



OFFICE OF THE CITY MANAGER
City of Newport, Oregon
169 S.W. Coast Hwy.
Newport, OR 97365
541-574-0603
s.nebel@newportoregon.gov

MEMO

DATE: December 12, 2023
TO: Mayor and City Council
FROM: Spencer Nebel, City Manager

SUBJECT: Status Report for the Two-Week Period Ending Friday, December 8.

It is hard to believe that we are in the final weeks of 2023. This year has had its challenges and accomplishments as we wind our way down to 2024. As we began the month of December, we have been impacted significantly by atmospheric rivers bringing a lot of rain to the Oregon Coast. According to the Hatfield Weather Center, our normal amount of rain in December is 11.36 inches. According to the Hatfield Weather Center, we have already had 11.20 inches of rain, and we are just one-third of the way through the month. This event has maxed out the wastewater treatment plant to handle the storm water that infiltrates our sanitary sewer system. DJ Fox, our wastewater plant supervisor, indicates that during the peak of the rain event, the plant was operating at full capacity. Any additional affluent entering the plant at that time would not get fully treated. We also had a spill at the North Side Wastewater Station. Warning signs were posted regarding this overflow. As of this point, we have only had minor slides occur in the community. They have not been serious enough to close roads or impact utilities. We will continue to monitor the impacts of the weather.

Please note that Upcoming Events has been updated with the special meetings that Council will be asked to attend for the city manager recruitment and budget related items. Please update your calendars with these dates.

Highlights of the past two weeks include the following:

Highlights of Activities:

- Barb James and I have spent additional time reviewing revised sections of the employee handbook.
- Erik Glover and I met to discuss workplace culture timetables for various actions and reports by staff. I will be presenting this report for City Council approval at the January 2 Council meeting.
- Steve Baugher, Eric Carpenter, and I worked on the budget and goal setting calendar for 2024 through 2025. This calendar was presented to City Council for review at the December 4 City Council meeting. The dates involving

special meetings for the City Council are shown in “upcoming events” at the end of this section. Please put these dates on your calendar.

- Held bi-monthly meetings with Jason Malloy, Rob Murphy and Lance Vanderbeck.
- Met with Jason Holland to review activities occurring at the Performing Arts Center and the Visual Arts Center. Construction is now underway at the Performing Arts Center. We discussed various protocols for addressing issues or questions that come up from the contractor. Overall, the initial startup of construction has been well-received by the users of the PAC. The contractor is working diligently to minimize impacts on performances and other events occurring at the PAC.
- Barb James and I met to review the policy on reporting bias. One part of this effort is the creation of an internal committee that can be trained and then utilized to review and investigate complaints of bias which have not yet been established. Once a committee is appointed, the training for the committee will be beneficial for the City organization as a whole. We have not had any formal citizen complaints regarding any biased treatment by employees. This process will help us to both continue the education process and ensure we have a system in place to effectively evaluate any complaints that may occur in the future.
- Met with Barb James and Steve Baugher on concerns reported by an employee in the Finance Department. We have reviewed these issues.
- Met with Derrick Tokos and Jason Malloy on both the implementation on paid parking on the Bayfront and the possibility of changing our third-party short-term rental monitoring firm. On the short-term rentals, there have been changes with the services that are provided by our current provider who has been acquired by another company. We will be looking at alternate services to evaluate whether or not we want to make a change in third-party vendors.
- Participated in a conference call on litigation occurring with the City relating to recreational immunity.
- Held a bi-monthly meeting with Mike Cavanaugh to discuss Parks and Recreation Department issues.
- Steve Baugher, Erik Glover and I met to review a draft policy developed by Erik on uncollectible debt. The City has not had a formal policy to write off uncollectible debt. This allows those uncollected receivables to show as an asset when, in fact, they are unlikely to get collected. This is an issue we want to clean up before the end of this fiscal year.
- I met with Barb James on the possible development of a job family for the administrative assistant position in Public Works.
- I met with a resident of Agate Beach who has expressed his concerns regarding a particular property which is problematic for junk, debris, and other issues. Code Enforcement has worked with this property owner and tenants over the years, and has had intermittent success in getting specific issues handled, but the property remains a concern for this resident. Code Enforcement is going to conduct another inspection to determine what specific steps can be taken to resolve these issues.
- Jason Malloy, Jovita Ballentine and I met regarding a property located on SW 2nd Street. There is a significant accumulation of debris and junk on this

property. This is a property that requires regular contact by our Code Enforcement officers. We will be taking action to address a number of issues on this property.

