

# Newport Municipal Airport Monthly Department Head Report



## October 2016

We received the letter to proceed from the State of Oregon for the Connect Oregon Grant. The grant will be replacing the outdated Automated Weather Observation System's (AWOS) ceiling height reader. Along with adding a ground link for pilots to talk directly to air traffic controllers to get clearances for departure. I have met with Spencer and we are ready to move forward with getting this project started.

Derrick Tokos is helping with the FAA AIP 24 Land Acquisition Grant. The first step of the land acquisition is getting the property appraised. Derrick has received three quotes for getting the property appraised and set up the escrow account. We did learn one of the properties has sold and we will be reaching out to the new owners about the land acquisition. Spencer has been made aware of the issue and I informed Daniel Stewart, FAA ADO Grant Specialist too. Daniel assured me we are sitting fine with the grant and to keep moving forward with the purchase.

I submitted the HB 2075 COAR grant request of \$60,000 to the Oregon Department of Aviation. The grants have been prioritized and sent to the Oregon Area Commissions on Transportation (ACTs) for further evaluation. I attended the Oregon State Aviation Board meeting and the ODA updated us on the grant requests submitted. The ODA received requests from all over the State totaling \$4.5 million dollars. At this time HB 2075 is limited to \$1.5 million to be awarded. The grants were then prioritized by the ODA into five priority categories. Priority one is any grant application requesting matching funds for FAA Airport Improvement Projects grants. The total COAR grant requests was a little over \$990,000 for priority one. Priority two was safety related requests totaling \$240,000. We fell in Priority two, spot one! If we are awarded the grant it will be used for a seismic study of the airfield.

ARFF training program revamp is going well. Chief Murphy has delegated the 11 different training requirement chapters to each of the ARFF guys to build, present, and train on. The trainings will be videotaped for future use and to provide documentation to the FAA the training was provide. I have been helping a few of the ARFF guys out with labeling ARFF pictures that make it specific to our airport, and answering a few question that the ARFF guys have brought up. We also have provided the latest NFP training material that has been a great help in this process.

ARFF truck is having a continuous issue of going into engine safety mode that causes the truck to only be able to idle. After several attempts the local dealer has been unable to resolve the issue. We have sent it off to Corvallis for further investigation. We also contacted Rosenbauer about the issue along with Mark Gable - FAA cert inspector, and Daniel Stewart - FAA ADO grant specialist. Rosenbauer is going to assist us by contacting their engineering contact at Ford and hopefully coming up with a solution to resolve the issue. If the issue can't be resolved, then our next step will be contacting Ford Corporate directly to see what they can do under the warranty of their chassis.

I was invited to participated on a Rural Air Service panel at Oregon Aviation Industries (ORAVI) conference with Mark Gardiner - ORAVI Board Chair, Scott Brooksby - ORAVI Rural Air Committee Chair, Kent Crawford - Alaska Seaplanes Owner, and Mitch Swecker - Director Oregon Department of Aviation. Some others keynote speakers included, Senator Betsy Johnson, Senator Ted Ferrioli, and Karmen Fore - Governor's Senior Policy Advisor. The Panel's conclusions were; rural air service needs flexibly in meeting the flying public's needs, fair pricing, good marketing, and user education The State is looking to use HB 2075 to possible provide small grants capped at \$150,000 for rural air service but has not decided yet. The panel concluded the best place at making Rural Air Service work in Oregon is to start in Newport! We have

a few more hurdles to clear before this will happen, but we are closer to making it happen. Since that conference I have had three air service providers contact me about starting Rural Air Service in Newport.

I have set up meetings with Spencer and the potential air carriers, Zephyr Airlines, Konect Aviation, and I am waiting to hear back from Devinaire for their availability, but Devinaire did provide a presentation.

FAA has sent out new cert guidelines for Snow and Ice Plan procedures (SICP). All 139 airports had to write a SICP and submit it to the FAA. I have completed the SICP and it was accepted by the FAA. Believe it or not it is 22 pages long for an airport that gets the rare snow event and has no way to deal with snow removal should it occur.

Held a conference call with the FAA Airports Districts Office (ADO) in regards to our upcoming 5-year Capital Improvement Plan (CIP). We concluded it would be best to switch a couple of projects around due to we are currently developing a new Master Plan. The Master Plan will lay out the next 20 years of Airport Improvement Projects (AIP). Below is the schedule we have agreed upon with the FAA ADO for our next 5 years CIP outlook.

2017-Strom pipe design - we will be looking at the two 48-inch storm pipes that run Grant Creek through the airfield. The current pipes are almost 80 years old and need to be slipped lined to protect the airfield.

2018- storm pipe- construction- Work will be carried out on the above project.

2019 – Pavement maintenance – Any work that is needed to be done on any pavement maintenance issues, i.e. crack sealing, fog coating, patching and repairing.

2020 – Taxiway Alpha Rehab – design – we will be addressing and redesigning the geometry issues with Runway 2, Taxiway Alpha, Taxiway Delta, and Taxiway Echo to bring them to current FAA standards. Along with the required environmental study that will need to be done.

2021 – Taxiway Alpha rehab – construction – Work will be carried out on the above project.

2022 – Pavement maintenance - Any work that is needed to be done on any pavement maintenance issues, i.e. crack sealing, fog coating, patching and repairing.

Hertz is anticipating rental cars on field in November.

