

# Monthly Departmental Reports



February 2019

# Newport Municipal Airport Monthly Department Head Report



Attended the OAMA Spring Conference in Salem followed by ODA board meeting during the conference event. The biggest topic discussed was support for house bill 2402. Which will remove the January 1, 2022 sunset on the aviation fuel and Jet Fuel tax, and removes the sunset on the allocation of the new tax revenue, and will initiate a legislative conversation about the need for additional resources to fund rural airports and the Department of Aviation. I have included more information.

Fuel tank update – No new update at this time. Mascot is building the Skids for the tanks. They have pushed back the project date to Mid-April early May. The Tank vendor has a back log on tanks to build. On a positive note the Tank builder is local in Oregon and once the tanks are ready for transport it should not be more than a day to get them here. I am also waiting on to hear from Mascot on who they are going to have be the special inspection agency that is a requirement before the permit can be signed off on. I have also had a few request to move the Self-Service tank close to the Apron. I am checking with City building and Fire Codes about any locations requirements on this matter.

Rural air service – Boutique Air has scheduled a phone call on Monday, March 4th to start talking about the COAR grant. City staff informed ODA about the grant in progress and they were excited to see what will be submitted.

Cascadia Subduction Zone – No update at this time. There is a potential visit by our naval partners to conduct a County beach site assessments. Lincoln County is well suited to receive the first stop primarily because of the Newport Airport; we have to keep in mind their resources are not specifically for the community members in our County. They will be trying to access the best location to begin support operations for the Central Oregon Coast.

Tree management – No update at this time. The City is working with a few home owners that still have questions about the project and Environmental Assessment. Susan Cunningham Director of ESA, Sarah Hartung Senior Ecologist ESA, Spencer Nebel, Melissa Roman and myself met with few land owners about the right of entry agreement. The land owners still had questions about the language in the right of entry agreement. Steve Rich is currently working on the language of the right of entry.

Lowering Minimum – Held meeting with Spencer, Ralph Busby, Derrick Tokos about the best way of moving forward with lowering the landing minimums to ½ mile visibility and a 200 foot ceiling. On question that we are looking is the potential impact on land owners north of 16. If the minimum is lowered it will extend the RPZ north. I have talked with Ben Dahle about lowering the minimums. Ben informed me there are 17 items the FAA looks to be able to do this. Ben has engaged Dave Parker, Western Flight Procedures Team and discuss this item.

Fire Flow— Update from Tim Gross: Seal Rock Water District has repaired their system and now we should be getting sufficient fire flows at the airport. Recently they have been working on dialing things in because they were having breaks in their system because the pressure and flow has increased so much, so Jason hasn't yet rerun the tests. He will inform Seal Rock Water District and run new fire flow tests next week and I will send you the results when they are done.

Land acquisition south of Runway 34- No update at this time. The FAA would like this grant to be closed out hopefully in December, and no later than March 2019. Derrick is reaching out to the land owner of the 2 ½ acre parcel again to let them know we need a decision.

Hertz –Hertz is still wanting to work with the City of Newport to have rental cars at the airport. There is an offer from Hertz of 18% for the future. We are working on resolving the back payment owed. Spencer and Steve are both aware of this item.

T-hangar 4 –I have the 182 on GovDeals. Winning bid was \$8,500 for the 182 and has been pick up for transport back to Arkansas. The new owner is opening a restaurant and is going to use the plane to make it look like it has crashed into the roof.

DEQ – Gwen has update our SWPCP at the request of DEQ.

