

# Monthly Departmental Reports



## November, 2015





# Memo

**To:** Spencer Nebel, City Manager and City Council  
**From:** Derrick Tokos, Community Development Director  
**Date:** December 9, 2015  
**Re:** Department Update

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

The following is a summary of building and land use activity for November of 2015 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Construction Value	Land Use Actions
Nov	19 (\$68,758.44)	22 (\$3,116.72)	6 (\$2,289.22)	\$9,261,303.00	2 (\$1,359.00)
2015	168	283	66		63
YTD	(\$173,403.96)	(\$36,661.43)	(\$12,501.30)	\$20,927,583.11	(\$31,595.00)
2014	153 (\$114,841.75)	304 (\$37,193.58)	87 (\$15,084.78)	\$13,248,480	38 (\$16,563.00)
2013	111 (\$68,843.48)	258 (\$28,809.30)	61 (\$12,220.12)	\$8,131,772	44 (\$11,979.00)
2012	138 (\$120,949.79)	260 (\$31,373.19)	62 (14,419.56)	\$14,603,755	52 (\$24,583.00)



Building permit activity for the month of November included the new 24,000 sq. ft. aquatic facility, four new single family dwellings, commercial and residential remodels, a public parking lot, a new maintenance shed (OMSI), a residential solar array, the demolition of a residence, temporary signs and a wall sign. Land use actions include an application to alter a non-conforming use (NW Natural) and a sign variance.

## **STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS**

Aquatic Facility: Permit issued 11/4/15. Utilities are being installed and earthwork performed.

Hatfield Seawater Facility Upgrades: Permit issued and HMSC is securing a contractor to perform the work.

Inn at Nye Beach: Permit issued 10/9/15. Inspection to be performed on underground plumbing. Contractor will soon begin work on the foundation for the hotel expansion.

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 inspection performed on retaining wall.

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

Newport Coffee Shop (Harborton and College Way): Ready for framing inspection.

OMSI Coastal Discovery Center: Anticipate final inspection on cabins and classrooms in the next couple of weeks. Permit issued for modular, maintenance building and that structure has been placed and inspected.

Pacific Seafood Remodel: Performed footing inspection on front wall and received a new set of remodeling plans that are in plan review.

Teevin Bros. Log Yard: Port of Newport submitted plans for the "International Terminal Shipping Facility" and we are working to expedite the plan review so that they can pull permits by the end of the year before the TIA approval expires.

## **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) is also being evaluated.

Safe Haven Hill Tsunami Evacuation Improvements: Phase 2 funding awarded by FEMA on 9/29/14. City Council approved funding agreement with OEM on 12/1/14, along with a task order with Civil West to design the improvements. A final public open houses on the design was held 5/27/15, the project has been bid, and a contract has been awarded. ODOT permits issued for work except for portion along US 101 and construction is underway. OEM conducting field visit on 12/16/15. Deadline for expending FEMA funds is 3/26/16.

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 10<sup>th</sup> Street property in a condition where it can be developed with affordable housing units. The Council will discuss whether or not it wants the Planning Commission to evaluate city-owned properties for a "land bank" and will reconsider its MOU with Lincoln County, Lincoln City, and the Lincoln Community Land Trust at a meeting in January of 2016.

Vacation Rental Code Update: At this time 183 applications for VRD or B&B endorsements have been submitted. The City has conducted 177 inspections, 167 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: Bids exceeded available funds. Project is being re-scoped so that the restrooms, stairs and drainage improvements can be bid by the City. ODOT is prepared to bring an additional \$200,000 of federal funds to the table to reduce the City match and free up those funds so that the City can use them to cover the cost of the items it will bid separately. This should allow for the project to be constructed in accordance with the approved plans. Construction is still anticipated to begin spring 2016.

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

The County finished the legalization survey and the Board of Commissioners held a hearing on 8/25/15. Staff is preparing a maintenance agreement for Big Creek Road and a legal description for the area to be annexed.