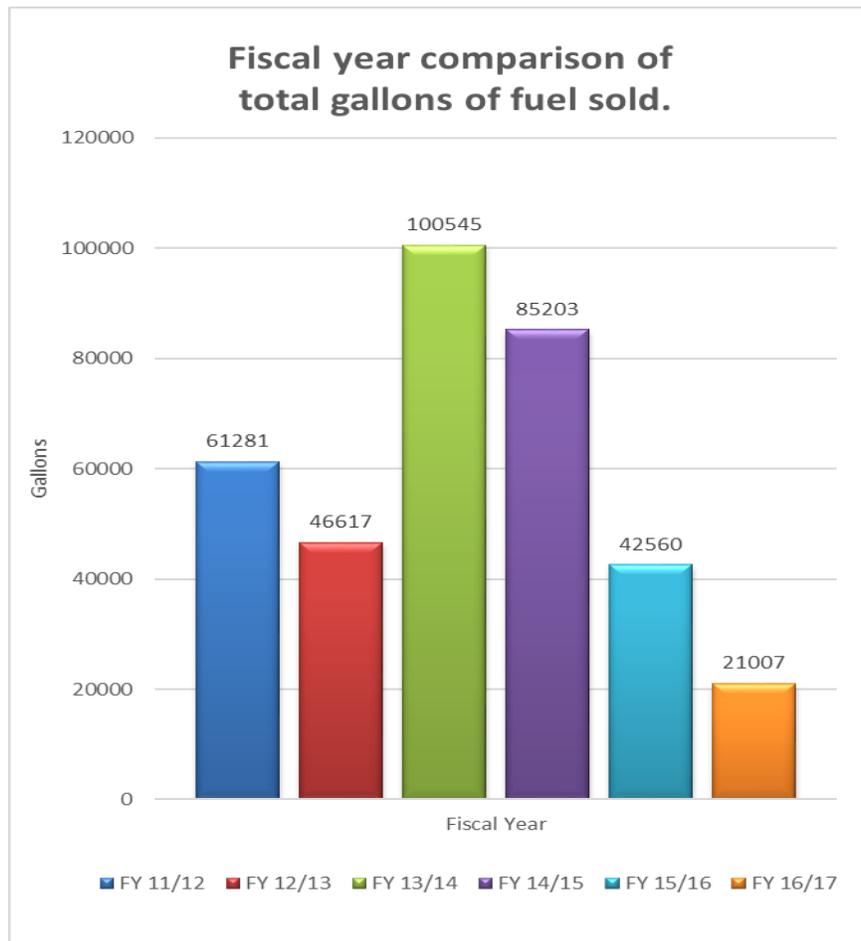
AWOS passed its annual inspection with flying colors.

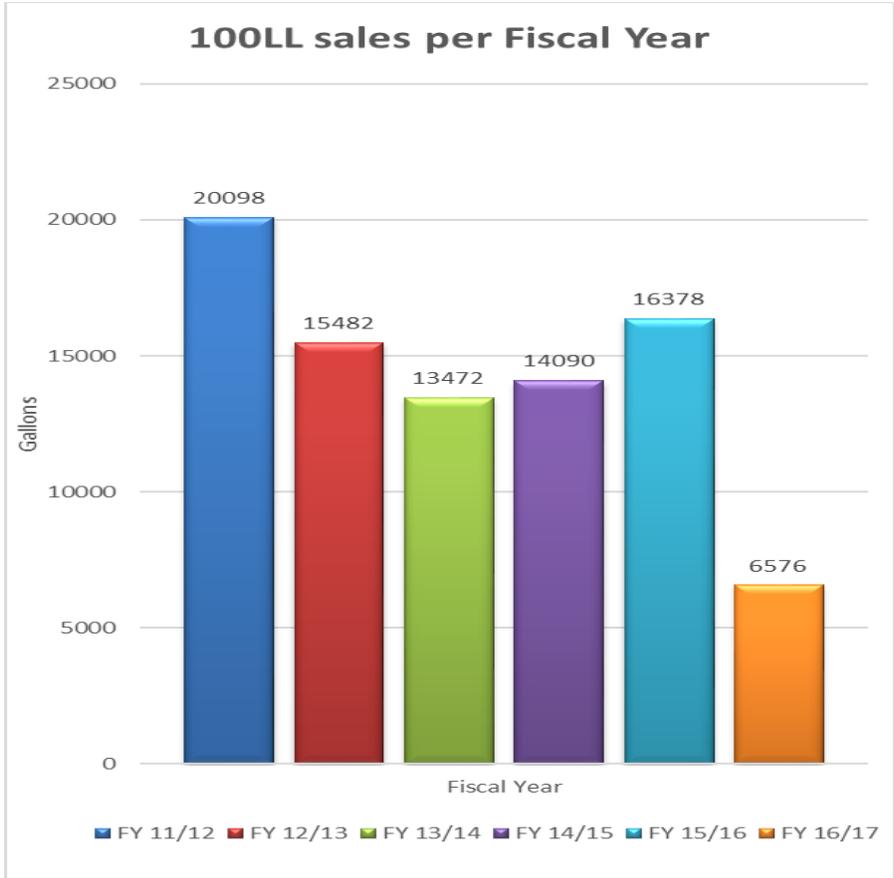
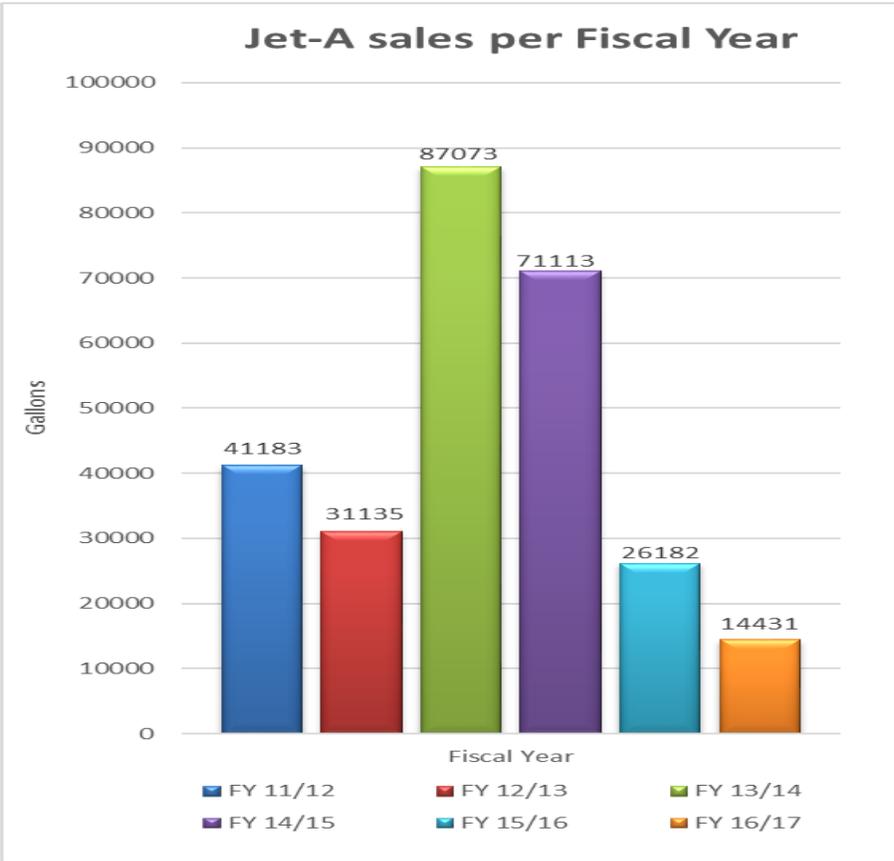
Thank you for your time,

Lance Vanderbeck  
City of Newport  
Airport Director  
541-867-7422

Below is how we finished for the month with number of gallons of fuel pumped, rental cars, crew cars sent into Newport, and number of logged aircraft operations.

