

Monthly Departmental Reports



January & February,
2015



Memo

To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: March 6, 2014
Re: Department Update

MONTHLY PERMIT FIGURES

The following is a summary of March 2014 building and land use activity.

	Building Permits	Electrical Permits	Plumbing Permits	Construction Value	Land Use Actions
Mar	14 (\$5,295.94)	42 (\$5,378.24)	6 (\$526.06)	\$493,000	4 (\$910.00)
YTD	36 (\$20,756.16)	81 (\$8,832.48)	19 (\$2,666.05)	\$2,255,400	10 (\$4,625.00)

Building permit activity included six residential remodels, demolition permits for the old Big Guys Diner and Power Ford sales office, freestanding signs, wall signs, and temporary signs. Land use actions include a Comprehensive Plan text amendment to update the City's library goals, objectives, and strategies; a conditional use permit for a restaurant expansion; a property line adjustment; and Council initiated street vacations (South Beach).

STATUS OF MAJOR CONSTRUCTION PROJECTS

Lincoln County School District: Permit issued for new high school theatre room, footings inspected, and structure is being framed. Construction of a new storage building is ongoing.

O'Reilly Auto Parts: Building permit ready to issue and will be picked up by contractor the week of April 14th. O'Reilly's design engineer is still working on plans to adjust sewer and storm drainage connections to the building.

Nazarene Church Outreach/Community Center: Construction continues to progress slowly.

Curry Marine Building Remodel: Structure is being renovated for use by the OSU Extension Service. Building permit is ready to issue. No work has started yet.

Coastcom Warehouse: Foundation inspection performed, and new warehouse building is being framed.

County Health and Human Services Building: Interior work finished and elevator installed. Occupancy permit issued 3/25/14.

Catholic Church Addition: Framing inspection performed and approved. Sheetrock is being installed and finish work is underway.

Teevin Bros. Log Yard: City decision on Traffic Impact Analysis (TIA) is final. Teevin Bros. has submitted draft building plans for City review. Site shifted south as a result of lease negotiations. Does not change the approach roads, and scale of the operation is unchanged, so TIA is not impacted. They are hoping to begin construction of the log yard this summer.

SIGNIFICANT PLANNING PROJECTS

Pacific Marine Energy Center – South Energy Test Site (PMEC – SETS): NNMREC-OSU held a meeting with area stakeholders and agencies on 11/12, 11/13 and 11/14. They are hoping to narrow options for cable landing sites down to 2 or 3 alignments within the next three weeks. All options are now south of the jetty. Marine and terrestrial surveys to be performed spring/summer 2014 to confirm viability of preferred alignment. Easement acquisition and directional bore for cable conduit planned for 2015 with installation of the cable system in 2016 once all permits are obtained. BOEM lease application for grid connected test site submitted 6/13 and revised 11/13. NNMREC-OSU will be submitting its Notice of Intent/Preliminary Application Document (NOI/PAD) to FERC the week of April 14th. This is the first official step in the FERC regulatory process.

Safe Haven Hill Tsunami Evacuation Improvements: FEMA funded Phase 1 scope of work, including supplemental geotechnical and benefit-cost analysis, is complete. Studies conclude that Safe Haven Hill is a viable tsunami assembly area in the event of a near shore Cascadia event and that planned improvements to the assembly area are critical in order to minimize loss of life. On 4/8/14 FEMA requested that archeological investigation of the site be performed before Phase 2 grant will be issued for construction. Staff is securing services of a qualified consultant.

Creation of Land Bank for Work Force Housing: Draft agreement between the City, Lincoln Community Land Trust, and Community Service Consortium to construct six workforce housing units over the next five years was vetted with policymakers at several meetings. Council tabled the agreement on 9/3/13, pending receipt of additional information about whether or not a broader, countywide effort might be a viable alternative. A Lincoln County Housing Forum was held on 10/24/13. The concept of a broader City/County coalition to fund the construction of workforce housing units was discussed at the 3/17/14 City Council meeting. Lincoln County Counsel is developing a draft agreement for presentation at a future meeting.

Vacation Rental Code Update: At this time 148 applications for VRD or B&B endorsements have been submitted. The City has conducted 142 inspections, 118 of which have passed. Fire egress out of bedroom windows, safety glazing on windows close to doors, lack of GFCI outlets, inadequate hand railing or guard rails on staircases, and strapping on water heaters have been the primary issues identified through the inspection process.

Agate Beach Street and Recreation Enhancements: On 8/2/12 FHWA announced that the project will be funded in the amount of \$557,696. City received a final grant agreement from ODOT on 7/30/13. City staff met with state officials on 10/15/13 to conduct a preliminary scoping meeting. An RFP for design services was issued 2/6/14 and City/State have selected a consultant. Consulting scope of work and budget to be final by the end of April. Design to begin May 2014 and project is to be complete by Sept. 2016.