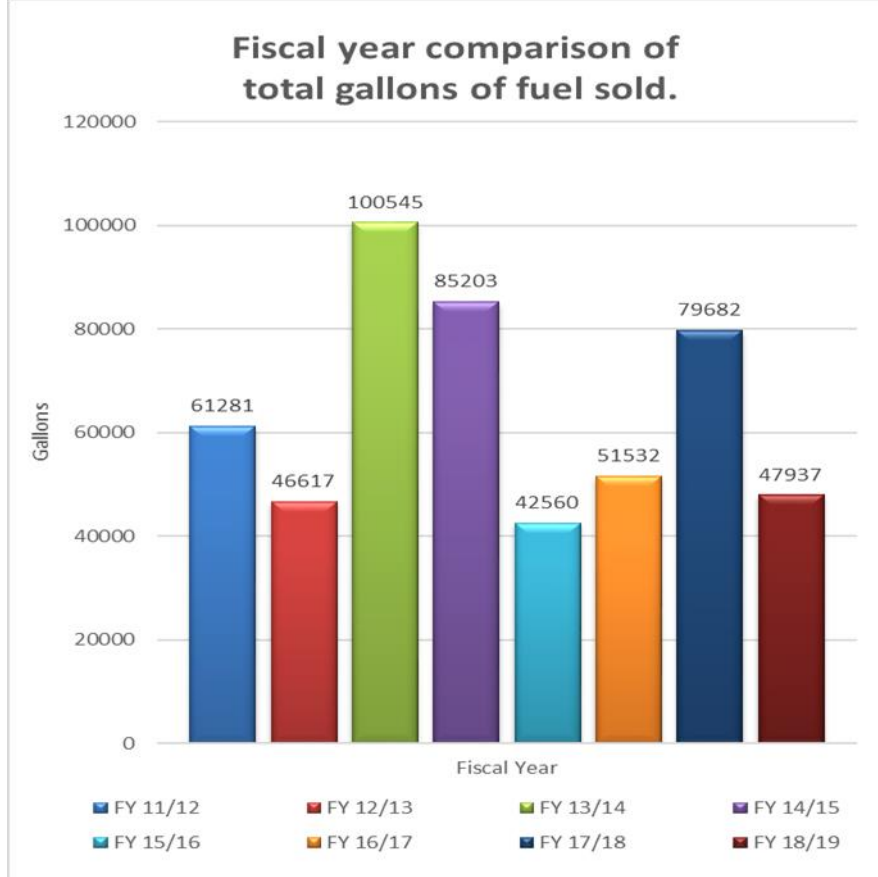
Parking Lot - Mike Eastman was out looking at the parking lot for restriping. Mike thinks we can get additional 13-15 caring spots. Next Step will be in spring to do a mock layout. Step two is finial tweaking if needed for the lay out. Step three will be restriping potential in late spring early summer.

