

Monthly Departmental Reports



December, 2018



Memo

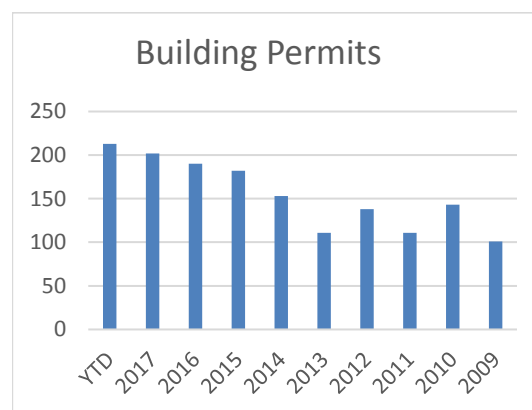
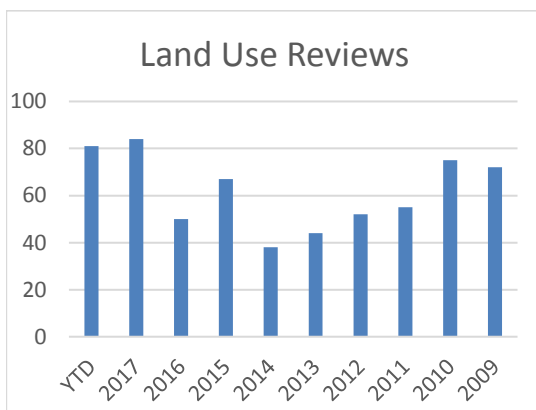
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: January 8, 2019
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

The following is a summary of building and land use activity for December of 2018 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Dec	17 (\$17,484.43)	21 (\$3,848.80)	6 (\$632.01)	12 (\$1,258.55)	\$759,666	8 (\$2,662.00)
2018 Total	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)
2015	182 (\$184,602.72)	303 (\$39,558.07)	77 (\$14,778.82)	County	\$21,957,649	67 (\$31,870.00)



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 has started to leak and church is fundraising to pay for repairs.

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. Latest round of earthwork occurred on 11/21/18.

Wilder, Phase 2B (28 Apartment Units): First four, 4-plexes are fully enclosed, sided and drywalled. At this time the contractors are performing finish work. The last three 4-plexes are framed, but have yet to be sided.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street: – Limited temporary certificates of occupancy issued for portions of all three floors of the hospital expansion. Contractors are working through punch list items. Seismic retrofit to the older multi-story building is in plan review. Permit issued to move temporary modular clinic to the parking lot immediately south of the Health Education Building. Curb, gutter and sidewalks are being constructed, and once construction is finished, City will overlay streets with reimbursement from hospital per IGA. This will likely occur in the summer of 2020.

Seismic Upgrades to main Fire Station: – Substantially complete. ADA access and parking are the only outstanding issues. Station is operating under temporary occupancy. Fire Chief is coordinating with a contractor to resolve remaining issues.

Oregon Coast Aquarium Office (6,300 sq. ft.): – Building is substantially complete. Plumbing work is finalized. Awaiting call for final electrical, mechanical, and structural.

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

Goodwill Industries at 33 SE 2nd Street: – Project includes donation drop-off building and retail structure. Drop-off building has been finalized. Goodwill initially hoped to lease retail space, but ultimately elected to go with a “boutique” store. Temporary occupancy issued 12/20/18 with the conditions that they adjust the exterior doors to meet the maximum opening force requirement, and finalize fire alarm and sprinkler requirements. Final inspections likely to occur mid-January.

Wyndhaven Ridge Apartments (@ 31st and Harney): – Construction of 66 unit multi-family project. Mix of 1, 2 and 3 bedroom units. Permit for grading and on-site utilities issued. Off-site utility plans under review by Public Works. Owners request for a height adjustment for the buildings was denied by the Planning Commission at a hearing on 2/26/18. Owner revised plans and submitted for review without payment. City has requested payment so review can be performed. Owner is also partitioning the property for financing purposes. That land division has been approved and City is awaiting submittal of final plat.

