Newport Municipal Airport Monthly Department Head Report

Life Flight is fully set up and started operation on June 15th. They have been wonderful to work with and we are glad they are here. They have had several flights already for June.

The locksmith has re-keyed the FBO and will be here July 14th to start re-keying the T-hangars. I have notified all the T-hangar tenants about the re-keying.

I attended the 2nd Oregon Regional Commercial Air Service Roundtable in April. Ben Brookman, Director of Network Planning for Alaska Airlines was the guest speaker. He talked about Alaska growth in the market and were they are headed in the future. I am hopeful to share the power point presentation with the airport committee. In addition, I will leave this in the report until I can. The presentation gives a good in-depth look at what airlines consider for providing air service.

There was no May Oregon Department of Aviation Board meeting. The next scheduled meeting is for July 10th.

Connect Oregon Grant update. Shelly White-Robinson, Acting Special Program Coordinator with ODOT came and took pictures of the new Ground-Link and Ceilometer to start the close out of the Grant. City finance department has sent in the first request for the reimbursement billing. The State is holding back 5% retainage until they official close the project.

The COAR grant for the seismic study of the airfield has been signed by the State. It is schedule to start in July.

The pavilion has had finial draft drawings. I am hopeful engineering will send it out for bid in July.

Operations Equipment – Waiting on the Fire Department to install a public work's radio in the operation truck. In the event of a tsunami to have communication the City's EOC. When we had countywide tsunami drills this last summer, we found we had no way to communicate with the EOC and the airport will be playing a big role in that event.

The Kubota tractor and Land pride 20-foot mowing deck – land pride is no longer throwing cutting blades. In addition, we completed the mowing of the airfield. Wastewater is currently using it in the back area.

Update on the Runway 34 PAPI's. The last flight check came back finding trees in the RPZ. We are contesting their findings and have request the FAA engineering department come down and do their own ground survey. The FAA engineering department was out in June to re-set the 34 PAPI's back to the original 3-degree angle and re-set lighting baffles. FAA scheduled to be flight checked that same day but the weather went down and flight check had to postpone.

FAA tech ops has been working on the ILS. It has been down for a few days and did not pass the first flight check. They are working hard to get it back up and running.

AWOS passed the quarterly inspection with flying colors.

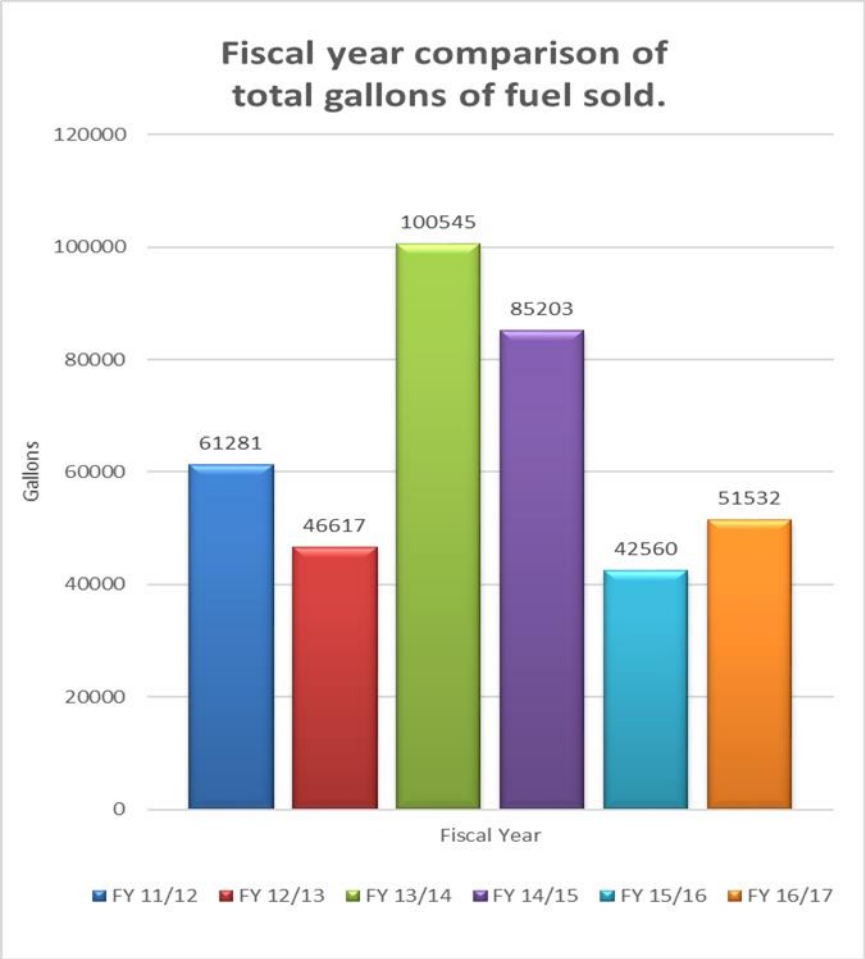
We have completed our annual wildlife training with the USDA.

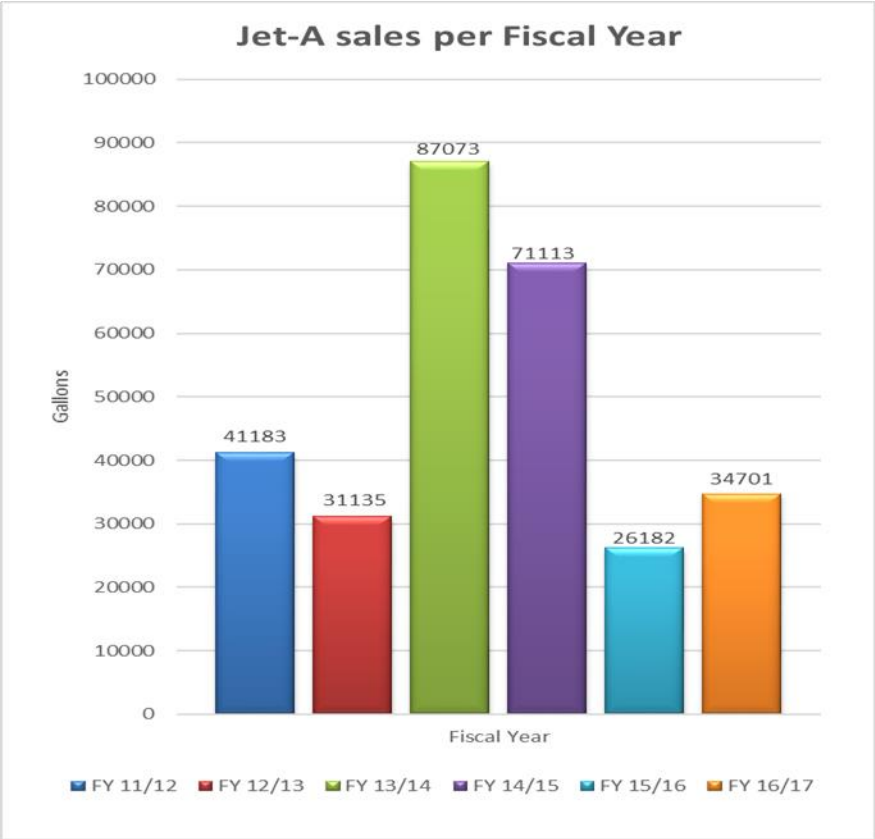
After several interviews, we have hired a new temporary worker, Shannon Gilliaum, and he is fitting in great.