Reservoir UGB Amendment and Annexation: The expansion proposal was approved by the City Council on 5/6/13 and was forwarded to the County for its review and approval. The County Planning Commission held a hearing on the UGB expansion on 7/22/13 and recommended unanimously that it be approved. The Board of Commissioners held a hearing on 4/9/14 after which they asked that an ordinance be prepared for adoption at their 4/16/14 meeting. City and County staff put together an intergovernmental agreement addressing the future transfer of Big Creek Road. That agreement, approved by the City Council on 3/17/14, will be presented to the Board of Commissioners on 4/16/14 along with the ordinance amending the UGB.

Port of Newport/City of Newport Task Force on Access to the International Terminal: Taskforce met on 5/22/13. Determined that it did not possess enough information nor is it timely to try and identify specific alternative freight routes. Requested that City, County, and ODOT staff assist the group in identifying general criteria for identifying an appropriate route, which are to be presented to the taskforce at a future meeting. Criteria have been developed and shared with Port of Newport staff, including their new manager. A final taskforce meeting to consider criteria is to be scheduled by the Port.

Planning for Replacement of the Yaquina Bay Bridge: City and County staff and elected officials met with ODOT on 5/16/13 to discuss a scope of services for the data and base line modeling that the consultants will develop. Counters were placed to collect traffic data in August. Staff met with ODOT consultants on 10/23/13 and 2/18/14 to discuss how the modeling will be performed and provided them with land use data they will need to perform growth projections. Draft 20-year growth projections provided by consultant on 3/10/14. Staff is presently reviewing the data. This effort will take several months and is funded by ODOT Region 2 to the tune of about \$150,000.

Development of GIS Addressing Layer: City is responsible for assigning addresses within its corporate limits. The paper maps used for this purpose are frail, and the process for updating the maps is inefficient. A consultant is preparing a new GIS based addressing layers for all jurisdictions in the County. The project is funded by OEM and

the information will be used to support 911 services. Project was placed on hold while 911 service transfer occurred between LINCOM and Willamette Valley. Staff anticipates the project will get going again soon.

2007 Seal Rock Water District IGA: City entered into an Intergovernmental Agreement in 2007 that moved the shared service boundary such that it is now largely south of the Airport. City agreed to compensate the District for lost revenue and took over service to the affected area on 1/1/08. Properties north of the new service boundary line remain in the District and continue to be subject to District property taxes even though they no longer receive services from the District. Staff is working with the District on an amended IGA to map out the process for withdrawing the properties. City will be responsible for some of the District's outstanding GO Bond debt for lands it has annexed. This will be addressed in the amended IGA. A corrected map exhibit and the transfer of the District's easements in the affected area also needs to occur. An amended IGA was discussed at the City Council's 4/7/14 work session and will be presented for adoption at the Council's 4/21/14 meeting.

COMMITTEE WORK

Planning Commission: The Commission and its Advisory Committee held a work session on 3/24/14 to review and provide comment on a draft feasibility study, prepared by consultant ECONorthwest, which evaluates three options for establishing a new North Side Urban Renewal District.

CWACT Technical Advisory Committee (TAC): The advisory committee met on 3/18/14. The group reviewed an assessment of the 2015-2017 STIP process. Local jurisdictions emphasized that the State needs to provide better cost estimating instructions moving forward. There is also a need to carve out non-federal funding for small bike/ped projects, as the STIP process isn't workable for these types of modest projects. A report was provided on the status and availability of the State's Immediate Opportunity Fund (IOF) grant program. It is healthy, and could potentially be part of the funding package for improvements to Moore Drive associated with the Teevin Bros. project. IOF funding must be backed by job guarantees. The TAC discussed the Connect Oregon V review process. There are no City projects; however, both the Port of Toledo and Port of Newport have viable proposals.

Parking Districts: The Bay Front Parking District was scheduled to meet on 3/10/14 but lacked a quorum.



Date: March 6, 2014
To: Spencer R. Nebel, City Manager
Mayor and City Council Members
From: Mike Murzynsky, Finance Director
Subject: January and February 2015 Monthly Departmental Report

Water/sewer Billings

At January 31, 2015, a total of 4,509 water/sewer accounts were billed for combined amounts due of \$635,915. At February 28, 2015 a total of 4,502 water/sewer accounts were billed for combined amounts due of \$573,059. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water drain fees, sewer quantity charges if there is water consumption, and fire line charges for commercial accounts. From the February 28, 2015 billing, \$484,039 is current; from the January 31st billing, \$70,507 is past due; from December 31st billing, \$ 8,936 is past due; and from the November 30th billing, \$95,000 is past due.

Accounts Receivables - General

The accounts receivable report includes outstanding amounts due to the City for airport rents/leases, landing fees and fueling charges, building permits, and septic tank disposal.

The February 28, 2015 Aging Report shows accounts receivables at \$89,149. This amount includes a Bed & Breakfast business debt of \$8,220 for delinquent room tax monies. Due to filing of a lien on personal property, an amount of \$25,599 was added to the Accounts Receivable (AR) listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues on the subject property. The net receivables, excluding the two aforementioned accounts, total \$56,508. A summary of the February 2015 report is provided below for your information.

