

# Monthly Departmental Reports



September 2019



# Memo

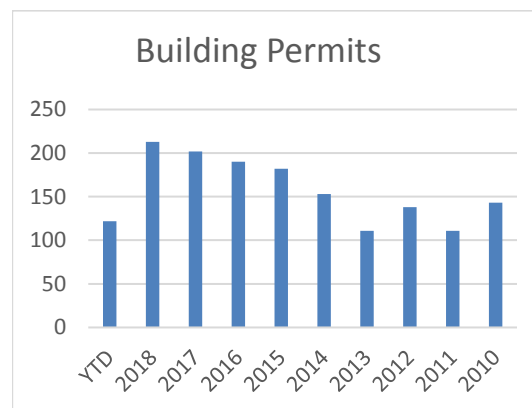
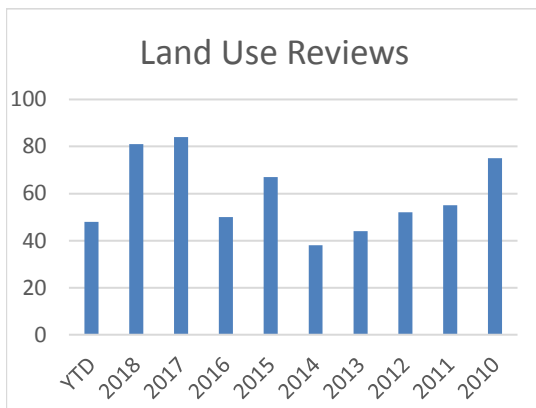
**To:** Spencer Nebel, City Manager and City Council  
**From:** Derrick Tokos, Community Development Director  
**Date:** October 14, 2019  
**Re:** Department Update

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

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Sept	3 (\$1,893.05)	22 (\$2,175.04)	10 (\$26,538.37)	17 (\$1,781.29)	\$33,677	2 (\$1,604.00)
2019 Total	122 (\$206,664.55)	204 (\$27,816.87)	60 (\$32,642.14)	116 (\$13,295.33)	\$19,923,535	48 (\$22,386.00)

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). A decision is likely to be made at the 10/22/19 Port Commission meeting.

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 is complete and brick veneer is being installed. 1<sup>st</sup> and 2<sup>nd</sup> story framing approved 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 11/4/19.

Seismic Upgrades to main Fire Station: – Substantially complete. Station is operating under temporary occupancy. ADA access and striping of the parking lot to occur soon. Fire alarm system is also to be installed.

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.

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, and foundations. Framing has started on one of the buildings.

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 framed, roofed, and sided. Rough inspection on utilities and framing performed and the project is at the drywall stage.

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 interior framing/drywall is ongoing. Parking lot has been constructed. Rough utilities are being installed.

Les Schwab Tire Store (550 E Olive): - . Building permit issued, demolition and site preparation is complete, foundation has been constructed, and the structure has been framed and sided. Interior drywall work is substantially complete and finish work is underway. Sidewalks 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.

Newport Brewery. (1118 SW Canyon Way Dr): - Building expansion for restaurant and brew pub. Temporary certificate of occupancy has been issued. Outstanding issue is interior/exterior handrails.

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. Plans under review. Conditional Use Permit scheduled for 10/14/19 Planning Commission hearing.

New Seafood Wharf (267 SW Bay Blvd): Commercial wharf to replace Undersea Garden tourist attraction. Plans under review.

### **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 and a transfer agreement will be presented to the City Council on 11/4/19. 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 will be presented to 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). The short-term rental implementation work group met for the first time on 8/20/19 and will meet again in early November.

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 will hold 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.

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 the fall of 2019. 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. 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, will now be presented to the Planning Commission and City Council for potential adoption into the public facilities element of the Newport Comprehensive Plan. The plan calls for a metering and parking permit program for the Bay Front and a business license fee / permit parking program for Nye Beach. The On 6/4/19 the advisory committee recommended a package of proposed Comprehensive Plan policy and implementation measures and an ordinance establishing a standing committee to provide 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 will be scheduled for November.

FEMA HMGP for Purchase of Landslide Damaged Properties along NE 70<sup>th</sup> Drive: Final reimbursement of \$123,749.98 received and project is closed.