- Met with staff on a tort claim notice which was filed by a former employee of the City. CIS is in the process of reviewing this claim.
- We have scheduled meetings with the residents along the Big Creek Dam Reservoir to update them on the Big Creek Dam design project. We have scheduled a meeting with the residents for the week of December 18.
- Prepared agenda reports for the December 4 City Council meeting.
- Participated in a routine Department Head meeting.
- Participated with Council in a work session on December 4 that included evaluations of both the city attorney and the city manager.
- Participated in an Urban Renewal meeting with Council regarding scheduling a hearing for January 16 on the development agreement for the property owned by the Agency in South Beach.
- Participated with Council in the regular City Council meeting on December 4. This is the only Council meeting in December.
- I met with Anna Laukea to review the various Urban Renewal projects that she is working on. She is currently putting together an RFP for the demolition of buildings in South Beach City Center and the gas station near City Hall.
- Barb James, Justin Scarborough and I met on an employee issue in Public Works.
- Met with Aimee and Rob Thompson and Walter Budzik, Finance Director for Thompson's Sanitary, to discuss an upcoming meeting with a producer responsibility organization (PRO) that would be part of the State of Oregon's efforts on developing rules that are part of the recycling modernization. The PROs will be working with companies on packaging materials for products being sold and delivered in Oregon. The PRO will negotiate costs related to the collection and recycling of various packaging materials. The PRO will collect these fees from the manufacturer, and in turn, provide them to local waste haulers to reduce the cost of collection and processing of recycled materials. The PRO has identified Thompson's Sanitary Service and the city of Newport as one of their pilot projects to determine how this would work in a rural community in Oregon. There are two meetings set up with the PRO to discuss these potential impacts. The Oregon Department of Environmental Quality (DEQ) is fast tracking these discussions since the budget portion of the PRO plan is due to the DEQ by March 1, 2024. I will keep you informed as to how these discussions evolve.
- Held bi-monthly meetings with Derrick Tokos and Barb James to discuss various redevelopment and Human Resource issues.
- Held a bi-monthly meeting with Chris Beatty to discuss Engineering Department issues. As you may be aware Thursday, December 7, was Clare Paul's last day before her retirement from the Engineering Department. At this point, we are operating with two vacant positions (City Engineer and Assistant City Engineer) with Chris Beatty as Acting City Engineer at this time.
- Met with Steve Stewart to discuss various Public Works issues. Steve and Justin Scarborough are continuing to act as co-directors of Public Works. Steve is focusing on the water and wastewater plants, while Justin is dealing

with Street, Wastewater Collections, Water Distribution and the Facilities functions.

- Participated in the Yaquina Bay Economic Foundation (YBEF) meeting on Wednesday, December 6. The focus of this discussion was establishing priorities for 2024.
- Chris Beatty, Steve Stewart, DJ Fox, Erik Glover and I participated in an overview of the Wastewater Treatment Plant Master Plan presented by Mark Strahota of Caldwell and Brown. The key folks that were primarily involved in this process were David Powell and Andrew Grant who are no longer with the City. In addition, Mark Strahota is also new to this project. There were other folks who participated in this meeting from Brown and Caldwell who had more involvement in the development of this plan. David Powell had presented the initial work that will be necessary over the next three years. The total price tag for the improvements and expansion of the plant in the next 15 years is in excess of \$100 million. We discussed their methodology for this cost. We have asked them to review the timing of various phases to push back aspects of this project to reduce the impact to ratepayers. There were a number of other issues that we will be discussing prior to presenting a plan to Council after the first of the year.
- Participated in the recognition/retirement of Clare Paul who retired from the City on December 7.
- Met with Lance Vanderbeck to discuss Airport Committee reports. There have been concerns expressed by members of the Airport Community regarding discussions by Council to look at different fee structures for airport use. Lance is preparing a report for the Airport Committee to share the comparable information, and indicated that no specific plan has been developed for the airport.
- Met with the Barb James, Steve Baugher, and a Finance employee to address concerns regarding the employee's role in the department.
- I met with Martin Desmond, Cathy Rigby and Derrick Tokos about the upcoming round of grants related to opportunities for alternative energy and resiliency. Martin indicated that cooperatively owned Harbor Village Mobile Home Park across from The Embarcadero would be interested in being a partner with the City on a grant application. Cathy has done some research on the grant program and we will be evaluating how we should proceed with the next grant cycle.
- Participated in an interview with Eric Jensen on the profile that is being developed for Newport's next city manager.
- Held a bi-monthly meeting with Steve Baugher to review various issues in Finance.
- Along with Mayor Kaplan, Councilors Goebel and Jacobi, Jason Malloy, and Derrick Tokos, I participated in two classroom sessions with students who are developing presentations on various issues facing the community. These were wide-ranging issues. After introducing ourselves, we met individually with different groups of students working on different aspects of their reports. These reports will be presented to the class in early 2024. It was a great exchange between the students and the City representatives. Mayor Kaplan had been contacted by a number of students requesting information on a variety of issues. Mayor Kaplan reached out to Adam Scarberry, one of the

two teachers involved with this project, and suggested that that the Mayor, members of Council and staff be present at a class to provide general information on specific issues of interest to the students. Overall, these were very good exchanges and I was impressed how prepared the students were with pertinent questions on the topics. I appreciate Mayor Kaplan's efforts for reaching out to Adam Scarberry for an alternate way to provide the information requested by the students. I think this was more meaningful for everybody than meeting individually with students.