Billings:

Future, Current & 30 Days out	\$ 10,446	11.72%
Over 60 to 120 days	0	0.00%
Over 150 days	78,704	88.28%
Total	\$ 89,149	100.00%

One septic tank disposal service that has been billed a total of \$34,395.05 which is outstanding over 150 days. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. The accounts receivable record shows Seaport Air Operations owing the City \$6,067.76 that has been outstanding also. These accounts will be referred to the city attorney once he begins working for the City.

We have started implementing a better monitoring system, users with past due accounts are being informed of their delinquencies and action plans are put into place quicker. We are also alerting the City Manager of these action plans so he can make the ultimate decision to move forward. Afterwards we are working with the owners on those accounts to bring them current. For mid and long-term overdue accounts we will be turning the accounts over initially to the city attorney.

Room Tax

Below is a new monthly chart which will accompany Finance's monthly update. The chart shows that Room revenues have an average increase of 9.06%.

	2013-14	2014-15	% Increase
July	444,169	460,845	0.0375
August	456,730	507,095	0.1103
September	295,884	319,350	0.0793
October	191,428	217,295	0.1351
November	112,750	136,051	0.2067
December	96,187	112,614	0.1708
January	0	0	0.0000
February	0	0	0.0000
March	0	0	0.0000
April	0	0	0.0000
May	0	0	0.0000
June	0	0	0.0000
Total	<u>1,597,148</u>	<u>1,753,250</u>	0.0906

As reported previously, the City received five (5) Transient Room Tax Returns from the Embarcadero Resort Hotel for May 2012, June 2012, July 2012, August 2012 and September 2012 showing total taxes due of \$47,762.47. To date these transient room tax monies have not been received. This matter will initially be turned over to the city attorney.

Audit RFP

We created an audit services RFP and it was noticed in late January 2015. The responses were due February 23, 2015 and we were pleased to receive six proposals. Finance staff and one member of the Audit Committee will grade the responses and present it to the Audit Committee for their approval. The Audit Committee will then take it to the full City Council for an award of contract on March 16th.

Monthly Financials

Financial reports will be presented to Council every quarter.

Reorganization - now called Transition plan

Staff met first month-end process goals and individual mentoring is happening now.

Conferences and training

Finance staff will, as part of their goals, begin attending training sessions via the web or in person the remaining part of the 2014-15 Fiscal Year.



Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: February, 2105
Subject: Library Department Updated

The past month has been filled with all things renovation related. Library staff spent a great deal of time – sandwiched between regular duties – moving shelves and books, shelves and books, shelves and books. Here are some of the renovation highlights for the month just completed

1. Carpet installation began with the McEntee Room. Many of our shelves and all of our furniture will need to be moved about over the next couple of weeks.
2. The new music cd shelves arrived. Like everything related to this project, they needed to be built and installed. This work was completed by library staff.
3. We continue to shuffle furniture to and from the refinisher and the upholsterer. All the furniture in the Children's room has been reconditioned. All the furniture upstairs, with the exception of one table has been reconditioned. We have only a few more pieces of furniture in the lower level to complete this part of the project.
4. IT staff helped us move all the internet computers to their new location in the lower level. This was done so that we could remove the old internet tables upstairs and down to vacate those areas for the carpet installers.
5. The new conference room now has tables and chairs. While the Library Director has planned on making this conference room big enough for twelve, the reality is that eight can fit the space comfortably. In a pinch twelve people can be seated in the room, but it is tight.
6. New window tinting was installed on all but a few windows on the west side. The Library Director chose this solution rather than blinds because of the cost savings and the fact that the windows are much more attractive without blinds covering them.
7. The Library Director met with a consultant to assist in the development of the media projection and sound equipment for the McEntee meeting room.
8. City staff from Public Works performed a miracle by dismantling the circulation desk, hauling it away and cleaning up after themselves before the Library opened at 10:00. A new circulation desk, made up of moveable modular pieces will arrive within the next month and removing the old circ desk need to be done before the carpet installation and new circ desk arrive.

9. The Library Director, along with the directors in the Oceanbooks Consortium, have been meeting with and previewing products for the upcoming RFID collection circulation and security project.

On top of the daily renovation chores, it is now budget time. The Library Director has developed a first draft for FY 15-16. Included in this budget are three capital requests:

1. Decorative street lamps for the front of the Library. This is not cosmetic; we need it for safety and security.
2. Major elevator renovation. Our elevator is 29 years old and we were recently informed that electronic and machined parts are no longer available.
3. Teen Room construction

From Circulation and Youth Services:

Early Literacy continues to be the focus of much of what the Youth Services staff does. Linda Annable attended a workshop focusing on skills for critically reviewing picture books for their emphasis on the Early Literacy functions and the value of their illustrations for our youngest patrons and their families. Staff are preparing for a presentation about Early Literacy programming in libraries that they will present in March to the Oregon Association of Childcare Center Directors. Part of the preparation is filming staff while they are doing storytimes for local daycares. Staff are having a great time learning to use the Flip Video Camera for this purpose.

Every year we use Ready 2 Read grant money from the Oregon State Library/Oregon Legislature to produce our perennially popular Summer Reading programs. We were pleasantly surprised when our 2013-14 project received the Outstanding Ready to Read Project Award for our incorporation of best practices for literacy programming. The award focused on our use of Book Bingo and how it impacts children in our summer outreach program. Katie Anderson, Youth Services Consultant at the Oregon State Library, will attend the February 17th Newport City Council meeting to present the award to Library staff.