FEMA Flood Study and new FIRM Maps: Draft copies of the new Flood Insurance Rate (FIRM) Maps and Study were issued on 8/2/17 and are available on the city website. A group of property owners in Southshore filed an appeal related to their lots. FEMA reviewed, and approved the appeal. Revised preliminary maps were released for public comment on 9/28/18. Planning Commission reviewed the maps on 12/10/18 and concluded that no further comment was needed. On 4/18/19 FEMA issued a final flood hazard determination letter, advising the City that the new flood insurance rate maps and study will be effective 10/18/19. Local legislative adoption is required. On 5/17/19 FEMA informed the City that it will be the subject of a Community Assistance Visit, meaning that the City will need to work directly with FEMA on adoption of the new maps and any changes to its development code. FEMA conducted the CAV on 8/27/19 and made request for code updates on 9/2/19. Commission reviewed amended code at a work session on 9/9/19 and held a public hearing on 9/23/19. The Council adopted the ordinance by emergency on 10/7/19. Regulations are 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.

Park System Master Plan: The Park System Master planning process is now complete and a final plan has been prepared. An executive summary with key goals, policies, and implementation measures has been reviewed by the Planning Commission and the legislative process has been initiated. A public hearing before the Commission was held on 7/22/19. The Commission provided a favorable recommendation, and a City Council hearing was held on 9/16/19, at which the plan was adopted.

## **COMMITTEE WORK**

In September, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Bike/Pedestrian Committee, Port Commission, Natural Hazard Mitigation Plan Work Group, Employee BBQ, and Town Hall meeting.



Date: October 10, 2019  
To: Spencer R. Nebel, City Manager  
Mike Murzynsky, Finance Director  
From: Steve Baugher, Assistant Finance Director  
Subject: September 2019 Finance Monthly Report

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

On September 30, 2019, a total of 4,561 water/sewer accounts were billed for a combined amount due of \$1,028,663. 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 September 30, 2019, \$926,276 is current, \$84,756 is past due from August billings, \$12,314 is past due from July billings, and \$104,435 is past due from June 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 September 30, 2019, Aging Report shows accounts receivables at \$111,899. 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 September 30<sup>th</sup> aging report is provided below for your information.

Billings:

Future and current	28,170	25.17%
Over 30 days	1,764	1.58%
Over 60 and 90 days	10,799	9.65%
Over 120 days	71,166	63.60%
	<u>111,899</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 September 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 \$16,340. 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 \$64,354, total \$47,545.

## 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 2.33%. We have the data through August of the 2019-20 fiscal year, the comparisons between it and the 2018-19 fiscal year, we show a decrease of 26.22%. A couple of the major hotels have not turned in their August tax returns.

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%	548,312	-11.4776%
August	560,765	558,401	694,943	677,237	-2.5478%	408,402	-39.6959%
September	372,344	429,247	466,563	443,072	-5.0349%		0.0000%
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	175,567	-30.7313%		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	455,073	2.3156%		0.0000%
Total	3,538,528	3,741,661	4,250,736	4,151,858	-2.3261%	956,714	

## 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 \$70,349 with \$66,717 over 90 days due.

<u>Billings:</u>		
Current	1,229	1.75%
Over 30 days	515	0.73%
Over 60 days	1,888	2.68%
Over 90 days	66,717	94.84%
	<u>70,349</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 audit fieldwork is scheduled for the week of October 21<sup>st</sup>.

### **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 accounts as staff reviews the complicated tax parcels. A small number of appeals are under review by city staff.

### **Finance Work Group**

The Finance Work Group met in September to review updated financial projections and identify areas that the committee would like to focus on regarding long term expenditures by the City. The Finance Work Group is meeting October 15, 2019, to review the information accumulated which provides information regarding the long term expenditures identified in the September meeting.





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

October 7, 2019

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

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

In the month of September, we had 164 calls for service. Compared to August in which we had 188 calls. This is a 13% decrease from last month. In September of 2018, we had 202 calls (this is a 19% decrease from last year!). Year-to-date we have responded to 1755 calls in 2019. This is a 1% decrease from 2018. We responded to 1739 calls at this time last year. There were 2 calls of note in September.

