

City of Newport Annual Report of City Council Actions for 2020



Back row: Councilor Aaron Collett Council President Ryan Parker, Councilor Cynthia Jacobi,
Councilor Beatriz Botello.

Front row: Councilor CM Hall, Mayor Dean Sawyer, Councilor Dietmar Goebel.

MEMO

DATE: 12/30/20

TO: Mayor and City Council

FROM: Spencer Nebel, City Manager

SUBJECT: Annual Report for the 2020 Calendar Year

Each year it has been my tradition to take some time to reflect on the accomplishments and issues that were tackled by the City Council and staff over the past year. This report included 20 top issues that I have identified as particularly noteworthy during the year. This is followed by additional information, including Council Actions by the Numbers, Highlights of Activities by City Departments, Contracts Approved by the Local Contract Review Board, a chronology of the COVID-19 emergency, and the water production emergencies that were declared during 2020.

In 2020 the city, state, nation and the world dealt with the most significant pandemic in the past 100 years. COVID-19 impacted us all in different ways. For many of us, COVID-19 has changed how we deal with day-to-day activities. For our business community it has created significant economic hardships. For some, COVID-19 has directly impacted loved ones through illness or even death. In 2020, we also dealt with a significant political divide leading up to the presidential election, and we were witness to the continuing impact of racial inequity as tragically illustrated by the murder of George Floyd in Minneapolis. At a more local level, 2020 challenged Newport with a water emergency in June, which required the shut down of our fish plants and breweries due to production limitations. This was followed by historic Labor Day fires in Oregon that directly impacted Lincoln County, turning Newport into a smoky evacuation area for folks escaping the fire. What a year this has been!

That being said, we have been blessed to be able to live and work in a community that has constructively addressed the unprecedented issues facing our nation, state, and community. Lincoln County enjoys a collaborative atmosphere that many other parts of the country don't experience. The City of Newport participated in historic (at least local history) joint meetings of the elected City Councils and County Commission to deal with regional issues impacted by the COVID-19 pandemic. Three of these joint meetings were chaired by the County Commission to address policy issues in a cohesive manner for the entire county. While the next few months will have significant challenges in dealing with COVID-19, I am optimistic that the light is getting brighter at the end of the tunnel for this pandemic. I am also grateful to live in a community that has initiated the difficult discussions on inequity and inclusion in a respectful and mature way. These are difficult discussions for us to have, but very important for finding a pathway forward on addressing racial equity at a local, state, and national level.

Finally, as an employee of the City of Newport, I am very pleased to be able to work with a group of people who have been inventive, resourceful, and remarkable in so many ways during the challenges thrown at us during this crazy year.

Like many of you, I am looking forward to 2021 with a level of optimism since 2020, with all of its challenges, created an unprecedented level of innovation, resourcefulness, and understanding that will move our community and society in a positive direction during 2021 and beyond. Please remain vigilant about being safe and protect those around you, as well. As the vaccine for COVID-19 is being rolled out over the entire country. Better things are ahead for all of us in 2021!

TOP 20 ISSUES FOR THE CITY OF NEWPORT DURING 2020

2020 - A Year of Emergencies

1. On March 13, 2020, the City of Newport declared an emergency to address the impact that COVID-19 would have on this community. Over the next nine months, COVID-19 would redefine the way that the City of Newport handles business, including conducting virtual meetings, encouraging employees to work remotely, closing City Hall to the public, closing various City facilities to prevent the spread of COVID-19, encouraging other forms of making payments to the City, and implementation of endless Zoom meetings. In fact, the City utilized 3,083 hours of Zoom time! The changes in dealing with COVID-19 has been remarkable and I appreciate the entrepreneurial spirit of all within this organization that have helped us deal with City business in many innovative ways. It has been a wild ride!

2. COVID-19 had a profound in the development of a budget for the City of Newport for the fiscal year that began July 1, 2020. This budget projected substantially lower revenues for transient room tax, franchise fees, state shared revenues and other revenues that are important for funding local government. The budget also addressed a structural deficit that had been identified by the Finance Work Group's January 2020 report. The combination of these two factors led to the elimination of 22 FTEs, implementation of furloughs, and a significant reduction in funding for equipment and capital outlay from the City's General Fund. This was a tough budget and I appreciate the efforts of the department heads and staff in dealing with difficult decisions to develop a budget that would get the City through the first pandemic in over 100 years.

3. The City Council along with the Urban Renewal Agency initiated a COVID-19 small business grant program to assist businesses that were severely impacted financially by the COVID-19 crisis. Funding was identified by City staff. It was determined that interest collected over the life of the South Beach Urban Renewal District, could be used to fund this program. City staff reached out to the other taxing entities to gain feedback in utilizing these interest earnings for small business grants. The Urban Renewal Agency authorized one million dollars and interest earnings to fund this program. The taxing entities impacted by Urban Renewal, provided representatives to serve as a steering committee to develop the grant guidelines and review the proposed grant awards. As a result of this program, over \$900,000 was provided to 117 city businesses in the form of business assistance grants. In addition, \$100,000 in City funds matched with \$100,000 in County funds leveraged \$430,000 in state funding for additional rounds of business grants. These

grants benefitted 60 businesses in the City of Newport. This was a significant and innovated effort to help keep our very critical small business infrastructure intact through the COVID-19 crisis. It will be a long, hard winter for many of our small businesses. We are hopeful that most of our small businesses will survive the pandemic to continue providing various services to this community and visitors post-COVID-19.

4. On June 24, 2020, Acting City Manager, Peggy Hawker, declared a temporary emergency due to water production problems caused by the plugging of filters at the water treatment plant. Over the course of the next few weeks, the city was required to place water restrictions on heavy industrial users of city water, including the fish plants, Rogue Brewery, and others. Water plant crews worked closely with Pall Corporation, Manufacturer of the membrane filters, and HDR Engineering, the designer of the water plant, to determine what was causing the severe fouling of the filters reducing water production capabilities. Public Works crews built separate intake lines and two portable sand filters were mobilized to assist in the production of water as part of this emergency. Pall Corporation worked on new methods to improve the filter cleaning process that allowed for production to increase. By July 2, a notice was sent to the industrial water users allowing them to use a limited amount of water for fish processing. By July 5, we were able to lift the restrictions on industrial water users. A report was ultimately provided to the City Council in October by Public Works Director, Tim Gross, indicating that the cause of the filter fouling was the result of unusual high levels of soluble organics along with iron and manganese that were occurring naturally in the reservoir. Recommendations to add another filter rack was approved and authorized by the City Council to increase capacity of the plant, should a similar occurrence happen in the future. A second recommendation is to consider increasing contact time to allow the materials to coagulate, improving the filtering process. The first recommendation has been authorized by the Council in in the current fiscal year.

5. On Labor Day, September 7, 2020 wildfires erupted at various locations in Oregon, including the Echo Mountain Complex Fire in Lincoln County. These fires produced an unprecedented level of smoke that turned our days into dusk with street lights remaining on through the days with the heaviest smoke. The devastating fires that occurred in the Otis area led to the destruction of over 300 homes in that area. The Newport Fire Department provided round-the-clock assistance in fighting this combined fire. The Newport Police Department provided additional patrol services to North County during this emergency, as well. Significant portions of North Lincoln County, including portions of Lincoln City, were evacuated due to the fire. The City of Newport served as the evacuation site, in addition to area hotels and motels. The City's Recreation Center, and 60+ Center were used to house individuals displaced by these fires. The Parks and Recreation crew had about two-and-a-half hours to convert the closed Recreation Center to an Evacuation Center that housed Red Cross operations for fire victims in the first week of that event. Recreation Center crews then had to convert the Recreation Center into housing for the National Guard who occupied the center while providing security services in areas impacted by the wildfire. This was a rather remarkable event that helped indicate how unprepared we are to deal fire issues on the coast. Efforts are being done to collect the lessons learned from this emergency in order to improve our preparedness for future emergency events.

6. On May 25, an African American man by the name of George Floyd was killed during an arrest after a store clerk alleged he had passed a counterfeit twenty-dollar bill in Minneapolis. This even led to protests occurring throughout the United States, and internationally, as well. As a result of this event, 2020 has opened the door for conversations that feel very different than previously discussions regarding racial inequity at a local, state and national basis. These discussions were initially focused on policing but evolved to all forms of racism that occur in our society. At a local level, we have initiated discussions about racial inequity and policing. The City Council has created a Citizens Police Advisory Board to create better understanding between the community and police department to help the department meet the needs of all members of this community. I have been extremely proud of our police department who has been open and part of these challenging discussion on a community-wide basis. I am hopeful that 2020 provides a foundation to continue meaningful dialogue that leads to more understanding and the continued reforms to address these challenging societal issues.

City Council Activities

7. On November 3, 2020, Municipal elections were held for Mayor and three Council seats. While an election that resulted in no changes to the current makeup of the City Council may not seem newsworthy, I believe it shows satisfaction with the current balance and makeup of the City Council, and general satisfaction with the entire City organization by a majority of residents in Newport. Congratulations to Mayor Sawyer and Councilors Jacobi, Botello, and Goebel on your election for full terms on the City Council. This is particularly significant since four of the Council members were serving their first terms beginning January 1, 2018, and a fifth Council member was appointed in January of this year. Having continuity in the elected officials is important to provide the overall direction of the City organization.

8. On May 6, the City Council entered into an employment agreement with City Councilor, David Allen, to serve as Newport's City Attorney. David replaced former City Attorney, Steve Rich, who passed away in 2019. Upon accepting the position of City Attorney, David resigned his position as a City Council member. The City Councilor sought applications to serve on the Council, and after interviewing 12 candidates, selected Aaron Collett to fill the remaining two-and-a-half years of Councilor Allen's term.

9. Mayor Sawyer was honored by the Oregon Mayor's Association at the Annual Mayors Meeting when he received the honorable mention for Mayor of the Year. The award cited his active work through the course of a season full of emergencies and keeping communication lines open between City Hall and citizens, other local units of government, and staff. Congratulations to Mayor Sawyer on this recognition.

Housing

10. The City of Newport has seen the opening of the first multi-family low-and-moderate income housing project in the City of Newport in many years. Surfview Village Apartments at NE 60th was able to take advantage of a number of the housing reforms enacted by the City Council in 2017, and in 2019 the City Council approved a tax exemption to make this project a reality. Significant sources of state and federal support made this project possible.

11. The construction of a 66-unit multi-family project, which will include a mix of one, two and three bedrooms is underway. The Wyndhaven Ridge Apartments are located at 31st and Harney Streets. This is the first phase of planned development, which will straddle eventually both sides of Harney Street when the later phases are completed.

12. The City has seen other housing move forward, including the completion of the Habitat for Humanity duplex. This was facilitated through the donation of City land. The establishment of three permanently affordable workforce in homes in Newport through the land trust operated by Proud Ground, supported by financially by the City's Housing Fund. Fifty new subdivision lots have been approved or are at various stages of the planning process, which will create additional inventory for new, single-family development opportunities in the city. The City is also working with Hancock Forest Management on an urban growth boundary land swap that would create the potential for upwards of 200 workforce housing units in the coming years. Over 200 new housing units were permitted, under construction or completed in Newport in 2020.

Projects

13. The \$9 million-dollar Agate Beach Wastewater Improvement project was completed this year. The final phase of this project included replacement of pump stations at 48th Street and Schooner Creek, and the construction of sanitary sewer force main along Highway 101. This project ties into the previously completed system that included the Big Creek pump station and force main completed earlier. This addresses the consent order that was entered into between the DEQ and the City of Newport to address historic sanitary sewer line overflows from this system.

14. In conjunction with the Samaritan Pacific Communities Hospital Construction project, the City jointly completed significant street reconstruction work, including addition of sidewalks on SW 9th and 10th Streets and Abbey and Bay Streets to complete the redevelopment of the hospital corridor. In addition, the City conducted significant resurfacing projects in the City Center area, including 7th, Alder, Hurbert, NE 11th and Fogarty, and other street locations in the city. The second round of resurfacing will be completed before the end of the 2021 Fiscal Year.

15. The Ferry Slip Utility Line Undergrounding project has been under construction this year. This is being completed with Urban Renewal funds and Line Undergrounding funds for a total amount of \$1.8 million dollars. The balance of the work will occur in conjunction with the SE Highway 101 and 35th Street Signal Relocation and Reconstruction project which will be built in 2021.

Other Significant Happenings in 2020

16. The City Council heard a report from the Finance Work Group identifying various alternatives that could be implemented to address the City's identified structural budget deficit. This deficit was identified prior to COVID-19 and additional steps had to be taken at budget time to address the impacts of COVID-19. The City Council reconvened a Finance Work Group for this fall, which is on developing a specific five-year plan to address the identified structural budget deficit.

