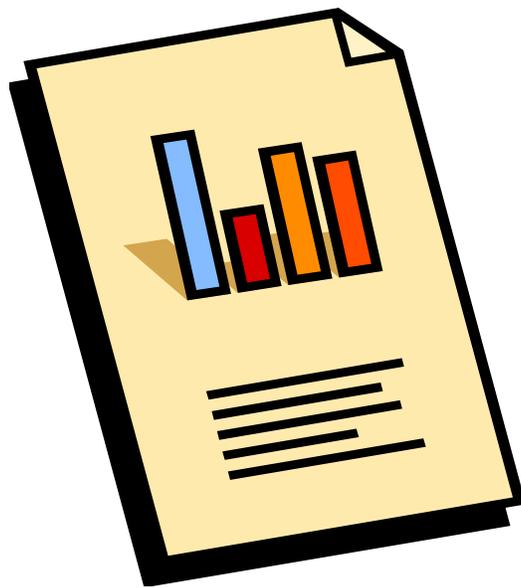


Monthly Departmental Reports



May, June and July,
2016



Memo

To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: August 3, 2016
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

The following is a summary of building and land use activity for May through July of 2016 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
May/Jul	55 (\$103,141.71)	81 (\$10,755.99)	22 (\$9,777.91)	7 (\$1,300.33)	\$13,334,948.15	6 (\$14,695.00)
2016	130	207	41	7		21
Total	(\$147,406.03)	(\$28,894.69)	(\$13,219.24)	(\$1,300.33)	\$16,888,364.55	(\$18,880.00)
2015	182 (\$184,602.72)	303 (\$39,558.07)	77 (\$14,778.82)	County	\$21,957,649.11	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)
2013	111 (\$68,843.48)	258 (\$28,809.30)	61 (\$12,220.12)	County	\$8,131,772	44 (\$11,979.00)

Land Use Reviews

120
100
80
60
40
20
0

Building Permits

250
200
150
100
50
0

STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Aquatic Facility: Masonry walls are substantially complete and the roof is being installed.

Big Creek Pump Station: Masonry walls are finished and roof is being constructed.

Newport Candy Shop: Foundation is substantially complete. Framing should start soon.

Central Lincoln PUD Maintenance Facility: Foundation inspection performed on northernmost new structure, and underground utilities are being installed. Awaiting feedback from Central Lincoln on a draft agreement for street frontage improvements they are required to install.

Hatfield Seawater Facility Upgrades: Framing is complete and roof is being installed.

Inn at Nye Beach: Project is complete and certificate of occupancy issued 7/12/16.

Nazarene Church Outreach/Community Center: Construction continues to progress slowly. The church has hired a new project manager. East parking lot area has been graded and inspections have been performed on retaining wall and foundation drains. Contractor is working on interior partition walls.

Newport Coffee Shop (Harborton and College Way): Framing inspection completed and solar array installed. Further work on hold until they secure a tenant.

Pacific Seafood Remodel: Project is substantially complete.

Rogue Brewery Expansion: Working on the foundation.

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: Plans submitted for 7, four-plex units. Plans have been reviewed and comments provided to the contractor. Awaiting submittal of corrected documents. Permits cannot issue until infrastructure is in place and final plat is recorded.

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. NNMREC-OSU is working through the FERC regulatory process and is addressing issues related to environmental impacts associated with the project. That work will continue well into 2016. Permitting considerations associated with the preferred cable landing site (Driftwood Beach State Recreation Site) are also being evaluated.

Safe Haven Hill Tsunami Evacuation Improvements: Project is substantially complete. The last of the lighting and electrical work is complete and the City is awaiting delivery of the as-built drawings from Civil West engineering. Staff is coordinating with FEMA on receipt of remaining funds and is preparing reimbursements.

Affordable and Work Force Housing Initiatives: Met with Habitat for Humanity of Lincoln County on 8/4/16 to discuss property line adjustment in order to get the 10th Street property in a condition where it can be developed with affordable housing units. City is also a partner to a multi-jurisdictional IGA with the Lincoln Community Land Trust. The Council met with its jurisdictional partners to discuss further steps it can take to implement affordable and workforce housing policies on 7/12/16.

Vacation Rental Code Update: At this time there are 182 vacation rentals and B&B establishments that have completed the licensing process. About 150 of the licenses are being used. A presentation was made to the Council on 5/2/16 summarizing how the City's licensing program has been working since it was overhauled in 2011/2012 and the growth of vacation rentals will continue to be actively monitored moving forward.

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. A contractor has been selected to repair the drainage system adjacent to the Agate Beach Motel and that work will start shortly. The staircase and restroom improvements will be bid by our Public Works Department as city projects.