Youth Services staff (and library staff as a whole) have been challenged to practice extreme flexibility these past few months as the renovation project means that children's programs often have to move locations with short notice. Fortunately, except for carpeting, the Children's Room, Tween/Family Area and Young Adult area is pretty much done and it is lovely. We are finding it very workable and patrons are expressing their approval on a daily basis.

Rebecca Cohen, our in-house nationally recognized storyteller, had a grand time telling stories to many different audiences this past month. They included preschoolers at Early Intervention, senior citizens at the Oregon Coast Learning Institute, families at Depoe Bay's Neighbors for Kids and college students at Oregon Coast Community College. Storytelling continues to be a very effective way to reach audiences that might not necessarily be library users. She takes special delight in seeing these listeners come to the Library to get a library card.

Regular tasks continue in spite of the daily changes in our work spaces. That includes the long overdue collection project that Jan and Karel are mainly responsible for. As of January 31, 2015, 565 long overdue billed items have been returned for the year. Value of these items is \$10,227.74.

Current recovery rate is 58%. We're hoping that having more back-up from Newport's new ordnance officer, Jim Folmar, will help improve that recovery rate.

From Reference and Adult Programs:

We had 11 programs in February, with 96 people attending. Two were programs we co-sponsored, a poetry reading and a writing workshop. We offered a new class on Tablets and iPads, which drew seven attendees. We continue to explore new classes and times to reach people who cannot attend on Friday mornings.

Our blog, Salmagundi, had 325 page views for the month. Our webpage had 15,052 pageviews.



Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: March 2105
Subject: Library Department Updated

The downstairs carpet installation is now complete. We are on a two-week hiatus while the installer is on vacation. That has given us all a well-earned needed break in the shelf and furniture moving frenzy. We continue to get compliments daily on all the changes. Not that there were any doubts, but the overwhelming appreciation being shown by patrons – library staff get compliments and thanks at the grocery store, at church, on the beach, etc. This only confirms the project very definitely needed to be done. The Library Foundation should feel proud of their commitment to helping Newport Public Library be one of the community's jewels.

Over the past couple of weeks, the Library Director met with representatives from companies that offer Radio Frequency Identification (RFID) circulation and security systems. Newport Public Library is working with our consortium partners to take advantage of group purchase prices on these systems. The goal in Newport is to have RFID at least partially installed by the end of the fiscal year in June.

The Foundation received a check \$50,000 from the Ford Family Foundation. That brings the total amount of grant funds awarded for the renovation to over \$174,000.

From February 25, through March 13, the Library Director served as the Acting City Manager.

From the Circulation Department:

Good news: our continuing efforts to recover long overdue items (checked out and not returned). As of 2/26/15 we have a 75% rate of return for calendar year 2014. This compares favorably to the 69% rate of return for calendar year 2013.

From the Reference Department:

Our Facebook site 4,732 views in February. Our blog, Salmagundi, had 248 views. Our website had 14,103 views. We had twelve adult programs in February, with 82 people attending. Included in the programming was a new class on using resume templates in Word.



Noble
Professional
Dedicated

Newport Police Department Memorandum

One Team - One Future

Date: March 5, 2015
To: Spencer Nebel, City Manager
From: Mark J. Miranda, Chief of Police *MJM*
Subject: Department Report for February 2015

1. Over the past several months we have experienced a drastic increase in burglaries and thefts from cars. Our patrol officers have been out beating the bushes to find the suspects. Ofcr. Kraig Mitchell and Ofcr. Keith Garrett worked hard in developing informants and obtaining information about who was involved in this crime spree. Suspects were developed and on February 18th, the main suspect was stopped driving a stolen truck at Port Dock 7. As more information was developed it became very apparent that there were a lot of people involved and we would need help with the investigation.

Lincoln County law enforcement agencies responded to our call for assistance. The Burglary Task Force was stood up and thirteen officers were members of the task force. We pulled two patrol officers from their assignments to be a part of the task force along with Detective Mitch France and Lt. Jason Malloy. Other member agencies were Lincoln City Police (1 detective), LINT (1 detective), Oregon State Police (3 troopers), Lincoln County Sheriff's Office (1 detective), Toledo Police Department (1 detective), Lincoln County Parole and Probation (2 probation officers).

Task Force members helped investigate the many leads that had been developed. Three search warrants were served, stolen property recovered, and suspects taken to jail. As long as the suspects remain in jail, they won't be doing bad things in our City.

I'm very proud of our officers in that they were aware of the problem and worked on solving it. They were tenacious in getting the information that allowed them to develop the evidence to arrest the suspects. I've very pleased that all of the Lincoln County Law Enforcement agencies dropped what they were doing and came to help out. Team work among all of the officers was outstanding.

