

Monthly Departmental Reports



November
2019



TO: Spencer R. Nebel, City Manager
FROM: Peggy Hawker, City Recorder/Special Projects Director
SUBJ: Departmental Report - 4th Quarter 2019

The fourth quarter of 2019 has been unusually busy for this office. We have been very busy on routine items as well as additional issues that occur daily.

City Council: Assisted with agenda and packet preparation for the following meetings:

October 7, 2019 - City Council meeting;
October 7, 2019 - Work Session;
October 21, 2019 - City Council meeting;
October 21, 2019 - Work Session;
November 4, 2019 - City Council meeting;
November 4, 2019 - Work Session;
November 18, 2019 - City Council meeting;
November 18, 2019 - Work Session;
December 4, 2019 - City Council meeting;
December 4, 2019 - Work Session.

Public Arts: Prepared the agenda and packet for the October, November, and December meetings of the Public Arts Committee. There was not a quorum for the December 19, 2019 meeting of the Public Arts Committee - the first time in the history of this Committee.

The Public Arts Committee met in a joint City Council Work Session on October 21 to discuss a Percent for the Arts policy. The Percent for the Arts policy is currently a component of Resolution No. 3589. In reviewing Resolution No. 3589, the Public Arts Committee concluded that the resolution should be split into two resolutions - one addressing the Percent for the Arts policy; and the other addressing the city's general public arts policy. Over the past two years, the Committee had worked on developing two separate

resolutions to present to the City Council for consideration and potential adoption.

The Public Arts Committee coordinated a contract with Gary Herd to replace the billboard mural on Hurbert Street on the way to the Bayfront. This project has been completed, although the Committee concluded that it needs a touch-up to optimize viewing of the text.

The Public Arts Committee coordinated new murals on the sides of the pump house in Nye Beach. One mural is an historic cancelled envelope/post card, and the other side was chosen from work by a Nye Beach banner artist.

The Public Arts Committee developed a Nye Beach Sculpture brochure that will serve as a guide for a walking tour of sculpture in the Nye Beach area. This is ready to be printed.

The Public Arts Committee accepted a proposal from Julie Lamberson to repaint the mural on the retaining wall at the Summer Winds Motel - across Highway 101 from Grocery Outlet. This has been completed.

The Committee will be reviewing a request from Mariner Square to assist in the funding of a new mural for that location. It is anticipated that this review will occur at the meeting of January 16, 2020.

Vision 2040: Attended two meetings of the Vision 2040 Advisory Committee. At both meetings, there was a hearty discussion about goals and linking goals to key strategies, and attempting to formalize a process for this to happen.

Beautification: The ad hoc beautification working group met to review the draft plans for the Performing Arts Center landscaping, which is the “big” project of this group for this year. Subsequently, this office drafted an RFP for landscaping services at the PAC, which has been distributed, and has a closing date of January 15, 2020. This project is designed to occur in two stages, and this is the first stage. There has been quite a bit of interest to date in this RFP.

Anita and I met with two people who might be interested in funding some part of the PAC landscaping. We plan to meet with them again in the near future.

Anita is also working on smaller project, time permitting, including landscaping around the Recreation Center, in front of the City Hall monument sign, Angle Street parking lot, and other small projects.

She has revived the greenhouse at the city shops, and is propagating plants in that space for use at a later time.

Ethics Orientation: As part of new employee orientation, reviewed the Oregon Government Ethics Commission provisions with new employees.

Other Projects: Processed an OLCC applications for Archway Market and Grocery Outlet.

Drafted the Arts and Humanities Month Proclamation for the October 21 City Council meeting.

Drafted Resolution No. 3873 establishing hiring standards, criteria, policy directives, and a timetable for the recruitment and hiring of a City Attorney.

Drafted an RFP for legal services. The RFP has been advertised, and the deadline for submission is December 31, 2019.

Worked on a grant to The Ford Family Foundation to fund a part-time Vision Coordinator position to assist in the implementation of the Vision 2040 Plan. This was a joint effort with City Manager Spencer Nebel, and Ralph Breitenstein, Chair of the Vision 2040 Advisory Committee. The grant, in the amount of \$180,000, was awarded, and Council formally accepted it at the December 4 City Council meeting.

Drafted a job description for the Vision Coordinator position which is called a Program Coordinator for the Vision 2040 Plan. The draft was tweaked by Barb James, Human Resources Director; the job has been advertised; and the application period ends at 5:00 P.M., on January 2.

Met with Spencer Nebel, Barb James, Judy Mayhew, and Peggy O'Callaghan to discuss grant applications, and a potential policy for use when an employee wishes to apply for grant funding. Currently drafting a policy and procedure for these purposes.

Attended a meeting, organized by Gail McGreenery, as a follow-up to the Homelessness Task Force identified priorities. Gail agreed to work on the creation of a non-governmental organization to handle homelessness issues. At one of the meetings, it was concluded that a group model, other than an NGO, might be more appropriate.

Prepared and submitted an application for the city to host the 2021 Oregon Mayor's Association Conference.

Met with Spencer Nebel and Jason Malloy to discuss, generally, the creation of a potential Youth Advisory Committee.

Met with Cheryl Atkinson and Spencer Nebel to discuss pending franchise agreements in order to determine the status of each.

Met with Councilor Hall, Spencer Nebel, and Richard Dutton regarding web-based communications.

Began staffing the Bicycle/Pedestrian Advisory Committee meetings after Rachel Cotton's resignation.

Attended the Employee Appreciation Banquet, and took photos during the event.

Participated in a homelessness webinar with Jason Malloy and Jovita Ballentine.

Met with Spencer Nebel, Derrick Tokos, and Jim Salisbury regarding the potential lease of the coffee kiosk in South Beach.

Drafted a MOU with Lincoln County to participate financially in some of the costs the city is incurring in its agreed-upon support for Grace Wins Haven, including the placement of a portable toilet and a utility account subsidy (water/sewer).

Drafted an agreement with Grace Wins Haven for a utility account subsidy (water/sewer).

Coordinated the placement of a portable toilet, as a part of the findings from the Homelessness Task Force, in the lower parking lot of the Newport Public Library.

Submitted a draft report on general Dark Sky issues to Spencer Nebel.

Attended multiple other meetings on a myriad of issues.

Drafted and distributed press releases; provided information and assistance to staff and public, and many more day-to-day, routine responsibilities.

Gloria Tucker is now coordinating all special event permits and insurance claims in addition to City Council packets, Destination Newport Committee packets, and Airport Committee packets. She also staffs Airport Committee and the Destination Newport Committee meetings. She is also responsible for the preparation of

minutes for the Vision 2040 Advisory Committee and the Bicycle/Pedestrian Advisory Committee.

In 2019, the city instituted the E-Blast, an electronic newsletter that is distributed every two weeks. Gloria is responsible for preparing and distributing this document. There are currently around 700 subscribers, and staff is working on increasing that number.

At this time, this office supervises Anita Albrecht, the city's new Landscape Specialist, and the three audio/visual operators, Bill Posner, Joseph Goodrick, and Jeremiah Goodrick. Supervision will also be provided to the Project Coordinator for the Vision 2040 implementation.



