

Newport Municipal Airport Monthly Department Head Report



Still preparing for Life Flight's arrival. Offices have been cleaned out the offices, doors have been switched out, walls have been painted. The common area has been re-organized to accommodate Life flight's arrival too. Life Signs are up at the main entrance and they will begin moving in mid-May.

The lock smith has order everything needed for re-keying the FBO.

I attended the 2nd Oregon Regional Commercial Air Service Roundtable. 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 have attached his power point presentation.

I was not able to attended Aprils Oregon Department of Aviation Board meeting. I was giving a presentation to the Destination Newport Committee about the opportunities the airport can provide to tourism and asked for help coming up with more ideas for marketing the airport.

Lorna with the chamber arranged an interview with Phil Sollers of Kingfisher Writing, LLC. to write an article on the other port of Newport. I have attached it for you to read.

Bob Guere, Range Operations Lead, Dryden Aeronautical Test Range, NASA Armstrong Flight Research Center on a scouting tripped stopped in. NASA is looking for a spot to park the media trailer for the upcoming Solar Eclipse. If selected, they would be here for a week. They will be communicating with an aircraft that will be flying at 40,000 feet filming the event and broad casting to the nationwide media outlets.

One of hangar tenants talked with me about maybe building a set of Executive hangars. The party is looking into pricing of doing so.

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.

The pavilion is still in the drafting phase. We have had the septic tank and the lines located and confirmed the old generator was disconnected.

I provide a tour of the airfield to Ed and Janet of the budget committee. They had a great time and really enjoyed seeing everything we have to take care of.

Operations Equipment – We have moved some of the operations equipment out of the hangar to the Quonset hut until the tuff shed is built for storage of the Zero turn, ATV, and golf cart. No issues with any operations equipment yet this month.

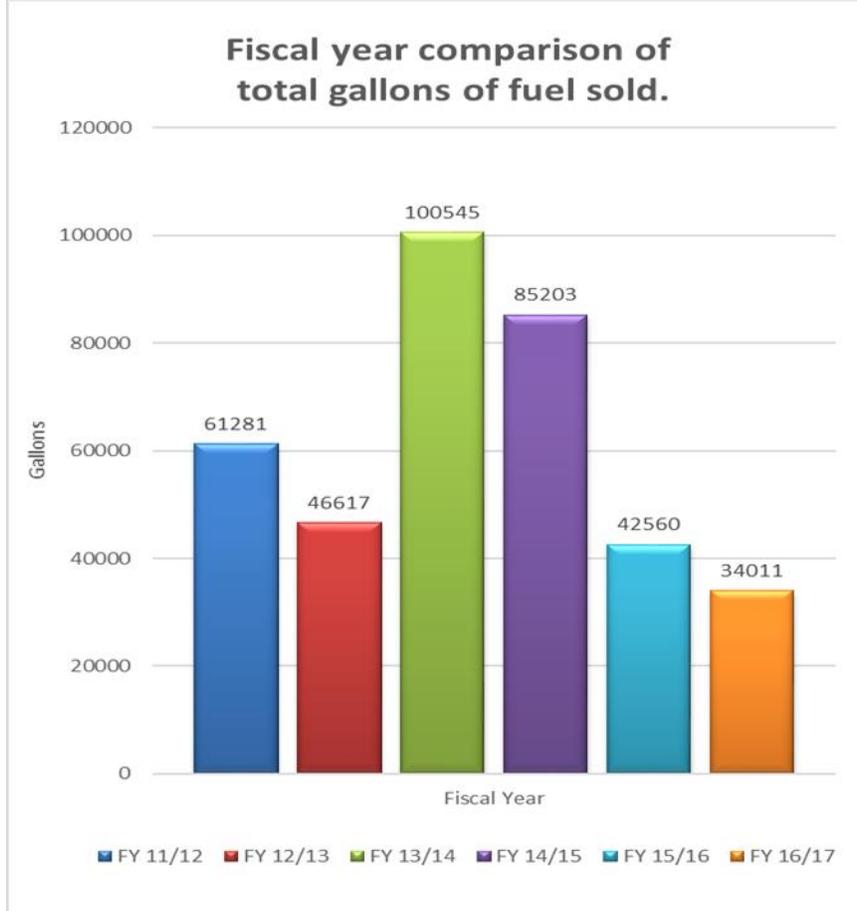
The Kubota tractor and Land pride 20-foot mowing deck have made it back and not minute to soon the grass is really tall.