2. Lindsey Litchfield started her employment as a police officer with the Department. She is currently going through the field training program and will attend the Police Academy starting in June. The Police Academy is sixteen weeks and the field training program is 17 weeks long. We anticipate that she will be on her own before the end of the year.
3. I conducted an interview with a police officer applicant, offered him a position to which he accepted. He will be starting with us in April. He is currently a police officer in Idaho. He will not have to go to our Police Academy, and the field training program will probably be about twelve weeks because of his experience. We anticipate that he will be on his own this summer.
4. The Seafood and Wine Festival had another successful year. It was very mild as far as police related activity was concerned. Only one arrest was made and not as many people were ejected from the event. I heard of one complaint that there were too many police officers in the tent. On Saturday we only had four officers on site, not including a supervisor. Apparently TCB security officers were mistaken as police officers; since their uniforms are similar. We'll be addressing this next year.
5. The Department's 'Monthly Statistical Review' is attached. This is supposed to be winter time, our slow season. But you can't tell that by the number of calls we've been responding to. We would have had more calls for service in February than January, but February had three less days. So far this year, we have handled almost 300 more calls than last year during the same period.
6. Ofcr. Steve Kittson, who has been with the Department for over twenty-five years has announced his retirement. His last day will be May 1st.

Newport Police Department Monthly Statistical Review



SELECTED CALLS FOR SERVICE (CFS)	FEBRUARY 2015			ARRESTS
	THIS MONTH	LAST MONTH	SAME TIME LAST YEAR	
SEX OFFENSE	5	5	2	3
ROBBERY	0	1	2	0
ASSAULT	7	8	6	7
BURGLARY	15	16	3	8
THEFT	64	71	48	12
MOTOR VEHICLE THEFT	3	1	5	0
FRAUD	13	7	3	3
GRAFFITI/VANDALISM	0	5	0	0
NARCOTIC/DRUGS	6	9	10	3
DOMESTIC DISPUTES	31	30	16	N/A
LIQUOR VIOLATION	4	1	0	4
DUII	7	6	7	7
TRESPASS/PROWLER	20	18	15	11
TRAFFIC CRASH/NON-INJURY	22	21	17	N/A
TRAFFIC CRASH/INJURY/FATAL	5	5	3	N/A
HIT & RUN	15	20	10	2
ANIMAL PROBLEMS	21	15	14	0
SUSPICIOUS PERS/ACT/VEH	68	91	63	N/A
VEHICLE IMPOUNDS	3	3	3	N/A
ALARM	32	39	44	N/A
ASSIST OUTSIDE AGENCY	55	56	58	N/A
WARRANTS	18	26	14	18

Total CFS To Date	
This Year	Last Year
10	5
1	7
15	9
31	7
135	87
4	7
20	10
5	6
15	15
61	43
5	1
13	8
38	21
43	24
10	4
35	20
36	29
159	125
6	4
71	71
111	116
44	22

TOTAL CALLS FOR SERVICE

1294	1295	1313	70
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2589	2309
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February Overtime Hours

Shift Coverage	38
Court	60
Investigations	87
Administration	51
Training	102
Other	12
Seafood & Wine Festival	85
TOTAL HOURS	435

Top 5 Traffic Citation Charges

Driving Susp./Revoked	11
Fail to Carry Proof of Ins.	8
No Operators License	6
Driving Uninsured	5
Viol. (Exceed) Speed Limit	5
TOTAL CITATIONS	49

PARKING CITATIONS	6
TRAFFIC WARNINGS	100
TCB PRKNG CITES/WRNG	101

Volunteer Hours	185
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*Rob Murphy, Fire Chief
Newport Fire Department
245 NW 10TH ST
Newport, Oregon 97365*

February 5, 2015

To: Spencer Nebel, City Manager
Re: January 2015 Monthly Activities

Here is a brief summary of Fire Department activities in January:

The fire department responded to 180 calls for service in January, as compared to 171 calls in December. This represents a 5% increase from last month. In January of 2014 we responded to 142 calls. That is more than a 26% increase over last year. Significant calls in January include a car into a building at 1010 SW Coast Hwy on the 23rd. This resulted in serious injuries. On the 25th we had a two-car motor vehicle accident (MVA) at the 6600 block of South Coast Highway in South Beach, requiring extrication of one occupant. On the 29th we had two calls of note. The first, a suspicious truck fire on the 200 block of SE Benton Street occurred just after midnight. This fire is still under investigation by NPD. The second was in the afternoon and it involved an injured person at the end of one of the finger jetties that protrude from the South Jetty. Our crews treated and packaged the patient who was lifted off the rocks by the USCG helicopter station here in Newport.

This past month we received 6 new applications which resulted in 3 new volunteers, and we lost two volunteers. We currently have a total of 34 volunteers. The increased number of applicants is due to recent radio ads and a flyer mailed to homes in the greater Newport area, advertising the start of a volunteer recruit academy and telling of the need for more volunteer firefighters. This advertising was paid for by grant funds from the county wide SAFER grant for volunteer recruitment and retention. The new recruits started their academy on Tuesday. The academy is being held at our main fire station and will continue into May.

In January our longest serving employee, Captain Richard Giles, announced he will be retiring on April 21st of this year. Richard has been employed with the City for 28 years, and was a volunteer firefighter before that. Luckily for us Richard would like to return to being a volunteer firefighter after he retires. Richard developed our Department fitness and wellness program and is in charge of our facilities. I thank Richard for his many years of dedicated service to this community.

