

Monthly Departmental Reports



September, 2015



Memo

To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: October 8, 2015
Re: Department Update

MONTHLY PERMIT FIGURES

The following is a summary of building and land use activity for September of 2015.

	Building Permits	Electrical Permits	Plumbing Permits	Construction Value	Land Use Actions
Sept	14 (\$7,989.54)	28 (\$2,602.88)	5 (\$607.94)	\$910,046.00	8 (\$1,604.00)
YTD	128 (\$80,152.81)	240 (\$31,653.03)	55 (\$9,651.80)	\$8,806,164.11	51 (\$28,485.00)

Building permit activity for the month of September included 3 new single family dwellings, commercial and residential remodels, a cell tower modification, a wall sign and temporary signs. Land use actions include initiation of Airport Master Plan amendments, a conditional use permit, an estuarine review, a geologic permit, temporary structures permits and a land use compatibility signoff.

STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Aquatic Facility: Final revisions to ADA parking arrangement are being made by the contract civil engineer. Once those changes are finished the permit will be ready to issue.

Inn at Nye Beach: Plan review is finished and permit is being prepared. To issue 10/9/15.

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 permit issued for retaining wall at northeast side of the building. Temporary power issued for construction work.

Newport Candy Shoppe / Rebuild into a Restaurant: Permit ready to issue.

Newport Coffee Shop (Harborton and College Way): Building is still being framed and sided.

OMSI Coastal Discovery Center: Dining hall and cabins framed. Siding is pending. Foundations for modular classrooms and maintenance building inspected.

Pacific Seafood Remodel. Framing and equipment installation is underway in the area that is being remodeled.

Teevin Bros. Log Yard: Teevin Bros has entered into a lease option with the Port of Newport to operate a log yard facility provided it is constructed by the Port of Newport. The facility is being shifted to the north so that it is entirely on Port property. Teevin Bros. is preparing a new set of plans that will be used to support Port of Newport TIGER and ConnectOregon grant applications for construction funding. Construction possible spring of 2017.

Walmart Solar Array: Plans reviewed and permit is ready to issue.

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. NNMREC-OSU led a luncheon on 6/2 with representatives from the Department of Energy (DOE) and local stakeholders. DOE hasn't committed to funding the project and is weighing the Newport location against another site in California.

Safe Haven Hill Tsunami Evacuation Improvements: Phase 2 funding awarded by FEMA on 9/29/14. City Council approved funding agreement with OEM on 12/1/14, along with a task order with Civil West to design the improvements. A final public open houses on the design was held 5/27/15, the project has been bid, and a contract has been awarded. City is obtaining a permit from ODOT to build the improvements on state property. Deadline for expending FEMA funds is March 26, 2016.

Creation of Land Bank for Work Force Housing: Lincoln Community Land Trust (LCLT) has entered into an agreement with Proud Ground, a community land trust in the Portland Metro Area to serve as its Executive Director and to work with LCLT to develop a plan for leveraging CDBG funds with a target of rolling out at least 10 work force housing units by the end of the three year period that Newport, Lincoln City, and Lincoln County have agreed to provide supplemental funding to the Trust. Habitat for Humanity presented a proposal to the Planning Commission on 3/9/15 and 5/26/15 related to their securing city lots for construction of affordable housing units. The Commission voted to support the proposal on 6/8/15. The Council held a work session on the agreement on 6/15/15 and approved the agreement with Habitat on 7/20/15.

Vacation Rental Code Update: At this time 80 applications for VRD or B&B endorsements have been submitted. The City has conducted 177 inspections, 166 of which have passed. Fire egress out of bedroom windows, safety glazing on windows close to doors, lack of GFCI outlets, inadequate hand railing or guard rails on staircases, and strapping on water heaters have been the primary issues identified through the inspection process.

