

Monthly Departmental Reports



May, 2018

Newport Municipal Airport Monthly Department Head Report



I was invited by Amanda Berks with P.E.O. -P.E.O. is a philanthropic organization where women celebrate the advancement of women; educate women through scholarships, grants, awards, loans, and stewardship of Cottey College and motivate women to achieve their highest aspirations. I gave a 30 minute presentation on the airport, and it went very well. The question of air service was asked. I discussed with the group that we are working on a long term founding solution, and we are being more cautious as we move this process forward.

Attended the WAMA/OAMA joint conference in Washington. Lots of good information was presented, FAA update, Organizing airport special events, Real ID enforcement, wild life hazards, ODA pavement management plan, and Hybrid electric aircraft from Zunum Aero. Are just a few of the topics presented during the two day conference.

Met with Mark Watkins and Sheriff's Deputy Bruce McGuire about holding a weekend Sheriff's training at the airport. It will be held June 8 – 10. There is going to be a lot of good training, man searches, drone talk, training classes, and much more.

Met with Spencer and Melissa about the tree management meeting that will held on June 7th at OCCC. We sent out 400 letters to the neighborhoods around the airport. I have attached the letter and the question and answer sheet that was also sent with the letter.

NW Jets in Salem Jet pad construction - Sean Callahan the FAA Environmental Specialist for Oregon recommending that we reach out to the archeologist, who did the original survey, and request if they would offer their opinion on the project because it is so close to this previous APE. I let PAE know about the request and they have reached out to the original archeologist. I am waiting to hear when they can come through to see the sight.

Seal Rock Water and the City of Newport will be re-running the water flow test. They will be testing the flow outside the airport and again on the inside to compare flow rate. Engineering was not able to get this scheduled for May.

Invited to talk on a transportation panel with Cynda Bruce for Leadership Lincoln. It went very well. Had lots of questions about low flying aircraft, drones, and air service.

Drone School -Chuck Getter with Career Tech School. I invited Chuck to talk with the committee about the development of the drone school. He is excited about the opportunity and will hopefully be able to attend the July meeting.

Land acquisition south of Runway 34- City's offer to buy 25 acres south of 34 for \$188,000 should be closing at the end of June.

EPA tank inspection visit update – got quote from Mascott for the fuel farm replacement and removal of the old system. I also found out per the committee's request that is a \$5,000 difference in price from a 6,000 gallon AV gas tank to the 8,000 gallon AV gas tank. Spencer is recommending the best way to fund the project would be through financing. I have a meeting set up with Spencer, and Michael Murzynsky in June to further discuss our financing options.

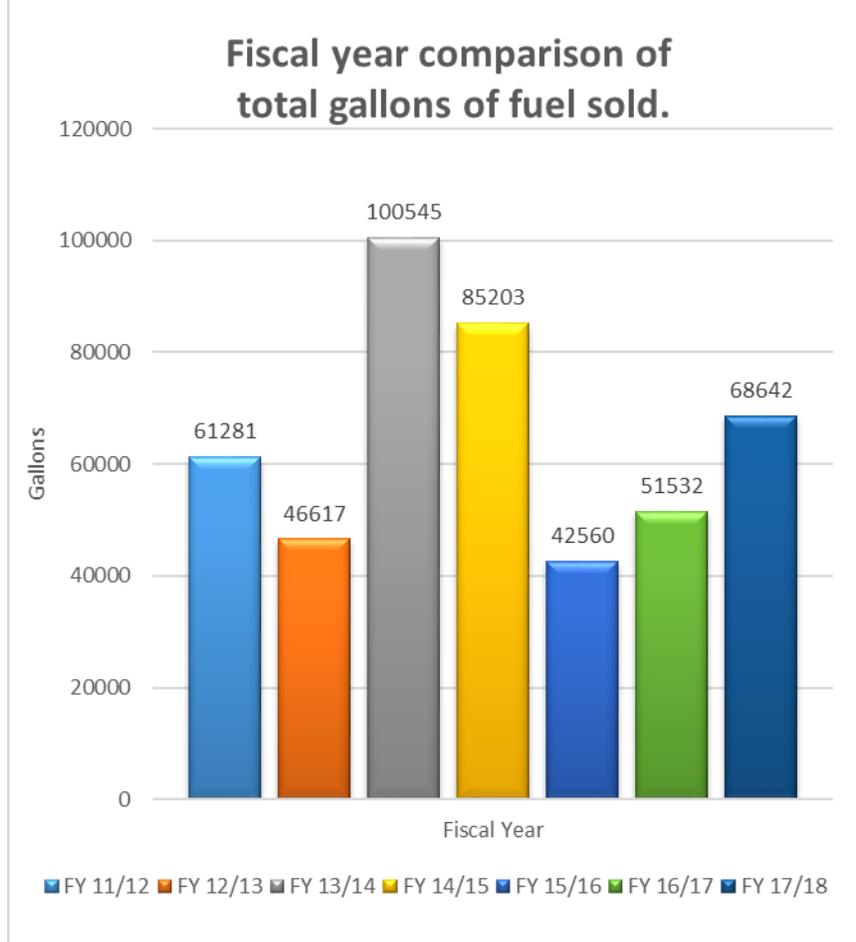
Concrete pad update- City Council has approved the building of the concrete pad and sidewalks. I have had one contractor here to look at and repairing the FBO and I am waiting on a quote.