Memo

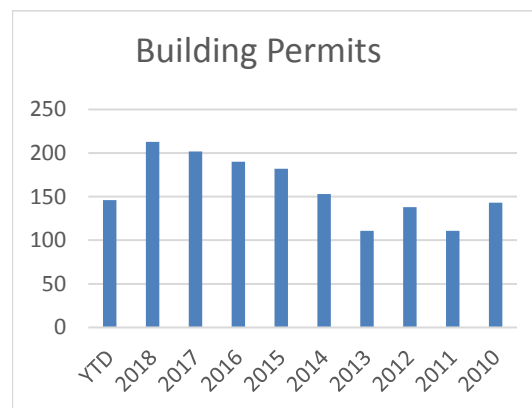
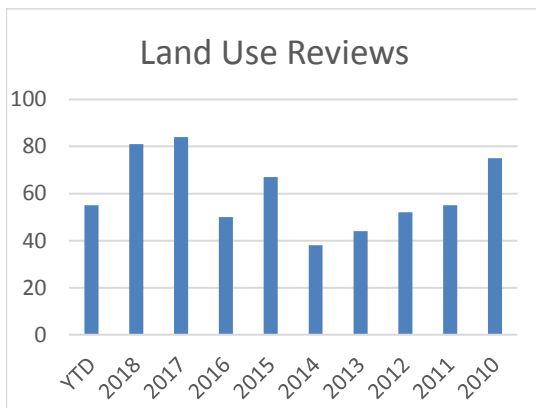
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: December 17, 2019
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

The following is a summary of building and land use activity for November of 2019 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Nov	10 (\$23,348.02)	20 (\$2,599.52)	13 (\$1,707.22)	13 (\$1,092.00)	\$1,089,123	3 (\$1,083.00)
2019 Total	146 (\$257,630.65)	250 (\$33,993.99)	77 (\$35,417.34)	143 (\$15,576.32)	\$22,261,463	55 (\$23,856.00)

2018	213 (\$391,515.03)	298 (\$50,792.82)	84 (\$41,358.76)	147 (\$70,516.18)	\$30,142,999	81 (\$29,745.00)
2017	202 (\$384,598.23)	347 (\$67,162.20)	73 (\$13,951.66)	184 (\$23,235.95)	\$49,416,705	84 (\$22,006.00)
2016	190 (\$176,506.12)	330 (\$47,902.99)	77 (\$21,938.72)	83 (\$14,443.32)	\$19,980,329	50 (\$27,131.00)



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Nazarene Church Outreach/Community Center: Construction continues to progress slowly. Electrical plans submitted, electrical permit renewed, and inspections performed. Notice of structural permit expiration sent to owner. No response to notice and structural permit expired. City met with church to discuss steps required to finish building, including the option of finaling the shell only, and is awaiting a response. Roof repairs have been undertaken and church appears to be fundraising to pay for additional improvements.

Teevin Bros. Log Yard: Permit issued 12/31/15. Port to begin construction once they obtain the balance of the project funding. Port has undertaken additional excavation work to keep the building permit active and is making their annual SDC installment payments. A letter has been sent to the Port asking that they make a decision on proceeding with the development or abandoning the permit (in which case SDCs paid to date will be refunded). The Port has requested a final 6 month extension, after which they will terminate the permit if it is not feasible for them to move forward. That extension has been granted.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street: – Temporary occupancy issued for all floors of the expansion building. The 1988 building is being remodeled with a seismic upgrade. Finish work is underway on the structure. That will be followed by demolition of remaining older single-story hospital and clinic space. New off-street parking is being phased in. Curb, gutter and sidewalks are being built, and once construction is finished in the summer/fall of 2020, City will overlay streets with reimbursement from hospital per IGA.

Seismic Upgrades to main Fire Station: – Substantially complete. Station is operating under temporary occupancy. ADA access and striping of the parking lot and fire alarm system are outstanding items.

Newport Memory Care at 535 NE 71st Street: – Construction of a new 19 suite (24 bed) memory care facility at the end of NE 71st Street. Grading permit issued. Public Works signed off infrastructure work. Building permit is ready to issue. Issue has come up with the boundary survey monuments that need to be corrected.

Wyndhaven Ridge Apartments (@ 31st and Harney): – Construction of 66 unit multi-family project. Mix of 1, 2 and 3 bedroom units. Permit for grading and on-site utilities issued. Off-site utility plans under review by Public Works. Owners request for a height adjustment for the buildings was denied by the Planning Commission at a hearing on 2/26/18. Owner revised plans and submitted for review, but has asked that they be put on hold for the time being. Staff met with the owner and their new design team on 7/10/19 for project update. They hope to begin the initial phase in summer of 2020. Owner has reactivated plan review, which is underway.

Surfview Village Apartments at NE 60th Street: - Construction of 110 units of low income rental housing. State subsidized, privately managed project. Project includes redevelopment of the Agate Beach RV Park and park tenants have been relocated. Developer received a 10-year, \$1.6 million property tax exemption from the City on 5/6/19. Landwaves (i.e. Wilder) transferred SDC credits to the project, reducing those charges by over \$123,000. Permits have been pulled and developer is moving ahead with earthwork, installation of underground utilities, foundations, and framing. Rough electrical and plumbing is underway in framed buildings. Developer anticipates that the units will be available summer of 2020.

Habitat for Humanity: – Duplex to be built on city-owned lots abutting 10th and Pine per agreement with Habitat. Permits were issued 8/7/17. Units are substantially complete with installation of sewer laterals being the outstanding item. City will then need to convey the property to Habitat.

OSU Student Housing Project: – Amendments to planned development reduced the number of buildings from 11 to 3. Construction costs were greater than what OSU had anticipated. The University is revisiting whether or not they want to self-fund the project or enter into a public/private partnership. They are also exploring modular construction as a way to reduce project expenses. OSU staff indicated that they are close to announcing how they intend to proceed.

OSU Marine Studies Initiative Building: – 72,000 sq. ft. classroom research facility with a tsunami vertical evacuation assembly area. Building permit issued, foundation is complete, and work on interior shafts and shear walls is substantially complete. Contractor is substantially finished with exterior framing and sheathing and is working on interior framing/drywall. Parking lot has been constructed. Rough utilities are being installed.

Yaquina Industrial Park (1430 SE Bay Blvd): - Permit issued for site grading and installation of water and storm drainage utilities. Earthwork is complete. Awaiting submittal of plans for first two warehouse buildings.

Pacific Seafood Workforce Housing (644 SW Coast Hwy): - Building plans submitted to renovate retail/office building into dormitory style housing for seasonal workforce housing. Permits are ready to issue. Project is on hold due to cost of exactions (i.e. requirement that SW 7th be paved). Owner is investing in traffic study.

Oregon Coast Aquarium (Phase 1 Ticketing Addition): Initial phase in what will be a \$9 million investment across multiple projects to renovate and enhance the Aquarium. Conditional Use Permit scheduled for 10/14/19 Planning Commission hearing. Building plan review is complete and permit is ready to be picked up.

New Seafood Wharf (267 SW Bay Blvd): Commercial wharf to replace Undersea Garden tourist attraction. Plans under review with initial round of comments being issued 11/4/19. Owner addressed plan review comments and

resubmitted. Expect plan review to be complete by the end of December, with in-water work occurring in January and February of 2020.

Ripley's Renovation - Phase 1 (250 SW Bay Blvd): Building permit reviewed and issued. Framing and drywall is complete, and awaiting submittal of electrical plan. Plan was a deferred submittal and must be reviewed and approved before electrical can be roughed in.

Fred Meyer Fuel Station (1359 N. Coast Hwy): New five (5) bay fuel station at former auto dealership. Plans submitted. Awaiting submittal of application form and plan review fee so that review can be initiated.

SIGNIFICANT PLANNING PROJECTS

Pacific Marine Energy Center – South Energy Test Site (PacWave): An OSU managed, U.S. Department of Energy funded grid connected wave energy test facility off the coast of Newport. Will include 4 test berths that can accommodate 20 devices. OSU has submitted a final license application to FERC addressing environmental impacts associated with the project. In spring of 2018, OSU purchased 5-acres south of Newport as the shore based facility. Initial operation is expected to begin 2021-2022.

