



Willamette Writers Coast Chapter: How to Add Humor to Your Writing

Feel like you're one card short of a full deck in your writing? Perhaps it's the joker card. From cozies to serious drama, humor plays a vital role in storytelling. But what if you're not funny? The good news is that like other elements of writing, humor techniques can be practiced, learned and applied to any writing style. The even better news is that doing so is fun.

Join writing coach and humor writer **Larry Lehnerz** on **Saturday, October 21 from 2:00-4:00 pm** at the Newport Public Library as he presents his workshop on writing humor for the Willamette Writers Coast Chapter. This meeting is free and open to the public.

In this workshop, we will discuss and practice humor writing techniques and send everyone away with a smile.

Larry Lehnerz is a writing coach, humorous storyteller and author of, *SUMMER of '74*, a coming-of-age novel imbued with humor and warmth. A former Newport, Oregon resident, he now lives in the Seattle suburbs. As a husband, father and “silly Grandpa” he strives to tell meaningful tales that tickle his readers.

This program is co-hosted by the Newport Public Library.

The WW Coast Chapter hosts presentations, a mix of in-person and virtual events, from September through June. Willamette Writers, the parent organization of the Coast Chapter, is the largest writer's association in Oregon and one of the largest in the nation. Programs are free and open to all writers eighteen and up. There are Young Willamette Writer chapters for those under 18. To become a member of a chapter and the parent organization, join Willamette Writers at their website, <https://willamettewriters.org>.

Willamette Writers Coast Chapter:
How to Add Humor to Your Writing

Join writing coach and humor writer Larry Lehnerz!

Saturday, October 21 from 2-4 pm
McEntee Meeting Room

NEWPORT PUBLIC LIBRARY

MEDIA DISCUSSION GROUP
GRUPO DE DISCUSIÓN DE MEDIOS

TEENS in Grades 6th - 12th are Welcome!
Adolescentes en Grados 6th - 12th Son Bienvenidos!

Lets talk about what you're reading, watching, and listening to!
Son Bienvenidos!

Free! **Gratis!**

3:45 pm - 4:45 pm, 4th Thursday of the Month
3:45 pm - 4:45 pm, 4th Jueves del Mes

Media Discussion Group

Join other local teens for this FREE Media Discussion Group hosted by Robb Davis from the Olalla Center. If you like talking about what you're reading, watching, or listening to, PLEASE come to the library on the fourth Thursday of the month, October 26th, from 3:45 pm - 4:45 pm. Presented in conjunction with Project Bravery, 324 SW 7th St. Newport.



Trick or Treat at the Library
Trick or Treat at the Newport Public Library, 35 NW Nye Street on Halloween on Tuesday, October 31 from 10 am - 6 pm. Put on your favorite costume and join in on the Halloween fun. Trick or treat at the Library's service desks. All ages welcome.

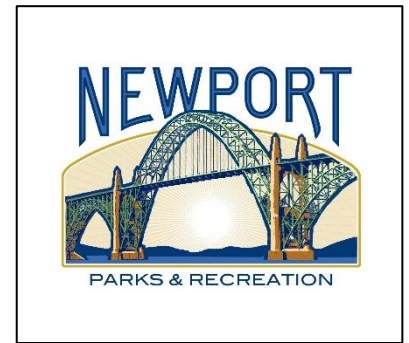


Preschool Art Display

In October we're displaying amazing art from Nye Beach Montessori! You can view their art on display in the Children's Room at the library or on the library's website at <https://newportoregon.gov/dept/lib/artwork.asp>.

Memo

To: Spencer Nebel, City Manager
From: Mike Cavanaugh, Director
Date: September 1, 2023
Subject: Parks & Recreation Quaterly Report: July-August 2023



60+ Activity Center – Sonia Graham

- The Newport Senior Citizens Activity Association (NSCAA) hosted Hot Diggity Dog Day on Tuesday, July 18, in conjunction with National Hot Dog Day. Approximately 80 persons enjoyed grilled hot dogs, root beer floats and a time of mingling. Special thanks to all the volunteers who helped to make this such a fun event.
- Volunteer Marvin Straus began a monthly Senior Discussion Group on Tuesday, July 11. All seniors are invited to meet on the second Tuesday of each month to talk about anything they find interesting (except religion or politics).
- The 60+ Activity Center staff and patrons had the privilege of attending and helping with Oceanview Senior Living's annual Luau on Friday, August 18. We had a fun time mingling with Oceanview residents, enjoying delicious food, watching hula dancers and supervising a raffle. The event was a fundraiser for those impacted by the Maui fire.
- The Newport Senior Citizens Activity Association (NSCAA) hosted Rockin' to the 50's on Tuesday, August 22. Approximately 40 persons were in attendance to listen to 50's music, have their pictures taken in a photo booth, check out the Bay City Cruisers' classic cars, and enjoy ice cream sundaes and other refreshments. Special thanks to all the volunteers who helped to make this such a fun event.
- On Wednesday, August 9, volunteer Karen Robnett began a six-week Drawing with Colored Pencils class. The class was so popular that she has been asked to teach another six-week session.
- Volunteer Bryn McCornack began a six-week session of Let's Get Moving! Hybrid Walk with Ease on Tuesday, August 15. Class members meet Tuesdays and Thursdays and have the option of meeting on site or via Zoom from home.
- The 60+ Activity Center hosted a performance and sing-along with the Oregon Coast Chorus (Sweet Adelines) on Sunday, September 10. Joyful Noise, a quartet from the Portland area, also performed. Refreshments of pie and ice cream were served.
- Helen Beaman, Older Adult Behavioral Health Program Specialist with CareOregon, provided an array of educational opportunities during the month of September:
 - The final session of PEARLS (Program to Encourage Active and Rewarding Lives) was held on September 6.
 - Understanding Emotional Health: Anxiety was held on September 13.

- The Great Oregon Book Read was launched on September 18 and will end with a celebration on December 21.
- A Fall Prevention presentation was held on September 25.
- A Food Hero Recipe Taste demonstration sponsored by OSU Extension SNAP-Ed Lincoln County and 60+ Activity Center was held on Tuesday, September 19. This month's event was a Smoothie Taste-Off between Un-beet-able Berry and Blueberry Tofu.
- Local photographer Paul Calkins is once again sharing his expertise at the 60+ Activity Center, teaching classes on digital photography. On Friday, September 8, he began a four-week series teaching "The Basics" of photographic composition and types of creative uses for photographing landscapes and wildlife, documenting current events, etc.
- Eugene Sterud taught a mosaic class on Wednesday, September 13, on how to make a 9" x 9" mosaic using vitreous glass, beach glass, pebbles, shells, half marbles, buttons and beads. Class was very well attended and everyone went home with a completed project.
- As part of Newport Parks and Recreation's BRIDGES of Pride, the 60+ Activity Center hosted a Drag Bingo event on Saturday, September 23. More than 100 persons were in attendance. Thank you to the volunteers who assisted with the event.
- On Tuesday, September 26, 60+ Activity Center volunteers had an opportunity to gather together to share thoughts and ideas with each other in a fun, casual, social environment. Hamburgers, veggie burgers, and hot dogs were served along with side dishes and dessert.