Surfview Village Apartments at NE 60th Street: - Construction of 110 units of low income rental housing. State subsidized, privately managed project. Developer has property under contract. Project includes redevelopment of the Agate Beach RV Park and park tenants have been relocated. Developer is wrapping up work on preliminary site design and frontage improvements, including coordination with ODOT on construction of a northbound right turn lane. Height adjustment application approved and building plans have been submitted for review.

Habitat for Humanity: – Duplex to be built on city-owned lots abutting 10th and Pine per agreement with Habitat. Permits were issued 8/7/17. Units are framed, roofed, and sided. Contractor is roughing in utilities interior to the units.

OSU Student Housing Project: – Amendments to Planned Development approved reducing the number of buildings from 11 to 3. Construction costs appear to be 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. A decision on how they will proceed is likely early next year. The first building is planned to be a 63-unit structure.

OSU Marine Studies Initiative Building: – 72,000 sq. ft. classroom research facility with a tsunami vertical evacuation assembly area. Building permit issued, and foundation inspections are being performed.

Les Schwab Tire Store (550 E Olive): - . Building permit issued. Contractor is mobilized to the site and the old office building has been demolished.

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

Newport Brewery. (1118 SW Canyon Way Dr): - Building expansion for restaurant and brew pub. Building permit issued for foundation only. Owner to submit public improvement plans for repair of sidewalk and a portion of the street adjacent to the property that was damaged as a result of their earthwork.

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 is working through the FERC regulatory process, 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 will be for homes within the Newport city limits. Homebuyer education and outreach meetings are being held with major employers to help qualified buyers obtain required approvals, and the first qualified buyer in Newport has a home closing scheduled for 1/15/19. Habitat for Humanity is constructing a duplex on land that will be donated by the City of Newport. They have pulled building permits and initiated construction. 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” is likely to pursue the MUPTTE tax incentive option early next year. 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 allowing tiny houses as Accessory Dwelling Units. 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 work will start early 2019.

Vacation Rentals and B&B Code Amendments: On 11/13/18, the Planning Commission held a public hearing on Ordinance No. 2144, related to the regulation of short-term rentals within the city limits. Between 50-60 people were in attendance, and 22 individuals testified. The Commission also received 47 letters and/or emails from concerned citizens, many of which were submitted the day of the hearing. Ordinance No. 2144 includes a number of policy options recommended by the citizen committee that the Planning Commission pulled together to review the City’s existing short-term rental regulations. The 11/13 hearing was an opportunity for people to provide testimony about the options they support or oppose. After everyone testified, the Commission continued the hearing to 12/10/18 and announced that it would consider the feedback and hold a work session on 11/26/18 to narrow the options down to a set of preferred alternatives. On 11/26, the Commission discussed the policy alternatives and identified options that a majority of the members were inclined to support. On 12/10/18 they took testimony on the “preferred alternatives,” closed the public hearing and continued the matter to 1/14/19. The Commission will meet in work session on 1/8/19 to discuss any additional changes it would like to see to the ordinance before making a recommendation on 1/14/19.

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 will need to contribute \$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 ODOT mini-RFP process and a scope of work has been negotiated. The consulting contract between ODOT and the consultant has been signed and an intergovernmental funding agreement has been drafted. The agreement should be ready for Council review on 1/21/19.

South Beach Urban Renewal Infrastructure Improvements: ODOT has prepared three (3) draft design concepts for the new SE 35th and US 101 intersection. Preliminary cost estimates exceed ODOT scoping estimate and available project budget. Project update provided to Urban Renewal Agency on 2/6/17 and Agency discussed supplemental funding strategies at its 3/6/17 meeting. Staff met with ODOT to review an alternative design for storm water management on 4/19/17. Public open house at OMSI Camp Gray was held on 6/7/17. Environmental work to inform storm drainage design completed 5/18. Staff met with ODOT and consultant team on 6/26/18 to review drainage design alternatives. Design is substantially complete as of 12/18 and City is requesting closure of a pedestrian crossing that ODOT wants across US 101 at SW Abalone due to safety concerns. ODOT is looking to pull surplus funds from a Linn County Enhance project to address a funding shortfall. Right-of-way acquisition to occur in 2019, with the project being bid fall of 2019. Construction would occur through summer of 2020.