Agate Beach Street and Recreation Enhancements: On 8/2/12 FHWA announced that the project will be funded in the amount of \$557,696 with a City match of \$139,424. City received a final grant agreement from ODOT on 7/30/13. The State issued an RFP for design services on 2/6/14 and City/State selected the firm OTAK as the consultant. ODOT issued notice to proceed on 9/16/14 and kickoff meeting was held 9/24/14. Staff conducted public outreach meetings on 11/18/14 and 12/18/14 to inform the design and a public "open house" on the final design was held on 3/11/15. City appropriated supplemental funding in the amount of \$300,000 on 8/31/15 to ensure there will be sufficient funding for the construction phase. Final design has been submitted to FHWA for final approval. Project was advertised by ODOT on 10/1/15 with a bid opening on 10/22/15.

Reservoir UGB Amendment and Annexation: The expansion proposal was approved by the City Council on 5/6/13 and County on 4/16/14. An intergovernmental agreement addressing the future transfer of Big Creek Road has also been put in place. DLCDC acknowledged the UGB amendment on 7/10/14 and the UGB expansion is official as of that date. City Council initiated annexation process for city owned properties within the expansion area on 7/7/14. A hearing before the Planning Commission will be scheduled once a legal description has been prepared for the annexation area. This is contingent upon a boundary being established for a "legalized" Big Creek Road. The County finished the legalization survey and the Board of Commissioners held a hearing on 8/25/15. Staff is preparing a maintenance agreement for Big Creek Road and a legal description for the area to be annexed.

Planning for Replacement of the Yaquina Bay Bridge: City and County staff and elected officials met with ODOT on 5/16/13 to discuss a scope of services for the data and base line modeling that the consultants will develop (approx. \$150,000). Counters were placed to collect traffic data in August. Staff met with ODOT consultants on 10/23/13 and 2/18/14 to discuss how the modeling will be performed and provided them with land use data they will need to perform growth projections. Existing development assumptions provided by consultant in May. Staff has reviewed and edited the data. Staff met with the consultant on 6/11/14 and 8/15/14 to review and finalize 20-year growth assumptions for the traffic model. The modeling effort is close to being complete and ODOT Region 2 has budgeted funds to conduct an alternatives analysis in FY 16/17.

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 layers for all jurisdictions in the County. The project is funded by OEM and the information will be used to support 911 services. No date has been set for when the work will be finished.

Student Housing Study: City Council adopted ordinance incorporating recommendations into the Newport Comprehensive Plan on 2/17/15 meeting. Staff to schedule meeting with County to discuss framework for a multi-unit property tax exemption program for multi-family housing.

Local Improvement District TGM Grant — Secured approximately \$85,000 in funding from the Transportation Growth Management Program for the purpose of developing model policy, code, and informational materials to assist the City of Newport in making Local Improvement Districts an effective and publicly acceptable financing tool for needed transportation system improvements. An IGA with the state has been signed and consultant received authorization to proceed on 4/30/15. Project kick-off meeting held 7/6/15 and the advisory committee met on 9/4/15 to review implementation strategies. Consultant is working on draft LID code amendments which they anticipate will be complete by 10/30/15.

Creation of Northside and McLean Point Urban Renewal Districts: Both plans were adopted by the City Council on October 5, 2015. Staff is working with the County Assessor's Office to finalize technical corrections to the legal descriptions and identify all of the affected properties so that the assessed value can be certified. The first tax increment to fund the districts will occur FY 2016/2017.

Implementation of ePermitting System: System will allow contractors to obtain permits and schedule inspections online. Intergovernmental agreement between the State of Oregon and City of Newport adopted 3/16/15. It will take approximately 4-months to get the data converted and system setup. Implementation is slated for late summer or early fall with the system going live on 1/1/16. Technical advisory committee has been formed and staff is meeting with the Oregon Building Code Division weekly to convert data and train up on the new software.

Transfer of Mechanical Permitting Program: Paperwork submitted to the State Building Codes Division on 10/1/15 to have the mechanical permitting program within the City of Newport transferred to the City effect 7/1/16. The State will mail notice to stakeholders and solicit public comment on 10/15/15. City and county staff have met to discuss issues related to the transfer, and a new Building Service IGA between the City and County is likely to be needed.