Aquatic Center – Keeley Naughton

- Taught a StarGuard certification class (7/6-7/7).
- Attended a StarGuard Elite All Client Meeting (7/10).
- Attended the Parks and Recreation Advisory Committee Meeting (7/13).
- Held a staff meeting/in-service training (7/23). Staff practiced in-water rescues, in-water rescue breathing, and CPR/AED scenarios.
- Attended the Rec Center Control Desk staff meeting to update them on aquatics programs, schedules, and procedures (7/24).
- Taught another StarGuard Elite Certification class (7/27-7/28). Peter Wickliffe is now fully trained and certified.
- Reviewed applications for several applicants throughout the month, and interviewed two. Unfortunately, they were all looking for seasonal positions, so none of them received a contingent offer.
- Met with representatives from Newport Swim Team to discuss billing (8/1).
- Participated in National Night Out at the Rec Center (8/1).
- Participated in a Latinx Night planning meeting (8/8).

- Met with Andrew Grant to discuss the upcoming pool draining at the Aquatic Center (8/9).
- Met with representatives from the Olalla Center to discuss the swim lessons program we have been partnering with them to offer to the community (8/15). We look forward to continuing to offer this program in the fall.
- Met with representatives from Oregon Master's Swimming to discuss the possibility of partnering with them to offer future programs (8/15).
- Taught a CPR/First Aid certification class for swim instructors and a few Rec Leaders (8/16).
- Held a staff meeting/in-service training. Staff practiced in-water rescues, first aid, CPR, and team building activities (8/21).
- Taught a lifeguard recertification class for a current employee (8/22).
- Interviewed two lifeguard candidates throughout the month. Both were given contingent offers. One declined due to another job offer. The other candidate accepted and will begin training in September.
- Met with Rebecca Sinnhuber to discuss additional classes/programming that she is interested in teaching at the Aquatic Center (9/14).
- Taught a lifeguard certification class for a new employee (9/27 and 9/29). We will complete this course on October 3.
- Taught a community CPR/First Aid class (9/28-9/29).

Programs

Special Events:

- July's Splash Into Summer Pool Party: 48 participants
- July's Shark Week at the Pool: 27 participants
- July's Ice Cream Social: 56 participants
- July's Aqua Luau: 53 participants
- August's Wacky Water Games: 54 participants
- August's Dive-In Movie: 59 participants
- August's Back to School Pool Party: 50 participants
- Sensory Friendly Swim
- Pride Pool Party

Swim Lessons:

- Group Swim Lessons: 89 participants
- Private Swim Lessons: 22 participants
- Olalla Lessons: 24 participants

Water Exercise Classes:

- Boot Camp (taught by Rebecka Lakeman)- Averaging 9 participants per class
- Aqua Interval (Rec Center class taught by Rebecca Sinnhuber)- Averaging 14 participants per class

- Deep Water Exercise (Rec Center class taught by Brenda Luntzel)- Averaging 16 participants per class

Rentals

- Private birthday party rental (7/1)
- Oregon Department of Fish and Wildlife (7/12)
- Oregon Department of Fish and Wildlife (7/21)
- Job Corps (7/28)
- Newport Swim Team July pool usage: 66 hours
- OSU Boating Safety Class (8/1)
- Scuba class (8/5)
- Seahorse Invitational swim Meet (8/11-8/13)
- Job Corps (9/29)
- Newport Swim Team September pool usage: 58.5 hours

Facility

- American Leak detection completed a routine inspection of the lap pool. A new surface crack was discovered in the shallow end of the pool. The crack is not leaking any water at this time (7/10).
- Western States Electric wired and mounted control panels for our new UV systems (7/25).
- Michael Bradley repaired broken tile on the side of the lap pool (7/30).
- The Pool and Spa House installed ultraviolet (UV) systems for all 3 bodies of water at the Aquatic Center (8/21-8/23). We are already noticing a difference in the water quality! Chemical tests are showing combined chlorine readings between zero and .2, which is very difficult to obtain with just a traditional chlorine disinfection system.
- Strong Refuge Pools repaired two issues with the lap pool. They replaced the gasket in the priority valve (this was routine maintenance that needed to be done). They also repaired the multiport valve on the automatic backwash unit (8/28).
- Maintenance Shutdown
 - Partially drained and refilled the activity pool. This was routine maintenance to reduce levels of total dissolved solids in the water (8/29-8/30).
 - Started a 5-day stain treatment on the spa plaster. We hope that this will help with some of the staining that has occurred.
 - Acid washed tile surrounding activity pool. This helped clean some of the tile. It will likely take several treatments before the tile is as clean as we would like it to be.
 - Upcoming maintenance projects in September:
 - Rebuilding circulation pumps for lap and activity pools (9/1)
 - Spa filter media change (9/6)

- Lap pool drain and refill (9/1-9/10)
 - Pressure washing pool deck and locker rooms (9/6)
- 9/1: RMS pump rebuilt circulation pumps for the lap and activity pools. During the rebuild, the contractors discovered that the impellers also need to be replaced. I am working on getting this work scheduled as soon as possible.
- 9/6: Strong Refuge Pool completed a media change on the spa filter.
- 9/1-9/9: Lap pool drain/refill.
- 9/25: American Leak Detection completed a follow up inspection of the lap pool.



One of our 3 new UV systems



Swim Lessons

Recreation Center – Vacant

No Report

Sports Division – Zach Koprowski

Adult Softball:

In July, the Men's softball league is gearing up for intense competition among its 5 teams as they vie for favorable seeding positions. Meanwhile, the COED softball league enters its third week of play, featuring 8 talented teams. The excitement is palpable as these teams compete for perpetual trophies and the chance to etch their names onto the league trophy, leaving a lasting mark for years to come.

In August and September, Off the Hook Softball has every reason to celebrate their outstanding performance in both the Coed and Men's Softball Leagues. Their dedication, teamwork and dedication on the field have led them to clinch victory in two thrilling matches.

In the Coed Softball League, Off the Hook faced off against South Beach Church in a highly anticipated showdown. The game was filled with excitement and nail-biting moments, but Off the Hook emerged victorious with a final score of 21-10. Their offense was on fire, and their defense solidified a well-deserved win.

