

# Monthly Departmental Reports



October 2019

# Newport Municipal Airport Monthly Department Head Report



ACT – I was confirmed at the October meeting and am now a part of the ARC review committee. I will have further training in November. James Feldmann, AICP Sr Transportation Planner ODOT Region 2 area 4, contacted me about joining the Aviation Review Committee (ARC) for the ASAP grants. Stephanie Nappa will bring this up to the CWACT Executive Committee at their October meeting.

Fuel Tanks – Fuel farm project is completed.

City training – Hosted a City training for the Police, Fire, and Public Works about the airport and operating at the airport. About 30 employees showed up and had lots of positive feedback on the training.

Lowering Minimums – No new update. Received following email from Kyle Thompson WFTPT South Team Lead FAA: We have received your request. Our process for validating projects has been in undergoing a change for approximately the last 5-6 months. During this time all requests were put on hold. The new process is now in place; however, we have not yet sent your request to a specialist to determine feasibility, as we are clearing all the requests over this time period as they came in. You should expect to be contacted by a specialist soon. If you have not been contacted within the next 30 days, please let myself and Bev Tulip (cc'd) know.

DEQ 1200z permit – City had meeting with DEQ and presented case on issues. DEQ reviewed findings and reduced civil penalty to \$9,000 from \$13,000. City has accepted settlement offer.

FEMA – No update. Was contacted by Randy with FEMA about who should be on the MOA for the City. I am waiting FOR Randy to send the MOA.

Fire Flow – Lincoln County has reached out to the City about building animal shelter at airport. The County is also willing to help resolve fire flow issue at airport. After further testing the problem lies at the highway crossing. City engineering is working with Seal Rock water District for best solutions.

Parking Lot – No update Tim Gross will be coming out with Justin to look over the parking lot layout and finish the re-striping.

Oregon Airport Managers Association – I have been elected to be the secretary for the Oregon Airport Managers Association board. I am looking forward to working with my fellow airport managers on the board.

AWOS – Brian Findley with DBT preformed the annual AWOS inspections and it passed with flying colors.

Jet-A truck – Filters have been changed and new batteries were required for the truck.

Life Flight – Life Flight has returned to operations out of the FBO. The city had installation of door on FBO stair well to address Life Flights security concerns. FBO staff also did sound proofing on the upstairs office doors.

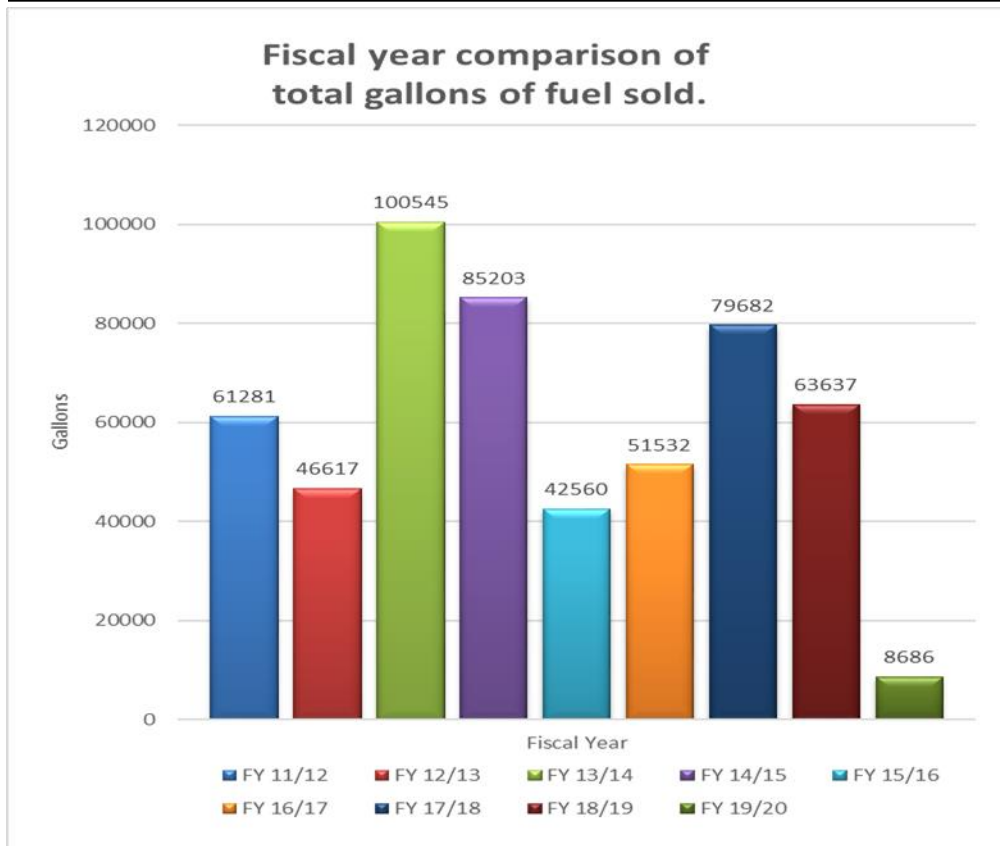
Hall property – Hall requested to update airport access list.