- I met with Councilor Hall to discuss issues relating to a policy of how best to welcome various populations, including marginalized folks, into our city facilities. This is something that we will be discussing with Council after the first of the year.
- Barb, Erik and I met on the policy that will be implemented to move various departments to a 4/10 schedule. There will be some variation in schedules within the City operations due to various operational needs. This is not a one-size-fits-all program. We hope to have the policy out for staff by the end of this week to prepare for implementation on January 2.
- Met with the Jason Holland at our monthly meeting to discuss issues at the PAC and VAC.
- On Friday and Saturday, I met with two individuals from outside our area that expressed an interest in the city manager position. It is encouraging to see state interest of this upcoming opportunity. I am referring any individuals who contact me to Jensen Strategies so that they will receive an invitation to apply for this position. Based on the conversations I had with both individuals, I think they should be evaluated as part of the candidate pool when the application process gets underway.

Upcoming Events:

- The Employee Appreciation Dinner is Friday, December 15 at 5:30 PM at the Agate Beach Best Western.
- City offices will be closed a half day on Friday, December 22 and a full day on Monday, December 25, in observation of Christmas Eve and Christmas Day.
- City offices will be closed on Monday, January 1, 2024, in observation of the New Year's holiday. The City Council meetings will be on Tuesday, January 2, 2024.
- A special work session has been scheduled for Monday, January 8 from 4 to 6 PM to review the profile for the city manager recruitment.
- Monday, January 15 is the MLK Jr. holiday. Council meetings will be Tuesday, January 16.
- Monday, February 12 is scheduled for the annual goal setting session from 9 AM to 4 PM.
- Monday, February 19 is the Presidents' Day holiday. Council meetings will be Tuesday, February 20.
- Wednesday, February 21 is the LOC Small Cities meeting in Toledo from 11AM to 1 PM.
- Tuesday, March 5 at 6 PM is the preliminary budget meeting.
- I am planning to attend the Northwest Regional Managers' Conference from March 26 to 29 in Seaside, OR.

- (Tentative) Thursday, April 18 is scheduled for the all-day city manager candidate interviews.
- (Tentative) Friday, April 19 is scheduled for the all-day city manager candidate interviews.
- April 23 at 5 PM is the first Budget Committee meeting.
- The League of Oregon Cities Local Government Spring Conference will be held in Klamath Falls April 25 and 26. Erik will be sending out information after the new year to determine attendance numbers so that we can secure hotel rooms.
- Monday, April 29, at 6 PM is the town hall meeting.
- Tuesday, May 14 at 5 PM is the second Budget Committee meeting.
- Wednesday, May 15 at 11 AM to 1 PM is the LOC Small Cities meeting. (Depoe Bay)
- Tuesday, May 28 at 6 PM is the third Budget Committee meeting.
- I plan to attend my last OCCMA Summer Conference for the City of Newport held in Hood River from June 24 to June 27.
- Monday, September 2 is the Labor Day holiday. Council meetings will be Tuesday, September 3.
- Monday, September 30 is a town hall meeting.
- The annual ICMA meeting will be held from September 21 to 25 in Pittsburgh, Pennsylvania. I encourage my successor to participate in the annual ICMA meetings. These are important professional development opportunities for members of ICMA. There is a wealth of information provided at these conferences, and the experience viewing firsthand how other Cities tackle various municipal problems is extremely beneficial. Please encourage your new manager to participate in the ICMA meetings.
- The League of Oregon Cities Annual Conference will be held from October 17 to 19 in Bend, Oregon. Erik will be contacting Council in early summer to determine attendees to secure rooms for this event. It is important that Erik secure rooms the first hour of the conference registration to ensure everyone gets a room in the conference facility.
- November 21 and 22, the City offices will be closed due to the Thanksgiving holiday.
- On Tuesday, December 24 City offices will be closed half day, and a full day on Wednesday, December 25 for the Christmas holiday.

Attachments:

- Attached is an article regarding the City of Corvallis reviewing restructuring of committees, including sunsetting a number of the existing advisory committees.

I hope everyone has an enjoyable holiday season.