Starting next week two of our employees will be out on extended medical leave. Along with Richard's pending retirement, the City Manager has authorized me to start the process to fill the soon-to-be-vacant spot. Since we have a valid hiring eligibility list, I was able to select 5 candidates from the list and they were interviewed yesterday. I am taking my recommendation to the City Manager today and hope to have the new firefighter starting by the beginning of March. In addition, we are continuing work on hiring an Assistant Chief/Fire Marshal. I appreciate all the help Barb James from Human Resources has given me in this important job posting. We will be advertising for the position very soon. After the AC/FM has been hired, then we will begin an officer promotional process to fill the vacant Captain position.

In other Department business, we had to send our water tender up to Hillsboro in the beginning of the month for repair after the main fire pump stopped working. True North Emergency Apparatus, the company that built the truck, replaced the computer control module that controls engine RPMs to get desired water pressure. The tender is back in service. Contract negotiations with the firefighter bargaining unit (IAFF local 4619) continue. We had several meetings in January and more are scheduled for February. On Tuesday, January 20th and Wednesday the 21st we sent two of our staff to an all hazards Public Information Officer (PIO) training in Gleneden Beach. Finally, we are just about finished installing a washer and dryer in our main fire station. We converted an old, unused upstairs bathroom to a much needed storage room and had the appliances installed there. Our current commercial grade washer in our apparatus bay is limited to only washing our firefighting

PPE (turnouts). This new washer dryer will allow us to wash everything else such as uniforms soiled from a call, blankets used for patient care and bedding.

On Friday, January 9th I met with Councilor Swanson to discuss the upcoming budget and emergency preparedness. I met with the Newport Rural Fire Protection District Board of Directors at their regular monthly meeting held on Thursday, January 15th. On Monday, the 26th I was interviewed on a new radio show on KCUP hosted by retired volunteer Captain Guy DiTorrice. In his inaugural show we discussed my recent promotion to Chief, the different services the fire department provides, and recent volunteer recruitment efforts. On Thursday, the 29th Newport Fire Department hosted the monthly Lincoln County Fire Defense Board meeting, along with another meeting of the County fire agencies to discuss a proposed 190 maintenance agreement with Lincoln County. These 190 agreement discussions were about how to provide for and fund a maintenance program for the new radio simulcast system. Looking forward into February I will be continuing work on hiring an AC/FM, finishing and posting the RFP for a new fire engine and continuing work on the budget.

There were 32 business inspections conducted this month. Our crews are continuing to inspect restaurants and night clubs in preparation for the upcoming Seafood and Wine Festival.

Past month training subjects:

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

- Hazmat Refresher
- Blood Borne Refresher
- IC Overview
- Emergency Preparedness and EOC Overview
- EMS, clinical skills training

Past month drill hours:

During the month of January 178.0 hours of training were documented. Of the 178.0 hours of training in January 59.5 hours were logged by the paid staff and 118.5 hours were logged by the volunteers.

Monthly highlights and special considerations:

During the month of January most of the training was annual mandatory review subjects. In February we will be working on vehicle extrication and rescue tools along with SCBA/PPE use. Also in February we will be hosting and EMS recert weekend and starting our Firefighter I Academy.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report January 2015

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	4	0			
AUTOMATIC ALARMS:	6	2	BURN PERMITS:	56	64
MEDICAL CALLS:	119	13	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	6	3	FIREWORKS DISPLAY:	0	0
RESCUE:	2	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	1	1	TOTAL INSPECTIONS:	32	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	32	
AVIATION STANDBY:	0		REINSPECTIONS:	14	
PUBLIC SERVICE:	19	2	PLAN REVIEWS:	11	
HAZARDOUS CONDITION:	2	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	199				

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT

City Report January 2015

CAUSES of Fires and Automatic Alarms

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

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0



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

March 5, 2015

To: Spencer Nebel, City Manager
Re: February 2015 Monthly Activities

Here is a brief summary of Fire Department activities in February:

The fire department responded to 146 calls for service in February, as compared to 181 calls in January. This represents a 23% decrease from last month. In February of 2014 we have responded to 141 calls. That is a 3% increase over last year. Significant calls in February include a truck fire at SE 1st and SE Benton Street just after midnight on the 1st. The fire was intentionally set and is currently under investigation by NPD. The boat was on a trailer and was a total loss. On the 10th we had a boat fire at mile post 3.7 on S. Yaquina Bay Road. The boat was on its trailer and was a total loss. On Saturday the 14th we responded to two surfers stuck on the rocks on the south side of Yaquina Head. While we had the rope rescue team at the ready, the two surfers were ultimately rescued by a USCG helicopter that responded out of North Bend. We had two motor vehicle accidents (MVA) requiring extrication. They both were in South Beach and happened on the 15th and 16th respectively. Both car crashes resulted in one person being extricated and transported to the hospital.

This past month received 2 new volunteers, and we lost none. We currently have a total of 35 volunteers. The new recruits have started their academy and will finish in May.

