Monthly Departmental Reports

February, March & April, 2016

Memo

To: Spencer Nebel, City Manager and City Council

From: Derrick Tokos, Community Development Director

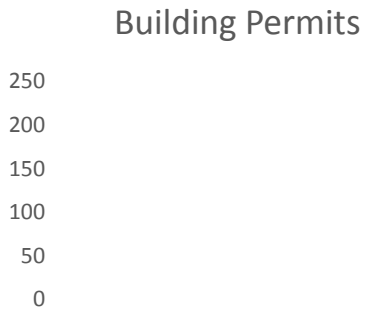
Date: May 6, 2016

Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

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

	Building Permits	Electrical Permits	Plumbing Permits	Construction Value	Land Use Actions
Feb/Apr	66	98	13		12
	($38,771.00)	($11,759.38)	($1,838.36)	$2,922,379.40	($3,755)
2016	75	126	19		15
Total	($44,264.32)	($18,138.70)	($3,441.33)	$3,553,416.40	($4,185)
2015	182	303	77		67
	($184,602.72)	($39,558.07)	($14,778.82)	$21,957,649.11	($31,870.00)
2014	153	304	87		38
	($114,841.75)	($37,193.58)	($15,084.78)	$13,248,480	($16,563.00)
2013	111	258	61		44
	($68,843.48)	($28,809.30)	($12,220.12)	$8,131,772	($11,979.00)



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Aquatic Facility: Approximately 75% of masonry walls are in and pouring various slabs. Underground plumbing and electrical inspected. Inspections ongoing for masonry work.

Big Creek Pump Station: Ready to issue permit for foundation work. Balance of the work is in plan review.

Newport Candy Shop: Footings poured and inspected. Foundation work is underway.

Central Lincoln PUD Maintenance Facility: Plans are being reviewed.

Hatfield Seawater Facility Upgrades: Foundation is in and inspected. Masonry work is underway.

Inn at Nye Beach: Framing, insulation, rough electrical, and rough plumbing approved. Drywall is being installed in the new guestrooms and the spa building is under construction.

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. Further work on hold until they secure a tenant.

Pacific Seafood Remodel: Phase 3 plans have been approved. Foundation is in and framing work is almost complete.

Rogue Brewery Expansion: Grading permit has been issued. Expect to issue foundation permit on 5/9/16. Rest of the plans are under review.

Teevin Bros. Log Yard: Permit issued 12/31/15. Port to begin construction once they obtain the balance of the project funding.

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: Ribbon cutting occurred on 3/29/16. Project is substantially complete, with a limited amount of lighting and signage work to be completed. Staff is coordinating with FEMA on receipt of remaining funds and is preparing reimbursements.

Affordable and Work Force Housing Initiatives: Habitat for Humanity of Lincoln County is working on petition for a partial street vacation and 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 will meet with its jurisdictional partners to discuss further steps it can take to implement affordable and workforce housing policies in early 2016.

Vacation Rental Code Update: At this time there are 149 active vacation rentals and B&B establishments that have completed the licensing process. 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 underway as part of the federalized project that is being overseen by ODOT. City to bid the trail improvements, shower/restroom, and drainage work adjacent to the Agate Beach Motel separately.

Reservoir UGB Amendment and Annexation: Annexation ordinance was adopted on 5/2/16. Lincoln County to initiate jurisdictional transfer of Big Creek Road.

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.

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. The new policies and code were adopted on 4/18/16 and 5/2/16 respectively, and staff is working with ODOT to close out the TGM grant.

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 will be 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. City and County staff are working on revisions to our Building Service IGA. CDD will take 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 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 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. Peak season utilization and turnover rate analysis to be performed in the July/August timeframe with off-peak analysis occurring in October/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 Planned Development which they are developing.

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. Most of the owners have signed the required participatory documents and FEMA has assigned a staff member to Newport to assist the City in compiling all of this information in a format acceptable to the agency so that the request can be funded.

COMMITTEE WORK

In the February to April timeframe, staff supported and/or attended meetings of the Newport City Council, Newport Urban Renewal Agency, Newport Planning Commission, LID Code Update Technical Advisory Committee, Airport Policy Advisory Committee, CWACT Technical Advisory Committee, Parking Study Advisory Committee, and the Steering Committee for the Visioning Process.

Date: March 8, 2016

To: Spencer R. Nebel, City Manager
Mayor and City Council Members

From: Mike Murzynsky, Finance Director

Subject: July 2015 through January 2016 Monthly Departmental Report

Water/sewer Billings

At February 29, 2016 a total of 4,517 water/sewer accounts were billed for combined amounts due of $709028. 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 February 29, 2016, $550,909 is current; for the January 31st billing, $53,106 is past due; for December 31st, 2015 billing, $ 4,504 is past due; and from the November 30th billing, $82850 is past due.

The amount in the November 30th category, the accounts have been analyzed and a plan will be put into place that stops this balance from growing.

Accounts Receivables - General

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

The February 29th, 2016 Aging Report shows accounts receivables at $92,145. This amount includes a Bed & Breakfast business debt of $4,995 for delinquent room tax monies. Due to filing of a lien on personal property, an amount of $25,599 was added to the Accounts Receivable (AR) listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues on the subject property. The net receivables, excluding the two aforementioned accounts, total $61,551. A summary of the February 2016 report is provided below for your information.

Billings:

Future, Current & 30 Days out	$ 16,780	18.20%
Over 60 to 120 days	2,199	2.38%
Over 150 days	73,158	79.41%
Total	$ 83,167	100.00%

One septic tank disposal service that has been billed a total of $34,395.05 which is outstanding over 150 days. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. The accounts receivable record shows Seaport Air Operations owing the City $6,067.76 that has been outstanding also. I have met with the city attorney to review these cases and we are preparing information for his review.

I meet monthly with the Finance AR staff to review all receivables so we will alert the City Manager and Attorney to any accounts which become delinquent.

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 4.6068%. However, notice the increase in October and November, the 2016 percent increase is BELOW the 2015 year and the comparisons between December 2014 and 2015 are now negative. We are missing a few reports for December and January for 2016 and they should be reported next month. Check back next month!

	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%	560,350	9.5279%
September	295,884	319,625	8.0238%	372,115	16.4224%
October	191,428	220,368	15.1180%	246,407	11.8161%
November	123,686	138,584	12.0451%	155,490	12.1991%
December	96,187	119,764	24.5116%	118,294	-1.2274%
January	112,859	139,630	23.7207%	130,422	-6.5946%
February	139,593	197,011	41.1324%	212,456	7.8397%
March	202,017	256,345	26.8928%	227,122	-11.3999%
April	166,678	203,965	22.3707%	-	0.0000%
May	231,989	262,296	13.0640%	-	0.0000%
June	289,134	338,008	16.9036%	-	0.0000%
Total	2,750,354	3,172,658	18.3825%	2,583,859	6.5726%

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 discussed with the city attorney for direction.

2014-15 Fiscal Year Notes

We have completed the 2014-15 Audit for the City and the Urban Renewal Agency. The Audit Committee and Finance will present the reports to Council in March for their approval.

Monthly Financials

Financial reports will be presented to Council every quarter; the second quarter financials were given to Council in February.

Transition plan

To be reviewed weekly and monthly with staff.

2015-16 Fiscal Year Notes

The 2016-17 budget season is beginning to pick up speed. Capital outlays and Projects data is forthcoming to Finance along with modified payroll items. March the budget begins in earnest.

Conferences and training

Finance staff will begin webinar classes in March for the new “Super Circular” related to grants management and the Schedule of Federal Expenditures (SEFA).