Affordable and Work Force Housing Initiatives: Proud Ground is leveraging a state grant and City housing fund dollars to help families purchase homes via down payment assistance grants. Three of the eight grants they are offering are for homes within the Newport city limits. Numerous homebuyer education and outreach meetings have been held with major employers to help qualified buyers obtain required approvals. The first qualified buyer in Newport closed on a home in mid-January, and two more are shopping for homes. All eight grants are now spoken for. Habitat for Humanity is constructing a duplex on land that will be donated by the City of Newport. The units are substantially complete, with occupancy anticipated around the end of the year. Two tax incentive proposals to make multi-family development a more attractive option in Newport were approved by the City Council on 8/7/17 and the Lincoln County Board of Commissioners on 10/18/17. A 110 unit, state subsidized private affordable housing project known as "Surf View Village" submitted the first application under the multi-family program, and that request was approved by the Council on 5/6/19. This project also benefitted from an SDC credit transfer from Landwaves, an option that the City Council put in place on 7/16/18. The City implemented SB 1051 on 1/3/18 making residential over retail an outright, as opposed to conditional use, in the City's commercial zones (except for the Nye Beach Design Review District) and loosened up its rules for Accessory Dwelling Units (ADUs). Another round of ADU amendments to comply with HB 2001 was approved by the Council on 11/4/19. The City is partnering with Lincoln County on a DLCD grant to support the development of regional strategies for facilitating affordable housing. The grant was approved, and a final report has been submitted to the partner jurisdictions.

Vacation Rentals and B&B Code Amendments: The City Council adopted Ordinance No. 2144 on 5/6/19 establishing new administrative and land use requirements for short-term rentals. The ordinance was adopted by emergency, meaning it went into immediate effect, with July 1, 2019 being the first date that the City will accept applications under the new ordinance. Since the number of existing licensed, or pending, vacation rentals within the new zoning overlay is at or above the license cap set by Council, persons seeking a new vacation rental license are being placed on a wait list. A third-party vendor has been hired to assist with enforcement and a 24/7 hotline and online incident reporting form have been setup. Signs advertising the hotline number are being posted on STR properties. Existing license holders completed a renewal process, with a handful who missed the deadline now going through a full license review (with inspections). A total of 204 short-term rentals are licensed in the City of Newport. The short-term rental implementation work group met for the second time on 11/19/19 and a quarterly report from the group will be issued in early 2020.

Northside Transportation System Plan Update: 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 and Newport Urban Renewal are contributing \$250,000 each 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. A consultant team has been selected through an ODOT selection process and a scope of work has been developed. Consultants are now under contract with the state and an intergovernmental funding agreement has been adopted. The City Council established a project advisory committee and a project schedule and public involvement plan have been being drafted. Traffic counts were performed over the summer of 2019 and a regulatory "gap" analysis has been undertaken. A town hall meeting was held on 9/30/19 to kick-off the project and the project advisory committee held a kick-off meeting on 10/14/19. A project website, with google translate, has been developed along with a bilingual welcome video and fact sheets www.NewportTSP.org. Stakeholder outreach will occur 11/19 through 3/20 with community design workshops to be held in Newport in late March or early April.

South Beach Urban Renewal Infrastructure Improvements: Design is substantially complete for the 32nd to 35th Street signal relocation project and ODOT is in the process of securing rights-of-way and easements needed to complete the work. Environmental permitting for wetland impacts is also being performed. This phase of the project will extend through 2019. An Intergovernmental Agreement committing construction funds is likely to be submitted to the City Council in early 2020. City' share of the construction costs has been budgeted. Construction is anticipated to occur in the summer of 2021. ODOT has committed roughly \$1.5 million in additional funds for full reconstruction of the affected stretch of US 101. That decision was made on 4/18/19, when the Oregon Transportation Commission approved the project for construction. Funding for the construction phase is a little over \$6.5 million. City to demolish the old Flashbacks building and coffee kiosk this fall/winter. This will include asbestos abatement (Flashbacks).

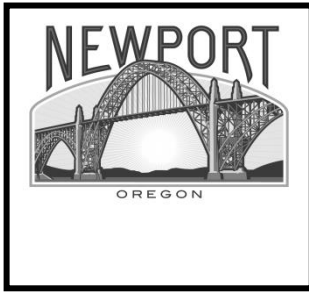
Parking Study: Advisory committee has wrapped up its refinements to the 3/8/18 study by Lancaster Engineering. The study, with the Committee's refinements, has been presented to the Planning Commission and City Council as a package of policy amendments to the public facilities element of the Newport Comprehensive Plan. The plan calls for a metering and parking permit program for the Bay Front and notes that additional outreach is needed in Nye Beach. On 6/4/19 the advisory committee recommended the policy package be adopted as its last act before the committee dissolved. They also recommended a new standing parking committee be established to assist with policy implementation and program oversight. The Planning Commission held a work session on 7/8/19 to consider the proposals and elected to initiate the legislative process. A hearing was held on 9/9/19, after which the Commission provided an unfavorable recommendation on a 4-3 vote. At its 10/7/19 meeting, the City Council elected to hold a public hearing on the amendments which occurred on 11/18/19. The City Council will hold a work session on 1/6/20 to further review the proposal.

SE 62nd Street Right-Of-Way Acquisition: MOU between the City, Newport Urban Renewal, and Landwaves, Inc. approved 9/6/16. Staff secured the services of an appraiser and surveyor and survey work has been performed to establish a roadway alignment for SE 62nd Street. Staff, the surveyor, and landowner met on-site to assess the alignment on 2/9/17 and owner requested further adjustments in 2018. Dedication documents for SE 50th Street, which is currently an easement access, are complete and the surveyor is working on the new 62nd Street alignment. Met with surveyor and owner representative in the field on 9/4/19 to discuss additional clearing needed before final survey can be completed. Clearing work is being scheduled.

Brownfields Coalition: A coalition led by Cascades West Council of Governments (COG), including Newport, Toledo, the Confederated Tribes of the Siletz (CTSI), and Lincoln County, has been awarded a \$600,000 EPA Brownfields Planning Grant. The grant is intended to identify and prioritize brownfield opportunity sites for redevelopment in Lincoln County. Grant funds can pay for Phase I and II Environmental Site Assessments, cleanup planning, redevelopment planning, and pro forma and market analysis of public and privately owned properties with known or perceived environmental contamination. Outreach and other informational materials related to the Brownfields Planning Grant have been posted to the CDD website. COG staff have convened a Brownfields Advisory Committee (BAC) comprised of community stakeholders to prioritize and begin selecting sites to be submitted to the Coalition for nomination/approval to the EPA. The site selection process is ongoing.

COMMITTEE WORK, MEETINGS, CONFERENCES

In November, staff supported and/or attended meetings of the Newport City Council, Urban Renewal Agency, Planning Commission, DLCD HB 2001/2003 Rules Advisory Committee Meeting, Lincoln County Board of Realtors (Presentation), Short-Term Rental Implementation Work Group, Emergency Preparedness Committee, and ODOT Blueprint for Urban Design Stakeholder Outreach Meeting.



Date: December 4, 2019

To: Spencer R. Nebel, City Manager
Mike Murzynsky, Finance Director

From: Steve Baugher, Assistant Finance Director

Subject: November 2019 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On November 30, 2019, a total of 4,560 water/sewer accounts were billed for a combined amount due of \$1,114,228. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water fees, sewer quantity charges (if there is water consumption), and fire line charges for nonresidential accounts. For the Aging Report for November 30, 2019, \$1,017,400 is current, \$73,763 is past due from October billings, \$10,827 is past due from September billings, and \$110,228 is past due from August and prior billings.