With the impending retirement of Captain Richard Giles, I have made a tentative offer to a prospective employee from our firefighter eligibility list. We are just waiting for clearance from his medical evaluation. We hope to bring him on board by the end of this month. We have also posted for the Assistant Chief/Fire Marshal position. It will close at the end of this month.

In other Department business, we have sent one fire engine to Eugene for work on its foam and pressure governor systems. Contract negotiations with the firefighter bargaining unit (IAFF local 4619) continue to move forward. We had several meetings in February and more are scheduled for later this month and into April, if necessary. We hosted a weekend of EMS training to help bring all of our EMT's up to the continuing education hours needed for their upcoming re-licensure cycle. We have finished installing a washer and dryer in our main fire station. Our crews, along with our fire prevention officer completed inspections at our local restaurants and bars that see increased business during the Seafood and Wine Festival Weekend. Our Department also participated in the festival in several different ways. First our volunteer firefighter association sold our famous lobster gumbo to raise money for the association. They raised over \$6,000 after expenses. The bulk of that money will go toward the purchase of another specialized chair used to help get patient down the stairs from upper stories. We provided other services such as EMS, Incident command, inspections and occupancy checks.

In February, along with my regular Department head, staff and City Manager meetings, I met with the local Oregon Department of Forestry office to discuss upcoming meetings regarding forest classification. This is how ODF gets some of their funding and applies to certain properties that lie outside of the City limits. Myself, along with the FPO, and our on duty crew observed a total evacuation drill at Oceanview Assisted living in Agate Beach. I am pleased to say they were able to evacuate all residents and staff in about 12 minutes. I was very impressed. On Monday, the 23rd I attended the City Council goal setting session, where I gave a review of this year's goals for the Fire Department. I attended the monthly Lincoln County Fire Defense Board Meeting along with another meeting of the County fire agencies to discuss a proposed 190 maintenance agreement with Lincoln County to provide for and fund a maintenance program for the new radio simulcast system. Looking forward into March I will start to review applications for AC/FM position, finish and post the RFP for a new fire

engine and continuing work on the budget. Finally, the Fire Department will be holding our annual Awards Banquet, this Saturday, March 7th starting at 6:00 pm at the Agate Beach Best Western Hotel. The City Council is invited to attend and bring a guest. It should be an enjoyable evening and I hope members of the Council can attend.

Training Report

February 2015

Past month training subjects:

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

- Emergency Preparedness and EOC Overview
- EMS, clinical skills training/check off
- SCBA & PPE competitive drill
- Ladders

Past month drill hours:

During the month of February 500.25 hours of training were documented. Of the 500.25 hours of training in February 209.25 hours were logged by the paid staff and 291.0 hours were logged by the volunteers.

Monthly highlights and special considerations:

During the month of February Newport Fire hosted an EMS recertification marathon weekend. The Firefighter I Academy continued during the month of February with several participants from Newport along with participants from Seal Rock and Depoe Bay. Planned activities for the month of March include; continuation of the FFI Academy, vehicle extrication, search and rescue and preparation of starting to plan training events at the Park Motel, to be conducted April.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report February 2015

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	4	1			
AUTOMATIC ALARMS:	5	4	BURN PERMITS:	36	29
MEDICAL CALLS:	95	11	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	3	3	FIREWORKS DISPLAY:	0	0
RESCUE:	0	2	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	2	0	TOTAL INSPECTIONS:	31	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	23	
AVIATION STANDBY:	0		REINSPECTIONS:	8	
PUBLIC SERVICE:	11	0	PLAN REVIEWS:	9	
HAZARDOUS CONDITION:	0	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	362				

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT

City Report February 2015

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	3	0	HEATING APPLICANCE:	0	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	3	0
ELECTRICAL:	0	0	OPEN FIRES:	0	0
ENGINE BACKFIRE:	0	0	REKINDLE:	1	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	0	0
FALSE ALARM:	0	5	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	3	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICITION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0



Memo

To: Spencer Nebel, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: February 5, 2015
Re: Department Update – January 2015

Recreation Center

- Kelly Ricketts our new Pilate's Instructor started this month, boasting almost 20 years of experience.
- Participated in Pool Advisory Group meetings with full committee and Architect
- Hosted the Athletic Edge Gymnastics Invitational on Jan. 30-Feb. 1, with over 600 kids participating including kids from our own gymnastics program
- Started a new session of "Intro to Wellness and Fitness" taught by staff person Darren Villeneuve. This 6-week class gives an overview of Rec. Center classes, hands-on training using our equipment, and planning your wellness program.
- Our Youth Art Class continues to be popular, with Philip and Jenni Reed instructing. Kids can ride the bus from school and start class at 3:45. Ages 7 and up enjoy the multiple mediums presented.

Municipal Pool

- We saw very good (exceptional) turnout for our Sunday Special \$2 recreational swims. All Sunday Rec Swims in January were attended by 40+ swimmers. Even with the discount we are bringing in more \$ and of course getting people in the pool which is really important.
- We hosted a High School Swimming meet, attended by 100+ swimmers. Newport swimmers all performed well, and equally as important no injuries or incidents to report!