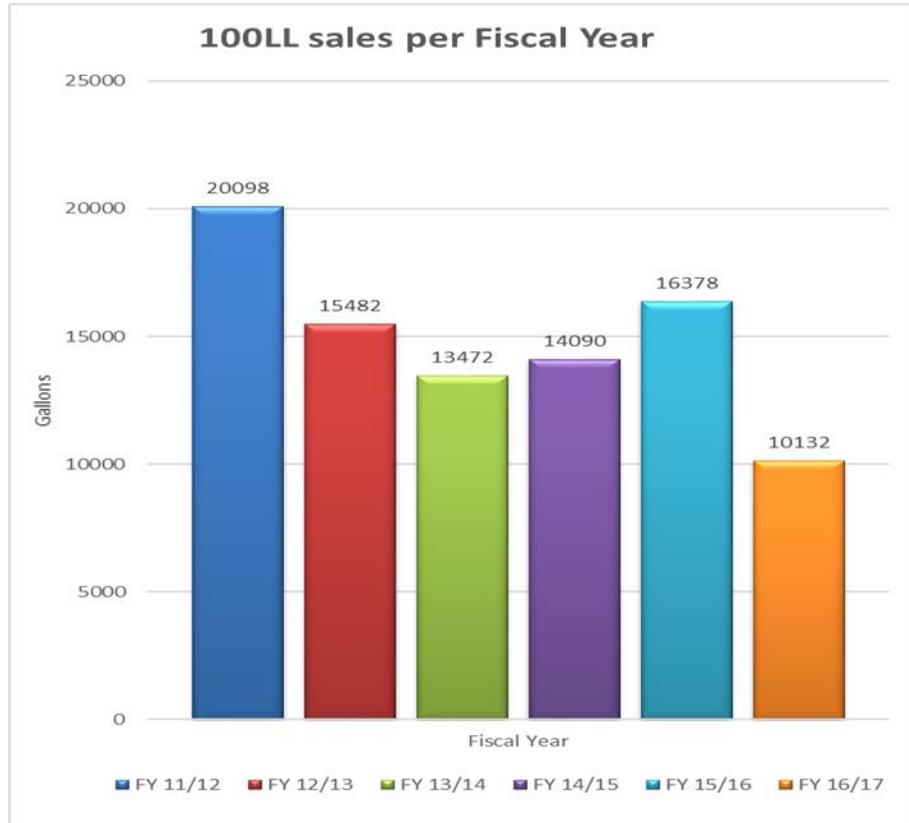
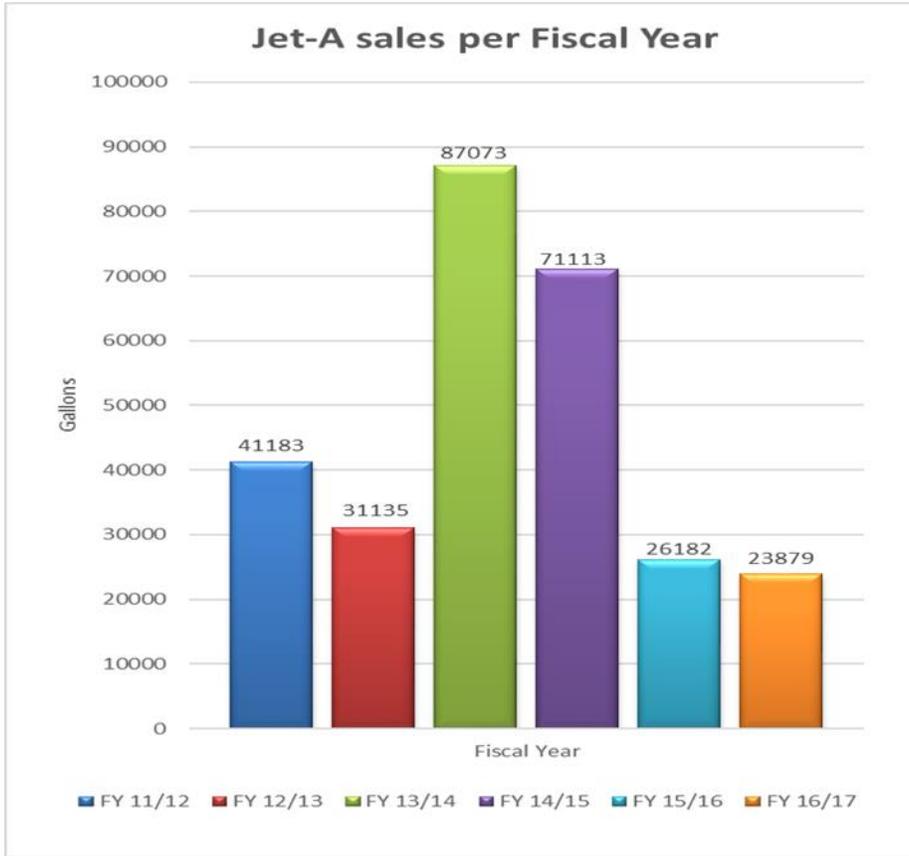
No update on the Runway 34 PAPI's at this time. The last flight check came back finding trees in the RPZ. We are contesting their findings and have request the FAA engineering department come down and do their own ground survey. They have agreed and will be here in late March to do their own ground survey of the RPZ end of runway 34. The FAA engineering department was down and shoot the approach from the ground and they did not find any trees. So there is an internal discussion between the FAA engineering department and FAA Flight Check.