Not content with just one victory, Off the Hook's Men's Softball team stepped up to the plate and faced off against ROGUE in an intense match. The game lived up to its billing, with both teams giving it their all. Off the Hook managed to edge out their opponents with a final score of 21-19, showcasing their resilience and composure in clutch moments.

Youth Volleyball:

As the league progresses and adapts, we are thrilled to promote greater inclusivity for our community and participants. As the new school year approaches, the children eagerly anticipate returning to the court to compete with their friends from all across the county. We are committed to fostering a positive and exciting environment for everyone involved. The early bird registration ends August 20th and we have over 25% of the league already registered. We are excited to report on the remarkable progress and growth of our Youth Volleyball Program over the past year. The enrollment for our volleyball program has seen a substantial increase in participation, with the number of young athletes involved rising from 36 to 54 participants in just one year.

- *Participation Surge:* We have witnessed a remarkable 50% growth in the number of youth participants in our volleyball program over the past year. This demonstrates the growing popularity of volleyball in our community and the effectiveness of our program in attracting and retaining young athletes.
- *Improved Outreach:* Our coaching staff and program coordinators have been proactive in reaching out to schools, community organizations, and local families to promote youth volleyball. This concerted effort to engage the community and provide information about the benefits of participating in our program has yielded positive results.
- *Inclusive Environment:* We have continued to foster an inclusive and welcoming environment for participants of all skill levels. This approach has not only encouraged new participants to join but has also led to higher retention rates as athletes feel valued and supported.
- *Community Support:* The support and enthusiasm from parents, guardians, and the community has been instrumental in the program's success.

Summer Camps:

Summer Camps are in full swing as we head into our last 3 summer camps! With STEAM, Archery and Wilderness Survival filling up quickly the parents and kids are ready to create their final memories with the city. Over 100 kids have participated in camps or clinics this summer as we look to expand opportunities over the coming years.

Sports Practice Plans

We are pleased to report on the successful launch of our new practice plans initiative for volleyball, track, basketball, and speed agility and quickness (SAQ). This program has been

designed to be accessible online from multiple locations, offering a user experience that imitates a user-friendly app, and best of all, it's completely free.

Key Highlights:

- *Accessibility:* Our primary goal was to make practice plans accessible to athletes and coaches alike, regardless of their location. Through our online platform, users can access these practice plans from the comfort of their homes, local gyms, or training facilities. This has resulted in increased convenience and flexibility for all involved.
- *User-Friendly Design:* We have designed the platform to mimic the ease and familiarity of a mobile app. This design approach ensures that users can navigate through the practice plans effortlessly, saving time and reducing friction in the learning process.
- *Comprehensive Content:* The practice plans encompass a wide range of drills, exercises, and strategies tailored to each sport. Whether it's improving serve accuracy in volleyball, enhancing sprinting techniques in track, refining shooting skills in basketball, or boosting SAQ in various sports, our content is comprehensive and engaging.
- *Cost-Free Access:* We are committed to making quality training resources accessible to everyone. The fact that these practice plans are available free of charge underscores our dedication to fostering a culture of continuous improvement and excellence in sports.

Looking ahead, we aim to expand our library of practice plans and further refine the user interface to provide an even more seamless experience. We will continue to engage with our community of users, gathering insights and suggestions to drive ongoing improvement.

Click Here to View the Practice Plans - <https://bit.ly/3PIkb4u>

Park Maintenance Division – Scott Bernards / Anita Albrecht

1. We have been continuing to assist with camper cleanup. Two large cleanups at OB trail and Library. We have been assisting with special events at Mombetsu, Big Truck Day, and National night out. Getting the irrigation systems up and running at Frank Wade, and Agate Beach Neighborhood Parks. Searching for power at Nye turn around for David's Chair.
2. Starting the mid-year pruning of plant material around the Rec Center, 60+, Nye Turn around and Library. Getting the IPM notification, and tracking systems up and running. Interviewing for the last weekend position. Waiting to hear if the candidate accepts offer.
3. We have been continuing to assist with unhoused cleanup at Deco and around town on streets.



4. Crews have spent a good chunk of time working on the new kiosks for OB trail.



5. Installing new signage on the kiosks



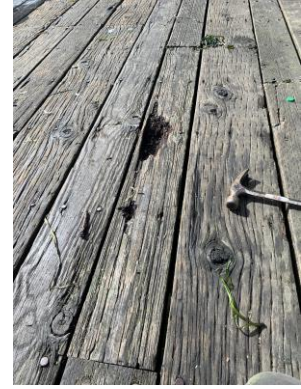
6. Cleaning graffiti off patio multiple time at the Library.



7. Supported the Quilt Show and National Night Out. Cleaning up the beds in the parking lot at the rec center for these events. Getting ready for the last large holiday of the summer season, trimming all of our trails.
8. We continue to pick campers stuff twice a week currently.
9. We repaired a hole in Pier 5. This is the condition of Abbey Street Pier.



PIER BEFORE



PIER AFTER

10. Crews have spent a good chunk of time working on the new kiosks for OB trail. The first Kiosk is ready for Concrete.



11. Continuing to clean graffiti off patio multiple times at the Library due to increase in vandalism.
12. Evaluated and began site preparations for the relocation of the David's Chair Program Shed. The new location will be at Don & Ann Davis Park.



Noble
Professional
Dedicated

Newport Police Department **Memorandum**

Date: October 11, 2023
To: Spencer Nebel, City Manager
From: Jason Malloy, Chief of Police
Subject: Department Report – 3rd Quarter 2023

Newport celebrated Independence Day on July 4. Newport prohibited the use of all fireworks in the City this year. While some fireworks were seen, there was very limited use. There were many people in the City, but Police events were not excessive.

The Police Department was invited to participate as judges in the annual Rotary Dolphin Drop at the Lincoln County Commons.

I participated in bi-weekly meetings with our parking vendor. We are in the early stages of setting up enforcement, collections, and programming for the LPR (License Plater Reader) technology that will be used to assist in parking monitoring.

Interviews were conducted for our vacant part-time Records' Clerk position. 11 candidates were invited to phone interviews and two were invited to in-person interviews. After conducting all interviews, the position was re-posted. The re-posting was successful and one candidate was given a conditional job offer. The offer is pending a successful background review.

The Police Department took delivery of its Live Scan computer. This allows our trained staff to take fingerprints electronically and submit the prints to the Oregon State Police Fingerprint Bureau electronically. This is much more efficient than taking prints with ink, and the results are expedited. Prints are used for City employees, and persons/vendors seeking clearance to access the Police Department.

I participated in the Public Works Director hiring as a member of the Department Head interview panel.

I met with the Oregon Health Authority Behavioral Health Crisis Response System and 988 steering committee. I was invited to present to their committee regarding available resources in Newport and efforts made to improve our response to crisis calls for service.