Accounts Receivables - General

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

The November 30, 2019, Aging Report shows accounts receivables at \$287,953. Due to filing of a lien on personal property, an amount of \$25,599 was added to the Accounts Receivable (AR) listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues on the subject property. A summary of the November 30th aging report is provided below for your information.

Finance was notified by Public Works that the BOD billings for Rogue were short, mainly because the process was changed by Public Works and so Rogue was not billed. This has been rectified which led to an increase in our accounts receivable.

Billings:

Future and current	204,583	71.05%
Over 30 days	3,501	1.22%
Over 60 and 90 days	7,828	2.72%
Over 120 days	72,041	25.02%
	<u>287,953</u>	<u>100.00%</u>

One septic tank disposal service, K&K Toilet, has a balance of \$19,395 owed by over 150 days as of October 2019. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. The account has been turned over to collections per the City Attorney directions.

The Hertz Corporation is past due by approximately \$14,707. The Airport Director and City Manager are working with Hertz Corporation to resolve.

The net receivables, excluding the three aforementioned accounts in the amount of \$59,701, total \$228,252.

Room Tax

The monthly chart shows that Room Tax revenues have an average increase of 11.53% between the 2015 and 2016 fiscal years, the comparison for the years between 2016 and 2017 fiscal years, show an increase of 5.74%, the comparison for the years between 2017 and 2018 fiscal years, show an increase of 13.62%, and the comparison for the years between 2018 and 2019 fiscal years, show an decrease of 0.57%. We have the data through October of the 2019-20 fiscal year, the comparisons between it and the 2018-19 fiscal year, we show a decrease of 9.99%. The reason for this decrease is a few of the hotels have not turned in their previous months tax returns or are in the process of being entered into the system by Finance.

City of Newport

Room Tax Collections

	2015-16	2016-17	2017-18	2018-19	2018 vs. 2019 % Increase	2019-20	2019 vs. 2020 % Increase
July	561,203	574,251	623,424	619,025	-0.7056%	616,622	-0.3882%
August	560,765	558,401	694,943	699,371	0.6372%	586,612	-16.1229%
September	372,344	429,247	466,563	443,728	-4.8943%	370,215	-16.5671%
October	246,642	274,706	289,383	314,268	8.5993%	295,453	-5.9869%
November	156,947	177,669	167,058	212,950	27.4707%		0.0000%
December	121,038	131,917	164,141	167,605	2.1104%		0.0000%
January	135,107	125,038	162,767	182,026	11.8323%		0.0000%
February	217,381	202,269	253,574	185,653	-26.7855%		0.0000%
March	266,903	278,869	300,114	291,531	-2.8599%		0.0000%
April	243,530	263,340	290,179	288,952	-0.4228%		0.0000%
May	274,872	316,757	393,963	361,790	-8.1665%		0.0000%
June	381,796	409,197	445,089	460,136	3.3807%		0.0000%
Total	<u>3,538,528</u>	<u>3,741,661</u>	<u>4,251,198</u>	<u>4,227,035</u>	<u>-0.5684%</u>	<u>1,868,902</u>	

Business licenses

On July 1, 2019, we billed 1,542 Newport business for their annual Business Licenses for a total amount of \$255,815. As the table shows below, there is a total accounts receivable of \$35,644 with \$29,132 over 90 days due.

Billings:		
Current	334	0.94%
Over 30 days	4,648	13.04%
Over 60 days	1,530	4.29%
Over 90 days	29,132	81.73%
	<u>35,644</u>	<u>100.00%</u>

Comprehensive Annual Financial Report (CAFR)

Finance has submitted the City's CAFR to the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting Award Program. We are currently working with GFOA on questions and are hoping for an award notification soon.

2018-19 Audit

The auditors completed their fieldwork in October and are planning to complete the audit early December 2019.

New Utility Rate Structure Implementation

The new stormwater fee implementation was completed with the July 2019 billings. It is expected that there will be adjustments to some customer's as Finance staff reviews the complicated tax parcels. A small number of appeals are under review by city staff. The goal is to complete all reviews by December 31, 2019.

Finance Work Group

The Finance Work Group met in November to continue the review long term expenditures identified in earlier meetings and to review revenue information. The Committee is meeting in December to develop long-term financial recommendations to City Council.

Conferences and Training

Finance staff participated in Caselle webcasts in November for training on the accounting modules that they work in on a daily basis.



*Rob Murphy, Fire Chief
Newport Fire Department
245 NW 10th Street
Newport, Oregon 97365*

December 9, 2019

To: Spencer Nebel, City Manager
Re: November 2019 Monthly Activities

Here is a brief summary of Fire Department and Emergency Preparedness activities in November.

In the month of November, we had 167 calls for service. Compared to October in which we had 150 calls. This is an 11% increase from last month. In November of 2018, we had 215 calls (this is a 22% decrease from last year!). Year-to-date we have responded to 2071 calls in 2019. This is a 3% decrease from 2018. We responded to 2143 calls at this time last year. There were **6** calls of note in November.

The first call was on November 8. NFD responded to a gas leak in the South Shore Development near SW 58th and SW Cupola Streets. Road construction crews had severed a 1 inch, unmarked gas line. NFD was notified by NPW. Fire Crews assisted with securing the area, and provided a protection line to NWNG crews who repaired the leak. The next call occurred on the 16th. NFD responded to Yaquina Head for a surfer stuck on the rocks. We found a surfer stuck on the rocks on the south side of Yaquina Head. We assisted the surfer up to the parking lot area of Quarry Cove after he hiked barefoot, most of the way up the side of the cliff. The call of note was later that day, NFD responded to a smell of smoke at a townhouse on SW 9th Street. Crews found a fire burning in the wall, caused by faulty wiring. The fire was extinguished. On November 18, NFD responded to a gas leak at a laundry mat located at 1078 N. Coast Hwy. Crews found a strong smell of natural gas and shut the gas supply off to the building. They contacted the RP and the Gas Company. The next call of note occurred on the 20th. Seal Rock Fire District requested we respond with our ATV's to help transport a patient on North Beaver Creek Road. The call was at a remote house 5 & ½ miles up N. Beaver Creek. The access to the patient's home was very narrow and treacherous for vehicles to travel. SRFD already had a rescue vehicle get stuck in the mud. Our quad was able to negotiate around the blockage and transport the patient to a waiting ambulance. The last call of note occurred on November 28. A SUV flipped over, landing on its side, on the north end of the Yaquina Bay Bridge blocking both lanes. Fire crews had to remove the back hatch to assist the driver out of the vehicle. He was then taken to SPCH by ambulance.

In November, we neither gained nor lost any volunteers and our roster continues to stand at 33 volunteers.

The Fire Department was active in the month of November. On the First, FPO Ragan and I attended the grand opening of Yachats Fire's New Fire Station. The building is truly amazing. It's modern, open, and makes great use of limited space. On the 3rd, our crews deployed to the Kincaide Fire in Sonoma County California, they returned home after being deployed for 7 days. On the 4th, I attended a department head meeting in the morning. In the evening I attended City Council. On the 4th, I met with HR Director James about a personnel matter. On the 7th I interviewed a volunteer firefighter applicant. On the 12th I met with City administration regarding a union grievance. On the 13th, I met with the Union regarding their grievance. On November 14 and 15 we held interviews for the open firefighter position. Four finalists went through the process. On

the 14th we conducted a panel interview and EMS assessment center. On the 15th we conducted Chief interviews. From that all 4 finalists were ranked and a conditional job offer was made to the number 1 ranked person. He accepted the offer and is now undergoing an extensive background check. After that, the candidate will be sent for a medical physical. If they pass that, a final job offer and start date will be given. We hope to have the hire start early in January. On November 16, my wife and I attended a fundraiser for the Chief and Assistant Chief from Toledo Fire Dept. As you know they were involved in a serious motor vehicle crash and have a long recovery ahead of them. I am pleased at the turnout of over 200 people to the event.