We hosted 150 kindergarteners for an airport tour! Teacher and parents called us brave.

Following is how we finished the month of April 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	432	2223
Feb	274	279	553	1208	196	289	1693
Mar	217	220	437	609	224	543	1376
Apr	315	316	631	1521	286	537	2344
May	32	29	61	30	0		30
Jun			0				0
Cur. FY	2963	2977	5940	23879	3814	6318	34011
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





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	3
JUN	9	12	28	8	
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	67

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	7
JUN	14	0	19	43	48	
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	107

I have included some pictures from April 2017.







Memo

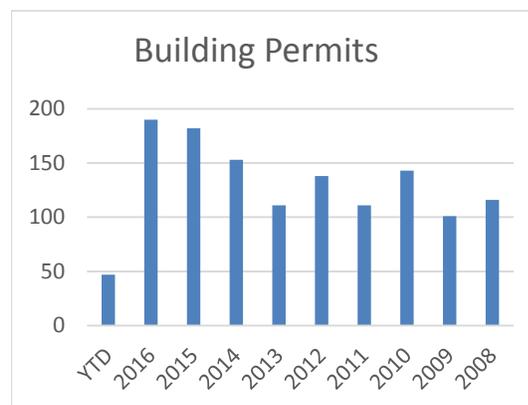
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: May 4, 2017
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Apr	10 (\$13,318.70)	25 (\$3,890.80)	5 (\$1,123.79)	11 (\$924.00)	\$1,885,865	11 (\$4,915.00)
2017 Total	47 (\$29,679.49)	100 (\$16,424.94)	21 (\$2,663.78)	51 (\$8,337.01)	\$3,430,842	32 (\$8,315.00)

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: Temporary occupancy issued. Awaiting installation of permanent occupant load signage so that final occupancy can be granted.

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

Newport Candy Shop: Contractor is performing interior finish work and should soon be turning attention to parking lot and ramps.

Central Lincoln PUD Maintenance Facility: Tenant improvements are being made to the pre-existing building. Operations building interior framing is substantially complete and electrical work is underway. Wire storage building is substantially complete. Central Lincoln plans for frontage improvements submitted and under review. This is a critical path issue that could hold up occupancy.

Nazarene Church Outreach/Community Center: Construction continues to progress slowly. The church has laid off its new project manager. Awaiting submittal of electrical and plumbing plans.

Newport Coffee Shop (Harborton and College Way): Owner has secured a tenant. Revised set of plans for tenant improvements is being reviewed.

Rogue Brewery Expansion: Temporary certificate of occupancy issued. Effluent monitoring equipment has been installed and is in a 30-day testing period. Final occupancy to be issued after testing is finished.

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 will be real estate office. Upper floor includes three apartments. Office work is done, waiting final inspection. Finish work still being performed on 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 not yet submitted). Phase 1 permit ready to issue.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street – Permit applications submitted for temporary modular building that is to house clinical services and for footings, foundation and underground work attributed to the hospital expansion/remodel (Phase 1). Plans are under review.

Macau Village at 5425 N Coast Hwy – Permit application submitted for reconstructed drive-thru coffee stand and new office buildings (2,242 sq. ft. total). Revised plans submitted and under review.