Reservoir UGB Amendment and Annexation: Annexation ordinance was adopted on 5/2/16. Lincoln County to transfer jurisdiction of Big Creek Road. City must accept. Initial hearing held by the Board of Commissioners on 7/20/16. Commissioners want to link transfer to commitment by City to maintain recreational access to the reservoirs. Further discussions to be scheduled between the City and County.

Planning for Replacement of the Yaquina Bay Bridge: City/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 (approx. \$150,000). ODOT performed detailed traffic counts in 2013 and 2014 to inform the development of a 2040 traffic

model. ODOT Region 2 has budgeted funds to conduct an alternatives analysis in FY 16/17. Staff to meet with ODOT in May to review progress on the model and a project status meeting with policymakers is to be arranged.

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. The State of Oregon is preparing a new GIS based addressing layer for all jurisdictions in the County. The project is funded by OEM and the information will be used to support 911 services. No date is set for when the work will be finished.

Implementation of ePermitting System: System allows contractors to obtain permits and schedule inspections online. Data conversion and training completed and application was launched on 3/7/16. Staff will attend additional training and fine tune the application and reporting tools in the coming year. Mechanical permitting was added to the system effective 7/1/16.

Transfer of Mechanical Permitting Program: City's request to assume the Mechanical Program was approved on 3/18/16 and the City and County updated their Building Service IGA on 5/16/16. CDD took over mechanical permitting within the city limits effective 7/1/16.

South Beach Urban Renewal Infrastructure Improvements: Extension of SW Abalone Street and SW 30th for the OMSI development, paving and sidewalk improvements along SW Brant Street and SW 27th Street, and the widening of SE Ferry Slip Road (with a multi-use path) from SE Marine Science Drive to SE Ash Street. Projects are substantially complete. ODOT has selected a consultant to design the new SE 35th and US 101 intersection. Draft preliminary design due October of 2016. Construction of that project has been pushed back to 2018.

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 to be performed the weekend of August 27th with off-peak analysis occurring in November. Recommendations will inform the 2016/2017 budgeting process.

HMSC Campus Expansion and Student Housing: OSU is in the process of hiring a design team to construct a 100,000 sq. ft. marine studies and research building at the HMSC campus. They anticipate construction starting August of 2017. The University has secured property for student housing in Wilder. It will require changes to the City's Comprehensive Plan Map, Zoning Map, and the Phase 1 Wilder Planned Development. A hearing was held before the Planning Commission on 7/25/16. A City Council hearing on the amendments is tentatively scheduled for 9/6/16.

Update to Newport System Development Charge Methodology: The project includes assessment of the viability of a construction excise tax for affordable/workforce housing. An RFP for consulting services was issued 7/5/16 with proposals due 8/19/16. A technical advisory committee will need to be created for this project. The Planning Commission will consider a preliminary list of relevant stakeholders at its 8/8/16 meeting.

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. Oregon Emergency Management is preparing contract documents which should be available in mid-August. Property acquisition and home removal likely to occur in September/October.

COMMITTEE WORK

In the May to July timeframe, staff supported and/or attended meetings of the Newport City Council, Newport Urban Renewal Agency, Newport Planning Commission, Newport Budget Committee, Airport Policy Advisory Committee, Oregon Parks and Recreation Department Park Master Plan Advisory Committee, Port of Newport, Parking Study Advisory Committee, and the Steering Committee for the Visioning Process.



Date: July 29, 2016
To: Spencer R. Nebel, City Manager
Mayor and City Council Members
From: Mike Murzynsky, Finance Director
Subject: May, June and July 2016 Monthly Departmental Report

Water/sewer Billings - three-month summary and Aging detail for July

For May 31, 2016 a total of 4,546 water/sewer accounts were billed for combined amounts due of \$645,546; for June 30, 2016 a total of 4,550 water/sewer accounts billed for \$645,560; and for July, 31 2016 a total of 4,527 water/sewer account were billed for \$836,769. 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. The Aging Report for July 31, 2016, \$761,458 is current; for the June 30 billing, \$47,170 is past due; for May 31st billing, \$11,250 is past due; and from the April 30th billing, \$95,709 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. As of today, July 29, 2016, we can only report on June 30, 2016 because we are currently in the billing process for the month of July.

The June 30th, 2016 Aging Report shows accounts receivables at \$73,816. This amount includes a Bed & Breakfast business debt of \$4,894 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. A summary of the June 2016 report is provided below for your information.

Billings:

Future, Current & 30 days out	7,958	11%
Over 60 to over 150 days	65,858	89%
	<u>73,816</u>	<u>100%</u>

One septic tank disposal service, K&K Toilet, 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 city attorney has given Finance the green light to send K&K Toilets to collections.