Planning for Replacement of the Yaquina Bay Bridge: City and County staff and elected officials met with ODOT on 5/16/13 to discuss a scope of services for the data and base line modeling that the consultants will develop (approx. \$150,000). ODOT performed detailed traffic counts in 2013 and 2014 and recently completed a traffic model with 20-year growth assumptions. ODOT Region 2 has budgeted funds to conduct an alternatives analysis in FY 16/17.

Development of GIS Addressing Layer: City is responsible for assigning addresses within its corporate limits. The paper maps used for this purpose are frail, and the process for updating the maps is inefficient. The State of Oregon is preparing a new GIS based addressing 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. Consultant started working on the project on 4/30/15. Planning Commission is currently working through draft Comprehensive Plan policies and a revised LID code.

Creation of Northside and McLean Point Urban Renewal Districts: Both plans were adopted by the City Council on October 5, 2015. The Lincoln County Assessor's Office has accepted the legal description for the McLean Point plan and it has been recorded. Staff is working with the Assessor's Office to finalize the legal description for the Newport Northside Plan. The first tax increment to fund the districts will occur FY 2016/2017.

Implementation of ePermitting System: System will allow contractors to obtain permits and schedule inspections online. Intergovernmental agreement between the State of Oregon and City of Newport adopted 3/16/15. Data conversion and training is underway with a tentative go-live date of 2/1/16.

Transfer of Mechanical Permitting Program: Paperwork submitted to the State Building Codes Division on 10/1/15 to have the mechanical permitting program within the City of Newport transferred to the City effect 7/1/16. The State put the proposal out for a 30 day comment period on 10/15/15. No comments were received. A public outreach meeting is scheduled for 12/14/15. City and county staff have met to discuss issues related to the transfer, and a new Building Service IGA between the City and County is likely to be needed.

South Beach Urban Renewal Infrastructure Improvements: Extension of SW Abalone Street and SW 30<sup>th</sup> for the OMSI development, paving and sidewalk improvements along SW Brant Street and SW 27<sup>th</sup> 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 35<sup>th</sup> and US 101 intersection. Construction of that project is planned for the spring of 2017.

Parking Study: Request for proposals to be distributed to parking advisory committees for comment by 12/14/15. RFP to be issued by the end of the year, with consultant selection by the end of January. Off-season utilization and turnover rate analysis to be performed in the February to March timeframe with summer analysis in August or September. Recommendations will inform the 2016/2017 budgeting process.

### **COMMITTEE WORK**

Planning Commission: The Commission held work sessions and regular meetings on 11/9/15 and 11/23/15. The focus of the work sessions has been to develop Comprehensive Plan policies for the use of Local Improvement Districts as a funding tool and to review work the consultant has done to revamp the City's LID code. At its regular meetings, the Commission considered an appeal of a Director's decision to deny a partition and an annexation petition by the Central Lincoln People's Utility District.





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

December 10th, 2015

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

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

The month of November we had 180 calls for service. In October we had 183. This is a slight decrease from last month. Last year we had 199 calls in November, so this means this year is 10% less than November a year ago. At the end of November we had 1,963 calls as compared to 1,875 calls the same time last year. We are almost 5% above where we were last year. This percentage increase has been consistent for most of this year. There were two calls of note in November. The first, on November 6, was a commercial fire alarm at McDonald's that actually was a fire in their deep fryer. We extinguished the fire and ventilated the structure. The second call was on the 21<sup>st</sup>. This was a brush fire below the USCG Station Yaquina Bay. It was a transient camp fire left unattended and spread to nearby brush and trees. It burned about 15 x 20 feet in diameter. If this had occurred a couple of weeks sooner, this could have been a serious threat.

We did not gain any volunteers in November and lost two, which brings our roster to 31 volunteers. One of our new volunteer has finished the fall academy. Our two newest members will be attending the winter fire academy starting in January of next year.