Date: April 6, 2016

To: Spencer R. Nebel, City Manager
Mayor and City Council Members

From: Mike Murzynsky, Finance Director

Subject: March 2016 Monthly Departmental Report

Water/sewer Billings

At March 31, 2016 a total of 4,527 water/sewer accounts were billed for combined amounts due of $8187,066. 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 March 31, 2016, $660,794 is current; for the February 29th billing, $28,160 is past due; for January 31st billing, $6,713 is past due; and from the December 31st billing, $81,810 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 March 31st, 2016 Aging Report shows accounts receivables at $72,980. This amount includes a Bed & Breakfast business debt of $4,970 for delinquent room tax monies. Due to filing of a lien on personal property, an amount of $25,599 was added to the Accounts Receivable (AR) listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues on the subject property. The net receivables, excluding the two aforementioned accounts, total $50,814. A summary of the March 2016 report is provided below for your information.

Billings:

Future, Current & 30 Days out	8,586	10.55%
Over 60 to over 150 days	72,796	89.45%
Total	81,382	100.00%

One septic tank disposal service that has been billed a total of $34,395.05 which is outstanding over 150 days. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. The accounts receivable record shows Seaport Air Operations owing the City $6,067.76 that has been outstanding also. The city attorney has given Finance the green light to send these two accounts to collections.

I meet monthly with the Finance AR staff to review all receivables so we will alert the City Manager and Attorney to any accounts which become delinquent.

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 4.9716%. The months December through February of 2015 are below previous years but this is the slow time of the year. Check back next month!

	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%	560,350	9.5279%
September	295,884	319,625	8.0238%	372,115	16.4224%
October	191,428	220,368	15.1180%	246,407	11.8161%
November	123,686	138,584	12.0451%	155,490	12.1991%
December	96,187	119,764	24.5116%	110,521	-7.7177%
January	112,859	139,630	23.7207%	121,879	-12.7129%
February	139,593	197,011	41.1324%	197,517	0.2568%
March	202,017	256,345	26.8928%	-	0.0000%
April	166,678	203,965	22.3707%	-	0.0000%
May	231,989	262,296	13.0640%	-	0.0000%
June	289,134	338,008	16.9036%	-	0.0000%
Total	2,750,354	3,172,658	18.3825%	2,325,482	6.2953%

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 discussed with the city attorney for direction.

Monthly Financials

Financial reports will be presented to Council every quarter; the second quarter financials were given to Council in February. The next report will be out either May 2nd or May 16th.

Transition plan

2015-16 Fiscal Year Notes

The 2016-17 budget season is in full operations. During the month of April and into May we will, in conjunction with the City Manager, complete the proposed for distribution in mid-May 2016.

Conferences and training

Finance staff completed training on the new "Super Circular" which replaces the Single Audit requirements with new requirements. We will be working with Public Works or anyone who gets any type of grant to make sure they are aware of the requirements and complete the required reports.

Otherwise, our only training we had in March was related to the new credit card system related to e-permitting in Community Development.

Date: May 6, 2016

To: Spencer R. Nebel, City Manager
Mayor and City Council Members

From: Mike Murzynsky, Finance Director

Subject: April 2016 Monthly Departmental Report

Water/sewer Billings

At April 30, 2016 a total of 4,528 water/sewer accounts were billed for combined amounts due of $705,199. 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, 2016, $629,913 is current; for the March 31 billing, $44,637 is past due; for February 29th billing, $7,627 is past due; and from the January 31st billing, $85,546 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 31st, 2016 Aging Report shows accounts receivables at $71,248. This amount includes a Bed & Breakfast business debt of $4,945 for delinquent room tax monies. Due to filing of a lien on personal property, an amount of $25,599 was added to the Accounts Receivable (AR) listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues on the subject property. The net receivables, excluding the two aforementioned accounts, total $40,705. A summary of the March 2016 report is provided below for your information.

Billings:		
Future, Current & 30 days out	8,595	11%
Over 60 to over 150 days	68,930	89%
	77,525	100%

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 accounts receivable record shows Seaport Air Operations owing the City $6,067.76 that has been outstanding also. The city attorney has given Finance the green light to send K&K Toilets to collections. We have learned that Seaport filed bankruptcy so we will write it off.

I meet monthly with the Finance AR staff to review all receivables so we will alert the City Manager and Attorney to any accounts which become delinquent.

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 6.5726%. Included in these numbers are $54,966 of uncollected revenues from the Shilo Inn, I will call my counterpart at this hotel and attempt to collect our monies. I will talk with our esteemed Legal Counsel before I start this process. Stay tuned!

	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%
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Financial reports will be presented to Council every quarter; the second quarter financials were given to Council in February. The next report will be out either May 2nd or May 16th.

2015-16 Fiscal Year Notes

The 2016-17 budget season is in full operations. During the month of April and into May we will, in conjunction with the City Manager, complete the proposed for distribution in mid-May 2016.

Conferences and training

I attended the one-day Oregon PRIMA Spring Conference in Silverton. Other Finance staff attended/participated in three Caselle webinars.

Other items:

We received one response to the Actuary RFP and we are currently grading the response and hope to have it wrapped up before May 15th.

Memo

To: Spencer Nebel, City Manager and City Council

From: Ted Smith, Library Director

Date: February, 2016

Subject: Library Department Update

From the Library Director:
On February 3, the Library Director met with Catherine Rickbone, representing the Oregon Coast Council for the Arts (OCCA). The OCCA will be gathering survey information throughout 2016 regarding the relationship between the arts and other cultural events and how those events impact the local economy – that is how many dollars these kinds of events bring into our community. Since the Library is a cultural center, and since we frequently sponsor events that bring attendees from outside the immediate Newport area, we were asked to participate in gathering survey information.

On February 4, the Library Director, Circulation Supervisor and City Attorney met to discuss various avenues that may be used to achieve a higher return of long overdue library materials.

All library staff attended active shooter training held at City Hall in February.

On February 23, the Library Director presented his goals for FY16-17 at the City Council's annual goal setting session. The Library Director specifically spoke about the need for the City to address the safety of patrons and staff by installing new and brighter lighting in front of the building and in both parking lots. Addressing other safety issues, the Director intends to more security cameras in the building and parking lot.

On February 24, the Library Director met with the director of the Siuslaw Public Library District. The library in Florence is having problems with the homeless, much like we are experiencing in Newport. The Siuslaw Director was seeking information about our policies and practices regarding the homeless.

February and March have been extremely stressful on patrons and staff. Everything hit at one time. The elevator renovation started about two weeks after the building modifications, so we currently have no elevator for patrons and staff to use. We are transporting library materials to the lower level in carts, through the parking lots down to the lower level. Jan Eastman created rain-proof bonnets for the carts to protect our materials. Patrons who can't use the stairs are being allowed in to the lower level through the door that leads to the meeting room.

The building modification is on schedule, but the noise is at times excruciating for patrons and staff. We have all fielded a number of complaints about the noise, but there's nothing to be done about it. The Library Director has given staff permission to leave the building and take a short walk when the noise accumulation gets to be too much.

The Library Director and two Youth Services Librarians have vacated their offices and are living out of boxes at the present time. The wall between the former offices has been removed and one can now better visualize the new teen room that is being created from the ashes of the two offices. The furniture delivery is late and staff are presently doing their business on tables that have been borrowed from the PAC, again, thanks to Jan Eastman.