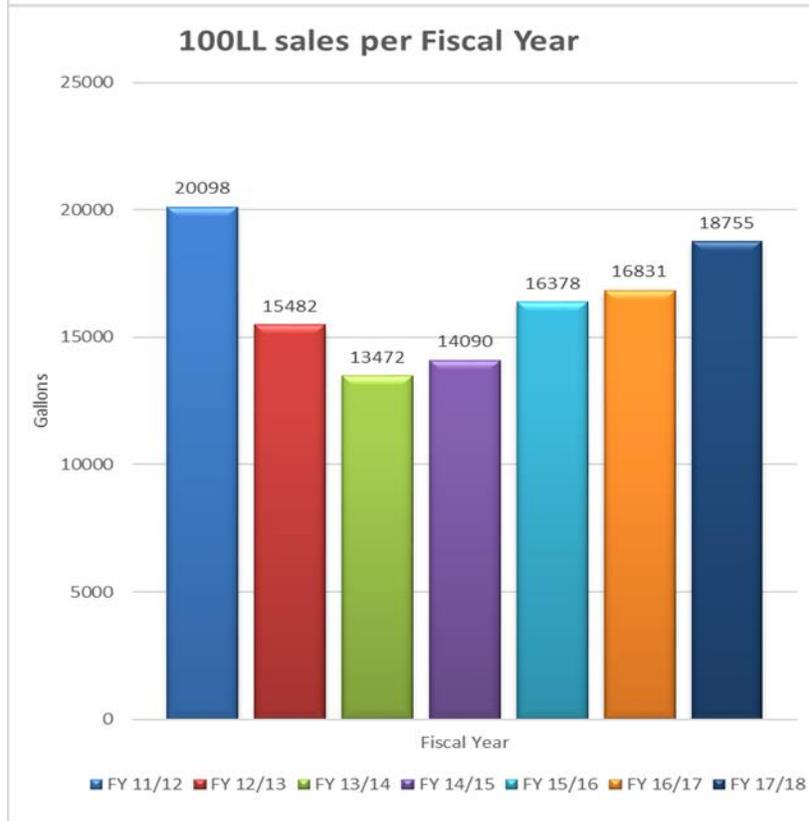
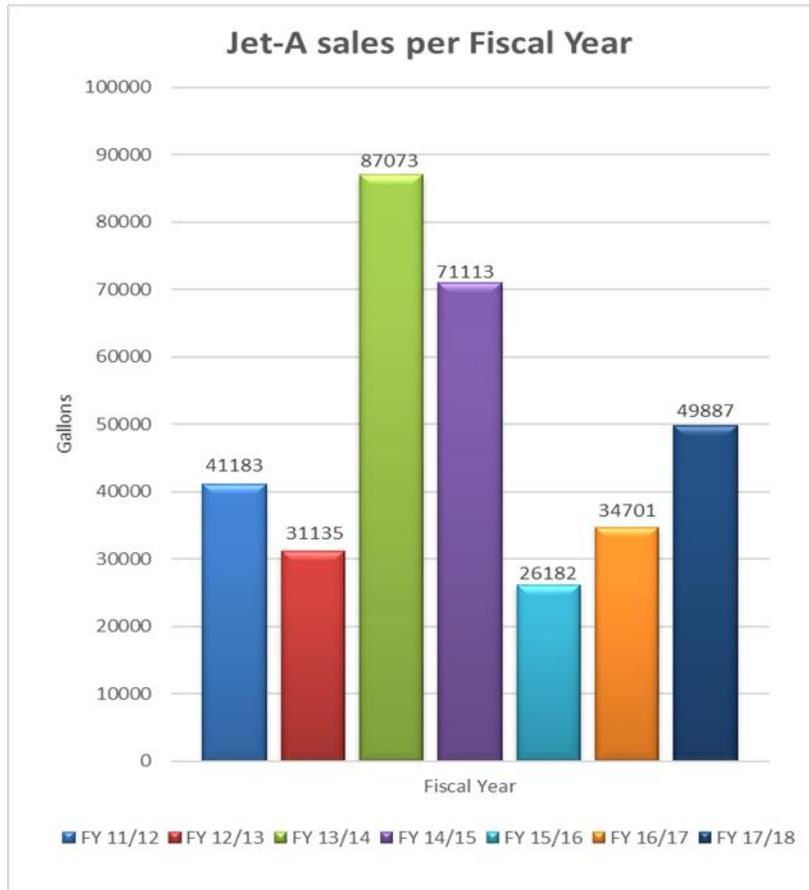
Operations Equipment – Linn Benton Tractor came out to get Kubota for a servicing for the PTO not engaging. Linn Benton was thinking the PTO would need rebuilt. Upon further inspection of the mower deck one of the cutting bars had bent up to the point of wedging the blades on the deck and not allowing it to turn. The parts are on back order and Linn Benton is speculating the Kubota will be back mid-June. I have to rent a brush mower in the meantime.

Following is how we finished the month of May 2018.

May 31, 2018

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	403	399	802	4417	665	3509	8591
Aug	420	415	835	7204	36	3039	10279
Sept	316	318	634	4613	8	1862	6483
Oct	397	405	802	6398	491	774	7662
Nov	195	194	389	3971	227	299	4497
Dec	239	245	484	2864	318	339	3521
Jan	213	215	428	6489	292	0	6781
Feb	252	254	506	2634	602	63	3298
Mar	367	369	736	2831	585	938	4354
Apr	310	314	624	3618	563	993	5174
May	417	419	836	4848	787	2367	8001
Jun			0				0
Cur. FY	3529	3547	7076	49887	4573	14182	68642
FY 16/17	3685	3701	7386	34701	5001	11830	51532
FY 15/16	4263	4234	8497	26182	7854	8524	42560
FY 14/15	3686	3572	7258	71113	5985	8103	85201
FY 13/14	3199	2914	6113	87073	4098	9374	100546
FY 12/13	3121	3083	6204	31135	4430	11049	46614
FY 12/11	3219	3181	6400	41183	4275	15823	61281
FY 10/11	3023	3085	6108	73458	4119	12004	89581
Average	3457	3396	6852	52121	5109	10958	68188





Rental Cars						
CY	2013	2014	2015	2016	2017	2018
JAN	2	2	11	4	2	24
FEB	5	4	8	4	23	37
MAR	9	5	7	4	14	24
APR	4	5	10	7	25	35
MAY	14	9	8	4	24	40
JUN	9	12	28	8	28	
JUL	22	16	30	16	55	
AUG	24	3	25	10	53	
SEP	14	10	14	16	37	
OCT	8	5	13	9	22	
NOV	14	2	11	3	21	
DEC	1	1	4	7	25	
Total	126	74	169	92	329	160

Courtesy Cars Loaned Out							
	2012	2013	2014	2015	2016	2017	2018
JAN	0	0	33	23	28	21	16
FEB	2	0	16	17	23	21	24
MAR	2	0	29	41	25	32	32
APR	2	0	28	36	42	26	32
MAY	9	0	29	20	45	51	39
JUN	14	0	19	43	48	37	
JUL	10	28	39	41	52	57	
AUG	0	27	19	38	43	45	
SEP	0	25	25	32	31	45	
OCT	0	35	12	22	14	41	
NOV	0	22	19	29	22	11	
DEC	0	8	10	16	17	17	
Total	39	145	278	358	390	404	143

I have included some pictures from May.







Memo

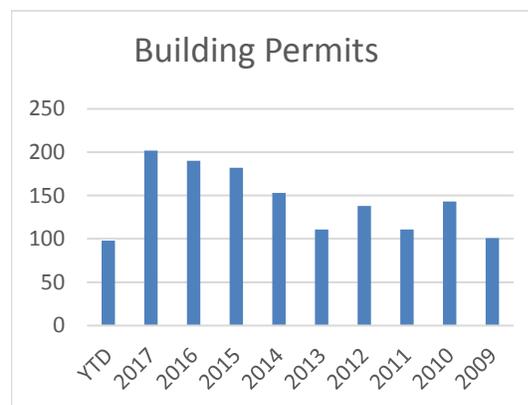
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: June 11, 2018
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

The following is a summary of building and land use activity for May of 2018 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
May	23 (\$7,998.08)	34 (\$6,905.05)	8 (\$2,859.99)	9 (\$2,349.86)	\$716,067	2 (\$660.00)
2018 Total	98 (\$171,373.79)	124 (\$18,875.29)	35 (\$29,816.26)	50 (\$34,957.21)	\$9,685,668	35 (\$10,953.00)

2017	202 (384,598.23)	347 (\$67,162.20)	73 (\$13,951.66)	184 (\$23,235.95)	\$49,416,705	84 (\$22,006.00)
2016	190 (\$176,506.12)	330 (\$47,902.99)	77 (\$21,938.72)	83 (\$14,443.32)	\$19,980,329	50 (\$27,131.00)
2015	182 (\$184,602.72)	303 (\$39,558.07)	77 (\$14,778.82)	County	\$21,957,649	67 (\$31,870.00)



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Nazarene Church Outreach/Community Center: Construction continues to progress slowly. Electrical plans submitted, permit renewed, and inspections performed. Notice of structural permit expiration sent to owner.

