Monthly Departmental Reports

May, 2015

Memo

To: Spencer Nebel, City Manager and City Council

From: Derrick Tokos, Community Development Director

Date: June 5, 2015

Re: Department Update

MONTHLY PERMIT FIGURES

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

	Building Permits	Electrical Permits	Plumbing Permits	Construction Value	Land Use Actions
May	13 ($5,564.59)	21 ($4,486.66)	9 ($1,163.40)	$463,305	4 ($1,727.00)
YTD	68 ($57,539.03)	128 ($19,839.07)	35 ($6,800.61)	$6,530,250.47	30 ($22,867.00)

Building permit activity for the month of May included a new single family dwelling and several commercial and residential remodels. A new wall sign was also permitted. Land use actions include an estuarine permit, a property line adjustment, a shoreland impact review and a minor partition.

STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Inn at Nye Beach: Application to construct a 16 unit addition to the hotel. Plan review completed and corrections requested. Owner is redesigning some elements to address geotechnical concerns.

Lincoln County School District: District is upgrading electrical at Yaquina View Elementary. That work is ongoing and will likely continue through the summer.

Samaritan Health Education Center: Continuing to do interior work. Electrical and plumbing (backflow) inspections completed. Getting close to calling in final inspections.

Nazarene Church Outreach/Community Center: Construction continues to progress slowly. Plans for interior improvements submitted and corrections have been requested. Plans for retaining wall rebuild have been reviewed and permit is ready to issue.

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

Newport Coffee Shop (Harborton and College Way): Foundation inspection completed and initiating framing. Owner submitted plan revisions which are under review.

OMSI Coastal Discovery Center: Utility and foundation work is close to being finished for the dining hall/administration building, and cabins. Additional permits required for modular classroom, staff housing, and maintenance building.

Pacific Seafood Remodel. Permit issued 4/30/15 and work was initiated. Owner has decided to halt construction and reevaluate the new layout for the facility. It may take a few months before they are ready to proceed.

Rite-Aide: Tenant improvements. Plans have been reviewed and are ready to issue.

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

SIGNIFICANT PLANNING PROJECTS

Pacific Marine Energy Center – South Energy Test Site (PMEC – SETS): Future grid connected wave energy test facility off the coast of Newport. NNMREC-OSU is working through the FERC regulatory process and is addressing issues related to environmental impacts associated with the project. NNMREC-OSU led a luncheon on 6/2 with representatives from the Department of Energy (DOE) and local stakeholders. DOE hasn't committed to funding the project and is weighing the Newport location against another site in California.

Safe Haven Hill Tsunami Evacuation Improvements: Phase 2 funding awarded by FEMA on 9/29/14. City Council approved funding agreement with OEM on 12/1/14, along with a task order with Civil West to design the improvements. Project is at 95% design. Approximately $600,000 is available for construction. Deadline for expending FEMA funds is March of 2016. Final public open house was held 5/27/15 and project is to be ready to bid 6/15/15.

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

Vacation Rental Code Update: At this time 175 applications for VRD or B&B endorsements have been submitted. The City has conducted 170 inspections, 159 of which have passed. Fire egress out of bedroom windows, safety glazing on windows close to doors, lack of GFCI outlets, inadequate hand railing or guard rails on staircases, and strapping on water heaters have been the primary issues identified through the inspection process.

Agate Beach Street and Recreation Enhancements: On 8/2/12 FHWA announced that the project will be funded in the amount of $557,696. City received a final grant agreement from ODOT on 7/30/13. The State issued an RFP for design services on 2/6/14 and City/State selected the firm OTAK as the consultant. ODOT issued notice to proceed on 9/16/14 and kickoff meeting was held 9/24/14. Staff conducted public outreach meetings on 11/18/14 and 12/18/14 to inform the design and a public "open house" on the final design was held on 3/11/15. Funds must be obligated for construction by September 2015.