The Fire Department was very busy with activities in November. On Monday the 2<sup>nd</sup>, I attended a department head meeting and City Council meeting. On the 3<sup>rd</sup>, I met with a developer to go over a planned development. On the 4<sup>th</sup>, and 5<sup>th</sup> we conducted Assistant Chief Interviews. On Tuesday, the 10<sup>th</sup>, we attended city training on personal safety. On Thursday, the 12<sup>th</sup>, I met with the City Manager. Saturday, the 14<sup>th</sup>, we helped with the practical final for CERT. On Monday the 16<sup>th</sup>, I attended a department head meeting. On Tuesday, the 17<sup>th</sup>, I attended the Seafood and Wine Festival Committee Meeting held at the Chamber of Commerce Office. Also that day, I met with the Board of Directors of the Newport Rural Fire Protection District. On Wednesday, Captain Jackson and I met with NPD to discuss developing tactical medics for active shooter incidents. We are currently doing research and plan more meetings and joint training in the future. On Thursday, the 19<sup>th</sup>, I had my regular weekly meeting with the City Manager. Finally on Monday, the 23<sup>rd</sup> we had a mediation session with the union and after 10 hours were able to reach a tentative agreement about a contract.

We conducted a selection process for the position of Assistant Chief/Fire Marshal in October and November. Two candidates made it to a final interview. Unfortunately both candidates declined the position. In light of this, in consultation with the City Manager, I have decided to postpone hiring an Assistant Chief and focus on hiring an Emergency Manager for the City. After that has been completed, I will take a look at the AC/FM job description with an eye toward restructuring the position to an Assistant Chief/Operations or Assistant Chief/Training Officer. I believe by doing this, I can get a larger pool of interested applicants, thus a greater chance of finding a successful candidate.

# Training Report

## November 2015

Past month training subjects:

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

- Mayday drill, hands on
- Chimney Fires
- CO poisoning & Monitoring

Past month drill hours:

During the month of November 144.5 hours of training were documented. Of the 144.5 hours of training in November 70.5 hours were logged by the paid staff and 74.0 hours were logged by the volunteers.

Monthly highlights and special considerations:

During the month of November DPSST conducted the Mayday training, hands on portion.

Respectfully submitted,  
Rob Murphy, Fire Chief

# NEWPORT FIRE DEPARTMENT

## City Report November 2015

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	6	0			
AUTOMATIC ALARMS:	17	0	BURN PERMITS:	33	37
MEDICAL CALLS:	114	16	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	4	0	FIREWORKS DISPLAY:	0	0
RESCUE:	0	1	IN SERVICES AND TOURS:	1	
MUTUAL AID RENDERED:	3	1	TOTAL INSPECTIONS:	10	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	10	
AVIATION STANDBY:	0		REINSPECTIONS:	3	
PUBLIC SERVICE:	18	0	PLAN REVIEWS:	14	
HAZARDOUS CONDITION:	0	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	152				

### OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	3	0
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	3	0	RESIDENTIAL:	6	0
LABORATORIES:	0	0	RESTAURANT:	1	0
LAUNDRAMATS:	0	0	SCHOOLS:	3	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	1	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	0	TRAILERS:	0	0
NATURAL COVER:	3	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	1	0

# NEWPORT FIRE DEPARTMENT

## City Report November 2015

### CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	7	0	HEATING APPLICANCE:	1	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	4	0
ELECTRICAL:	0	0	OPEN FIRES:	4	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	3	0
FALSE ALARM:	3	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	1	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICITION:	0	0			
GAS LEAK:	0	0			

### LOSS OF LIFE

CIVILIAN: 0    FIREFIGHTER: 0

### INJURY

CIVILIAN: 0    FIREFIGHTER: 0



# Memo

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

**From the Library Director:**

In partnership with Thompson's Sanitary Service the Library recycled over 1,500 lbs of plastic at Garten Recycling in Salem, OR. Thompson's was not able to recycle the type of plastic we were getting rid of, but Rob Thompson contacted Garten Recycling to see if they would take it. Thompson's also helped out in transportation department, taking one load of plastic to Salem for us and donating a truck for the Library Director to use in transporting the second load.