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	84	86	170	313	44	226	583
Dec	0	0	0	0	0		0
Jan			0				0
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
<b>Cur. FY</b>	<b>1470</b>	<b>1467</b>	<b>2937</b>	<b>14431</b>	<b>2808</b>	<b>3768</b>	<b>21007</b>
<b>FY 15/16</b>	<b>4263</b>	<b>4234</b>	<b>8497</b>	<b>26182</b>	<b>7854</b>	<b>8524</b>	<b>42560</b>
<b>FY 14/15</b>	<b>3686</b>	<b>3572</b>	<b>7258</b>	<b>71113</b>	<b>5985</b>	<b>8103</b>	<b>85201</b>
<b>FY 13/14</b>	<b>3199</b>	<b>2914</b>	<b>6113</b>	<b>87073</b>	<b>4098</b>	<b>9374</b>	<b>100546</b>
<b>FY 12/13</b>	<b>3121</b>	<b>3083</b>	<b>6204</b>	<b>31135</b>	<b>4430</b>	<b>11049</b>	<b>46614</b>
<b>FY 12/11</b>	<b>3219</b>	<b>3181</b>	<b>6400</b>	<b>41183</b>	<b>4275</b>	<b>15823</b>	<b>61281</b>
<b>FY 10/11</b>	<b>3023</b>	<b>3085</b>	<b>6108</b>	<b>73458</b>	<b>4119</b>	<b>12004</b>	<b>89581</b>
<b>Average</b>	<b>3419</b>	<b>3345</b>	<b>6763</b>	<b>55024</b>	<b>5127</b>	<b>10813</b>	<b>70964</b>





<b>Rental Cars</b>				
<b>CY</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
JAN	2	2	11	4
FEB	5	4	8	4
MAR	9	5	7	4
APR	4	5	10	7
MAY	14	9	8	4
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	1
DEC	1	1	4	0
<b>Total</b>	<b>126</b>	<b>74</b>	<b>169</b>	<b>83</b>

<b>Courtesy Cars Loaned Out</b>					
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
JAN	0	0	33	23	28
FEB	2	0	16	17	23
MAR	2	0	29	41	25
APR	2	0	28	36	42
MAY	9	0	29	20	45
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	9
DEC	0	8	10	16	0
<b>Total</b>	<b>39</b>	<b>145</b>	<b>278</b>	<b>358</b>	<b>360</b>



TO: Spencer R. Nebel, City Manager  
FROM: Peggy Hawker, City Recorder/Special Projects Director  
SUBJ: Monthly Report - October 2016

---

It has been a busy month (few months) in my office due to conference and vacation scheduling.

City Council: Assisted with agenda and packet preparation for the October 3 and 17, 2016 meetings.

Drafted proclamations for the October 3 meeting, including: Arts and Humanities Month; Domestic Violence Awareness Month; Great Oregon Shakeout Month.

Drafted proclamation on Breast Cancer Awareness Month for the October 17 meeting.

Drafted staff report for the appointment of the Vision 2040 Advisory Committee members for the October 3 meeting. Coordinated with the Mayor on the appointments to the Vision 2040 Advisory Committee which were made on October 17.

Drafted staff report on the overspray claims from the Aquatic Center construction.

Staffed and prepared minutes for all Council meetings (work sessions and executive sessions) held on October 3 and 17, 2016.

Insurance: Continued receiving and processing overspray claims related to the construction of the Aquatic Center. To date, the city has received 20 overspray claims.

Three additional claims were received for sewer-related issues.

All claims are referred to the city's insurance agent-of-record and subsequently turned over to CIS.

Additional contact was made with an insurance company for someone who damaged a city street sign during an automobile accident.

- Public Records Requests: The city has received three public records requests associated with the City Center Motel fire that occurred in August. Responses were prepared for each of these requestors indicating that information is currently unavailable as there are two active investigations. Once the investigations are complete, a review will be conducted to determine which records are disclosable.
- Tourism Facility: Drafted, for review by the City Attorney, a grant agreement with OCCA, for the remaining tourism facility grant money that it was awarded in the last, and final, grant cycle. While the City Attorney has reviewed and approved the agreement, staff is awaiting review by OCCA.
- Drafted, for review by the City Attorney, a grant agreement with the Lincoln County Historical Society, for the remaining tourism facility grant money that it was awarded in the last, and final, grant cycle. The agreement has been signed by all parties; the LCHS has provided proof of matching funds; and a check was issued.
- Public Arts: Prepared an agenda and packet for the October meeting of the Public Arts Committee.
- Bike/Ped: Prepared an agenda and packet for the October meeting of the Bicycle/Pedestrian Advisory Committee. Tarah Campi, from the COG, attended and provided information and resources.
- Granicus: Worked with various staff, new and seasoned, on issues associated with the use of the Granicus agenda management software.
- Ethics Orientation: As part of new employee orientation, reviewed the Oregon Government Ethics Commission provisions with new employees.
- Minutes Training: Reviewed the city's processes and procedures for preparing minutes with new staff.
- Audio/Visual RFP: Reviewed, with a review team comprised of Tad Taylor, the city's interim IT Manager, and Peter Vince, the proposals for the replacement of the audio/visual equipment (with the addition of permanent cameras) in the City Council Chambers. Currently, the proposals are under review by a consultant more familiar with the

equipment the city is considering, and may have to undergo another review, and possibly be rebid. This is a slow process but a large investment that must be made wisely.

**LOC Conference:** At the end of September/beginning of October, I attended the League of Oregon Cities Conference in Salem. I attended the opening ceremonies and heard keynote speaker, Adam Bryant, talk about his interviews with more than 200 CEOs of different companies, and their takes on leadership and success. I attended the following breakout sessions: Concepts for Bridging the Cultural Divides in Our Communities; Housing for All: How Cities Create Innovative Housing Opportunities; Public Comments and Public Hearings: How to Encourage, Control, and Effectively Use; and Is Community Engagement Worth It and Should We Get Started. I also attended the gubernatorial candidate forum on Saturday, along with the awards dinner on Friday.

**Elections:** As the city's election officer, ensured, through the course of the year, that the marijuana tax measure, along with the candidates for Mayor and Councilor (3) were included on the ballot for the November 8 election. Monitored the ballot box on the evening of November 8, and it was the busiest turn-out at City Hall that I have experienced.

**Other Projects:** Continued to work on a draft job description for the Deputy City Recorder position. This job description, along with the CMO's Executive Assistant job description, are being reviewed and discussed by CMO office staff and the City Attorney.