The first call was on September 2<sup>nd</sup>. Newport Fire responded to a 2-car motor vehicle crash at MP 2 on Hwy 20. There were 2 patients, with one of them becoming a fatality. Initial reports were a patient was trapped under a jeep that had rolled on top of her. Upon arrival, crews found the victim was not trapped, however they were severely injured and unconscious. The victim was quickly loaded into a waiting ambulance and taken to the hospital. There the patient succumbed to their injuries. The second call was on the 29<sup>th</sup>. NFD provided mutual aid assistance to Siletz Fire on an apartment fire on Judd Road.

In September, 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 September. On September 2<sup>nd</sup>, I attended a regular department head meeting in the morning. On the 3<sup>rd</sup>, I met with HR Director James to go over a personnel matter. On September 4, I had two more meetings at City Hall to discuss ongoing personnel issues. On the 6<sup>th</sup>, I helped cook at the City employee BBQ held at Big Creek Park. On the 9<sup>th</sup>, I attended the SHH/OCCC Disaster Cache Workgroup meeting in South Beach. On September 10, I met with the City Manager in the morning. In the afternoon AC Harvey and I attended a WVCC Fire/EMS user group meeting held at the Gleneden Beach Fire Station. In the evening, I taught a fire behavior class to the new fire recruits. This year NFD has 8 recruits in this academy. This is the most recruits we have had in many years. Their academy runs through January 2020. This is a county wide joint academy and there are over 30 students. On the 11<sup>th</sup>, I met with Rural Fire Board president Peter Boris to update him on our progress in evaluating merger/consolidation between the City fire department and the Rural Fire District. On the 12<sup>th</sup> I attended the monthly Rural Fire Board Meeting. Also in attendance were City Manager Nebel, and Mayor Sawyer, along with representatives of the volunteers. I gave a presentation looking at financial, and operational projections should we move ahead with consolidation. The Board and the City Manager agreed that further study by an outside consulting firm was needed to give both agencies a clear picture what a new District would look like and what the impacts would be to the City and the Rural District. I was given instructions to reach out to SDAO and secure the names of several consulting firms with experience working with Fire Districts and cities in mergers and consolidations. Also, I was tasked with developing a scope of work that would be used to

solicit proposals from the consulting firms. On Saturday the 14<sup>th</sup>, NFD held their annual department BBQ at Big Creek Park. It was very enjoyable getting together with our families and enjoying the event together.

On September 16, I attended a department head meeting. On the 17<sup>th</sup>, AC Harvey and I met with HR Director James to plan for our FF recruitment. The written test will occur this next Monday. Our goal is to have a person hired and start working by the end of the year. On the 19<sup>th</sup>, AC Harvey and I attended a monthly Chief's forum, followed by the Lincoln County Fire Defense Board meeting. This month the meeting was held at the County Courthouse. Following the meeting and a brief lunch, we received an update and briefing from EM Jenny Demaris going over the function and layout of the County EOC. On the 20<sup>th</sup>, I had two meetings at City Hall to discuss ongoing personnel issues. On the 24<sup>th</sup>, I met with the City Manager in the morning. In the afternoon I met with Jim Kline with Rogue. They discussed their idea of holding a fundraiser for the Fire Department commemorating the 25<sup>th</sup> anniversary of the fire at the Bay Front Brew Pub. This fire occurred on October 16, 1994. NFD crews were able to save the building. The fire occurred late at night and could have easily destroyed the whole building. After some back and forth discussion it was agreed to hold the event on Wednesday, October 16, and the proceeds from the fundraiser, by vote of all department members, will go to a benevolent fund set up by the Toledo Volunteer Firefighters Association to help Chief Robeson and AC Inman. I encourage any counselors or staff to stop by. The event will be from 5-8 pm on the 16<sup>th</sup> of October at the Bay Front Brew Pub. On the 26<sup>th</sup>, AC Harvey, HR James and myself, held interviews as part of a personnel matter. In the evening, I taught a class for the recruit academy. On September 27, I met with staff to go over our reports that needed to be turned into finance for the Finance Workgroup. This included budget projections and personnel cost projections as requested by Finance.

### Fire Prevention

9	Annual Inspections
1	Fire Protection System Inspections
5	Plan Reviews
1	Pre-Plan Inspection
15	Re-inspections
1	Special Hazard Inspection
9	Vacation Rental Inspections
41	TOTAL

### Community Outreach

Lt. Giles assisted 3 families and checked five car seats during the month of September. Of those, there was 1 car seat given away.