Seismic Upgrades to main Fire Station – Permit issued and contractor is mobilized.

Head Start Classroom Addition – Plans are under review.

Yaquina View Classroom Addition – Framing complete. Insulation to start once rough electrical is inspected.

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 through the months of March/April. Advisory Committee met on 4/20/17 to discuss emerging themes and vision drafting. Three drafting sub-committees formed and will meet 5/22/17 and 5/23/17 to refine vision statements and strategies for full committee review in June.

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 223 vacation rental and B&B endorsements have been issued; however, of that number 131 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.

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 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.

Development of GIS Addressing Layer: City is responsible for assigning addresses within its corporate limits. The paper maps used for this purpose are frail, and the process for updating the maps is inefficient. A GIS based addressing layer has been provided by the City of Salem GIS Department, which supports the Willamette Valley Communications Center who we contract with for 911 dispatch. Newport staff is assisting Salem GIS to fill in gaps in the data layer and will maintain addressing in a digital format moving forward.

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 scheduled for 6/7/17 (6-8pm).** 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 an initial round of 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 meeting is scheduled for 6/15/17 from 4:30-7pm. 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 2018.

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. One property remains available for acquisition, with closing to occur in early June. Staff met with OEM for a progress meeting on 2/8/17. 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 April, staff supported and/or attended meetings of the Newport City Council, Planning Commission, SDC/CET Advisory Committee, Yaquina Bay Estuary Planning Coordination group, Leadership Lincoln Business Climate panel, US 101 Pollinator Habitat Corridor Working Group, Airport Master Plan Policy Advisory Committee, Vision 2040 Advisory Committee and Newport High School (Vision 2040 meeting in a box).



Date: May 15, 2017
To: Spencer R. Nebel, City Manager
Mayor and City Council Members
From: Mike Murzynsky, Finance Director
Subject: April 2017 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On April 30, 2017 a total of 4,523 water/sewer accounts were billed for combined amounts due of \$794,853.15. 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 April 30, 2017, \$634,565, is current; for the April 30 billing, \$49,411 is past due; for March 31st billing, \$6,940 is past due from the February 28th billing, from previous periods and including the January 31st billing \$103,917 is past due.

Accounts Receivables - General

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

The April 30, 2017 Aging Report shows accounts receivables at \$118,890. This amount includes a Bed & Breakfast business debt of \$3,745 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 March 31st report is provided below for your information.

Billings:

Future and current	51,783	43.56%
Over 30 days	875	0.74%
Over 60 and 90 days	565	0.48%
Over 120 days	65,667	55.23%
	<u>118,890</u>	<u>100.00%</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 account has been turned over to collections per the City Attorney directions.

The net receivables, excluding the three aforementioned accounts in the amount of \$63,739, total \$55,151.

Room Tax

The monthly chart shows that Room revenues have an average increase of 15.35% between the 2014 and 2015 fiscal years, the comparison for the years between 2015 and 2016 fiscal years, we have an increase of 11.47%.

	2013-14	2014-15	2015-16	2015 vs. 2016 % Increase	2016-17	2016 vs. 2017 % Increase
July	444,169	465,457	561,203	20.5703%	573,003	2.1026%
August	456,730	511,605	560,765	9.6090%	558,010	-0.4913%
September	295,884	319,625	372,345	16.4943%	428,532	15.0900%
October	191,428	220,368	246,642	11.9228%	273,870	11.0395%
November	123,686	138,584	155,877	12.4784%	174,709	12.0813%
December	96,187	119,764	121,038	1.0638%	129,423	6.9276%
January	112,859	139,630	135,065	-3.2694%	124,366	-7.9214%
February	139,593	197,011	217,215	10.2553%	201,800	-7.0967%
March	202,017	256,345	266,772	4.0676%	260,484	-2.3571%
April	166,678	203,965	243,441	19.3543%		0.0000%
May	231,989	262,296	274,771	4.7561%		0.0000%
June	289,134	338,008	381,519	12.8728%		0.0000%
Total	2,750,354	3,172,658	3,536,653	10.0146%	2,724,197	5.5469%

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

The goal of presenting Financial reports to the Council every quarter is on hold until we replace two staff members in Finance.

Finance position search:

Our Capital Project position has been filled and the new person began on April 24th. For the Municipal Court Clerk/Front Desk position is now back to the unfilled category and we are in the process of accepting applications for the position.