17. The City Council adopted a parking plan which calls for a mix of fixes in the various business districts. This includes a decision to install parking meters on the Bayfront. This work was deferred at budget time until 2021, due to COVID-19. This plan also set up a standing single parking advisory committee that will provide direction for future policy and physical changes regarding public parking in the City of Newport.

18. The City saw the completion of two major multimillion-dollar projects with the opening of Oregon State University's Marine Studies Initiative Building, and the completion of the last phase of Samaritan Pacific Communities Hospital. These two institutional improvements were substantial with the hospital being able to provide a higher level of healthcare services to our community with their new facility, and the MSI Building eventually bringing up to 500 students studying various aspects of marine studies right here in Newport. COVID-19 has certainly interfered with the traditional ribbon cuttings and open houses for these facilities. I expect there will be delayed open houses once it is safe to hold these types of celebrations in the future.

19. Cyber security has been on the forefront of our IT department during the course of this year. To fortify our security system, we have upgraded our backup system capabilities. We have begun deploying multi-factor authentication in order to reduce the possibility of outsiders gaining access to various City data. We are having external auditing reports conducted to determine weak spots in our systems, and aid local government units that have been hacked in Oregon. We will continue stay abreast of this everchanging landscape to protect the City's data from ransomware and other malicious activity.

20. During 2020, Public Works Director, Tim Gross, resigned his position to accept a job in the private sector this fall. During Tim's decade with the City of Newport, he brought awareness to major infrastructure needs in the city and actively pursued the upgrading of the city's aging water lines, sewer lines, and other critical infrastructure work. Tim worked tirelessly to begin the process of identifying funds for the replacement of the Big Creek Dams. Tim played a critical role in addressing a number of emergencies that occurred in the city during his tenure as public works director. We wish Tim well in his new position.

In addition, we had a number of retirements in 2020, which include Todd Butterfield, Sheryl Eldridge, and Cheryl Atkinson. Each of these individuals contributed in their own way to make Newport a great place to live, work, and play. I extend best wishes to these folks who have served the city well over many years.

2020 COUNCIL ACTIONS BY THE NUMBERS

Meetings

Regular City Council Meetings Held	20
Urban Renewal Meetings (URA) Held	7
Special City Council Meetings Held	13
Work Sessions Held	18
Executive Sessions (Council and URA) Held	12
Town Meetings	0
Council Tours	1
Total Hours of All Council Meetings	129.3

Council	
Minutes Approved (Council and URA)	61
Committee Minutes Received	80
Oregon Liquor Control Commission Licenses Issued	11
Appointments Ratified	58
Special Event Fee Waivers	3
Quasi-judicial Hearings or Continued Hearings	5
Ordinances Adopted	13
Resolutions Adopted	30
Public Hearings and Continued Hearings	33
Councilor Reports	86
Financial	
Monthly Financial Reports Received	12
Supplemental Budgets Approved (Council and URA)	7
Local Contract Review Board Contracts Awarded	29
Local Contract Review Board Change Orders Approved	3
Others	
Proclamations Issued	12
Presentations/Recognitions at Council Meetings	13

HIGHLIGHTS OF ACTIVITIES OF CITY COUNCIL DURING 2020

Throughout the course of 2020, City Council was engaged in a number of significant issues.

Highlights of those activities are as follows:

- Elected Councilor Ryan Parker as Council President for 2020.
- Approved amendments to the City’s single-use carry out plastic bags ordinance to make it compliant with HB 2509, as required by the state legislature.
- Approved an ordinance extending residential uses at street grade in C2 zoned areas within the historic Nye Beach Design Review District
- Adopted the financial sustainability recommendations for the General Fund and those funds supported by the General Fund developed by the City of Newport Work Group. This report laid the groundwork for the developing a five-year financial sustainability plan.
- Conducted a quasi-judicial hearing on the appeal of a determination regarding back payment of taxes by Rogue Brewery. The appeal was dismissed by the Council based on lack of standing of the appellants to appeal this decision.
- Approved a fee waiver for active military personnel and their families for the Recreation and Aquatic Centers.
- Approved a Memorandum of Understanding between Lincoln County School District and the City of Newport regarding K9 drug detection sweeps at schools.
- Entered an intergovernmental agreement for the creation of a Mid-coast Water Conservation Consortium.
- Received the annual year-end report for 2019.

- Held an annual goal setting meeting.
- Authorized negotiations with Lincoln County for placement of an animal shelter on airport property.
- Granted a fee waiver for the Seafood and Wine Festival.
- Heard several reports from a citizens' group regarding short-term rental land use code along with various reports through the course of this year for the Short-term Rental Implementation Work Group.
- Discussed initiatives on the Dark Sky Initiative.
- Adopted the 2019 Fire Code Provisions for the City of Newport.
- Authorized an agreement with FEMA for use of the airport for emergency responses.
- Conducted a walking tour for high-voltage power line request for a right-of-way across Big Creek Reservoir by the PUD.
- Held a joint meeting with the Lincoln County Commission.
- Approved the vacation of a portion of undeveloped NE 31st Street and Harney Street to facilitate construction of multi-family housing at Wyndhaven Ridge.
- Authorized the Mayor to travel to Washington D. C. to advance legislative policies for funding for the Big Creek Dam project. This authorization occurred before the COVID-19 emergency was implemented resulting in the cancellation of this trip.
- Received concerns regarding telecommunication and cell towers.
- Approved a Memorandum of Understanding with Central Lincoln PUD for sending a high voltage power line across the reservoir properties.
- Identified legislative priorities for the 2020 short session in the state legislature.
- Participated with the Planning Commission in a joint work session to discuss the North Side Transportation System plan.
- Approved an amendment to the Comprehensive Plan implementing recommendations from the Public Parking group.
- Established a City-wide Parking Advisory Committee.
- Heard an annual report from the Oregon Coast Council for the Arts from Catherine Rickbone.
- Heard a report on the audited financial statements for the 2018-2019 Fiscal Year.
- Adopted a resolution authorizing the exercise of eminent domain for right-of-way acquisition for improvements at SE 35th Street.
- On March 16 City Council heard the first report on preventative measures being taken by the City of Newport to deal with COVID-19 pursuant to the emergency declared by Acting City Manager, Peggy Hawker, on Friday March 13, 2020.
- Adopted goals for the 2020-2021 Fiscal Year.
- Named the prop shop at the Performing Arts Center as the "Don and Ann Davis Prop Shop".
- Heard an update from Dr. Dick Beemer on the Corvallis to Coast trail.
- Received a COAR grant on the relining of the storm sewer under the Municipal Airport.
- Confirmed the Acting City Manager's declaration of an emergency regarding the COVID-19 outbreak. This included the closing of the 60+ Center, the library, the recreation center and the aquatic center in accordance with directives from Governor Brown.

- Participated in a joint meeting with the elected bodies for the other Lincoln County cities, as well as, the Lincoln County Commission to discuss plans to minimize risk relating to COVID-19. This meeting led to a consensus to approve restrictions on transient room facilities to reduce the possibility of visitors impacting our local population with the spread of COVID-19. The first of these historic meetings was on March 23 with two other multi-jurisdictional public meetings being held on April 27 and May 14. The meetings were chaired by County Commission Chair, Kaety Jacobson.
- Authorized the City Manager to pursue a business Oregon temporary bridge loan to advance lottery dollars for the Big Creek Dam project. Due to COVID-19. This did not occur due to COVID-19 and its impact on state funding.
- The Council ratified a number of emergency orders, cancelling the April 6 regular scheduled meeting suspending water shutoffs, approving temporary leave policies regarding employees related to the COVID-19 emergency, closure of City parks, restricting rentals and short-term rental dwellings, regulating stays in hotels and motels, closure of pools, spas, and other public bathing, imposing financial controls to limit spending by City department, approval of employee leave policies, approval of telecommuting policies, approval of social distancing policies, approval of financial support to Lincoln County to assist in funding temporary shelters for homeless individuals, closing City Hall to the public except for those needing to pay utility and other City bills with hours available on Tuesdays and Thursdays, cancelling advisory committee meetings, and holding virtual meetings for Council and Planning Commission.
- Approved a three-year agreement with the Newport Employees Association.
- Reported on various steps that have been taken to address the COVID-19 emergency.
- Approved an ordinance incorporating updates to the Wastewater section of the Capital Facilities Chapter of the Newport Comprehensive Plan.
- Approved a grant agreement for a FEMA hazard mitigation advanced assistance grant in the amount of \$345,000 for the Big Creek Dam project.
- Authorized a rent holiday for commercial businesses occupying city-owned buildings.
- Initiated discussions on a small business economic stabilization grants for the City of Newport.
- Approved, after consultation with other entities, the use of one million dollars in interest earnings from the South Beach Urban Renewal District for a small business assistance program to address economic impacts of COVID-19 on the Newport business community.
- Applied and received federal assistance from the FAA for the airport storm sewer relining project. With CARES Act funding, the costs of this project are 100% federally funded.
- Presented a framework to the City Council for the reopening of City facilities.
- Council entered into an employment agreement with David Allen to serve as Newport's City Attorney on May 6.
- Council authorized the application to the State of Oregon for a possible match of Urban Renewal Agency funding for small business recovery. This process evolved into a collective process with Lincoln County and Yachats with \$100,000 of the

Urban Renewal interest earnings being utilized as a match to provide additional state funding to Newport businesses.

- Council modified the schedule for improvement projects eligible to be funded by the System Development Charges for sidewalks to include the Habitat for Humanity house.
- Accepted Councilor David Allen's resignation from the City Council to assume the role of City Attorney for the City of Newport.
- Approved an agreement with the Lincoln County Small Farmers Association for the 2020 Newport Farmers Market incorporating various COVID-19 safeguards for the operation of the market.
- Implemented furloughs for non-represented staff and the work share program to provide financial relief for those employees who were impacted during the course of the pandemic.
- Provided a report on the 2020 municipal election.
- Extended the COVID-19 emergency to July 6.
- Approved modifications to the City's matrix for City facilities and programs closings and re-openings.
- Approved a revision in an emergency order to allow short-term rentals to reopen on May 23.
- Closed out the workforce housing down payment assistance program which contributed to three permanently affordable homes within the City of Newport. This was a multi-year effort. The City financially participated in this effort to leverage their funding to accomplish this end result.
- Received the year-end report for the Lincoln County Transportation Service District.
- Following the killing of George Floyd, Mayor Sawyer, Police Chief, Jason Malloy, and others provided comments condemning the excessive use of force and racial inequities facing people of color in the United States.
- Approved a fourth amendment to the covenants, conditions and restrictions relating to property sold to The Whaler Motel. The fourth amendment extends the time period in which construction needs to occur on this property. Due to COVID-19 impacts on funding for the project.
- Heard a report on the agreement the City entered into with Rogue Ales regarding wastewater discharge compliance. Rogue Ales was able to meet the compliance standards in the agreement; however, they have not been successful in consistently remaining under the discharge limitations since complying with the terms of the consent agreement.
- Council heard a report on the furlough scheduled for both the City Manager and City Attorney.
- Adopted an ordinance prohibiting residential use at street grade along portions of NW Coast Street in the Nye Beach Design Review District.
- Approved an ordinance amending for the Newport Comprehensive Plan to establish a tsunami hazards overlay zone.
- The Council heard from three college students who requested to review racial equity issues within the community and with law enforcement. A follow-up meeting was held with the presenters with the police chief, Councilors Hall and Botello to share information as to the Police Department's policies. Most of the policies previously met the Eight Can't Wait reforms. Those areas not in compliance have

subsequently been modified with new departmental policies to bring Newport in line with the Eight Can't Wait principals, as well as, reforms enacted by the State legislature.