I hosted the City's radio show and was a guest on the Sheriff's monthly radio show. Main topics of discussion included the upcoming National Night Out and summer safety. An additional radio show discussed the new bay front parking project, community events and nuisance abatement.

I attended the Police Advisory Committee. The group approved a request to Council, requesting the committee makeup is changed to allow a broader range of applicants. The request was later approved by the City Council.

I attending the monthly Governor's Advisory Committee on DUII as the representative for the Oregon's Chief Association.

National Night Out occurred August 1. The event was held at the Newport Rec Center. The event format was similar to previous years. City Departments were represented well, and many community partners staffed booths. This year's event was the highest attendance we witnessed, with well over 1000 guests attending.

I attended the CIS law enforcement conference at Salishan. The main topic of discussion was officer wellness.

Three officers graduated DPSST during this quarter. Officers Grippin, Eshleman and Werner-Gavrin all completed the 16-week Police Academy and are now assigned to completed field training. Officer Eshleman was awarded the top academic student of his academy class.

The Police Department selected a new Department Chaplain, Don Dinerstein. After many years of service, Department Chaplain Glen Small retired form Police Chaplain duties. Chaplain Dinerstein is scheduled to attend the Basic Chaplain's Academy at DPSST in October.

I met with Rick Booth and Lance Simonds, Lincoln County Chaplain's Association (LCPA). We discussed the role of the LCPA and responding to law enforcement events in the County.

I met with the selected vendor to install the electrical for EV charging for the two EV vehicles the PD has on order. The EV chargers are scheduled for install at the end of October. The delivery date of the EV vehicles is still to be determined. The vehicles have been produced, and the most recent update indicated shipping arrangements were being made.

I participated in several meetings with T2 Systems, bay front parking vendor, regarding the set up and configuration of the parking kiosks. I also participated in the City's parking advisory meetings and a community meeting regarding bay front parking.

I instructed training for fire personnel regarding field training, and evaluating new hire performance.

In August, Newport Officers responded to a shooting on Yaquina Bay Bridge. The shooting resulted in the death of one subject. The investigation was concluded and referred to the DA's office.



Memo

To: Spencer Nebel, City Manager
From: Josephine Duncan, PW Ops Admin Assistant
on behalf of, Justin Scharbrough, Acting Operations Director for Public Works
Date: October 6, 2023
Re: Quarterly Report Public Works & Facilities Department July-August-September 2023

Administrative Calendar – July 2023

- Schooner Landing Sewer bypass Project
- Dust Abatement Project July 11-13th.
- Prepping Ford Mavericks for release to assigned departments.
- New Hire to Streets: Jack Weber. 😊
- ROW Permits.
- Painting Contracts/Centerline painting.
- Attended bi-weekly meeting with Spencer and Barb.
- Attended department head meeting.
- Development of online forms for PW crews.
- Retrieving bids for Christmas lights/garland 2023.
- New Chipper added to Streets Inventory.
- Sewer Line Assessment Tool Technology Demo.
- Removal of two loader tires underneath the bridge Project.
- Resident agreement for Big Creek/trash bin sheds.
- Annual Hearing Tests.
- Manhole Rehab Demo.
- 68th St/Schooner area investigate sewer smell.
- Vaughn Earl-Silva left the Streets Crew to move to Newberg, OR. 😞
- Review map/installation of sign posts for Bayfront Parking.
- Working with Newport Signs pertaining to parking at Bayfront.
- Meeting with NPD.
- Crane Inspections at Shop.
- Installed shelving unit for Community Development's retention files.

- Contacted vendors pertaining to the RRFB/Pedestrian Crossings on Hwy 101.
- PW Inventory.
- Brightly Meeting/Check-in session.
- Prepping former bucket truck to sell on GovDeals.
- Prepped for National Night Event.

Administrative Calendar – August 2023

- National Night Out Event / Participated with PW Booth and Touch a Truck: August 1st.
- New Hire: Matthew Deis to Wastewater Collections: August 8th. 😊
- Jorge Torres transferred from Wastewater Collections to Water Distribution.
- New Hire: DJ Fox to the Wastewater Treatment Plant. 😊
- New Hire: Derek Jefferson to the Wastewater Treatment Plant. 😊
- New Equipment bids.
- Attended monthly engineering meeting.
- Recertification for NASSCO pipeline, manhole, and lateral inspection certification.
- RRFB Crosswalk Repairs/Installations by Aaken Corp.
- Sign Shop Training for Streets.
- Bayfront Parking Signs.
- Enterprise Lease Discussions.
- Specialized Pavement Markings/Paint Striping.
- Storage boxes transported/stored for Community Development.
- Vac Truck Discussion.
- Evaluations.
- Generator quotes for WWC.
- Meetings with Engineering pertaining to Paving Projects.
- Fall Street Reservoir workshop.
- Big Creek Trash bin agreement.
- Meeting with Environmental Compliance and WWTP Supervisor over duties during Stephanie's maternity leave.
- Congratulations to Matthew Hall for his completion of the backflow tester State of Oregon Certification.
- PW Inventory.

Administrative Calendar – September 2023

- Justin Scharbrough has been out of office since September 5th, 2023.
- Jerad Trevillian from Water Distribution resigned from the city on September 12th, 2023.
- Shannon Joseph from WWTP resigned as Wastewater Operator 1 effective October 5, 2023.
- CPR Training for PW.
- Confined Space Training for PW.
- Lockout/Tagout Safety Training for PW.
- Gathered information and working with Western Systems, NCL Government Capital Financial to discuss the city purchase of the VAC truck for Water Distribution. (Leads: Steve Stewart and Matt Hall)
- Gathered information and submitted a purchase order for the Generator for WWC. (Pending approval by David Allen).
- Set-up propane delivery for Southshore pump station.
- Order vehicle fuel cards for new hires and for IT Department.
- Vehicle Safety Recalls.
- Save our Source campaign questions/truck magnets.
- Oceanview Dr digital speed sign discussions.
- Updating phone directory for PW.
- Schedule repairs for the gate at Northside.
- Printing of business cards for new hires.
- Worked with Lincoln County Fleet Management on their database for City Fleet Vehicles.
- Worked on invoice discrepancies with Enterprise Leasing Program.
- Meeting with Spencer Nebel, Steve Baugher and Steve Stewart to discuss the VAC Truck purchase for Water Distribution.
- Ordered parts for the sign machine.
- Ordered parts for the Facilities Department.
- Entered invoices for PW and Facilities.
- PW Quarterly Luncheon

Water Treatment Plant – July 2023

July 2023 production 86.5 MG. This is a decrease of approximately 4.2 MG or approximately 5% from July 2022. The average production from 2013-2022 is approximately 92.9 MG. July 31 raw water reservoirs #2 is down 24" from overflow. We received 0.21" of rain in July at the WTP. The WTP monthly average is approximately 0.99".