Teevin Bros. Log Yard: Permit issued 12/31/15. Port to begin construction once they obtain the balance of the project funding. Port has undertaken additional excavation work to keep the building permit active and is making their annual SDC installment payments.

Wilder, Phase 2B (28 Apartment Units): Building permits issued, underground utilities and foundations have been inspected and approved and units are being framed.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street: – Permits issued for temporary modular building that is to house clinical services and for footings, foundation, grading and demolition work attributed to the hospital expansion/remodel (Phase 1). That work is substantially complete. Phase 2 plans for the hospital expansion have been issued. Exterior is enclosed and first floor framing is substantially complete. About half the drywall is in on the first floor, and the second is being framed. Rough electrical in on the first floor. Samaritan met with staff to confirm required off-site and frontage improvements. Water line work is likely to occur soon; however, the bulk of the improvements (streets, sidewalks, lighting, etc.) are 1 ½ to 2 years out.

Macau Village at 5425 N Coast Hwy: – Project includes reconstructed drive-thru coffee stand and new office buildings (2,242 sq. ft. total). Coffee stand and office buildings are substantially complete and owner is performing site work, including ADA accommodations, prior to final inspection. Project delayed due to dispute between owner and contractor. City to issue temporary certificate of occupancy on the coffee stand once plumbing is finalized.

Seismic Upgrades to main Fire Station: – Substantially complete. ADA access and parking are the only outstanding issues.

Oregon Coast Aquarium Office (6,300 sq. ft.): – Permit issued. Foundation work is complete, building is being framed, and roofing is being installed. Rough electrical and plumbing inspected. Awaiting final for framing and mechanical systems.

Newport Memory Care at 535 NE 71st Street: – Construction of a new 19 suite (24 bed) memory care facility at the end of NE 71st Street. Grading permit issued. Public Works signed off infrastructure work. Building permit is ready to issue.

Goodwill Industries at 33 SE 2nd Street: – Project to include donation drop-off building and retail structure. The retail space will be leased (i.e. they are not planning to construct a Goodwill retail store). Building permit has been issued, on-site utilities and foundations approved, structures are framed, and roofing is being installed. Sidewalks in and sidewalk easement has been recorded. About 2 weeks out on paving the parking lot.

Wyndhaven Ridge Apartments (@ 31st and Harney): – Construction of 66 unit multi-family project. Mix of 1, 2 and 3 bedroom units. Permit for grading and on-site utilities issued. Off-site utility plans under review by Public Works. Building permits submitted and corrections have been requested. Owners request for a height adjustment for the buildings was denied by the Planning Commission at a hearing on 2/26/18. Owner is redesigning to conform the buildings to the height limit. They are now looking at construction in 2019.

Habitat for Humanity: – Duplex to be built on city-owned lots abutting 10th and Pine per agreement with Habitat. Permits were issued 8/7/17. Temporary power extended to the property and site grading and foundation work have been completed. Units are being framed. Sidewalk to be installed soon.

Old Municipal Pool Property: - Lincoln County School District has submitted a building permit application to remodel the structure so that it is suitable for school administration and related uses. Building permits issued and contractor is framing and installing utilities and drywall.

OSU Student Housing Project: – Submitted land use application for amendments to Planned Development. They are reducing the number of buildings from 11 to 3. Building permit for the first 63-unit building and site work to be submitted in phases soon.

OSU Marine Studies Initiative Building: – 72,000 sq. ft. classroom research facility with a tsunami vertical evacuation assembly area. Traffic Impact Analysis was approved. Grading and site utility plan issued. Structural plan under review. Contractor performing site work and deep soil mixing for the foundation.

SIGNIFICANT PLANNING PROJECTS

Pacific Marine Energy Center – South Energy Test Site (PMEC – SETS): Future grid connected wave energy test facility off the coast of Newport. Will include 4 test berths that can accommodate 20 devices. NNMREC-OSU has been working through the FERC regulatory process, addressing environmental impacts associated with the project. Cost is \$40 million to be funded by DOE with 20% cost match. DOE awarded funding in December of 2016. The Oregon Legislature provided \$3 million in match funds in 2018. NNMREC-OSU is working through federal and state permitting process.

Affordable and Work Force Housing Initiatives: Proud Ground is leveraging third-party and City housing fund dollars to help 3 families purchase homes via down payment assistance grants. Homebuyer education and outreach meetings were held in Newport on 10/5/17, 11/28/17, 2/6/18, 3/16/18 and 4/27/18 to help qualified buyers obtain required approvals, and a pre-qualified buyer is looking to purchase a home. Proud Ground recently secured \$500,000 in state funds for down payment assistance grants in Lincoln County. Habitat for Humanity is constructing a duplex on land that will be donated by the City of Newport. They have pulled building permits and initiated construction. Two tax incentive proposals to make multi-family development a more attractive option in Newport were approved by the City Council on 8/7/17 and the Lincoln County Board of Commissioners on 10/18/17. A 110 unit state subsidized affordable housing project known as “Surf View Village” is likely to pursue the MUPTe tax incentive proposal once their agreement with the state is finalized. The City implemented SB 1051 on 1/3/18 making residential over retail an outright, as opposed to conditional use, in the City’s commercial zones (except for the Nye Beach Design Review District) and allowing tiny houses as Accessory Dwelling Units. City is partnering with Lincoln County on a grant application to DLCD for funding to support the development of regional strategies for facilitating affordable housing (support letter authorized by the Council on 6/4/18).

Vacation Rentals and B&B Code Amendments: On 11/20/17, following a report from the Planning Commission, the City Council elected to initiate a legislative process to evaluate potential amendments to the City’s vacation rental code. They then referred the matter to the Planning Commission to develop a set of recommendations. A temporary moratorium on the issuance of new VRD and B&B approvals while the amendments are developed was considered, but ultimately rejected. The Commission has agreed upon a schedule to complete the work. An Ad-Hoc Committee has been formed to assist in the effort. They held have held eight meetings to date, with the next meeting scheduled for 6/13/18. Additional information is available on the City of Newport committee website.