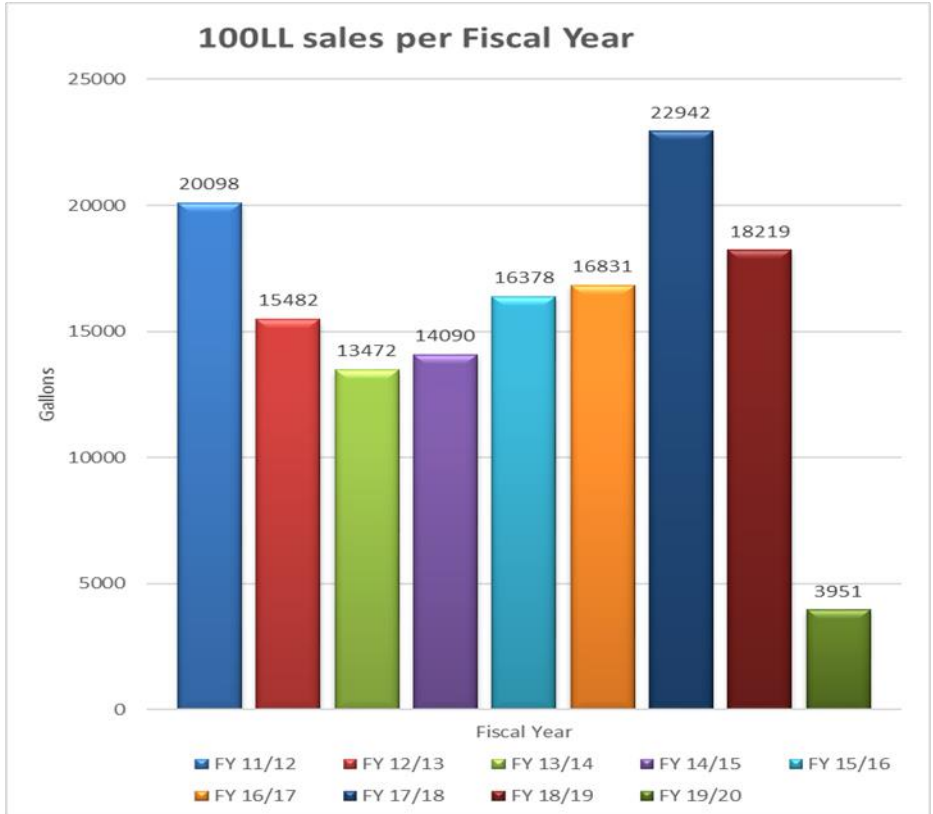
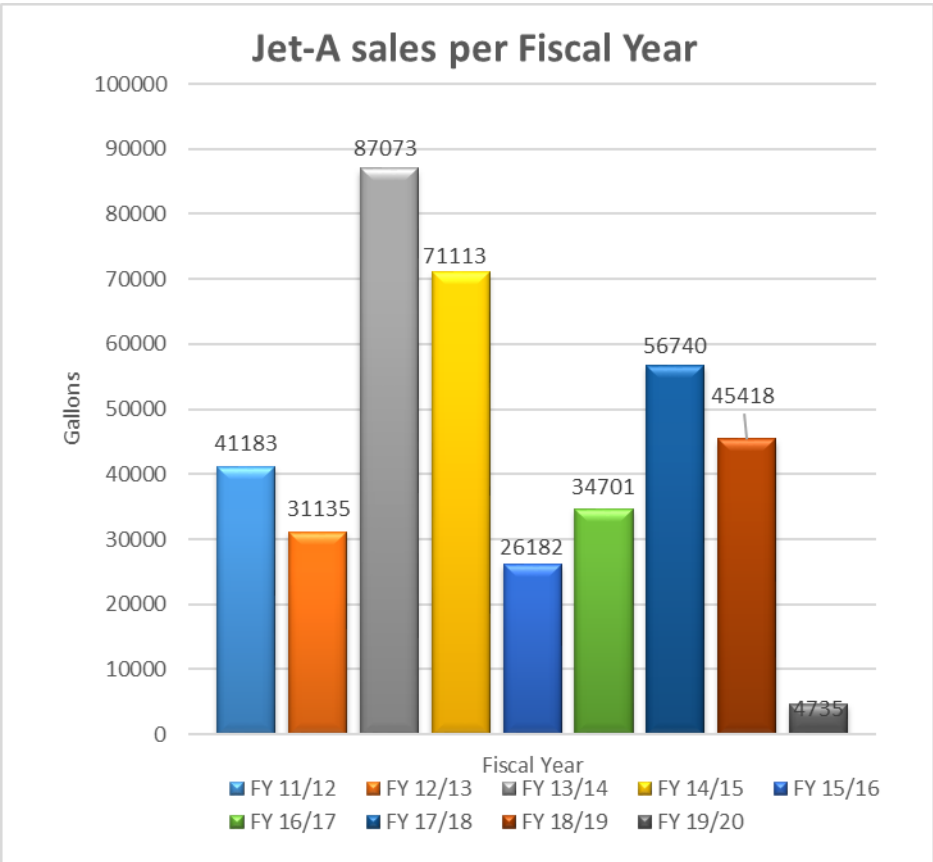
COAR Grant – submitted a COAR grant to help with next year's matching funds for the Storm piping rehab project.

ODA Board meeting – attended the ODA board meeting. Public hearing on the Aurora master Plan, Airport Layout, Findings of Compatibility, and Findings of Compliance. Lots of public testimony on the subject.

Following is how we finished the month of October 2019.

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	408	418	826	1725	1930	0	3655
Aug	334	331	665	866	124	0	990
Sept	275	278	553	1351	771	0	2122
Oct	351	357	708	2394	856	270	3520
Nov			0				0
Dec			0				0
Jan			0				0
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
<b>Cur. FY</b>	<b>1368</b>	<b>1384</b>	<b>2752</b>	<b>6336</b>	<b>3681</b>	<b>270</b>	<b>10287</b>
<b>FY 18/19</b>	<b>3826</b>	<b>3860</b>	<b>7686</b>	<b>45418</b>	<b>5768</b>	<b>13458</b>	<b>64643</b>
<b>FY 17/18</b>	<b>4008</b>	<b>4033</b>	<b>8041</b>	<b>56740</b>	<b>5579</b>	<b>17363</b>	<b>79682</b>
<b>FY 16/17</b>	<b>3685</b>	<b>3701</b>	<b>7386</b>	<b>34701</b>	<b>5001</b>	<b>11830</b>	<b>51532</b>
<b>FY 15/16</b>	<b>4263</b>	<b>4234</b>	<b>8497</b>	<b>26182</b>	<b>7854</b>	<b>8524</b>	<b>42560</b>
<b>FY 14/15</b>	<b>3686</b>	<b>3572</b>	<b>7258</b>	<b>71113</b>	<b>5985</b>	<b>8103</b>	<b>85201</b>
<b>FY 13/14</b>	<b>3199</b>	<b>2914</b>	<b>6113</b>	<b>87073</b>	<b>4098</b>	<b>9374</b>	<b>100546</b>
<b>FY 12/13</b>	<b>3121</b>	<b>3083</b>	<b>6204</b>	<b>31135</b>	<b>4430</b>	<b>11049</b>	<b>46614</b>
<b>FY 12/11</b>	<b>3219</b>	<b>3181</b>	<b>6400</b>	<b>41183</b>	<b>4275</b>	<b>15823</b>	<b>61281</b>
<b>FY 10/11</b>	<b>3023</b>	<b>3085</b>	<b>6108</b>	<b>73458</b>	<b>4119</b>	<b>12004</b>	<b>89581</b>
<b>Average</b>	<b>3526</b>	<b>3475</b>	<b>7001</b>	<b>52698</b>	<b>5168</b>	<b>11759</b>	<b>69625</b>