Reservoir UGB Amendment and Annexation: The expansion proposal was approved by the City Council on 5/6/13 and County on 4/16/14. An intergovernmental agreement addressing the future transfer of Big Creek Road has also been put in place. DLCD acknowledged the UGB amendment on 7/10/14 and the UGB expansion is official as of that date. City Council initiated annexation process for city owned properties within the expansion area on 7/7/14. A hearing before the Planning Commission will be scheduled once a legal description has been prepared for the annexation area. This is contingent upon a boundary being established for a "legalized" Big Creek Road. The County finished the legalization survey and has initiated the public process to legalize the road. A hearing date before the Board of Commissioners has not yet been set. Staff is preparing a maintenance agreement for Big Creek Road and a legal description for the area to be annexed.

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

Development of GIS Addressing Layer: City is responsible for assigning addresses within its corporate limits. The paper maps used for this purpose are frail, and the process for updating the maps is inefficient. The State of Oregon is preparing a new GIS based addressing layers for all jurisdictions in the County. The project is funded by OEM and the information will be used to support 911 services. No date has been set for when the work will be finished.

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

Local Improvement District TGM Grant –- Secured approximately $85,000 in funding from the Transportation Growth Management Program for the purpose of developing model policy, code, and informational materials to assist the City of Newport in making Local Improvement Districts an effective and publicly acceptable financing tool for needed transportation system improvements. An IGA with the state has been signed and consultant received authorization to proceed on 4/30/15. Kick-off meeting is to be scheduled for late June.

Creation of a Northside Urban Renewal District: City Council adopted Resolutions No. 3707 and 3708 on 3/16/15 initiating the process for creating a plan. A stakeholder group is being formed with Council appointment of the two at large citizen representatives occurring on 5/4/15. Staff has obtained quotes from qualified consultants and is preparing a contract. Process to be completed such that district will become effective, if adopted, FY 16/17. City has budgeted $30,000 for this effort.

Implementation of ePermitting System: System will allow contractors to obtain permits and schedule inspections online. Intergovernmental agreement between the State of Oregon and City of Newport adopted 3/16/15. It will take approximately 4-months to get the data converted and system setup. Implementation is slated for late summer or early fall with the system going live on 1/1/16.

South Beach Urban Renewal Infrastructure Improvements: Subdivision plat and associated street vacation to facilitate extension of SW Abalone Street and SW 30th for the OMSI development have been approved and finalized. The plat was recorded 12/24/14. Design work on street improvements is proceeding such that the projects should be ready to bid in mid-June. Construction will occur in the summer of 2015. SW Brant Street and SW 27th Street will be paved with sidewalks at the same time. SE Ferry Slip Road will be widened and a multi-use path installed on the west side from SE Marine Science Drive to SE Ash Street. A public outreach meeting was held 12/9/14 to solicit feedback on the design of these improvements. Final outreach meetings were held on 5/27/15 and 5/28/15. The target date for the projects to be bid is 6/15/15. ODOT has selected a consultant to design the new SE 35th and US 101 intersection and is pulling together background information to inform the work. Construction of that project is planned for the spring of 2017.

COMMITTEE WORK

Planning Commission: The Commission held a work session on 5/26/15 at which it considered a revised proposal from Habitat for Humanity of Lincoln County seeking land to construct affordable housing units. The Commission also met in regular session on 5/26/15 to conduct public hearings on a Conditional Use Permit for a new wine-tasting and retail sales business on the Bay Front, a Conditional Use Permit for a vacation rental in Nye Beach, and amendments for the next three phases of the Wilder Planned Development.

Parking Districts: The Bayfront Parking District met on 5/12/15 to discuss parking enforcement, potential for a new shuttle service, capital project needs and components of the upcoming parking study.

Memo

To: Spencer Nebel, City Manager and City Council

From: Ted Smith, Library Director

Date: May 2015

Subject: Library Department Updated

From the Director:

On April 9, the Library Director signed off on the carpet installation after a walk-through with Jeff Norman from Carpet One Floor and Home. That cleared the way for the final payment to Carpet One and officially ended that part of the renovation.

On April 20, the Library Director in the role of Acting City Manager, attended that evening's City Council meeting.

On April 21, the Library Director attended the City's annual Volunteer Appreciation Dinner held at the Oregon Coast Aquarium.

On May 13, the Library Director attended the second of three meetings of the Budget Committee. Prior to that meeting, the Library Director provided a written explanation for moving the elevator renovation project ahead of installation of needed exterior lighting near the entrances of the Library.