From Youth Services:
Circulation continues to see a relatively high number of long overdues for the last three months of 2015. Scratching our heads and wondering why? Good news is that the total number of long overdue items for the year, 1,022, is a bit lower than the total for 2014, 1,114. This is an 8% decrease in 2015 over 2014. In 2014 the worst month for long overdues was May. In 2015 it was October. If anyone has a theory about why, feel free to let me know.

Youth Services is ecstatically watching the new Teen Room take form. No one is more excited about this than Stacy Johns, our Young Adult Librarian. She is very pleased with the fact that her long wait for a dedicated space for teens is about over.

In February 2016 your Youth Services team presented 38 programs to 1,097 patrons. 22 of these programs were out in the community (outreach). Probably the most exciting news for the team is Thompson Sanitation's agreement to sponsor the 2016 Summer Reading t-shirts with a $1,500 donation to the Library Foundation. For Board members with young children, you will be seeing their logo on this summer's shirts and an added emphasis on recycling.

From Reference:
In February, we had 11 adult programs with 108 attending. Maggie Stuckey started the month with her program, "Soup Night." Foundation Board members helped prepare and serve the soup, while Ms. Stuckey talked about community soup nights to an audience of 34. The Coastal Colorists continues to be popular, with 22 attending. Library staff taught six computer classes, with 22 total attendees. We increased the number of monthly checkouts for Hoopla from four to eight, and usage has increased, with 79 active users and 305 circulations for February. Library2Go continues to be well used; Newport patrons borrowed 957 audiobooks and eBooks in February.

Respectfully,

Ted Smith

Memo

To: Spencer Nebel, City Manager and City Council

From: Ted Smith, Library Director

Date: April, 2016

Subject: Library Department Update

From the Library Director:
On April 19, the Library Director attended the City's annual Volunteer Dinner held at the Oregon Coast Aquarium.

The Library Director and four staff members attended the Oregon Library Association's Annual Conference in Bend, OR from April 20, through April 22. Sessions attended by the Director included one program led by our own Alice MacGougan and Katie Bowler entitled, "More with Less: Effective Small Public Library Marketing. The Library Director also attended the following sessions: "An Inside Look at the Library Hiring Process," Telling Stories on Little Screens: Using Traditional and New Media to Get it Done," and finally, Embedded Professionals at the Library."

On April 25, the Library Director met with Erin Parrish, a Health Education Specialist from Lincoln County Health and Human Services (LCHSS). The purpose of the meeting was to discuss the possibility of LCHSS conducting some basic education classes for library staff concerning the mentally ill. The Library Director took the opportunity to suggest that LCHSS commit to having a staff member on site at the library 2-4 hours a week to observe and help people who are clearly mentally ill. No date was set for staff training – it is a full day class – and Ms. Parrish said she'd relay the suggestion of having a mental health person on site at the library.

On April 25, the library staff teamed up with members of the Rotary Club of Newport for the fourth annual Literacy Night.

During the afternoon of April 29, the Library Director, as the Rotary Club President, met with five Rotary members from Germany who are visiting Oregon on a Groups Study Exchange Program. The Rotary Club of Newport hosted the German delegation from April 28, through May 1. As President of the Club, the Library Director attended a number of gatherings with the group. The group was hosted by various Rotary Club members as they toured of the City, Rogue Brewery, Georgia Pacific, a local farm, attended a Newport Cubs baseball game, the Loyalty Days Parade, took a Discovery Tours ride. They also enjoyed a dinner that featured a Pacific Northwest Cooking demonstration at the Health Education Center.

From Circulation and Youth Services:
Youth Services staff and Alice MacGougan collaborated on a Library float for the Loyalty Days parade. Had a great time putting it together and we didn't get rained on! Rita Ruddiman was the staff person who piped on and suggested we should be in the parade. This is what happens when employees think for themselves and feel ownership in our organization.

Linda Annable's Storywalk project is off to a great start with grant money from both the Siletz Tribal Community Fund and the Optimist Club of Yaquina Bay. This project kicks off in June and will add a fun, literacy based activity for families all summer long.

In Circulation, we saw the percentage of recovered long overdue materials decrease from 65% in 2014 to 55% in 2015. The causes behind this decrease in recovery are not readily known but I do know that the staff continues to pursue patrons who fail to return their checked out items. We're having some success recovering overdue materials due to our practice of excluding people from using the public computers if their Library accounts are blocked due to owing over $25.00 for unreturned materials.

From Reference:
In April we offered 11 programs for adults, with 102 participating. The chamber jazz duo, PoetryMusic, gave a performance for National Poetry Month, attracted 35 people. Their program was held in front of the fireplace, so everyone who came into the library had an opportunity to listen. We started a new digital magazine service called Flipster, and will be offering 50 titles that people can access immediately on their computers, tablets, and smart phones.

From Outreach Services:
Katie Bowler and Alice MacGougan presented programs at the Oregon Library Association Conference in April. Together they gave an overview of how the Library has revamped its marketing strategies. Alice also presented at a half-day preconference focused on delivering effective library outreach services. Ted Smith was nominated and ran for OLA President. At the closing banquet of the conference, Kathryn Kohl (nee Oltman), a former Newport Library staffer, won the Librarian of the Year Award. Overall, Newport was well represented at the gathering!

Respectfully,

Ted Smith

NEWPORT FIRE DEPARTMENT
City Report February 2016

	CITY	RURAL
FIRE CALLS:	4	0
AUTOMATIC ALARMS:	8	0
MEDICAL CALLS:	90	18
MOTOR VEHICLE COLLISION:	5	3
RESCUE:	0	2
MUTUAL AID RENDERED:	4	1
MUTUAL AID RECEIVED:	0	0
AVIATION STANDBY:	0	
PUBLIC SERVICE:	20	2
HAZARDOUS CONDITION:	0	0
OVERPRESSURE/RUPTURE:	0	0
VOLUNTEER HOURS:	320	

PERMITS ISSUED	CITY	RURAL
BURN PERMITS:	0	0
FIREWORKS PERMIT:	0	0
FIREWORKS DISPLAY:	0	0
IN SERVICES AND TOURS:	2	
TOTAL INSPECTIONS:	9	
BUSINESS INSPECTIONS:	9	
REINSPECTIONS:	3	
PLAN REVIEWS:	10	
CONSTRUCTION INSPECTIONS:	0	

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0
BOATS:	0	0
HOSPITAL/CARE CENTER:	1	0
HOTEL/MOTEL:	1	0
LABORATORIES:	0	0
LAUNDRAMATS:	0	0
LAUNDRIES:	0	0
MANUFACTURING:	0	0
MARINA:	0	0
MISCELLANEOUS:	1	0
MOTOR VEHICLES:	2	0
NATURAL COVER:	0	0
OFFICES:	2	0

PROCESSING PLANTS:	0	0
PUBLIC BUILDINGS:	4	0
REPAIR SHOPS:	0	0
RESIDENTIAL:	1	0
RESTAURANT:	0	0
SCHOOLS:	0	0
SERVICE STATION:	0	0
STORAGE:	0	0
STORES:	0	0
TAVERNS:	0	0
TRAILERS:	0	0
UTILITIES:	0	0
VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT
City Report February 2016

CAUSES of Fires and Automatic Alarms

	CITY	RURAL
ALARM MALFUNCTION:	3	0
CARELESS SMOKING:	0	0
CHILDREN W/HEAT SOURCE:	0	0
CLEARANCE:	0	0
ELECTRICAL:	0	0
ENGINE BACKFIRE:	0	0
EXPOSURE FIRE:	0	0
FALSE ALARM:	4	0
FIREWORKS:	0	0
FLAMMABLE LIQUID:	0	0
FLUES:	0	0
FRICTION:	0	0
GAS LEAK:	0	0