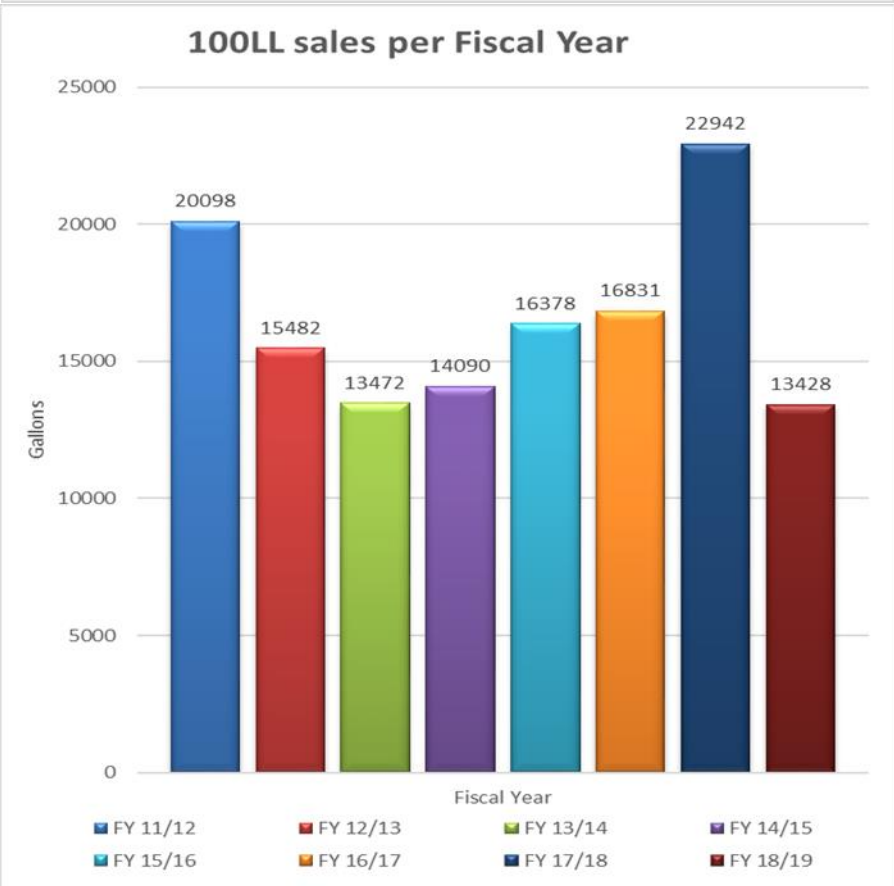
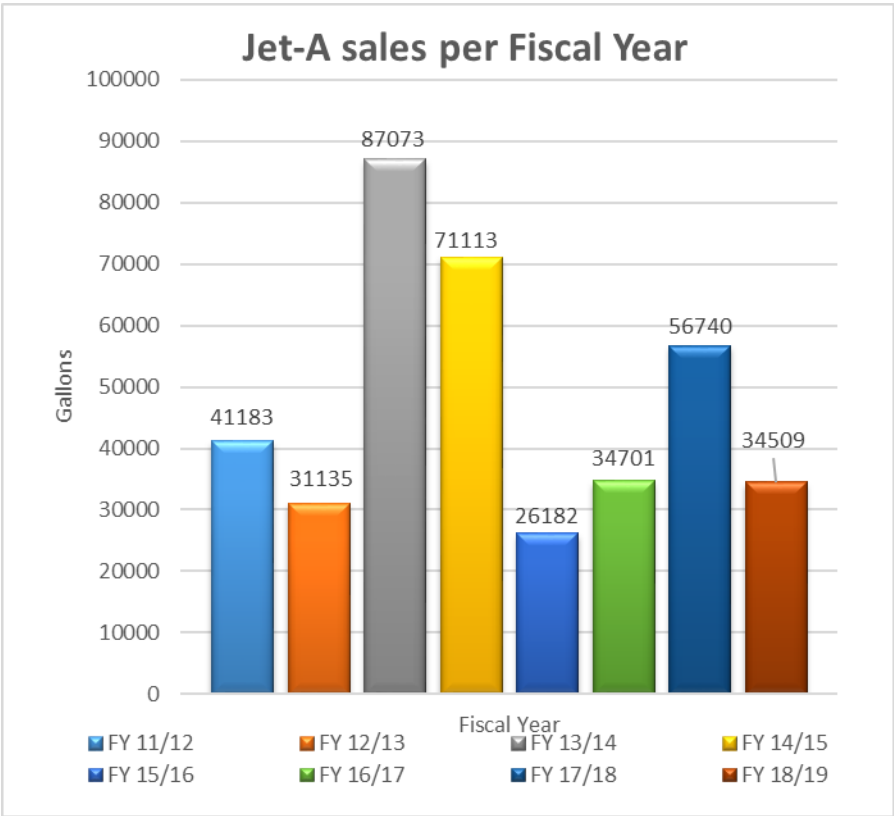
Following is how we finished the month of February 2019.

February 1, 2019 to February 28, 2019



Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	399	410	809	7419	1055	3133	11607
Aug	335	332	667	7096	745	1332	9173
Sept	385	390	775	4462	1056	1194	6713
Oct	277	284	561	5355	527	893	6775
Nov	299	297	596	2713	153	1272	4137
Dec	208	214	422	1966	339	430	2735
Jan	354	360	714	2208	71	748	3026
Feb	217	225	442	3290	12	469	3771
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
<b>Cur. FY</b>	<b>2474</b>	<b>2512</b>	<b>4986</b>	<b>34509</b>	<b>3958</b>	<b>9469</b>	<b>47937</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	
APR	4	5	10	7	25	35	
MAY	14	9	8	4	24	40	
JUN	9	12	28	8	28	36	
JUL	22	16	30	16	55	67	
AUG	24	3	25	10	53	55	
SEP	14	10	14	16	37	54	
OCT	8	5	13	9	22	39	
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>65</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	
APR	2	0	28	36	42	26	32	
MAY	9	0	29	20	45	51	39	
JUN	14	0	19	43	48	37	54	
JUL	10	28	39	41	52	57	53	
AUG	0	27	19	38	43	45	35	
SEP	0	25	25	32	31	45	43	
OCT	0	35	12	22	14	41	34	
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>45</b>

I have included some pictures from February 2019.