Northside Transportation System Plan Update: City/County staff and elected officials met with ODOT in 2013 to initiate a Transportation System Plan (TSP) update that will include options for future replacement of the bridge. Traffic counts and baseline modeling completed in 2013 and 2014. ODOT Region 2 has budgeted \$200,000 to conduct community outreach and develop a long range transportation plan, including how best to rework the transportation network in the City Center area to facilitate redevelopment. Urban Renewal will contribute up to \$200,000 to the effort. A consultant team has been selected through ODOT mini-RFP process and a scope of work is being negotiated.

South Beach Urban Renewal Infrastructure Improvements: ODOT has prepared three (3) draft design concepts for the new SE 35th and US 101 intersection. Preliminary cost estimates exceed ODOT scoping estimate and available project budget. Project update provided to Urban Renewal Agency on 2/6/17 and Agency discussed supplemental funding strategies at its 3/6/17 meeting. Staff met with ODOT to review an alternative design for storm water management on 4/19/17. Preliminary design and budget for undergrounding utility lines along US 101 and SE Ferry Slip is complete with work anticipated to start fall of 2018. Public open house at OMSI Camp Gray was held on 6/7/17. Environmental work to inform storm drainage design to begin the week of 5/14/18. Construction of the 35th/US 101 intersection will be bid fall of 2019.

Parking Study: The consulting firm Lancaster Street Labs was selected to assist the City with this project. A kick-off meeting with the advisory committee was held 3/8/16. Outreach meetings in the Bayfront, City Center and Nye Beach areas were held 4/12/16 through 4/14/16. Second stakeholder meeting to debrief and prioritize feedback from the outreach meetings related to capital project needs held 6/22/16. Peak season utilization and turnover rate analysis was performed the weekend of 8/27/16 and the preliminary results of that work were presented to the Committee on 11/14/16. Off-peak analysis occurred in early December. Lancaster prepared a draft report, which was presented to the Advisory Committee on 8/15/17, 10/17/17, 11/28/17, and 1/11/18. Final recommendations on the report were provided by the Committee at its 3/13/18 meeting and the Council held a work session on 3/19/18. The report includes a potential meter roll out plan and a program for permit parking. Staff is conducting outreach in the affected business districts, from April through June. The Advisory committee will reconvene to consider feedback and discuss options for finalizing its recommendation on 6/26/18.

FEMA HMGP for Purchase of Landslide Damaged Properties along NE 70th Drive: Council adopted a resolution in support of the grant application on 3/21/16. Meetings have been held with the affected property owners, the properties have been appraised, and geologic and title reports have been prepared. Grant application was submitted to FEMA and federal funds were obligated on 7/14/16 and contract with Oregon Emergency Management was signed on 8/23/16. The City was initially able to acquire five of the seven target properties. Two homes have been dismantled and relocated to the Airport with the intent that they be repurposed; however, staff has had a difficult time finding a non-profit organization willing to take them. A sixth home was acquired in June and it was demolished and removed on 8/30/17. The owners of the seventh property chose not to sell and have instead invested in shoring up their property. All of the required grant tasks have been completed and City staff is working to close out the grant.

FEMA Flood Study and new FIRM Maps: Draft copies of the new Flood Insurance Rate (FIRM) Maps and Study were issued on 8/2/17 and are available on the city website. A group of property owners in Southshore filed an appeal related to their lots. FEMA reviewed the appeal and asked for additional information. Conference calls were held on 1/26/18 and 5/31/18 to review and discuss the supplemental data. It is likely that the appeal will result in changes that favor the appellants. Once the appeal is resolved, the city will have 6-months to legislatively adopt the study and maps.

SE 62nd Street Right-Of-Way Acquisition: Memorandum of Understanding between the City, Newport Urban Renewal, and Landwaves, Inc. approved 9/6/16. Staff has secured the services of an appraiser and surveyor and preliminary survey work is underway to establish a preliminary alignment for the roadway. Staff, the surveyor, and landowner met on-site to assess the preliminary alignment on 2/9/17 and surveyor is working on revisions. Dedication documents for SE 50th Street, which is currently an easement access, are complete and the surveyor is establishing an alignment for SE 62nd that is based upon a concept drawing the city received from the owner in mid-April. A survey of the new alignment should be ready by mid-July.

Tree Plan: A draft plan with recommended tree/shrub list and planting specifications has been prepared and was reviewed with the Parks and Recreation Committee at its 2/28/18 meeting. Staff has revised the materials and circulated the document to landscaping and agency professionals for feedback. A final draft of the tree plan and recommended species list should be ready for review and approval this summer.

Brownfields Coalition: A coalition led by Cascades West Council of Governments (COG), including Newport, Toledo, the Confederated Tribes of the Siletz (CTSI), and Lincoln County, has been awarded a \$600,000 EPA Brownfields Planning Grant. The grant is intended to identify and prioritize brownfield opportunity sites for redevelopment in Lincoln County. Grant funds can pay for Phase I and II Environmental Site Assessments, cleanup planning, redevelopment planning, and pro forma and market analysis of public and privately owned properties with known or perceived environmental contamination. City staff has provided a list of ten potential opportunity sites in Newport to the Brownfields Coalition and is meeting with the Coalition on a bi-weekly basis to support its efforts to conduct community outreach. CTSI's Toledo Mill Site recently received EPA eligibility approval to move forward as a pilot site. After some staff turnover in early 2018, COG recently hired a planner who will be the new lead on this project. The next phase of the process is for COG to develop outreach materials and work with the Economic Development Alliance of Lincoln County and partner jurisdictions to engage property owners who may be interested in accessing funds to do Environmental Site Assessments and/or cleanup planning for their properties.

Park System Master Plan: A project advisory committee has been established and a consultant has been selected and is under contract. The consultant team will be in Newport on 6/20/18 for a kick-off meeting with staff, site visits, and stakeholder interviews. They will also be meeting with the advisory committee, before leaving on 6/21/18. Some of the stakeholder meetings will be conducted by city staff.

COMMITTEE WORK

In May, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Urban Renewal Agency, Affordable Housing Partners, County Outreach on the Commons Project, Bike to School Day Event, Bike and Pedestrian Committee, Vacation Rental Ad-Hoc Committee, Budget Committee, Bay Boulevard Economic Innovation Coalition (Pacific Seafood Site) and Emergency Preparedness Committee.



*Rob Murphy, Fire Chief
Newport Fire Department
245 NW 10TH ST
Newport, Oregon 97365*

June 6, 2018

To: Spencer Nebel, City Manager
Re: May 2018 Monthly Activities

Here is a brief summary of Fire Department and Emergency Preparedness activities for May:

In the month of May, we had 184 calls for service. Compared to April in which we had 155 calls. This is a 16% increase over last month. In May of 2017, we had 192 calls (a 6% decrease from the same from May 2017). Year-to-date we have responded to 880 calls in 2018. This is a 6% increase from 2017. We only responded to 826 calls at this time last year. There were two calls of note in May.