- The Oregon Coast Council for the Arts included the announcement of Executive Director, Catherine Rickbone's retirement, and that most of OCCA's staff would be terminated until functions can resume post COVID-19.
- On June 15 the City Council interviewed 12 applicants interested in filling the vacancy on the City Council. The Council appointed Aaron Collett to fill the remainder of a 2 and-a-half year term vacated by David Allen upon his appointment as City Attorney for the City of Newport.
- Approved CARES Act grant agreement with the Federal Aviation Administration for operational funding for the Newport Municipal.
- Authorized an application for federal assistance regarding the storm sewer relining process at the municipal airport.
- Heard a report on the PERS Employee Incentive Fund. The City Council had originally planned to participate in this fund but due to the financial impact of COVID-19 opted not to pursue this at this time.
- Affirmed a reopening matrix for City facilities and programming and requirements for visitors to wear face masks when entering City facilities.
- On Friday, June 26 a special meeting was called to affirm an emergency declared by Acting City Manager, Peggy Hawker, to impose water use restrictions in the City of Newport. This emergency was declared due to the clogging of membrane filters at the water treatment plant. The clogging of filters, and subsequent actions to clean the filters, restricted the amount of water the City was able to produce at a time when tourism was rebounding and the seafood processing plants were in full production. This emergency resulted in restrictions on industrial water use being imposed for a period of one week until efforts to modify cleaning practices allowed for the resumption to allow those industrial uses to go back into operations.
- The City Council adopted a budget with operational expenditures being reduced by over two million dollars to deal both with the impacts of COVID-19 and the structural that had been identified through the efforts of the Finance Work Group.
- Approved an ordinance modifying certain terms of the short-term rental to address technical issues identified by the Short-term Rental Work Group prior to the issuance of business licenses beginning July 1, 2020.
- Council approved an intergovernmental agreement with the Oregon Department of Transportation for the construction of improvements On Highway 101 from SE 32nd Street to SE 35th Street, including signal relocation, construction of 35th Street, and other related work.
- An emergency declaration extension was made to continue the water emergency through July 20. The Council extended the emergency for water issues.
- The City Council approved recommendations to the Budget Committee to create a third a Finance Work Group to review a plan for five-year financial sustainability for the City of Newport.
- The Council discussed and decided to reduce the 24-hour wait time for hotels and motels to three hours and issued an emergency order to that effect.
- Adopted an ordinance incorporating storm water facility master planning into the Newport Comprehensive Plan.

- The City Council received a communication from Merina + Co. regarding the annual audit. This is a most unusual year in that we are starting with a new auditor, and this audit will be substantially completed remotely due to COVID-19.
- The City Council approved a schedule resuming work sessions which were suspended during the initial stages of COVID-19.
- The Council extended the declaration of emergency for COVID-19 to September 8, 2020.
- The City Council extended the water emergency to August 17, 2020. While the City was able to meet daily water demands, work was continuing on determining the cause and taking steps to address these issues.
- The City Council approved a cost of living increase for rates for Thompson's Sanitary Service, Inc. Thomson's deferred the implementation of that rate until December of this year due to the economic conditions faced by many of its customers.
- An agreement with the National League of Cities Service Line Warranty Program was authorized by City. This will be implemented early in 2021.
- Approved a grant agreement for COVID-19 aid relief. The City utilized, and has been reimbursed, for its entire allocation of \$447,653.38 of CARES Act funding.
- The Council presented hybrid meetings for committees, work groups, and the City Council. Under hybrid meetings, the public is entitled to attend in person, and members may attend in person up to certain capacity limits.
- The Council heard reports regarding Big Creek Dam and Rocky Creek.
- Approved an agreement with the Lincoln County School District regarding access to the school video camera system for enforcement purposes.
- Approved a grant agreement with the Oregon Department of Transportation for the 2020 Fund Exchange Program in the amount of \$233,707.50.
- Extended the water emergency until September 21, 2020.
- Approved COVID-19 emergency orders for a return-to-work policy, virtual meetings, and a modified reopening matrix.
- Approved an ordinance allowing car camping by homeless individuals within the City limits.
- Heard a report from the Parks and Recreation Committee on the potential development of soccer fields as part of the redevelopment of the Lincoln County Commons, and the Agate Beach Wayside area.
- Heard a request from Oregon Coast Council of the Arts to initiate the process to retain an architect for improvements of the Performing Arts Center and utilize funds raised for improving the Performing Arts Center.
- The Council adopted a resolution authorizing the exercise of eminent domain to acquire an easement for the SE 40th Street pond for use as a regional storm water retention facility.
- The City entered into a cooperative use agreement with Lincoln County School District regarding joint use of City and school facilities. This replaced a previous mutual agreement.
- Approved a request to reduce rates to the 2019-2020 levels for Aquatic Center lean fees for this fiscal year due to COVID-19.
- The Council extended the COVID-19 emergencies to November 2, 2020.
- The Council heard a report on the Echo Mountain Complex fire. The Recreation Center was the home base for Red Cross in assisting evacuees from the fire, and

served as an overnight evacuation center for individuals in north Lincoln County displaced from their homes during the week of September 7. The Recreation Center then served as housing for the National Guard units who were deployed to provide security through the fire areas. Fire and Police personnel supplemented local agencies in fighting fires and providing policing services.

- City Council members initiated a couple of park cleanup projects that led to a formalization of the use of volunteers for landscaping and cleanup projects in the City.
- Authorized funding to Grace Wins Haven in their effort to provide winter shelter for homeless individuals.
- The City Council received a report from Public Works Director, Tim Gross, regarding the results of the forensic analysis conducted on the source of the fouling of filters at the water treatment plant. It was concluded that the dissolved iron, manganese, and organics reached higher than normal concentration in the raw water treated by the plant. Recommendations were made to address this situation in the future, including adding a filter bank that was part of the original design of the plant, but not built at the time due to cost-cutting measures when the plant was under construction.
- City Council extended the Short-term Rental Orientation Work Group by twelve months due to the impact that COVID-19 has had on normal operations of vacation rentals.
- The City Council addressed a number of COVID-19 issues, including meeting participation, reopening of facilities, and Halloween guidelines.
- The Council held two quasi-judicial hearings on appeals of the storm drainage appeals of the equivalent service units for property located at 54th Street and from the South Shore Owners Association. Council continued the public hearings and dismissed the 54th Street appeal, and adjusted the ESUs for the South Shore Homeowners Association as recommended by Public Works.
- Approved a project agreement to participate in the federally funded traffic study of Yaquina Head Outstanding Natural Area on the Lighthouse Drive corridor.
- Council authorized the purchase of property on 54th Street for a new water distribution and pump station.
- Council appropriated funding for the water treatment plant filter rack expansion scheduled to take place in late spring 2021.
- Council authorized an extension of the COVID-19 emergency until January 4, 2021.
- Council authorized an improvement agreement for realignment of a public storm drain between NW Spring Street and the beach.
- Heard a report on the status of establishing a Nye Beach Neighborhood Association.
- Initiated the vacation of a portion of SW 2nd Street between SW Angle Street and Highway 101 to facilitate the development of this site.
- Approved an intergovernmental cooperative purchasing agreement with the League of Oregon Cities.
- Approved an amendment to the motor vehicle fuel dealer tax collection services for the city's gas tax by the state of Oregon.
- Adopted policies to encourage the development of infrastructure for electric vehicles, both for employees and for the community at large, as well as, requiring

departments to analyze utilizing electric vehicles or hybrids for vehicle purchases in the future.

- Heard a report that the Business Assistance Grant program developed by the City resulted in \$900,000 being distributed to city businesses directly by the City of Newport, with \$100,000 being pooled with an equivalent amount of funding from Lincoln County leveraging funding from the State of Oregon for small business assistance. This \$100,000 in funding ultimately leveraged total grants in the amount of \$629,475 that will result in 136 business grants with 47% of these funds benefitting the City of Newport businesses.
- Over \$1.2 million dollars of public funding has been provided to small businesses to help mitigate losses due to the economic impact of the COVID-19 pandemic.
- City Council reviewed a draft of the City's reopening matrix based on the most recent directive from the Governor's office.
- City Council approved the canvass of ballots from the November 3 municipal election without any litigation or recounts!
- Amended the Newport Municipal Code relating to Airport Operations.
- Authorized, on a trial basis, car-camping spaces on the Hurbert Street parking lot.
- Authorized leases for new hangar developments at the airport.
- Established by resolution a police advisory committee to provide better interface between the public and the police department.
- Approved various emergency ordinance related to the COVID-19 emergency declaration.
- At the request of Grace Wins Haven, the Council redirected matching funds from the City of Newport for a grant through Oregon Housing to C.H.A.N.C.E. to provide housing in motel rooms for homeless individuals in the community.
- Outlined a schedule on a potential ordinance to reduce the use of polystyrene (CCPS) foam and plastics in the City of Newport.

LOCAL CONTRACT REVIEW BOARD ACTIONS

Through the course of 2020, the City Council acts as the Local Contract Review Board for awarding projects in excess of \$50,000. In addition, the City Council also acts on change orders in excess of \$50,000 (or the sum of multiple change order exceeds \$50,000). The projects awarded during the course of 2020 include the following:

- Contract with Crescent Farms for the disposal of plastic biosolids
- Touchpad Card Reader System for the water plant
- Nye Beach Turnaround Resurfacing with Road and Driveway
- Annual Audit with Merina + Co.
- Renewal of the building review and inspection agreement with Clair Company
- Change order for the NW 6th Street sidewalks, street repaving, and storm sewer project
- A change order with Emery and Sons for the Agate Beach forced main and lift station replacement project
- An engineering agreement for the relining the storm pipe under the airport with PAE
- A task order with PAE for oversight of the mitigation agreement related to the storm pip work at the airport
- Award of the airport storm drain relining to Michels Corporation for \$1.7 million dollars.

- Award of mitigation project related to the storm drain relining to K & B Excavating for \$900,000
- Contract to provide insurance services from CIS
- Provision of workers comp insurance from SAIF
- Task order with HDR for the water treatment plant's standby power
- Award of a contract for the installation of a generator for the water treatment plant
- Approval of task orders for Dig Deep Research for the Big Creek Dam and other services
- A three-year contract with KPTV for sponsorship and advertising with the KPTV camera on the bayfront.
- Purchase of 140 PALL Company membrane filters for the water treatment plant in the amount of \$249,000
- Authorization of a task order for the sign of the access road and raw water line for the Big Creek Dam projects with HDR
- Approval of the goods and services agreement with the Chamber of Commerce for tourism promotion
- Award of the 2020 Street Overlay project to Road and Driveway Company
- Award of a multiyear contract with Associated Cleaners Service, Inc. for cleaning services
- Purchase of a screw conveyor belt and conveyor assemblies for the wastewater treatment plant
- Purchase of a new Elgin streetsweeper
- Extension of the personal contract with the News-Times for marketing services for Destination Newport
- Authorization of the purchase of 26 laptops utilizing the CARES Act funding for this purchase
- Purchase and installation of a variable frequency drive unit for the water treatment plant
- Approval of a change order with Road and Driveway to add street work to the overlay project due to competitive paving prices
- Award of a contract for the installation of Wessel Creek Bridge
- Contract for engineering services for oversight of replacement for the wastewater treatment plant biosolids conveyor belt
- Approval of a task order with HDR for dam design
- Authorization of a purchase of a new filter rack skid and filter modules from PALL Company in the amount of \$474,000 for the water treatment plant
- Purchase of 20 Taser 7 devices for the police department
- Authorization of professional services to develop a risk assessment to the City's water infrastructure
- Authorize a contract to implement Xpress Bill payment services

HIGHLIGHTS OF ACTIVITIES BY CITY DEPARTMENTS

Community Development Department – Derrick Tokos, Director

As with other City Departments, 2020 has been a challenging year for Community Development with the pandemic, furloughs, and the loss of one staff position. That said, there have been a number of significant accomplishments. Our Department has been open and providing direct service to the public throughout the pandemic. A number of significant construction projects were completed, including the Samaritan Pacific Communities Hospital, Oregon State University's Marine Studies Initiative Building, and the Surfview Village affordable housing project. Over 200 housing units were permitted and are either complete or under construction. Most of the units are multi-family, with over half being priced at rental rates affordable to households making 60% or less of median area income. Additionally, more than 50 subdivision lots have been approved and are at various stages of the platting process, creating inventory for new single-family development opportunities. The Department assisted Oregon State University in reworking its student housing concept so that the project can move forward in the spring, and is helping Hancock Forest Management with an Urban Growth Boundary land swap that would create the potential for upwards of 200 workforce housing units in the coming years.

With regard to urban renewal, the Community Development Department assisted policymakers in freeing up \$1,000,000 of unrestricted, accumulated interest earnings from the South Beach Urban Renewal District to be used for small business assistance grants. The Department put together an application process, assisted eligible applicants, and coordinated with a stakeholder group of affected taxing districts to push out \$900,000 of the funds to 117 businesses by the end of June. The average award was \$7,630 per eligible business. The Department also worked with Lincoln County, Business Oregon, and the non-profit Community LendingWorks to leverage an additional \$430,000 from the State of Oregon to match up with the remaining \$100,000 of Agency funds and \$100,000 from the County. Sixty additional Newport businesses received funds from this supplemental round of grants, with awards being distributed in the fall. Additionally, the Department has been actively engaged in the Northside Transportation System Plan Update, which will inform how Northside Urban Renewal District funds should be invested. The Department worked extensively with the project consulting team, advisory committee, and State of Oregon to launch the project, complete baseline analysis, and then completely retool outreach as a result of the pandemic. This effort resulted in an interactive virtual workshop, online open house, and round of hardcopy surveys that has pulled in over 500 comments from the public on how the City's transportation system can be enhanced.