Assisted with the Decoween event which is the City Center Halloween evening event. This evening was previously planned and hosted by the City Center Newport Association, but this year, was organized by the Newport Police Volunteers. The volunteers did an amazing job in coordinating the event, and at City Hall, we saw an estimated 200 - 250 trick-or-treaters - despite rather inclement weather.

Processed several OLCC applications; special event permit applications; drafted and distributed press releases; provided information and assistance to staff and public; and much more day-to-day, routine, responsibilities.



# Memo

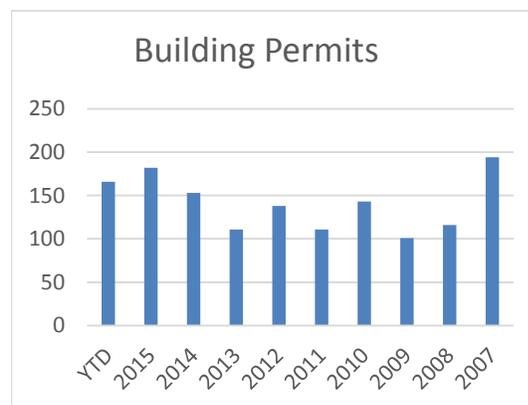
**To:** Spencer Nebel, City Manager and City Council  
**From:** Derrick Tokos, Community Development Director  
**Date:** November 22, 2016  
**Re:** Department Update

## **BUILDING AND LAND USE PERMIT FIGURES**

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Oct	13 (\$3,887.59)	33 (\$6,971.36)	8 (\$3,700.63)	15 (\$7,112.63)	\$365,073	6 (\$1,602.00)
2016 Total	166 (\$166,409.49)	285 (\$41,003.12)	63 (\$18,883.16)	57 (\$12,036.61)	\$19,071,808	41 (\$22,840.00)

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)
2013	111 (\$68,843.48)	258 (\$28,809.30)	61 (\$12,220.12)	County	\$8,131,772	44 (\$11,979.00)



## **STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS**

Aquatic Facility: All gunite in the pools is finished. Waiting for it to cure before installing plaster.

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

Newport Candy Shop: Roof is installed and structure enclosed. Awaiting call for framing inspection.

Central Lincoln PUD Maintenance Facility: Tilt up panels poured and being raised for main operations building. Wire storage building is being framed and tenant improvements ongoing in pre-existing building. Staff met with Central Lincoln 10/17 to discuss street frontage improvements they are required to install. Central Lincoln to provide plans for the frontage work. This needs to happen ASAP so that work can be completed without holding up certificates of occupancy.

Hatfield Seawater Facility Upgrades: Structure is substantially complete. Framing inspection completed on interior partitions. Drywall and electrical work to be done prior to final inspection.

Nazarene Church Outreach/Community Center: Construction continues to progress slowly. The church has hired a new project manager. Contractor is working on interior partition walls and has indicated that they will soon begin installation of mechanical equipment.

Newport Coffee Shop (Harborton and College Way): Owner has apparently secured a tenant. Awaiting submittal of tenant improvement plans.

Rogue Brewery Expansion: Roof trusses have been installed and structure is enclosed. City staff provided comment on design of effluent monitoring system, and Rogue indicated that they ordered the equipment. Installation of monitoring system required prior to occupancy. Will grant temporary occupancy if a performance bond is posted.

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 being constructed for 7, four-plex units. A final plat has been filed for the OSU student housing site and that transaction should be complete by the end of the year. A subdivision plat for the four-plex lots should soon follow.

### **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 to decide if it will fund project January 2017. If project is funded, then 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.

Safe Haven Hill Tsunami Evacuation Improvements: Project is complete and staff is working with Oregon Emergency Management to close out the grant.

Affordable and Work Force Housing Initiatives: Habitat for Humanity of Lincoln County is moving forward with its plans to develop city property at 10<sup>th</sup> and Pine pursuant to an MOU. They submitted an application for property line adjustment in order to get the 10<sup>th</sup> Street property in a condition where it can be developed with a duplex and intend to submit for building plan review after the first of the year. City is also a partner to a multi-jurisdictional IGA with the Lincoln Community Land Trust, and the Planning Commission is working on three separate tax incentive proposals to make multi-family development a more attractive option in Newport.

Vacation Rental Code Update: A total of 191 vacation rental and B&B endorsements have been issued; however, of that number 127 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 will need to be redone. Staircase improvements are being installed and the restroom/shower building will be the last item bid by the Public Works Department.

Reservoir UGB Amendment and Annexation: Annexation ordinance was adopted on 5/2/16. Lincoln County to transfer jurisdiction of Big Creek Road. City must accept. Initial hearing held by the Board of Commissioners on 7/20/16. Commissioners want to link transfer to commitment by City to maintain recreational access to the reservoirs. Issue now appears to be resolved; however, a date has not been set yet for the Commission to act on the transfer.

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 TRSP 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 35<sup>th</sup> and US 101 intersection. Preliminary cost estimates exceed ODOT scoping estimate and available project budget. Staff is working with ODOT and its consultants on a revised design that will reduce the project cost. Construction is expected to occur in 2018.

Parking Study: The consulting firm Lancaster Street Labs was selected to assist the City with this project. A kick-off meeting with the advisory committee was held 3/8/16. Outreach meetings in the Bayfront, City Center and Nye Beach areas were held 4/12/16 through 4/14/16. Second stakeholder meeting to debrief and prioritize feedback from the outreach meetings related to capital project needs held 6/22/16. Peak season utilization and turnover rate analysis was performed the weekend of August 27<sup>th</sup> and the preliminary results of that work will be presented to the Committee on 11/14/16. Off-peak analysis will occur in early December. Recommendations will inform the 2016/2017 budgeting process.

HMSC Campus Expansion and Student Housing: OSU's design team is conducting community outreach in advance of preparing preliminary design documents for the 85,000 sq. ft. marine studies initiative building that is to be constructed on the HMSC campus. They anticipate a ground breaking in late 2017 so that the facility can open in 2019. The University has secured property for student housing in the Wilder planned development, and will look to complete the first phase of the housing by 2018.

Update to Newport System Development Charge Methodology: The project includes assessment of the viability of a construction excise tax for affordable/workforce housing. A RFP for consulting services was issued 7/5/16 with proposals due 8/19/16. FCS Group was selected to assist the city and they were brought under contract on 9/8/16. A technical advisory committee has been created for this project. The Planning Commission considered a preliminary list of relevant stakeholders at its 8/8/16 meeting and the Council reviewed the committee roster at its 8/15/16 meeting. Staff and consultant met to review the project scope and background data request on 9/28/16. Staff is compiling the data for the consultant and work will start in earnest after the first of the year.