February 1, 2019 to February 28, 2019







February 1, 2019 to February 28, 2019





## Support HB 2402

Rural airports have few resources and often have difficulties producing matching funds to leverage state and federal grants. In 2015, the Legislature recognized these challenges and passed HB 2075. This bill increased the tax on Aviation Gas and Jet Fuel by \$0.02 per gallon to support Oregon's rural airports and spur economic development. The increase is estimated to generate \$7.7 million in the 2019-2021 biennium. The program sunsets in January 2022.

HB 2075 funds three important aviation programs:

- 1. Critical Oregon Airport Relief Program (COAR) – 50%**
  - Match requirements for federal dollars (FAA grants)
  - Emergency preparedness and infrastructure, including seismic studies, emergency generators, etc.
  - Critical infrastructure, services, and local economic development
- 2. State Owned Airports Reserve Program (SOAR) – 25%**
  - Safety improvements recommended by the Oregon State Aviation Board and local community airports
  - Infrastructure projects at public use airports
- 3. Rural Oregon Aviation Relief Program (ROAR) – 25%**
  - Commercial air service to rural Oregon

Preservation and improvement of the state's aviation system will require additional investment if airports are to continue to drive over **\$24 billion** in economic activity and support over **76,000 direct and indirect jobs** in Oregon. Airports need a funding source that is stable and certain to support economic development and leverage 10x in federal funding.

### **HB 2402**

- Removes the January 1, 2022 sunset on the Aviation fuel and Jet fuel tax that was authorized by HB 2075
- Removes the sunset on the allocations of the new tax revenue
- Initiates a legislative conversation about the need for additional resources to fund rural airports and the Department of Aviation

HB 2402 provides certainty, growth, and sustainability for Oregon's network of local airports.



# Memo

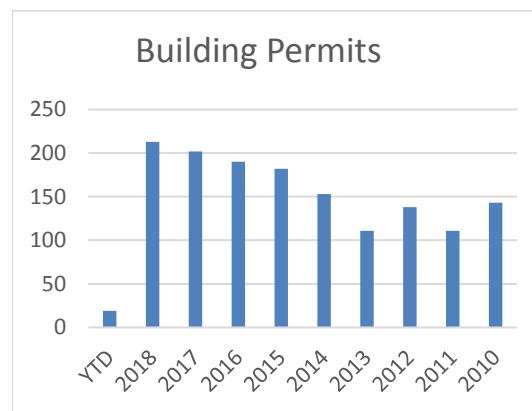
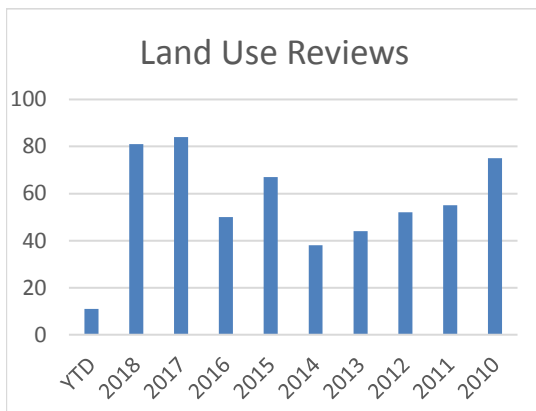
**To:** Spencer Nebel, City Manager and City Council  
**From:** Derrick Tokos, Community Development Director  
**Date:** March 7, 2019  
**Re:** Department Update

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

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Feb	11 (\$2,900.40)	20 (\$1991.36)	6 (\$287.95)	17 (\$2,078.66)	\$170,740	8 (\$6,152.00)
2019 Total	19 (\$4160.99)	50 (\$5,449.76)	14 (\$2,058.72)	25 (\$2,989.62)	\$230,483	11 (\$7,066.00)

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 has started to leak and church is undertaking 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): Two of the first four, 4-plexes have received temporary occupancy permits and the City is awaiting a call for final inspection on the other two. The last three 4-plexes are weather tight and contractors are roughing in utilities.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street: – Temporary occupancy issued for all floors of the expansion building. Seismic retrofit to the older multi-story building is in plan review. 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.