### Upcoming Activities

We have many activities planned for the month of October. Our heavy brush engine is being painted by a shop in the valley. Also, compartments are being built by a company in Medford. We expect to receive them in December. When the rig returns to Newport, our crews will begin installing emergency lights, siren, and radios. The total cost of this project will be less than \$30,000. When completed, this converted army truck will give us unsurpassed capability to reach a fire in very rugged areas that our current apparatus just cannot reach. Also, in October we will

be participating in the Cities evacuation drill on the 21<sup>st</sup>. Also, we will be helping HMSC with their annual tsunami evacuation drill to Safe Haven Hill on the 17<sup>th</sup>. We are also finishing up our specifications for our new engine and hope to go out for RFP before the end of the year.

## **Training Report**

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

- Hose Inspection, Maintenance and Testing.
- Driver, Cone Course Evaluations
- Ladders, Inspection Testing Maintenance and Safety
- EMS, Opioid overdose and Narcan use

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

During the month of September, 299.5 hours of training were documented. Of the 299.5 hours of training in September, the paid staff logged 47.0 hours and the volunteers logged 252.5 hours. Year to date Newport Fire personnel, volunteer and staff combined, have documented 2414.5 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 early 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 nine personnel attending the Academy and the total Academy class size is 33 to date.

Newport Fire Department worked in collaboration with Northwest Natural Gas to assist with the 2019 NWNNG Fire School. Newport Fire Department's main contribution was to assist with the location and support for the live-fire-training portion. This training was conducted on September 23<sup>rd</sup> and 24<sup>th</sup>, with the live-fire portion held at Station 3300.

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

### **Emergency Preparedness Activities:**

- Participated in monthly Oregon Emergency Managers Conference Call
- Participated on Oregon Emergency Managers Association planning Conference Call
- Meet with OSU Grad Student on Emergency Preparedness Project
- Met with Red Cross and OCCC to do a walk through to designate OCCC as a shelter in Newport
- Met with Grad Student from Samaritan Health Care regarding emergency preparedness
- Attended the Lincoln County Natural Hazard Mitigation Program meeting
- Met with Coffee House owner to discuss Listos and doing an employee presentation on emergency preparedness

### **Monthly Highlights and Special Considerations:**

- Continued outreach for LISTOs program, which provides emergency preparedness training in Spanish

- Hosted Emergency Preparedness booth at Newport Farmers Market
- Participated in Lincoln County Readiness Fair with Emergency Management and Listos
- Worked with Samaritan Hospital Emergency Manager on Table Top Drill for October 2019
- Recruited volunteers for Newport Emergency Management Department
- Did a presentation at Samaritan Education Center on Emergency Preparedness
- Did a presentation at Big Creek Senior Apartments on Emergency Preparedness
- Participated in Back to School Night at Newport Middle School, outreach to families about being prepared
- Attended a Grant Writing Workshop
- Did a presentation at the Newport Library on Emergency Preparedness
- Attended Lincoln County Emergency Management Emergency Operations Center Training
- Attended Lincoln City CERT Fundraiser dinner with Newport Emergency Management volunteers
- Hosted Incident Command System 300 training at the Oregon Coast Aquarium with OSU

**Volunteer Support & Social Media awareness:**

Facebook, Newport Oregon Emergency Management: 1377 Likes

Nextdoor (social media platform): 773Members

Emergency Preparedness Volunteers – In September there were 14 volunteers, with a total of 64.5 hours:

Respectfully submitted,  
Rob Murphy, Fire Chief

# NEWPORT FIRE DEPARTMENT

## City Report September 2019

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	12	1			
AUTOMATIC ALARMS:	9	0	BURN PERMITS:	0	0
MEDICAL CALLS:	106	7	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	3	1	FIREWORKS DISPLAY:	0	0
RESCUE:	1	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	2	5	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	9	0	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	8	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:	5	0
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	0	0	RESIDENTIAL:	10	0
LABORATORIES:	0	0	RESTAURANT:	0	0
LAUNDRAMATS:	0	0	SCHOOLS:	0	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	0	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	0	TRAILERS:	0	0
NATURAL COVER:	4	1	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

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## City Report September 2019