FEMA HMGP for Purchase of Landslide Damaged Properties along NE 70<sup>th</sup> 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; however, it is tied up with a lender and that process is moving slowly. The owners of the seventh property chose not to sell and have instead invested in shoring up their property.

NE 62<sup>nd</sup> 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.

### **COMMITTEE WORK**

In October, staff supported and/or attended meetings of the Newport City Council, and Vision 2040 Advisory Committee. The Planning Commission did not hold meetings.



*Rob Murphy, Fire Chief  
Newport Fire Department  
245 NW 10<sup>TH</sup> ST  
Newport, Oregon 97365*

November 8, 2016

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

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

The month of October we had 174 calls for service. In September we had 145 calls. This is an increase of 20% from last month, and a 5% decrease (183 calls) over October of 2015. At the end of October, we responded to 1,812 calls. Last year we responded to 1,782 calls at the end of October. This is a 1.5% increase from the same date in 2015.

There were 2 calls of note in October: the first was on the 17<sup>th</sup>. We responded to the Avery Building for smoke in a structure. When we arrived we found heavy smoke coming from an upstairs bathroom. Further investigation found a burned-out ceiling fan. The building was ventilated and turned back over to the occupants. The second call was the 30<sup>th</sup>. We responded to a surfer in distress off the South Jetty. Other surfers were able to help her to shore, where we evaluated her. She was found to have no injuries and was released.

In October we lost one volunteer, who joined the military. We did not gain any new volunteers in the month of October. Our roster is now at 28 volunteers.

The Fire Department was very active in the month of October. On the 3<sup>rd</sup> I had a Department Head meeting and attended the City Council meeting. This was also the first day of work for our Assistant Chief/Fire Marshal Bob Harvey. On the 5<sup>th</sup> I met with the HR Director to talk about the Emergency Preparedness Coordinator hiring process. On Thursday the 6<sup>th</sup> I conducted a final inspection on the fire alarm and sprinkler system at the new Rogue Brewery warehouse expansion. I also met with Interim Police Chief Jason Malloy to go over our Emergency Operations Plan Update.

On the 12<sup>th</sup>, Assistant Chief Harvey and I attended supervisors training with other City Management staff at the Hallmark Resort. It was very informative. We then sat down for an interview with a reporter for the local paper. On the 13<sup>th</sup> I had my regular weekly meeting the City Manager.

On Friday the 14<sup>th</sup> we met with the union leadership for a regular Labor/Management meeting. On the 17<sup>th</sup> I attended a Department Head meeting in the morning. In the afternoon AC Harvey and I attended a pre-construction conference with hospital representatives to talk about access and water supply issues. The meeting was very productive.

On the 18<sup>th</sup> Chief Harvey and I, along with NPD volunteers, helped coordinate the South Beach Peninsula Tsunami/earthquake evacuation drill to Safe Haven Hill. This year we were able to also have the cache open and Engineer Mathis and Dr. Beemer helped with an information table on go-kits. We updated the crowd of around 250 people on the progress of the Safe Haven Hill Disaster Work Group. On the 20<sup>th</sup> we held our monthly staff meeting in the morning. In the afternoon I met with Tim Gross, Jayson Buccholz, Mike Murzynski and the City Manager to discuss financing issues relating to the Fire Station Seismic Retrofit project. In the evening I attended the Rural Fire Board meeting.

On the 21<sup>st</sup> I met with the City Manager to discuss some union items. On the 22<sup>nd</sup> my wife and I attended the retirement dinner for Police Chief Miranda. It was a very nice event and many people were in attendance. On the 25<sup>th</sup> Chief Harvey and I attended the kick-off meeting of the Seafood and Wine. On Wednesday the 26<sup>th</sup> through the 28<sup>th</sup>, I attended the annual Fire Service Conference in Bend put on by Oregon Fire District

Directors Association. One of our Rural Fire Board members, Stan Parker, was also in attendance. The conference was very informative. We also sent Melanie, our Executive Assistant, to the annual Oregon Fire Service Office Administrators Conference in Ashland.

In November, we have many activities planned. So far we have attended a kick-off planning meeting regarding next August's solar eclipse. Many representatives from local public safety agencies were in attendance. We learned that the impact from visitors to our area for this historic event could have significant impacts to public safety and the community as a whole. We will be involved in more planning starting in January of 2017.

We are also continuing with the hiring process for the Emergency Preparedness Coordinator position. The investigation of the City Center Motel Fire also continues. We expect that work will not be completed until at least January of 2017. Due to the extent of the damage and loss of 4 lives, it is necessary to have specialized testing done. This specialized testing is very involved and takes time. For this reason, will not be able to release the cause of the fire until we get the report back from this testing.

Toward the end of November, we will be kicking off our annual Toy Drive.

## **Training Report**

### **October 2016**

#### **Past month training subjects:**

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

- SCBA & Air Use Management
- Chimney Fires
- Fire Ground Activities & PPE Review
- EMS, Hover Rescue Jack and Patient Handling

#### **Past month drill hours:**

During the month of October 176.0 hours of training were documented. Of the 176.0 hours of training, 56.0 hours were logged by the paid staff and 120.0 hours were logged by the volunteers.

#### **Monthly highlights and special considerations:**

During the month of October, we completed our in-service training on our new Multi-Gas Meters and our new Thermal Imagers.

Respectfully Submitted,  
Rob Murphy, Fire Chief

# DEPARTMENT REPORT HUMAN RESOURCES OCTOBER 2016

## RECRUITMENT AND STAFFING

New Hires	10/3/16	Rachel Cotton – Associate Planner
	10/3/16	Bob Harvey – Assistant Fire Chief/Fire Marshal
	10/10/16	Judy Cook – 60+ Center Office Clerk
	9/27/16	Alyssa Flynn – Lifeguard/Instructor
	10/10/16	Mike Leake – Police Officer
	10/12/16	Jack Dunteman – Police Officer
	10/10/16	Sherri Marineau – Executive Assistant – Community Development
Separations	Orion John Goudy- Parks and Recreation	
	Shoshauna McKinney – Parks and Recreation	
Interim Changes	Jason Malloy to Interim Police Chief	
	Melanie Nelson – Interim part-time Executive Assistant /City Manager	
Retirements	Kay Eldon	
	Mark Miranda	

### Recruitments by Department

#### **Finance**

Accounting Technician – Cash Receipts/Court Clerk/Customer Service  
Capital Projects and Grant Accounting