The first call was on May 13. NFD responded to person trapped on the rocks on Yaquina Head. With the help of the USCG Helo crew, we were able to rescue the person. The second call occurred on May 20. NFD responded to a two-car motor vehicle crash on S. Coast Hwy near SE 98th Street in South Beach. There was extensive damage to both vehicles and extrication was required.

In May, we did lose one volunteer who relocated out of state. Our roster is now at 27 volunteers. Our newest volunteer finished academy in Newport.

The fire department was active in the month of May. On May 3, AC Harvey and I hosted the City's weekly radio show on KNPT. We talked about rural addressing, and creating a defensible space around your home. On May 5, NFD participated in the annual Loyalty Days Parade. We provided five apparatus and members walking during the parade. On May 7, I attended a department head meeting and City Council in the evening. In addition, we sold the second of our two travel trailers used as temporary staff housing during our seismic retrofit. With the sale of both trailers complete, our net cost for temporary housing was only \$4,000. This is less than a third of what the cost would have been if we had rented temporary housing. During this time, two of our staff attended annual live fire training to maintain their ARFF certifications. This is in accordance with the plan to keep a small number of staff ARFF certified to stay up-to-date on ARFF training, and techniques. On May 8, I attended a meeting of the Budget Committee to discuss the proposed Fire Department budget for FY 18/19. After that meeting, I drove to Redmond, OR to attend the annual Fire Chief's conference. I returned to Newport on Friday, May 11. On May 12, NFD hosted the CERT practical final.

On May 14, I met with a representative of the Port of Newport to discuss fire code regulations for a proposed retail sales outlet for propane that would be located at South Beach Marina. In the afternoon, EPC Martinez and I attended a regular meeting of the SHH/OCCC Disaster Cache Workgroup. On May 15, I attended a planning meeting for an upcoming exercise scheduled for the fall of this year. The USCG is sponsoring the tabletop exercise. I also met with HR Director James to discuss the next steps needed to fill the Fire Prevention Officer position. At this time, the position is posted with a closing date of July 9. We are currently negotiating the wages for the position with the Union. On May 16, I attended a meeting in the City Manager's Office to discuss replacement of City Hall's emergency generator. Chief Harvey and I also met with the City Manager and City Attorney to discuss duties and responsibilities of receivership. On May 17, I attended active shooter training for Library staff conducted by Chief of Police Malloy. This training is in preparation for an upcoming drill that will occur at the library. I went on Vacation to Arizona from May 20-27. My wife and I enjoyed spending time with family and friends. On the 29th, EPC Martinez and I attended a regular meeting of the SHH/OCCC Disaster Cache Workgroup. On May 31, we held a monthly staff meeting. AC Harvey and I attended the annual wildland-interface tabletop exercise hosted by LCEM and ODF. DBFD hosted the exercise at their Gleneden Beach Fire Station. Immediately following, we attended the Lincoln County Fire Defense Board Meeting. At that meeting, after conferring with Oregon Department of Forestry and our neighboring Fire District's, we decided to

Fire Department Report for the month of May, 2018

close backyard burning on June 15 of this year. We are experiencing unusually dry conditions and low fuel moisture levels in our area this year.

Upcoming Activities

We have many activities planned for the month of June. With our summer firefighters starting work, we have begun our summer projects. Staff have starting working on station and grounds maintenance at the South Beach Fire Station. Also in June, we will be assisting with an active shooter drill at the Library. In conjunction with this drill, NPD and NFD staff are developing an active shooter procedure guide for staff we are calling "Code Red Lockdown Procedures". This terminology is to keep consistent with the procedures used at the schools. Later in the month, all department personnel will participate in critical incident stress training. This is to help better deal with the mental stress resulting from critical calls.

Training Report

Past month training subjects:

The following were the drill topics for the month of May:

- Equipment Familiarization/Parade prep
- Vehicle Extrication and de-construction, power tools
- Vehicle Extrication, manual tools
- Hydrant hookup, hose handling and attack
- EMS, Ambulance Equipment & Operations

Past month drill hours:

During the month of May, we documented 185.0 hours of training. Of the 185.0 hours of training in May, the paid staff logged 77.0 hours and the volunteers logged 108.0 hours.

Monthly highlights and special considerations:

We had to cancel a joint "Live Fire Training" with Seal Rock Fire at the last minute and are attempting to reschedule. We are currently in discussions with a couple of our other neighboring departments to continue to conduct more joint training, including live fire training, in the near future.

Inspections/Fire Prevention

Fire Marshal Bob Harvey completed 16 inspections during the month of May. These inspections were comprised of VRD inspections and complaint inspections. Fire Marshal Harvey also worked with Shannon Miller of the Oregon State Fire Marshal's office on training and education.

Emergency Preparedness

April 2018

Emergency Preparedness activities:

The following meetings attended in the month of April:

- Emergency Preparedness Committee Meeting
- Long View Hills Community Group Meeting
- Met with Virginia Gibbs, with Central de Ayuda, regarding Newport Library presentation
- Phone conference with Omar Hernandez, from Central de Ayuda
- Oregon's Kitchen Table meeting with Harmony Burrigh, Oregon Water Resource Department
- Met with Omar Hernandez and Harmony Burrigh to discuss reaching out to Latino community
- Planning meeting at Newport Library for "active shooter drill"
- Met with Tracy and Michael Flowers, Grace Wins Haven, Homeless Day Shelter, Newport, OR
- Met with Jenny Demaris from Lincoln Emergency Management
- Conference call, Oregon Emergency Management Association 2018 Conference planning committee
- Met with Peggy O'Callahan, 60+ Center, Lincoln Alert Community Outreach
- Met with John Sorenson, Ph.D. Oak Ridge National Laboratory

Monthly highlights and special considerations:

- Oregon Emergency Preparedness Conference, Sunriver Resort
- Lincoln Alert Community Outreach Newport Fire Station
- Newport Farmers Market, Emergency Preparedness Information
- Early Earthquake Detection Presentation, Salem, OR Emergency Management
- Attended Emergency Operation Center training in Bend, OR with Deschutes County
- Spoke with Embarcadero Resort to plan meeting to create their Emergency Operations Plan
- Newport Fire Department Banquet
- Asked to sit on the Board of Directors for Central de Ayuda
- Completed some college courses for Emergency Management degree

May 2018

Emergency Preparedness activities:

The following meetings attended in the month of May:

- Emergency Preparedness Committee Meeting
- Meeting with Grace Wins Haven founder, Traci Flowers
- Board meeting with Central de Ayuda
- Meeting with Hallmark Hotel regarding presentation to management about emergency preparedness
- Meeting with Kit from Newport Police to activate Newport Emergency Management Facebook page