Parking Study: The consulting firm Lancaster Street Labs was selected to assist the City with this project. A kick-off meeting with the advisory committee was held 3/8/16. Outreach meetings in the Bayfront, City Center and Nye Beach areas were held in the spring of 2016. Peak season utilization and turnover rate analysis was performed the weekend of 8/27/16 and off-peak analysis occurred in early December. Lancaster prepared a draft report, which was presented

to, and amended by, the Advisory Committee in the summer and fall of 2017. Final recommendations on the report were provided by the Committee at its 3/13/18 meeting and the Council held a work session on 3/19/18. The report includes a potential meter roll out plan and a program for permit parking. Staff conducted outreach in the affected business districts through the spring and summer of 2018. The Advisory Committee reconvened to consider feedback and requested staff provide refined proposals for Nye Beach and the Bayfront with meter and non-meter options. Refined proposals were reviewed by the group at 9/11/18 and staff was asked to develop code language to implement the options, including a committee structure moving forward. The next meeting is scheduled for 1/31/19.

FEMA HMGP for Purchase of Landslide Damaged Properties along NE 70th Drive: City acquired 6 of the 7 target properties and homes have been removed. The last two homes that the City couldn't repurpose are being demolished and staff is working to close out the grant. Final inspection by OEM, on behalf of FEMA, scheduled for 2/21/19.

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. The formal, local legislative adoption process will start in the coming months once FEMA releases a final version of the maps and report.

SE 62nd Street Right-Of-Way Acquisition: MOU between the City, Newport Urban Renewal, and Landwaves, Inc. approved 9/6/16. Staff secured the services of an appraiser and surveyor and survey work has been performed to establish a roadway alignment for SE 62nd Street. Staff, the surveyor, and landowner met on-site to assess the alignment on 2/9/17 and owner requested further adjustments in 2018. Dedication documents for SE 50th Street, which is currently an easement access, are complete and the surveyor is working on the new 62nd Street alignment.

Tree Plan: The draft recommended species list for planting in Newport has been finalized and vetted with the Parks and Recreation Advisory Committee. Community Development staff met on 11/27 to review the draft Tree Plan, which includes creation of a permitting process and approval criteria for removing trees from City properties and rights of way as well as standards for replacement. Staff will present the draft to the Parks and Recreation Advisory Committee at a winter meeting for approval. The Planning Commission will hold a future work session to initiate the legislative amendment process, incorporating elements of the Tree Plan into Newport's Municipal Code as needed.

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 are currently working to pull together a Brownfields Advisory Committee (BAC) comprised of community stakeholders who will prioritize and begin selecting sites to be submitted to the Coalition for nomination/approval to the EPA. The next Coalition meeting has not yet been scheduled.

Park System Master Plan: The project Advisory Committee met on 11/8 to comment on draft improvement strategies for the Park System. A public open house was held on the evening of 11/7 at the Rec. Center to solicit public comments on the draft improvement strategies, with around 35 people in attendance. An online open house and survey covering the same material were open 11/8 – 11/17, generating comments from around 160 community members. English/Spanish "dot exercise" boards were installed at the Library, Rec Center, 60+ Center, City Hall and Centro de Ayuda for a week in mid-November to solicit community feedback on preferred park amenities. Close to 1,000 dots were posted and tallied. City staff led a Leadership Class at Newport High School through an exercise to identify preferred park amenities and locations on Nov. 13th. Staff continue to meet with key stakeholders, including the Port of Newport and Surfrider, to identify opportunities for partnership on Park System improvements. Advisory Committee and a joint work session for Council and the Planning Commission were held on 12/13/18 to review and prioritize preferred Park system improvements. Consultants are now actively working on the financial component of the plan. Staff is conducting focus group outreach with Latino residents and Nye Beach merchants and has made arrangements to have a booth at the farmer's market.