- We had one Job Corp water safety training as they were on break most of Jan.
- The Aloha swim was held on January 31st everyone had a great time, games, prizes, treats, music...a tropical party in the middle of Winter,

Sports Programs

- 6th grade basketball games were played at the rec center and around Lincoln County. A total of 14 Newport teams (155 youth) are playing within the league.
- Planning with Bike Newport, News-Times Newspaper, Eon Artwork and Lance Beck to discuss upcoming marketing push for the Coast Hills Classic MTB Race
- Held middle school boys' basketball player assessment. 34 Newport boys participated and were assigned to teams. League games will be played against other Lincoln County teams.
- 4-6 Year Old Indoor Soccer Clinic began at Newport Intermediate School. This is an 8-week clinic introducing basic soccer skills to youth.
- 13-15 Year Old Boys Indoor Soccer League began at the rec center. This is an 8-week league with a playoff at the end. There are 20 youth registered.
- Attended a Concussion Awareness & Mandatory Reporting Training in Woodburn. The training was put on by Oregon Recreation & Parks Association. The information that was learned is being reported back to the department and the Human Resource Manager.

60 Plus Center

- Hosted a helpful presentation by Duane Silbernagel, Financial Advisor with Waddell & Reed of Waldport, titled "Your Retirement: What to expect and how to plan it". Lunch was served and 20 people attended.
- A free fitness evaluation program designed by Roberta E. Riki and C. Jessie Jones, PhD's through California State/Fullerton, was offered to the public.
- A personal tour was given at the Maritime Heritage Museum by Steve Wyatte with 0 people from the Senior Center attended

Parks & Rec Data January 2015	Facility usage counts	# Programs offered	New annual passes	Total annual passes	New other passes	Total other passes	Drop in users
Senior Center	3,917	36	N/A	N/A	N/A	N/A	89
Sports	1202	11	N/A	N/A	N/A	N/A	745
Recreation Center	19,377	29	96	734	73	1043	1444
Municipal Pool	7,132	7	13	137	35	364	423
Totals	31,628	83	109	871	108	1,407	2,701

*spectators are not required to have a pass

*Rec Center pass allows Pool use

*Rec center drop-in users includes class drop-ins

* 69 military Drop in users this month not included above (rec center)

*81 Silver Sneaker Passes this month

*220 City Employee & Family annual passes not included above

*10 military Drop in pool users



Memo

To: Spencer Nebel, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: March 5, 2015
Re: Department Update – February 2015

Recreation Center

- Continued work with our Pool on the integration of Pool and Rec. Center policies and operations and fees
- The Rec. Center hosted the Athletic Edge Gymnastics Tournament, with over 600 kids competing and parents and sibling along to cheer them on.
- The Rec. Center was awarded “Best Community Center” and “Best Fitness Center” by the News-Times 2015 Reader’s Choice Awards.
- Staff met with Samaritan Health/CancerFit program to finalize our partnership. The CancerFit program will be begin in March and allow any cancer survivor to receive a free 3-month pass to the Rec. Center (paid by Samaritan Cancer Program).

Municipal Pool

- We had several pool rentals, including swim club, high school swim team, and the underwater hockey group. The hockey team is trying out for the Olympics.
- Swim lesson registration began on Feb. 9th, which was great to see on the schedule again!
- No serious injuries or accidents, and really no noteworthy incidents either...all is good.

Sports Programs

- Men's basketball league began playing games at the rec center. A total of 6 teams (90 adults) from around Lincoln County are playing in the league.
- Bigfoot Beverage Distribution is sponsoring the Coast Hills Classic MTB Race on May 3rd by giving \$500 in prize money and \$350 of in-kind product.
- Attended management & supervisor training which was put on by Human Resources Dept and CIS.
- Met with Georgia Pacific-Toledo to discuss a grant proposal for the Coast Hills Classic MTB Race. The grant was for \$1,000.

60 Plus Center

- Annual Mad Hatter Tea Party hosted many happy people enjoying hot tea and a wide variety of desserts. A style show was held featuring our volunteers.
- A sold out trip to Salem for an historic tour of the city was hosted by John Baker, as shown through his eyes. A fun day was had by all.
- A personal tour of the new Newport Maritime Museum given by Steve Wyatt, of the Lincoln County Historical Society, showed the completed portion of the museum and spoke of many wonderful things to come in the future.
- AARP is offering their free tax preparation and served 226 people in the month of February housed at the 60+ center.

Parks & Rec Data February 2015	Facility usage counts	# Programs offered	New annual passes	Total annual passes	New other passes	Total other passes	Drop in users
Senior Center	4,756	34	N/A	N/A	N/A	N/A	113
Sports	1737 est. vists mult. Locations	11	N/A	N/A	N/A	N/A	805
Recreation Center	18,284	29	53	732	67	1057	1372
Municipal Pool	7,058	9	10	140	31	69	194
Totals	31,835	83	63	872	98	1,126	2,484

*spectators are not required to have a pass

*Rec Center pass allows Pool use

*300 City employee/FD Volunteer active passes not included in total

***Icy roads and bad weather did cause a decline in users this month