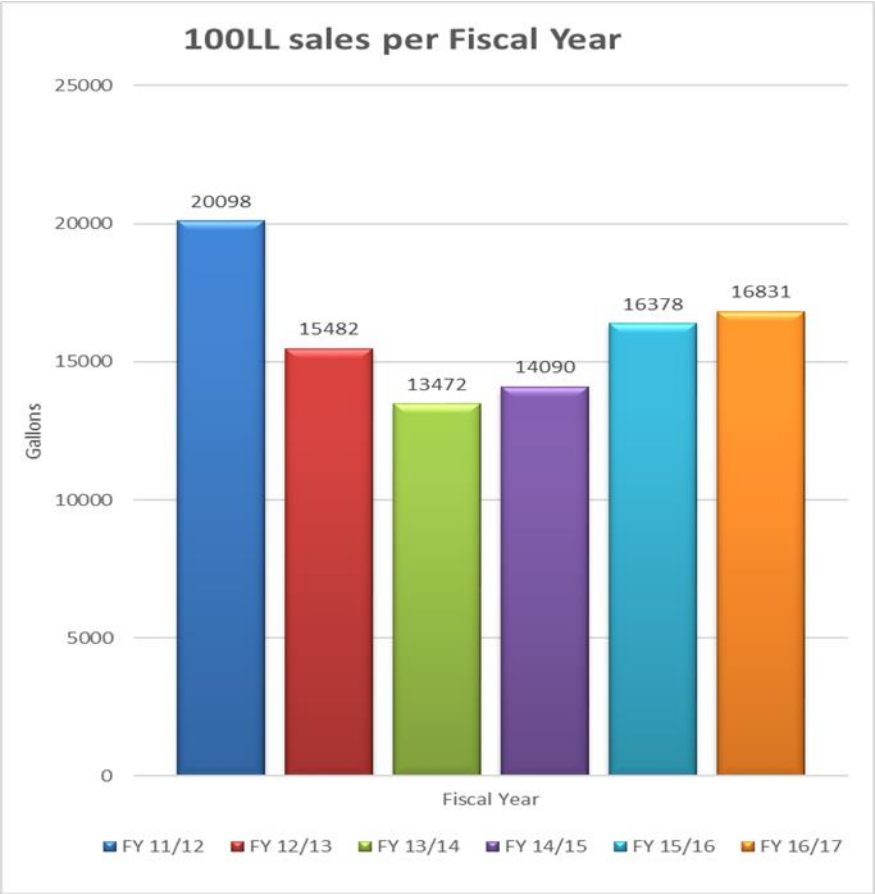
All our fuel meters got tested by the State of Oregon weights and measures department and all passed with flying colors.

Following is how we finished the month of June 2017.

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	430	429	859	6869	841	840	8549
Aug	332	334	666	3231	1062	1271	5564
Sept	327	325	652	2298	722	979	3999
Oct	297	293	590	1720	140	452	2312
Nov	235	241	476	1706	155	429	2290
Dec	240	242	482	3009	76	546	3631
Jan	264	269	533	1678	113	497	2288
Feb	274	279	553	1208	196	289	1693
Mar	217	220	437	609	224	556	1389
Apr	315	316	631	1521	286	905	2712
May	388	383	771	4744	779	2273	7797
Jun	366	370	736	6108	408	2793	9309
Cur. FY	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	3419	3345	6763	55024	5127	10813	70964




Jet-A sales per Fiscal Year
100000
90000
80000
70000
60000
50000
40000
30000
20000
10000
0
Gallons
41183
31135
87073
71113
26182
34701
Fiscal Year
FY 11/12
FY 12/13
FY 13/14
FY 14/15
FY 15/16
FY 16/17


100LL sales per Fiscal Year
25000
20000
15000
10000
5000
0
Gallons
20098
15482
13472
14090
16378
16831
Fiscal Year
FY 11/12
FY 12/13
FY 13/14
FY 14/15
FY 15/16
FY 16/17

Rental Cars					
CY	2013	2014	2015	2016	2017
JAN	2	2	11	4	2
FEB	5	4	8	4	23
MAR	9	5	7	4	14
APR	4	5	10	7	25
MAY	14	9	8	4	24
JUN	9	12	28	8	28
JUL	22	16	30	16	
AUG	24	3	25	10	
SEP	14	10	14	16	
OCT	8	5	13	9	
NOV	14	2	11	3	
DEC	1	1	4	7	
Total	126	74	169	92	116

Courtesy Cars Loaned Out						
	2012	2013	2014	2015	2016	2017
JAN	0	0	33	23	28	21
FEB	2	0	16	17	23	21
MAR	2	0	29	41	25	32
APR	2	0	28	36	42	26
MAY	9	0	29	20	45	51
JUN	14	0	19	43	48	37
JUL	10	28	39	41	52	
AUG	0	27	19	38	43	
SEP	0	25	25	32	31	
OCT	0	35	12	22	14	
NOV	0	22	19	29	22	
DEC	0	8	10	16	17	
Total	39	145	278	358	390	188

I have included some pictures from June 2017.