Closed 9/26/16  
\*\* Not yet posted

#### **Fire**

Emergency Preparedness Coordinator

Closed 11/4/16

#### **Library**

Library Specialist III – Orders and Invoicing / Internal Only Posting

Closed 10/26/16

#### **City Manager's Office**

Safety Officer

Deputy City Recorder

Executive Assistant – OCM

\*\* Not yet posted  
\*\* Not yet posted  
\*\* Not yet posted

#### **Parks and Recreation**

Assistant Aquatic Supervisor

Lifeguard/Instructor

Program Coordinator

Closed 10/27/16  
Open  
\*\* Not yet posted

#### **Police**

Police Officer

Community Service Officer

Open  
Closed 10/14/16

**Public Works**

Utility Worker I – Wastewater Collections  
Wastewater Supervisor

Closed 9/23/16  
\*\* Not yet posted

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

**SPECIAL PROJECTS – IN PROCESS**

Airport Re-Organization

- Revise job description for Airport Director
- Write new job descriptions for Senior Airport Specialist and Airport Specialist positions

Public Works Re-Organization

- Revise job description for Wastewater Superintendent –remove Wastewater Collections responsibilities
- Write job description for PW Operations Superintendent – adding responsibilities for Wastewater Collections and Water Distribution
- Write job description for Public Works Administrative Assistant

Library Re-Organization

Finalize job descriptions and salary placement

1. Deputy City Recorder
2. Executive Assistant –OCM
3. Program Coordinator

Salary Survey – Public Works

Salary Survey – Remaining City positions  
PAQ's and Job Descriptions sent to staff

Policies to be revised/finalized

1. Photo ID Badging Policy
2. Overtime
3. Background Check

Salary schedule for NEA

Salary Schedule for part-time staff – tied to minimum wage changes

Safety Violation Form

Employment Contracts

PW required trainings by job classification

Job Family Progression document and process

Independent Contractors

Administrative Manual

DOL changes on exempt classification

Leadership Training

Employee Handbook

**SPECIAL PROJECTS – COMPLETED**

Open Enrollment

Benefit Confirmation Statements sent to benefited staff



# Memo

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

## **From the Library Director:**

October was some kind of crazy month. Between the retirement of Kay Eldon and the Black Plague that swept through the library, we were kept busy filling staff vacancies. There were many spots to fill on all four Saturdays and Sundays in October. We also had many, many evenings vacancies. Staff stepped up and filled in wherever and whenever they were needed without complaint.

All library supervisors attended a half-day training, presented by County/City Insurance Service (CIS), the City's insurance carrier. The training covered Best Practices for HR Challenges and covered: Leave Overview, ADA Accommodation Requests, Ergonomic Guidelines and Requests, Family Leave Supervisor's Notice, and Veterans' Hiring Preference Quick Reference Sheet.

On October 22, the Library Director attended the retirement celebration for Police Chief Mark Miranda. At the request of the Police Volunteers, the Library Director filmed the program and made reproducible copies available.

On October 24, the Library Director met with Barb James and Spencer Nebel to talk about the organization of staff at the library and possible scenarios for the future.

Jan Eastman, a part-time staff member at the Library, will be moving into a full-time position as the newly created Orders/Invoices Specialist. This position does not result in an increase in FTE as Jan's new position came out of the opening left by the retirement of Kay Eldon. The library will be seeking a 20 hour per week staff member to take over the position being vacated by Jan.

The Library Director is serving on three Oregon Library Association (OLA) committees. The committees include the Legislative Committee, the Public Library Standards Committee and Libros for Oregon Advisory Council. The Libros for Oregon Advisory Council came about as the result a Library Services and Technology Act (LSTA) grant application. The LSTA grant was written to help small, rural public libraries in Oregon acquire professional assistance in the acquisition of Spanish Language materials. The Grant will allow for ten small, rural public libraries to send a selected representative to the Guadalajara Book Fair in Mexico. The Annual

Guadalajara Book Fair is important because it is the only place where materials written by Latino authors are available for purchase in one place. Most of the books available in Spanish from book vendors in the United States are simply translations of English speaking authors. The Advisory Council's job will be to help plan the application process, outreach requirements for participating small libraries, accounting procedures, evaluation, and other necessary program elements.

### **From Circulation and Youth Services:**

Due to school schedules, our annual Card for Every Child program for Newport's 2<sup>nd</sup> graders didn't get started until last week. Youth Services staff visited those classrooms and promoted the benefits of getting library cards to the students. Students are again really excited about the Bencils. Bencils are, literally, bent pencils and they are given to each 2<sup>nd</sup> grader when they register for a new card at the library.

Youth Services staff have been very busy with outreach (13 program to 528 people) to area preschools and to special events. They participated in the "After School: Lights On" program at Yaquina View on October 27. Many organizations were there and there was an excellent program from OMSI. Unfortunately, not so many children and parents attended. A reminder, yet again, of how important promotion is for special events. The organizers do plan to have another event next spring. We'll be there. Hopefully, so will the families.

Newport Library is a workforce training site for Newport High's ECEL students. These kids are aged 15-20 and have been identified as developmentally delayed. They are coming to the Library 4 days a week, cleaning children's books and shelving in the Children's Room. They are accompanied by staff who provide all supervision. A very good program for the Library. Our Children's books can always benefit from a good cleaning.

Youth Services staff met with the children's staff from the other County libraries to start planning the 2017 Summer Reading program. We do this early so that we can book popular acts before other libraries snatch them up. Next summer's theme is "Build a Better World" and we're focused on multicultural programs. More information will be forthcoming as we get closer to next summer.

The Circulation Supervisor reports that our long overdue material recovery program is showing good results. When we first started this program in 2012, our return rate for items that were over 3 months overdue and had been billed for was under 50%. This year our return rate is 70+%. Jan and Karel have done very well with this and are pleased with the results of their efforts.

Baby sign language class attendees asked staff if they would extend the class 3 more weeks beyond the initial 8 weeks planned. Staff decided to continue without any further advertising, as it may be difficult for any newcomers to catch on, or catch up with where the class is now. Library staff will start again in January with a "Baby Sign Language Intermediate Class" for those who started in September, AND a basic introductory class again for folks in the community who want to start to learn signing. At least three parents have called with interest in joining the new class in January. Our current average attendance is 16. Most of the current families have expressed an interest in continuing with an Intermediate class in January. These classes have

been initiated based on our purpose and vision from our Strategic Plan... “Be the community center that stimulates the imagination, invites and enables lifelong learning for all ages, and creates young readers” and ...build “A thriving community where quality of life prevails!”