The Department actively worked with numerous City committees over the course of the year to develop and implement land use and transportation planning policies. This included preparing agendas, minutes, informational materials, public notices, policy documents, and formal ordinances/resolutions for the City Council, Planning Commission, Short-Term Rental Ordinance Implementation Work Group, Parking Study Advisory Committee, Bike and Pedestrian Advisory Committee, and Transportation System Plan Update Project Advisory Committee. The Department's work also extended beyond the City where it engaged with regional and statewide partners, serving on DLCD

technical advisory committees related to the implementation of HB 2001, the League of Oregon Cities Community Development Policy Advisory Committee, and other work groups engaged in regional housing, economic development, and transportation activities.

**Public Works Department -- Acting Public Works Director, Clare Paul and Chris Janigo,
Acting City Engineer**



Agate Beach Wastewater Improvements

From January through November, Public Works logged over 15,000 work orders that included water meters, water distribution, waste water collections, streets and stormwater. When the water emergency occurred in early summer, staff installed the temporary filtration system for the water treatment plant, a project that required very long hours in order to minimize water production down-time. They have also assisted with capital improvement and private projects throughout the year, including striping and paving for roads and

parking lots, and water line relocating in preparation for the ODOT signalization project in South Beach.

The water treatment plant suffered a setback due to influent water quality in the early summer, but was able to restore water production with the temporary installation of an emergency filtration system. The wastewater treatment plant has been performing well and biosolids production is up 25% compared to the average for 2017-2019 (noting that 2019 was an exceptionally high year). Projects undertaken by Engineering include the following:

- Two new pump stations in Agate Beach with new beach access parking area and surfacing of NW 68th ST
- Underground conduit in support of ODOT's South Beach signal relocation from SW 32nd ST to SW 35th ST
- Nye Beach Turnaround sidewalk and pavement upgrades
- A new staircase leading from Highway 101 to the State Park trail system
- New sidewalk and storm improvements along NW 6th ST



New Staircase leading from Hwy. 101 to the State



Yaquina Heights Drive Water Line

- SE 40th St. saw a water main and a sewer main extension
- installation of two emergency generators for city buildings
- Placement of the Wessel Creek Bridge to facilitate maintenance access to our Siletz raw water station
- Removal of two of the oldest old water storage tanks in the City and a new water main connected to the Yaquina Heights Water Tank with all the fiber optic and software upgrades
- Asbestos abatement and demolition of the old Flashback's building in South Beach.

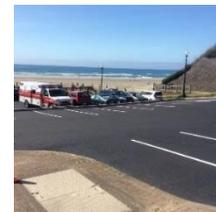


NW 6th St. Storm Sewer Upgrade

Interspersed between various public and city building improvements were several private developments. Engineering saw a 9% increase in right-of-way permit requests this year from last year. Engineering monitors private development any time a project installs future City infrastructure and reviews all right-of-way construction. The Engineering crew was on hand to review drawings, oversee field work, and meet with private engineers to resolve concerns.



9th and 10th Street Sidewalk Improvement



Rehabilitation of Turnaround

Southshore, Phase 5 & 6 installed a water main and rerouted a sewer main; Surf View Village upgraded NW 60th storm facilities, installed a water main, and rebuilt 60th ST, Samaritan Pacific Hospital installed sidewalks, upgraded curb inlet storm system, and paved adjacent streets. The City further supported the hospital project by paving SE 10th ST and installing storm improvements on both SE 9th & SE 10th leading to the hospital complex.

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68th Street New Parking Area



New NW 68th St. Pump Station

When not in the field, the Engineering Department worked to develop a comprehensive design handbook intended to help developers and contractors know what the City expects in terms of plan submittal, construction standards, and development processes. The design handbook triggered an update of all City Standard Drawings used for construction.

While these two projects are not yet completed, they have come a long way in the past twelve months and are by their nature ongoing processes. Public and private improvements keep the Engineering Department hopping from project to project as the crew works to stay on top of the many changes happening around the City. Please see below for photos of our projects, crews and contractors in action.



Ferry Slip Road Utility Line Undergrounding

Police Department - Jason Malloy, Chief

2020 was a challenging year for all of us and the Police Department experienced our highs and lows. COVID-19 and Lincoln County fires topped the list of lows we all faced. We are fortunate that our staff is very resilient and not only accepted, but exceeded during the tough times 2020 brought us.

Like the rest of the City, we faced a significant budget cut and loss of positions. We were able to deploy our sworn personnel to meet the basic needs of the community and maintain staffing to respond to calls for service. Unfortunately, one of the positions eliminated due to budget was our School Resource Officer, and another was our Street Crimes Detective. Both of these positions were very effective and a loss to our Department.

With that said, we were able to recognize significant achievements in 2020. Because of unprecedented times, many were unable to celebrate life events such as birthdays. We were able to coordinate many drive-by celebrations with our officers. Some of the events were coordinated with other public safety agencies. It was an honor to help many celebrate their birthdays. Two rememberable events were helping a WWII veteran celebrate his 98th birthday and another WWII veteran celebrate his 95th birthday.

This summer, our agency was able to coordinate delivering bicycle helmets to Lincoln County youth that were purchased through a grant. Ordinarily, we would provide helmets at National Night Out. Unfortunately, we were not able to host the event this year, so we advertised helmets on Facebook. The event was very successful and our officers fitted over 60 youth with new helmets

In December, NPD coordinated a large holiday parade of emergency vehicles for the citizens of Newport. Representatives from Newport PD, Newport Fire, Newport Public Works, Oregon National Guard, US Coast Guard, State Police, Toledo Police, Lincoln City Police and the Lincoln County Sheriff's Office participated in the parade that extended through Newport neighborhoods *Birthday*



for nearly an hour. The parade was well received and many citizens lined the streets to cheer and support the participants and the holidays.

Additionally, the Police Department finalized two long-term projects. The first was the launch of our Surveillance Camera Program. The program allows residents and businesses to register the locations of their exterior video surveillance systems with the Newport Police Department, so when a crime occurs, police will be able to identify the locations of nearby video cameras easily and efficiently. The second project that was finalized this year is the creation of a Police Advisory Committee (PAC). The Police Department is eager for the opportunity to work directly with the PAC



Shop with a Cop

Fire Department -Rob Murphy, Chief

- Purchase and Outfitting of a heavy brush engine. In March of this year NFD was notified by Oregon Department of Forestry, FEPP Coordinator, that a military cargo truck known as a LMTV-1078 had become available to purchase. The cost was \$1,450. This vehicle, which is 4-wheel drive and capable of hauling 5,000 lbs. makes an ideal off-road firefighting vehicle. Thanks to a budget allocation from the City Council, over the course of this year we have worked on outfitting the vehicle for use in firefighting. A refurbished slip-in pump tank purchase was purchased for \$8,000. Currently, the unit (known to us as Brush Engine 3212) is finishing getting a paint job. When it returns in early January, our firefighters will begin installing, lights, siren, compartments and equipment. The goal is to have the project finished by May, 2020. By purchasing used equipment and doing most of the work in house, we are saving the City well over \$100,000. A similar vehicle, with no firefighting equipment just went for sale for \$116,000.
- Implementation of EMS response Matrix. Starting in 2018, the Fire Department was reporting to the Council about our increasing call volume. With only one apparatus staffed, we were seeing increasing call response times along with increased incidents of multiple calls at the same time. In March of 2019, the City Council passed a resolution limiting the Fire Department's response to only higher priority EMS calls. The resolution went into effect on July 1, 2019. From January 1 through June 30, 2019 NFD responded to a total of 1,213 calls for service. In 2018, during the same time frame we responded to 1,060 calls. This was a 14% increase from last year to this year. Total responses from January 1, 2019 through November 30, 2019 are 2,071. In 2018, during the same time frame, the Fire Department responded to 2,143 calls. This is a decrease of 3%. As you can see, the newly implemented EMS response matrix is making a difference.
- Kincade Fire Response. On October 27th, Newport Fire Department sent 5 firefighters (3 staff, and 2 volunteers) along with a brush fire engine to Sonoma County California to fight the Kincade Fire. Our engine and crew were part of a 17-person strike team from Lincoln County. 14 other strike teams from fire agencies throughout Oregon also responded. The crew spent 7 days protecting homes, strengthening fire lines, and supporting wildland fire crews. They returned home on November 3rd. For expenses incurred for the response, the City is expected to be reimbursed approximately \$63,000 from the State Fire Marshal's Office. The majority of this money will be put back into the overtime line item. The remainder will be placed in the reserve account for future capital purchases.
- Reduced response from volunteers and off duty paid staff. Over the past couple of years, Fire Department management has noticed a reduction in the number of volunteers and off duty paid staff responding to calls. It should be noted that these members are not asked to respond to every call. Most of our calls for service are medical emergencies. These make up approximately 80% of our calls. These calls are handled by our on-duty firefighters (most of the time, a crew of 2). Where we ask for extra help is fire responses, rescues, hazardous materials incidents, and



cardiac arrests. Initially we were still getting adequate responses for these incidents. This year we have noticed a reduction in response even to major incidents. This year we had 13 major incidents. These include eight working structure fires, one commercial fishing vessel fire, one boat accident, and 3 motor vehicle crashes with victim entrapment. The average number of volunteer firefighters responding to these incidents was just over 3 per incident. The average number of off duty paid personnel who responded to these incidents was 1. This means, on average, for a major incident NFD has had a total of 7 responders for each incident. This includes 2 on duty firefighters, a Chief Officer, three volunteer firefighters and one off-duty paid firefighter. On Sunday, December 15, we had 4 total firefighters respond for a fully involved house fire. The national standard for a response to a typical house fire is 10-15 firefighters. We have been fortunate that our neighboring fire agencies have generously responded to our mutual aid requests. Unless we find a way to increase staffing and increase our volunteer response, I fear one of our personnel will become seriously hurt.

Library -- Laura Kimberly, Director

Winter is settling in on the coast and it's been a challenging year with COVID. The Library has found ways for the community to utilize our library take out services, using our outdoor Wi-Fi, joining in virtual events, subscribing to our YouTube channel, picking up activity bags, and continuing to borrow and read library materials. We have accomplished a great deal in 2020. Among the highlights:

Library Take Out Service

Patrons may pick up reserved items from the library through our Library Take Out service. Only items that are ON HOLD will be distributed through this service on Tuesdays and Thursdays from 10 am-5:30 pm. Library staff is checking out a record number of items (1,149 items in a week) as well as the number of patrons (293 patrons in one week) who are utilizing this service. The library takes the safety of our staff and patrons very seriously. In order to limit contact between patrons and library staff, staff participating in Take Out will wear gloves in addition to the cloth face masks worn while working in the building. Returns stay in quarantine for 3 days before they are checked in.

Mobile Hotspot Program

The Newport Public Library is now lending hotspots! A hotspot is a device that uses cellular data to provide wireless Internet access. It is portable and will work anywhere there is cellular coverage. Newport Public Library hotspots will allow up to five Wi-Fi-enabled devices to connect. Use them for email, surfing the web, downloading eBooks, streaming video, or any other function for which you would normally use Wi-Fi or cellular data. Use of the UPL hotspots is subject to the Guidelines for Internet Use in the Policy Manual. Hotspot reservations can be made by calling the main library.



Boosted Wi-Fi

The Library now has boosted Wi-Fi in the library parking lots thanks to our amazing IT Department. Wi-Fi is available from 8 am -5:30 pm Monday through Friday.



Noche de Cuentos

The Newport Public Library was selected to receive \$300 as part of REFORMA Noche de Cuentos Mini-Grants Program. We were one of eight programs selected across the country. The focus is storytelling, which can be expressed through music, dance and shared stories. The Newport Public Library celebrated the power of storytelling to unite communities on Sunday, October 11 at 3 pm on the Newport Public Library Facebook page and



Newport Public Library YouTube channel called, "Noche de Cuentos." This event occurred during Latino Heritage Month, September 15-October 15, 2020. This program was free and open to all ages.



Starting on Tuesday, September 15th, community members were able to pick up a Noche de Cuentos Storytelling kit through our library take out service at the Newport Public Library. This "Noche de Cuentos" event was proudly co-sponsored by REFORMA. The Noche de Cuentos video is available to view on the Newport Public Library YouTube page: <https://youtu.be/aHHyjkRgYk>



Outreach



Big Creek has a Newport Public Library locking drop box for residents to return library materials. Lily will pick up returned library materials and drop off new library materials for residents to enjoy.