B TRP 2-17 CAV
BANSHEE

NITED STATES ARMY

LIFE FLIGHT
NETWORK
PHILLIPS
66
N406FB

N57

Memo

To: Spencer Nebel, City Manager and City Council

From: Derrick Tokos, Community Development Director

Date: July 10, 2017

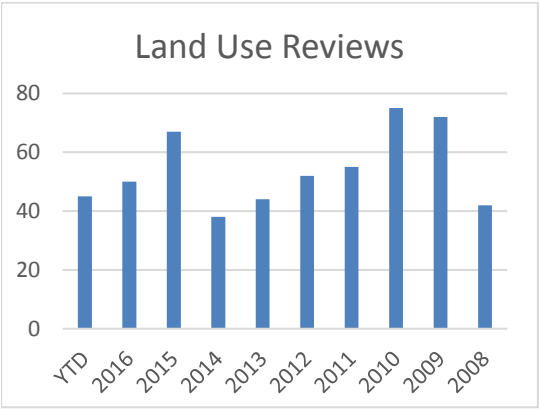
Re: Department Update

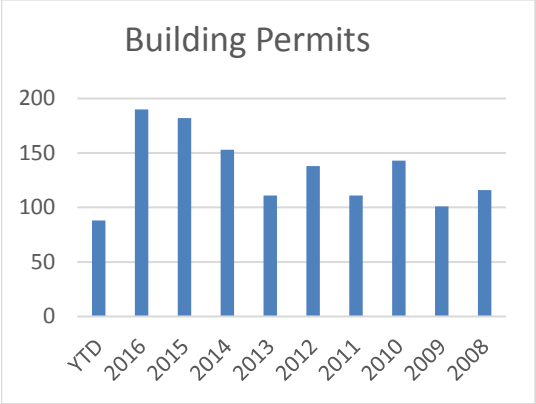
BUILDING AND LAND USE PERMIT FIGURES

The following is a summary of building and land use activity for June of 2017 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
June	21 ($18,916.42)	25 ($3,187.07)	4 ($514.93)	24 ($2,211.72)	$2,199,713	8 ($2,252.00)
2017 Total	88 ($55,791.21)	162 ($23,333.45)	30 ($3,819.25)	91 ($12,556.00)	$6,356,018	45 ($15,431.00)

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)
2014	153 ($114,841.75)	304 ($37,193.58)	87 ($15,084.78)	County	$13,248,480	38 ($16,563.00)





STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Aquatic Facility: Permanent occupant load signage installed. Temporary certificate of occupancy replaced with permanent certificate of occupancy on 7/10/17.

Big Creek Pump Station: Building is substantially complete. Awaiting call for final inspection.

Newport Candy Shop: Restaurant opened under temporary certificate of occupancy. Required landscaping and sign permitting have not been completed.

Central Lincoln PUD Maintenance Facility: Tenant improvements are being made to the operations buildings. Wire storage building is complete. Parking lot is being graded and landscaping installed. Central Lincoln plans for frontage improvements have been approved and they are free to proceed with the work. This critical path issue could hold up occupancy.

Nazarene Church Outreach/Community Center: Construction continues to progress slowly. The church has rehired its project manager, so work should begin again soon. Awaiting submittal of electrical and plumbing plans.

Newport Coffee Shop (Harborton and College Way): Working on tenant improvements. Mechanical and electrical plans approved. Plumbing submitted and under review.

Rogue Brewery Expansion: Temporary certificate of occupancy issued. Effluent monitoring equipment has been installed and is in a 30-day testing period. Minor corrections to the system have been requested. Final occupancy to be issued after corrections have been made.

Teevin Bros. Log Yard: Permit issued 12/31/15. Port to begin construction once they obtain the balance of the project funding. Performing limited earthwork to keep the building permit active.

Wilder, Phase 2B: Infrastructure (i.e. sewer, water, streets, storm drainage) is substantially complete for 7, four-plex units. Permits are ready to issue.

Commercial Building at 1107 SW Coast Hwy – Adjacent to Les Schwab. Building is being renovated. First floor real estate office is finished. Awaiting call for final inspection of the three upper floor apartments.

Samfit at 1111 SW 10th Street – Approved plans. Tenant improvements. Gym to be remodeled and elevator to be installed. Phase 2 will include medical office second floor (Phase 2 plans reviewed and corrections requested). Phase 1 permit issued.

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). Phase 2 plans for the hospital expansion are under review.

Macau Village at 5425 N Coast Hwy – Project includes reconstructed drive-thru coffee stand and new office buildings (2,242 sq. ft. total). Plans approved, permit issued, and work is underway.

Seismic Upgrades to main Fire Station – Permit issued and contractor is mobilized. Shoring is in, piles have been bored and 2nd floor shear walls are being installed.

Head Start Classroom Addition – Permit issued. Addition has been framed and awaiting call for inspection.

Yaquina View Classroom Addition – Contractor is performing interior finish work.

Oregon Coast Aquarium Office (6,300 sq. ft.) – Plans submitted and under review.

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. Application for FERC license will be submitted, with construction targeted for the middle of 2018. Permitting considerations associated with the preferred cable landing site (Driftwood Beach State Recreation Site) will also be addressed. Celebration of funding award held on 3/10/17 at the Maritime Museum.

Greater Newport Vision 2040: Project kickoff events were held on the 16-18th of February. Outreach was also performed at the Seafood and Wine Festival on the 23rd, 24, and 26th of February. Additional, small group outreach occurred from March through early May. Drafting sub-committees put together draft vision statements and implementation strategies based upon the feedback that was received. Public vetting of vision statements and

strategies to occur in June and July. Advisory Committee/City Council workshop scheduled for 7/31/17 to review feedback, adjust vision statements and strategies (as needed), identify responsible parties, and prioritize.

Affordable and Work Force Housing Initiatives: Habitat for Humanity of Lincoln County held a groundbreaking on 2/13/17 for a duplex they will be constructing on city property at 10th and Pine pursuant to an MOU. City is also a partner to a multi-jurisdictional IGA with the Lincoln Community Land Trust and on 4/3/17 agreed to a proposal by the Trust to leverage third-party and City housing fund dollars to help 3 families purchase homes via down payment assistance grants. The Planning Commission is working on three separate tax incentive proposals to make multi-family development a more attractive option in Newport, with a Council work sessions held in April/May followed by Commission and Council hearings in June and July.