	CITY	RURAL
HEATING APPLICANCE:	0	0
INCENDIARY:	0	0
PROHIBITED MATERIALS:	0	0
MISTAKEN ALARM:	1	0
OPEN FIRES:	1	0
REKINDLE:	0	0
SCORCHED FOOD:	0	0
SPARKS:	0	0
UNDETERMINED:	3	0
WELDING/CUTTING:	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

April 4, 2016

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

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

In the month of March, we had 181 calls for service. In February 2016, we had 158. This is an increase of 15% from last month. At the end of March, we responded to 493 calls. Last year we had 497 calls at the end of March, which is slightly less than the same date in 2015. There were three calls of note in March. On March 4, we helped recover a body of a victim who jumped off the Yaquina Bay Bridge. The body was retrieved near the sea lion docks just off the Abbey Street Pier. On March 25, NFD responded to a small fire at the Shilo Inn Building D. We responded with 2 engines, our ladder truck and 15 firefighters. We also received mutual aid assistance from Depoe Bay Fire District, Toledo Fire Department and Seal Rock Fire District. The fire was discovered in a bathroom wall on the first floor. The cause was electrical in nature. On March 31, we responded to a brush fire at a homeless camp near USCG Station Yaquina Bay. The fire started as a warming fire in a homeless camp left unattended. The fire then extended to nearby brush and trees burning an area approximately 20 x 25 feet in diameter. This is the third fire in the same location in the past 12 months. All of them have been unattended warming fires at a homeless camp. This time our crews has the added danger of a small propane tank that was venting. Crews were able to apply water and cool the tank before it exploded.

We did not gain or lose any volunteers in March, so our roster remains 31 volunteers. Our three new volunteers are attending our winter fire academy and will finish in April.

The Fire Department was very active in the month of March. On Tuesday the 1st, I facilitated the monthly City Emergency Preparedness Committee Meeting at City Hall. On Wednesday the 2nd, I conducted a requested inspection of SPCH with their facilities director. On Thursday the 3rd, I had my weekly meeting with the City Manager and I attended a disaster mitigation funding pre-application meeting at Center for Health Education put on by FEMA. On Monday the 7th, I attended a Department Head Meeting and City Council. The next day, March 8, we turned in our Capital Outlay requests for FY 16/17 to Finance. On Wednesday the 9th, I attended the State Fire Defense Board Meeting in Bend. There we got an update on last summer's major wildland fires, heard the fire weather forecast for this summer and reviewed and approved the State Fire Mobilization Plan for 2016. On March 10, I attended a Local Leaders Roundtable at Lincoln City Council Chambers hosted by Rep. Kurt Schrader. The next day we turned in the Fire Department and Emergency Preparedness budget worksheets to Finance. Tuesday the 15th, was a very busy day. I gave welcoming remarks at the State Fire Marshal's Association Annual Conference held at the Best Western. I also reviewed with Human Resources, the applications for Emergency Preparedness Coordinator. I also attended a pre-construction conference at City Hall for the new Hospital building. That evening I helped teach light search and rescue to the CERT class. On Wednesday the 16th, we met with the representative from ISO to discuss our grading process. Thursday the 17th, I attended the Capital Outlay meeting with the City Manager, Finance and Department Heads. On Friday the 18th, I met with a potential Assistant Chief Candidate. From that meeting, with the approval of HR and the City Manager, we held an assessment center for the Candidate on April 1. On Monday the 21st, I attended a Department Head meeting and a security debrief of this year's Seafood and Wine Festival. On Tuesday the 22nd, I conducted an inspection of the fire sprinkler riser rough-in at the new aquatic center. I also attended a debriefing of the Seafood and Wine Festival at the Chamber Office. On Wednesday the 23rd, we held the kick-off meeting for the Fire Station Seismic Retrofit Project. We learned a lot from our initial meeting. The next few months will be design with construction estimated to start in September of this year. On Thursday

the 24th, I met the City Manager and Finance to present the Fire Department and Emergency Preparedness Budget for FY 16/17. The next day we worked on requested budget revisions. On Monday the 28th, I reviewed the candidate list for Emergency Preparedness Coordinator with HR Director Barb James. I also attended a site visit of Safe Haven will with other City staff to plan the upcoming ribbon cutting ceremony that will be held on April 29. On Tuesday the 29th, I presided over the monthly City Emergency Preparedness Committee Meeting.

The Emergency Preparedness Coordinator hiring is in process. We conducted phone screenings of 27 qualified applicants. We will be bringing 11 candidates to the panel interviews that will take place next week. Our goal is to give a conditional job offer after the final interview in mid-May.

In April, I am attending the Oregon Preparedness Workshop in Warm Springs. We will also be meeting with ISO this month. They will be conducting a grading of NFD and NRFPD. Our last grading was in 2012. Newport Fire Department will be holding its annual Awards Banquet on Saturday, April 16 at the Best Western Resort. At the end of the month, we will be participating in the Loyalty Days Parade and ribbon cutting ceremony for Safe Haven Hill. Throughout the month we will be working on our ISO grading and the seismic retrofit project.

Training Report

March 2016

Past month training subjects:

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

- Active Shooter Response with LCSO
- Fire Attack, SLICE-RS
- Ladders
- Fire Ground Basics
- Triage & Patient Moving

Past month drill hours:

During the month of March, 336.0 hours of training were documented. Of the 336.0 hours of training in March, 142.5 hours were logged by the paid staff and 193.5 hours were logged by the volunteers.

Monthly highlights and special considerations:

In March, our staff and volunteers attended several training sessions hosted by LCSO about responding to Active Shooter situations. These included both classroom and practical exercises. These trainings were well attended and were a good experience. It was an opportunity to look at how were will respond if, God forbid, we ever have such an event. We also had one person complete their Hazmat Incident Commander training. Newport Fire is continuing with its Firefighter I Academy until the end of April, and we look forward to having several of our members take the Incident Safety Officer training class.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT
City Report March 2016

	CITY	RURAL
FIRE CALLS:	6	1
AUTOMATIC ALARMS:	9	1
MEDICAL CALLS:	125	7
MOTOR VEHICLE COLLISION:	5	0
RESCUE:	0	1
MUTUAL AID RENDERED:	2	1
MUTUAL AID RECEIVED:	0	0
AVIATION STANDBY:	0	
PUBLIC SERVICE:	17	4
HAZARDOUS CONDITION:	0	0
OVERPRESSURE/RUPTURE:	0	0
VOLUNTEER HOURS:	274	

PERMITS ISSUED	CITY	RURAL
BURN PERMITS:	24	25
FIREWORKS PERMIT:	0	0
FIREWORKS DISPLAY:	0	0
IN SERVICES AND TOURS:	2	
TOTAL INSPECTIONS:	19	
BUSINESS INSPECTIONS:	19	
REINSPECTIONS:	3	
PLAN REVIEWS:	3	
CONSTRUCTION INSPECTIONS:	0	

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT
City Report March 2016

CAUSES of Fires and Automatic Alarms

	CITY	RURAL
ALARM MALFUNCTION:	6	1
CARELESS SMOKING:	0	0
CHILDREN W/HEAT SOURCE:	0	0
CLEARANCE:	0	0
ELECTRICAL:	1	0
ENGINE BACKFIRE:	0	0
EXPOSURE FIRE:	0	0
FALSE ALARM:	2	0
FIREWORKS:	0	0
FLAMMABLE LIQUID:	0	0
FLUES:	1	0
FRICTION:	0	0
GAS LEAK:	0	0