<b>Rental Cars</b>							
<b>CY</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
JAN	2	2	11	4	2	24	38
FEB	5	4	8	4	23	37	27
MAR	9	5	7	4	14	24	59
APR	4	5	10	7	25	35	49
MAY	14	9	8	4	24	40	60
JUN	9	12	28	8	28	36	67
JUL	22	16	30	16	55	67	93
AUG	24	3	25	10	53	55	93
SEP	14	10	14	16	37	54	63
OCT	8	5	13	9	22	39	42
NOV	14	2	11	3	21	40	
DEC	1	1	4	7	25	25	
<b>Total</b>	<b>126</b>	<b>74</b>	<b>169</b>	<b>92</b>	<b>329</b>	<b>476</b>	<b>591</b>

<b>Courtesy Cars Loaned Out</b>								
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
JAN	0	0	33	23	28	21	16	31
FEB	2	0	16	17	23	21	24	14
MAR	2	0	29	41	25	32	32	46
APR	2	0	28	36	42	26	32	40
MAY	9	0	29	20	45	51	39	39
JUN	14	0	19	43	48	37	54	40
JUL	10	28	39	41	52	57	53	52
AUG	0	27	19	38	43	45	35	43
SEP	0	25	25	32	31	45	43	34
OCT	0	35	12	22	14	41	34	47
NOV	0	22	19	29	22	11	28	
DEC	0	8	10	16	17	17	11	
<b>Total</b>	<b>39</b>	<b>145</b>	<b>278</b>	<b>358</b>	<b>390</b>	<b>404</b>	<b>401</b>	<b>386</b>

I have included some pictures from October.

October 31, 2019



Cirrus SF50



Cessna 680





Lear Jet 35A



Showker A26







# Memo

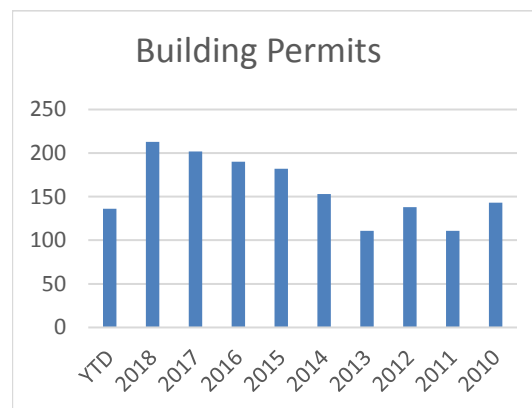
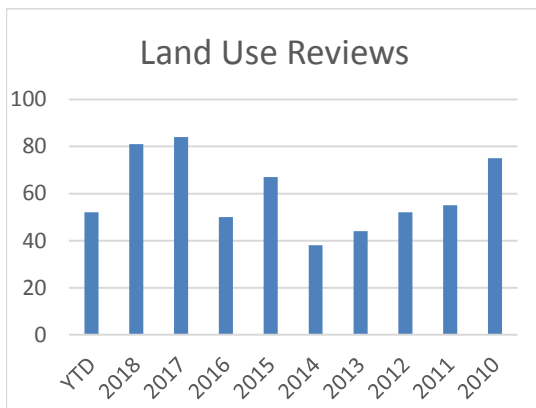
**To:** Spencer Nebel, City Manager and City Council  
**From:** Derrick Tokos, Community Development Director  
**Date:** November 26, 2019  
**Re:** Department Update

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

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Oct	14 (\$27,618.08)	26 (\$3,577.60)	4 (\$1,067.98)	14 (\$1,188.99)	\$1,248,805	4 (\$387.00)
2019 Total	136 (\$234,282.63)	230 (\$31,394.47)	64 (\$33,710.12)	130 (\$14,484.32)	\$21,172,340	52 (\$22,773.00)

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 will be granted.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street: – Temporary occupancy issued for all floors of the expansion building. Demolition work on the older multi-story building complete, permits have been issued for the remodel, and the seismic retrofit is underway. Exterior framing and brick veneer is installed, and interior framing and drywall is underway. New off-street parking is being phased in. Curb, gutter and sidewalks are being built, and once construction is finished, City will overlay streets with reimbursement from hospital per IGA. Updated IGA to be presented to City Council on 12/2/19 to include realignment of SW 11<sup>th</sup> and Harbor Drive intersection (District to construct and City to reimburse).

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 71<sup>st</sup> Street: – Construction of a new 19 suite (24 bed) memory care facility at the end of NE 71<sup>st</sup> 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 (@ 31<sup>st</sup> 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 is reactivating plan review, and that work will start in December.

Surfview Village Apartments at NE 60<sup>th</sup> 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. They anticipate that the units will be available summer of 2020.

Habitat for Humanity: – Duplex to be built on city-owned lots abutting 10<sup>th</sup> 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.

Les Schwab Tire Store (550 E Olive): - Project is substantially complete and temporary occupancy has been issued.

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.

Newport Brewery. (1118 SW Canyon Way Dr): - All outstanding issues addressed and occupancy issued.

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 7<sup>th</sup> 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 is addressing plan review comments and hopes to install pile during the in-water work period (11/19 to 2/20).

### **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](http://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 32<sup>nd</sup> to 35<sup>th</sup> 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.

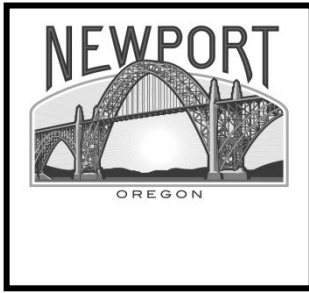
FEMA Flood Study and new FIRM Maps: Maps and ordinance amendments were adopted effective 10/18/19.

SE 62<sup>nd</sup> 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 62<sup>nd</sup> 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 50<sup>th</sup> Street, which is currently an easement access, are complete and the surveyor is working on the new 62<sup>nd</sup> 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 October, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Bike/Pedestrian Committee, DLCD Fall Coastal Planners, Regional Housing, DLCD Tsunami/"Beat the Wave" Modeling, Airport Timber Access (Affected Owners), USDA Rural Development (Pacific Seafood, Port), Transportation System Plan Policy Advisory Committee, Park and Recreation Staff/Committee, Central Lincoln PUD Reservoir Utility Alignment Tour, Oregon Infrastructure Summit (panelist), and Oregon Chapter of the American Planning Association Conference (panelist).



Date: November 7, 2019

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

From: Steve Baugher, Assistant Finance Director

Subject: October 2019 Finance Monthly Report

**Water/sewer Billings -summary and Aging detail**

On October 31, 2019, a total of 4,576 water/sewer accounts were billed for a combined amount due of \$928,694. 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 October 31, 2019, \$821,114 is current, \$40,506 is past due from September billings, \$9,159 is past due from August billings, and \$107,782 is past due from July 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 October 31, 2019, Aging Report shows accounts receivables at \$220,802. This amount includes a Bed & Breakfast business debt of \$3,020 for delinquent room tax monies. Due to filing of a lien on personal property, an amount of \$25,599 was added to the Accounts Receivable (AR) listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues on the subject property. A summary of the October 31<sup>st</sup> 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. Hopefully, this is a one month aberration.