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.

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 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. Plan review complete and developer is working on revisions. Applicant is seeking a property tax exemption on structural improvements under the city's MUPT program, and a tentative date for a Commission hearing on that proposal will occur in April.

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. Contractor is roughing in utilities interior to the units. Rough electrical inspection recently performed and corrections were requested.

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, foundation is complete, and work on interior shafts and shear walls is substantially complete. Contractor is installing structural steel for the walls.

Les Schwab Tire Store (550 E Olive): - . Building permit issued, demolition and site preparation is complete, foundation is installed and the new building is being framed. Owner is working on deferred submittal of plumbing plans for the shop area.

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. Building permit issued and contractor is working on framing and roughing in utilities. 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 closed on a home in mid-January. 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” submitted the first application under the multi-family program, and that request is under review. 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. 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 must be completed by the end of FY 18/19.

**Vacation Rentals and B&B Code Amendments:** On 1/14/19 the Planning Commission completed its work on a package of amendments to the City’s short-term rental ordinances. The City Council held an initial public hearing to consider the Commission’s recommendation on 2/19/19, with work sessions on 3/4/19 and 3/8/19 and a second hearing on 3/18/19. It is anticipated that a new set of licensing standards will be adopted, in some form, in the coming months so that they can be implemented when business licenses are renewed on 7/1/19.

**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 negotiated. Consultants are now under contract with the state and an intergovernmental funding agreement has been drafted and is under review by the Department of Justice. The funding agreement was approved by the City Council on 3/4/19 and is to be signed by ODOT.

**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. 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 coming months. City’ share of the construction costs has been budgeted. Construction is anticipated to occur in the summer of 2020 unless ODOT elects to commit additional funds for full reconstruction of the affected stretch of US 101, in which case the project could be delayed a year.

**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 Nye Beach. The Advisory Committee reduced the scope of the meter rollout in Nye Beach, in response to public feedback, and non-meter policy options are available for both districts. Committee to meet again on 3/11/19 to complete their review of proposed policy and implementation measures and an ordinance establishing a standing committee to provide program oversight.

**FEMA HMGP for Purchase of Landslide Damaged Properties along NE 70<sup>th</sup> 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, occurred on 3/6/19 and closeout report to be prepared by City staff by the end of the month.

**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 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.

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 Brownfields Coalition held a conference call on 2/7/19 to share updates on project timeline, finances, sites currently being assessed, and coordination of outreach. A follow-up conference call is scheduled for March.

Tree Plan: The draft recommended species list for planting in Newport has been finalized. Staff met with the Parks and Recreation Advisory Committee on January 23 to present a draft of code options for regulating tree removal and replacement on City property through the Right-of-Way permitting process. Staff presented a final version of the draft code, incorporating the Committee's recommendations, to the Parks and Recreation Advisory Committee at their February meeting. 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.

Park System Master Plan: The project consultants are in the process of creating a draft of the Park System Master Plan and Capital Improvement component. City staff met on 2/21/19 to do an internal review of the draft materials. A fifth Advisory Committee meeting and a joint meeting of the Planning Commission and Council is scheduled for 3/21/19, for the purpose of providing comments on the draft materials. A third project survey is expected to launch in March to collect public input on the draft plan over approximately 7-10 days.

### **COMMITTEE WORK**

In February, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Community Forest Initiative Collaboration, Affordable Housing Partners Work Group, Urban Renewal Agency, Brownfields Coalition, Emergency Preparedness Committee, Safety committee, Oregon Coast Trail Stakeholders Group, and the Park and Recreation Committee.