Siletz pump station. Pumped 95.2 MG

- Weekly remote meeting with HDR.
- Attended monthly engineering meeting.
- Safety Committee inspection of
- Cyano toxin bi-weekly testing started. Both test for July were non-detect
- Various maintenance projects completed.
- Attended lunch and learn at City Hall.
- Met individually with WWTP staff.
- Attended safety committee meeting.
- Participated in the interview of the PW director candidate.
- Provided a tour for the WWTP supervisor candidate.
- Attended bi-weekly meetings with Spencer and Barb
- Attended a meeting regarding energy efficiency at the WWTP.
- Attended quarterly retirement meeting.
- New Big Creek gate operator installed. Not currently in use unit a camera and signage is installed.
- Met weekly with WWTP Team
- Attended WWTP Master Plan meeting

Water Treatment Plant – August 2023

August 2023 production 87.0 MG. This is a decrease of approximately 5.7 MG from August 2022. The average production from 2013-2022 is approximately 94.2 MG. August 31 raw water reservoirs #2 is down 99.5" from overflow. We received 0.54" of rain in July at the WTP. The WTP monthly average is approximately 0.93".

Siletz pump station -

SHUT DOWN on August 4th.

- Weekly remote meeting with HDR.
- Participated in National Night Out.
- Attended monthly engineering meeting.
- Participated in WWTP operator interviews.

- Safety Committee meeting and inspection of Rec Center and 60+ center.
- Cyano toxin bi-weekly testing started. Both test for July were non-detect.
- Met with CM & HR on WWTP supervisor transition.
- Attended virtual meeting regarding Save our Source web site.
- Various maintenance projects completed.
- Attended bi-weekly meetings with Spencer and Barb.
- Meeting weekly with WWTP Team.

Water Treatment Plant – September 2023

September 2023 production 73.9 MG. This is a decrease of approximately 7.4 MG or approximately 10% from September 2022. The average production from 2013-2022 is approximately 83.4 MG. September 30 raw water reservoirs #2 is down 151.75” or 12.6’ from overflow. We received 3.10” of rain in September at the WTP. The WTP monthly average is approximately 2.52”.

Siletz pump station-

Restarted on September 20th one pump ~ 1200 gpm, September 27th two pumps ~ 2400 gpm.

- Weekly remote meeting with HDR.
- Attended monthly engineering meeting.
- Attended Dept. Head meetings
- Safety Committee meeting and inspection of Fire dept.
- Cyano toxin bi-weekly testing started. Both test for September non-detect
- Met with CM & HR on WWTP supervisor transition
- Met with Salem Fire Alarm at WWTP. Installation of new system
- Various maintenance projects completed.
- Attended bi-weekly meetings with Spencer and Barb
- Meet weekly with WWTP Team
- Assisted in tour with Dig Deep staff & City staff regarding FEMA projects.
- Met with CM, HR, DJ on Solidsdude contact.
- Attended Siletz Tribal meeting the Spencer, Aaron and Jan. Update on dam project.
- Met with Dist staff on pump station training and SOP.
- Review XR/garage drawings and spec with Chris & Clare

Streets/Stormwater - July 2023

- Completed painting stop bars and crosswalks for the City of Newport.
- Graded and rebuilt Rocky Way.
- Prep for Dust abatement.
- Completion of dust abatement.
- Removed large leaning tree on Harney and 32nd.
- Put up two new Pedestrian signs for the center island crossing @ Angle and 101.
- Cleaned and painted curb for the island @ Alder and High St.
- Cleaned and painted curb for the island @ 2nd and Angle.
- Removed a large amount of brush and limbs @ Moore and Bay. This corner couldn't be swept previously.
- Uncovered a catch basin at the corner of Mark and Park St. also opened the ditch to the basin.
- Provided traffic control and removed large downed tree blocking the middle and Northbound lanes of Hwy.101 and Oceanview Dr.

Streets/Stormwater - August 2023

- Brush removal on the corner of John Moore and Bayview.
- Removed and poured new section of curb on High St., existing curb was a severe safety concern.
- Cleared drainage ditches @ Neff and Park.
- Refresh the yellow curbing around the library per request due to safety concerns.
- Removed the "Quilting Show" banners on Hwy 101 and Nye Beach turn around.
- Push camera investigations of storm line at the site of the new Harbor Freight as well as Spring St.
- Jetted out storm lines on Park and Oceanview both lines were plugged with debris.
- Yellow curbs and green loading zones were painted around the High school and Middle School.
- 5 new sign posts installed.
- 10 new street name signs replaced.
- 5 potholes filled and repaired.
- Removed brush @ the City parking lot on the Bayfront to investigate drainage issues.

- Removed 10 yards of vegetation from the curb, gutter and sidewalk. Plus repainted barely visible parking T's and painted yellow on the crosswalk curbs on Brook St.

Streets/Stormwater - September 2023

- Brush removal on NE 17th Ct. This area has poor drainage and would flood customer's backyard. Vegetation removed and unmapped storm drain covered with debris.
- The sidewalk located at the crosswalk near Brook and NW 3rd St.
- Resolved safety issues at the sidewalk located near the crosswalk of Brook & NW 3rd Street, removed broken pieces of sidewalk and repoured that section.
- Painted new parking stalls for the Wastewater Treatment Plant.
- Reapplied new Handicap Parking torch down markings at City Hall and repainted the parking stalls.
- Completed new bike "sharrows" on the following streets: Nye St, Spring St, and NW 8th Street. Completed all but three sharrows on NW Oceanview Dr. (will complete weather permitting).
- Push camera investigations of storm line at the site of the new Harbor Freight store as well as Spring St.
- Jetted out storm lines on Park St and Oceanview Dr, both lines were plugged with debris.
- Yellow curb lines and green loading zones were painted around the High School and Middle School.
- 7 new sign posts installed.
- 14 new street name signs created and installed
- 5 potholes filled and repaired
- Removed brush at the City parking lot on the Bayfront to investigate drainage issues.
 - We were able to alleviate the water run-off coming from the hill and flowing across the Abbey St. parking lot ensuring the contractor could "Slurry seal" and paint the parking lot.
- Brook Street: Removed 10 yards of vegetation from the curb, gutter, and sidewalk. Repainted barely visible parking T's and painted yellow on the crosswalk curbs.
- Installed wood survey sticks with orange tops at the Airport.
 - City Hall requested the work to done to give a visual location of the soil trenches that are dug there.
- Repaired a badly damaged concrete cone to our storm manhole on Harney St. across from the Fairgrounds.
- We cut down two large trees for the Parks Department that were safety concerns.
- Assisted Jon M. Thompson Excavating when needed with the Bayfront Parking Improvement Project.
- Moved the parking kiosks and all related items for the Bayfront project to the Police Station per request from Chief Malloy.