	CITY	RURAL
HEATING APPLICANCE:	0	0
INCENDIARY:	0	0
PROHIBITED MATERIALS:	0	0
MISTAKEN ALARM:	1	0
OPEN FIRES:	0	0
REKINDLE:	0	0
SCORCHED FOOD:	1	0
SPARKS:	0	0
UNDETERMINED:	3	1
WELDING/CUTTING:	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

May 8th, 2016

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

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

The month of April, we had 210 calls for service. In March 2016, we had 181. This is an increase of 16% from last month and an increase of 52% over April 2015. At the end of April, we responded to 706 calls. Last year we had 638 calls at the end of April, which is an 11% increase than the same date in 2015. There were five calls of note in April. The first, On April 2, was a mutual aid structure fire to Alderwood street in Gleneden Beach. We supplied an engine and crew. On April 9, We responded to a surf rescue on the south end of Yaquina Head. This call also generated a response from the Lincoln County Rope Rescue Team. The subject was eventually rescued the Newport Coast Guard helicopter. On April 17, we responded to a boat capsized in the mouth of the Bay next to one of the finger jetty's. The next day, Monday 18, we extinguished a fast moving brush fire next to the Visual Arts Center. The fire started in a grassy area just above the public restrooms at the Nye Beach Turn-a-round. Later that same day, we responded to a pedestrian struck by a vehicle on Hwy 20 at mile post 1.3. The victim suffered a fractured ankle and was transported to SPCH by ambulance.

We did not gain or lose any volunteers in April, so our roster remains 31 volunteers. Our three new volunteers have finished our winter fire academy and are now completing the other requirements for probation.

The Fire Department was very active in the month of April. On Friday April 1, we conducted an interview process for a potential Assistant Chief/Fire Marshal candidate. Unfortunately, the panel unanimously recommended the candidate not move in the hiring process. From April 4 through 8, I attended an emergency management conference held at Kah-Nee-Ta Resort in Warm Springs, Oregon. It was an excellent conference and I brought back a lot of good information. On Tuesday the 12th We had a meeting the representative from ISO to update our progress on our grading. We are now most of the way finished with our work on this project. On April 13, Melanie and I met with Richard from IT to go over our new City Website and talk about content. Friday 15, two of our members participated in a job fair held at OCCC at their South Beach Campus. On Saturday, April 16 we held our annual Fire Department Awards Banquet at the Best Western. We had about 75 people in attendance and everyone had a good time. Members receiving awards included Chief's Awards for Lt. Richard Giles and FF Dawn John, Rookie of the Year to FF Ryan Gascho and Firefighter of the Year to FF Jason Barth. On Monday, the 18th I attended a department head meeting and meet with HR and the interview panel for the Emergency Preparedness Coordinator. Out of that meeting 4 finalists were selected to move on to the next phase of the hiring process. On Tuesday 19, I meet with representatives from Seal Rock CERT group about them temporarily joining the Newport CERT group. This would be until later this year when they will become part of the Sherriff's Office. I also attended a meeting at the City Manager's Office about a special event permit. Later, in the evening, My Wife and I attended the City Volunteer Appreciation Dinner held at the Newport Aquarium. It was a very nice event. On Wednesday, April 20, I meet with representatives from NOAA MOC-P, HMSC and LCSD to move some disaster supplies from the disaster cache at OCCC to the new cache at Safe Haven Hill. I was also assisted by Dr. Beemer. Thursday, April 21, I had my regular weekly meeting with the City Manager and I attended the monthly board meeting of the Rural Fire Board. On Friday, April 22, Captain Helmricks and I interviewed a new volunteer firefighter candidate. On Monday, April 25, I attended a meeting at the City Manager's Office to discuss a special event permit regarding a "color run" fund raising event that OCCA is putting on in Nye Beach. I also chaired a very productive City Emergency Preparedness Committee Meeting. On Thursday the 28th I attended the monthly Lincoln County Fire Defense Board Meeting which was held at Siletz Valley Fire District. On Friday the 29th, I meet with Chief Miranda and Lt. Malloy from the Police Department to discuss our dispatch options and write a response to the request of the budget

Committee as part of their 'hit and wish list'. In the afternoon I helped set up and attended the ribbon cutting ceremony at Safe Haven Hill. This site looks great and our community should be proud of this accomplishment. I had a chance to talk to many people who are interested in helping supply the emergency cache located at Safe Haven Hill. So, to that end we are going to form a work group that will come up with what should be in the cache, who should supply it and develop a maintenance plan to keep it stocked.

In May, I am attending the Fire Chief's conference in Bend. We will also be finishing our interview process for Emergency Preparedness Coordinator and hope to make a conditional job offer. We will have our wrap up meeting with ISO on May 18 and expect our grading sometime this summer. We will also be attending a county wide wildland fire tabletop training exercise later in May. This is the second year we are doing this and it involves multiple jurisdictions and disciplines. Also in May, we are meeting the consulting architect about our fire station seismic retrofit project. We are starting to plan to vacate the main station as part of this project. We expect to be out of the station for about 3 months. This will probably occur during the late fall and winter of this year. Finally, at the end of this month, the first of our three seasonal firefighters will be starting work.

Training Report

April 2016

Past month training subjects:

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

- Fire Extinguishers, Live Fire
- Horizontal Ventilation
- Salvage & Property Conservation
- Ropes & Knots
- Mobile Water Supply
- BLS Drug Protocols

Past month drill hours:

During the month of April 331.0 hours of training were documented. Of the 331.0 hours of training in April 139.0 hours were logged by the paid staff and 192.0 hours were logged by the volunteers.

Monthly highlights and special considerations:

In April Newport Fire Department had 4 personnel complete the Incident Safety Officer training. We also had one person complete the Rope Rescue Technician training and 2 people complete the FFI Academy here in Newport. We also had 2 people start the Wildland Firefighter Academy in Toledo. In the month of May, we will be sending 3 personnel to Moses Lake Washington for their annual one day required ARFF refresher training and 2 personnel for their 5-day training.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT
City Report April 2016

	CITY	RURAL
FIRE CALLS:	3	1
AUTOMATIC ALARMS:	10	0
MEDICAL CALLS:	137	10
MOTOR VEHICLE COLLISION:	8	2
RESCUE:	0	5
MUTUAL AID RENDERED:	1	1
MUTUAL AID RECEIVED:	0	0
AVIATION STANDBY:	0	
PUBLIC SERVICE:	31	2
HAZARDOUS CONDITION:	0	0
OVERPRESSURE/RUPTURE:	0	0
VOLUNTEER HOURS:	96	

PERMITS ISSUED	CITY	RURAL
BURN PERMITS:	44	30
FIREWORKS PERMIT:	6	0
FIREWORKS DISPLAY:	0	0
IN SERVICES AND TOURS:	1	
TOTAL INSPECTIONS:	8	
BUSINESS INSPECTIONS:	8	
REINSPECTIONS:	1	
PLAN REVIEWS:	0	
CONSTRUCTION INSPECTIONS:	1	

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT
City Report April 2016

CAUSES of Fires and Automatic Alarms

	CITY	RURAL
ALARM MALFUNCTION:	6	0
CARELESS SMOKING:	0	0
CHILDREN W/HEAT SOURCE:	0	0
CLEARANCE:	0	0
ELECTRICAL:	0	0
ENGINE BACKFIRE:	0	0
EXPOSURE FIRE:	0	0
FALSE ALARM:	4	0
FIREWORKS:	0	0
FLAMMABLE LIQUID:	0	0
FLUES:	0	0
FRICTION:	0	0
GAS LEAK:	0	0

	CITY	RURAL
HEATING APPLICANCE:	0	1
INCENDIARY:	0	0
PROHIBITED MATERIALS:	0	0
MISTAKEN ALARM:	0	0
OPEN FIRES:	0	0
REKINDLE:	0	0
SCORCHED FOOD:	0	0
SPARKS:	0	0
UNDETERMINED:	3	0
WELDING/CUTTING:	0	0

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

Noble
Professional
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Newport Police Department

Memorandum

One Team - One Future

Date: March 16, 2016

To: Spencer Nebel, City Manager

From: Mark J. Miranda, Chief of Police

Subject: **Department Report – February 2016**

1. The Yaquina Bay Bridge was once again the site of someone wanting to commit suicide. On the occasion in February a subject was seen jumping from the bridge. The Coast Guard was called immediately, but even their quick response was not fast enough to recover the jumper. The Police Department worked with CWO Omeara, the Newport Coast Guard commanding officer and CAPT Trimpert from North Bend in dealing with the family. The main issue for us was that the jumper had not been positively identified, and the family knows this. But they believe that the jumper was their relative.