COMMITTEE WORK

In December, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Board of County Commissioners (Jump-Off Joe Road Vacation Hearing), Park System Master Plan Advisory Committee, Cascades West Area Commission on Transportation, Oregon Housing and Community Services Listening Session (Statewide Housing Plan), and the Lincoln County Housing Strategy Implementation Plan (Regional Plan Kick-off).



Date: January 7, 2019

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

From: Steve Baugher, Assistant Finance Director

Subject: December 2018 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On December 31, 2018, a total of 4,561 water/sewer accounts were billed for a combined amount due of \$732,710. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water drain fees, sewer quantity charges (if there is water consumption), and fire line charges for nonresidential accounts. For the Aging Report for December 31, 2018, \$658,911 is current, \$68,574 is past due from November billings, \$11,857 is past due from October billings, and \$103,735 is past due from September and prior billings. The new water and sewer rates by customer type was implemented with the December 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 December 31, 2018, Aging Report shows accounts receivables at \$76,274. This amount includes a Bed & Breakfast business debt of \$3,245 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 December 31st aging report is provided below for your information.

<u>Billings:</u>		
Future and current	4,865	6.38%
Over 30 days	1,497	1.96%
Over 60 and 90 days	7,190	9.43%
Over 120 days	62,722	82.23%
	<u>76,274</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 November 2018. 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 new to the accounts receivable past due report. They are past due by approximately \$15,574. The Finance Department will work with Airport Director to resolve.

The net receivables, excluding the four aforementioned accounts in the amount of \$63,813, total \$12,461.

Room Tax

The monthly chart shows that Room revenues have an average increase of 15.35% between the 2014 and 2015 fiscal years, the comparison for the years between 2015 and 2016 fiscal years, show an increase of 11.53%, the comparison for the years between 2016 and 2017 fiscal years, show an increase of 5.74%, and the comparison for the years between 2017 and 2018 fiscal years, show an increase of 13.38%. We have the data through October of the 2018-19 fiscal year, the comparisons between it and the 2017-18 fiscal year, we show a decrease of 3.7955%.

City of Newport

Room Tax Collections

	2014-15	2015-16	2016-17	2017-18	2017 vs. 2018 % Increase	2018-19	2018 vs. 2019 % Increase
July	465,457	561,203	574,251	623,424	8.5630%	604,189	-3.0854%
August	511,605	560,765	558,401	694,943	24.4523%	677,237	-2.5478%
September	319,625	372,344	429,247	466,563	8.6934%	397,895	-14.7178%
October	220,368	246,642	274,706	289,383	5.3428%	304,341	5.1689%
November	138,584	156,947	177,669	166,696	-6.1761%		0.0000%
December	119,764	121,038	131,917	163,986	24.3100%		0.0000%
January	139,630	135,107	125,038	162,250	29.7606%		0.0000%
February	197,011	217,381	202,269	253,346	25.2520%		0.0000%
March	256,345	266,903	278,869	298,239	6.9459%		0.0000%
April	203,965	243,530	263,340	285,034	8.2380%		0.0000%
May	262,296	274,872	316,757	393,688	24.2871%		0.0000%
June	338,008	381,796	409,197	444,774	8.6943%		0.0000%
Total	3,172,658	3,538,528	3,741,661	4,242,326	13.3808%	1,983,662	-3.7955%

Business licenses

On July 1, 2018, we billed 1,583 Newport business for their annual Business Licenses for a total amount of \$176,758. As the table shows below, there is a total accounts receivable of \$74,859 with \$72,742 over 90 days due. Finance, in cooperation with Newport Police Department, is reviewing the past due accounts and contacting customers with past due balances.