On November 18, I attended a department head meeting. On the 19th, I attended a Seafood and Wine Festival Committee meeting at the Chamber Office. I also attended a grievance hearing. On the 20th, EPC Martinez and I attended a City Emergency Preparedness Committee meeting at City Hall. Later we helped in a work party filling water barrels for the Disaster Cache at Oregon Coast Community College in South Beach. We filled over 50 barrels. On the 21st, I hosted the monthly Fire Defense Board Meeting. On the 22nd, I attended another grievance hearing. On the 25th, I met with city administration on a personnel matter. On the 26th we held a going away party for retired Engineer Stacy Mathis and his wife, volunteer FF Shelly Mathis. They are moving to Idaho and we wish them the best. They will be missed. On the 28th, FPO Ragan and I met with city staff to discuss monitoring and service of fire alarm, and fire suppression systems in city buildings.

Fire Prevention

1	Annual Inspection
1	Fire Inspection
2	Inspections for Complaints
10	Plan Reviews
1	Pre-Plan Inspection
7	Re-inspections
<u>2</u>	<u>Vacation Rental Inspections</u>
24	TOTAL

Community Outreach

This November we saw three (3) families with child passenger restraint issues. One seat was provided by the Samaritan Foundation, three other issues were addressed for a total of five (5) child passenger seats checked.

Of note, one family (one in which the seat was given to) had another issue. The 15 year old male had been riding unrestrained as one of the buckles in the vehicle was damaged beyond use. All other seating positions were taken by other occupants - including two in safety seats. I contacted Sunwest Motors and without hesitation, managing partner, Mike Schulz, not only provided the necessary parts but also the labor needed to replace the seatbelt - a \$178.00 value.

This could not have come at a better time for this family as they were living out of their car.

Upcoming Activities

We have many activities planned for the month of December. On the 8th Newport Fire Department held its annual Christmas party. This year, the volunteers from Newport Emergency Management joined us. It was a great family event with lots of great food. NFD is also helping Newport

Fisherman's Wives by collecting toys for their toy drive. New toys can be dropped off at the main fire station. We will then give them to the Fisherman's Wife's for distribution to fishing families in need. Also in December we will start work on next year's budget. We wish everyone a happy and safe holiday season.

Training Report

Past month training subjects:

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

- Fire ground activities & After Action Review
- Extrication tools, K-saw operation and safety
- EMS, Nalaxone (Narcan) use and patient assessment

Past month drill hours:

During the month of November, 62.0 hours of training were documented. Of the 62.0 hours of training in November, the paid staff logged 24.0 hours and the volunteers logged 38.0 hours. Year to date Newport Fire personnel, volunteer and staff combined, have documented 2607.0 hours of training.

Monthly highlights and special considerations:

Due to Thanksgiving, Newport Fire Department only conducted three Wednesday night weekly drills during the month of November. Also due to holiday impacts there will only be three drill nights scheduled for the month of December.

Newport Fire is continuing its Driver Certification class with the classroom portion of the driver's course rescheduled for January 18, 2020, due to low response and holiday impacts.

The countywide Firefighter 1 Academy began September 3rd and is every Tuesday and Thursday, along with a couple of Saturdays, and will run to the end of January. Currently Newport Fire has six personnel attending the Academy and the total Academy class size is 26 to date.

Emergency Preparedness Monthly Report R. Martinez, Coordinator October and November 2019

Emergency Preparedness Activities:

Emergency Preparedness Coordinator R. Martinez attended the following meetings in October and November:

- Participated in monthly Oregon Emergency Managers Conference Call
- Attended Oregon Emergency Managers Association Conference
- Meet with Ericka Mason, Emergency Manager from Samaritan Pacific Communities Hospital
- Facilitated Newport Emergency Management volunteer meeting, 11 attended
- Facilitated Newport Listos meeting, 6 attended
- Spoke with new CERT Class regarding emergency management and staying involved with CERT
- Attended Oregon Emergency Management State Homeland Security Grant Roadshow

- Facilitated FEMA Shelter Training at OCCC, open to Lincoln County, 46 attended
- Facilitated City of Newport Emergency Preparedness Committee meeting
- Participated in Conference Call for Oregon Emergency Management 2 Week Ready Campaign
- Met with Lucinda Taylor executive director for Habitat for Humanity
- Met with Grad Student from Samaritan Health Care regarding emergency preparedness

Monthly Highlights and Special Considerations:

- Facilitated the Big Creek Dam Table Top Exercise at City Hall, 21 attended
- Attended FEMA Training for Access and Functional Need Population at Gleneden Fire Department
- Attended Natural Hazard and Mitigation Planning with Lincoln County
- Facilitated the Great Oregon Shake Out South Beach Evacuation Drill to Safe Haven Hill,
- Facilitated the City of Newport Evacuation Drill
- Attended NOAA Winter Weather TableTop Exercise with Lincoln County Emergency Management
- Facilitated 5th Listos class, 17 attended + 4 Emergency Management Volunteers
- Assisted with Newport Police Volunteers with Trick or Treating Event
- Attended FEMA Evacuation Training at Marion County Emergency Management
- Filled 55 gallon water barrels at OCCC for the disaster cache
- Participated via Webinar, Le Val Lund Lecture on Lifeline Infrastructure and Community Resilience: Disasters, Resilience and the Next Generation
- Recruited volunteers for Newport Emergency Management Department
- Continued outreach for LISTOs program, which provides emergency preparedness training in Spanish
- Hosted Emergency Preparedness booth at Newport Farmers Market

1417 Likes on Newport Oregon Emergency Management Facebook
 855 Members on Newport Emergency Management for Nextdoor social media platform
 84.5 Volunteer Hours Emergency Management Volunteer October and November

Respectfully submitted,
 Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report November 2019

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	16	2			
AUTOMATIC ALARMS:	5	0	BURN PERMITS:	0	0
MEDICAL CALLS:	93	15	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	6	2	FIREWORKS DISPLAY:	0	0
RESCUE:	3	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	1	4	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	12	0	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	5	1	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	2	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	2	0
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	0	0	RESIDENTIAL:	8	1
LABORATORIES:	0	0	RESTAURANT:	1	0
LAUNDRAMATS:	1	0	SCHOOLS:	0	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	1	0	STORES:	0	0
MISCELLANEOUS:	1	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	1	TRAILERS:	0	0
NATURAL COVER:	5	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report November 2019

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	1	0	HEATING APPLIANCE:	0	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	0	0
ELECTRICAL:	2	0	OPEN FIRES:	4	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	2	0
FALSE ALARM:	8	1	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	4	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	1			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

DEPARTMENT REPORT HUMAN RESOURCES NOVEMBER 2019

RECRUITMENT AND STAFFING

New Hires/Promotions	Sean Nieto	11/12/19	Police Officer
	Dustin Kittel	11/4/19	Police Officer
	Ravin Martin	11/5/19	Building Attendant
Separations	Hank Yolman	11/4/19	Utility Worker I – Water Distribution
Interim Changes	None		
Retirements	None		

Recruitments by Department

Police

Reserve Police Officer – volunteer positions	Filled
Police Cadet	On Hold
Police Officer (3 openings)	Filled

Public Works

Utility Worker I – Water Distribution	On Hold
Public Works Operations Superintendent	Open

City Manager’s Office

Safety Officer	Open
City Attorney	Posted

Library

Library Specialist II	on hold
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Parks and Recreation

Building Attendant	Filled
Lifeguard/Instructor	Open
Recreation Leader	Open
Parks and Recreation Director	Open

Fire

Firefighter	Interviewing
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Community Development

Associate/Senior Planner	Interviewing
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SPECIAL PROJECTS – IN PROCESS

Employee Handbook Revisions – in process

Independent Contractors –in process

Administrative Manual –in process

Management Training

NEA Negotiations - in process

Cultural Competency Initiative – in process

SPECIAL PROJECTS – COMPLETED

Wellness event for November



Memo

To: Spencer Nebel, City Manager and City Council
From: Laura Kimberly, Library Director
Date: December, 2019
Subject: Library Department Update

Administration

On November 13, the Library Director will attend the third class of Leadership Lincoln at the Samaritan Center for Health Education.