Water Distribution Division - July 2023

- 96+ service orders.
- 105 Locates.
- Helped collections with NE 10th lift station.
- Working on relocating the fire line at the Pac.
- Dann worked on multiple dead registers.
- New service at High St.
- Completed multiple service requests for pressure checks and test waters.
- Replaced hydrant hit by DUI driver on 101.
- Replaced hydrant on Herbert.
- 40 water shut-offs.
- Replaced service on 700 Olive St.
- Working on lead and copper inventory.
- Worked on correcting locates for North Sky.
- Worked on inventory.
- Mowing around tanks for fire season.
- Fixed service on Scenic Loop.
- Worked National Night Out.

Water Distribution Division - August 2023

- 120+ service orders
- 112 Locates
- Helped with National Night Out/Touch A Truck Event.
- Working on relocating fire line at the PAC.
- Dann worked on multiple dead registers.
- New service at Olive Street.
- Completed multiple service requests for pressure checks and testing of water.
- Fixed service line on Scenic Loop.
- Replaced fire line and domestic water lines at the PAC and Whaler.
- 20 water shut offs.
- Replaced service on 700 Olive Street.
- Working on Lead and Copper Inventory.
- 5 major leaks: Lakewood, Fogarty, Oceanview Dr, NW Spring St and S Pine Street.

- Completed inventory on Brightly.
- Mowing around tanks for fire season.
- GC systems and rebuilt 5 PRVs.

Water Distribution Division - September 2023

- 115+ service orders
- 100+ Locates,
- Relocated domestic and fire line for the PAC.
- Major water break on Lakewood.
- Dann worked on multiple dead registers.
- Confined Space and Lockout/Tagout/Safety with Heights training.
- Completed multiple service requests for pressure checks and water testing.
- Fixed service line on SW 6th St.
- Major water break on NW 56th St.
- 30 + water shut offs.
- Investigated a sinkhole on View St.
- Working on Lead and Copper inventory.
- Put signs out for Drought Declaration.
- Completed inventory on Brightly program.
- Replaced services on NW 56th St.
- Removed sand from behind condos on the Bayfront water leak,

Collections Division – July 2023

- Daily Lift Station Checks
- Mow lift stations
- Camera gravity mains for contractors to help locate sewer laterals.
- Weekly high alarm and sump pump checks.
- Clean wet well-level indicators.
- Check and exercise emergency generators.
- CAT Peterson yearly generator maintenance.
- Check level transducer calibration at lift stations.
- Weekly meetings with Grant.
- Fix and repair the force main at the 10th St wet well.

- Fuses for Park St emergency disconnect.
- Met with John Allen to review the level setting at Spring St lift station.
- Camera and jet Bay front Zone.
- Wacker bypass pump maintenance.
- Respond to sewer complaints.
- Remove blockage that caused SSO at Schooner.
- 56th St lock vandalism.
- Speed sensor on vac truck was repaired.
- Manhole Rehab.
- Ground maintenance at 48th St yard.
- Chemical treatment at Nye Beach wet well.
- Received camera van from Free Bird.

Collections Division – August 2023

- Daily Lift Station Checks.
- Mow lift stations.
- Camera gravity mains for contractors to help with location of sewer laterals.
- Weekly high alarm and sump pump checks.
- Clean wet well level indicators.
- Check and exercise emergency generators.
- Check level transducer calibration at lift stations.
- Weekly meetings with Grant.
- Clean and inspect floats.
- Trouble shoot and repair seal leak sensor on pump #2 at NW 68th
- Fix and repair pump #2 at South Shore.
- Clean trough at WWTP.
- Clean out scum pits at WWTP.
- Trouble shoot bad floats at HMSC with TAG.
- Lubricated all pumps in system.
- Exercised and greased all isolation valves.
- Trouble Lines.
- Inspect all sewer force mains that go to gravity manholes.
- Clean wet wells.
- Work on obtaining Generac portable generator.
- Order new Bulldog jetting nozzle.

Collections Recap September 2023

- Daily Lift Station Checks
- Camera gravity mains for contractors to help with location of sewer laterals.
- Weekly high alarm and sump pump checks
- Clean wet-well level indicators.
- Check and exercise emergency generators.
- Check level transducer calibration at lift stations.
- Weekly meetings with Grant.
- Clean and inspect floats.
- Clean wet-wells.
- Work on obtaining Generac portable generator.
- Work on CDL training.
- Change contact numbers in all dial-outs for lift station.
- Work on repairing Northside gate issues.
- Clean gutters at NW 68th St pump station.
- Camera storm and sewer lines.
- Smoke test for cross connections.
- Dye-test private homes to locate sewer connections.
- Camera storm line for Streets Department.
- Pull both pumps at Neohla pump station and unplug.
- CAT Peterson repair Bayfront generator and service issues.
- Work on getting propane refueled at South Shore pump station.

Wastewater Treatment Plant – July 2023

Staffing Updates:

- Steve Stewart filling in as staff supervisor
- Plant Supervisor position offered and accepted to candidate
 - Start date of August 21
- Senior Operator – vacant

Operations:

- Permit lab sampling and analysis
- ~166 wet tons biosolids produced

- Annual Crane Inspections by US Crane
- Generator Load Testing and Repairs by Peterson Cat
- Annual Quality Assurance Lab Testing (DMR-QA Study 43) for EPA completed and submitted
- Biosolids RFP posted and accepting bids

SSO Update:

- Nye Beach SSO
 - Hypo Pump 1 fail on July 9
 - Signage posted and sampling conducted, reporting to DEQ
 - Testing showed that bacteria levels returned to background natural levels and DEQ informed the City that the hazard warning could be lifted, and could cease further sampling/testing on July 13
- Schooner Creek SSO
 - Spill into Schooner Creek identified on July 24
 - Signage posted and sampling continues, reporting to DEQ

Maintenance Updates:

- Wasting Pump prioritized over rebuild of Plant Drain Pump due to lack of redundancy in wasting system. Significant amount of wear to the rotor and damage to the wasting pump stand were identified during inspection. A cost analysis to rebuild or replace will be conducted.
- Light demo of old equipment, swap of rusted stairs, and RFQ for new stair treads at Headworks
- Aerator Oil Changes to synthetic
- Fix leak at IPS Pump 1 gasket. Pumps 1, 2, and 6 available for use.
- Quotes solicited for continued maintenance contract scope

Project Updates:

- Centrifuge
 - Continuing to operate on one centrifuge with 14.5-hour swing shifts during week (plant staffing from 6am – 10:30 pm) and weekend shifts
 - Replacement centrifuge ordered and currently undergoing repairs/testing with contractor.
 - Delivery and install scheduled for August 8, 2023.
- Aeration Basin Refurbishment Project
 - Delayed due to contract adjustments and system capacity
 - Aerator Disc Shafts need to be sand blasted and coated before install
- Clarifier 1
 - Delayed due to contract adjustments and system capacity
- Dechlorination Project at Northside
 - Safety Shower
 - Installed and powered

- Some piping assembled
 - Tempered water tank delivered
- SCADA Upgrades
 - Working with IT to order computers
- Influent Pump Station
 - Delayed due to parts acquisition??