2017-18 Budget:

We have completed the Proposed Budget, met twice with the Budget Committee and are preparing for the final Budget Committee meeting. Afterwards we prepare for final adoption by the City Council which is scheduled for June 19th.

Conferences and training

I am attending the GFOA Annual Conference in May in Denver, Colorado.

NEWPORT FIRE DEPARTMENT

City Report April 2017

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	3	0			
AUTOMATIC ALARMS:	5	0	BURN PERMITS:	27	20
MEDICAL CALLS:	89	11	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	12	1	FIREWORKS DISPLAY:	0	0
RESCUE:	0	1	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	1	1	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	25	2	PLAN REVIEWS:	6	
HAZARDOUS CONDITION:	0	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	202				

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT

City Report April 2017

CAUSES of Fires and Automatic Alarms

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

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

DEPARTMENT REPORT HUMAN RESOURCES APRIL 2017

RECRUITMENT AND STAFFING

New Hires

Loving, Shaelynn	Recreation Leader	4/3/2017
Krutzikowski, Ronan	Lifeguard/Instructor	4/10/2017
Salisbury, Harold	City Temporary	4/10/2017
Gascho, Ryan	Seasonal Firefighter	4/13/2017
Wertman, Linda	Accounting Tech- Capital Projects	4/24/2017

Separations

Gibson, Angelique	Lifeguard/Instructor	4/8/17
MacGougan, David	Control Desk	4/9/17
Duprau, Rebecca	Recreation Leader	4/17/17

Interim Changes None

Retirements None

Recruitments by Department

Finance

Accounting Technician – Cash Receipts/Court Clerk/Customer Service

Re-opened
Opened until Filled

Fire

Emergency Preparedness Coordinator

Interview scheduled for
4/21/17 & 4/24/17

City Manager's Office

Safety Officer

Posted
Closing Date 5/26/17

Deputy City Recorder

Interviews scheduled
for 4/12/17

Senior Executive Assistant

Interviews scheduled
4/25/17

Sr./Jr. Systems Administrator

Contingent Offer Extended
Background Ck in Process

Parks and Recreation

Lifeguard/Instructor

Open till filled

Recreation Program Specialist	Filled Start Date 5/9/17
Building Attendant	Open till filled
Control Desk	Open till filled
Police	
Police Officer	Open
Executive Assistant	Interviews scheduled for 4-13-17
Public Works	
Utility Worker II/III -Wastewater Collections	Re-posted as a UW I Closes 5/19/17
Wastewater Treatment Plant Supervisor	Posted Closes 5/1/17
Office Assistant – Public Works Operations Superintendent	Filled Internal – Bob Fuller

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

SPECIAL PROJECTS – IN PROCESS

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

Employment Contracts

PW required trainings by job classification

Independent Contractors

Administrative Manual

DOL changes on exempt classification – on hold due to Federal judge ruling

Leadership Training

Employee Handbook

Preparing for 2017 rollout of SafePersonnel training for all staff

SPECIAL PROJECTS – COMPLETED

Public Works Re-Organization

Revised Senior Utility Worker job descriptions - Water Distribution and Wastewater Collections

Scheduled CDL training for PW staff
Job Family progression document and process /PW



Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: May, 2017
Subject: Library Department Update

From the Library Director:

The Library Director and three staff members attended that annual Oregon Library Association (OLA) Conference, held in Salem from April 19-21. The Library Director attended a meeting of the OLA Executive Board. The Library Director also attended breakout sessions with the following takeaways:

Mentoring to Build the Next Generation:

Mentoring happens formally or informally; through established workplace or association programs, or simply by meeting someone who wants to take you under their wing. Mentoring not only supports the professional development of early-career librarians, but also enables experienced leaders to share their knowledge and insights with the next generation of library leaders, ensuring important knowledge transfer in our profession. This program presented a panel of successful mentors and mentees who discussed the value of mentoring in leadership development. They discussed experiences in mentoring relationships, and shared practical tips for mentors and those seeking a mentor.

Inclusive Library Team Culture:

Staff members from McMinnville Public Library talked about how they transformed the library's culture to be more positive and inclusive during a time of anxiety caused by high turnover and leadership changes.