On November 18, the Library Director attended the Oregon Library Association 2020 Conference planning committee virtual meeting. The Library Director is part of the programming committee and the poster session coordinator. The Oregon Library Association Conference will take place from Wednesday, April 29-Saturday, May 2, 2020 in Bend. The Oregon Library Association will be celebrating its 80th Anniversary. The Conference theme will be Equity, Inclusion and Diversity (EDI).

On November 21, the Library staff participated in an hour long Active Shooter Training with TCB Security Services.

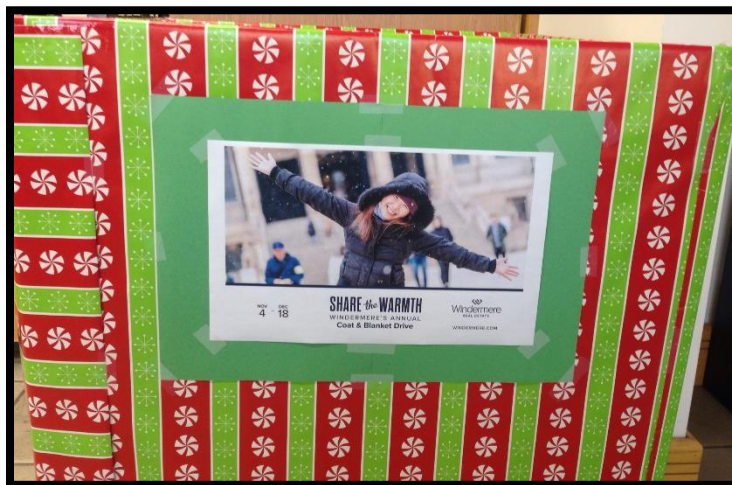


On December 6, Gwen Green retired from the Newport Public Library. Gwen has been a valuable employee over the last 8 years. She was responsible for attaching and processing all items, data input, labeling, shimmers, helping members of the public, and much more. We are going to miss Gwen!

Katie Bowler has resigned from her position as a library specialist 3 and accepted a full time position with OSU's Guin Library on the Hatfield Campus. Her last day at will be Saturday, December 14.

The Library Director met with Spencer Nebel and Barb James regarding staffing levels at the library. We currently have a full-time position that will be vacant after December 14, a half-time position that has been vacant for 11 months, another half-time position that is vacant with Gwen's retirement, and a full-time position right after the beginning of the year that will become vacant. We are going to be able to move forward with filling the Librarian 1 and part time Library Specialist 1 positions at this time.

The Library is participating in the annual HELP program drive for gently used blankets and coats for all ages. Julie Gamache with Windermere is leading the community drive. The HELP program drive takes place from Monday, November 4 and will continue through December 18. There is a donation box near the circulation desk.



Guadalajara International Book Festival

Libros for Oregon (LfO for short) began in July of 2016 as a two-year Library Services and Technology Act (LSTA) funded a project entitled "Libros for Oregon: Collections Connect Communities." In July 2018, Libros for Oregon became a subcommittee of Oregon Library Association. The goal of the project is to increase access to high-quality Spanish language books for the users of Oregon libraries, particularly smaller, rural libraries, by helping more libraries take advantage of the resources of the Guadalajara

International Book Festival (or FIL), the largest Spanish-language book fair in the world. This year, the Guadalajara International Book Festival took place from November 30-December 8, 2019.

The Newport Public Library applied to participate in this year and was selected for this year's Libros for Oregon cohort. We sent Linda Annable and Laura Kimberly to the Guadalajara International Book Festival through the ALA-FIL Free Pass program. This program provides participating ALA members with 6 nights if they share a room with a colleague who is also part of the program, 6 continental breakfasts, FIL Registration courtesy of FIL and \$100 toward the cost of airfare courtesy of ALA.

Guadalajara was a wonderful experience. Laura and Linda applied and were chosen as part of a group of 150 library representatives from all over the country to attend the fair to purchase Spanish-language books for the Newport Public Library. Many of these titles are difficult or impossible to purchase in the United States.

Laura and Linda were part of the selection team selecting materials for 11 Oregon Libraries, including Newport. We were able to purchase materials published in Mayan and Spanish, as opposed to books written in English and translated to Spanish. There were so many publishers present that we only scratched the surface, but we spent our budget for books (both J Fiction and Nonfiction and Adult Fiction and Nonfiction). These materials will arrive as they are shipped from our book representative located in Michigan in late January/early February 2020. We are excited for these materials to arrive.



2020 US Census

In preparation for the 2020 US Census, the Oregon Cascades West Council of Governments is organizing a regional Complete Count Committee. The focus of the Complete Count Committee is to ensure that

certain segments of our population that are more difficult to count, are included in the census. OCWCOG has identified a variety of populations, including adults older than 65, children younger than 5, renters, transients, students, immigrants, and non-native English speakers. The COG has requested assistance from local units of government to identify individuals who are willing to work with OCWCOG to make sure that we have a complete count of the population for the City of Newport and Lincoln County. The first meeting of the Complete Count Committee was held in November, with the Committee wrapping up its work in September 2020. OCWCOG estimates that a commitment of three to six hours per month is what will be required to participate in this process through the census timeframe.

This effort will assist in assuring that everyone residing in Newport and Lincoln County is counted as part the census. The US Census has a direct impact on federal and state dollars that help fund local government. The City of Newport has designated Community Development Director Derrick Tokos, Library Director Laura Kimberly, and Ordinance Enforcement Officer Jovita Ballentine to be representatives of the City with this effort.

Centennial Celebration

Finn Reed, age 8, designed the winning image for the Library's limited edition Centennial Library Card! She came to the library to pick up her certificate.



CMYK LAMINATION



BLACK BARCODE: Black (Arial 10pt) LAMINATION

Congratulations to Ray, who is the first adult to complete the Centennial Book Challenge of 100 books!



Congratulations to Amelia, who is the first minor to complete the Centennial Book Challenge of 100 books!



On November 20, we welcomed the OMSI'S Coastal Discovery Center at Camp Gray's Anne Armstrong. Anne is the Coastal Discovery Center Manager. The Oregon Museum of Science and Industry opened the Coastal Discovery Center at Camp Gray in 2016. Prior to joining the Newport Community, the OMSI Outdoors coastal program spent decades renting other facilities to run programs. Camp Gray is now the permanent home for OMSI on the Oregon coast. The twenty-acre residential facility in South Beach runs outdoor school, summer camps and is available for group rentals. During this program, learn about the history of the OMSI's coastal outdoor education programs, what brought us here to Newport, and what we hope to do next. We had 11 attendees for this program.