Community Partners

The Newport Public Library has been partnering with different community organizations. The Oregon Coast Aquarium asked if the library would like to be a virtual guest display this summer and we jumped at the opportunity. Linda, Vanessa and Lily created a spectacular final video to encourage YOU to Learn, Discover, and Connect with your public library TODAY: <http://ow.ly/HEBA50ATRbt>. Special thank you to the Oregon Coast Aquarium for this opportunity to reach out to all of our friends!

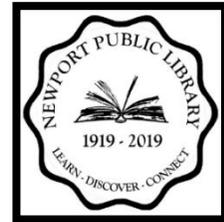
Newport Public Library How-To Videos

Vanessa created several more Newport Public Library “how to” videos explaining how to sign up and use Hoopla, Consumer Reports, Learning Express, Dolly Parton’s Imagination Library, NoveList Plus, Tech-Talks, and many more. The NPL “How to Videos” are available on the Library’s YouTube channel as well as on the Library’s Facebook page and website. These resources are all available to Newport Public Library cardholders for free!



Centennial

The Newport Public Library kicked off celebrations for its 100th year in September 2019. As part of our efforts to celebrate the centennial at the library, we extended the Centennial Book Challenge to read 100 books from Sunday, September 1, 2019 to December 31, 2020. We extended this challenge due to COVID-19 and the program became even more popular. We have had over 30 participants complete this challenge with more expected before the end of the year.



Fishing Equipment

ODFW and several Lincoln County public libraries are making it easier than ever for kids 17 years of age and younger to discover fishing. ODFW has recently relocated several fishing equipment to public libraries in Lincoln City, Toledo and Newport. Kids in these communities will have access to everything they need to get started with recreational fishing. Each library is stocked with rods and reels that can be checked out for up to two weeks, plus starter tackle kits that kids can keep. Each library also has five practice poles that are designed for indoor or outdoor casting practice by younger anglers. Youth fishing equipment is available for curbside check-out using a library card. All participants will need a parent or guardian to sign a liability waiver prior to borrowing equipment.



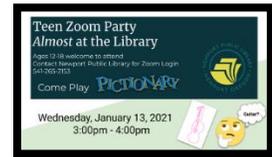
Centennial Library Card

Finn Reed, age 8, designed the winning image for the Library's limited-edition Centennial Library Card! The limited-edition cards arrived right before New Year's in 2019 and were made available in January 2020. We asked Finn to open the box with the library cards and pick up the first Centennial Library card. There were other patrons who were nearby when Finn came in and they asked her to autograph their cards.



Teen Advisory Group

Vanessa started meeting with teen library volunteers virtually. This group is our new Teen Advisory Group that goes by the name, “Teen Zoom Party Almost at the Library.” *Teen Zoom Party Almost at the Library* will advise on services, collections, and program ideas for teens.



Libros for Oregon

Libros for Oregon began in July of 2016 as a two-year project entitled “Libros for Oregon: Collections Connect Communities.” Its goal is to increase access to high-quality Spanish language books for Oregon libraries, particularly smaller, rural libraries, by helping more libraries take advantage of the resources of the Guadalajara International

Book Festival, the largest Spanish-language book fair in the world. The Newport Public Library participated in last year’s Libros for Oregon cohort. Newport Librarians Linda Annable and Laura Kimberly were part of a team selecting materials for 11 Oregon Libraries, including Newport. They purchased materials published in Mayan and Spanish, as opposed to books written in English and translated into Spanish. These books have been cataloged and available to check out.

The Newport News Times published an article on January 28th about the Libros for Oregon cohort from Lincoln County: <https://newportnewstimes.com/article/librarians-bring-back-libros-from-guadalajara>

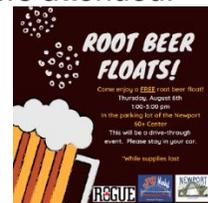
Recreation Center -- Mike Cavanaugh, Director

Aquatic Center

Staff held a “Drive by Bunny” event on April 9-10, in which the Easter Bunny visited 54 households in Newport. Community members had the opportunity to take a socially distanced picture with the Easter bunny in their front yard. This event lifted the spirits of many community members during a difficult time. Other special events we held during the COVID-19 shutdown included our 4th of July goodie bag hand out and our drive through root beer float event, both of which nearly 150 community members attended.



1. Staff safely reopened the Aquatic Center in October, despite the many challenges presented by COVID-19. Prior to reopening, staff successfully created a reopening plan, modified the set-up of the Aquatic Center, created an online reservation system for patrons, and modified our policies and procedures due to COVID-19 restrictions. Staff also successfully held a staff training and lifeguard recertification class for 9 employees while complying with COVID-19 guidelines.



Recreation Center

1. Even though having the Recreation Center closed for 6+ months was not a great event, it did give staff the opportunity to complete several projects that cannot be done during normal operation hours. Staff re-painted the locker-rooms and resurfaced the locker-room floors. This was the first time this had been done in 19 years. Staff resurfaced the gym and dance room floors which were a scheduled



maintenance project. Staff also got the front doors replaced and added a card-lock system. Considering the facility's changing operational hours and staffing situation, this lock system is very handy and the doors are much more secure. It was nice to be able to get these projects done. The closure also gave staff time to go through and purge some (very) old files and clean up our storage area.

The Newport Recreation Center was used during the Echo Mountain Fire Complex Incident as a community shelter for 230-250 people and as housing for the National Guard units. The facility's large gym, small gym, locker rooms, and three multi-purpose rooms were utilized September 9-13, 2020 for community sheltering. The facility's large gym, small gym, locker rooms, and one multi-purpose room were utilized September 14-18, 2020 for housing of the National Guard.



60+ Activity Center

1. With COVID and the closure of the 60+ Center, staff had to do a quick revision of how the center could operate while closed. Below are a few of the ways staff achieved this:
 - a. Continuation of the Meals on Wheels Program (MOW)
 - b. Created a Friendship brigade (to keep people in touch via phone)
 - c. Temporary Food Pantry for clients and MOW persons
 - d. Basic needs purchased and donated for the Friends of the Newport 60+ Center for clients and MOW persons
 - e. Virtual lessons on how to use Zoom to connect family and friends
 - f. Virtual presentations that included Cooking shows, Making Plans, Photography, Camp Adair, Fall Prevention, Basic Estate Planning, The Conflict Cycle, Before the End of Life; Nuts and Bolts, how to use the online library and How to Cope during COVID.
 - g. Virtual Exercise programs on the website and recorded on You Tube.
 - h. Conducted Zoom evidenced-based programs - Walk with Ease and How to Prevent Type 2 Diabetes.
 - i. Due to COVID-19, the annual Thanksgiving meal was not able to happen. Staff worked with the Chamber of Commerce and The Friends of the Newport 60+ Activity Center to donate the annual contribution to the American Legion's Thanksgiving meal for the public. The Legion had a drive through dinner on Thanksgiving Day.
2. The 60+ Center was used during the Echo Mountain Fire Complex Incident as the food prep site for the evacuees being housed the Newport Recreation Center. The facility's kitchen and dining area was utilized September 9-12, 2020. Food services out of the facility ended once all of the evacuees were relocated to alternative housing in Lincoln City.



Park Maintenance



1. The Park Maintenance Division reporting structure changed from the Public Works Department to the Parks and Recreation Department on May 23, 2020. The last time this division reported to the Parks and Recreation Department was around ten years ago.

Newport Municipal Airport - Lancer Vanderbeck, Director

What a year it has been for the Newport Municipal Airport. Through the challenges of COVID-19 resulting in FBO closures, to appointment only, to limiting the amount of people based on social distancing requirements, it has not been a bad year.

2020 calendar year for Newport Municipal Airport. Logged 3,170 landings, and 3,178 take offs, totaling 6,348 logged aircraft operations; 106 Jet aircraft, only 5 short form 2019. Pilots purchased 15,288 gallons of AV-Gas, 32,256 gallons of Jet-A, totaling 47, 544 gallons of fuel sold. Averaging out to 15 gallons per landing. We rented 406 cars, which is 61% of 2019's total 663. We sent out 205 courtesy cars which is 46% of 2019's total 444.

2020 highlights for the Airport:

- Letter from Lincoln County selecting Newport Municipal Airport for new animal shelter location.
- Gave presentation for Newport Chamber on the airport at the Best Western.
- Memorandum of Agreement with the U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA) and Airport.
- Awarded \$3.1 million-dollar FAA AIP project for storm pipe rehabilitation and Lake Creek Culvert fish passage mitigation project. This project is fully funded by the FAA.
- Received \$69,000 from CARES Act to help cover operations cost for airport.
- Memorandum of Agreement with Life Flight to sump Jet-A truck when FBO is closed for holidays or times staffing may not be available.
- Applied for State of Oregon Department of Aviation COAR grant to help with matching funds for phase II Environmental Assessment of Obstruction Removal Project.
- Airport Committee approved Airport Rules and Regulations.
- Finalized Economic Development Flyer for airport.
- Received letter from Newport Fire Department approving Fire Flow at airport.
- Created timeline checklist for airport hangar development.
- City Council approval of amending section 9.40 of Newport Municipal Code.
- City Council approved two new privately-owned hangars to be built.
- Received contract template from Allen Wells for Commercial development listing on non-aeronautical airport property.
- Granted Monitor Waiver Request for airport's storm water 1200z permit from DEQ until 2022.
- MOA with The Military Department and National Guard of the State of Oregon for permit of use of premises of certain areas of the airport for equipment training on grading and grubbing projects.

- City Council approved purchase of Zero Turn mower for operations.
- FBO parking lot striped adding 13 new parking spots.
- Participated in Pavement Maintenance Program with the Oregon Department of Aviation. Who performed crack sealing on the apron, taxiways, and runway 2-20.
- Installation of LED readout screen at self-serve av-tank was completed.
- Replaced three 17-year-old, gate operators.
- Worked with City administration and Finance on airport leases and billing. Created a check sheet that shows every lease by name, number, lease rate, square footage of building. Then Crossed referenced that with Lincoln County Property Records. To help line out the process for airport leases and billing.
- Approved to be the second Vice President on the Oregon Airport Managers Association Board
- Started new NATA safety training program for fuel certifications for airport staff.
- We hit 962 people following Newport Airport on Facebook. Several posts reached over 3,000 people.



First Jet of the Year



City of Newport Full Apron



September Wildfires

Human Resources Department - Barb James, Director

COVID-19 Policies Developed and Implemented. Some having multiple revisions.

- Temporary COVID-19 Response to COVID-19 Policy
- Temporary COVID-19 Face Covering Policy
- Temporary COVID-19 Visitor Face Covering Policy
- Temporary COVID-19 Body Temperature Policy
- Temporary COVID-19 Return to Work and Testing Policy
- Temporary COVID-19 Telecommuting Policy
- Temporary COVID-19 Vacation Carryover Policy
- Temporary COVID-19 OSHA Notification and Communication Policy
- Temporary COVID-19 Social Distancing Policy
- Temporary COVID-19 Emergency Leave Policy
- Temporary COVID-19 Reduction in Hours and Staff Policy

- Families First Coronavirus Response Act (FFCRA) COVID-19 Employee Leaves administered
- Furlough Implementation Plan developed and implemented due to COVID-19/Budget
- Coordination, documentation, and implementation of layoffs, furloughs, and rehires due to COVID-19/Budget
- Administered OR Employment Department Workshare Program and completed weekly claim certifications
- Newport Employees' Association Collective Bargaining Contract Finalized
- Reorganization of Parks Maintenance from Public Works to Parks and Recreation, City Engineer and Public Works Director Positions separated
- Developed City of Newport Employee Retirement Plan Distribution Instruction and Authorization Form to improve documentation consistency with retirement distributions
- Per Diem Travel Policy Drafted
- Implementation of Psychological Exams as part of background check process for new hires in the Fire Department
- 2020 Recruitment Activity - 26 Requisitions opened, 358 applications screened, 10 new hires
- Numerous employee issues reviewed and addressed

Safety

OSHA Consultation for development of City-Wide Respiratory Protection Program

- Department Head meetings conducted
- Procedures documented
- Fit Testing Conducted

- OR-OSHA Rules - Exposure Plans and Risk Assessment Plans conducted with all departments
- COVID-19 OR-OSHA Required All Employee Training Distributed
- Citywide PPE Inventory conducted and maintained monthly
- Coordinated completion of CARES tracking (213/214 forms) for COVID-19 related PPE purchases

Information Technology -- Richard Dutton, Director

Customer Service

1. 1581 Helpdesk tickets
2. Website: ~227k sessions, ~138k users
3. Email: ~750k
4. 200 desktop, 30 tablet, 80 phone, 50 managed network devices
5. Digital signage deployed

Innovative Technology

1. Extended mobile device use to staff and public, used in GIS, Work Orders etc.
2. Provisioned secure remote access to many staff for voice and data
3. Streaming meetings to internet and cable TV, recorded and live.