"Libros" for Oregon:

"Libros for Oregon: Collections Connect Communities" is a two-year LSTA grant that supports Spanish-language collection development for participating Oregon libraries. The project's goal is for Spanish-speaking Oregonians statewide -- especially in rural areas -- to have improved access to high quality, culturally relevant collections. The project has three parts: (1) form an Oregon library book-buying cooperative (with new participants each year) to purchase materials for members at the International Book Fair (FIL) in Guadalajara; (2) help participating libraries develop and implement outreach plans for connecting their enhanced collections with their Hispanic/Latino communities; and (3) create a "Best of FIL" booklist (annotated to show US availability) for all Oregon libraries to use in collection development

Managing Compassion Fatigue

Compassion fatigue is the combined physical, emotional, and psychological stress stemming from challenges of working in a helping capacity. While all librarians know this is an occupational hazard, but few are trained to understand and monitor the effect day-to-day stress has on individuals. Unchecked, compassion fatigue can lead to reduced productivity, diminished engagement, and dampened energy and motivation, as well as anxiety, depression, and eventually complete burnout. This presentation helped us recognize, accept, and take action to manage our own compassion fatigue.

Bringing a New Library into a Consortium:

In 2016, Aloha Public Library joined the WCCLS Library Cooperative. Aloha's existing catalog of approximately 16,000 records needed to be absorbed into the WCCLS cooperative catalog of over 600,000 bibliographic with over a million item records. Staff and volunteers from both Aloha Library and WCCLS's Automation department, along with project managers at Innovative Interfaces, worked to prep the catalog data and migrate it. This presentation covered the steps taken to clean-up the catalog data before and after the migration as well as the process of bringing catalog records into a larger catalog with minimal downtime. Particular attention focused on database clean-up and problems that popped up during the migration.

Library Staff recently introduced a new tri-fold Spanish language brochure for our Latino community. The brochure explains many of the Library's services and programs. The brochure was produced by Rebecca Cohen and Library Foundation member, Ana Gil. Ana also translated all of our summer reading materials (schedules, reading records, etc.) into Spanish.

On April 28, the Library Director attended and helped to welcome volunteers at the City's Volunteer Appreciation Banquet.

On April 27, the Library Director participated in a meeting of the Public Library Division (PLD) of OLA. The Library Director, working with directors from Coos Bay, Florence, and Lincoln City as they revised the Public Library Standards for Staffing. The

Youth Services:

Youth Services staff had a busy month with 765 people reached during 44 programs in April. The month was topped off at the Family Summer Activity Fair where the library's summer program offerings were featured. A new program, Family Engineering at the Library was also presented in partnership with the Hatfield STEM (science, technology, engineering and math) HUB and the Lincoln County School District. Twenty-five people attended the two-hour program which was a slow but successful start. Those families that came really liked the many stations that helped explain engineering concepts with a hands-on approach. The Library will be offering more of these partnership programs in the future.



Memo

To: Spencer Nebel, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: May 9th, 2017
Re: Department Update – April 2017

Recreation Center

- The Rec. Center is working with the Youth Development Coalition and their Step-Up program that prepares young adults for entry into the workforce. Participants receive about 6 weeks of training from them that include CPR/1st Aid, classes in conflict resolution, resume development, and more.
- We are working with HR to incorporate some of our required program training into the SafePersonnel format. Rec. Leaders must complete several online childcare courses through DHS, and our Control Desk staff must take training on Medicare Abuse, Waste and Fraud for funds we receive through the Silver Sneakers program.
- Staff attended the Minutes/Policy and Procedure training offered by the Oregon Association of Municipal Clerks through Peggy Hawker. The 7 ½ hours went by quickly, and it was well worth the time spent.
- Several interviews were completed for the open Control Desk position: Debra Mosely starts on May 9th. We also re-hired Bill Johnson for the open Building Attendant position. We are still conducting interviews for open Rec. Leader positions

Municipal Pool

- We held The underwater egg dive. It was a huge success with all 100 of the tickets selling out and what appeared to be a really fun time had by everyone. The kids were greeted by the Easter Bunny, who was also available for pictures
- There were 4 rentals in April with one birthday party that rented the pool exclusively and had 60 attendees. Many pool party rentals are also renting a room at the Rec Center

- 3 trainings (NOAA, JOB Corp, and OSU Fisherman Training) took place, held 49 private swim lessons, 51 kids participated in Evening Group lessons, 3 kids in Minnow and Me, 12 kids Homeschool Group Lessons
- LAP POOL: Average: 107 per day, Total April attendance for the lap pool = 3197
ACTIVITY POOL: Average: 156 per day, Total attendance for April = 4667
SPA: Total users in the spa for April - 1547