Billings:

Future and current	132,139	59.85%
Over 30 days	2,947	1.33%
Over 60 and 90 days	9,915	4.49%
Over 120 days	75,801	34.33%
	<u>220,802</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 \$17,819. The Airport Director and City Manager are working with Hertz Corporation to resolve.

The net receivables, excluding the four aforementioned accounts in the amount of \$65,833, total \$154,969.

**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 13.61%, and the comparison for the years between 2018 and 2019 fiscal years, show an decrease of 1.64%. We have the data through September of the 2019-20 fiscal year, the comparisons between it and the 2018-19 fiscal year, we show a decrease of 22.42%. 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	619,405	-0.6447%	571,955	-7.6606%
August	560,765	558,401	694,943	698,934	0.5743%	470,471	-32.6873%
September	372,344	429,247	466,563	443,728	-4.8943%	324,594	-26.8484%
October	246,642	274,706	289,383	314,268	8.5993%		0.0000%
November	156,947	177,669	167,058	200,612	20.0852%		0.0000%
December	121,038	131,917	164,141	167,605	2.1104%		0.0000%
January	135,107	125,038	162,767	181,927	11.7714%		0.0000%
February	217,381	202,269	253,458	182,107	-28.1510%		0.0000%
March	266,903	278,869	300,083	291,531	-2.8499%		0.0000%
April	243,530	263,340	290,179	264,926	-8.7026%		0.0000%
May	274,872	316,757	393,963	360,635	-8.4597%		0.0000%
June	381,796	409,197	444,774	455,339	2.3754%		0.0000%
Total	<u>3,538,528</u>	<u>3,741,661</u>	<u>4,250,736</u>	<u>4,181,017</u>	<u>-1.6402%</u>	<u>1,367,020</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 \$41,249 with \$32,942 over 90 days due.

Billings:		
Current	4,647	11.27%
Over 30 days	1,530	3.71%
Over 60 days	2,130	5.16%
Over 90 days	32,942	79.86%
	<u>41,249</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 October reviewing long term expenditure information prepared by the City. The Finance Work Group is meeting in November to continue the review long term expenditures identified in earlier meetings and to review revenue information.

## Conferences and Training

Mike attended the October Oregon Governmental Finance Officers Association conference in Portland.



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

November 8, 2019

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

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

In the month of October, we had 150 calls for service. Compared to September in which we had 164 calls. This is a 9% decrease from last month. In October of 2018, we had 189 calls (this is a 21% decrease from last year!). Year-to-date we have responded to 1903 calls in 2019. This is a 1% decrease from 2018. We responded to 1928 calls at this time last year. There were 5 calls of note in October.

The first call was on October 1. NFD responded to a T-Bone motor vehicle crash with one patient trapped on Hwy 101 at NW 58<sup>th</sup> Street. One patient with arm injuries had to be extricated. The second call occurred on October 3. NFD responded to the 400 block of SE 35<sup>th</sup> Street for an Apartment Fire. Crews found a small fire on the third floor balcony area. The cause was carelessly discarded smoking debris. Fire Damage was contained to the balcony area. There was some water damage to the third and second floor of the unit. The next call of note occurred on the 13<sup>th</sup>. NFD responded to a Mutual Aid request from Toledo Fire. We responded with a water tender to the 300 block of SE Bay Road for a fire in a de-barker machine. The fourth call of note occurred on the afternoon of Halloween. NFD responded to a structure at the 800 block of SW 7<sup>th</sup> Street. A former motel, which had been converted to an apartment was fully engulfed in fire upon our arrival. Fire crews used large diameter hose lines to contain the fire to the unit of origin. The neighboring unit suffered some fire damage, but this was kept to a minimum by the fire work of our crews. There were no injuries reported. The police had to arrest one person for interfering with our operations. The final call of note occurred on the same day, right as we were finishing up on the fire. We were called to MP 2 on Yaquina Bay Road, for a person trapped in a car that went down an embankment. Although the occupant of the small pickup was uninjured, he was not able to get out the vehicle, and had very limited mobility. Add that the vehicle was in a precarious position, extricating him safely from the vehicle proved challenging. We began with securing the vehicle to our rescue, then securing him to his seat. Then we lowered him down to a litter and carried him to a waiting ladder. Then we used ropes to haul him up to the road way. All told, this took about 1.5 hours, and about 10 personnel to complete.

In October, 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 October. On October 2, I met with city administration to discuss some personnel issues. On the 7<sup>th</sup>, I attended a regular department head meeting. In the evening, I attended City Council. On the 8<sup>th</sup>, I met with the City Manager. Later that day, I met with Spencer, Derrick Tokos, Joseph Lease, and Tim Gross to discuss some ongoing capital projects tied to the main fire station's certificate of occupancy. On the 9<sup>th</sup>, FPO Ragan and I toured the Oregon Coast Aquarium to view their access and water supply. On October 10, I hosted the City's radio show, Newport Today. I focused on Fire Prevention since it was National Fire Prevention Week. On the 14<sup>th</sup> we held the written test for our open firefighter position. 13 people



took the test. In the evening, I attended the Planning Commission meeting to give testimony on the Aquarium's expansion plans. I'm happy to say the Aquarium staff have been very good to work with. On the 15<sup>th</sup>, a fire alarm contractor came to do a walk-through of our main fire station. This is part of our ongoing efforts to finish our requirements for a COO from the building official.

On October 16, I attended a personnel matter at City Hall. Later I attended a fundraiser for the Fire Department held at the Rogue Pub down on the Bay Front. This was to commemorate the 25<sup>th</sup> anniversary of a fire that occurred in the restaurant. I am happy to say, that by unanimous decision of volunteers and staff, the \$1,000 check Rogue graciously gave the Fire Department is being donated to help the Chief and Assistant Chief of Toledo with their recovery. On the 17<sup>th</sup> and 18<sup>th</sup>, I was out sick with the flu. I don't recommend it. Please get your flu shot. On the 21<sup>st</sup>, I attended a regular department head meeting. In the afternoon, fire department staff, along with EPC Martinez coordinated the City's annual evacuation drill. I am happy to say, staff were very quick and organized. Peggy Hawker did a great job as Acting City Manager. On the 24<sup>th</sup>, EPC Martinez did a great job hosting a tabletop exercise in our EOC (which is located in the City Council Chambers). The scenario was a catastrophic failure of the Big Creek Dam. Many staff commented this was the best exercise we have held. On the 25<sup>th</sup>, I met with HR Director James about a personnel matter. On the 26<sup>th</sup>, I taught the latest LISTOS class about fire extinguishers. Then I held a question and answer session with them. There were about 15 people in this latest class. On the 27<sup>th</sup>, NFD sent 5 firefighters and our brush engine as part of a Strike Team of brush engines from Lincoln County to the Kincaide Fire in Sonoma County California. The crews were there for 7 days as part of a 15 Strike Team contingent from Oregon. This is the second year in a row, NFD has sent staff and volunteers to help California. Last year, we sent crews to the Camp Fire. On the 29<sup>th</sup>, I met with HR Director James to review the written test results, and the customer service survey results and discuss next steps in the firefighter hiring process. We decided to invite the top 5 candidates to our next step in the process on November 15. This is the panel interviews and EMS assessment center.