Vacation Rental Code Update: A total of 230 vacation rental and B&B endorsements have been issued; however, of that number 135 are active business licenses. Staff is exploring the use of utility data to track the proportion of the City's housing units that are used on a seasonal basis and is in the process of auditing advertised units.

Agate Beach Street and Recreation Enhancements: Construction of the street and sidewalk improvements is part of the federalized project that is being overseen by ODOT. That work is substantially complete; however, the quality of the pavement work was suspect and a micro-seal or slurry seal will be applied later this year. Staircase improvements have been installed, a contractor has been selected for the restroom/shower building, and the new restroom/shower building is under construction.

Planning for Replacement of the Yaquina Bay Bridge: 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 to contribute up to $100,000 to the effort. Work on the TSP will start in earnest once the Vision 2040 process is finished.

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 2017. Public open house at OMSI Camp Gray was held on 6/7/17. Construction of the 35th and US 101 intersection is planned to start spring 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 August 27th and the preliminary results of that work were presented to the Committee on 11/14/16. Off-peak analysis occurred in early December. Lancaster has prepared a draft report. It has been reviewed and is undergoing revisions. Advisory Committee meeting to be scheduled once revisions are completed.

HMSC Campus Expansion and Student Housing: OSU's design team is conducting community outreach in advance of preparing preliminary design documents for the 70,000 to 80,000 sq. ft. marine studies initiative building that is to be constructed on the HMSC campus. A public informational meeting was held on 6/15/17. They anticipate a ground breaking in late 2017 so that the facility can open in 2019. The University secured property for student housing in Wilder and will look to complete the first phase of the housing by 2019.

Update to Newport System Development Charge (SDC) Methodology: The project includes assessment of the viability of a construction excise tax for affordable/workforce housing. FCS Group is the consultant selected to assist the city. A technical advisory committee has been created for this project and met on 1/24/17 to review issues with the existing methodology, legal requirements and potential alternatives. A second meeting on 2/22/17 covered SDC eligible CIP projects and a new method of assessing dwellings that distinguishes between small and large structures. At a third meeting, on 3/21/17, the group reviewed a draft copy of the updated SDC methodology and preliminary analysis on a Construction Excise Tax (CET) for affordable housing. The group was invited to attend a joint work session with the City Council on 4/17/17 to hear about the City of Bend's experience with construction excise taxes for affordable housing and met for a final time on 4/26/17 to review a final draft of the updated SDC methodology and CET recommendations. The updated SDC methodology is scheduled for City Council action on 7/17/17.

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. Five of the seven target properties had been acquired. Two homes have been dismantled and relocated to the Airport with the intent that they be repurposed. Two other homes have been demolished and the lots have been regraded and seeded. A sixth home was acquired in June and removal/demolition is scheduled for August. The owners of the seventh property chose not to sell and have instead invested in shoring up their property.

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.

COMMITTEE WORK

In June, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Emergency Management Committee, Bike and Pedestrian Committee, Marine Studies Initiative Open House, Maritime Solutions Group, Vision 2040 Advisory Committee, and Lincoln County Health Department Healthy Lifestyles Workgroup.

NEWPORT FIRE DEPARTMENT
City Report June 2017

	CITY	RURAL
FIRE CALLS:	2	0
AUTOMATIC ALARMS:	7	1
MEDICAL CALLS:	138	16
MOTOR VEHICLE COLLISION:	11	1
RESCUE:	0	1
MUTUAL AID RENDERED:	1	2
MUTUAL AID RECEIVED:	0	0
AVIATION STANDBY:	0	
PUBLIC SERVICE:	21	2
HAZARDOUS CONDITION:	1	0
OVERPRESSURE/RUPTURE:	0	0
VOLUNTEER HOURS:	193	

PERMITS ISSUED	CITY	RURAL
BURN PERMITS:	61	41
FIREWORKS PERMIT:	0	0
FIREWORKS DISPLAY:	0	0
IN SERVICES AND TOURS:	0	
TOTAL INSPECTIONS:	20	
BUSINESS INSPECTIONS:	20	
REINSPECTIONS:	1	
PLAN REVIEWS:	3	
CONSTRUCTION INSPECTIONS:	0	

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT
City Report June 2017

CAUSES of Fires and Automatic Alarms

	CITY	RURAL
ALARM MALFUNCTION:	3	1
CARELESS SMOKING:	0	0
CHILDREN W/HEAT SOURCE:	0	0
CLEARANCE:	0	0
ELECTRICAL:	1	0
ENGINE BACKFIRE:	0	0
EXPOSURE FIRE:	0	0
FALSE ALARM:	3	0
FIREWORKS:	0	0
FLAMMABLE LIQUID:	0	0
FLUES:	0	0
FRICTION:	0	0
GAS LEAK:	0	0

	CITY	RURAL
HEATING APPLICANCE:	1	0
INCENDIARY:	0	0
PROHIBITED MATERIALS:	0	0
MISTAKEN ALARM:	0	0
OPEN FIRES:	0	0
REKINDLE:	0	0
SCORCHED FOOD:	1	0
SPARKS:	0	0
UNDETERMINED:	0	0
WELDING/CUTTING:	0	0

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

DEPARTMENT REPORT
HUMAN RESOURCES
JUNE 2017

RECRUITMENT AND STAFFING

New Hires	61/17	Travis Reeves	Jr. Systems Administrator
	6/1/16	Melanie Nelson	Senior Executive Assistant – Internal Promotion
	6/5/17	Jessica Steenkolk	Executive Assistant
	6/14/17	Kale Heth	Recreation Leader
	6/16/16	Monica Steenkolk	Lead Recreation Leader
	6/19/17	Crystal Linenko	Lead Recreation Leader
	6/19/17	Kaylee Kappuss	Lead Recreation Leader
Separations	None		
Interim Changes	None		
Retirements	None		

Recruitments by Department

Finance	
Accounting Technician – Cash Receipts/Court Clerk/Customer Service	Interviews Conducted 6/23/17 & 6/26/17
Fire	
Emergency Preparedness Coordinator	References checked
Executive Assistant	Posted 6/1/17 Closes 7/3/17
City Manager's Office	
Safety Officer	Reviewing applications
Deputy City Recorder	Contingent offer extended In Background
Senior Executive Assistant	Filled
Sr./Jr. Systems Administrator	Filled
Parks and Recreation	
Lifeguard/Instructor	Open till filled
Building Attendant	Open till filled
Control Desk	Open till filled