The net receivables, excluding the three aforementioned accounts in the amount of \$64,889, total \$8,927.00.

Room Tax

The monthly chart below will accompany Finance's monthly update. The chart shows that Room revenues have an average increase of 18.3828% between the 2014 and 2015 fiscal years. And so far for the 2015 versus 2016 fiscal years, we have an increase of 9.2077%. Included in these numbers are \$96K of uncollected revenues from the Shilo Inn, we received their payment July 25th which included interest and penalty in the amount of \$20K.

Please note, June 2016 is down only because the receipts have not been posted, we are in catch up mode at the moment as we replace a staff member who resigned. Hopefully we will have them replace shortly.

	2013-14	2014-15	2014 vs. 2015 % Increase	2015-16	2015 vs. 2016 % Increase
July	444,169	465,457	4.7928%	561,203	20.5703%
August	456,730	511,605	12.0148%	560,765	9.6090%
September	295,884	319,625	8.0238%	372,345	16.4943%
October	191,428	220,368	15.1180%	246,642	11.9228%
November	123,686	138,584	12.0451%	155,877	12.4784%
December	96,187	119,764	24.5116%	120,879	0.9310%
January	112,859	139,630	23.7207%	134,893	-3.3925%
February	139,593	197,011	41.1324%	217,152	10.2233%
March	202,017	256,345	26.8928%	266,682	4.0325%
April	166,678	203,965	22.3707%	237,807	16.5921%
May	231,989	262,296	13.0640%	274,466	4.6398%
June	289,134	338,008	16.9036%	253,770	-24.9219%
Total	<u>2,750,354</u>	<u>3,172,658</u>	<u>18.3825%</u>	<u>3,402,481</u>	<u>9.2077%</u>

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 be discussed with the city attorney for direction.

Monthly Financials

Financial reports will be presented to Council every quarter; the four quarter financials will be taken to Council on August 15th. However, because it is year-end it may be the first meeting in September.

2015-16 Fiscal Year Notes

We have completed fiscal year 2015-16 and are in the process of closing the books in preparation for its audit.

2016-17 Budget books:

The budget booklets are available and Council should find them in their inboxes. We do have a limited supply of extras should anyone require a copy. Otherwise the book is available in the City website.

Conferences and training

No trainings at the moment. Our conferences begin in October 2016.

Other items:

We have begun the Actuary transition and it is going well! Our new Actuary, Silverstone, so far is working very well and asking very good questions.



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

June 7th, 2016

To: Spencer Nebel, City Manager
Re: May 2016 Monthly Activities

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

The month of May we had 197 calls for service. In April 2016, we had 210. This is a decrease of 7% from last month, as compared to an increase of 37% over May of 2015. At the end of May 2016, we responded to 904 calls. Last year we had 791 calls at the end of May. This is just over a 14% increase from the same date in 2015. There were 5 calls of note in May. The first, on May 7, was a mutual aid fully involved structure fire in Waldport. We sent an engine and water tender. On May 17, we had a juvenile set fire in a bedroom at the 600 block of NW Lee Street. The fire was contained to bedding in one room with some heat and smoke damage to that room. The juvenile is currently receiving fire safety education through the fire department. On May 19 we had a backyard burn that got out of control at the 600 block NE Steenson Road. Crews extinguished and mopped up a 20x40 foot area utilizing a brush truck, an engine and water tender. On May 21 we responded to a kitchen fire at the 1000 block of SE Spruce Way. The fire was extinguished prior to our arrival and was contained to an oven. On May 30 we extinguished a brush fire caused by an unattended warming fire from a homeless camp in the trees just west of the 1200 block of NW Spring Street. Overhaul was hampered due to access issues.

In May we gained one volunteer and lost two volunteers, both to personal time constraint issues. Our roster is now 30 volunteers. Our new volunteer is attending weekly training and will attend basic firefighter academy in the fall.