Billings:		
Current	1,717	2.29%
Over 30 days	105	0.14%
Over 60 days	295	0.39%
Over 90 days	72,742	97.17%
	<u>74,859</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.

2017-18 Audit

The audit for the 2017-18 Fiscal Year began August 1, 2018, with the arrival of the audit team from Boldt, Carlisle and Smith, LLC. The auditors completed their fieldwork in October and the audit report has been prepared as of December 27, 2018.

Conferences and training

Mike and Steve are planning to attend the Oregon Governmental Finance Officers Association spring conference the week of March 10, 2019.



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

January 8, 2019

To: Spencer Nebel, City Manager
Re: December 2018 Monthly Activities

Here is a brief summary of Fire Department and Emergency Preparedness activities in December:

In the month of December, we had 164 calls for service. Compared to November in which we had 210 calls. This is a 8% decrease from last month. In December of 2017, we had 159 calls (this is a 5% increase from last year!). Year-to-date we have responded to 2,309 calls in 2018. This is a 7% increase from 2017. We only responded to 2,138 calls at this time last year. This makes 2018 our busiest year on record. There were 4 calls of note in December.

The first call was on December 5. NFD responded to Tom Jack Road west of Toledo to provide mutual aid assistance to Toledo Fire Department on a fatal house fire. The second call was on December 10. NFD responded to a fatal motor vehicle crash on North Coast Hwy at NE 68th Street. On December 16, we gave mutual assistance to TFD again for an attic fire on NW Elizabeth Street. On the 17th, we responded to the Historic Silvia Beach Hotel in Nye Beach for a dryer fire in the basement. Fortunately, staff extinguished most of the fire with an extinguisher. Our crews finished extinguishment, checked for extension and ventilated the structure.

In December, we gained one volunteer. Our roster is now at 30 volunteers. We have one cadet in recruit academy this month. The academy is a joint offering between NFD and North Lincoln Fire. Classes will be split between the two facilities. Students will finish academy in January of 2019.

The fire department was active in the month of December. On the 3rd of December, I attended a regular Department Head meeting and City Council in the evening. On the 4th, several City Staff members and myself, attended the Oregon Tsunami Conference held at the Center for Health Education here in Newport. On the 5th, I participated in phone interviews for our vacant executive assistant position. On December 6, Fire Prevention Officer Mark Ragan joined Newport Fire Department. On the seventh, my wife and I attended the City Employee appreciation dinner. On the 10th, Spencer Nebel and I met with union leaders to discuss minimum staffing. On the 11th, I had a regular meeting with the City Manager. On December 12, FPO Ragan and I attended an annual meeting held by NW Natural at the LNG facility to discuss their emergency plans. On the 13th, EPC Martinez and I attended a workshop on the Opioid abuse problem, put on by Lincoln County Public Health. In the evening I met with the Rural Fire Board. On the 14th, FPO Ragan, SFMO Deputy Shannon Miller and I conducted fire alarm testing at the new hospital building. The process went well. On the 16th, NFD held a Christmas party for Department members and their families. We held it, here at the Main Fire Station. It was well attended. On the 18th, Chief Malloy, EPC Martinez and I met to discuss the upcoming State Homeland Security Grant offered by OEM. On the 20th, I hosted the City's weekly radio

show. We also continued fire alarm, fire sprinkler, and emergency power testing at the new hospital. On the 26th, Airport Director Vanderbeck and I met with the general manager of Seal Rock Water District, Adam Delinger, to discuss ways to increase water flow to the airport. It was a very productive meeting. On the 28th, Chief Harvey and I held our monthly Captain's meeting. We came up with the Department Goals for FY-19/20.

Upcoming Activities

We have many activities planned for the month of January. Fire Department staff attended the organizational meeting of the City Council. We will also be meeting with Chamber staff to discuss safety and security at next month's Seafood and Wine Festival. Tomorrow, we will be interviewing candidates for the executive assistant position. Also, in January, the LISTOS training starts. Toward the end of the month, I will be leading the County Fire Defense Board Meeting.