South Beach Urban Renewal Infrastructure Improvements: Subdivision plat and associated street vacation to facilitate extension of SW Abalone Street and SW 30th for the OMSI development have been approved and finalized. The plat was recorded 12/24/14. Design work on street improvements is proceeding such that the projects should be ready to bid in mid-June. Construction will occur in the summer of 2015. SW Brant Street and SW 27th Street will be paved with sidewalks at the same time. SE Ferry Slip Road will be widened and a multi-use path installed on the west side from SE Marine Science Drive to SE Ash Street. A public outreach meeting was held 12/9/14 to solicit feedback on the design of these improvements. Final outreach meetings were held on 5/27/15 and 5/28/15. Projects have been bid and are under construction. ODOT has selected a consultant to design the new SE 35th and US 101 intersection. Construction of that project is planned for the spring of 2017.

COMMITTEE WORK

Planning Commission: The Commission held a regular meeting on 9/14/15 to consider to review the draft Newport Northside and McLean Point urban renewal plans for consistency with the Newport Comprehensive Plan. The Commission found that the urban renewal plans are consistent with applicable Comprehensive Plan policies.

Urban Renewal Advisory Committee: The committee met on 9/1/15 to provide final comments on the Newport Northside and McLean Point urban renewal plans and recommended the plans for approval.

LID Technical Advisory Committee: – Met on 9/15/15 to discuss implementation strategies. At the group's request, the consultant is adding two additional LID case studies (for Lincoln City and Coos Bay) and will incorporate feedback from the group in its LID Implementation Strategy outline that is to be completed by 10/16/15.

HMSC Marsh & Estuary Committee Meeting: Met on 9/29/15. Work is complete on the cobble revetment to stabilize the east shoreline of the campus and talk is shifting to repairing the damaged sections of the estuary trail. No timetable has been set for when that work will be initiated. OSU received a donation of privately owned tidal land on the opposite side of the bay from Idaho Point. They will be conducting shellfish research in the area and will continue to allow public access to clamming beds.



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

October 7th, 2015

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

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

The month of September we had 194 calls for service. In August we had 188. This is a 3% increase from last month. We had 163 calls in September of last year, which is 19% more than last September. At the end of September we had 1,599 calls as compared to 1,504 calls the same time last year. We are 6% above where we were last year. There were no calls of note in September.

We gained one volunteer and lost one volunteer in September, maintaining our roster at 32 volunteers. Our new volunteer is currently in our fall academy. He should be finished in November.

The Fire Department was involved in a number of activities in September. On Thursday the 3rd I attended a meeting on the simulcast radio system with other Fire Chiefs from the county. We worked on a cost sharing agreement for maintenance of the system. On Tuesday, September 7th I attended a department head meeting, and City Council that evening. The next day, Engineer Rampley and I witnessed a sprinkler test at the new OMSI Camp in South Beach. Saturday, the 12th there were two events the Fire Department was involved in. The first was the annual Readiness Fair held at the Fair Grounds. Over 600 people attended. A new record! The second event was the Fire Department's annual Picnic which was held at Big Creek Park. On Tuesday, the 15th I interviewed a new volunteer candidate. On Thursday, I had my weekly meeting with the City Manager and attended the Rural Fire Board Meeting in the evening. The next day I attended a block party in Agate Beach to talk about earthquake/tsunami preparedness. Also, on Friday, I joined our duty crew at the Varsity Football Game for medical standby. Unfortunately, our Cubs lost handily to Marshfield. On Monday, the 21st I was a guest on KCUP radio show with Guy DiTorrice. We talked about the summer wildfires, fire safety, and volunteering. I also went to the Department Head meeting. On Wednesday, the 23rd, we had our monthly operations and volunteer association business meetings. The next morning I held our monthly staff meeting, and I attended the monthly Fire Defense Board Meeting in Gleneden Beach. There, I participated in a wildland fire tabletop exercise. Everyone present found it beneficial and we intend to have another similar meeting next spring, before next summer's fire season begins. On Thursday, the 29th, Engineer Rampley and I attended the City Emergency Preparedness Committee meeting at City Hall. We talked about the City's upcoming plans for the Great Shakeout taking place on October 15th. The next day, Chris and I witnessed an evacuation drill at Big Creek Point Senior Apartments. We also attended a meeting at City Hall regarding a planned development at South Shore.