The fire department was very active in the month of May. On Monday May 2, we held a Captain's Meeting and I attended a department head meeting and City Council that evening. On Tuesday May 3, I participated in the first of two interview processes for the Emergency Preparedness Coordinator. I also attended a planning meeting with City staff and County Emergency Management regarding the City's role in the Cascadia Rising exercises occurring in June. On Wednesday May 4, we had site visit from ZCS Engineering regarding our seismic retrofit project. On Friday the 6th I met with Father Palmer from Sacred Heart Catholic Church about possibly using the vacant lot between the main fire station and the church for temporary housing during the seismic retrofit construction. On Monday the 9th, I participated in the second of the EPC interviews and attended a meeting in the City Manager's Office regarding the Safe Haven Hill Project. From Monday, May 9 through Friday May 13, I attended the Oregon Fire Chief's Conference held at the Eagle Crest Resort in Redmond, Oregon. It was very informative and I got caught up on current issues. I was also able to meet with all the fire chiefs along the Coast and found out we all have similar issues with growth and increased call volumes. On Saturday the 14th I helped facilitate a presentation on Cascadia Subduction Zone earthquakes put on by Jenny Demaris, Emergency Manager for Lincoln County. The presentation was held in the Council Chambers and was well attended. I estimate about 70 people showed up. On Monday the 16th I attended a department head meeting and myself and the on-duty crew conducted a walk through inspection on a new cannabis lab going in at the Newport Business Plaza. On Wednesday May 18 fire department staff met with Dave Hyland, representative from the Insurance Services Office (ISO) regarding our fire department grading process. We were able to give him the majority of information ISO requires to conduct the grading. We are in process of providing the final information needed on the rural water systems outside of the City. We expect to get our new grading for the City and Rural Fire District near the end of summer. From May 18-23rd, Captain Helmricks and Firefighter Anderson attended the initial 5-day ARFF school at Moses Lake, Washington. On Thursday May 19, I conducted a re-inspection of the business occupancy at SPCH. On Monday, May 23 Engineers Parker, Butterfield and Johnson attended required annual one day ARFF refresher course held at

Moses Lake, Washington. This brings our number of ARFF trained and certified staff to 7 out of 9. The remaining two staff will take their training in the fall of this year. On Tuesday the 24th I met with the new interim fire chief of Central Oregon Coast Fire District (Waldport), Mark Reid. We had a good conversation and I am hopeful he can bring positive changes to that organization. On Thursday the 26th I had my weekly meeting with the City Manager. I also met with Chief Ewing from Toledo Fire Department who is the County Fire Defense Board Chief. I am the alternate County Fire Defense Board Chief. We met to finalize our plans for conflagration mobilizations that may happen this summer as a result of large wildland/urban interface fires that occur. It is our job to mobilize our firefighters and apparatus into strike teams and task forces when requested by the State Fire Marshal's Office. Also on Thursday, I attended a county-wide Wildland Fire Tabletop exercise followed by our monthly County Fire Defense Board Meeting. On Friday the 27th I conducted fire safety education for a juvenile fire setter. Finally, on Monday May 31, I facilitated the monthly City Emergency Preparedness Committee Meeting and I met with HR Director Barb James and Spencer Nebel to discuss our next steps in the hiring process for Emergency Preparedness Coordinator.

In June, the Fire Department will be participating in the Newport Marathon, Newport Grad night, and the Cascadia Rising exercise. The first of our three seasonal firefighters have started work. The other two will start the third week in June after school is out. We are busy starting our summer maintenance projects with the goal of completing them by mid-summer so we can start getting ready for the seismic retrofit construction project that will begin in September.

Training Report May 2016

Past month training subjects:

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

- Patient extrication
- Rescue Jacks
- Vehicle Stabilization
- Extremity Trauma

Past month drill hours:

During the month of May 261.5 hours of training were documented. Of the 261.5 hours of training in May, 141.5 hours were logged by the paid staff and 120.0 hours were logged by the volunteers.

Monthly highlights and special considerations:

In the month of May, we had 1 person complete the Wildland Firefighter Academy in Toledo. Also in the month of May we sent 3 personnel to Moses Lake, Washington for their annual one-day required ARFF refresher training and 2 personnel for their 5-day training.

For the month of June, we will be conducting a couple of wildland classes in preparation for Conflagration deployment this summer. Also during the month of June we will be focusing a couple of drills on Large Incident Response preparedness.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report May 2016

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	5	2			
AUTOMATIC ALARMS:	5	0	BURN PERMITS:	47	52
MEDICAL CALLS:	128	11	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	5	1	FIREWORKS DISPLAY:	0	0
RESCUE:	1	0	IN SERVICES AND TOURS:	1	
MUTUAL AID RENDERED:	0	4	TOTAL INSPECTIONS:	6	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	6	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	32	3	PLAN REVIEWS:	3	
HAZARDOUS CONDITION:	0	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	87				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	1	0
HOSPITAL/CARE CENTER:	0	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	0	0	RESIDENTIAL:	3	1
LABORATORIES:	0	0	RESTAURANT:	0	0
LAUNDRAMATS:	0	0	SCHOOLS:	0	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:	0	0	TRAILERS:	0	0
NATURAL COVER:	3	1	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	3	0

NEWPORT FIRE DEPARTMENT

City Report May 2016

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:	1	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	1	0
ELECTRICAL:	0	0	OPEN FIRES:	1	1
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	2	1
FALSE ALARM:	2	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	2	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