   The bridge is, unfortunately, attractive to those who want to end their lives. In the past, there was some thought given to posting "suicide hotline" signs on the bridge, and installing telephones on the bridge that had direct connections to the suicide hotline. The signs are probably not too expensive, but the telephones would be very costly due to the weatherization that is needed. This is a responsibility of ODOT and I will mention it to them at the next quarterly meeting.

2. I met with a couple of business people that are interesting in purchasing the Yaquina Cab Company. They were doing their due-diligence and checking up on City requirements and regulations for cab companies in Newport. I have not heard where they are at in purchasing the business.

3. The second "Gun Take Back" program was held. We did not take in as many guns as last year, but did receive over 50 firearms. These are 50 weapons that are now off the street and not able to be an instrument of harm. All of the weapons have been taken to the Brooks burn plant and have been destroyed. Next year, Coast Cease Fire is considering holding the take-back program in another city or community. I've seen some letters to the editor and other correspondence. From what I read, I was wondering if I was at the same event. The reality of what actually took place was a little bit different.

4. I participated in the planning for Seaside Sgt. Goodding's funeral. It was a sad occasion, but interesting the in the fact that the Oregon Fallen Badge Foundation uses the ICS model for the event. I was down the ladder a little, being assigned to the Operations Section and in charge of seating. At the day of the funeral, we had over 50 people involved. It was quite an experience on several levels.

5. Toledo Police Chief Dave Enyeart and I were guests on a KPNT radio show where we talked about Honor Flight. This is the organization that sends World War II and Korean War veterans to Washington D. C. at no charge to them. It's a very emotional time and well worth the effort to volunteer as a Guardian.

6. I was also on the Sheriff's Radio show on KNPT where we talked about the Oregon Fallen Badge Foundation and the preparation for Sgt. Goodding's funeral.

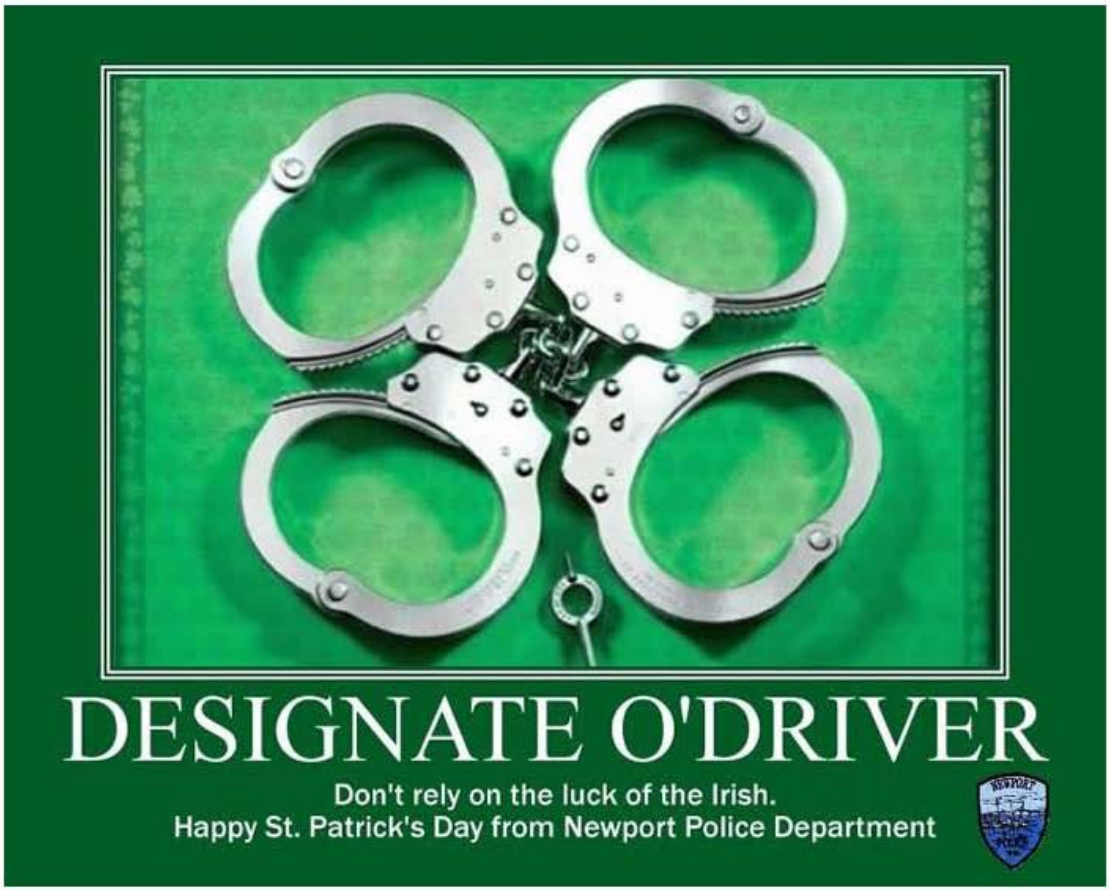
7. In preparation for the Seafood and Wine Festival, officers assigned to the Patrol Division attended training in defensive tactics. They also had the opportunity to participate in ORPAT, the Oregon Physical Ability Test. This is a standardized obstacle course that has to be run for time. The course was developed by the Oregon Police Academy, and passing is a requirement to graduate from the Academy. Our Department officers are mandated to take ORPAT once each year. There is no penalty for failing the test, but if an officer passes the test, he/she will be given a 2% pay raise incentive. Officers have to pass ORPAT each year to maintain the 2% incentive pay. Eleven out of sixteen officers who took ORPAT, passed. There was some research done lately where the respondents wanted to see officers in shape over tattoos being displayed. This is our way to encourage officers to train to get into shape, or maintain their physical abilities.

8. NPD detectives assisted the Lincoln County Sheriff's Office on a Major Crime Team call out on a suspicious death that occurred in the County. The detectives were only needed for a couple of days.

9. Everyone is familiar with the Seafood and Wine Festival (SFW) and what the risks are for the community. This year county law enforcement agencies had more activity involving SFW than in the last few years. Last year we only arrested one drunk driver the entire weekend and arrested one person at the Festival. This year NPD arrested four people for DUII, and three of these incidents involved crashes. The Sheriff's Office and State Police also arrested several DUII's. One involved a fatality on Hwy 20, just outside of Newport. The suspect in that case had been at the Festival earlier, although that was not her last stop before the crash. NPD officers assisted with the crash when the Major Crash Team was called out. Several arrests were made at the festival compared to last year's one arrest.