- i. Granicus - 32k views/year; max. 3000 views (5/14/20) City Council Meeting
 - ii. Zoom - 185,119 online meeting minutes; 2419 participants
- b. Deploy Skate Park camera

Connectivity

- 1. Uptime 99.5% with high availability architecture
- 2. Made plans for redundant ISP connectivity
- 3. Transition mobile devices to FirstNet, employed heavily during Echo Mtn.fire
- 4. Provision additional Wi-Fi access at Library and Rec.Center (staff and public)

Cyber Security

- 1. Backup system upgraded to 750TB capacity
- 2. Storage Area Network and stretch-site cluster for high availability
- 3. Multi-factor authentication being deployed
- 4. Weekly external security audit report
- 5. Increased physical door access security in City Hall and Rec.Center
- 6. Assisted colleague agencies with Ransomware recovery

Finance Department - Mike Murzynsky, Director

- 1) **2018-19 Comprehensive Annual Financial Report (CAFR)** was submitted to Government Finance Officers Association (GFOA) Excellence in Financial Report. They began their process in February 2020 and to date we have not received the results of their reviews.
- 2) An **Auditor RFP** was published in January 2020 and the firm Merina & Co. was selected by the Audit Committee in April.
- 3) The **2020-21 Budget Process** was started in January and completed on June 29, 2020. The process was moving along but was slowed down by the COVID Pandemic.
- 4) The **Newport Forecasting tool** was perfected and put into operations during the 2020-21 Budget process.
- 5) A **new electronic payment processor, Invoice Cloud**, affiliated with the City's Caselle software was chosen to help the City create a one-stop shopping stop for the citizens. It will be implemented beginning January 2021.
- 6) **Service Line Warranties** a water line maintenance program for the citizens of Newport has partnered with the City. They will provide an insurance policy for the citizens to help them cover the cost of broken water lines.
- 7) **Finance Work group** was once again organized to help implement a long-term financial plan.
- 8) **Court** implemented a garnishment program to help collect outstanding parking tickets.

Official City Recorder/ Special Projects - Peggy Hawker, Director

The City Recorder/ Special Projects Director had a very busy year, both in serving as Acting City Manager and as City Recorder/Special Projects Director. On March 13, the

City Recorder, as Acting City Manager, declared the City emergency to address the COVID-19 pandemic when the City Manager was out of state dealing with a family emergency. This emergency has been extended numerous times and remains in effect through the end of 2020. Then again on June 24 the City Recorder/Special Projects Director filling in as Acting City Manager declared a temporary emergency due to water production problems caused by the plugging of filters at the water treatment plant. This emergency remained in effect until early October. Peggy was filling in as Acting City Manager due to the City Manager being on furlough at that time.

Note: As City Manager, I am grateful to have had Peggy Hawker available to address these emergencies as they were initiated. That being said, I am afraid to take any future vacations due to the track record of emergencies during my absence in 2020!

In addition, the Public Arts Committee produced the Nye Beach Sculpture Walk brochure; prepared 38 COVID-19 related emergency orders; water treatment plant shutdown; oversaw the local municipal election; coordinated continuing efforts with our Sister City in Mombetsu, Japan; support to create agendas; reconfigure how public meetings are held during COVID-19; address many sets of minutes; produced the News Blast, which is part of the function of the City Recorder's office; coordinated the hiring of a Vision 2040 coordinator with the funding provided by the Ford Family Foundation; and provided support to other departments over the course of 2020.



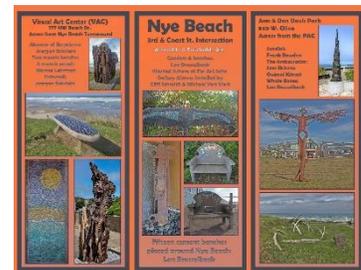
Cynthia Jacobi- Masked up!



A Sign of the Times- the utility payment drop box doing double duty during the pandemic.



Gloria Tucker, Melanie Nelson and Jim Salisbury Masked coworkers!



Nye Beach Sculpture Walk Brochure produced by the Newport Arts Committee

CHRONOLOGY OF STEPS TAKEN BY THE CITY OF NEWPORT RELATED TO THE COVID-19 EMERGENCY

Late February/Early March - Fire Chief Rob Murphy begins monitoring the progress of COVID-19 and potential impacts on Oregon and Newport. Preliminary staff discussions occur on potential impacts for Newport.

February 28 - The first case of COVID-19 is reported in Oregon in Washington County.

March 3 - New protocols are initiated for wearing Personal Protective Equipment (PPE) for emergency responders.

March 5 - Rob Murphy and I discuss COVID-19 on the city's radio show. The general message is for people to take precautions as you would during cold and flu season.

March 8 - Governor Brown declares a State of Emergency in order to free up financial resources to address potential impacts of the coronavirus for the state.

March 10 - Held a meeting with Department Heads and Mayor Sawyer to discuss the rapidly changing conditions relating to COVID-19 prior to leaving for Michigan on March 11 to attend to a family emergency.

The impact of COVID-19 is still a significant question with limited actions being taken by state and federal governments, other than asking people to be vigilant in practicing common cold and flu prevention activities. Peggy Hawker is named Acting City Manager during my absence.

March 12 - Acting Manager Hawker closes the 60+ Center, eliminates Library outreach programs, and cancels general meetings.

March 12 - Governor Brown indicates that schools will be closed across the state effective March 16 through March 31. This closure is extended to April 28 by a subsequent executive order.

March 13 - Mayor Sawyer, Acting City Manager Hawker, staff, and I participate in a conference call coordinated by the League of Oregon Cities to begin a statewide dialogue among cities on response to this crisis. (In addition, Mayor Sawyer participates in a weekly conference call with other Mayors with Governor Brown to share local information and concerns each Sunday). A local briefing is also being provided by Lincoln County Emergency Services for local elected and appointed officials. These are very beneficial in sharing information on the impacts and responses of COVID-19 across the county and state.

March 13 - An emergency staff meeting is called by Acting Manager Hawker. Mayor Sawyer and I participate by phone. It is decided to close the Library, Recreation Center, and Aquatic Center, effective Saturday, March 14, 2020. We decide to initiate a local emergency in the City of Newport which is executed by Hawker on March 13, with Council formalizing the declaration at its March 16 meeting. Discussion is initiated on the protection of staff providing essential services, particularly police, fire, water, and wastewater.

March 13 - President Trump declares a national emergency related to COVID-19.

March 14 - The first death is reported from COVID-19 in Oregon.

March 16 - I participate by phone in a staff meeting. Guidelines are reviewed and approved regarding leave time for employees related to this virus. This includes employees who wish to take leave due to concerns for the virus. Discussion is held regarding closing City Hall to the public. I request that each department begin developing procedures as to how they will continue serving the public as part of this closure. A decision is made to close the fire station, water plant, and wastewater plant to the public.

Furthermore, steps are made to isolate staff, who are part of these critical operations, from other staff to minimize possible infection by COVID-19.

March 16 - Governor Brown closes restaurants and bars, allowing take-out and delivery services only.

March 16 - The City Council approves the emergency declaration initiated by Acting City Manager Peggy Hawker, cancels the April 6 Council meeting, and the Planning Commission cancels the March 23 Planning Commission meeting.

March 17 - Water shut-offs are suspended during March and April.

March 19 - On my return, a meeting is set up to discuss the possible closure of City Hall. Effective March 20, City Hall is closed to the public, except by appointment only. The only general exception is that we have provided an opportunity for cash payments on Tuesday and Thursday from 3:00 - 5:00 P.M. There is a significant part of the community that uses cash to pay these bills. We routinely issue PPE to staff collecting these funds and have effectively staffed the main entrance, with a Spanish language interpreter, to allow only one customer at a time into the building. A link is below outlining the details of the closing access to the public. https://www.newportoregon.gov/dept/adm/media/Press_Release_-_City_of_Newport_City_Hall_Limited_Access_to_the_Public_Beginning_March_20_2020.pdf.

March 20 - The closures of the Library, Recreation Center, Aquatic Center, and 60+ Activity Center are extended to coincide with the Governor's school closure schedule. All advisory committee meetings are cancelled through the end of April. It is likely that as this schedule is modified, we will follow that schedule for these facilities.

March 21 - Warrenton, Oregon declared a state of emergency, banned camping, and ordered campgrounds to close. The city also prohibited short term rentals and home stay lodging, and ordered hotels to close after an influx of weekend visitors, who were told to leave within 24 hours. Astoria, and Tillamook County considered similar actions.

March 22 - Oregon reports 137 cases and 4 deaths related to COVID-19. There have been no confirmed reports of COVID-19 in Lincoln County as of this date.

March 23 - The City of Newport, along with Lincoln City, Depoe Bay, Siletz, Toledo, Waldport, Yachats, and Lincoln County collectively approve emergency orders restricting local overnight stays throughout Lincoln County. The City Council concurs with Lincoln County Order No. 3-23-85 which eliminates short-term stays and vacation rentals, home shares, and bed and breakfasts, and only essential short-term stays in hotels, motels, RV parks and private campgrounds are allowed. I want to thank a very competent staff, outstanding citizens, and the local business community for the outstanding cooperation, understanding, and compassion over the past three weeks.

March 23 - Governor Brown signs Executive Order No. 20-12 which closes many retail and service businesses.

March 24 - The City of Newport Emergency Order No. 2020-01 is approved implementing the provisions of Lincoln County Order No. 3-23-85 in the City of Newport. Letters, notices, and logs are provided to the effected owners/managers of vacation facilities in the community.

March 24 - Various reports and updates are provided for City employees, citizens, and utility customers of impact of COVID-19 on city services.

March 25 - To clean up various actions taken regarding COVID-19 by the City of Newport, previous actions are memorialized by emergency orders 2020-00A through 2020-00D.

March 26 - City of Newport Order 2020-02 is issued limiting purchases of essential items for the balance of this fiscal year.

March 26 - Order 2020-03 implements a policy on employee emergency leave related to COVID-19 in conjunction with the U.S. Families Coronavirus Response Act and the U.S. Emergency Paid Sick Leave Act.

March 26 - Approved City of Newport Emergency Order 2020-04 which implements the COVID-19 Temporary Telecommuting Policy for non-exempt employees.

March 26 - Approved City of Newport Emergency Order 2020-05 regarding social distancing requirements for city employees to deal with COVID-19.

March 26 - In Oregon, there are 316 positive cases and 11 deaths due to COVID-19.

March 27 - City Council meets telephonically to review actions taken-to-date regarding the COVID-19 pandemic. At this meeting, Council confirms Emergency Order Nos. 2020-00A, 2020-00B, 2020-00C, 2020-01, 2020-02, 2020-03, 2020-04, 2020-05, and 2020-06.

March 27 - At the telephonic Council meeting, Council extended the emergency declaration that was formalized on March 16, 2020, by extending it to April 30, 2020.

March 27 - The President signs the CARES Act - COVID-19 relief stimulus package.

March 30 - Approved City of Newport Emergency Order No. 2020-07 approving a revised 2020/2021 budget calendar.

March 30 - Emergency Coordination Center (ECC) (Level 2) activated in the City Council Chambers.

April 1 - Key ECC staff attend a daily briefing (weekdays) at 8:30 A.M. Daily briefing reports are circulated to City Council and staff.

April 6 - City staff prepared, and participated in, the first live-stream COVID-19 update to the community. The goal is to produce this weekly on Mondays at 4:00 P.M. It is also shown on Charter Channel 190.

April 7 - Approved Emergency Order No. 2020-08 which repeals Emergency Order No. 2020-03 related to the approval of the COVID-19 Emergency Leave Policy, and replaces it with a revised policy.

April 10 - Approved Emergency Order No. 2020-09 adopting the temporary COVID-19 Body Temperature Screening Policy.

April 10 - Approved Emergency Order No. 2020-10 adopting the temporary COVID-19 Face Covering Policy.

April 13 - Discussions are held with Urban Renewal taxing jurisdictions about the possibility of repurposing Urban Renewal funds for business assistance.

April 14 - Governor Brown indicated in a message to the state of Oregon that five things need to be in place before lifting stay-at-home provisions: “a declining growth rate of active cases, sufficient personal protection equipment for healthcare workers, surge capacity in hospitals, increased testing capacity, tracing and isolating positive cases, and strategies to protect vulnerable communities including nursing homes and the homeless population.”

April 15 - Water and sewer utility deferrals are developed for residential and commercial customers impacted by COVID-19.

April 16 - Governor Brown issues Executive Order 20-16 which: “Authorizes cities, counties, school districts, and other special districts to hold budget hearings and elicit citizen participation by telephone, electronic means, or in writing, so those governments can complete their budget process safely and on time, to ensure continued provisions of essential government services.”