Fire Department Report for the month of May, 2018

- Safe Haven Hill and Oregon Coast Community College cache meeting
- Meet with Newport Surf Rider Foundation to discuss assisting with beach clean ups and community outreach
- Hosted meeting with USCG and other partners to plan disaster drill in November 2018
- Met with City Council members for emergency preparedness work session
- Conference call, Oregon Emergency Management Association 2018 Conference planning committee
- Met with Latino store owner regarding Lincoln Alert information in Spanish
- Met with Dean Sawyer, Council Member to discuss training CERT program to Latino population
- PIO Meeting at Lincoln County Emergency Management
- Meeting with The Soup Lady (Ginger Passarelli) and Chris Rogers from OCCC regarding meal planning for OCCC disaster cache

Monthly highlights and special considerations:

- Grace Wins Haven, spent three days signing up homeless for Lincoln Alerts
- Yaquina Radio Station Interview with Chief Murphy
- Oregon Coast Community College, took two social media courses
- Participated in Loyalty Days parade
- Recreation Center, spent three days signing up community members for Lincoln Alerts
- FEMA Webinar course on emergency management
- OMSI presentation on Cascadia
- Lincoln Leadership class
- Newport Farmers Market, emergency management community outreach
- Long View Hills presentation on Cascadia with Jenny Demaris
- 60+ Center, spent three days signing up homeless for Lincoln Alerts
- Library Staff training for active shooter drill
- Presented Emergency Preparedness Coordinator's activities in the last eight months
- Newport Public Library, spent three days signing up community members for Lincoln Alerts
- Completed some college courses for Emergency Management degree

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report May 2018

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	16	4			
AUTOMATIC ALARMS:	0	0	BURN PERMITS:	47	60
MEDICAL CALLS:	109	18	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	6	7	FIREWORKS DISPLAY:	0	0
RESCUE:	2	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	0	1	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	6	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	24	0	PLAN REVIEWS:	13	
HAZARDOUS CONDITION:	0	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	177				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	1	0
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	1	0	RESIDENTIAL:	3	1
LABORATORIES:	0	0	RESTAURANT:	0	0
LAUNDRAMATS:	0	0	SCHOOLS:	1	1
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	3	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	0	TRAILERS:	0	0
NATURAL COVER:	5	2	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report May 2018

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	2	1	HEATING APPLICANCE:	0	0
CARELESS SMOKING:	2	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	1	0
ELECTRICAL:	1	0	OPEN FIRES:	4	2
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	1	1
FALSE ALARM:	3	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	1	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	1	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

DEPARTMENT REPORT HUMAN RESOURCES MARCH 2018

RECRUITMENT AND STAFFING

New Hires/Promotions	Vincent Boutwell Ann McCandless	Police Officer Records Clerk	3/5/18 3/1/18
Separations	Olaf Sweetman	Assistant City Engineer	3/21/18
Interim Changes	None		
Retirements	Pam Briggs		3/14/18

Recruitments by Department

Parks and Recreation

Lifeguard/Instructor	Posted
Control Desk	Posted
Building Attendant	Posted
Recreation Leader	Posted

Public Works

Utility Worker I – Water Distribution	In Background
Wastewater Treatment Plant Operator I	Interviews scheduled

** Indicates work in progress – Job description being revised or developed and salary placement needed

SPECIAL PROJECTS – IN PROCESS

Implementation of NeoGov – in process

Finalization of all job descriptions with new salary ranges listed and formatting review

2018 Wellness Initiative

Employee Handbook Revisions – in process

Independent Contractors –on hold

Administrative Manual -on hold

SPECIAL PROJECTS – COMPLETED

Caselle – 1095 –C forms

Completed and sent to employees

Job Descriptions Developed (part of salary study) – Gardener –Lifeguard II –Custodial

DEPARTMENT REPORT HUMAN RESOURCES APRIL 2018

RECRUITMENT AND STAFFING

New Hires/Promotions	None		
Separations	Brad Purdom	Police Sergeant	4/19/18
Interim Changes	None		
Retirements	None		

Recruitments by Department

Parks and Recreation

Lifeguard/Instructor	Posted
Control Desk	Posted
Building Attendant	Posted
Recreation Leader	Posted

Public Works

Utility Worker I – Water Distribution	In Background
Wastewater Treatment Plant Operator I	Interviews scheduled

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SPECIAL PROJECTS – COMPLETED

Caselle – 1095 –C forms
Completed and sent to employees

Job Descriptions Developed (part of salary study) – Gardener –Lifeguard II –Custodial

DEPARTMENT REPORT HUMAN RESOURCES MAY 2018

RECRUITMENT AND STAFFING

New Hires/Promotions	Kyle Rickard	WWTPO I	5/21/18
	Renee McCaslin	Records Clerk	5/11/18
	Matt Parker	Seasonal Firefighter	5/31/18
	Larry Wooten	Police Reserves	5/10/18
	CarylIn Jefferson	Police Reserves	5/10/18
	Emma Paranto	Police Reserves	5/10/18
	Brittney Williams	Control Desk	5/15/18
	Colton Ledbury	Lifeguard/Instructor	5/22/18
	Connor Brooks	Rec Leader	6/1/18
	William Hartsel	Rec Leader	5/15/18
	Megan Bricco	Rec Leader	5/16/18
	Kaylee Wilson	Rec Leader	5/19/18
	Shelleah Hadley	Rec Leader	5/16/18
Rick Doan	Building Attendant	5/7/18	
Separations	Jayson Buchholz	Senior Project Manager	5/9/18
	Kathy Woosley	Records Clerk	5/4/18
Interim Changes	Dusty Watson	Assigned Acting Sergeant	
Retirements	None		

Recruitments by Department

Parks and Recreation

Lifeguard/Instructor	Posted
Control Desk	Filled
Building Attendant	Filled
Recreation Leader /Seasonal Hires	Filled
Public Works	
Utility Worker I – Water Distribution	Re-posted
Wastewater Treatment Plant Operator I	2 nd interviews conducted and Position filled

Utility Worker I – Wastewater Collections	Posted
Senior Project Manager	Posted Interviews started
Assistant City Engineer	Posted
Fire	
Fire Prevention Officer/Relief Engineer	Posted
Library	
Library Specialist III	Posted
City Managers Office	
Audiovideo Technicians	Posted and filled

** Indicates work in progress – Job description being revised or developed and salary placement needed

SPECIAL PROJECTS – IN PROCESS

Implementation of NeoGov – in process

Finalization of all job descriptions with new salary ranges listed and formatting review

2018 Wellness Initiative

Employee Handbook Revisions – in process

Independent Contractors –on hold

Administrative Manual -on hold

Payne West – Safety and OSHA Report – Meeting held with Safety Committee Chair and Safety Officer to review findings of report and determine items that need to be follow-up on

Negotiations - NPA

SPECIAL PROJECTS – COMPLETED

Caselle – 1095 –C forms
Completed and sent to employees

Job Descriptions Developed (part of salary study) – Gardener –Lifeguard II –Custodial

HR Roundtable with CIS

Police Reserve Academy – presented HR topics to reserves (Harassment, Workplace Violence, Drug/Alcohol)

Safety and Wellness Fair



Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: June , 2018
Subject: Library Department Update

From the Library Director:

On May 17, all library staff met with Police Chief, Jason Malloy and Fire Chief, Rob Murphy as preparations for an active shooter drill were discussed. Chief Malloy presented a program on Run, Hide, Fight so that staff can prepare for the upcoming drill. The “live” drill will be held on June 11, at 9:00. For this scenario, staff will be sheltering in place because the active shooter will be outside the library.