We have posted the position of Assistant Chief/Fire Marshal again. It will close the middle of this month. Testing will occur in early November. We are also in the middle of Fire Prevention Week. We are also coordinating city activities related to the Great Shakeout taking place on October 15th.

Training Report September 2015

Past month training subjects:

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

- Search & Rescue
- Hazardous Materials Refresher
- Master Streams
- Patient Assessment
- Flammable Liquids and Gasses (FLAG) HOT training

Past month drill hours:

During the month of September 278.25 hours of training were documented. Of the 278.25 hours of training in September 168.25 hours were logged by the paid staff and 110.0 hours were logged by the volunteers.

Monthly highlights and special considerations:

During the month of September DPSST conducted the HOT, live fire, portion of FLAG training also during the month the Regional Hazardous Materials Response Team conducted refresher training and hoe operational collaboration would happen in the event of their deployment in our coverage area. In October we will be having DPSST presenting vehicle fire training at our training facility.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report September 2015

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	3	0			
AUTOMATIC ALARMS:	8	1	BURN PERMITS:	0	0
MEDICAL CALLS:	116	16	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	8	0	FIREWORKS DISPLAY:	0	0
RESCUE:	0	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	0	1	TOTAL INSPECTIONS:	11	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	11	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	22	5	PLAN REVIEWS:	9	
HAZARDOUS CONDITION:	0	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	193				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	0	1
HOSPITAL/CARE CENTER:	4	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	0	0	RESIDENTIAL:	3	0
LABORATORIES:	0	0	RESTAURANT:	2	0
LAUNDRAMATS:	0	0	SCHOOLS:	1	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:	0	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report September 2015

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	4	1	HEATING APPLICANCE:	0	0
CARELESS SMOKING:	1	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	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	3	0
FALSE ALARM:	0	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



Memo

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

From the Library Director:

The Library Director was on vacation from September 8, through September 18.

On September 22, the Library Director met with the City Manager and the Human Resources Coordinator to discuss safety concerns at the Library. This past year library staff have noted increases in the number of patrons who have caused disruptions and safety concerns by their threatening and/or intimidating behaviors. The Library Director has taken some steps to provide a safer environment for patrons and staff. Panic buttons have been ordered at the circulation desk and the reference desk. The gulley behind the library has been cleared of vegetation and debris, which will help cut back on the homeless camps behind the library. As the budget allows, more cameras will be installed too.

On September 23, the Library Director met with directors of the other libraries involved in the Oceanbooks Consortium. All three libraries have now signed contracts with EnvisionWare, Inc. to install RFID circulation and security software and hardware in the three libraries. Newport Public Library has almost completed tagging over 75,000 items in its collection with radio tags. The radio tags will allow patrons and staff to more efficiently check items in and out. The tags emit a small radio signal that gets turned off when items are checked out. If items have not been checked out properly then the tags will trigger an alarm when taken by the soon to be installed security gates. Security gates will be installed on October 22, and 23. All three libraries in the Oceanbooks consortium should be running completely complementary RFID systems by the end of January 2016.

On September 25, the Library Director completed the final grant report for the Ford Family Foundation. Ford funds were completely spent and while there are still a few miscellaneous expenses still to go with Phase I of the renovation, they will not have any effect on the expenditure of the Ford funds.

On September 28, and 29, the County's Parole and Probation work crew was at the Library clearing out vegetation, debris, old sleeping bags, boards, etc. from the gulley behind the Library.