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

July 11, 2016

To: Spencer Nebel, City Manager
Re: June 2016 Monthly Activities

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

In the month of June, we had 208 calls for service. In May 2016, we had 197. This is an increase of 6% from last month, and an increase of 4% (200 calls) over June, 2015. At the end of June 2016, we responded to 1,112 calls for this year. Last year we had 991 calls at the end of June. This is just over a 12% increase from the same date in 2015. There were 5 calls of note in June. The first was on June 12, which was a motor vehicle accident which required extrication. On June 20 we responded to smoke inside a residence on the 400 block of SW 6th Street. When our crews responded, they found a house which was filled with smoke, throughout. When they entered the garage they found a dehumidifier which had burned up and had filled the home with smoke. The fire was quickly extinguished and the home was ventilated. On June 21 we responded to a fire in the kitchen at Burger King Restaurant. We were able to extinguish the fire with our hose lines and foam. Later that same day we responded to the 6600 block of N. Coast Hwy for a fatal motor vehicle accident which required extensive extrication. Finally, on June 24 we responded to a surf rescue near the North Jetty to help several people whose boat had capsized on the rocks of the Jetty. Fortunately, no one was injured.

In June we lost one volunteer due to time constraints and we gained zero. Our roster is now at 29 volunteers.

The Fire Department was very active in the month of June. On Wednesday the 1st I met with Lt. Malloy from NPD for a phone conference with our vendor on an update on our EOP plan update. On Thursday the 2nd, I had my weekly meeting with the City Manager. On Monday the 6th I attended a Department Head meeting, as well as a Department Head meeting with regard to the Cascadia Rising Drill. I also convened the first meeting of the Safe Haven Hill Disaster Cache Workgroup. That evening I attended the City Council Meeting. On Tuesday the 7th I helped coordinate the EOC as part of "Day One" of the Cascadia Rising event. I also participated in the City Evacuation Drill. In the afternoon, I attended a Department Head meeting on City Values and I spoke at a training session on wildland conflagration response. Wednesday the 8th I conducted fire safety education with a youth involved in fire setting. On Thursday the 9th, I had my weekly meeting with the City Manager. On Friday, June 10th we had "Day Four" of the Cascadia Rising event exercise and set up our EOC in a tent near the fairgrounds along with Lincoln County Officials. On Monday the 13th, I met with the property owner on SW 66th Street to discuss Fire Department access issues. On Wednesday the 14th we held a productive labor/management meeting. On Thursday the 16th, I met the City Manager and I met with the NRFPD Board for the regular monthly meeting. On Monday the 20th I attended a Department Head meeting. On Tuesday the 21st I attended a second meeting on City Values. On Thursday the 23rd I met with the City Manager and chaired the County Fire Defense Board Meeting. On Friday the 24th, I met with HR to review applications for the Emergency Preparedness Coordinator. On Tuesday the 28th, I facilitated the monthly City Emergency Preparedness Committee Meeting. On Thursday the 30th, Derrick Tokos and myself met with local architect, Deitmar Goble, to discuss access issues at a home site on SW 66th Drive.

Training Report

. June 2016

Past month training subjects:

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

- Environmental Emergencies
- Advancing Hose Lines
- MCI
- Tsunami/Large Incident Response
- Company Evolutions

Past month drill hours:

During the month of June 361.5 hours of training were documented. Of the 361.5 hours of training in June, 187.5 hours were logged by the paid staff and 174.0 hours were logged by the volunteers.

Monthly highlights and special considerations:

In the month of June, we had several drills and opportunities to continue to develop and critique our response to large scale Emergency situations including the Cascadia Tsunami drill. We also offered Health Care Provider CPR for our department. We also conducted a couple of Wildland training opportunities, including going out into the rural community and working with homeowners on how to prepare their property in case of a fire.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report June 2016

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	9	1			
AUTOMATIC ALARMS:	13	0	BURN PERMITS:	58	65
MEDICAL CALLS:	131	11	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	11	1	FIREWORKS DISPLAY:	0	0
RESCUE:	0	2	IN SERVICES AND TOURS:	142	
MUTUAL AID RENDERED:	4	0	TOTAL INSPECTIONS:	5	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	1	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	22	3	PLAN REVIEWS:	10	
HAZARDOUS CONDITION:	0	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	268				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	4	0
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	1	0
HOTEL/MOTEL:	4	0	RESIDENTIAL:	3	0
LABORATORIES:	0	0	RESTAURANT:	1	0
LAUNDRAMATS:	0	0	SCHOOLS:	3	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	1	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	0	TRAILERS:	0	0
NATURAL COVER:	3	1	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report June 2016