Training Report

December 2018

Past month training subjects:

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

- DPSST Firefighter self-rescue/Mayday
- Apparatus Familiarization
- EMS, Miscellaneous Topics
- Fire Behavior

Past month drill hours:

During the month of December, 210.5 hours of training were documented. Of the 210.5 hours of training in December, the paid staff logged 100.5 hours and the volunteers logged 110.0 hours.

Monthly highlights and special considerations:

The countywide Firefighter 1 Academy is continuing into its 4th month, with one Cadet participating from Newport. The current class is holding at 22 students total for the county. In December, DPSST presented a training on Firefighter self-rescue/Mayday situations. In January DPSST will be presenting the hands-on portion of the Flammable Liquids and Gas training, Live Fire training.

Emergency Preparedness

Emergency Preparedness Monthly Report December 2018

Emergency Preparedness Activities:

Emergency Preparedness Coordinator R. Martinez attended the following meetings in December:

- Conference call, with Gracie Huerta to discuss Listos training in 2019
- Attended Oregon Emergency Management Tsunami Conference
- Met with Newport Police Volunteers
- Attended CERT Meeting at Newport Library
- Attended Flagging Course with Newport Police Volunteers
- Met with Angel Torres, Pastor from First Baptist Church regarding Listos
- Met with South Beach Church staff regarding a workshop for church attendees
- Attended Oregon Emergency Management Grant Roadshow in Sisters, Oregon
- Met with Greg Marshall, Manager of Rogue Brewery regarding emergency planning for production plant and restaurant.
- Attended the Lincoln County Public Health Overdose Planning Workshop
- Meet with City Manager, Airport Manager and Fire Chief about Tsunami Conference
- Conference call, with Hatfield Marine Science Center and OCCC regarding emergency caches
- Guest on Yaquina Bay Radio Station with Kiera Morgan

Monthly Highlights and Special Considerations:

- Participated in Newport Farmer's Market
- Graduated from CERT
- Completed additional Oregon FEMA training courses
- Continued outreach for LISTOs program, which provides CERT training in Spanish.
- Completed college courses at Clackamas Community College, Emergency Management degree
- Starting working on the Newport Oregon Emergency Management Newsletter
- Assisted in the Teen CERT testing at Toledo High School
- Submitted SHSP Grant Proposal to Lincoln County Emergency Manager

Respectfully submitted,

Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report December 2018

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	9	2			
AUTOMATIC ALARMS:	4	0	BURN PERMITS:	0	0
MEDICAL CALLS:	95	7	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	5	2	FIREWORKS DISPLAY:	0	0
RESCUE:	1	1	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	3	2	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	28	2	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	8	1	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:	0	0
HOSPITAL/CARE CENTER:	0	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	1	0	RESIDENTIAL:	5	2
LABORATORIES:	0	0	RESTAURANT:	2	0
LAUNDRAMATS:	0	0	SCHOOLS:	2	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:	2	0	TRAILERS:	0	0
NATURAL COVER:	0	0	UTILITIES:	1	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report December 2018

CAUSES of Fires and Automatic Alarms

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

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

Newport Public Library
Librarian's Report to the Board
January 9, 2019

Administration

2018 was full of changes for the library, and the month of December was no exception. Ted Smith, the Library Director for the last ten years, had his last full day on December 31. The City of Newport is losing an excellent employee and leader, and all the staff at the library (and no doubt across the city) wish him a happy and adventurous retirement. Before the new Library Director is hired and installed, Supervising Librarians Linda Annable, Sheryl Eldridge, Stacy Johns, and Alice MacGougan will take turns attending City Department Head meetings and representing the library in other capacities.

On January 3, five candidates for Library Director were put through their paces in a daylong interview process by a spectrum of local stakeholders. All the candidates were qualified, and the staff look forward to working with their new leader soon.