On May 14, the Library Director gave a tour of our renovated library to Ruth Metz, the consultant who assisted in the formulation of the Library's Strategic Plan and Building Analysis. Ruth was highly impressed with all the changes and was quite pleased that the Foundation and City followed through with recommendations that came out of the work she, her colleagues, staff and citizens suggested.

On May 13, the Library Director spent almost 5 hours cutting weeds and tall grass that was growing around the building, parking lot and the land just north of the parking lot. The City is not keeping up with grounds maintenance, so it became necessary for Library staff to take this on. The Library Director is in negotiations with a local landscaper to take on grounds maintenance beginning July 1.

The process of converting the Library's collection to a Radio Frequency Identification (RFID) circulation and security system will start on July 7. The first step of the project will be to put RFID tags on every item in the collection. That will require staff to touch each one

of the 75,000 items we have on the shelves of the Library. It is anticipated this part of the project will take three months.

From Circulation/Youth Services: Library staff are gearing up for the annual Summer Reading festivities. We've been promoting the programs in all the schools and are looking forward to another fun-filled Summer in Literacy Park. Sign-ups started June 1 with the first programs happening the week of June 15. *Heroes* is this year's themes and we have some fun and educational offerings for our young readers.

Noble
Professional
Dedicated

Newport Police Department

Memorandum

One Team - One Future

Date: June 6, 2015

To: Spencer Nebel, City Manager

From: Mark J. Miranda, Chief of Police

Subject: Department Report – May 2015

1. We had another successful year for the Loyalty Day's Parade. The weather was perfect and there were no major, or even minor incidents involving the parade. Most of the Department members were utilized along with NPD Volunteers, Newport CERT members, Lincoln County Amateur Radio and Lincoln County Search and Rescue.

2. We've had several Department members attend various trainings:
   - Drug Recognition Expert
   - Leadership Lincoln
   - Citation entry training for the new records management system
   - Emergency Operations Center exercise
   - OLCC establishment background/licensing procedures
   - Body Cam training

3. Early in the month, a Lincoln City school received a telephone threat that caused school and law enforcement authorities to lock down all Lincoln City schools. Lincoln County Law Enforcement administrators and School District officials met and debriefed the incident. It turns out that these threats are occurring nationwide, and are undoubtedly bogus. Unfortunately we cannot treat them in any other way, other than real. I met with teachers and staff for all of the Newport schools. I briefed them on the incident and reinforced the importance of following lock down procedures and to limit rumors. The safety of the students is paramount.

4. Ofcr. Steve Kittson completed his last day as a Newport Police officer and is now officially retired from the Department. This leaves us with one opening that we will be working to fill. Unfortunately there are no candidates left on the last hiring list and we have to start the process all over again. The nationwide trend continues in that the hiring pool for police officers is shallow.

It is very difficult to find qualified people to fill police positions. If we are lucky, we should have someone hired by September.

5. I was honored to be selected as a guardian for Honor Flight. This is a program where World War II and Korean War veterans are flown, free of charge, to Washington DC. This is a very quick trip where we met in Portland on Thursday evening, flew out to DC Friday, toured DC on Saturday and flew back on Sunday. We were able to see about ten of the memorials. It was quite a chore as not all of the veterans were ambulatory. The only way that we accomplished what we did was with a police escort. I don't know how many red lights we ran, but it was a great way to get around town.

6. Several other events that we participated in were the Newport Marathon, Bike to School Day and the 50th anniversary of Head Start.

7. Our Newport Police Volunteers continue to be busy helping us at all of the public events. Without them, we as a Police Department would not be able provide the best service to the community. Volunteers Ginger and Larry Dale have taken on a new project. They have been out at night writing down numbers of street lights that are not functioning and sending the numbers to Central Lincoln PUD so they'll be repaired. So far several dozen street lights have been reported.

8. Several of the Nye Beach Montessori school staff met with me with me concerning situations that had been occurring in their neighborhood. One of the situations is no longer a problem as we had served a search warrant and arrested several people a couple of months back. There is also a neighborhood dispute going on between a couple of residents that is starting to get out of hand. Several suggestions were presented to the school staff to help with the safety and security of the students at the school.