### **Fire Prevention**

4	Annual Inspections
3	Inspections for Assembly Use
2	Inspections for Complaint
10	Plan Reviews
1	Pre-Plan Inspection
14	Re-inspections
8	<u>Vacation Rental Inspections</u>
42	TOTAL

### **Community Outreach**

Lt. Giles assisted 5 families with car seats during the month of October. Of those, there was 1 car seat that was found to not be compatible with the vehicle.

### **Upcoming Activities**

We have many activities planned for the month of November. As mentioned before, on November 14 we will be holding interviews and an EMS assessment center for our top 5 candidates for the open firefighter position. From there, the top 3 will move on to a final Chiefs Interview, which will occur on the 16<sup>th</sup>. Also, on November 20, we will be helping OCCC fill the water barrels in their

disaster cache in South Beach. .

## **Training Report**

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

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

- Equipment Location and Familiarization
- SCBA Endurance
- Public Relations
- EMS, Cardiac Emergencies
- Water Supply
- Hose Handling

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

During the month of October, 130.5 hours of training were documented. Of the 130.5 hours of training in October, the paid staff logged 34.0 hours and the volunteers logged 96.5 hours. Year to date Newport Fire personnel, volunteer and staff combined, have documented 2545.0 hours of training.

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

Newport Fire is continuing its Driver Certification class with the classroom portion of the driver's course to be scheduled for November.

The countywide Firefighter 1 Academy began September 3<sup>rd</sup> and is every Tuesday and Thursday, along with a couple of Saturdays, and will run to the end of January. Currently Newport Fire has seven personnel attending the Academy and the total Academy class size is 31 to date.

## **Emergency Preparedness Monthly Report R. Martinez, Coordinator**

The Emergency Preparedness Monthly report will be included in next month's report.

Respectfully submitted,  
Rob Murphy, Fire Chief

# NEWPORT FIRE DEPARTMENT

## City Report October 2019

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	16	2			
AUTOMATIC ALARMS:	5	2	BURN PERMITS:	0	0
MEDICAL CALLS:	80	7	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	5	1	FIREWORKS DISPLAY:	0	0
RESCUE:	1	1	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	1	6	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	18	1	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	4	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

### OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	4	2
HOSPITAL/CARE CENTER:	1	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	0	0	RESIDENTIAL:	6	0
LABORATORIES:	0	0	RESTAURANT:	1	0
LAUNDRAMATS:	0	0	SCHOOLS:	2	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	1	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	1	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	1	TRAILERS:	0	0
NATURAL COVER:	6	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

# NEWPORT FIRE DEPARTMENT

## City Report October 2019

### CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	1	0	HEATING APPLICANCE:	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:	0	0	OPEN FIRES:	6	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	2	0
FALSE ALARM:	8	2	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	4	1
FLAMMABLE LIQUID:	0	1	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

### LOSS OF LIFE

CIVILIAN: 0    FIREFIGHTER: 0

### INJURY

CIVILIAN: 0    FIREFIGHTER: 0

# DEPARTMENT REPORT HUMAN RESOURCES OCTOBER 2019

## RECRUITMENT AND STAFFING

New Hires/Promotions	None		
Separations	10/18/19	Hank Yolman	Utility Worker I
Interim Changes	None		
Retirements	None		

### Recruitments by Department

#### **Police**

Reserve Police Officer – volunteer positions	Interviewing
Police Cadet	Interviewing
Police Officer (3 openings)	In Background

#### **Public Works**

Utility Worker I	Interviewing
Public Works Operations Superintendent	Open

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

Safety Officer	Open
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#### **Library**

Library Specialist II	on hold
Librarian I	Filled

#### **Parks and Recreation**

Building Attendant	Filled
Building Attendant	Interviewing
Building Attendant	Open
Lifeguard/Instructor	Filled
Lifeguard/Instructor	Filled
Lifeguard/Instructor	Filled
Recreation Leader	Filled
Recreation Leader	Filled
Recreation Leader	Filled
Recreation Leader	Open

Control Desk

Filled

**Fire**

Firefighter

Interviewing

**Community Development**

Associate/Senior Planner

Open

**SPECIAL PROJECTS – IN PROCESS**

Employee Handbook Revisions – in process

Independent Contractors –in process

Administrative Manual –in process

Payne West – Safety and OSHA Report – Meeting held with Safety Committee Chair and Safety Officer to review findings of report and determine items that need to be follow-up on –work is ongoing

Management Training

NEA Negotiations - in process

2019 Wellness Events for November and December

Cultural Competency Initiative – in process

**SPECIAL PROJECTS – COMPLETED**

Wellness event for September



# Memo

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

## Administration

The Library Director and supervising librarians successful submitted the 2019 Oregon Public Library Statistical Report. The reporting deadline is October 1. The State Library of Oregon collects annual service measures and other statistics from all legally established public libraries in the state. Much of this data is then reported to the Institute of Museum and Library Services (IMLS) to inform a national Public Library Survey data collection effort. The data reporting period matches the state fiscal year each year, July 1 through June 30.

On Friday, October 18, 2019, an all staff in service day was held. Staff from Driftwood, Newport, Toledo, Waldport, Siletz, Tillamook and the Oregon Coast Community College gathered at the Newport Public Library to share ideas, strengthen collaboration between Lincoln County and Tillamook County libraries, and provide low cost professional development. There were approximately 70 library staff and Board members attending. We will be sending an evaluation for participants to complete.





On October 20, the Library's team, the Bibliophiles, participated in the Newport Community Spelling Bee, which raises money for academic programs at Newport High School. Thanks to everyone who bailed us out when we misspelled a word!



On October 21, the Library participated in the city wide evacuation drill to further prepare ourselves for a city-wide disaster. The evacuation drill was done in conjunction with the Great Oregon Shake Out exercise.