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	9	0	HEATING APPLICANCE:	2	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	1	0
ELECTRICAL:	0	0	OPEN FIRES:	0	1
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	2	0
FALSE ALARM:	3	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	5	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

NEWPORT FIRE DEPARTMENT

City Report July 2016

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	12	1			
AUTOMATIC ALARMS:	12	1	BURN PERMITS:	7	11
MEDICAL CALLS:	102	15	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	8	1	FIREWORKS DISPLAY:	0	0
RESCUE:	3	6	IN SERVICES AND TOURS:	36	
MUTUAL AID RENDERED:	3	0	TOTAL INSPECTIONS:	2	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	2	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	26	2	PLAN REVIEWS:	4	
HAZARDOUS CONDITION:	0	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	230				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	3	0
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	5	0	RESIDENTIAL:	4	1
LABORATORIES:	0	0	RESTAURANT:	1	0
LAUNDRAMATS:	0	0	SCHOOLS:	1	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	2	0
MISCELLANEOUS:	2	0	TAVERNS:	0	0
MOTOR VEHICLES:	1	1	TRAILERS:	0	0
NATURAL COVER:	3	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report July 2016

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	6	0	HEATING APPLICANCE:	0	0
CARELESS SMOKING:	0	0	INCENDIARY:	4	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	2	0
ELECTRICAL:	0	0	OPEN FIRES:	0	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	2	1
FALSE ALARM:	2	1	SPARKS:	0	0
FIREWORKS:	1	0	UNDETERMINED:	6	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



Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: June, 2016
Subject: Library Department Update

From the Library Director:

Finally, two and one-half years after starting our planning process, the library renovation project has been completed. We are and have been in the process of settling into different work spaces and working on establishing new “norms.”

The Library Director was on bereavement leave from June 28, through June 23. That involved four work days for travel to Ohio and back.

The Library Director and Assistant Director spent a lot of time in June cleaning, adjusting, and moving equipment into the new teen space. They assembled new shelves, and over a Saturday evening and Sunday morning, moved three collections. The Adult Spanish collection was moved downstairs, the Reference collection was moved to new shelves and the Teen collection was moved upstairs. The Assistant Director is now shifting the Adult Non-fiction collection – spreading it into the space formerly used for the Teen collection.

During the renovation all of the 80,000+ items, held in the library’s various collections, were moved – some of them more than once.

At the end of June, the Library Director will finish up his presidency in the Rotary Club of Newport. It was a fruitful year, and worthwhile. The City is to be commended for allowing department heads to participate in community organizations. This kind of service gives us the opportunity to promote the City and to for citizens to see a person and not just a name that represents the City.

Looking to the future, the Library Director met with the supervisory staff to begin planning for a major staff transition that will take place over the next few years. As things now stand, two supervisors will retire in 2018 – one early that year, one late in the year. The Library Director will retire in early 2019.

From Youth Services:

Summer Reading is booming as children, teens and adults sign-up for this summer’s programs. Linda and Rebecca have been in the schools for the past two weeks, promoting the joys of reading for pleasure and the benefits of using their public library.

The most exciting development here is the opening of the new Teen Room. Teens have discovered it and it fills up as soon as school is out. We're looking forward to summer and seeing what the use is there.

In the Circulation Department, we've been very busy with not only the daily load of checking items in and out but also signing up these summer readers. In the long overdue department, things aren't so rosy. We're still getting over 50% of those billed items returned but the total numbers of long overdue items are much higher, almost double the number over 2015. Why? We're working on figuring that out. One explanation might be that, with our new RFID system, many more items are actually being checked out. We'll keep investigating and let you know.

From Reference and Adult Services:

We had eleven adult programs in May, with 303 people participating. At the Newport Chamber's "Know Your Newport" events, 230 people came by the library booth and talked with Courtney, our library school intern, and Sheryl about downloading ebooks, audiobooks, and magazines, and about Summer Reading. We have suspended our computer classes for the summer, but are still offering our popular "Book a Librarian" service.

We added a subscription to Flipster, an magazine database, which went live on May 1. We initially are offering 50 titles on a variety of topics, which can be read on a computer, tablet, or smart phone. In the first month, there were 25 downloads, 220 online views, and 149 sessions.

From Outreach Services:

Alice MacGougan's outreach to homebound adults in the community continues to thrive. Additionally, she recently teamed up the Driftwood Library's Outreach Coordinator, Star Khan, to host a pop-up library event at the Lincoln Beach Thriftway. They signed people up for Summer Reading programs, gave away library swag, and educated residents about what local public libraries have to offer.