April 16 - Approved emergency order number 2020-11 adopting deferrals of water and sewer bills for individuals and businesses impacted by COVID-19 for bills received in April, May and June.

April 16 - 1,736 cases are confirmed in Oregon with 64 deaths occurring from COVID-19. Lincoln County remains at 4 confirmed cases of COVID-19.

April 20 - The City Council extends the emergency declaration to May 8, 2020, and authorized exploration of use of Urban Renewal Funds for business assistance and offers rent relief for commercial tenants of City-owned businesses.

April 21 - Work continues on a budget impacted significantly by the economic impacts of COVID-19.

April 27 - A meeting of City Councils within Lincoln County meets with the Lincoln County Commissioner and collectively decides to extend the order relating to non-essential short-term stays through May 31, 2020.

April 28 - Emergency Order 2020-14 developed to separate the closure of City parks from Emergency Order 2020-13. This order maintains City park closures to May 8.

April 29 - There are 2,510 confirmed cases and 103 deaths in Oregon.

April 30, 2020 - Emergency Order 2020-15 is issued subject to Council confirmation addresses the re-opening of various City facilities. This order uses the Governor's framework for the reopening of the economy in the State of Oregon.

May 6, 2020 - Sixth positive case of COVID-19 confirmed in Lincoln County.

May 14, 2020 - Seventh positive case of COVID-19 confirmed in Lincoln County.

May 14, 2020 - Oregon Governor Kate Brown approved Lincoln County for entering Phase One reopening.

May 14, 2020 - A meeting of City Councils within Lincoln County meets with the Lincoln County Commissioners to discuss the reopening strategy for short-term rentals.

May 18, 2020 - City Council considered an employee furlough plan and work share program to address financial impacts of the COVID-19 emergency on the city's finances.

May 18, 2020 - City Council confirmed Emergency Order No. 2020-16 updating the city's reopening matrix. This document was added to the packet on Friday, May 15, 2020.

May 18, 2020 - The Urban Renewal Agency will consider the adoption of Resolution No. 3884 which would allow the use of \$1,000,000 of interest from the South Beach Urban Renewal District to be used for a small business grant program. If this resolution is approved, the City Council will consider Resolution No. 3885, a companion resolution, which would create the small business grant program.

May 18, 2020 - City Council confirmed Emergency Order No. 2020-17 regarding the reopening of short-term rentals in the City of Newport.

May 18, 2020 - City Council confirmed the extension of the emergency declaration from May 31, 2020 until July 6, 2020, or until further modified, rescinded, or extended.

June 7, 2020 - It was announced that an outbreak of COVID-19 had occurred at the Pacific Seafood operations in Newport affecting at least 124 employees and contractors.

June 10, 2020 - 163 confirmed positive cases of COVID-19 in Lincoln County.

June 11, 2020 - City Council confirmed Emergency Order No. 2020-18, at its June 15, 2020 meeting, regarding the reopening matrix for city facilities and programs.

June 11, 2020 - City Council confirmed Emergency Order No. 2020-19, at its June 15, 2020 meeting, regarding the requirement for visitors to certain city facilities to wear face coverings.

July 7, 2020 - Emergency Order No. 2020-23 is issued subject to Council confirmation, and it addresses a return to work policy for employees who become ill with COVID-19.

July 15, 2020 - 362 confirmed positive cases of COVID-19 in Lincoln County, and seven deaths.

August 3, 2020 - City Council confirmed the extension of the emergency declaration from August 3, 2020 until September 8, 2020, or until further modified, rescinded, or extended.

August 7, 2020 - Emergency Order No. 2020-24 is issued subject to Council confirmation, and it addresses a revised return to work policy for employees who become ill with COVID-19, and repeals Emergency Order No. 2020-23 in its entirety.

August 17, 2020 - Council affirmed Emergency Order No. 2020-24 - return to work policy for city employees.

August 17, 2020 - Council affirmed Emergency Order No. 2020-25 approving a virtual meeting policy for City Council, Planning Commission, and all standing committees of the city.

August 17, 2020 - Council affirmed Emergency Order No. 2020-26 revising the opening matrix for city facilities and programs.

August 31, 2020 - Lincoln County extended its emergency declaration to November 3, 2020.

August 31, 2020 - Lincoln County Commissioners agreed to consider entering Phase II on or after September 29, 2020.

September 21, 2020 - City Council confirmed the extension of the emergency declaration from September 8, 2020 to November 2, 2020. The City Council was unable to meet on September 8, 2020 due to wildfires in Lincoln County, so the extension of the emergency declaration that would have occurred on September 8, 2020 did not actually occur until September 21, 2020.

September 29, 2020 - Lincoln County entered Phase Two of its reopening process.

October 1, 2020 - City staff prepared three emergency orders for City Council confirmation at its October 5, 2020 City Council meeting. These three orders are: Emergency Order No. 2020-27 revising the reopening matrix for city facilities and programming; Emergency Order No. 2020-28 enacting a virtual and in-person meeting policy; and Emergency Order No. 2020-29 adopting a revised Return to Work Policy and Procedures for COVID-19 Exposures and Potential Exposures.

October 5, 2020 - City Hall, including the Police Department, began opening from 8:00 A.M. until 2:00 P.M., Monday through Thursday. The building is closed on Fridays except by appointment.

October 5, 2020 - Events may now occur at the Airport subject to gathering restrictions imposed by Governor Brown and appropriate physical distancing.

October 5, 2020 - Playgrounds and sports facilities reopened. Organized practices on sports fields will be scheduled after meeting with city staff.

October 6, 2020 - The Recreation Center reopened by reservation only. Organized sports will resume at a date to be determined.

October 6, 2020 - The Aquatic Center reopened by appointment only. Organized sports will resume at a date to be determined.

October 6, 2020 - Staff issued a press release regarding COVID-19 safe Halloween celebrations.

October 19, 2020 - The Library reopened for computer usage by appointment only. Access to Library materials will continue through the Library's Take-Out Service.

October 19, 2020 - Governor Brown issues new, more expansive, face covering requirements.

October 27, 2020 - Governor Brown extended the state's declaration of emergency to January 2, 2021.

November 2, 2020 - Council confirmed the extension of the emergency declaration from November 2, 2020 to January 4, 2021.

November 2, 2020 - Council confirmed Emergency Order No. 2020-30 - Codifying City of Newport emergency orders to date.

November 17, 2020 - The City Manager executed Emergency Order No. 2020-31 approving a revised reopening matrix for city facilities and programs.

November 18, 2020 - The City Manager executed Emergency Order No. 2020-32 enacting an Employee Testing and Return to Work Policy and Procedures for COVID-19 Exposures and Potential Exposures and Repealing Emergency Order No. 2020-29.

November 18, 2020 - The City Manager executed Emergency Order No. 2020-33 enacting an Employee Face Covering Policy and Repealing Emergency Order No. 2020-10 in its entirety.

November 18, 2020 - The City Manager executed Emergency Order No. 2020-34 enacting a Visitor Face Covering Policy and repealing Emergency Order No. 2020-19 in its entirety.

November 18, 2020 - The City Manager executed Emergency Order No. 2020-35 enacting a Temporary COVID-19 Oregon OSHA Notification and Communication Policy.

December 1, 2020 - The City Manager executed Emergency Order No. 2020-36 enacting a temporary COVID-19 Vacation Carryover Policy for Employees.

December 1, 2020 - The City Manager executed Emergency Order No. 2020-37 enacting a temporary COVID-19 Body Temperature Screening Policy for Employees and Visitors to City Facilities and Repealing Emergency Order No. 2020-09 in its entirety.

December 1, 2020 - The City Manager executed Emergency Order No. 2020-38 enacting a temporary COVID-19 Visitor Face Covering Policy and repealing Emergency Order No. 2020-19 in its entirety.

December 15, 2020 - The City Manager executed Emergency Order No. 2020-39 enacting a revised reopening matrix and repealing Emergency Order No. 2020-31,

January 4, 2021 - The City Council considers extension of the emergency declaration from January 4, 2021 to February 1, 2020.

SUMMARY OF EXECUTIVE ORDERS ISSUED

Emergency Order No.	Topic	Date Approved
2020-00A	Closure of certain city facilities and programming	3/17/2020
2020-00B	Temporary Leave Policy	3/16/2020
2020-00C	Limiting access to city facilities and extending closures of certain city facilities	3/25/2020
2020-00D	Limiting access to the Fire Department facilities	3/17/2020
2020-01	Closure of city parks and short-term rentals	3/24/2020
2020-02	Suspension of unnecessary new contracts and purchases through June 30, 2020	3/26/2020
2020-03	COVID-19 Emergency Leave Policy	3/26/2020
2020-04	COVID-19 Temporary Telecommuting Policy	3/26/2020
2020-05	COVID-19 Temporary Social Distancing Policy	3/26/2020
2020-06	Emergency financial support (\$2,500) for temporary shelter for homeless individuals in the city and county	3/26/2020
2020-07	Revised 2020/2021 Fiscal Year budget calendar	3/31/2020
2020-08	COVID-19 Emergency Leave Policy repealing Emergency Order No. 2020-23	4/7/2020
2020-09	Temporary COVID-19 Body Temperature Screening Policy	4/10/2020
2020-10	Temporary COVID-19 Face Covering Policy	4/10/2020

Emergency Order No.	Topic	Date Approved
2020-11	Temporary COVID-19 Water, Sewer, Stormwater Account Payment Deferral Program for single family houses	4/16/2020
2020-12	Temporary COVID-19 Water, Sewer, Stormwater Account Payment Deferral Program for commercial, multifamily, and nonprofit entities	4/16/2020
2020-13	Extending Emergency Order No. 2020-01 - closure of city parks and short-term rentals	4/27/2020
2020-14	Continuing the closure of city parks until May 8, 2020	4/27/2020
2020-15	Approving a reopening matrix for city facilities and programs	4/30/2020
2020-16	Approving a revised reopening matrix for city facilities and programs	5/15/2020
2020-17	Providing for the reopening of short-term rentals beginning May 23, 2020	5/18/2020
2020-18	Approving a revised reopening matrix for city facilities and programs	6/11/2020
2020-19	Temporary Visitor Face Covering Policy for Users of Certain Newport Facilities and Properties	6/11/2020
2020-20	COVID-19 Reduction in House and Staff Policy	6/16/2020
2020-21	Approving an Employee Furlough Policy	6/17/2020
2020-22	Revising Emergency Order No. 2020-17 related to the reopening of short-term lodging	6/30/2020
2020-23	Return to Work Policy and Procedures for COVID-19 Exposures and Potential Exposures	7/7/2020
2020-24	Repealing Emergency Order No. 2020-23 and Enacting an Employee Testing and Return to Work Policy and Procedures for COVID-19 Exposures and Potential Exposures	8/7/2020
2020-25	Enacting a COVID-19 Virtual Meeting Policy	8/13/2020
2020-26	Approving a revised reopening matrix for city facilities and programs	8/13/2020
2020-27	Approving a revised reopening matrix for city facilities and programs	10/5/2020
2020-28	Enacting a COVID-19 Virtual and In-Person Meeting Policy	10/5/2020
2020-29	Enacting a revised Employee Testing and Return to Work Policy and Procedures for COVID-19 Exposures and Potential Exposures and Repealing Emergency Order No. 2020-24	10/5/2020
2020-30	Codifying City of Newport Emergency Orders to Date	11/2/2020
2020-31	Approving a revised reopening matrix for city facilities and programs	11/17/2020
2020-32	Enacting an Employee Testing and Return to Work Policy and Procedures for COVID-19 Exposures and Potential Exposures and Repealing Emergency Order No. 2020-29	11/18/2020

Emergency Order No.	Topic	Date Approved
2020-33	Enacting an Employee Face Covering Policy and Repealing Emergency Order No. 2020-10 in its Entirety	11/18/2020
2020-34	Enacting a Visitor Face Covering Policy and Repealing Emergency Order No. 2020-19 in its Entirety	11/18/2020
2020-35	Enacting a Temporary COVID-19 Oregon OSHA Notification and Communication Policy	11/18/2020
2020-36	Enacting a Temporary COVID-19 Vacation Carryover Policy for Employees	12/1/2020
2020-37	Enacting a Temporary COVID-19 Body Temperature Screening Policy for Employees and Visitors to City Facilities and Repealing Emergency Order No. 2020-09 in its Entirety	12/1/2020
2020-38	Enacting a Temporary COVID-19 Visitor Face Covering Policy and Repealing Emergency Order No. 2020-19 in its Entirety	12/1/2020
2020-39	Approving a revised reopening matrix for city facilities and programs	12/15/2020

CHRONOLOGY OF THE CITY OF NEWPORT RESPONSE TO THE WATER TREATMENT PLANT EMERGENCY

June 24, 2020 - The Acting City Manager declared a temporary emergency due to water production problems caused by the plugging of filters at the Water Treatment Plant.