On October 6, the Library Director participated in a Rotary Club of Newport Service Program helping students at Angell Job Corps and Shangri-La prepare resumes, cover letters and interviewing skills as they get ready to enter the work force. Angell Job Corps is a no-cost education and career technical training program that helps young people ages 16 through 24 improve the quality of their lives through career technical and academic training. Shangri-La is a non-profit human services organization helping Oregonians with disabilities or disadvantages achieve their dreams.

On October 7, the Library Director met with Ron Weininger, and IT specialist at Tillamook County. Tillamook County Library is in the process of adding Radio Frequency Identification circulation products and Mr. Weininger's visit was to see Newport Public Library's RFID in action.



Memo

To: Spencer Nebel, City Manager and City Council

From: Jim Protiva, Parks and Recreation Director

Date: October 7, 2015

Re: Parks and Rec Department Update – September 2015

Recreation Center

- Our Schools Out afterschool program is going strong with an average of 29 kids per day attending.
- The City/Parks and Recreation Department sponsored a blood drive with the Red Cross and City staff responded strongly filling all the appointments they had available for that day. They were very pleased with our support.
- We still have two openings for Building Attendants. We are not receiving any applicants for this position. BBSI has been unable to assist us due to the low number of hours and pay that the position allows.
- Attended public arts meetings as we discuss what art will be recommended for purchase for the new pool.

Municipal Pool

- September group lessons in full swing with one more session before High school swimming starts
- Kathy Cline attended the NRPA conference in Las Vegas.
- We started offering pool space and time to Special Olympics. They are currently using the pool Tuesdays and Thursdays. They provide their own instructors but we have left it open for us to play a bigger role if they want to continue the program
- Started our Fall schedule/programs, meaning the mid-day recreational swim is gone, but we have added a Monday night, \$2.00 rec swim in addition to weekend swims.

- The new swim coach, John Wray started this month with the Newport Swim Club. He seems to be fitting in well and the team membership is up!

Sports Programs

- Met weekly with Ollie Richardson, Dan Hasselschwert, Kirk Tice and Rogue to develop and plan the Agate Beach Surf Classic. Scheduled for October 9-11.
- Hosted Lincoln County area coordinators to discuss the fall youth volleyball season. Reviewed rules and discussed playing schedules and divisions.
- Finalized registration numbers for youth volleyball in Newport and Toledo. 41 Newport girls and 52 Toledo registered through the recreation center.
- Attended the Mid-Valley Middle School Conference for athletic directors. Finalized the fall cross country schedule and upcoming winter sports.
- Middle School Cross Country program began. Staff is coaching due to lack of volunteer interest. There are 20 kids and have participated in 2 meets so far

60 Plus Center

- September 3rd the Newport 60+ Adventure Van headed us to the Jordan Schnitzer Museum of Art in Eugene and the Raptor Center noting 60 birds of 30 native species from Pygmy Owls to Eagles.
- A trip to the Chintimini Senior and Community Center September 12th provided information on healthy aging and lifelong wellness
- We put on our dancing shoes to dance to the Lincoln Pops Big Band in Gleneden Beach led by John Bringetto School's Band/Choir Director September 17th
- The 43rd Annual Corvallis Fall Art Festival was held September 22nd. The Festival included watercolor, oil and acrylic paintings, hand glazed ceramics, stoneware, and soaps, and something for everyone to enjoy. Also offered Ukrainian Pysanky Eggs and nontraditional Batik Eggs.

Parks & Rec Data September 2015	Facility usage counts	# Programs offered	New annual passes	Total annual passes	New other passes	Total other passes	Drop in users
Senior Center	4,540	33	N/A	N/A	N/A	N/A	
Sports	2520 est. vists mult. Locations	11	N/A	N/A	N/A	N/A	1255
Recreation Center	11,204	29	13	119	26	378	1047
Municipal Pool	6,408	9	18	544	30	69	433
Totals	24,672	82	31	663	56	447	2,735

*spectators are not required to have a pass

*Rec Center pass allows Pool use

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

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