A patron at Oceanview Assisted Living reads a book Alice picked out for him



Alice teaches one of her patrons about the Kindle Fire's camera function

Ted Smith



Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: July, 2016
Subject: Library Department Update

From the Library Director:

This is going to be a very short report as the Library Director was on vacation from June 29, through July 10. Many other staff members are getting in quick summer vacations and with summer reading progressing, we are all filling holes and pitching in wherever we are needed. We are quite busy registering kids, teens and adults for our annual summer reading programs.

The Library Director was involved in two meetings with the City Manager and Department Heads working to develop a set of core value statements that address the way city staff interact with each other and with members of the public. The City Manager is also working with members of the Employee Advisory Committee on the same issue. A melding of ideas from the two groups will result in a set of values upon which all can agree.

Library staff took part in the Cascadia Rising drill in June. This drill's focus was all about safely evacuating the building and accounting for all staff and volunteers. One thing that came out of the drill was that we needed to have a list of all staff and volunteers available, so we know everyone in the building is accounted for. A clipboard was hung by our staff exit and on it we have the names of all staff and the names of our volunteers and the day and time they are at the library. The clipboard can be taken as the building is evacuated and used as a check list for staff and volunteers.

The Newport Public Library Foundation held a party celebrating the completion of the library renovation project. Mayor, Sandra Roumagoux and City Manager, Spencer Nebel both spoke at the event. The project spanned two and one-half years that included a four-month strategic planning process.

Finally, the Library Director finished his year as President of the Rotary Club of Newport on June 23. It was a fun, fast year. The City and Library benefited from the exposure as the Rotary President takes part in many meetings and activities throughout the community.

From Reference and Adult Programming:

We had five programs for adults in June. On June 28 we hosted a "Retirement Readiness" talk, with representatives from the Social Security Administration and the Oregon Division of Financial

Regulation. The City has redesigned its website to be mobile-friendly, and Sheryl, Stacy, and Alice redesigned the Library's website to work with the new template. It will be available in early July.



Noble
Professional
Dedicated

Newport Police Department
Memorandum

One Team - One Future

Date: June 13, 2016
To: Spencer Nebel, City Manager
From: Mark J. Miranda, Chief of Police
Subject: Department Report for May 2016

1. Various members of the Department have been involved in the planning of the Cascadia Rising event that is scheduled for June.
2. The Citizen Police Academy continues through the month. Topics for May included: Patrol Operations, Community Service Officer, Records Division, Search and Seizure, Domestic Violence, Narcotics Investigations, Traffic Enforcement, Detective Division, and Crime Scene Investigation.
3. I interviewed an applicant for our open police officer position. This person is currently a police officer with another agency, and is well qualified. He was given a contingent job offer, he has passed the background investigation, psychological exam, and medical exam. He will be starting with us on June 22nd.
4. I met with Lisa Norton, the Executive Director of My Sister's Place. We discussed mutual concerns, and how we can help each other. Ms. Norton is a long time non-profit activist, and has brought a lot of great experience to My Sister's Place.
5. I met with Ofcr. Hayden Randall at the Police Academy. He was progressing well, enjoying the training, and excited about graduating in June.
6. May was somewhat of a busy month for the Department. Officers made 30 arrests for the following crimes (four people were arrested a second time during the month):
 - DUII 3
 - Arrest Warrants 10
 - Vandalism 1
 - Theft 3
 - Trespass 4
 - Other Crimes 7

Integrity – Excellence – Community – Employees – Teamwork – Commitment

7. I attended the following meetings during the month of May:

- Law Enforcement Council
- Airport Open House
- Safety Break
- Crash Team
- Chamber After Hours
- Law Enforcement Recognition Banquet
- Port of Newport Board meeting
- Law Enforcement intelligence
- Sheriff Dotson's retirement.



Memo

To: Spencer Nebel, City Manager and City Council
From: Jayson Buchholz, PE, Senior Project Manager
Date: June 13, 2016
Re: Capital Projects Status Update

- Project:** **Big Creek RCC Dam Feasibility Study**
Project Number: 2011-025
Engineer: HDR Engineering, Inc.
Status: Geophysical and survey work have been completed.
Next Task: Analysis of data.
Budget: \$451,300
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: Project is currently open to bids. Bid close is set for Thursday June 16, 2016.
Next Task: Determine lowest qualified bidder and prepare Notice of Intent to Award for June 20, 2016 City Council Meeting. Anticipating Notice to Proceed being delivered early to mid-July.
Budget: \$2,949,100
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:** **SW Abalone-Brant Street Improvements (OMSI Street Improvements)**
Project Number: 2014-002
Contractor: C&M Construction
Status: Project is complete with the Certificate of Substantial Completion being issued to the contractor on April 14, 2016. All project punch list items were complete on April 20, 2016.
Next Task: N/A
Budget: \$2,174,000 – (Approved pay applications totaling \$2,119,555 to date with the final payment and retainage release still pending).
Description: Street improvements including SW Abalone from Abalone to SW 35th Street, SW 30th from Abalone to Brant, SW Brant from 30th to the South Jetty Road, and SW 27th from Brant to Abalone.