- Additional Upcoming Priority Repairs:
- Disinfection
 - Hypo Storage Tank leak at piping at bottom of tank.
 - Backup hypo reservoir delivered
 - Temporary hypo tote delivered and installed
 - Repair components for current hypo storage tank ordered
 - Hypo pump 2 piping crack at pulsation dampener and leak.
 - Replacement parts on order, available for use in limited capacity
 - Hypo pump 1 rebuilt and new piping installed due to July 9 pump failure
 - Leak in piping to be repaired when hypo reservoir repair occurs (unable to isolate leak for repair)
 - Limited redundancy in system
- W3 Pumps
 - Awaiting parts for inspection and rebuild
 - Failure could mean flooding of solids basement building

No redundancy in system

Wastewater Treatment Plant – August 2023

- New WWTP Supervisor DJ Fox
 - Met with the WWTP & did an initial facility equipment walk thru with Subcontractor Andrew Grant, “SolidsDude”.
 - Met “one-on-one” with each team member.
 - Attended Web Training for “Customer Service at City Hall.
 - Completed Initial HR online Trainings – {Continuing with on-going training as required}.
 - Receiving ongoing direction and guidance from Steve Stewart.
- WWTP Operator III Derek Jefferson started.
- Standby Centrifuge installed in Centrifuge 2 spot August 8.
- Schooner Creek SSO Hazard Warning Lifted August 9.
- Bender Maintenance Contract Concluded on August 18.
- SolidsDude Contract Concluded on August 31.
- Clarifier 1 Drive Rebuild Project delayed until end of October due to contract availability.
- Grit System Failure on August 14 – Inspection and Parts Ordering Continues.
- Disinfection System Leak Repairs Scheduled for September.

Wastewater Treatment Plant – September 2023

- Stephanie Kerns out on leave until February 2024.
- Shannon Joseph passed Operator 1 exam.
- Shannon Joseph resigned as Wastewater Operator 1 effective October 5, 2023.
- 97.2% TSS and 97.8% BOD removal
- Contracts:
 - Bio solids RFP closed and contract awarded to Crestmont.
 - Maintenance Contract RFP closed and contract awarded to Bender Mechanical.
 - Operations Consulting Contract signed by Solids Dude Solutions.
- Equipment Issues:
 - Grit Mechanism Failure – parts ordered and repair continues.
 - Feed Pump 2 VFD and packing fail – Replacement VFD and cabinet to be ordered and packing to be replaced.
 - Disinfection – Hypo Storage Tank and Piping repair awaiting parts delivery. Peristaltic pump tested as reserve backup to current hypo pumping.
- Projects with Updates:
 - Influent Pump Station – Adapter for installation of pump 3 and pipework reviewed by Flygt/Xylem engineers for design of required adaptor piping.
 - Clarifier Drive – delayed due to parts acquisition.
 - Aeration Basin Refurbishment Project – delayed due to parts acquisition.

Environmental Compliance – July 2023

- Biosolids Program
 - Biosolids Storage and Land Application RFP final review and inquiry fielding
 - RFP was posted 7/20/23 and will be open until 8/21/2023
 - Crestmont farms (Summer application location) general communication of hauled wet tons and other issues/concerns
 - Data Tracking (calculate averages, tracking hauled wet tons, etc.)
- Pretreatment Program
 - Daily and Weekly Rogue Sampler Duties
 - Weekly Rogue Logbooks pulled and assessed for pH violations
 - Update Rogue Billing spreadsheet with pH variance charges

- Update Rogue Billing spreadsheet with Daily BOD, TSS and Gals (sent June's Billing info at the beginning of the month to Finance)
- ACWA Pretreatment Committee August meeting planning and Co-Chair transition training
 - August will be the last month of being the ACWA Pretreatment Committee Co-Chair
- FOG (Fats, Oils and Grease Program)
 - Continued to work on FOG Model Ordinance outline for ACWA FOG work group (Due August 3rd)
- Backflow Program
 - Phone calls and emails in regards to annual testing (sending local tester information, checking premise profile for device info and updating contact information, etc.)
 - Tester Communication
 - Checking that reports have been submitted and accepted by TCE
 - Sharing Premise information and backflow device info prior to testing
 - Updating premise/device info as needed
 - The Compliance Engine Data review and management
- Stormwater
 - Met with Spencer and Aaron about Source Tracing high bacterial hits on beach stormwater outfalls and stream outlets.
 - Sent out pricing inquiries for microbial Source Tracing testing cost and sampling procedures.
 - Created (and still in process of completing) the sampling plan and timeline.
- Septic Hauling Program
 - Tracked hauling data and sent June Billing info to Finance
 - General communication with haulers about holiday closures.
- Other
 - OR ACWA Board Meeting
 - Attended and assisted with the OR ACWA Summer Conference in Redmond (7/24/23 – 7/27/23)

Was out on Vacation 7/14/23 – 7/21/2023

Environmental Compliance – August 2023

- Biosolids Program
 - Biosolids Storage and Land Application RFP

- RFP closed 8/21/2023 – received one bid (Crestmont Farms)
 - Reviewed and helped write some sections of Council Staff Report
 - Helped review proposed contract changes
 - Crestmont farms (Summer application location) general communication of hauled wet tons and other issues/concerns
 - Data Tracking (calculate averages, tracking hauled wet tons, etc.)
- Pretreatment Program
 - Daily and Weekly Rogue Sampler Duties
 - Weekly Rogue Logbooks pulled and assessed for pH violations
 - Update Rogue Billing spreadsheet with pH variance charges
 - Update Rogue Billing spreadsheet with Daily BOD, TSS and Gals (sent July's Billing info at the beginning of the month to Finance)
 - OR ACWA Pretreatment Committee meeting – last meeting as Co-Chair
 - Completed Rogue and OSU Covid Tracing Sampling Data Sharing SOPs – Trained WWTP Staff
 - OSU Covid Tracing sampling – sent sample data
- FOG (Fats, Oils and Grease Program)
 - Attended the OR ACWA FOG Workgroup meeting
 - Added a definition section to the Model Ordinance
 - Completed FOG Program SOP
- Backflow Program
 - Phone calls and emails in regards to annual testing (sending local tester information, checking premise profile for device info and updating contact information, etc.)
 - Tester Communication
 - Checking that reports have been submitted and accepted by TCE
 - Sharing Premise information and backflow device info prior to testing
 - Updating premise/device info as needed
 - The Compliance Engine Data review and management
 - Started sorting through old paper testing reports, based on retention rules the City only needs to keep them for 10 years. Getting rid of any test reports older than 10 years (prior to 2013).
 - Completed Backflow Program SOP
- Stormwater
 - Council Staff Report on Nye Creek MST Pilot Study
 - Presented at Council Work Session
 - Created Sampling Plan, testing outline and budget (Based on LuminUltra's pricing)
 - Setting up new account with LuminUltra
- Septic Hauling Program
 - Tracked hauling data and sent July Billing info to Finance
 - Completed Septic Program SOP and trained WWTP staff
- Other

- Meeting with Justin, Steve and DJ and determined job duties handoff while I am on Maternity Leave.