Respectfully submitted,



Spencer R. Nebel, City Manager

cc: Department Heads

Spencer Nebel

From: Erik Glover
Sent: Monday, December 4, 2023 9:07 AM
To: Spencer Nebel
Subject: Corvallis Committee Restructure News Article

JAMES DAY

A proposal to review Corvallis advisory boards and commissions is set to go before the City Council after a lengthy stretch of process.

The city has been discussing possible changes for the past two years in a series of eight council meetings and work sessions. An ad hoc subcommittee of councilors and city staffers has met eight times since July 21, with Ward 9 Councilor Andrew Struthers, chair of the committee, noting in a staff report for Monday's council session that finalizing the plan might require the agenda item to migrate into 2021.

A key goal of the project was to try to mold the "traditional framework" of boards and commissions into better alignment with the council's "dynamic policy needs," according to a report of recommendations filed by the ad hoc committee (see the website for the full text).

Key changes recommended by the committee include tweaking the categories of boards and commissions, adding some new ones and eliminating others. Just how many groups are targeted for sunseting is not clear — the staff report only lists the suggested roster of boards going forward and does not itemize those recommended for elimination.

People are also reading...

- **[Corvallis City Council to consider ousting one of its own](#)**
- **[Crees Building tenants evicted months after new owner takes over](#)**
- **[Corvallis to postpone planned Ellis ouster, give her a due process hearing](#)**
- **[OSU football: Hynson excited for opportunity to lead Beavers in bowl game](#)**
- **[Corvallis man allegedly tried Saran wrap to smother victim](#)**
- **[Benton County puts landfill committee on ice](#)**
- **[OSU football: Quarterback DJ Uiagalelei to transfer](#)**
- **[OSU football: Trent Bray named new head coach at Oregon State](#)**
- **[OSU football: The end of the Jonathan Smith era arrived quickly](#)**
- **[OSU football: Beavers, Cougars reach football scheduling agreement](#)**
- **[OSU football: Trent Bray introduced as Oregon State's head football coach](#)**
- **[OSU women's basketball: Marotte sets new career high in Beavers' victory](#)**
- **[OSU football: Beavers to play Notre Dame in Sun Bowl](#)**
- **[Conservation groups weigh in on Green Peter Reservoir controversy](#)**
- **[Commentary: Bray's past makes him the right choice for the program's future](#)**

It also should be noted that the proposal has not yet passed council muster, and late changes are possible, if not likely. Also, Struthers said during an email exchange with the Gazette-Times that the recommendations are designed to be flexible enough to allow for groups to be added in the future.

Boards and commissions that are potentially set to sunset include the Community Relations Advisory Group, the Downtown Advisory Board and its parking committee, and the Civic Beautification and Urban Forestry Department Advisory Committee.

New boards envisioned by the ad hoc group include ones on fee reviews; council governance; equity, diversity, inclusion and social justice; the vision zero road safety program and a multimodal transportation group.

Although the Bicycle and Pedestrian Advisory Board appears to be sunsetting, issues that have come before that board likely also will be reviewed by the vision zero and transportation groups.

The Arts and Culture Advisory Board and the Airport Advisory Board also seem likely to have an altered focus, with a public art and culture group on the new list as well as a body that would work on "major airport projects."

The new categories of boards and commissions recommended by the ad hoc group are:

- Agencies, which are fully independent bodies with legal decision-making authority. The lone example of this would be the Urban Renewal Agency, which will monitor the urban renewal district in South Corvallis. The agency consists of the nine councilors.
- Commissions, such as the Historic Resources Commission, make decisions and also advise the council. Many of these groups have missions tied to state law.
- Multijurisdictional groups, such as the Home, Opportunity, Planning and Equity Advisory Board supervised by Benton County, exist via formal or informal intergovernmental agreements.
- Policy advisory boards, such as the Climate Action Advisory Board, advise the council on specific policy areas.
- Policy task forces, such as the vision zero group, are designed to be short-term groups that work on a specified topic.
- Operational advisory committees, such as the current Community Police Review Advisory Board, advise staff on operational areas of city work.
- Operational advisory work groups, such as one that will address "major downtown projects," serve only for the length of the project.

Another change that Struthers' ad hoc group recommends would alter the links that exist between boards and commissions and the nine councilors. Currently, each

councilor serves as a nonvoting liaison to a number of boards. The new approach would allow councilors to vote as well as serve as chair of a board.

Still to be determined is how much public opposition might be produced by the recommendations. An earlier attempt to restructure boards and commissions was part of the work of the Public Participation Task Force, which met in 2013 and 2014. The main change to advisory groups to come out of the task force was the addition of the Community Involvement and Diversity Advisory Board, which is set to continue under the ad hoc group's recommendations.

Erik Glover

Assistant City Manager/City Recorder

City of Newport, Oregon 97365

541-574-0613

e.glover@newportoregon.gov