On October 23, the Library Director attended the first added value Leadership Lincoln class at the Greater Newport Chamber of Commerce office. The added value classes are led by Dr. John Baker.

The Library Director was on vacation visiting family from Thursday, October 24 to Tuesday, November 5.



Library staff got into the Halloween spirit on October 31st. Happy Halloween from the staff at the Newport Public Library!



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.



### Centennial Celebration

It's still not too late to participate in the Centennial Book Challenge. We have issued a challenge to read 100 books in a year, beginning on September 1, 2019 through August 31, 2020. We've had 123 people sign up so far.

On October 16, we welcomed the Lincoln County Historical Society Curator Krissy Sonniksen. Since 1948, LCHS has been preserving, publishing and educating the county about our local history. The Society maintains two historic structures: The Burrows House Museum and the Pacific Maritime Heritage Center as well as the Log Cabin Research Library. Krissy spoke on the variety of researchers and guests that visit the museums and how the collection can lead to discovery, enlightenment and answers to lifelong queries. We had 15 attendees for the program.



***Newport's Living Room***

The Documentary Explorers Camp at Oregon Museum of Science and Industry's (OMSI) Camp Gray has created a documentary on Newport Library featuring its centennial. Check out the video at <https://vimeo.com/356967328>

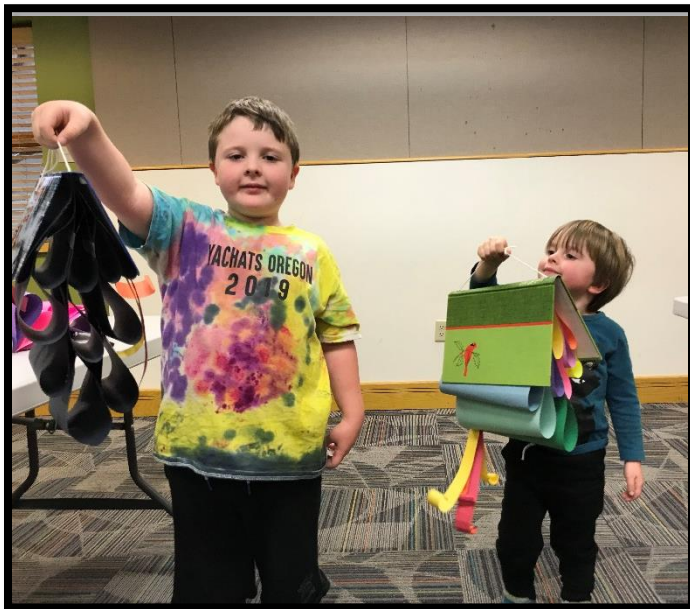
### **Smithsonian Institution Traveling Exhibition Service**

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 couple of months.



## Young Adult and Children's Services

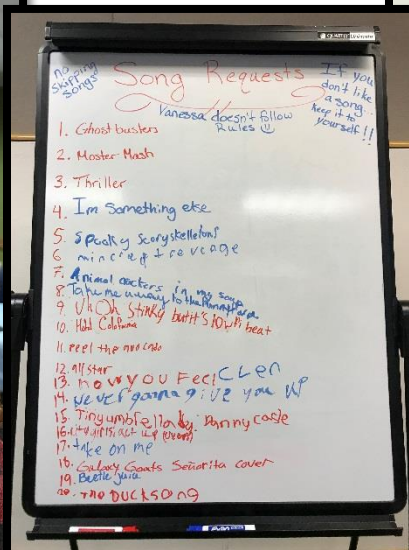
On October 2, children in grades K-5 had the opportunity to create dragon books during the Wild Family Wednesday program.



On October 11, The Shifty Sailors performed children's favorite maritime songs in the McEntee Meeting Room. This performance was free for all library visitors. We had 42 participants attend the program.



On October 17, 42 teens participated in the Teen Third Thursday program. Kids in grades 6-12, participated in face painting and wound making. The program was a huge success.



On October 25, children from preschool through 5<sup>th</sup> grade had the opportunity participate in, "School's Out, Library's In!" Children were able to create make and take crafts.

**School's Out, Library's In !**  
 Friday October 25 from 10:00 a.m. - 1:00 p.m.

Join us for "Make & Take" Crafts  
 For Preschool-5th Grade with parent or guardian, FREE !

On Sunday, October 27, we hosted a graduation party for kids who aged out of the Dolly Parton Imagination Library program. If you have children under the age of 5, they are eligible to receive a free book a month.



On October 29, twin ladybugs showed up at Tuesday's Bilingual Storytime. At this weekly program, staff read a story in English and Spanish, as a way to introduce a new language and to welcome Spanish speakers to the library.



## Adult Services

On November 1st, the Library had a paper quilling class. Karen Frantz taught students to make a quilled poinsettia, which can be used to decorate holiday items. Everyone seemed to enjoy the class!



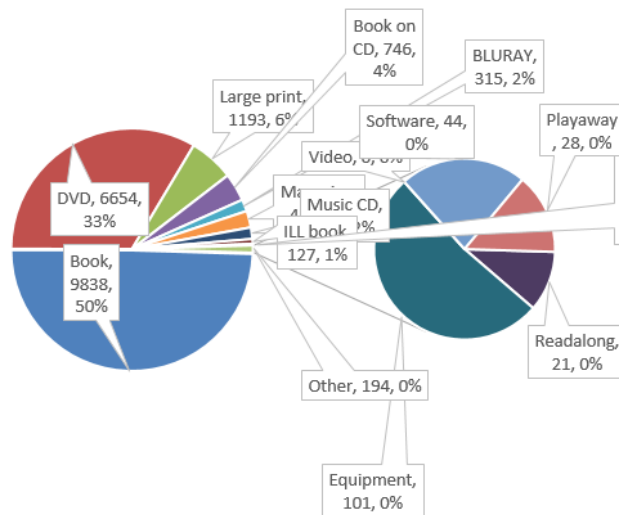
Do you Geocache? If not, it's easy to sign up with <http://ow.ly/ULRs50wSwwl> and start exploring! Here are some of the comments posted for the Newport Public Library Multicache!



## Circulation

The staff has been happy to welcome back BBSI temp Apinya Garner, who is helping to cover some unfilled labor hours, including an unstaffed 8-hour Saturday shift. Apinya has a wonderfully positive attitude and works at Circulation and on assigned projects.

Newport checked out almost 20,000 physical items in October, more than half of which were books and one-third of which were DVD's. The most frequently checked-out book was *The Bitterroots* by CJ Box, and the most frequently checked out movie was *Hotel Mumbai*!