On May 21, the Library Director attended the monthly meeting of the United Way Executive Board for Benton and Lincoln Counties. The Library Director is on the United Way Executive Board because of partnership between the United Way, Lincoln County Libraries and the Dolly Parton Imagination Library.

On May 24, the Library Director met with directors from Driftwood Public Library and Tillamook County Library to discuss the consortium’s operations, budget and future plans.

On May 30, the Library Director met with Lauren Urey, Development Director of the United Way of Benton and Lincoln Counties to discuss plans for the month of June and July. These two months will be busy for the United Way and Board members as plans for the United Way’s annual Workplace Capital Campaign are put in place. Lots of meetings with business, education and government leaders will take place prior to the annual workplace funding drive.

On June 7, the Library Director met with the City Manager and Human Resources Director to discuss plans and the timeline for recruiting and hiring a new library director.

From Youth Services:

We have six teen volunteers who come in for at least one hour per week each. They perform a number of tasks including keeping the children’s area tidy, restocking supplies on our craft cart, organizing books in the teen room, shelving books in both the Teen Room and the Children’s Room, craft preparation, and of course “other duties as assigned”. We are now accepting new applications for the summer crew to assist with our Wednesday Summer Reading Programs.

The Summer Teen Programs are scheduled for June 21, Rock Painting, July 19, Henna Art and August 16, Open Mic. All summer teen programs will be in the afternoon from 3:45 to 5:45. We are looking for prize donations from the community at this time as well.

We are gearing up for more “Trail Tales” this summer. We have selected three titles again, and will be adding Coast Park (AKA “Pirate Park”) to our rotation of the Ocean to Bay Trail and the Literacy Park Trail. “Trail Tales” is our community picture book self-paced outreach program. A set of books have been purchased for the 3 summer months. Each month each page of a selected book will be laminated for

durability and weatherproofing, and then be mounted to a post. We then place the posts, page by page, throughout the park for families to enjoy and for readers to share with others as they engage in a healthy walk. Reading with adults provides an opportunity for children to gain new vocabulary, learn new concepts, describe events and spend precious time together. Our picture book titles are “Bats Around the Clock” by Kathi Appelt, “The Bear and the Piano” by David Litchfield, and “Anansi and the Moss Covered Rock” retold by Eric Kimmel.

The books we have purchased for this project have characters who live in or spend time in nature, are responsible caretakers of their environment, show care and respect for each other, and these books are FUN! This project combines family time, nature, reading, literacy and physical activity into one engaging event with multiple benefits. Our partnerships with the City of Newport Department of Parks Recreation allows us to reach more people in the community and visitors to our area than we would otherwise reach within our building.

The youth services staff have completed the annual weeding/inventory of all the children’s collections. This lets us handle every item in the collections, evaluating condition, circulation and currency of information. One of the best parts of this process is finding classic items in need of replacement. Nothing like a nice shiny copy of “Bedtime for Frances” to make a children’s librarian smile. This process also identifies those items that show as available in the catalog but are not really still here. The following table shows the results of the inventory:

Collection	Total #	Items unaccounted for	Percentage of loss
J Fiction	4289	13	0.30%
J Non-Fiction	2935	37	1.26%
E Fiction	6320	21	0.33%
E Non-Fiction	3227	13	0.40%
J BCD	335	0	0%
J EB	335	13	3.88%
J Music	126	0	0%
J Story	96	1	1.04%
SP J	815	3	0.37%
DVD J fiction	915	4	0.43%
DVD J non fiction	318	0	0.00%
TOTALS	19711	105	0.53%

The Youth Services staff will be meeting this week to finalize all of our plans for the summer: ToddlerTime and Storytime programs, crafts, weekly prizes, schedule hosting for each of our weekly performers, sign-up paperwork.

As the school year winds down for the four of us who do Outreach to classes throughout Newport, ages 0-18, we have had 159 programs with 6171 attendees. For this school year we have provided nine teen programs so far with a total of 93 attendees.

The lasting effects of the Foundation's Harry Potter party are showing up in the number of upper elementary children who've been coming to the Library. It goes to show that getting in to the schools is one of the best promotions there is for the Library. Many of these young patrons are getting library cards and checking out books. This showed up in the 11% increase in the number of items checked out for the month this year over last year. Thank you to all of the Foundation members for your amazing efforts.

From Reference/Adult Services:

The Adult Summer Reading program is back again, this year with even more awesome prize baskets and a grand prize of an Amazon Kindle 7! With every book (including audiobooks and eBooks) participants read, they'll receive one raffle slip for the weekly prize drawings. All the raffle slips go into one big pot, so everyone who fills one out will have a shot at winning each prize drawing. Signups for the adult program continue to grow each year, and we're hoping this summer is no different!

We had seven adult programs at the library in May, with 159 people attending. Two were Literary Arts programs; one was a writing workshop led by an Oregon author, and the other was a presentation by three Oregon Book Award nominees, two of whom were winners in their categories. Two of our librarians promoted the library at the Chamber of Commerce's Know Your Newport event. Attendees were very interested in library services we shared with them, especially downloadable books and audiobooks. We hosted an Oregon Humanities program on "Ritual and Ceremony in Modern Life" which attracted 16 people, who shared their need for ritual to commemorate life passages. Library staff gave eight tutorials to library users, on email, resumes, and downloading ebooks. Downloadable ebooks and audiobooks continue to be popular, with 595 items were checked out from Hoopla, and 1,158 from Library2Go during the month of May.



Memo

To: Spencer Nebel, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: June 5, 2018
Re: Department Update – May 2018

Recreation Center

- The main gym and dance room floors re-opened with new lines added to the gym for pickle ball use. The floors look great and are much improved.
- Five new Rec Leaders have been hired for the Summer Activity Program. Jenni, our Recreation Program Specialist has great things planned for the summer including lots of field trips, theme weeks and more.
- Interviews were conducted and a new Building Attendant and a new Control Desk person were hired in May. We are now almost fully staffed.
- Staff worked with the Finance Department to correct and update our distribution codes, allowing for more precise tracking of revenues.
- We finished the update of our Rec Leader handbook, which includes City and Department policies.