The online scheduling application LibStaffer will be implemented in January. It will streamline processing staff requests for time off and scheduling shifts on each of the three public desks, saving hours of staff time each month.

The traveling exhibit "From the Heart: Author Drawings by Rick Bartow," composed of pieces given to the library by the artist, has made it to its first stop, the Oregon City Public Library.

There will be no circulation report this month due technical difficulties and staff illness.

Adult Services

Upcoming adult programs include the Author Fair on January 12, featuring nearly 20 local authors who will talk with attendees and sign and sell books, and a presentation by Ellen Notbohm about her book *The River by Starlight* on January 27.

The Reading Circle has met monthly since May 2000, discussing 208 titles. Because of dwindling attendance, the group will no longer be managed by library staff, but will continue to meet with publicity support from the library.

Circulation

In order for the library to be ADA compliant, the entire magazine section had to be rearranged, earning largely positive reviews from patrons.

Outreach

The library makes weekly visits to the Lincoln County Juvenile Detention Center to bring reading material to incarcerated youth. Recently a boy told library staffer Katie Bowler that he now likes to read for fun and has read over 20 books. The longest book he has finished is John Green's *The Fault in Our Stars*.

Volunteers

The library is cleaning up paperwork and background checks that have slipped through the cracks over the last few years. There is currently a full complement of 25 volunteers, including two newer people who are still in training but coming up to speed quickly.

Youth Services

In December, library staff visited multiple preschools, the Newport Middle School, and all the kindergarten classes at Yaquina View. In all, over 800 children and teens were reached by library programming. The new Children's Librarian, Vanessa Clausing, is excelling in her new role and the staff and patrons are grateful for all her hard work.

Baby Sign Language will be offered again as six half-hour sessions starting January 7. Linda Annable will teach parents basic signs to use with their babies in a fun and playful environment.

December's teen program was a huge success! 41 teens came to the Teen Third Thursday to build gingerbread houses. Next month's Teen Third Thursday will be a bad art contest where the teens will be encouraged to create the most hideous art they can imagine! The Teen Room has recently begun to be staffed on a regular basis and the librarians are enjoying getting to know some of the regular teen visitors.

Respectfully,

Alice MacGougan



Memo

To: Spencer Nebel, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: January 2, 2019
Re: Department Update – December 2018

Recreation Center

- The first set of voucher emails was sent out to those who completed the Parks Master Plan survey. The email connects the person to a voucher which will give them one free complimentary visit to the Recreation/Aquatic Center. As more Master Plan surveys are executed, additional vouchers will be sent.
- Staff met with the Planning Associate to assist in defining maintenance costs for the Rec Center. This information will be used in the Parks Master Plan.
- The December Cookie Club made gingerbread cookies with eight kids participating.
- The Rec Center hosted two swim meets during the month. The December 7 meet was small, but the meet on the 21st had over 10 teams. The multi-purpose room, kitchen and our meeting room were used for the meet.
- Staff continues to meet with IT in preparation for our new recreation software.

Sports Programs

- Met with area basketball coordinators from Toledo, Lincoln City, Eddyville, Waldport and Siletz regarding the 1-6 grade basketball season. We finalized each area's total team numbers for all divisions. We reviewed season dates for the upcoming youth basketball season. Newport coordinates and develops the basketball rules, season info & schedules for all of Lincoln County.
- Met with Betsy Johnson, president of the local pickleball club, to discuss the Recreation Center's current pickleball schedule, possible renovations at Frank Wade Park's tennis courts, and the growth of the local pickleball community.

- Meet with staff to implement a free Recreation Center/Aquatic Center voucher to City residents that participate in a Park Master Plan survey or Newport Parks & Recreation survey.
- Newport girls' 7th and 8th grade teams played on 6 dates in December against teams from Sweet Home, French Prairie, Philomath, and Stayton middle schools.