Police	
Police Chief	Interviews 5/24/17 Second Interview 6/2/17
Police Officer	Open
Executive Assistant	Filled
Records Clerk	Interviews conducted 6/22/17
Public Works	
Utility Worker I -Wastewater Collections	Interviews conducted 6/29/17
Wastewater Treatment Plant Supervisor	Interviews conducted 6/20/17
Administrative Assistant	Interviews Conducted 5//22/17 Second Interview 6/14/17

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

SPECIAL PROJECTS – IN PROCESS

Salary Survey – Non represented staff

Implementation of NeoGov application

Retirement Statements and 2nd check distributions

Library Re-Organization – Will be completed as part of Salary Survey

Policies to be revised/finalized

1. Photo ID Badging Policy
2. Overtime – updated and ready for City Manager review
3. Background Check
4. Whistleblower – HB

Safety Violation Form – on hold
Employment Contracts
PW required trainings by job classification
Independent Contractors
Administrative Manual -on hold
DOL changes on exempt classification – on hold due to Federal judge ruling
Leadership Training
Employee Handbook Revisions – on hold

SPECIAL PROJECTS – COMPLETED

Memo

To: Spencer Nebel, City Manager and City Council

From: Ted Smith, Library Director

Date: July, 2017

Subject: Library Department Update

From the Library Director:
The Library Director took a few days off during the first week of June to spend time with a visiting family member.

On June 19, the Library Director attended a City Council noon work session to discuss how the new security guard will be used within the Library. The Library Directed provided Council Members copies of the Prohibited Conduct policy, the Unattended Children policy, the Unaccompanied Adults and Teens policy, and policies governing the use of the teen room. In addition to following and enforcing those policies, the security guard will also regularly patrol the library grounds and accompany staff to their cars each night after closing.

On June 27, the Library Director met with Public Works Director, Tim Gross and Assistant City Engineer to discuss plans for upgrading the Heating, Ventilation and Cooling systems (HVAC). Essentially, the plan involves completely removing all of the old furnaces and replacing them with boilers that will circulate hot water through coils located in the ceiling throughout the building. The fans in the ceiling will then circulate heated air. There is also a plan to add a small cooling system to the meeting room as it gets very warm when filled with people. No actual work will be done in FY 17-18, but design plans will be completed with the upgrade possibly taking place during FY 18-19.

From Youth Services:
Library staff hosted their annual volunteer appreciation luncheon on July 20. All library volunteers were invited to a pot-luck provided by library staff.

Youth Services staff were very busy in June as the summer reading programs began in earnest as staff visited all the Newport elementary classrooms, kindergartens and pre-schools to promote the summer reading. The payoff for this work is revealed on Wednesdays as families pour into Literacy Park for picnics and visiting and enjoying the shows. Crafts after the shows are proving very popular this year and there's always that handful of children who will spend hours creating their masterpieces. We love open-ended art projects. Youth Services staff is still doing outreach programs this summer as they take Book Bingo to the summer camp programs with Newport

Parks & Rec, 21st Century Schools, Oceanspray Community Center and the Salmon Run apartments. We do this so that children who can't get to the Library still get a chance to win a t-shirt and pick out a free book.

We are now up to ten active teen volunteers. They perform a number of tasks including Wednesday programming assistance, keeping the children's area tidy, restocking supplies on our craft cart, organizing books in the teen room, as well as restocking raffle tickets for the teen program, and of course "other duties as assigned". This year's group includes five returning volunteers and five who are new to us. They range in age from 13 – 16. The average age is 15, which is older than most summers.

The teen volunteers are raising funds again for a community group (that serves children) yet to be determined. We have begun face painting again on Wednesdays before our summer reading program in the park. Anyone who wishes to get a face painting is welcome; donations are optional. Thanks to Autumn Belloni and Gretchen Havner who gave us their leftover face painting supplies from this year's Sam Case Carnival.

June's Teen Program drew ten attendees for a henna party. We all had a great time together and noted some great social interactions with some of the more timid and introverted kids. Each month we will host one program. We will have a number of building challenges with a variety of materials on July 20 and on August 17, an art program. All summer teen programs will be in the evening from 7-8.

We now have three "Trail Tales" set up. We have one on the Ocean to Bay trail, which was a very popular spot last summer. The second is on the Jetty Trail in South Beach State Park. We partnered with South Beach State Park and they generously paid for the project there. These "Trail Tales: have been well received by the public and it is great to have a collaboration with South Beach State Park as well as the Parks and Recreation Department of the City of Newport. Our third "Trail Tale" is behind the library and is a very short walk relative to the other two. Titles selected for the summer are Finding Wild by Megan Wagner Lloyd, Waiting for the Biblioburro by Monica Brown, Who Will Plant a Tree? by Jerry Pallotta and If You Plant a Seed by Kadir Nelson. Our plan is to rotate the 4 books between the two parks and the library grounds.

"Trail Tales" is a 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.

From Adult Services:
We had 9 programs in June, with 118 people attending. Besides our regular monthly programs, we co-sponsored a genealogy workshop with Bridie's Irish Faire, had a poetry reading by the award-winning poet Penelope Scambly Schott, and a presentation on Namibia, by former librarian Kay Eldon.

Memo

To: Spencer Nebel, City Manager and City Council

From: Jim Protiva, Parks and Recreation Director

Date: July 13th, 2017

Re: Department Update – June 2017

Recreation Center

- June was busy as we prepared for the Summer Activity Club, which began on June 20th. Additional Rec. Leaders were hired, program supplies purchased, transportation lined up and activities planned.

- The first two weeks of Summer Activity Club had low numbers of attendees, presumably due to family vacations at the end of the school year. We hope to see our numbers increase once the Independence Day celebrations are over.

- The new requirements that DHS has mandated in order for us to continue accepting DHS clients, (which pays all or part of their childcare costs with us.) has made participation cost prohibitive. This includes fingerprinting, additional training, and more paperwork. This will only affect 2 or 3 families.

Sports Programs

- Supported the Newport Marathon as the Volunteer Coordinator for road safety marshals in the Nye Beach District and Bayfront area.