### CAUSES of Fires and Automatic Alarms

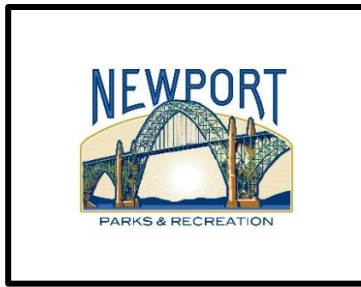
	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	1	0	HEATING APPLIANCE:	0	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	3	0
ELECTRICAL:	0	0	OPEN FIRES:	4	1
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	3	0
FALSE ALARM:	10	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	0	0
FLAMMABLE LIQUID:	0	0	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



Date: October 4, 2019  
To: Spencer R. Nebel, City Manager  
From: Judy Mayhew, Interim Director  
Subject: Parks and Recreation – September 2019

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

September 6-8: The 4th Annual Agate Beach Surf Classic @ Agate Beach and Ossies Surf Shop was held. Packet pickup was on the 7<sup>th</sup>. The contest was September 8-9. There were a total of 115 surfers that competed. We estimate that 300+ people attend the 2-day event.

September 9: Hosted a meeting with Newport & Toledo volleyball coaches to discuss the fall youth volleyball season. Reviewed league rules and team/player numbers. Discussed and developed playing and practice schedules.

September 11: Met with the City Manager and Facilities Maintenance/Public Works to discuss the field light issues at Betty Wheeler Park's large baseball field. Close to half of the field lights no longer work and the entire system is failing due to age and weather exposure. This problem caused major issues with our softball program and team refunds were issued. Our department will re-submit this as a Capital Improvement Project for the 2020-21 Budget Year.

September 12: Attended Newport Middle School's Open House to promote middle school youth sports and other youth programs offered through the Newport Recreation Center.

September 18, 21 and 26: Middle School Cross Country program started. 25 kids are participating in this season. Team participated in meets on the September 18 in Corvallis, September 21 in Newport, and the 26 in Sheridan.

September 27: Finalized registration participant numbers for youth volleyball in Newport and Toledo. 57 Newport girls and 49 Toledo registered through the recreation center. Practices for all teams started mid-September. Saturday games will start in October.



**Surf Contest Prize**



**South Beach Cross-Country Meet**

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

Before End of Life: Nuts and Bolts was held on Saturday, September 14<sup>th</sup>, with six persons in attendance. This event focused on families, friends, individuals and caregivers. The facilitator, Barbara Bush, is an RN with experience in Emergency, Disaster and Hospice settings.

The 60+ Activity Center once again hosted the American Red Cross blood drive. This year’s drive, held on Thursday, September 26<sup>th</sup>, was a great success.

The Band Past Forward held a jazz concert at the 60+ Activity Center on September 28<sup>th</sup> with 31 people in attendance.

A Meditation Workshop was held on Saturday, September 28<sup>th</sup>. Two persons attended this informative workshop, which was taught by Joseph Armenio.

On Thursday, September 5<sup>th</sup>, K.T. Myers gave an educational presentation on Beachcombing 101: Agates of the Oregon Coast. She discussed the most desirable stones commonly found along the Pacific coastline and had a display so attendees could see and feel these samples up close and personal. They were also invited to bring a sample found along the beach to be identified by K. Approximately thirty persons attended this fun and informative presentation.

Our 60+ Adventurers traveled to a variety of fun destinations this month. On Thursday, September 12<sup>th</sup>, eleven persons headed to Mount Angel to enjoy Oktoberfest, an annual four-day celebration of the harvest in Bavarian style. The Shrewsbury Renaissance Faire in Kings Valley was the destination for ten persons on Saturday, September 14<sup>th</sup>. The only fair of its kind in Oregon, this exciting event offered an educational adventure in history, including jousting knights, minstrels, jongleurs, troubadours, dancers and bards, modeled on elements from the times of Shakespeare and Elizabeth 1. Five persons from the 60+ Activity Center attended the Oregon International Air Show in McMinnville on Saturday, September 21<sup>st</sup>. One of the highlights they enjoyed was a performance by the Royal Air Force Red Arrows.