Date: March 5, 2019

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

From: Steve Baugher, Assistant Finance Director

Subject: February 2019 Finance Monthly Report

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

On February 28, 2019, a total of 4,529 water/sewer accounts were billed for a combined amount due of \$664,840. 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 February 28, 2019, \$747,148 is current, \$49,555 is past due from January billings, \$9,540 is past due from December billings, and \$98,573 is past due from November 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 February 28, 2019, Aging Report shows accounts receivables at \$144,342. This amount includes a Bed & Breakfast business debt of \$3,195 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 February 28<sup>th</sup> aging report is provided below for your information.

Billings:

Future and current	71,608	49.61%
Over 30 days	2,158	1.50%
Over 60 and 90 days	4,750	3.29%
Over 120 days	65,826	45.60%
	<u>144,342</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 \$11,820. The Finance Department will work with Airport Director to resolve.

The net receivables, excluding the four aforementioned accounts in the amount of \$60,009, total \$84,333.

## Room Tax

The monthly chart shows that Room Tax 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 13.40%. We have the data through January of the 2018-19 fiscal year, the comparisons between it and the 2017-18 fiscal year, we show a decrease of 4.6603%.

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%	314,268	8.5993%
November	138,584	156,947	177,669	167,058	-5.9723%	176,609	5.7172%
December	119,764	121,038	131,917	163,986	24.3100%	138,032	-15.8270%
January	139,630	135,107	125,038	162,767	30.1740%	145,252	-10.7608%
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%
<b>Total</b>	<b>3,172,658</b>	<b>3,538,528</b>	<b>3,741,661</b>	<b>4,243,205</b>	<b>13.4043%</b>	<b>2,453,482</b>	<b>-4.6603%</b>

## 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 \$72,380 with \$64,200 over 90 days due. Finance, in cooperation with Newport Police Department, is reviewing the past due accounts and contacting customers with past due balances.



<u>Billings:</u>		
Current	1,189	1.64%
Over 30 days	5,273	7.29%
Over 60 days	1,718	2.37%
Over 90 days	64,200	88.70%
	<u>72,380</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**

Boldt, Carlisle and Smith, LLC presented the audit report to the Audit Committee on January 29<sup>th</sup>. The Audit Committee plans to present the report to City Council on March 18, 2019.

### **2019-20 Budget**

Finance has started the 2019-20 budget process. Detailed financial statements for the first eight months were prepared for the Department heads to help them prepare estimates for the 2018-19 fiscal year and 2019-20 budget department requests.

### **Retirement Trustee**

On March 13<sup>th</sup>, the Retirement Trustee will be interviewing three candidates for the employee member position. The Retirement Trustee will also be reviewing the application for the Retirement Trustee member position. Staff will present Trustee recommendations to Council on March 18<sup>th</sup> for their possible approval.

### **Conferences and training**

Steve is will attend the Oregon Governmental Finance Officers Association Spring Conference the week of March 10, 2019. Steve and Linda attended the budget law update from the Oregon Department of Revenue in February.



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

March 5, 2019

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

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

In the month of February, we had 192 calls for service. Compared to January in which we had 188 calls. This is a 2.13% increase from last month. In February of 2018, we had 177 calls (this is a 8.47% increase from last year!). Year-to-date we have responded to 380 calls in 2019. This is a 7.65% increase from 2018. We only responded to 353 calls at this time last year. There were five calls of note in February.