9. I attended many meetings during the month:
   - Lincoln County Law Enforcement Council
   - Bay Front Parking District
   - Department Management Staff
   - Budget Committee
   - Lincoln County School Board
   - City Safety Committee
   - Chamber After Hours
   - Nye Beach Merchants
   - Lincoln County Crash Team
   - Azar property update

Newport Police Department
Monthly Statistical Review

SELECTED CALLS FOR SERVICE (CFS)	MAY 2015				Total CFS To Date	
	THIS MONTH	LAST MONTH	SAME TIME LAST YEAR	ARRESTS	This Year	Last Year
SEX OFFENSE	1	4	4	0	18	18
ROBBERY	0	1	0	0	2	8
ASSAULT	15	7	12	7	45	45
BURGLARY	10	8	7	1	54	29
THEFT	47	38	65	6	270	278
MOTOR VEHICLE THEFT	3	7	7	1	17	23
FRAUD	5	4	1	1	36	20
GRAFFITI/VANDALISM	3	0	0	3	8	10
NARCOTIC/DRUGS	7	13	6	4	44	35
DOMESTIC DISPUTES	27	23	27	N/A	144	122
LIQUOR VIOLATION	0	4	1	0	11	3
DUII	6	2	0	6	24	10
TRESPASS/PROWLER	22	26	10	3	120	61
TRAFFIC CRASH/NON-INJURY	26	18	20	N/A	101	68
TRAFFIC CRASH/INJURY/FATAL	2	3	3	N/A	22	16
HIT & RUN	12	13	9	0	72	51
ANIMAL PROBLEMS	24	13	27	0	95	100
SUSPICIOUS PERS/ACT/VEH	106	93	102	N/A	446	365
VEHICLE IMPOUNDS	2	1	2	N/A	12	10
ALARM	36	20	29	N/A	150	162
ASSIST OUTSIDE AGENCY	56	43	65	N/A	266	280
WARRANTS	18	17	3	18	100	59
TOTAL CALLS FOR SERVICE	**1417**	**1212**	**1570**	**48**	**6570**	**6817**

May Overtime Hours

Shift Coverage	35
Court	44
Investigations	48
Administration	35
Training	122
Other	4
Loyalty Days Parade	29
TOTAL HOURS	**315**

Top 5 Traffic Citation Charges

Driving Susp./Revoked	8
Viol. (Exceed) Speed Limit	5
Fail to Carry Proof of Ins.	5
Driving Using Mobile Dev.	4
Fail to Obey Traf. Con. Dev.	4
TOTAL CITATIONS	**37**

PARKING CITATIONS	**5**
TRAFFIC WARNINGS	**109**
TCB PRKNG CITES/WRNG	**274**

Volunteer Hours	**504**

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

June 4, 2015

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

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

Call Statistics for the month of May will be in next month's report. Due to my illness and my administrative assistant being on vacation, next month's report will have the run information for May and June. There were 4 calls of note in May. The first was a RV fire on Wednesday the 6th on the 700 block of SE John Nye Road. The RV was fully involved when NFD units arrived and was a total loss. There were no injuries. The second call was an intentionally set pickup truck fire at the 100 block of SW Coast Street on the 16th of May. This fire is being investigated by NPD. The third call of note occurred on May 19th. This was a single family residence that was intentionally set. There was one person injured who was eventually life flighted to Emmanuel Burn Center in Portland. The last noteworthy call in May occurred on the next day on May20th. We sent an engine and a crew to Salishan Lodge in Gleneden Beach for a structure fire.

We did not lose or gain any volunteers in May. Our roster stands at 36 volunteers. Our new recruits finished their academy in May. We are very proud of them for all of their hard work.

The interview process for Assistant Chief/Fire Mashal planned for May 11th and 12th had to be postponed. We initially had six candidates we were going to bring back for interviews. All but one of them dropped out of the process. So, reluctantly we reposted the position and rescheduled the interview process for the 22nd and 23rd of June. The second posting closes tomorrow. So far we have 10 new applicants. I am hopeful we will be able to proceed the interview process in June.