**From Reference and Adult Programming:**

Three staff members attended the Pacific Northwest Booksellers Association conference in Tacoma in October, where they learned about upcoming books, met authors, and collected hundreds of dollars’ worth of books for the library. Sheryl has contacted several of the authors to present programs at the library next year. The IT department configured new laptops with Windows 10, which will be used to train staff and teach classes with the latest software. We had six programs during the month, with 45 attending.

**From the Teen Room:**

The word has spread-- the Teen Room draws about a dozen kids each day for the afterschool hours. While the Playstation continues to be popular, we also see a lot of whiteboard use, chessboard use, and a few kids working on laptops and school projects. Circulation of YA items continues to grow, compared to pre-Teen Room numbers.

**Young Adult and Children’s Services**

We currently have only two active teen volunteers. This is fairly typical that during the school year our volunteer numbers go down. Both teens are exceptionally responsible and efficient. One is shelving books and DVDs in the Teen Room, as well as general tidying up and the other is performing a variety of tasks including prep for preschool storytime crafts and tidying up in the Children’s Area. I am pursuing a few more teen volunteers to keep up with displays, dusting, and general organizing in the Children’s Department.



# Memo

**To:** Spencer Nebel, City Manager and City Council  
**From:** Jim Protiva, Parks and Recreation Director  
**Date:** November 18, 2016  
**Re:** Department Update – October 2016

## **Recreation Center**

- Staff are completing their SafePersonnel training before the end of the year. The majority are done, or close to it.
- Construction on the new pool continues to be a factor in our patron visits and class attendance. Some instructors are struggling to keep class participants coming on a regular basis.
- The After-school program attendance numbers remain higher than last year by about 15 children per day despite the new 4-H.
- New instructor, Julie Koyama, is teaching Kodokan Judo on Tuesdays and Thursdays for kids 7yrs. and up and adults. Classes include tumbling, stretching, and strengthening exercises.

## **Municipal Pool**

- Starguard training – We began the process of certifying all of our staff as Starguard Lifeguards. Mike Cavanaugh and Maria Pettis are conducting these classes
- Conducted afternoon swimming lessons on Wednesday early release days – some private and semi-private lessons with after school kids. This is a program designed to transition to the new facility, when we can work with the after school program there.
- Swim team lane rentals, started negotiating with both swim clubs as they ramp up their work out seasons and get ready to vie for pool space and time.
- Started clearing our old documents, equipment, etc...for the impending closure here. We are trying to determine if there is anything worth saving and taking with us, as well as the obvious need to get rid of archived documents dating back 16 ½ years

## **60+Activity Center**

The City of Newport's 60+ Activity Center partnered with the Center for Health Education to present Pot Talk: Marijuana Overview. More than 120 persons were in attendance. A follow-up session with RN Laurel James is scheduled for November 16<sup>th</sup>.

The 60+ Adventure Van took four trips this month. They traveled to Brownsville to learn how to pan gold with the Mid-Valley Prospectors, visited the Museum of the Oregon Territory in Oregon City, drove to Alsea to enjoy the beauty of the White Wolf Sanctuary, then capped off the month with a trip to Florence's Three Rivers Casino.

The 60+ Activity Center began offering an advanced line dancing class for experienced line dancers who want to do some challenging dances. The class is in addition to the beginner and intermediate line dance classes that have been led by instructor Maggie Bice for the past 5 years.

A traveling short film festival, the Wandering Reel Traveling Film Festival was held at the 60+ Activity Center on Tuesday, October 18. Fourteen persons from the Newport area enjoyed the films presented – *Bacon & God's Wrath* and *From the Stars and Snow* - and the discussion that followed.

Halloween was celebrated with Dee's Monster Mash on Monday, October 31<sup>st</sup>. Over twenty goblins and ghouls enjoyed punch, cookies and some awesome music. Everyone learned how to do the Monster Mash, led by Mary Andersen. Prizes were given out for the best costume. Winners were a native American and an Ape Man.

New 60+ Activity Center employee Judy Cook joined the staff this month. She will be working "after hours," covering the office during the evening hours and on Saturdays.

## **Sports Programs**

- Middle School Cross Country team participated in meets in Stayton, Corvallis, Philomath and Independence.
- Newport hosted 3rd-4th grade and 5th-6th grade volleyball matches at the Recreation Center. 18 teams from around Lincoln County participated.
- 9 lifeguards were trained at the Newport Pool in the new StarGuard Lifeguard Program.

- Met with staff from Best Western @ Agate Beach to discuss future partnerships for event sponsorship.
- Met with area basketball coordinators from Toledo, Lincoln City, Eddyville, Waldport and Siletz regarding youth basketball season. We reviewed and edited league rules and procedures. We finalized season dates for the upcoming middle school and youth basketball season.



Noble  
Professional  
Dedicated

## Newport Police Department **Memorandum**

*One Team - One Future*

---

**Date:** November 15, 2016

**To:** Spencer Nebel, City Manager

**From:** Jason Malloy, Interim Chief of Police

**Subject:** Department Report – October 2016

Two new police officers were hired and sworn in during October. Our newest officers are Mike Leake, a lateral police officer from Lincoln City with 15 years' experience, and Jack Dunteman, an entry level officer from the Eugene area. Both officers began their respective field training. Officer Leake's training process is expected to be accelerated due to his experience. Officer Dunteman is not scheduled to attend the Police Academy until February 2016. After completion of the Police Academy, Officer Dunteman will begin his 17-week field training.

Officer Calvin Davis graduated from the Police Academy in October, and will resume our field training program. Officer Davis is scheduled to continue field training through November and December.

Chief Miranda and I met with clergy from the Lincoln County area. The meeting was for all clergy to meet in a centralized area to discuss the relationship between law enforcement and clergy. Our Department Chaplain, Glen Smell has been utilized many times as a resource. Whether the task is assisting with traumatic incidents, or being available as a needed resource, clergy play an important role in any law enforcement agency. The meeting was a starting point for local clergy to discuss resources and roles they can offer law enforcement.

I attended a meeting at the Chamber of Commerce to begin discussions and planning for the 2017 Seafood and Wine Festival. The event faces some challenges this year with Rogue Brewery's construction. While the tent layout will differ from previous years, and the capacity will be a little larger, we anticipate law enforcement's role will remain unchanged from previous years.

Sgt. Brent Gainer and I attended the CIS Fall Supervisor's Training at the Hallmark Resort. The training offered topics related to federal and state family leave, drug testing and veteran's preference in hiring.

Integrity – Excellence – Community – Employees – Teamwork – Commitment
--

Halloween events around the City were successful. Our Police Volunteers aided with pedestrian and vehicle traffic in the Uptown area, Nye Beach, and Crestview neighborhood. Our officers patrolled various areas throughout the City, and reported minimal mischievous activity related to Halloween.