June 26, 2020 - The City Council, at a special meeting, affirmed the declaration of emergency, and extended the emergency until July 20, 2020 unless rescinded.

June 26, 2020 - The City Council, at a special meeting, adopted the water restrictions enacted by the Acting City Manager on June 24, 2020.

June 26, 2020 - The City Council, at a special meeting, authorized the purchase of replacement filter modules for the Water Treatment Plant, at a cost of approximately \$250,000.

June 29, 2020 - The City Council, at a special meeting, authorized the City Manager to continue, rescind, or modify the water use restrictions adopted by the City Council at the June 26, 2020 special City Council meeting.

July 2, 2020 - Public Works Director Tim Gross and Public Works Department crews have been working, along with various consultants, on addressing production problems at the water treatment plant caused by the plugging of the filter modules.

July 2, 2020 - The city is catching up with storage of drinking water as it heads into the July Fourth weekend.

July 2, 2020 - The city continues to work with HDR Engineering and the Pall Corporation to identify why the filters are plugging.

July 2, 2020 - The Pall Corporation has a representative onsite and working with city staff to identify the cause of the filter plugging. A number of deep cleaning methods have been utilized to clean the filters, some working better than others, but none producing long-term

results. Following each cleaning method, the filters are plugging up quickly after the cleaning. A variety of production changes have been implemented to determine, through elimination, the cause of the problem. One of filter modules has been shipped to Pall Corporation in Newport for a complete forensic analysis (chemical and mechanical).

July 2, 2020 - Water restrictions have been enacted, and staff has issued a series of messages through the press, social media, and directly to impacted industrial users. The message boards at the entrance to the city, from the north and east, have been modified to read "Restrict Water Use," in English and Spanish.

July 2, 2020 - The city continues to receive treated water from the Seal Rock Water District through the intertie that was installed four years ago. This water resource has been critical to the city in meeting minimal water needs.

July 2, 2020 - Industrial water users such as Pacific Seafood, Bornstein, and Rogue Ales, have stopped using water for production. Fish production accounts for nearly half of the city's water production during the Pacific Whiting processing. This stoppage is allowing the city to recover water in its storage facilities. City staff has met and/or talked with each of these major water users. The shutdown significantly impacts these industrial users and the commercial fishing fleet. The Mid-Water Trawlers Association has also been included in the water shortage discussions.

July 2, 2020 - The city ordered two mobile water filtration units that are coming from Texas and Missouri. The units are expected to arrive on Saturday. In order to connect these units to the water treatment plant, separate intakes have been designed and will be built to get raw water from the lower reservoir to the mobile water filtration units. This work has been contracted and will occur over the July Fourth weekend. A new electrical service to power the mobile water filtration units is being built and city staff is traveling to Eugene today to bring the necessary electrical cable and supplies to complete the work. City staff was also sent to Portland to obtain various fittings for the temporary water intakes that will be constructed this weekend. The water treated through the mobile filtration units will flow through the water treatment plant charcoal filtration system (separate from the micro filtration modules) and chlorination system. The goal is to have this system connected to the city's system and tested over the weekend in hopes that these units are operational by Monday.

July 2, 2020 - The city ordered filter modules from the Pall Corporation to replace existing modules in two of the filter racks. These modules are expected to arrive on Friday. Since part of the plant must be taken off-line to install these modules, staff may not proceed with replacement until the mobile filtration units arrive and are operational. Also, staff is concerned that the plugging problem may occur with the new filters. Until it is known why this is happening, a decision will be made as to when to install the filter modules.

July 2, 2020 - The city has been able to make significant headway on increasing water storage over the past few days. Short of a major water main break or a major fire, there is more optimism that there will be sufficient water for this weekend with the current conservation efforts.

July 2, 2020 - all water that is being produced has been and will continue to meet permit requirements for providing safe drinking water to Newport's customers.

July 4, 2020 - There is some relatively good news to report on water production and storage. The quick flush and cleaning of the water modules is allowing us to keep up with usage. The filters are still plugging fairly quickly and we are not sure that we can sustain

full production without the portable sand filtration units. The quicker cleaning has allowed us to catch up on production with the seafood plants not operating until Friday on a limited basis. It also seems that with water conservation and less visitors than usage, our water demand is down from a normal Fourth.

July 4, 2020 - Operation of Industrial Water Users - On Thursday evening we notified industrial users that they may begin using a limited amount of water for fish processing. We are now allowing Pacific Seafood to expand their water usage by an additional 300 GPM per their request this afternoon. We will decide about going into full production on Sunday evening. We are allowing Bornstein's to operate and have notified Rogue that they may begin operations.

July 4, 2020 - Portable Filtration Units - Public Works crews and Emery and Sons have completed work on the intakes, valves and connections to the water treatment plant. We are ready to connect these units to the water treatment plant. We were originally told that the units would be here today. For reasons unknown to us the arrival times are now Sunday morning. Because of the timing and the public works crews have been working extended days through today, it is now our intent to physically connect these units to the new intake lines and the plant on Monday morning, provided that the units arrive tomorrow. We had never planned on operating the units until Monday, so this does not dramatically impact our original schedule.

July 4, 2020 - Lab Testing of the Filter Module - The filter will be analyzed in the lab of the filter manufacturer, Pall, beginning on Monday. We expect that we will have initial results on Tuesday from the testing. Pall had a person on sight for six days to assist with trouble shooting and analysis of our situation.

July 4, 2020 - Installation of new Membrane Filters - The filters have been delivered to the Water Treatment Plant. We are holding off on installation until after the testing is completed on the module that was sent to Pall's lab in New York.

July 4, 2020 - Overall, the city is in much better position today than we were on Monday. There has been a lot of cooperation and collaboration to get us to this point. The emergency declaration is still in effect and we have notified users that they may need to reduce operations if things do not improve. We should be in a much stronger position once the mobile filtration units are in place.

July 5, 2020 - Overall, water production is keeping up with demand, with the fish processing plants operating at a reduced level. Demand for water is quite low compared to normal Fourth of July weekend. This, along with changes implemented at the water plant that allow a quicker turnaround time on cleaning filters, has helped improve production even with the plugging of the filters.

July 5, 2020 - Industrial Water Users - The city lifted restrictions on a temporary basis for industrial users. We are reserving the right to reduce water usage if we cannot keep up with demand. We greatly appreciate the cooperation that we have had from Pacific Seafood, Bornstein's, and Rogue.

July 5, 2020 - Mobile Filtration Units - One unit arrived earlier today and the second unit should be here tonight. On Monday, crews will be connecting the mobile filters to the temporary water intake lines that have been installed with portable pumps on the lower dam. The connection locations were completed on Saturday so the treated water will enter

the water treatment plant near the charcoal polishing filters. The treated water from the sand filters will go through the charcoal filters and be chlorinated as part of the treatment plant water production. The mobile filtration units should allow us to meet water demands while we sort out the reasons that we are having production issues due to the plugging of the filter membranes.

July 5, 2020 - Water Conservation Measures - Water conservation measures will remain in effect until further notice. Once the mobile sand filters are in place, the city will consider suspending these measures. The water emergency declaration remains in effect until July 20.

July 5, 2020 - Filter Testing - Staff is expecting results from Pall Company's lab on Tuesday to determine what is happening to these filters. We are waiting for these results before a decision is made to install the replacement filter modules that were received last week. It is important to understand what is plugging the filters before we can identify a solution to this problem.

July 6, 2020 - Several positive things, related to problems at the city's Water Treatment Plant, occurred over the past week. First of all, the Plant has been able to meet current water demand.

Secondly, the fish processors, Pacific Seafood and Bornstein, have been advised that they can operate their plants at full production. It is expected that the processing of hake and shrimp will occur tomorrow, and that both Bornstein and Pacific Seafood will be working. These businesses are aware that the city may need them to reduce or halt production if something critical occurs again. The goal is that this not happen, and city staff is working hard to ensure sufficient water to meet the daily water needs, including fish processing.

On Sunday, both of the temporary water production trailers arrived in Newport. One is nearly ready to operate, but both are expected to be operational by the end of tomorrow - July 7, 2020.

As you know, a piece of one of the membrane filters from the Water Treatment Plant was sent to the Pall Corporation in New York. That arrived today. Pall will perform a forensic evaluation of the filter, and should have some preliminary results later this week. The full analysis could take several weeks.

The membrane replacements, from the Pall Corporation, arrived last week. These may likely not be installed until the forensic evaluation of the filter determines the cause of the plugging.

July 7, 2020 - Good News - The City of Newport is continuing to meet its current water demand; and the fish processing plants have been authorized to operate at full production.

Today, the two mobile production units were set up. City staff is working on getting the two mobile units to work with the existing plant. There are chemical feed questions that need to be answered, but it seems likely these two plants will be working with the city's plant some time tomorrow - July 8, 2020.

There is no news on the forensic evaluation of the filter that was sent to Pall Corporation. As soon as there is something definitive, it will be shared with all of you.

At the next City Council meeting - July 20, 2020 - Public Works Director, Tim Gross, will provide a report on the costs of addressing the filter plugging problem at the Plant. This will include expenses incurred from June 26, 2020 forward.

At this time, water restrictions are still in effect.

July 8, 2020 - Big News! The water restrictions have been lifted. The city is continuing to meet its current water demand; and the fish processing plants have been authorized to operate at full production.

The two mobile water production units are operational. Staff will work with the mobile units this week to obtain necessary performance data. These units are especially important when work is being performed on the main plant as water production will slow down. Work on the main plant is scheduled to begin next week, and its reduced water production will be supplemented by these two mobile water plants.

There is no news on the forensic evaluation of the filter that was sent to Pall Corporation. As soon as there is something definitive, it will be shared with all of you.

Please do not go to the Water Treatment Plant. Staff, engineers, and others are working to ensure the city can continue to meet its water demands. There is no one available to help with tours at this time.

July 9, 2020 - The main Water Treatment Plant is continuing to meet the city's current water demand. Water is being provided to all residential, commercial, and industrial users.

The two mobile water production units are being calibrated. Staff will work with the mobile units to obtain necessary performance data. Work on the main plant is scheduled to begin next week, and its reduced water production will be supplemented by the two mobile water plants.

It is possible that there may be preliminary information regarding the forensic evaluation of the filter that was sent to Pall Corporation as soon as tomorrow. When information becomes available, it will be shared with all of you.

Please do not go to the Water Treatment Plant. Staff, engineers, and others are working to ensure the city can continue to meet its water demands. There is no one available to help with tours at this time.

July 10, 2020 - The main Water Treatment Plant is continuing to meet the city's current water demand. Water is being provided to all residential, commercial, and industrial users.

Staff is working with the mobile units to obtain necessary performance data. Cleaning work on the main plant is scheduled to begin next week, and its reduced water production will be supplemented by the two mobile water plants.

The Pall Corporation provided recommendations on cleaning techniques that yield good results, but the reason for fouling has not been determined. When additional information becomes available, it will be shared with all of you.

July 13, 2020 - Today is another day of status quo. The main Water Treatment Plant is continuing to meet the city's current water demand. Water is being provided to all residential, commercial, and industrial users.

Both mobile units are operational, but there are issues with the consistency of readings from the turbidimeters in the mobile units. Turbidimeters are the instruments that measure the quality of the treated water. Staff hoped to be producing water from the mobile units today to send to the system, but that will be delayed until the turbidimeters are calibrated correctly.

Now that water demands are being met through the main plant, staff is focusing on determining the source of the filter plugging issues, and preparing to use the mobile units when the membrane filters are taken offline for inspection, cleaning, or replacement.

July 20, 2020 - Council extended the emergency declaration until August 17, 2020.

August 17, 2020 - Council extended the emergency declaration until September 21, 2020.

October 5, 2020 - Council heard a report from Public Works Director, Tim Gross, and from Verena Winter of HDR. The conclusion that led to the fouling of the membrane modules was due to unusually high amounts of Iron, Manganese, and soluble organics in the raw water being treated. Testing protocols were recommended to be changed to test for soluble organics instead of total organics in the raw water. A recommendation to install a fifth filter rack, as was provided for in the original design, was made and to install an XR system to increase the use of aluminum chlorohydrate as a flocculent to settle out the organic Fe and Mn from the water.

October 19, 2020 - City Council authorized the appropriation of \$626,000 to purchase and install the fifth filtration rack for the City of Newport Water Treatment Plant.

November 2, 2020 The City Council authorized the purchase of the fifth filter rack from Pall Company for \$474,850.

2020 has been quite a year!

Respectfully Submitted,

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

Spencer R. Nebel
City Manager