May was an unusual month for activities. First I was gone on vacation for the first couple days of the month. Then I attended the spring Oregon Fire Chief's Conference in Central Oregon. It was a very good conference. After a week back at work I fell ill with the Chicken Pox of all things and was out of work for two weeks. Besides my excitement there were other activities that took place in May. On May 9th the Fire Department conducted a burn school at an old motel on SW 9th Street. The exercise went well and there were good training opportunities. We had crews from 4 different fire departments in the county. On May 14th City Staff conducted a tabletop exercise at City Hall that involved bringing up and operating the Emergency Operations Center (EOC). It was the third such exercise and we keep making improvements and getting better each time. The next training event will occur on the 9th of June. Also on the 14th we had a bid opening for a new fire engine. There were three bidders. On the 28th we held a meeting of our apparatus committee and evaluated all the bids and chose a bidder. We are currently negotiating a contract with the successful bidder and plan to bring a contract for approval to the second Council Meeting in June.

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Training Report
May 2015

Past month training subjects:

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

- Vertical Ventilation
- Fire Investigation
- Live Fire Training (x2)
- Hose Handling
- Fire Ground Activities & Restoring Equipment, back into service
- Ambulance In-service

Past month drill hours:

During the month of May 503.25 hours of training were documented. Of the 503.25 hours of training in May 177.5 hours were logged by the paid staff and 325.75 hours were logged by the volunteers.

Monthly highlights and special considerations:

The Firefighter I Academy concluded during the month of May, with six participants from Newport along with participants from Seal Rock and Depoe Bay. Other training highlights during the month of May were ventilation and Live Fire training (x2) at the Park Motel.

Planned activities for the month of June include; Live Fire training, Ladder drills, Hose Evolutions along with two more CPR trainings.

Respectfully submitted,
Rob Murphy, Fire Chief

Memo

To: Spencer Nebel, City Manager and City Council

From: Jim Protiva, Parks and Recreation Director

Date: June 1, 2015

Re: Department Update – May 2015

Recreation Center

- Hosted the Chamber's Know Your Newport – participated as a vendor and promoted our great facility
- Preparing for Summer Activity Club; hiring Rec. Leaders, purchasing crafts, equipment, setting up fire inspections, health inspections, etc.
- Started new game night on Wednesdays in an effort to draw in teens and others who enjoy role-playing activities.
- "A Matter of Balance" has started again with 9 people participating. This 8-class session is offered to teach students how to reduce fall risk factors an increase activity

Municipal Pool

- We hosted 5 separate out of town school rentals, approximately 450 students
- Swimming lessons sold out for month of May
- Job corps water safety, two sessions, their swim time to Friday evenings
- Finished up staff re-certification for Lifeguarding and CPR. 2 new, 15 old staff

Sports Programs

- Coast Hills Classic Mountain Bike Race May 3rd with 240 riders participating.
- Middle school track and field team competed against Independence, Philomath, Cascade, Corvallis, Lincoln City and Eddyville in a meet we hosted
- 5 middle school track athletes qualified and attended the middle school state championship. They were Madison Hargett, Hallie Hargett, Kai Daniels, Max Moore & Jacob Dobmeier
- Met with Rogue Brewery to discuss being a presenting sponsor for a future surf competition. Rogue would be contributing financially and with in-kind donations.

60 Plus Center

- Honored 80 of our Veterans on May 1 as we also celebrated May Day. Veterans were awarded medals, food was provided by Oceanview Senior Living and Lakeview Senior Living.
- On May 15 a full day of learning about the problems of understanding dementia, and the challenging behaviors associated with it.
- Trips to the Peony Garden in Brooks, the second this year to Salem with John Baker narrating, and the upcoming Garibaldi Train Trip
- Fly tying was another fun class with Harry Calor. Living Well with Chronic Conditions continues to help the many who attend.

Parks & Rec Data May 2015	Facility usage counts	# Programs offered	New annual passes	Total annual passes	New other passes	Total other passes	Drop in users
Senior Center	3,195	34	N/A	N/A	N/A	N/A	100 est.
Sports	2155	8	N/A	N/A	N/A	N/A	965
Recreation Center	12,705	31	38	725	104	1062	881
Municipal Pool	6,540	7	11	130	34	23	252
Totals	**24,595**	**80**	**49**	**855**	**138**	**1,085**	**2,198**

*spectators are not required to have a pass
**139 +17(pool) Military Drop-in users this month (not included in rec center stats)
***113 Silver Sneakers passes this month (included in total other passes)