### **Number of Senior Programs Offered:**

Total Programs – 42

Senior Fitness – 17

Senior Social Programs – 14



### **Aquatic Center – Kathy Cline**

September is always full of different activities as school gets back into swing. Swim club starts back up, and with school in session, our mid-day recreational swimmers have dwindled, but we are seeing larger numbers of rec swimmers after school. Because of the shift in user loads, some shifting of employee scheduling is needed. This coupled with losing two employees, Kai Daniels, (college) and Noa Godwin (military) has created some staffing challenges.

Speaking of swim club, they have added quite a few new members to the team, many of them are “graduates” from our stroke school. Stroke school has become a great feeder program for the Newport swim team. The start of the swim club season on September 9<sup>th</sup> seems to have gone smoothly. They have approximately 50 swimmers, and they currently have 4 coaches to cover all of the different skill levels.

Jessica Calvin-Girard, Lead Lifeguard, completed her Certified Pool Operator course this month and obtained her certification. This is an important addition as it allows us to ensure that we always have a CPO available during all hours of operation. (Oregon State requirement)

Private swim lesson numbers declined this month with the start of the school year, as we expected. We had an average number of 28 swim lessons per week this month. October group swim lesson registration opened on September 18<sup>th</sup> and we are starting to see most of the classes fill up. Due to popular demand, we will once again be offering our Aqua Babies class during our evening group swim lessons program.

Our aquatic exercise classes have continued to bring many community members into the Aquatic Center. Brenda Luntzel’s Aqua Interval classes continue to be our most popular aquatic exercise class. This class is held Tuesdays and Thursdays mid-day. Rebecka Lakeman’s Boot Camp class is also a popular choice for many patrons. Her class takes place Tuesday and Thursday evenings, as well as Saturday mornings.

We had a total of 7 rentals this month by a variety of different organizations. Special Olympics is conducting a beginner level competitive program for their students. They are learning the basics of competitive swimming and improving swim strokes, and conditioning.

Two separate scuba certification courses took place this month. I would like to figure out a way to partner with this instructor, and possibly offer scuba classes as a regular program. If we are able to, (?) and if he is interested, I would consider the option of contracting with him.

I met with our account manager with NW Natural, and I was able to secure a cost savings rate schedule, saving the aquatic center approximately \$12,000 annually on natural gas expense.

### **Recreation Center – Judy Mayhew**

Staff continues to work on the use agreement between the City and LCSD. Mike Cavanaugh has met with several community members/coaches who are interested in the process and outcome of the agreement. Cavanaugh, myself and Kathy Cline have met with the City Manager to fine-tune the agreement before we meet again with LCSC staff.

Brenda Luntzel, our Fitness Specialist, gave a 2-hour presentation to the Oregon Coast Learning Institute held at Salishan. Approximately 65 people attended her talk: “10 tips on redefining your age.”

The School's Out program commenced on September 3. The new bus company is having some troubles getting out of the schools on time, making the coordination of program activities and arrival times difficult. We are confident it will all work out soon.

The Interim Director met with Karen Douglas from Samaritan Health to discuss partnering on future programs. Sam Health will be presenting a 6-week course "Living with Chronic Disease," beginning in November. We will provide the meeting room, Sam Health will provide instructors, registration, and advertising. Karen noted that they rarely have anyone attend all 6 classes, so we are offering a free 10-visit pass to anyone who does.

We held a Control Desk Staff meeting on September 18 to address issues with Civic Rec software, department procedures, and updates.

Mike Cavanaugh and I met with Mike Murzynsky to discuss how scholarship funds are administered in our Department. Our process was approved, and we will now submit our monthly log to the Finance Department for their records.

The Parks and Recreation Advisory Committee meeting was held on September 25, with the Interim Director in attendance. Spencer Nebel attended this meeting to request input from the committee on the qualities they would like to see in the new Director. Jason Nehmer has resigned from the Committee.

The Rec Center acquired two new volunteers in September that will be assisting the gymnastics program instructor.

The Interim Director met with Spencer Nebel, Tim Gross, and Jim Guenther to discuss the development of a memorial bench policy. I will be drafting a policy and forwarding it on to the others for input/review.

Trish Cadwell and I met with Mike Murzynsky and Steve Baugher to confirm our process for handling deposits and credit card transactions. The meeting was successful.

The Interim Director attended the 60+ Advisory Committee meeting on September 30. Spencer Nebel attended and gave an update on the new Parks and Recreation Director search and requested input from the committee.



**Brenda's Stretch & Flex Class**



**Aquatic Center fun**