10. Our newest officer, Hayden Randall, started his Police Academy training on February 22nd. He will be at the Academy for sixteen weeks and will graduate from the Academy on June 10th.

11. Our social media involvement has been getting a workout. A recent Twitter post was viewed over 500,000 times. It's amazing on what is viewed or forwarded from our web page and Twitter feed. We posted the following DUII awareness image on our web site:



Take the opportunity to look at our web site sometime. (www.newportpolice.net) There is a wealth of information available to anybody who looks. For instance, last month NPD arrested 44 people, and this month, so far, we've arrested 27 people. There are plenty of other items of interest on the site.

12. Our bi-annual Police Citizen Academy is coming up soon. This is a free academy designed to educate Newport residents and merchants about the Police Department operations. The Academy meets once each week for ten weeks. Topics include Selection and Hiring of police officers, investigations, the Criminal Justice System, Community Service functions, Use of Force, Firearms, Narcotics investigations and much more. Newport citizens, and City Councilors are encouraged to attend. It will be an amazing experience.

13. Department members attended various trainings to include DUII refresher, District Attorney updates, Active Shooting, and the CIS Conference.

14. I attended the following meetings:
    a. Police Volunteer Board
    b. Lincoln County Law Enforcement Council
    c. Newport Rotary Board
    d. NPD Management
    e. Willamette Valley Communications Advisory Board
    f. YBEF
    g. Western States Information Network
    h. Crash Team

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Newport Police Department

Memorandum

One Team - One Future

Date: May 9, 2016

To: Spencer Nebel, City Manager

From: Mark J. Miranda, Chief of Police

Subject: **Department Report for April & May 2016**

1. For the 15/16 Budget Year, monies were budgeted for an e-ticketing system. This system starts with the officer swiping a drivers license, then selecting pre-programmed information to complete a citation. What is printed out, like a grocery receipt, is a citation. The data on the citation is then electronically forwarded to Police Records, then onto the Courts and Finance. This electronic process will save a lot of time for all of the City Departments involved.

We have purchased all of the required hardware, and the citation printers have been installed in the police cars. But, they don't work. Lt. Jason Malloy has spent countless hours with the vendor, and is a little frustrated. So is the vender. Apparently we received the latest model of printer, and there's an unidentifiable bug in it. As of last Friday, the printers are now working, but still have to go through a testing phase.

2. Ofcr. Brad Purdom participated in the Career Fair held at Newport High School.

3. Every several years we have to go through a Criminal Justice Information System (CJIS) audit. This is usually handled by the State. This audit checks our compliance with FBI requirements for access to NCIC and the national telecommunication system (NLETS). The State conducted the audit last year, and we passed with flying colors. This year we were advised that we would be audited by the Federal government. We again passed with flying colors.

4. I joined the Sheriff on his March radio show where we talked about the process to hire a police officer. Sgt. Brent Gainer handled the April radio show.

5. The Police Department, Chamber of Commerce, TCB Security and others held a Seafood and Wine debriefing. There were no major problems this year with security. A few minor problems were handled on-site and were resolved. Next year's event will be challenging with the site being reconfigured.

6. Department members participated, along with other agencies, in Active Shooter training at Newport Middle School. This year's emphasis was the tactical maneuvering utilizing the school's camera system.

7. Every three years police departments that are accredited, have to be re-accredited. 2016 was our year for re-accreditation. We had to provide three years of information that proved that we were following the standards. Our on-site inspection was held in March and we were awarded with our re-accreditation certificate in April. The new certificate is posted in the front window of the Police Department. We will not have to do this again until 2019.

8. Sue Graves, the Safety Coordinator for the School District, and I met and viewed traffic at NE Harney Drive and East Olive Street. The concern was the safety of students crossing East Olive Street. The monitoring of the intersection was cut short when a full size semi-truck and trailer blatantly ran the red light. I did stop the truck and issued a citation. The School District subsequently sent us a letter voicing their concerns of the intersection. Tim Gross has forwarded the letter to ODOT along with sharing our concerns on the intersection. We have not had a quarterly meeting with ODOT since last year.

9. Sgt. Tony Garbarino presented a program on scams to watch out for at the 60+ Center.

10. Department members participated in the annual firearms qualification shoot. We have tactical training shoots three or four other times during the year.

11. Lt. Jason Malloy met with Lt. Curtis Landers of the Sheriff's Office to discuss radio system maintenance. Up until a few years ago, the County handled all maintenance for the radio system. However that system was antiquated. Lt. Landers secured a grant to replace the old system with a new state-of-the-art system. No one wants to get into a position of having a failing radio system do to a lack of maintenance. All parties that use the new radio system will contribute to the annual maintenance of the system. This will include a separate fund that will grow each year to cover major problems with the system.

12. The Newport Police Volunteers assisted the Hatfield Marine Science Center with the annual Marine Science Day.

13. Lt. Malloy and I attending the annual Oregon Association of Police Chiefs conference. This week long conference provided up-to-date leadership training and a vender show.

14. I attended the Highway 20 construction tour. It has been years in the making, but within another ten months, the new portion of Highway 20 will be open for business.

15. The forth bi-annual Citizens Police Academy started in April. 24 people are participating in this offering so they can better understand the inner workings of the Police Department.

16. All of the NPD supervisors set up individual visits to Ofcr. Hayden Randall who is attending the Oregon Police Academy. He is over half way through the training and is doing well. He is due to graduate in June. Our other new officer, Calvin Davis is due to start the police academy in June.

Memo

To: Spencer Nebel, City Manager and City Council

From: Jim Protiva, Parks and Recreation Director

Date: April 7th, 2016

Re: Parks and Rec Department Update – March 2016

Recreation Center

- Storage vans have and received and are in the process of being placed at the back of the building.

- starting work on the failing windows upstairs in the cardio/track area. The first two to be replaced will be the ones with bullet holes.

- Four pieces of new cardio equipment were ordered and received; these are to replace older current equipment, some of which are 15 years old and rarely used.

- Spring Break was March 21-25, with an average of 17 kids per day attending our School's Out program during the week. This is a fairly average count as many families go out of town.

- Rec. Center participated at the County Volunteer Fair held at the Shilo Inn on March 19th. Activity Guides and various flyers were used to promote the Rec. Center and entice volunteers to be a part of our activities.

Sports Programs

- Youth and Middle School basketball seasons survived the snow storm. Parks & Recreation, coaches and parents worked together to reschedule

- Grant presentation was made to Georgia Pacific's Community Investment Committee. Request was for $1,000 to assist with the expenses for the Coast Hills Classic MTB Race. I'm still waiting on GP's decision.

- Met with Newport's Middle School Track Coaches. We discussed the upcoming season, the direction that we want to go with athlete development and each coach's responsibilities. Held additional meeting with all county organizers.

- A grant presentation was made to the Destination Newport Committee. Request was for $2,000 to assist with marketing and promotion for the Coast Hills Classic MTB Race. Request was approved and $2,000 was awarded.

60 Plus Center

- AARP presented a Safe Driver course on March 8th, with 23 persons taking the training to improve their driving skills.

- St. Patrick's Day, March 17th, the 60+ Activity Center held its annual Wii Bowling Tournament and was followed by a delicious lunch of corned beef, cabbage.

- The 2016 Lincoln County Volunteer Fair was held on Saturday, March 19th at the Shilo Inn. This free event highlighted opportunities to serve with the forty-nine different non-profit organizations represented. One hundred fifty residents of Newport and the surrounding area were in attendance.