Smithsonian Institution Traveling Exhibition Service

The Smithsonian Institution Traveling Exhibition Service (SITES) and the National Museum of American History have joined forces to bring you *World War I: Lessons and Legacies*, a beyond-the-textbook look at the war and its aftermath. Created with generous support from The United States World War I Centennial Commission and the Smithsonian Women's Committee, *the World War I: Lessons and Legacies* poster exhibition provides a unique opportunity for visitors. The exhibition enables visitors to explore often-overlooked aspects of Americans' role in the war and the many innovations, complexities, and contradictions of a post-war world that seemed-especially in the United States-so suddenly modern. This exhibit will be displayed in the upstairs section of the Library the next three months.



Young Adult and Children's Services

Our Children's Services Supervisor attended this year's NHS and NMS College and Career Fair. This was a 3 hour event for students to investigate booths with representatives from state colleges and universities as well as local folks to talk about their careers and local opportunities for exploring future employment.

On November 21st, students, grades 6 - 12, were invited to the Teen Third Thursday program. The November program was a **FREE Bookend Painting** event in the McEntee Room where drinks and snacks were provided!



On December 4th, Students, grades K – 5th with a parent or guardian, were invited to the Wild Family Wednesday program. They were invited to come and enjoy our “*Polar Express*” movie event. Families watched *Polar Express* with cocoa, popcorn and crafts! They wore their jammies and met the conductor at this fun event.



Adult Services

We sponsored a paper quilling class led by a local artist, Karen Frantz. She taught students to make a quilled poinsettia, which can be used to decorate holiday items. The participants were delighted, and have asked if we can add more art classes.



We hosted a book release event by Dorothy Black Crow, for her latest novel, *The Black Cradleboard: A Lakota Mystery*.



Collection Development

The library continues to collect new materials based on journal reviews, various awards, patron suggestions, and the tracking of popular items. In this time of streaming services, many members of the community are unable to afford subscription costs, and look to the library to keep up with season after season of a hundred different programs on DVD, as well as award-winning new feature films and documentaries.

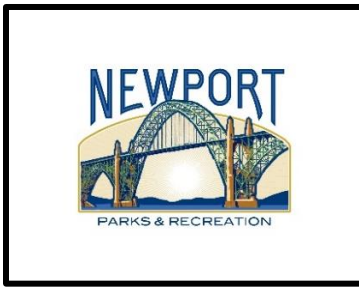
We weeded the Large Print collection to make room for new books. When books have not circulated recently or when they start to fall apart, they are candidates for the weeding process. Popular books that have become worn out are replaced.

Volunteers

The teen volunteer program currently has 12 dedicated teen volunteers and 4 new teen volunteers coming onboard shortly. The program is gaining a lot momentum due to the high use of our teen room and participation in teen activities.

Respectfully,

Laura Kimberly



Date: December 4, 2019
To: Spencer R. Nebel, City Manager
From: Judy Mayhew, Interim Director
Subject: Parks & Recreation Monthly Report – November 2019

Aquatic Center – Kathy Cline

Weekend attendance has been higher than normal, with open swim in the activity pool being the popular choice. Staff have done a great job of arranging their rotations to accommodate the fluctuation in bather load.

Recently we had a major maintenance issue with the spa; specifically, the main pipe that runs between the filter and the main valve developed a crack and resulted in water spraying all around the area of the mechanical room. This then resulted in the sensor on our fire alarm to be set off, and consequently the entire building was evacuated due to the alarm. Everyone performed well in what ultimately was a false alarm, but a good test of staff response.

Pure Water Pools has ordered the part for our spa and we hope that they can get the spa up and running the week of 25 – 29.

We also had to have Pure Water Pools come out and take a look at the VFD (Variable Frequency Drive) to our lap pool. The gpm flow display has been irregular, and appears that the flow rate is fluctuating. They determined that the issue was actually in the flow meter located in the water line, and they were able to remove some debris from the meter and resolve the issue.

This month we took a break from group swim lessons but continued to offer private swim lessons. We have scheduled an average of 25 private swim lessons per week this month. We are in the process of training two current employees to become swim lesson instructors. This will be a huge help once spring and summer come around as our private swim lesson requests significantly increase at that time of the year.

High school swim season began November 18th, which has resulted in some changes in our programming. Our club swim team and evening boot camp class have generously given up some of their pool space to accommodate the high school swim team. Our evening lap swim lanes have been reduced as well. Another change that we made in our programming this month is adding some independent exercise times back into our schedule. This allows some of our patrons to have a more relaxing exercise time without having children playing around them.

Our aquatic exercise classes have been a popular option for community members this month. Brenda Lutzel's Aqua Interval class is our most popular, with participation numbers reaching nearly 30 people during some classes.

We hired a new employee this month, Asher Molloy, and he will begin training on November 26th. We are looking forward to having Asher as a part of our team!

Recreation Center – Judy Mayhew

Staff met with representatives from NRPA (National Recreation and Park Association) Samaritan Health, and Oregon Health Authority to review the 60+ pilot program “Walk with Ease.” It was an interesting meeting, with additional partnerships for future programs being discussed.

Staff participated in a video conference facilitated by the Oregon Department of Forestry for instruction on completing the Tree City USA application. The application is due December 15.

On November 7, our School’s Out Program acknowledged Veteran’s Day and staff member Jenni Remillard brought in her old uniform, medals, and memorabilia from her 4-year stint in the army and shared them with the kids.

The Interim Director held a staff meeting with Building Attendants to review policies and procedures, and to discuss their concerns and suggestions.

Kathy Cline and Judy Mayhew met with Lindsay DeVries, the new Athletic Director for the Lincoln County School District. Topics of discussion included better communication between the entities and the current status of the cooperative use agreement.

Our annual Autumn Fest arts and crafts show was held on November 16 with over 45 vendors participating. We also had a waiting list of 6 additional vendors that we did not have room for. We are looking at reconfiguring our table layout for next year to accommodate more vendors.

Kevin Wilson is our newest class instructor, offering CPR/AED, Pediatric CPR, Adult First Aid and a 2-hour course titled “Stop the Bleed.”

November 27 was a non-school day, with 12 kids attending our program for the day. The kids walked to the bay front after learning about king tides, to compare that day’s king tide to regular tides.

Staff met with Tim Gross, Derrick Tokos, and the City Manager to discuss signage for the City Hall campus which would include the 60+ Center and the Recreation/Aquatic Center.

Santa visited the Recreation Center on Saturday, November 28. This is an annual event presented by the Chamber of Commerce which we have hosted for several years. Decorations were up and ready for Santa when he arrived.

Our Winter Activity Guide is out and covers December through February.



King Tides



Autumn Fest

Sports Division – Mike Cavanaugh

November 2 and 9: Nine youth volleyball teams finished their season by competing in games with teams from around Lincoln County. Matches were held at Siletz and Newport. We had 92 girls play volleyball in both the 3rd-4th and 5th-6th grade divisions.

November 18, 20: Girls' Middle School Basketball season started this month. There are 30 girls participating. November games were played against Dallas and Yamhill Carlton. Their season will run through December and into the beginning of January.

November 16: Held 1st-6th grade youth basketball season skills assessment. 178 youth are participating in the upcoming season. Assessments are held to rate each youth's skill level and to help split teams can be evenly.

November 19: Met with area basketball coordinators from Toledo, Lincoln City, Eddyville, Waldport and Siletz regarding the 1-6 grade basketball season. We finalized each area's total team numbers for all divisions. We reviewed season dates for the upcoming youth basketball season. Newport coordinates and develops the basketball rules, season info & schedules for all of Lincoln County.