## Collection Development

Inventory of DVDs continued from October into November, in order to detect theft and find items that are out of place or otherwise problematic. Inventory is a good precursor to identifying less desirable items in order to make space for replacements and new items. Each plastic case needs to be opened, so that we can confirm the contents are inside and correct, and so that broken cases can be detected and replaced as well.

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.

## Outreach

Fae Kelley was one of the Outreach to Senior Adult Summer Reading winners. She was very excited to win a portable DVD/CD player from the Library.



Library staff visited the Newport High School and Newport Middle School Career Fair. They had the opportunity to interact and share information about the library, our resources and services, and what is involved with becoming a Librarian. Library staff interacted with 399 people over the course of both career fairs.

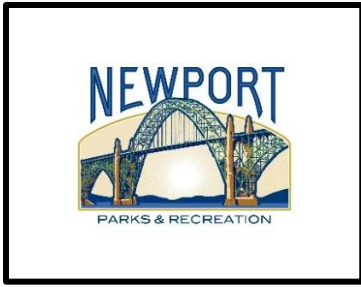
### **Volunteers**

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: November 5, 2019  
To: Spencer R. Nebel, City Manager  
From: Judy Mayhew, Interim Director  
Subject: Parks and Recreation – October 2019

### **60+ Activity Center – Peggy O’Callaghan**

The 60+ Activity Center hosted the Lincoln County Public Health Flu Clinic on Friday, October 4<sup>th</sup>, with an attendance of approximately 70 persons.

The Band Past Forward held a jazz concert at the 60+ Activity Center on Saturday, October 19<sup>th</sup> with 24 people in attendance.

The U.S. Census Bureau held a job fair at the 60+ Activity Center on Tuesday, October 22<sup>nd</sup>. Six persons inquired about the positions available during the 2020 census.

Halloween was celebrated with Dee’s Monster Mash on Tuesday, October 29<sup>th</sup>. Forty persons were in attendance to enjoy the great refreshments, awesome music and dancing.

A Meditation Workshop was held on Thursday, October 24<sup>th</sup>. Twelve persons attended this informative workshop, which was taught by Joseph Armenio.

William Beaver of Miracle Ear in Newport was at the 60+ Activity Center on Wednesday, October 16<sup>th</sup> to discuss the importance of “Hearing Health.” He also offered free hearing aid cleaning and checks.

On Thursday, October 24<sup>th</sup>, Tys Dammeyer discussed healthy aging, including nutrition and supplements. She gave a brief description of various types of diets, such as vegan, vegetarian, keto and paleo.

“Genealogy: Getting Started Exploring Your Family’s History” was the topic of an educational presentation on Thursday, October 3<sup>rd</sup>. Muriel King from the Lincoln County Genealogical Society gave an overview of the Society and how to begin researching ancestors and building a family tree.

Three trips were made by our 60+ Adventurers. On Saturday, October 12<sup>th</sup>, 10 persons traveled to St. Paul to enjoy the pumpkin and pig races. Rave reviews were given about the fun time they had. Early Christmas shopping at the Salem Downtown Mall was the goal of our travelers on Thursday, October 24<sup>th</sup>. Five persons headed to Albany on Wednesday, October 30<sup>th</sup> to visit the Historic Wooden Carousel and Hoffman Covered Bridge. One of the highlights was watching the master wood carvers in action.

## **Aquatic Center – Kathy Cline**

### **FACILITY:**

Replaced the pallets that we previously were using to store our bagged chemicals, with thicker plastic ones, to help keep the chemicals up off the ground and dry. This satisfied the Safety Committees request to remedy the old situation of the bags potentially getting wet.

Conducted additional training with Lead Guard to add yet another aspect of pool maintenance routine to the Lead Guard duties: cleaning all of the strainer baskets downstairs. These baskets keep debris from getting into the pumps, so as they become clogged, require cleaning. We have 4 of them; one for each of the pool's circulation pumps, and one for the lazy river pump. To do this we have to shut down pumps and close pipes to then be able to open the basket compartments and change out the baskets. Once the "dirty" basket is out, we leave to dry for a couple of days so that we can then take a wire brush and clean it.

Most people don't realize how much debris actually gets into the pool, and why we are so strict about showering, gum chewing, and not wearing street clothing into our pools: On the left is a cleaned basket and on the right is one we have just changed out.



Daily pool maintenance consists of monitoring and maintain chemical supply levels, water chemistry levels, and making needed adjustments to maintain proper water balance and sanitation levels, filtration monitoring and cleaning of all sand filters, strainer baskets, flow rate monitoring and overall facility cleanliness.

### **PROGRAMS:**

Our instructors have been busy this month! We had a successful October group swim lessons session with a total of 42 children enrolled. This session included the popular Aqua Babies class, which parents and infants always enjoy. Our staff did a great job of stepping up and covering for classes when we had instructors out sick. We received positive feedback from parents at the end of the session. Aside from group lessons, we have scheduled an average of 26 private swim lessons per week this month.

We had 11 pool and lane rentals in October. It is great to see our facility being utilized by a variety of different groups including Special Olympics, Job Corps, Scuba classes, the Coast Guard, and the Oregon Coast Aquarium.

### **STAFF:**

This month we certified two new employees through the Starguard lifeguard training program and re-certified six of our current lifeguards whose Starguard certifications were expiring. We are required to re-certify lifeguards every year. Aside from the obvious training benefits of these classes, these classes always serve as a positive team-building and staff development tool. It is encouraging to watch our staff efficiently work

through mock emergency scenarios as a team and to see leaders emerge within the group. This month we also worked with the Starguard Elite Company to get set up with the Starguard online portal. This feature will allow us to access online training content for free, and will also digitize our certifications and training records. We are very excited to begin working with this new feature.

## **Recreation Center – Judy Mayhew**

We interviewed for our open Building Attendant position this month. Raven Martin will start working for the City on November 5.

Most of our safety inspection issues have been resolved with one issue at the Clubhouse needing more extensive work. Mark Ragan, City Fire Marshal, inspected the Clubhouse for occupancy load and other safety issues. Ragan determined that since our Summer Activity Club participant numbers can exceed 50, we will need to switch our doors to open outwards, rather than in. A portion of this project may need to wait until the next fiscal year, due to budgetary reasons.

The Parks and Recreation Advisory Committee held their monthly meeting on October 23. After the meeting, the group adjourned to the area across the street from the Rec Center for the annual tree planting. This is part of the Tree City USA application for re-certification. Anita Albrecht, Jim Guenther, and crew were very helpful in getting this task completed.

Staff is continuing work on the Memorial Bench Policy. While it is still in the draft stage, the Parks & Recreation Advisory Committee has given input to its current form.