- Christine Lacedra, an RN, health and wellness coach, educator, author and speaker gave a presentation on Whole-Person Well-being Monday, March 21st.

- The Samaritan Education Center was the site of a three-day Tai Chi demonstration and instructor certification course March 24th-26th.

- Betty Krause a member of the Friends of the NSAC Board, is distinguished as the only person in the United States to have served with AARP for 45 years. On Tuesday, March 29th, Betty was presented with an award for her faithful service.

- Sgt. Tony Garbarino of the Newport Police Department and Lincoln County Deputy District Attorney Joseph Allison presented valuable information to help us recognize and protect ourselves from people who want to scam us.

Municipal Pool

- Finished up a 2 month pool usage agreement with NHS Outdoor School. This is the 4th year that we have had them use the pool, early mornings, to do a scuba training and certification course for students.

- Completed spring swimming lesson session, with the classes selling out in 3 days. As a result, we have added two additional classes for the April session, and we have already almost completely sold out this session as well.

- KC attended a 2 part conference including leadership training with the Starfish institute, and a 4 day work session and networking event with the Association of Aquatic Professionals.

- Week-long pool rental with OMSI utilizing our pool to hold a water safety and lifeguarding certification course.

Parks & Rec Data March 2016	Facility usage counts	# Programs offered	New annual passes	Total annual passes	New other passes	Total other passes	Drop in users
Senior Center	5,910	39	N/A	N/A	N/A	N/A	
Sports	2655	9	N/A	N/A	N/A	N/A	1310
Recreation Center	5,939*	26	58	745	76	1072	1169
Municipal Pool	6,974	7	8	121	36	357	650
Totals	**21,478**	**81**	**66**	**866**	**112**	**1,429**	**3,129**

*we are using a side door during construction that does not have a counter
*Rec Center pass allows Pool use
*225 City employee/FD Volunteer active passes not included in total
*97 military drop in users (not included in drop in number above)
*52 Silver Sneaker Passes

Memo

To: Spencer Nebel, City Manager and City Council

From: Jim Protiva, Parks and Recreation Director

Date: May 4th, 2016

Re: Parks and Rec Department Update – April 2016

Recreation Center

- The Rec. Center celebrated its 15th birthday on Saturday, April 9th! Everyone that visited us that day paid an entry fee of $1, and got the chance to win one of four prizes. The grand prize winner of a free Annual Pass was Fred Springsteen.

- We continue to work on the merging of the Pool and Rec. Center operations, which includes budgeting, staffing, etc.

- The Rec. Center was closed from April 25-28 while the big gym and dance room floors were resurfaced. The results are shiny, smooth floors that will help keep patrons safe.

- While the Rec. Center was closed, we moved the after-school program over to the Clubhouse at Frank Wade Park. Buses were re-routed, the Clubhouse got a good spring cleaning, games and supplies were all relocated to ensure a smooth transition.

Sports Programs

- Middle School Track and Field kids participated in 4 meets. They were located at Cascade, Newport, Corvallis, and Lebanon. An average of 75 kids represented the City of Newport at each meet.

- Adult Men's Basketball League concluded on April 20. There were a total of 8 teams that competed in the season.

- A meetings were held, to discuss a partnership for a summer camps in golf, stand up paddleboards, kayaking and surfing. The goal is to develop youths' interest in the sports at a young age.

- Preparation were made for the 2016 Coast Hills Classic Mountain Bike Race between April 2-30. In partnership with Bike Newport and the Yaquina Wheels Bike Club, four trail maintenance work days and numerous course meetings.

60 Plus Center

- The 60+ Adventurers made two van trips in April to enjoy the beauty of spring. On Thursday, April 7th, the van headed to Woodburn for the Wooden Shoe Tulip Festival. A two-day trip was made to Woodland, Washington, Tuesday and Wednesday, April 19th & 20th for the Lilac Days Festival

- The 60+ Activity Center hosted a Volunteer Appreciation luncheon on Thursday, April 14th. Pizza, salad and drinks were enjoyed by approximately 30 of the volunteers who keep the center running smoothly.

- The AARP Tax Aide workers celebrated the end of the tax season with a potluck the evening of April 14th. A total of 767 persons were assisted this year.

- Patrons of the 60+ Activity Center were treated to an exciting travel presentation by Ryan Russell of Premier World Discovery. Ryan provided information about three train trips scheduled for 2016 and two cruises scheduled for 2017.

- Certified Health Coach Colleen Setterberg began teaching a four-part series of classes on Food Life Style by Design. Class members were given tips on how to improve their quality of life. Classes will conclude in May.

- To mark the beginning of the Newport Loyalty Days weekend, and to show our appreciation for all those who have served our country in the armed forces, the 60+ Activity Center held a free beef stew lunch for local veterans. A troop of Girl Scouts from Toledo posted the colors and helped serve the meal to the veterans and active service persons in attendance. John Baker welcomed attendees with words of appreciation.

- 60+ Activity Center volunteer, Doreen Farnam, received the City of Newport's Volunteer of the Year Award at a dinner held at the Aquarium on April 19th. Congratulations, Doreen, and thank you for your faithful service.

Municipal Pool

- Another sold out swimming lesson session. In fact, we had to add two extra level one classes because of the high demand.

- High School track team rented the pool to practice pole vaulting moves

- High School robotics team utilized the pool to test their underwater robots in preparation for an upcoming competition.

Memo

To: Spencer Nebel, City Manager and City Council

From: Jayson Buchholz, PE, Senior Project Manager

Date: May 9, 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:	Preliminary plans and technical specification have been created by the design consultant and reviewed by City staff. Public outreach meetings have been conducted with the Embarcadero Board, Unit Owners Association, Oregon Coast Bank and the Port Board.
Next Task:	Easements are being finalized by the engineer for presentation to appropriate property owners. Project will be put to bid within the next two weeks.
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 $1,975,635 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: Curb, gutter and base paving is complete on the east side. Curb and driveways are currently being installed on the west side.
Next Task: Base paving for the west side is scheduled for April 13, 2016 weather dependent. Asphalt grinding for the existing roadway is scheduled for April 18, 2016 followed by top paving for the full roadway width.
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 a 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: Design Engineer is two weeks out from presenting a full plan set to the City for review.
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: The design contract has been awarded to the selected firm and efforts are underway.
Next Task: Complete and review design plans, advertise the project for bid late summer 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: Bid in early summer 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 Lift Station Improvements
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 and generator pad are currently being constructed.
Next Task: Valve vault and meter vault excavations will be completed.
Budget: $2,900,000
Description: This project replaces the 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 20 years and redundancy in equipment to hopefully 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: 2012-025

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.
Next Task:	A second public outreach meeting will be held onsite May 11, 2016 where the City will be reviewing possible roadway layout with area residents.
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:	**CIPP Sewer Repairs**
Project Number:	2012-025
Contractor:	TDB
Status:	Design Engineer is nearing completion of bidding documents and plans.
Next Task:	Advertise the project for bidding.
Budget:	$200,000
Description:	This project lines a failing wastewater collection pipe which crosses diagonally from the City's Northside Pump Station on NW Nye and NW 3rd to NE 8th Street between NE Avery and NE Benton Streets.

Project:	**Agate Beach Wastewater Improvements**
Project Number:	2012-025
Contractor:	TBD
Status:	The design Engineer has been authorized to advance the plan set to 30%. Kickoff meeting was held on February 3. The Design Engineer will be presenting the City with Schooner Landing and 48th St pump station potential options the week of May 9, 2016.
Next Task:	City staff to provide the Design Engineer with the direction to proceed on pump station redesigns.
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.

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