- Met with middle school basketball coaches to discuss details on holding open gym times for kids throughout the summer months. Open gyms are held on Wednesday and Sunday during the summer months at Newport Middle School.

- Held a Men's Softball League coaches meeting on June 21 to discuss the upcoming season. The league began playing games on June 26 at Betty Wheeler Park. There are 6-teams consisting of 85+ adult players.

Municipal Pool

- Newport Aquatic Center participated in the world's largest swimming lesson on June 22. This promotional event is designed to build awareness and generate local and national press attention about the vital importance of teaching kids to swim to help prevent drowning. Approx. 600 facilities participated this year. Newport had 17 lesson participants.

- We had 48 swimmers for June evening group lessons, and 69 for Private lessons. Jessica has done a great job of building our private swim lesson program, encouraging participants and training and organizing staff as instructors.

- Job Corp/Job Training – Water safety training and testing on June 1st and also on June 30th. 16 participants.

- Oregon State University utilized the facility for fisher person water safety Training.

60+Activity Center

- A World Elder Abuse Awareness Day dinner and panel discussion was held on Thursday, June 15th, with eighteen in attendance. This event was sponsored by *My Sisters' Place*.

- Death Café was held on June 28th. Eleven persons joined in a relaxed setting to drink tea and coffee, eat brownies and cookies while discussing everything to do with death, dying, life and living.

- Two new Pinochle groups began meeting on Saturdays: Beginning Pinochle, 11:00 a.m. until noon and regular Pinochle from 1:00-3:00 p.m.

- On June 8th, fifteen people enjoyed a tour of the ship Shimada, led by ENS Sean Digre.

- The 60+ Adventure van had a very busy month beginning with a trip to Florence to visit Heceta Head Lighthouse and Darlingtonia Preserve, Garibaldi Train Trip followed by a visit to the Festival of Balloons in Tigard, the Thyme Garden in Alsea, the Portland Spirit Cruise lunch. 44 persons enjoyed the five trips offered.

Noble
Professional
Dedicated

Newport Police Department

Memorandum

One Team - One Future

Date: July 7, 2017

To: Spencer Nebel, City Manager

From: Jason Malloy, Interim Chief of Police

Subject: **Department Report – June 2017**

1. I participated in the Lincoln County Radio System Budget Oversight Committee. The group is made up of representatives from all Lincoln County Public Safety agencies that use the County simulcast radio system. We reviewed the proposed radio maintenance budget and identified needed vendor requirements.

2. I met with City Staff to identify public beach access and no beach access points to identify for the solar eclipse. Signs were ordered to post in areas where the beach is not accessible. This was done to minimize congestion in areas not designated beach accessible.

3. I met with Walmart loss prevention staff to discuss Walmart's optional crime accountability partnership program. The program is designed to offer diversion to certain offenders in lieu of a criminal conviction. The program is under review and I will meet with the Lincoln County District Attorney to discuss the program further.

4. I participated as a panelist for Leadership Lincoln. The week's topic was law enforcement in Lincoln County. Panelists provided insight on their respective disciplines and students were given the opportunity to ask questions.

5. I hosted the City's radio show two times in the month of June. My first guest was Sgt. Brad Purdom. We discussed traffic safety, impaired driving, and suggestions for personal and property safety. The second show spotlighted our Volunteers. Newport Police Volunteer Coordinator Ed Simon and Asst. Coordination Mike Larsen were my guests.

6. Newport Officers escorted the 2017 Newport High graduating seniors. This has become a tradition for Newport Police and Newport Fire to escort the graduating seniors through town each year. The event is well received, and the seniors enjoy the tribute of being escorted.

7. I met with Centro de Ayuda Director Omar Hernandez. We discussed the relationship between law enforcement and the Latino Community. We identified ways to improve communication and strengthen our relationship. I will be attending their next board meeting in July to discuss communication further.

8. I was invited as a guest to represent law enforcement on a local radio show that discussed National ASK (Asking Saves Kids) day. The ASK program promotes asking if someone has an unlocked gun in their home.

9. I was a guest on the Sheriff's radio show. Topics of discussion included eclipse planning, summer traffic, traffic safety and volunteer appreciation.

10. I represented the City to throw out the first pitch of the annual Shangri-La whiffle ball game. The event was well attended and a lot of fun. Our three Newport Summer All-Star teams also attended and assisted the players play the game.

11. I met with City staff to discuss homelessness and panhandling. We identified current trends, and ordinances/laws related to panhandling.

12. I met with two finalists for a pending Records position vacancy. A pending job offer was made and the candidate is currently going through our standard background check process.

Memo

To: Spencer Nebel, City Manager and City Council

From: Jayson Buchholz, PE, Senior Project Manager

Date: July 13, 2017

Re: Capital Projects Status Update

Project: **Big Creek RCC Dam Feasibility Study**
Project Number: 2011-025
Engineer: HDR Engineering, Inc.
Status: Geotechnical data collection is complete.
Next Task: Proceed with analysis of samples collected and other preliminary design activities. Design consultant is working on the preliminary engineering report. An onsite meeting with DSL, ODFW, USACE and other pertinent parties to discuss potential fish mitigation options is scheduled for early September.
Budget: $801,300 ($997,727 HDR Contract authorized 12/5/16)
Description: This analysis is to determine the feasibility of constructing a roller compacted concrete dam (RCC) below the upper dam.

Project: **Bay Boulevard/SE Moore Drive Storm Sewer Improvements**
Project Number: 2012-015
Engineer: Civil West Engineering
Status: The project is progressing. At this time the majority of pipe in the Bay Blvd John Moore intersection is complete with only a couple manholes and catch basins left in the area. The Contractor has moved to the 30 inch outfall near port dock 7 in order to divert Olssen Creek and other stormwater flow to the new outfall so they will not have to bypass pump it once they finish the manholes at Bay Blvd John Moore. Dredging of the Embarcadero Marina also began this week and should be complete in a couple of weeks.
Next Task: Continue with storm drain installation and dredging efforts.
Budget: $4,100,000
Description: This project corrects failing storm sewer at Bay Boulevard and SE Moore drive, Bay Boulevard and SE Fogarty Street, and along SE 4th and SE Fogarty. The intersection at SE Moore Drive and Bay Boulevard will be realigned to provide better intersection safety. Bay Boulevard asphalt will be overlaid at the conclusion of the storm sewer construction phase.