Chief Mark Miranda retired from the Police Department this month after 13 years with the City and 46 years in law enforcement. During Chief Miranda's tenure, he established many positive influences; including a professional culture, updated policy manual, and achieving State Accreditation. Additionally, many police procedures became standardized and more efficient. Chief Miranda helped shape many traditions and practices that will be continued in the future. Chief Miranda's retirement dinner at the Hallmark Resort was well planned and well attended. Chief Miranda enjoyed the sendoff.



# Memo

**To:** Spencer Nebel, City Manager and City Council  
**From:** Jayson Buchholz, PE, Senior Project Manager  
**Date:** November 17, 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. HDR has been authorized to proceed with obtaining additional Geotechnical data on the preferred new dam location. City staff in conjunction with HDR held a pre-application meeting with USACE to determine what may be required as part of the application process.  
Next Task: Collection and analysis of additional geotechnical data. Continue discussion with interested governing bodies.  
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: The rebid of this project will be placed on ORPIN and the City website the week of November 14 and will have a bid opening of December 20, 2016. All easements and ROW land purchases have been completed.  
Next Task: Upon receipt of an acceptable bid and City Council authorization, provide NTP on or about May 1 to the successful bidder.  
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 4<sup>th</sup> 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: 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: Sanitary Sewer Master Plan**  
Project Number: 2013-008  
Engineer: Brown & Caldwell  
Status: Draft plan delivered to City on 9/2/16  
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: Aquatic Center & City Hall Campus Parking Improvements**  
Project Number: 2013-019  
Architect: Robertson Sherwood Architects  
Engineer: Civil West Engineering  
Contractor: Pavilion Construction  
Status: Contractor has completed the pool walls and has backfilled around the pools. Tile is currently being set in the pools and the concrete deck pours will begin later in the week. Curb and sidewalk work around the aquatic center building is being started later in the week.

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 7<sup>th</sup> Street)**  
Project Number: 2014-016  
Engineer: Civil West Engineering  
Status: City staff review of construction drawings and specifications are nearly complete.  
Next Task: Design firm to address City comments and issue final documents for bidding. Project will be bid in January 2017.

Budget: \$450,000  
Description: This project is to replace the existing Candletree water booster station located on NE 7<sup>th</sup> 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 10<sup>th</sup> Street Fire Station Seismic Retrofit**  
Project Number: 2014-003  
Architect: ZCS Engineering, Inc.  
Status: Value engineering efforts with the apparent low bidder have been suspended. The design engineer is completing redesign efforts for the project. The IFA has granted a six-month extension on the grant for completion of the project.  
Next Task: Rebid the project in January 2017.  
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: ODOT, the City and the Roadway Contractor have come to an agreement on the asphalt repairs. The Contractor will coordinate and pay for a Type II Microseal to be placed over all the asphalt that was placed throughout the project. The restroom/shower facility plans and specs have been reviewed and the design engineer has provided a complete updated set of plans.

Next Task: Complete the beach access improvements and bid the restroom and shower facility.

Budget: \$290,975 (FY16-17)

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: Building is nearly complete. Other remaining construction includes electrical, pumps, and driveway for the Best Western hotel. Current target is to have pump station operational by mid to late December.

Next Task: Continue to install exterior electrical components, finish HDPE liner in wet well, set pumps.

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 Council ordered the Feasibility study and Preliminary Engineers Report at the November 7 Council meeting. A task order amendment will be delivered to Civil West for the additional scope.

Next Task: Review the feasibility study and preliminary engineers report prepared by Civil West.

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 36<sup>th</sup> to NE 52<sup>nd</sup>. 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 expected in February 2017. Contractor has delayed the project at no fault of the City, and has been put on notice that financial penalties may be assessed.

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 8<sup>th</sup> St east of NE Avery, to the SW under private properties and US-101 to the Washington Federal Bank.

**Project: Agate Beach Wastewater Improvements**

Project Number: 2011-002

Contractor: TBD

Status: The design Engineer has been authorized to advance the plan set to 30%. City staff received access agreements to the potential new sites for the 48<sup>th</sup> St and Schooner Creek pump stations. Exploratory drilling was completed in early November.

Next Task: Upon receipt of final geotechnical engineering reports, wetlands delineation reports, and DEQ approval, City staff will order appraisals for the locations of interest.

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: 95% design submittal expected by end of November.

Next Task: Continue with project design. Proposed schedule has the project bidding in Jan/Feb 2017.

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: Newport PAC Lobby & Bathroom Remodel**

Project Number: 2015-024

Architect: DH Goebel

Contractor: Quade Commercial Construction Corp.

Status: Project is under construction, with completion expected by late January 2017.

Next Task: Women's restroom and lobby expansion under construction through mid-December.

Budget: \$438,385 (\$138,385 of City funds, \$300,000 from OCCA)

Description: This project will expand and renovate the Newport Performing Arts Center lobby space, and increase the capacity of the women's restroom. The lobby will be expanded by approx 465 square feet and the women's restroom will have 3 new stalls.

**Project: Water Treatment Facility Demolitions and Generator Placement**

Project Number: 2014-014, 2014-018

Engineer: HDR

Contractor: TBD

Status: City staff has provided comments to HDR.

Next Task: HDR to incorporate City staff comments into a final plan set for bidding.  
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 70<sup>th</sup> Dr. Home Removal**  
Project Number: 2016-029  
Contractor: Road and Driveway; Harmony Manufactured Home Service  
Status: Two homes were demolished and disposed of due to structural deficiencies. Two other homes were relocated to the Newport Airport until they can be donated to willing recipients. Site grading and finish work is nearly complete.  
Next Task: One home still needs to be purchased and dealt with. The latest communication from the bank indicated their attorney may desire to rescind the foreclosure and then file an insurance claim on the home and return possession of the home back to the home owner at which time the City would be able to purchase the home from the owner/occupant.  
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 70<sup>th</sup> 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: TBD  
Contractor: TBD  
Status: A proposed scope of service has been received by Water Systems Consulting (WSC) and will be presented to Council for authorization.  
Next Task: Provide NTP to a design engineer for the development of a set of construction drawings.  
Budget: \$557,000 provided through a DEQ CWSRF low interest loan.

**Project: SE 35<sup>th</sup> and HWY 101 Signalization Improvements**  
Project Number: 2013-018  
Engineer: Quincy Engineering (ODOT Engineer)  
Contractor: TBD  
Status: Draft Design Acceptance Package (DAP) has been received for City review and comments.  
Next Task: City staff to complete the review and provide comments back to ODOT/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 35<sup>th</sup>. SE 35<sup>th</sup> 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.