Sports Programs

- Middle school track and field team attended track meets at Talmadge MS, Philomath MS and at Corvallis HS in Corvallis. The season concluded on May 24th with 84 youth participating. 6 youth advanced to the State Meet.
- Worked with Fred Meyer and Oregon Army National Guard to discuss their community volunteer program and sponsorship for the 2018 Buccaneer Rampage Mud Obstacle Race. They are both interested in supplying volunteers throughout the race course.

- Met with the Newport High School Golf Coach to finalize this summer's Golf Camp. Camp will be held August 27-28, 2018.
- Worked with Ossies Surf Shop, Ocean Pulse, and contest directors about this year's Agate Beach Surf Classic this fall. Ossies and Ocean Pulse would be contributing financially and with in-kind donations.
- Met with the local mountain bike community to discuss the future of the Coast Hills Classic Race in South Beach. We also discussed the potential for bike trails around the Big Creek Reservoir.

Municipal Pool

- Met with Egan Bull, Account Manager for Energy Trust of Oregon, who performed an energy assessment, and completed an incentive application for the aquatic center. The hope is that due to high volume energy usage, we would qualify for assistance from the trust in facility upgrades, such as the UV water treatment.
- Summer Fitness Challenge – Swim the Oregon Coast. Started the registration for this summer long event. Participants will log their mileage in the pool and then combined with other swimmers we will track their progress along the coast line. We currently have 30 registered~
- Hosted several large pool rentals to out of town schools. Several school throughout Oregon like to take end of year field trips to the coast, and when they come to Newport, they always like to plan a night at our pool. We have had groups as large as 130 kids come and enjoy our new pool!
- Brenda Luntzel has been holding an aqua interval class in our activity pool, on Tuesdays and Thursdays. She consistently has 14 participants, and she uses the many features of that pool in her exercise routines. They walk both directions in the current channel, they use the deep and shallow ends of the therapy area.
- The Aquatic Center staff has not one, but **two** teams entered in the “Boogie to Boston” walking event that Brenda is putting on. Pool staff are great about participating! GO H2O!

60+Activity Center

- Due to overcrowding of our Health and Wellness Center, the Silver Sneakers Circuit classes led by Mary Andersen on Wednesdays and Saturdays began meeting at the Newport Elks Club in May.

- Our annual Veterans' Luncheon was held on Friday, May 4. This year's menu included chicken fajitas. Approximately 65 persons were in attendance.
- On May 7, AARP held an Age-Friendly Community Listening event at the 60+ Activity Center. Through the Community Listening events held throughout the state, AARP is helping Oregon communities become great, livable places for people of all age
- The Conflict Cycle - On May 24, Lincoln Community Dispute Resolution volunteer and trained mediator, Nancy Nash, offered attendees the opportunity to understand their own attitudes toward conflict and a communication error that we often make
- Got Stress? - Oregon Coast Community College students discussed causes and results of stress and how to best manage it.
- Whale Watching - Clint and Kathy Perry shared their love of whale watching, answering most often asked questions and shared a few whale artifacts.
- The 60+ Adventure Van made a trip to Brooks for the Iris Festival and to Sweet Home to visit the Falls Creek Hydroelectric Project. Local hikes were taken to Drift Creek Falls in Lincoln City and Gerdemann Botanic Preserve in Yachats. All trips/hikes were well attended and feedback was very positive.



Noble
Professional
Dedicated

Newport Police Department **Memorandum**

One Team - One Future

Date: June 11, 2018
To: Spencer Nebel, City Manager
From: Jason Malloy, Chief of Police
Subject: **Department Report – May 2018**

May 5 marked the 62nd annual Loyalty Days parade. The parade was successful and no problems were identified. The parade participants were down this year, but the weather for the event was excellent. Several citizens and visitors were entertained by a variety of parade entrants.

I hosted the City's weekly radio show. My guest was CSO Jovita Ballentine. We discussed CSO Ballentine's role in the Police Department and her transition into this position. Topics included nuisances, clean-ups and VRD complaints.

I met with Nyla Jebousek in her neighborhood to review traffic flow and her request for speed monitoring. A location was identified to install a post for an electronic speed sign. I will need to meet with a nearby neighbor and the City to finalize placement of the post.

I attended the monthly Governor's Advisory Committee on DUII in Salem. I have been attending the meetings for several months, representing the Oregon Association of Chiefs of Police. This month I was confirmed by the Governor as an advisory member.

I met with Dave Thoreson, National Child Safety Council (NCSC). NCSC provides many resources related to child safety. The mission of the NCSC is to prevent needless accidents and to help save lives by providing local law enforcement departments with meaningful safety education materials and programs for children, adults, and seniors. We discussed publications and programs that would be beneficial for our SRO. We will continue reviewing the process to obtain publications for our Department to use.

I attended a demonstration with Host Compliance, a short-term rental monitoring company.

I met with City staff to review past due water bills and room tax funds, and to identify a process of compliance and enforcement.

CSO Ballentine and I attended the VRD Ad-hoc committee meeting. We discussed needed areas of improvement and offered some suggestions related to VRD enforcement and compliance.

I met with Shilo Manager Madie Wunrow regarding past due water/sewer bills and past due room tax.

I provided lockdown and active shooter training to library staff.

I attended the annual Law Enforcement Recognition Banquet. The event was well attended and many awards were handed out. Officer Calvin Davis was recognized as the NPD employee of the year.

I was a guest on the Sheriff's weekly radio show. We discussed our area's transition into the busy season and crime trends. We discussed ways to reduce theft and protect property.

I met with City staff to discuss the Newport Police Association contract and current negotiations.

Significant Police Events:

- Officers responded to an armed kidnapping at the Inn at Nye Beach. A suspect kidnapped the night auditor at gunpoint. The Lincoln County major crime team was activated to assist with the investigation. The suspect was identified as a 19-year-old college student from Corvallis. The suspect was taken into custody and arrested on charges related to the kidnapping.
- Officers responded to a stabbing at the Agate Height Apartments. A 34-year-old mother was arrested for stabbing her 6-year-old son multiple times. The suspect was taken into custody and arrested on charges of attempted murder. The Lincoln County major crime team was activated to assist with the investigation.
- Officers responded to a shooting at Salmon Run Apartments. A suspect opened fire with a rifle at two neighbors over an ongoing noise dispute. The two victims both suffered gunshot wounds. The suspect was identified as a neighbor and last seen in his apartment. Oregon State Police SWAT and the Lincoln County major crime team responded to assist. The suspect was taken into custody by SWAT without incident and arrested on attempted murder charges.

Volunteers worked a total of 436.75 hours for the month. Events included school patrol, filing, general patrol, court bailiff duties, Loyalty Days, Bike to School Day, Safety Break, Safety Town, Rock and Gem show, and assistance with administrative duties.