Project: **Storm Water Master Plan**
Project Number: 2013-012
Engineer: Civil West Engineering
Status: Draft has been delivered to City staff for review
Next Task: Complete review of draft and prepare for public engagement pending the completion of the Wastewater Master Plan at which time both plans will be presented together.

Budget: $147,452
Description: This project develops a storm water master plan which accurately models the hydraulic capacity of the City's system, proposes capacity related projects, proposes code revisions to address water quality and erosion and sediment control issues, and makes recommendations for SDC adjustments based upon project recommendations.

Project: Sanitary Sewer Master Plan
Project Number: 2013-008
Engineer: Brown & Caldwell
Status: Draft plan has been delivered to the City for review
Next Task: Review draft plan, then initiate public engagement process in conjunction with Storm Water Master Plan.
Budget: $200,000
Description: This project develops a sanitary sewer master plan which accurately models the hydraulic capacity of the City's system, proposes capacity related projects, and proposes code revisions to reflect current industry practices.

Project: NE 7th Street Water Booster Station (Candletree)
Project Number: 2014-016
Engineer: Civil West Engineering
Status: The Pre-Construction conference was held this week and the Contractor has performed potholes to identify utilities in the area.
Next Task: Begin construction.
Budget: $700,000 in FY 16/17
Description: This project is to replace the existing Candletree water booster station located on NE 7th Street by the intermediate school with a new station. The existing station is old and cannot supply sufficient water capacity without the assistance of the Yaquina Heights Tank. The tank needs to be taken offline for repairs therefore the station needs to be upsized and completed first.

Project: NW 10th Street Fire Station Seismic Retrofit
Project Number: 2014-003
Architect: ZCS Engineering, Inc.
Status: Demolition is mostly complete with only a small portion of the mechanical room roof left to demo. The Micropile installations continue and the general contractor is starting to build back walls.
Next Task: Complete micropile installations and reconstruction of the station.
Budget: $1,491,223
Description: Structural revisions to the main fire station to ensure it is immediately habitable after a significant seismic event.

Project: Agate Beach Recreation Improvements
Project Number: 2013-010
Engineer: OTAK Engineering
Status: The foundation is installed and CMU block is up on the building.
Next Task: Continue with construction.
Budget: $290,975 (FY16-17) an additional $60,000 was appropriated to this project by Council.
Description: Improve the Agate Beach Wayside to include a new bathroom facility, boardwalk surfer access trail to the north end of Agate Beach, drainage improvements, and the extension of Gilbert Street.

Project: Big Creek Pump Station
Project Number: 2012-025
Engineer: Brown & Caldwell

Contractor: JW Fowler Construction
Status: Pump station is operational and project is nearing completion.
Next Task: Complete punchlist items.
Budget: $3,500,000
Description: This project replaces the existing Big Creek Pump Station which is prone to overflows because of worn out equipment and capacity limitations. The new pump station will be built in the same location and will include sufficient capacity for at least 25 years and redundancy in equipment to eliminate overflows. The new station will include an emergency generator and will be fully integrated into the City's SCADA system.

Project: **Golf Course Drive Water System Improvements**
Project Number: 2015-035
Engineer Civil West Engineering
Status: City staff has completed the review of the draft report.
Next Task: Receive final copy of report for presentation to Council.
Budget: $150,000
Description: This project replaces an aging and failing water pipe along Megginson, Golf Course Drive and the east side of US 101 from NE 36th to NE 52nd. Due to the construction impacts the roadway may be widened and repaved as part of this project. Golf Course Dr is currently too narrow to permit passing traffic and emergency vehicle access on Golf Course Dr.

Project: **2016 CIPP Sewer Repairs**
Project Number: 2015-036
Contractor: Insituform Technologies, LLC
Status: Construction is complete, but a portion of the work needs repair.
Next Task: Contractor to provide plan and schedule for repair work.
Budget: $334,400 in FY17
Additional $19,689 in FY18 *(402-6110-75100)*
Description: This project provides a structural liner (cured-in-place pipe) for a series of failing storm sewer pipes. The awarded scope includes 1,145' of storm sewer running from NE 8th St east of NE Avery, to the SW under private properties and US-101 to the Washington Federal Bank.

Project: **Agate Beach Wastewater Improvements**
Project Number: 2011-002
Contractor: TBD
Status: The Preliminary Design Reports have been submitted to DEQ for technical review. Continuing to work with the landowners for the acquisition of the land to build the new pump stations.
Next Task: Present offer to purchase to each property owner and proceed with site designs concurrently.
Budget: $1,240,000
Description: This series of projects include the Big Creek Pump Station and force main, the 48th Street Pump Station and force main, the Schooner Creek Pump Station and force main, and various portions of gravity sewer downstream of the force mains to remedy undersized and aging wastewater infrastructure.

Project: **City Hall HVAC Improvements**
Project Number: 2014-001
Engineer: Systems West Engineers
Status: Bid opening on 5/9/17 received no bids. Bid opening on 6/7/17 received one bid, for $599,970. All bids were rejected by the City.
Next Task: Review scope of project and re-bid.
Budget: $275,000 in FY17 *(101-1320-73200)*

Additional $5,000 in FY18 *(711-7010-71200)*

Description: This project will renovate the existing City Hall HVAC system; as existing rooftop units have deteriorated to the point of failure. The renovated HVAC system is expected to use Variable Refrigerant Flow (VRF) fan coils and eliminate the need for rooftop units.

Project: **Water Treatment Facility Demolition**
Project Number: 2014-014
Engineer: HDR
Contractor: TBD
Status: Notice of Intent to Award is on the Council Agenda for July 17.
Next Task: Issue the contract.
Budget: The FY 15-16 ending fund balance was $200,000 for the WTF demolition project. The FY17 approved budget has allocated $200,000 for the WTF demolition and construction of the storage garage.
Description: This project will remove structures associated with the old WTF and construct a storage garage.

Project: **Water Treatment Facility and City Hall Campus Generators**
Project Number: 2014-018, 2016-025
Engineer: HDR
Status: Project is under design.
Next Task: Continue design work.
Budget: $302,723 for the Water Treatment Facility generator *(403-6210-49901)*
$100,000 for the City Hall campus generator *(711-7010-49405)*
Description: This project will construct backup power generators for the Water Treatment Facility and the City Hall campus.