The first call was on February 13. NFD responded to an apartment fire at the 600 block of NW Beach Drive. The fire was contained to a dryer in a small closet in an apartment on the third floor. Crews were hampered by limited access and the need for an extended hose lay. The next call of note occurred on the 24<sup>th</sup>. Just as the last day of the Newport Seafood and Wine Festival was ending, we were dispatched to smoke coming from a drive through coffee stand at the 3300 block of South Coast Hwy. I arrived first and found the stand all closed up and dark smoke coming from the attic vents and cracks near the windows. The fire was quickly knocked down by the first in engine company. However, since the building was such a small space it suffered smoke damage throughout. The next night, February 25, NFD was dispatched to a fishing vessel on fire at Port Dock 5. The vessel 'BJ Thomas' had thick smoke coming from the wheel house. The combined galley/sleeping area of the wheelhouse was well involved in fire. The fire was difficult to fight due to the cold temperatures (it was snowing) and having to use a wheeled dock pump which could not generate enough pressure and flow to keep up with the heat being produced. We were assisted by the MLB Victory which pumped water from their on-board fire pumps. This fire, directly illustrates why Newport needs a fireboat. In fact, those were the exact first words out of the USCG commander's mouth when I talked with him that night. A week later, we were able to place in service a new dock pump with greater water flow and pressure capability. The next fire of note occurred on February 25<sup>th</sup>. We provided mutual aid to Toledo Fire Department for barn on fire on Christiansen Road, west of Toledo. The next night, on February 26, we responded to a reported chimney fire at a residence at the 200 block of SE 123<sup>rd</sup> Street in South Beach. The fire had spread into the wall behind the chimney. This required removal of the decorative stone front about the fire place so we could open up the wall behind. When we did, we found the fire had completely charred the 2x4 wood studs in that space.

In February, we neither gained nor lost volunteers and our roster remains at 29 volunteers.

The Fire Department was active in the month of February. On the Fourth, I attended a department head meeting and City Council in the evening. On the 5<sup>th</sup>, I participated in a webinar for our new policy manual from Lexipol. On the 7<sup>th</sup>, myself and Chief Harvey met with hospital representatives and people from Kneenan Construction to go over the next phase of the new hospital project. This being the renovation of the '88 building'. In the afternoon I attended the kickoff meeting of the Homelessness Task Force. On Friday the 8<sup>th</sup>, I met with City Administration to discuss personnel issues and a volunteer issue. On the 11<sup>th</sup> I was out sick. On the 12<sup>th</sup>, I attended a Seafood and Wine Committee meeting at the chamber. After that I met with the City Manager for our regular bi-monthly meeting. On Wednesday the 13<sup>th</sup>, EPC Martinez and I attended a presentation to the County Board of Commissioners from Jenny Demaris, County Emergency Manager. She presented a draft contract for mobile disaster supplies from a national vendor. These supplies would be shipped in after a Cascadia Earthquake. On the 14<sup>th</sup>, I met with Regina to review the agenda for City Emergency Preparedness Committee. Later, Chief Harvey and I met with a fire engine manufacture vendor to

## Fire Department Report for the month of February, 2019

discuss their design for a wildland/urban interface engine. This type of engine will be one of our capital equipment requests for next fiscal year. In the evening, I met with Rural Fire Board for their monthly meeting.

On Friday, February 15, NFD hosted the first ever LISTO training. This training, coordinated by EPC Martinez, teaches an abbreviated version of CERT in Spanish to the Hispanic community. The details are given in Regina's report below. In short, it was a great success, and the graduation held later in the month was very special. I want to thank the CERT volunteers, Mayor Sawyer, and especially Regina for a successful start to this program. On Saturday the 16<sup>th</sup>, and Sunday the 17<sup>th</sup>, NFD hosted a weekend EMS training, which I attended. This training is to help EMT get their required continuing education hours required for re-licensure. On the 18<sup>th</sup> and 19<sup>th</sup>, I was out of town on vacation. On the 20<sup>th</sup>, EPC Martinez and I attended a City Emergency Preparedness Committee meeting. We updated the group on Listos, the City Hall Disaster cache project and developed goals for 2019. On the 20<sup>th</sup>, I attended labor relations training at City Hall. On the 22<sup>nd</sup>, I submitted our department goals to finance. I also attended a meeting with other City Staff and representatives from Hancock Forestry on a proposed development off NE Harney Street. In the afternoon I conducted a hearing with the Union on a grievance filed by the Union. On the 27<sup>th</sup>, I listened in on another webinar from Lexipol on how to develop and administer our new policy manual. In the afternoon, I gave the City Council a brief tour of our main fire station. On the 28<sup>th</sup>, I hosted the City's weekly radio show and in the afternoon, I hosted the monthly meeting of the Fire Defense Board.