Municipal Pool

- Rec swims throughout the Christmas holiday season were robust, with attendance numbers averaging 30 to 40 swimmers per rec swim. We saw a lot of out of town guests.
- The High School swim team and the Newport Recreation Center/Aquatic Center hosted two swim meets in the month of December. The first one held on December 7th was a smaller, 4 team competition, and the second meet, held on December 21st had 11 teams in attendance, with a total of about 250 swimmers competing. No incidence or issues to report, everything went, well, “swimmingly”. . We also hosted the NHS Alumni Swim Meet on December 27th. This was a fun evening where current and former NHS swimmers could get together and “compete” against each other. This allowed former swimmers to swim with their teammates again and current swimmers to swim with and against past members of the team. Everyone had a great time.
- On December 7th the Activity pool Variable Frequency Drive (VFD) began malfunctioning. The issue presented while performing a standard backwash. The VFD was ramping the gallons per minute up and down and was not maintaining proper water levels throughout the system. After troubleshooting from the Lead Lifeguard and further troubleshooting from Public Works, the activity pool was forced to be closed. The Activity pool was closed until December 12th, where through the efforts of the Aquatic Supervisor, Prominent Control support team, and Anderson Pools, we were able to bring the pool back into service. It was found that the VFD had been reset to a default setting and did not recognize all features of the system.
- It has been just over a month since our first delivery of CO₂ from our new supplier NuCO₂. In the time since that delivery we have noticed a significant decrease in the amount of CO₂ being used. This would normally be a cause for concern, however the amount of hydrochloric acid being used has not increased and the chemistry of the pools has remained in the ranges that are acceptable for operation. This decreased usage in conjunction with the stable pool chemistry would indicate a decrease in overall costs and the amount of deliveries that the facility needs to receive in the future.

60+Activity Center

- The last of three performances by the Band Fast Forward was held on December 15th with 40 people in attendance.
- Our annual Christmas party was held on December 11th with 50+ people in attendance.
- The 60+ Adventure van made two trips during the month of December. The first trip was to Christmas in the Garden in Silverton. The second trip was to Shore Acres in Coos Bay. Both trips were made to view Christmas lights. A total of 21 persons was in attendance.



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Newport Police Department **Memorandum**

Date: January 17, 2019
To: Spencer Nebel, City Manager
From: Jason Malloy, Chief of Police
Subject: **Department Report – December 2018**

The first Saturday in December has historically been the annual “Shop with a Cop” event. This year was an excellent turn out. Members from all Lincoln County Law Enforcement participated. Newport PD had a great turnout.

Officer Carlos Gamboa completed his first month at the Oregon Police Academy. He is scheduled to graduate in March 2019. Officer Vinnie Boutwell continues through field training. He is scheduled to complete field training in January and his status for solo patrol will be reviewed.

I attended the Governor’s Advisory Council on DUII in Salem. The council reviewed potential DUII legislation that will be discussed/presented at the upcoming legislative session.

Lt. Gainer and I attended the Lincoln County Law Enforcement Council meeting. Topics included street crimes enforcement, and Lincoln County law enforcement reviewing options to respond to increased drug activity.

Emma Paranto, our part-time CSO continues to contact business license holders that are past due in renewing their license. Through December, 90 past due accounts were paid, and brought current.

NPD received a grant from Oregon Research Institute to provide an officer presence at school sporting events, extra patrol on large school events, such as homecoming and prom, and targeted DUII enforcement.

The City received a camera we ordered to install at the skate park. The camera will be mounted to a recently installed utility pole. The signal will be transmitted wirelessly to the City network. The City is waiting for hardware required to complete the installation and data transfer.

CSO Ballentine and I met with you to discuss code enforcement and the process to advance violations to abatement for remedy.

NPD continue the hiring process to hire a Police Officer. One candidate was given a conditional job offer and is pending completion of the final phases of the hiring process. NPD began the process to hire a full-time parking enforcement officer (PEO). We anticipate hiring a PEO in March.

Volunteers worked a total of 278 hours for the month. Events included filing, school patrol, general patrol, court bailiff duties, vehicle maintenance, and assistance with administrative duties.