Project: **NE 70th Dr. Home Removal**
Project Number: 2016-029
Contractor: Road and Driveway; Harmony Manufactured Home Service
Status: The last residence has been acquired by the City and work will begin to remove the home soon.
Next Task: Remove final home.
Budget: $1.36 Million – FEMA funded with a 25% City match. A portion of the City match was provided by the individual homeowners accepting offers of 75% of the pre-disaster home value for their residences.
Description: Remove residential structures from NE 70th Drive which were impacted by the storms and subsequent landslide in December 2015.

Project: **Nye Beach Sanitary Sewer Pump Station Grinder Installation**
Project Number: 2014-020
Engineer: Water Systems Consulting (WSC)
Contractor: TBD
Status: Preliminary Design Report (PDR) has been approve by DEQ and the design consultant is proceeding with final design efforts.
Next Task: Proceed with design.
Budget: $557,000 provided through a DEQ CWSRF low interest loan.

Project: **SE 35th and HWY 101 Signalization Improvements**
Project Number: 2013-018
Engineer: Quincy Engineering (ODOT Engineer)
Contractor: TBD
Status: City staff continues to coordinate with ODOT and Quincy Engineering to value engineer the project mainly through stormwater layouts and options.
Next Task: Finalize stormwater layouts and options with ODOT and Quincy.

Budget: $1,131,971
Description: This project will remove the traffic signal at US101/SE 32nd and provide a new signal at US101/SE 35th. SE 35th will also be extended east/west from Ferry Slip Road to Abalone. Storm drainage and pedestrian improvements will also be provided as part of this project.

Project: **US 101 RRFBs at Pedestrian Island Crossings**
Project Number: 2016-004
Engineer: In-House
Contractor: TBD
Status: Approval letter from the state transportation engineer has been received. The letter states RRFBs will be required in the center islands. This will require alteration to be made to the construction drawings and be resubmitted to ODOT Permits.
Next Task: Continue permit coordination with ODOT.
Budget: $120,000 FY 16/17
Description: This project will install rectangular rapid flashing beacons (RRFBs) at Abbey, Bay, 3rd, 10th, and 15th streets where they cross US 101 in Newport.

Project: **Sam Moore Creek Water Quality Improvements**
Project Number: 2013-020
Engineer: SHN
Contractor: TBD
Status: Task Order was executed with SHN Engineers for the design efforts.
Next Task: Continue to develop project designs and pursue the grant in spring 2018.
Budget: $230,000 FY 16/17
Description: This project is intended to provide stormwater quality infrastructure at Sam Moore Park in Nye Creek through the use of an engineered wetlands. The project will also increase safety and provide for better pedestrian access from Betty Wheeler Memorial Field to Sam Moore Park. Drainage improvements designed to increase the playable days at Betty Wheeler Memorial Field are also being designed under project number 2016-026.

Project: **Betty Wheeler Field Memorial Field Drainage Improvements**
Project Number: 2016-026
Engineer: SHN
Contractor: TBD
Status: Task Order was executed with SHN Engineers for the design efforts.
Next Task: Continue to develop project designs and pursue the grant in spring 2018.
Budget: Unfunded ($230,000 in Sam Moore Creek Water Quality Improvements)
Description: This project is intended to provide better drainage at Betty Wheeler Memorial Field to increase the playable days and improved amenities.

Project: **AMI Water Metering System**
Project Number: 2012-029
Status: The City has been awarded a $300,000 federal grant and has also applied for a state grant. Two temporary employees have been hired to install new water meters.
Next Task: Continue installation of new water meters.
Budget: $2,480,050 *(403-6210-75100)*
Description: This project will convert the City's water metering to an Automatic Meter Interface (AMI) system. This system will transmit usage information for every 15 minutes, via a radio network, eliminating the need for physical meter reading and providing timely detection of customer water leaks. An online portal will also be established for customers to view their water usage.

Project: **Olsson Creek Sewer Improvements**
Project Number: 2016-003
Status: Project is currently in design phase.
Next Task: Review of 90% design plans.
Budget: $600,000 *(402-6110-75100)*
Description: This project will re-route storm and sanitary sewer mains, allowing the abandonment of aging storm sewer mains that are at risk of collapse and an aging wastewater pump station. The existing Olsson Creek storm sewer crosses under multiple houses, and was recently discovered to be in very poor condition and at risk of collapse. The SE 3rd St Pump Station is aging and has experienced pump failures, causing sewer overflows.

Project: **Rogue Brewery Wastewater Sampling Station**
Project Number: N/A
Status: Construction is complete.
Next Task: Complete punchlist items.
Budget: N/A
Description: A City-owned sampling station was constructed by Rogue Brewery as a condition of their recent wastewater expansion. The sampling station will monitor flow volume, pH, temperature, and collect periodic samples so the wastewater can be tested for Biological Oxygen Demand (a.k.a. strength). This only applies to the main brewery, not the distillery or any other connections to the City wastewater system.

Project: **Library Street Lights**
Project Number: 2016-030
Engineer: In-House
Contractor: Central Coast Excavating
Status: Light bases are in and CLPUD will install the lights and pull the wire.
Next Task: Complete light installation by CLPUD.
Budget: Project is being funded through the Library budget (Ted).
Description: This project is intended to provide lighting and safety improvements at the library.

Project: **SE Bay Blvd Street Lights**
Project Number: N/A
Status: New poles have been delivered to CLPUD.
Next Task: Remove existing poles and set bases for installation of new poles.
Budget: TBD
Description: This project will replace 24 existing street lights on SE Bay Blvd, which are the green “candy cane” lights that run along the boardwalk and to the east to SE Moore Dr. These existing lights are City-owned and nearly impossible to service when a bulb needs replacement. The new lights will be owned and maintained by CLPUD.

Project: **Sanitary Sewer Televising Program**
Project Number: 2013-009
Status: Cleaning and televising is partially complete, will resume in August.
Next Task: Resume cleaning and televising of selected sanitary sewer mains.
Budget: $132,000 in FY17
Description: This is an annual project to visually inspect approx 50,000 feet, or 14% of the City’s sanitary sewer mains. This ensures that every sanitary sewer main will be cleaned and inspected at least once every 7 years. Televised inspection identifies mains that require maintenance, rehabilitation, or replacement.