Project:SE Ferry Slip Road Street Improvements

Project Number: 2014-003
Contractor: KSH Construction Co,
Status: Project is nearing completion. Asphalt roadway is in place.
Next Task: Striping, traffic control devices and project cleanup.
Budget: \$1,438,000
Description: Widening of SE Ferry Slip Road from SE Ash Street to SE 32nd Street. Includes installation of storm sewer and a multiuse path from SE Ash Street to SE Marine Science Drive on west side of SE Ferry Slip Road.

Project: Safe Haven Hill Tsunami Evacuation Improvements

Project Number: 2011-014
Contractor: KSH Construction Co,
Status: Project is complete with the Certificate of Substantial Completion being issued to the contractor on April 29, 2016. All project punch list items were complete on May 2, 2016 but still need to be verified by City staff.
Next Task: Additional solar lighting, signage, electrical work, and site clearing and seeding will be completed.
Budget: \$576,840
Description: Sidewalk and trail improvements to make Safe Haven Hill in South Beach more accessible in a tsunami evacuation.

Project: Storm Water Master Plan

Project Number: 2013-012
Engineer: Civil West Engineering
Status: Complete.
Next Task: On hold 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: Aquatic Center & City Hall Campus Parking Improvements

Project Number: 2013-019
Architect: Robertson Sherwood Architects
Engineer: Civil West Engineering
Contractor: Pavilion Construction
Status: Contractor is working on masonry walls and electrical/plumbing conduit.
Next Task: Construction of footings and the building foundation will continue.
Budget: \$9,400,000
Description: This project is to construct a new aquatic facility south of the existing recreation center. Final aquatic center will include an 8 lane competitive pool, a recreational/therapy pool, and hot tub. Funding was provided through a General Obligation Bond approved in the Fall of 2013.

Project: Candletree Water Booster Station (NE 7th Street)

Project Number: 2014-016
Engineer: Civil West Engineering
Status: Preparing preliminary engineering and performing water system modeling. Proposed pump station layouts have been submitted by the Engineer and the City has provided review comments.
Next Task: Expecting a 90% design review submittal on June 24, 2016.

Budget: \$450,000
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: Design is underway.
Next Task: Project check-in meeting with the Design Consultant is scheduled for June 20, 2016. Anticipated bid date of August 3, 2016.
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: Design is complete. The ODOT roadway project is underway and the City will wait for the ODOT project to be complete before initiating the restroom/shower facility and the surfer trail access boardwalk. The storm drainage piece of the project will bid and construction initiated as the first phase.
Next Task: Invitations to bid on the storm drain component of this project will be sent the week of June 13, 2016.
Budget: \$100,624 (FY15-16)
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
Contractor: JW Fowler Construction
Status: The Contractor has completed the installation of several manholes and the deep wet well. Building footings, generator pad, and stem walls have been constructed.
Next Task: Waiting on building permit to pour slab and begin wall construction.
Budget: \$2,900,000
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
Contractor: TBD
Status: Project is still in the concept phase. An initial public outreach meeting was held on April 7, 2016 to gather input from area residents. An additional public meeting was held on-site May 11, 2016.
Next Task: Public comments will be incorporated into an undated concept drawing and a third public meeting will be held.
Budget: \$150,000

Description: This project replaces an aging and failing water pipe along Golf Course Drive. Due to the construction impacts the roadway will be widened and repaved as part of this project. Golf Course Dr is currently too narrow to permit passing traffic if emergency vehicles are responding to a need on Golf Course Dr.

Project: 2016 CIPP Sewer Repairs

Project Number: 2015-036

Contractor: TBD

Status: Design Engineer is nearing completion of bidding documents and plans.

Next Task: Advertise the project for bidding.

Budget: \$250,000

Description: This project provides a structural liner (cured-in-place pipe) for a series of failing storm and sanitary sewer pipes. The primary location is approx. 1,400' of storm sewer running from NE 8th St east of NE Avery, to the SW under private properties and US-101 to the Northside Lift Station property.

Project: Agate Beach Wastewater Improvements

Project Number: 2011-002

Contractor: TBD

Status: The design Engineer has been authorized to advance the plan set to 30%. Kickoff meeting was held on February 3. Continuing to determine the best location to reconstruct the 48th St and Schooner Landing pump stations.

Next Task: Discuss additional HWY 101 access for the existing 48th St pump station location with ODOT. Contact the appropriate property owner and begin property acquisition discussions.

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.