60+Activity Center

- The 60+ Activity Center hosted the Senior Connections meeting on April 5, 2017, with Michelle Osterhoudt with the Lincoln County Fair, as guest speaker.
- Mary Andersen was honored with the Alma B. Howes Award.
- Two educational presentations were held during the month of April. NOAA Ship Tour (Fairweather) with LTJG Patrick Debrousse. Whale Watching with Clint & Kathy Perry. 23 people attended this fascinating presentation.
- Began a new six-week Fitbit Class. Fitbit is a wristband that tracks steps, heart-beat, miles walked, stairs and calories. These classes are logging miles to cross America on Highway 20th. They are on their way to better health.
- The 60+ Adventure van was on the road again in April, headed to the Wooden Shoe Tulip Festival in Woodburn. Next was Three Rivers Casino in Florence. The month ended with a fun trip to Oregon Garden in Silverton.

Sports Programs

- Middle School Track and Field athletes participated in 4 meets. They were located at Talmadge MS, Newport, and two in Corvallis. An average of 85 kids represented the City of Newport at each meet.
- Adult Men's Basketball League concluded on April 26. There were a total of 8 teams that competed in the season.
- Met with Steve Arbona, Newport High School golf coach, to discuss the partnership of creating a summer golf camp. The goal is to develop youths' interest in the sport at a young age.
- Met with Ossies Surf Shop to discuss the partnership of creating a summer paddling camp with kayaks and stand-up paddleboards. We have begun planning on the 2nd Annual Agate Beach Surf Classic this fall season.
- Preparation were made for the 2017 Coast Hills Classic Mountain Bike Race between April 1-30. Two trail maintenance work days and multiple course meetings were held.



Noble
Professional
Dedicated

Newport Police Department
Memorandum

One Team - One Future

Date: May 16, 2017
To: Spencer Nebel, City Manager
From: Jason Malloy, Interim Chief of Police
Subject: Department Report – April 2017

1. Aaron Bales was hired as our newest Police Officer. Officer Bales is an entry level hire and will be attending the Policy Academy in June.
2. Sgt. Brent Gainer and I attend the annual Oregon Association Chief of Police (OACP) Conference in Bend. Training topics included leadership, personnel investigations, advancing executive leadership, and relationships with communities. The conference was relevant and beneficial to attend.
3. Officer Jim Folmar and Officer Jack Dunteman graduated the Policy Academy. Retired Chief Miranda, Sgt. Haynes, Det. Leake, myself and five of our Police Volunteers attended the ceremony at DPSST.
4. I attending the 2017 Volunteer Appreciation Dinner at the Agate Beach Best Western. The event was well attended and well organized. The Police Department presented 14 volunteers with Presidential Volunteer Service Awards.
5. I was a guest on the Sheriff's radio show. This month was hosted by Lt. Brian Cameron. We discussed a wide range of personal safety tips and driving safety. We also discussed the upcoming Loyalty Days Parade and preparations for the Solar Eclipse.
6. I met with Brittany Kosydar, Central Oregon Coast NOW. We discussed how the Police Department can be a resource and the Police role in domestic violence and sexual assault cases. We also discussed the upcoming NOW meeting where local law enforcement was invited to discuss policies and procedures related to domestic violence and sexual assault cases. I was unable to attend the meeting due to a schedule conflict. Det. Mike Leake attended and participated as a panelist.

7. The Police Department began the hiring process to replace Kathleen Palmer, as she will be retiring in July. The selection process involved interviews and skills testing. The selected candidate will work with Kathleen for the month of June.
8. I participated as a panelist for the Emergency Preparedness Coordinator position.
9. I attended the monthly WVCC advisory board meeting in Salem. WVCC discussed the plan to implement text to 911 technologies this fall.
10. I met with Angela Kellner, KLCC radio, to discuss the City's preparation for the solar eclipse. The focus of the interview was the impact and our response to the increased population.
11. Three Newport Officers joined other County Law Enforcement to participate in a multi-agency crime impact sweep in the Lincoln City and Otis area. The focus of the operation was to disrupt criminal behavior. This was done through car stops, interdiction stops, and identifying wanted persons. 15 officers participated in the seven-hour event. 53 traffic stops were conducted, and eight persons were arrested. Officers concentrated on neighborhoods that had made recent complaints about drug trafficking and criminal behavior. Future multi-agency events are being considered at a different location this summer.
12. For the month of April, Police Volunteers volunteered 402.5 hours assisting with administrative and records functions, patrolling school zones, training, and working community events. Events worked in April included the Marine Science Day, Science March and 5K run,