Environmental Compliance – September 2023

- Biosolids Program
 - Biosolids Storage and Land Application Contract
 - Provided information and input on Crestmont Contract Negotiations. Contract signed by the City & Crestmont 9/18/2023
 - Crestmont farms (Summer application location) general communication of hauled wet tons and other issues/concerns.
 - Data Tracking (calculate averages, tracking hauled wet tons, etc.)
 - Wrote Biosolids Data Tracking SOP for WWTP staff reference while on leave.
- Pretreatment Program
 - Daily and Weekly Rogue Sampler Duties
 - Weekly Rogue Logbooks pulled and assessed for pH violations
 - Update Rogue Billing spreadsheet with pH variance charges
 - Update Rogue Billing spreadsheet with Daily BOD, TSS and Gals (sent August's Billing info at the beginning of the month to Finance)
 - OR ACWA Pretreatment Committee meeting
 - OSU Covid Tracing sampling – sent sample data
 - Broken Private Lateral – Wrote notice for immediate action to OSU HMSC
- Backflow Program
 - Phone calls and emails in regards to annual testing (sending local tester information, checking premise profile for device info and updating contact information, etc.)
 - Tester Communication
 - Checking that reports have been submitted and accepted by TCE
 - Sharing Premise information and backflow device info prior to testing
 - Updating premise/device info as needed
 - The Compliance Engine Data review and management
 - Completed sorting through old paper testing reports, based on retention rules the City only needs to keep them for 10 years. Getting rid of any test reports older than 10 years (prior to 2013).
- Stormwater
 - Nye Creek MST Pilot Study
 - Confirmed Sampling Locations and created reference map
 - Ordered MST Preservation kits from LuminUltra
 - Investigate illicit Discharge at Kay's Radiator & Heater
 - Wrote Warning letter about Diesel/mud discharge to sidewalk and street

- Septic Hauling Program
 - Tracked hauling data and sent August Billing info to Finance

Facilities Maintenance Division – July 2023

- Here is a summary of the jobs that your Facilities Maintenance division worked on in July 2023.
- The Visual Arts Center has a brand new roof on it this month. Stutzman & Kropf did a good job on the roof work, but they were not very careful about letting nails fall onto the Nye Beach turn-around road. Also, the company they hired to put a scaffolding unit in front of the door to protect people from falling objects, still has not taken it down after two weeks.
- Preparations are steadily continuing for the big PAC remodel project. Changes have been made to the areas that will remain unaffected, and lighting issues are being addressed so that the new work will go smoothly. The aftermath of the 2023 Lobby Flood has been very slow to resolve due to the insurance company's search for the introduction of mold. The lobby men's bathroom is still unusable, and will remain so until a new floor gets put in. It will likely be another month before it is resolved.
- There were plumbing issues that were mostly urinal and toilet problems. There are also minor electrical issues that occur and are handled; bulbs, ballasts, and fixtures are replaced every month.
- I know I mentioned this last month, but damage to public facilities and equipment continues to steadily rise, due to public carelessness. I'm hoping that it will wane somewhat as the tourist season winds down.
- Preparation has started on the several capital projects that were approved by the budget committee. More news about these exciting projects will be forthcoming.
- Invoices were processed. The Council Chambers are rearranged a few times each week, many meetings are attended, and several other small tasks are performed to make life easier, more comfortable, or more productive for City employees.

Facilities Maintenance Division – August 2023

Here is a summary of the jobs that your Facilities Maintenance division worked on in August 2023.

- The PAC Men’s restroom repair is finally ready to go. After the insurance company got done checking for mold after the flood, the floor needed to be re-tiled. All the bids are in, the tile has been ordered, and the contractor has been selected. A little finish-up prep work needs to be done, and then the re-tiling can begin. I am hoping this is done before the end of September.
- The Aquatic Center solar panel power generation equipment has been returned to operation. It is now producing electricity that the pool is using.
- This was a good month for getting small jobs done; door closers, elevator upgrades, and things that need to be out of the way for the upcoming ‘Lighting Repair Season’. This is the time of year that lighting problems are being noticed more, and much work will need to be done to get ready for the darker winter months.
- John is now officially off work. His disability papers are going through the system, and he is taking a much-needed break from trying to juggle full-time work and his battle with cancer. I am learning the skills required to manage the day-to-day tasks along with the larger projects and long-term plans, and getting used to dealing with contractors and vendors. John is a master at this, and he is a very tough act to follow, but he has been very helpful, and indeed, instrumental in bringing me up to the task.
- Preparation is progressing on the several capital projects that were approved by the budget committee. More news about these exciting projects will be forthcoming.
- Invoices were processed. The Council Chambers are rearranged a few times each week, several meetings are attended, and several other small tasks are performed to make life easier, more comfortable, or more productive for City employees.

Facilities Maintenance Division – September 2023

Here is a summary of the jobs that your Facilities Maintenance division worked on in September 2023.

- The PAC Men’s restroom is now open for use.
 - The new tile floor is laid and done. The vinyl tile in the lobby is completed. *(There is just a little touch-up to do, but it is not affecting the serviceability, and will be done shortly.)*

- There were quite a few small tasks to be done at the Aquatic Center. (Many service techs/engineers/lawyers on hand to do testing at the center)
- Lighting Repair Season is well underway. This is the time of year that lighting problems are being noticed more, and much work will need to be done to cope with the darker winter months.
- Preparations are being made for the rainy season.
- The City Hall HVAC system is starting to act up as the weather turns cooler. We have already had one technician come and do some testing, recording and studying. This year's heating situation at City Hall is shaping up to be much like last year's. Although, we are jumping on it much sooner this year and have learned from prior issues.
- Progression on several capital projects that were approved by the budget committee. More news about these exciting projects will be forthcoming.
- Invoices were processed. The Council Chambers are rearranged a few times each week, several meetings are attended, and several other small tasks are performed to make life easier, more comfortable, or more productive for City employees.

END OF REPORT