November 20: MS Wrestling traveled to North Marion Middle School to compete in their first meet of the season. There are 15 wrestlers registered for this year's team.

November 21: Met with all coaches and assistant coaches for 1-6 grade basketball for training, review of league rules, and dividing of players. 19 Newport teams will participate in games throughout the county for the 2019-20 season.



60+ Activity Center – Peggy O’Callaghan

The 60+ Activity Center hosted the Annual Thanksgiving Dinner on Sunday, November 24. Approximately two-hundred forty dinners were served, including sixty-five to those who are house-bound. A big “Thank You” to the Young Professionals who cooked the meal, the Newport Eagles who provided funds to purchase the turkeys, the Chalet Restaurant for donating the pumpkin pies, and to the Girls Scouts who served plates and bussed tables.

Our first annual (we hope) Coffee Corral Challenge was held on Saturday, November 2. Coffee roasters throughout the county were invited to participate and give attendees a taste of their product. Approximately forty persons came to vote on their favorite coffee and various local dignitaries were on hand to judge the various roasts. Winner of the trophy was Jim Salisbury of Elk City Coffee. Congratulations, Jim!

The Band Past Forward held another great jazz concert at the 60+ Activity Center on Saturday, November 16, with 27 people in attendance. They will be taking a break in December, but returning to treat us to another concert in January.

The Fall Creek Fish Hatchery in Alsea was the destination for five of our 60+ Adventurers on Saturday, November 2. The annual festival held there featured a day of art workshops, fun activities, tours of the facility, and lunch provided by the Thyme Garden. The workshops included: Watercolor Painting, Fish Printing, Leather Working, Grocery Bag Stenciling, Christmas Ornament decorating, Alcohol Ink Tiles, and much more!

On Saturday, November 30, the van headed to the Oregon Coast Military Museum in Florence for the Festival of Trees, the perfect way to kick off the holiday season. The theme was "I'll Be Home for Christmas." The seven attendees walked through a winter wonderland and browsed dozens of beautifully decorated Christmas trees. Over 80 holiday-themed wreaths were available for purchase.



Noble
Professional
Dedicated

Newport Police Department **Memorandum**

Date: December 9, 2019

To: Spencer Nebel, City Manager

From: Jason Malloy, Chief of Police

Subject: Department Report – November 2019

I met with NPD Volunteers to review and discuss our Volunteer program. Volunteers identified strengths and offered suggestions for improvement with our program. I will meet with our Volunteers as a group in January to plan the upcoming year.

City Recorder Peggy Hawker and I attended a webinar regarding panhandling and homelessness. The webinar was informative, but focused on successes that large city's have been able to implement. Many of the solutions required a lot of funding.

I attended the City Council Work Session and continued the discussion regarding red light cameras. The Council requested additional information, which I will provide at a later date.

I met with Ginger Gou and Bill Dalbey, who represent an immigrant support group. They inquired about NPDs involvement with immigration enforcement. I explained Oregon law and that Police Officers are prohibited from immigration enforcement. We continued the discussion about common misconceptions involving local law enforcement and immigration enforcement.

NPD and LCSO have started discussions to replace our shared records management system (RMS). Lt. Gainer and I met with LCPD staff to review their newly implemented RMS. Currently, LCSO and NPD share a RMS. All other agencies in the County utilize their own RMS. We continue to discuss the importance and need for Lincoln County Law Enforcement to share data.

NPD moved forward with our final vacant Police Officer opening. Timothy Florez was selected to fill our last remaining Police Officer position. Florez is scheduled to begin in December.

Significant Events:

- Newport Police Officers, along with Newport Fire Department Personnel were dispatched to a structure fire in the 800 block of SW 7th St. Responding Officers located a residential building fully engulfed in flames upon arrival. Newport Fire Personnel, along with Fire Agencies from surrounding areas began fighting the fire upon their arrival. Responders were confronted with an uncooperative tenant. After numerous attempts to get compliance from Waterman, she continued to interfere with fire personnel's ability to conduct their operation. Waterman was taken into custody for Interfering with a Firefighter, a class A Misdemeanor.
- Lincoln County Law Enforcement agencies partnered with the U.S. Marshals Task Force to conduct a multi-law enforcement agency warrant sweep operation. The operation focused on the execution of outstanding felony arrest warrants, and the investigation of sex offender compliance, to include violations of the Adam Walsh Act. Other potential targets during this sweep included Lincoln County's "Most Wanted". During the two-day operation, 246 Sex Offender Registration Compliance Checks were completed in Depoe Bay, Lincoln City, Newport, Otis, Siletz and Toledo. During the compliance checks, one offender was arrested, one offender was issued a citation and released, and 23 offenders were issued warnings. Additionally, officers arrested six other persons during the sweep. Two persons were arrested for probation violations, three persons were arrested on outstanding warrants, and one person was arrested for drug-related offenses.
- Newport Police Officers were dispatched to the address of 811 SE 5th St. regarding a male subject who had been shot. Upon arrival, Officers found a male deceased with an apparent gunshot wound. The suspect remained on scene. Investigation revealed that suspect shot the victim during an argument. The suspect was taken into custody and transported to the Lincoln County Jail where he was lodged for Murder II. The Lincoln County Major Crime Team (MCT) was activated and are currently investigating the incident.
- Newport Police Officers were dispatched to a single vehicle rollover crash on the north end of the Yaquina Bay Bridge. Responding Officers located a vehicle resting on its side and blocking both lanes of travel on Yaquina Bay Bridge. When Officers approached the vehicle, they noted that the entire passenger side of the car had been ripped off during the crash. The driver and sole occupant of the vehicle, was still inside. Newport Fire Department Personnel removed the rear door of the vehicle so the driver could safely be removed. Officers on scene noted signs of impairment when speaking with the driver and he was transported to Samaritan Pacific Communities

Hospital for treatment of minor injuries. Once released from the hospital, the driver was taken into custody and lodged at the Lincoln County Jail on the charges of: DUII, Reckless Driving and Reckless Endangering.

Newport Police Department Monthly Statistical Review



SELECTED CALLS FOR SERVICE (CFS)	NOVEMBER 2019			ARRESTS
	THIS MONTH	LAST MONTH	SAME TIME LAST YEAR	
SEX OFFENSE	5	3		1
ROBBERY	0	0		0
ASSAULT	5	7		1
BURGLARY	2	3		0
THEFT	37	38		5
MOTOR VEHICLE THEFT	4	2		2
FRAUD	6	5		0
GRAFFITI/VANDALISM	0	2		0
NARCOTIC/DRUGS	6	9		39
DOMESTIC DISPUTE	30	18		0
LIQUOR VIOLATION	0	0		0
DUII	1	4		2
TRESPASS/PROWLER	44	45		5
HIT & RUN	0	0		1
ANIMAL PROBLEM	16	20		0
SUSPICIOUS PERS/ACT/VEH	78	108		0
ALARM	36	43		
ASSIST OUTSIDE AGENCY	87	85		0
WARRANTS	5	4		14

TOTAL CALLS FOR SERVICE **1,355** **1,430** **1,631** **75**

November Overtime Hours	
Shift Coverage	108
Court	6
Investigations	82.25
Administration	5
Training	138.5
Other	30.25
Grant	0
TOTAL HOURS	370

Top 5 Traffic Citation Charges	
Driving While Suspended	14
Driving Uninsured	10
No Operators License	9
Fail to Carry Proof Insur.	3
Fail to Renew Registration	2
TOTAL CITATIONS	62

PARKING CITATIONS **104**
TRAFFIC WARNINGS **35**

Volunteer Hours **74**