Jenni Remillard, our Recreation Programs Specialist, gave a presentation called “What is it?” (Interpreting Your Parks Resources) at the annual ORPA (Oregon Recreation and Park Association) Conference in Portland. Since Jenni was a presenter, she was given a free day at the conference, saving funds from our training & travel budget, while gaining some worthwhile information.

The Recreation Center participated in the evacuation drill on October 21. The drill went smoothly, with **most** of our patrons participating.

The School’s Out Program took a field trip to Green Gables Farms to experience a straw bale maze and select a pumpkin from the pumpkin patch. 44 kids participated in the trip. The program kids also got to Trick or Treat at City Hall on Halloween.

The Parks & Recreation Department is working with the News-Times again to publish our next Activity Guide.

The Interim Director attended the 60+ Advisory Committee meeting on October 28. The 60+ group continues to be a vital part of the Parks and Recreation Department.



Tree Planting 2019



Schools Out kids @ Green Gables Farm

### **Sports Division – Mike Cavanaugh**

October 3, 10, 17 & 24: Middle School Cross Country team participated in two meets in Corvallis, one in Stayton, and one in Tillamook. 24 kids participated

October 5, 12, 19 & 26: Nine youth volleyball teams competed in games with teams from around Lincoln County. Matches were held at Lincoln City, Newport, Waldport, and Toledo. 94 kids participated.

October 23: Meet with middle school girls basketball coaches to discuss the upcoming season. Reviewed over rules, rosters, training and answered any questions.

October 5: Newport hosted 3<sup>rd</sup>-4<sup>th</sup> grade and 5<sup>th</sup>-6<sup>th</sup> grade volleyball matches at the recreation center. 20 teams from around Lincoln County participated.

October 28: Middle School Wrestling began conditioning and practices. 15 kids are participating and matches will begin the middle of November and run through January.



Noble  
Professional  
Dedicated

## Newport Police Department **Memorandum**

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**Date:** December 9, 2019

**To:** Spencer Nebel, City Manager

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

**Subject:** Department Report – October 2019

I hosted the City Radio show. Guests for the show included CSO Ballentine and CSO Folmar. We discussed common nuisance violations and CSO Folmar's role monitoring and enforcing short term rental codes.

I attended the Governor's Advisory Committee on DUII in Salem as a member. We discussed potential legislation ideas involving DUII, and reviewed a best practice guide for High Visibility Enforcement related to DUII enforcement.

I met with Newport Airport tenants individually regarding an ongoing investigation regarding conduct at the Airport.

Lt. Gainer and I attended training at the Newport Airport, hosted by Director Lance Vanderbeck, regarding familiarization with Airport equipment and technology.

I attended the 2020 Newport Seafood & Wine Festival Committee meeting to discuss the upcoming Festival. There will be some small changes administratively, but the Festival should remain unchanged from previous years.

I met with Councilor Beatriz Botello to discuss an upcoming community event, which LCSO Sheriff Landers and I will host. The intent of the event is to invite the community, with a special invitation to our Latino Community to get to know law enforcement and answer questions.

I met with CSOs Ballentine and Folmar to review progress to date and discuss CSOs assisting patrol with calls that don't necessarily require officer response. Our CSOs are qualified to assist with traffic crash investigations and non-suspect crimes.

I attended a state-wide meeting, hosting by the Oregon Association of Chief of Police (OACP) regarding Police response to homelessness. 20 Oregon Chiefs met to discuss current programs that have shown to be successful and programs that have not been effective. The group will meet again in January to continue the discussion.

I met with Library Director Laura Kimberly and HR Director Barb James to discuss the City's exclusion policy, and to discuss limitations regarding registered sex offenders that visit the library.

I attended the City's table top exercise regarding a Big Creek Dam failure. The exercise was well attended and relevant. City staff discussed the City's EOP and our plan to respond to a Dam failure.

NPD received the new Department issued duty weapons. Training was held this month to familiar officers with the new equipment. All staff successfully passed the training course and the weapons were placed into service.

NPD moved forward with our Police Officer selection process. Dustin Kittel and Sean Nieto successful passed all phases of hiring and were offered positions. Kittel and Nieto are scheduled to begin employment in November.

NPD was awarded three traffic grants for DUII enforcement, pedestrian safety enforcement and distracted driving enforcement. High visibility enforcement events will be scheduled between December 2019 and September 2020.

**Significant Events:**

- Officers responded to a harassment complaint where the victim reported her ex-boyfriend called her and threatened to kill her. Officers located the suspect and took him into custody without incident. The suspect had drive from the Portland area and was found to have a firearm in his possession.
- Newport Officers responded to a reported burglary and missing person report at a residence in the 500 block of W. Olive St. The investigation led to the discovery of a deceased a 34-year-old Newport woman. The death was identified as suspicious. Newport Officers secured the scene and notified the Lincoln County Major Crime Team, which is comprised of investigators from Lincoln County Law Enforcement Agencies. A person of interest was identified in the victim's death and charges are pending.

# Newport Police Department Monthly Statistical Review



SELECTED CALLS FOR SERVICE (CFS)	OCTOBER 2019			ARRESTS
	THIS MONTH	LAST MONTH	SAME TIME LAST YEAR	
SEX OFFENSE	3	8		1
ROBBERY	0	0		0
ASSAULT	7	3		3
BURGLARY	3	3		1
THEFT	38	42		14
MOTOR VEHICLE THEFT	2	6		0
FRAUD	5	10		0
GRAFFITI/VANDALISM	2	0		0
NARCOTIC/DRUGS	9	5		29
DOMESTIC DISPUTE	18	31		0
LIQUOR VIOLATION	0	0		1
DUII	4	4		10
TRESPASS/PROWLER	45	37		6
HIT & RUN	0	0		2
ANIMAL PROBLEM	20	24		0
SUSPICIOUS PERS/ACT/VEH	108	119		0
ALARM	43	32		
ASSIST OUTSIDE AGENCY	85	109		0
WARRANTS	4	1		11

**TOTAL CALLS FOR SERVICE**    **1,430**    **1,567**    **1,797**    **79**

October Overtime Hours	
Shift Coverage	133.5
Court	24
Investigations	15.5
Administration	0
Training	40.75
Other	7.5
Grant	0
<b>TOTAL HOURS</b>	<b>221.25</b>

Top 5 Traffic Citation Charges	
Driving While Suspended	12
Driving Uninsured	11
Fail to Carry Proof Ins	6
No Operators License	5
Fail to Obey TCD	4
<b>TOTAL CITATIONS</b>	<b>56</b>

**PARKING CITATIONS**    **126**  
**TRAFFIC WARNINGS**    **15**

**Volunteer Hours**    **246**