On December 2, the Library Director and Youth Services Assistant were interviewed by Jay Omar, of the News Times about the upcoming teen room building project at the Library.

On December 3, the Library Director met with members of the Oceanbooks Consortium to demonstrate how the new Radio Frequency Identification (RFID) circulation and security system works. Staff from the Tillamook County IT Department and Library were present as were staff from Lincoln City for the demonstration. Both Lincoln City's library and Tillamook County's library will be adding RFID systems over the next few months. Newport Public Library lead the process as part of its recent renovation updates.

On December 4, the Newport Library Foundation hosted 126 young people in a Christmas celebration movie night. The Foundation popped corn, served hot chocolate, oversaw crafts projects for the kids. The highlight of the night featured the film Polar Express. The new projection and sound equipment made it possible for the movie to be seen AND HEARD over 126 kids.

On December 10, the Library Director met with Kathleen Palmer and Jim Salisbury, representing the City's Safety Committee to talk about ways to get more light onto the Library's two parking lots.





Noble  
Professional  
Dedicated

## Newport Police Department Memorandum

*One Team - One Future*

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**Date:** December 5, 2015  
**To:** Spencer Nebel, City Manager  
**From:** Mark J. Miranda, Chief of Police   
**Subject:** Department Report for November 2015

1. The Police Department has subscribed to a scheduling service. Schedule Express is an on-line software program that allows us to post working schedules for Patrol, Detectives, Records and Administration. It keeps track of minimum staffing requirements for Patrol. When we go below minimum staffing, the program automatically starts a process to fill Patrol shifts that are short. Personnel submit requests for time off with this program. Department members can access the program at home if they need to check on their schedule to see when they're working again. The best part about this program is that it will save the Police Department hundreds of hours of time that Supervisors spent managing the schedule. The old Excel spread sheet is now a thing of the past. The 3 x 5 cards for overtime sign up are gone. Besides saving us time in the scheduling process, the program is improving our efficiency.
2. The Police Department held its annual All Hands Meeting at the Rec. Center. This is an opportunity for the entire Department to gather for training, information sharing and a Department photo. We appreciated the time that Mayor Roumagoux and City Manager Spencer spent with us.
3. I have given two "Active Shooter" briefings this month: Oregon Coast Community College and Rep. David Gomberg. There continues to be concern about everyone's preparedness. But we're working on it.
4. I was on two radio shows this month: Boss Radio with Guy DiTorrace, and KNPT with the Sheriff's Office. Guy wanted to talk about me, and on the Sheriff's show we talked about driving safety, the new emergency management calendar that is out now, our NPD volunteers and the raccoon caper.

Integrity – Excellence – Community – Employees – Teamwork – Commitment

5. There have been quite a few retirements across Oregon because of changes with PERS. Ofcr. Jerry Howe spent his last day here at the end of the month. Lt. Dave Carey of the Sheriff's Office and Dispatch Supervisor Maria Waldrip from Toledo Police also retired. Between them there's 60+ years of experience and knowledge that we no longer have.
  
6. I attended the following meetings this month:
  - a. Lincoln County Law Enforcement Council
  - b. Rotary Board
  - c. NOAA Change of Command
  - d. Nye Beach Merchants
  - e. Chamber of Commerce
  - f. Seafood & Wine planning
  - g. NPD Volunteers
  - h. Active Shooter planning
  - i. CRASH team
  - j. Met with the Lincoln City Chief of Police



# Memo

**To:** Spencer Nebel, City Manager and City Council  
**From:** Jim Protiva, Parks and Recreation Director  
**Date:** December 8, 2015  
**Re:** Parks and Rec Department Update – November 2015

## ***Recreation Center***

- Interviewing hiring and training new staff. 2 new rec leaders, 1 Building Attendant, and 1 Lead Fitness Instructor.
- We are currently working on the Winter Activity Guide which will come out in December.
- Santa visited us on Saturday, November 16<sup>th</sup>. The jolly old elf had a place to rest when he came to town. The foyer was decorated (thanks to Heather and Cathy from the pool) and kids and parents enjoyed having their pictures taken.
- We are working on introducing the SafePersonnel program to all staff. A few staff are able to do the training while they are working, but most have been able to add time to their schedule and get the training completed.