Memo

To: Spencer Nebel, City Manager and City Council
From: Jayson Buchholz, PE, Senior Project Manager
Date: May 17, 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 with the exception of the boring up the newly constructed road. The driller is tentatively scheduled to return on June 20, 2017 to access the southern most boring.
Next Task: Complete geotechnical data collection. Proceed with analysis of samples collected and other preliminary design activities.
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: Project began on May 15, 2017 with storm drain manholes and pipe work in the intersection of Bay Blvd and Moore Dr.
Next Task: Continue with storm drain installation in the intersection of Bay Blvd and Moore Dr.
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: Tentative construction date to begin in Mid-July. Contractor is working through the submittals.
Next Task: Finalize and approve submittals and 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: Hazardous material abatement is complete and the construction has begun. To date only demolition has occurred.
Next Task: Upon completion of demolition the micropiles will be installed and then reconstruction efforts will begin.
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: Construction of the restroom and shower facility began on May 7, 2017 and should be complete around July 17, 2017.
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. Remaining construction includes improvements on NW Oceanview Dr.

Next Task: Complete improvements on NW Oceanview Dr.
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: Project construction has been awarded with a partial scope of work.
Next Task: Construction is under way and expected to be complete by 5/23/17.
Budget: \$334,400
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: Appraisals for the land acquisition have been approved by Council at the May 15th meeting and official offers will be extended to the land owners this week.,
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 had no bids, and project was re-advertised.
Next Task: Bid opening on 6/7/17 and award of construction contract.
Budget: \$275,000 (101-1320-73200)
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 Demolitions and Generator Placement**
Project Number: 2014-014, 2014-018
Engineer: HDR
Contractor: TBD
Status: Project was advertised for bids on Tuesday May 16, 2017
Next Task: Bids are due June 20, 2017.
Budget: The FY 15-16 ending fund balance was \$200,000 and \$330,000 for the WTF demolition and generator projects respectively. The FY17 approved budget has allocated \$200,000 for the WTF demolition and construction of the storage garage and \$290,000 for the backup power generator.
Description: This project will remove structures associated with the old WTF, construct a storage garage and provide a generator for backup power at the water treatment facility.

Project: **NE 70th Dr. Home Removal**
Project Number: 2016-029
Contractor: Road and Driveway; Harmony Manufactured Home Service
Status: Project is complete until the final home can be purchased by the City.
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 prepared by the consultant, reviewed by City staff and submitted to DEQ for review and approval.
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: City to submit new drawing to ODOT for permit with stipulations in the conditional approval incorporated.
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: City staff is working on developing an appropriate scope with the design engineer.
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: City staff is working on developing an appropriate scope with the design engineer.
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. A temporary employee was hired to install new water meters and began work in March.
Next Task: Continue installation of new water meters.
Budget: \$550,000 in FY17, total project needs are estimated to be approx \$1.5M.
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 50% design plans.
Budget: \$500,000 in FY17
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: **NE 54th St Storm Sewer Replacement**
Project Number: 2016-006
Status: Construction is under way.
Next Task: Completion of construction expected by June.
Budget: \$50,000 in FY17, additional funds to be transferred from the Olsson Creek Sewer Improvements project (2016-003).
Description: This project will replace existing storm sewer that was not authorized by the City and is highly substandard construction. It will also reconstruct the lowest portion of NE 54th St, which currently lacks effective drainage, has constant standing water during wet weather, and serves as the only access to Longview Hills Manufactured Home Community.

Project: **Rogue Brewery Wastewater Sampling Station**
Project Number: N/A
Status: Sampling station was recently constructed.
Next Task: Commissioning of sampling equipment.
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: Construction began on April 15, 2017.
Next Task: Construction to continue, should only take a couple of weeks.
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: CPLUD has ordered new poles, to be delivered by mid-June.
Next Task: Remove existing poles and set bolts 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: Televising contractor to begin work in June.
Next Task: Perform 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.