## ***Municipal Pool***

- Newport's High School Swim team has begun it's season with over 40 swimmers turning out this season.
- Waldport High School participated in water safety training on two separate dates. That was really fun and we hope to continue with them, and other schools.
- Swimming lessons finished up, this will be the last session until March.
- Numerous rentals (eleven!) including the finishing up with Special Olympic rentals.
- Job Corp brought a group of youth for water safety training and some water rec time.

## ***Sports Programs***

- Attended the Oregon Recreation Parks Association State Conference. Participated in sessions covering concussion awareness, youth sports coaches' liability, bullying, program diversity for the public.

- Girls' Middle School Basketball season started. We have 29 girls participating. November games were played against Toledo, Waldport, Philomath and Lincoln City. Their seasons will run into January.
- Interviewed and hired a part-time Recreation Leader-Sports that will help with facilitating current sports programs and develop/expand other programs that are desired by the community.
- Met with the Lincoln County School District Superintendent to discuss the future of youth sports and high school sports in the Newport area and how the two entities can partner to better the sports community.
- Met again with area basketball coordinators from Toledo, Lincoln City, Eddyville, Waldport and Siletz regarding youth basketball season. We finalized each area's total team numbers and reviewed season dates. Newport coordinates and develops the basketball season & schedule for the Lincoln County area.

### **60 Plus Center**

- We were pleasantly surprised by a recital from Isobel Salano a 16 year old High School girl playing violin concerto by Haydn and a solo "Partita" by Bach, accompanied by Jess Smith.
- AARP conducted an 8hr class instruction familiarizing seniors on driving strategies and skills.
- Memory screening tests on Nov.3<sup>rd</sup> and 5<sup>th</sup> were given by Kath Shonau RN, and Certified Care Giver Tim Malone, to evaluate Memory, Language, Thinking and other intellectual functions.
- Van trip to Nobel Estate Winery (on our bay front) from Eugene offered a Wine Tasting sample of various wines, accompanied by cheese, crackers and chocolate. This was followed by a delicious Italian dinner at Sorella's.
- Observing Veteran's Day the 60+ Angelic Choir sang patriotic songs at Ocean View Assisted Living and Avamere, the Rehabilitation Center. The audience joined in to salute our veterans.
- Our Thanksgiving Dinner and Silent Auction was given Nov.22<sup>nd</sup>. The scrumptious dinner of turkey, mashed potatoes, stuffing, sweet potatoes, salad and pies was well received. The silent auction was also a great success.

<b>Parks &amp; Rec Data November 2015</b>	<b>Facility usage counts</b>	<b># Programs offered</b>	<b>New annual passes</b>	<b>Total annual passes</b>	<b>New other passes</b>	<b>Total other passes</b>	<b>Drop in users</b>
Senior Center	4,255	35	N/A	N/A	N/A	N/A	
Sports	3785	9	N/A	N/A	N/A	N/A	1295
Recreation Center	11,965	25	101	748	84	1086	1375
Municipal Pool	6,571	8	10	128	26	365	157
<b>Totals</b>	<b>26,576</b>	<b>77</b>	<b>111</b>	<b>876</b>	<b>110</b>	<b>1,561</b>	<b>2,827</b>

\*spectators are not required to have a pass

\*Rec Center pass allows Pool use

\*200 City employee/FD Volunteer active passes not included in total

\*construction and parking may have lead to lower usage this month

**Military Drop - in users: 14150**