### Fire Prevention

Fire Inspections	4
Plan Reviews	7
Vacation Rental Inspections	3

Community Outreach- Lt. Giles, installed 4 child safety seats, and placed our digital picture display for a week at the Rec Center, and for 10 days at Sam Fit. This generated one person to apply as a volunteer!

### Upcoming Activities

We have many activities planned for the month of March. On the First, I attended the goal setting session with the City Council. On the 5<sup>th</sup>, FPO Ragan taught fire extinguishers to the new CERT class. Later this month, the Conex box for the City Hall Disaster Cache will be delivered and put into place. It will go on the north side of City Hall directly behind the generator shed. Newport Public Works is helping with final placement. On Friday the 8<sup>th</sup>, another session of LISTOS is starting. We will be continuing with the budget process. Next week, we submit department budgets. Finally, towards the end of the month, I will be attending a Chief's Roundtable in Salem.

### Training Report

## February 2019

#### Past month training subjects:

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

- L-180 Followership Training (x2)
- Preplanning, SF&W
- EMS, Spinal Immobilization & Long Bone Splinting

#### Past month drill hours:

During the month of February, 450.75 hours of training were documented. Of the 450.75 hours of training in February, the paid staff logged 201.75 hours and the volunteers logged 249.0 hours.

#### Monthly highlights and special considerations:

## Fire Department Report for the month of February, 2019

The countywide Firefighter 1 Academy concluded this month with 15 countywide volunteers completing the academy including one Cadet from Newport. As part of the Firefighter 1 Academy Newport Fire coordinated and provided a live fire training night, utilizing Newport Fire's Training Facility Burn Room. During the month of January Newport Fire Department had two members attend classes at DPSST in Salem on topics such as Advanced Extrication and Leadership. And one member attended a S-215, Urban Interface, Wildland Firefighting. Newport Fire Department also hosted a weekend long EMS Continuing Education seminar.

### Emergency Preparedness

### February 2019

#### Emergency Preparedness Activities:

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

- Conference call, with Gracie Huerta to discuss March Listos training
- Attended CERT Monthly Board of Directors & Training Meeting at Newport Library
- Hosted Newport Emergency Preparedness Committee meeting
- Met with Waste Water staff regarding emergency preparedness
- Met with administration staff at South Beach Manor for tour and to discuss emergency preparedness
- Participated in monthly Oregon Emergency Managers Conference Call
- Met with Ericka Mason, Lead Emergency Management Coordinator for Samaritan Health and Chief Robert Murphy to plan the participation of Newport Fire and Emergency Management.
- Participated on Oregon Emergency Managers Association planning Conference Call

#### Monthly Highlights and Special Considerations:

- Tour of Big Creek Dam with OEM, City Officials and Dig Deep
- Continued working on Newsletter for Emergency Preparedness for all Newport residents and visitors
- Continued outreach for LISTOs program, which provides emergency preparedness training in Spanish.
- Hosted graduation for ten LISTO students at City Hall
- Hosted 12 hour training on emergency preparedness for Latino Community at Newport Fire Department, Listos Part Two.
- Guest Speaker on Facebook Live with Pacific Northwest News & Entertainment
- Tour of VAC for staff and visitor emergency preparedness planning
- Presentation to VAC Steering Committee regarding emergency preparedness and evacuation routes.
- Volunteered at Newport Seafood & Wine Festival with Newport Fire Department

Respectfully submitted,  
Rob Murphy, Fire Chief

# NEWPORT FIRE DEPARTMENT

## City Report February 2019

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	16	4			
AUTOMATIC ALARMS:	4	0	BURN PERMITS:	0	0
MEDICAL CALLS:	127	17	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	3	3	FIREWORKS DISPLAY:	0	0
RESCUE:	0	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	1	0	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	10	2	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	5	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:	1	0	PUBLIC BUILDINGS:	6	0
HOSPITAL/CARE CENTER:	0	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	1	0	RESIDENTIAL:	10	2
LABORATORIES:	0	0	RESTAURANT:	1	0
LAUNDRAMATS:	1	0	SCHOOLS:	0	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	1
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	1	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	0	TRAILERS:	0	0
NATURAL COVER:	0	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

# NEWPORT FIRE DEPARTMENT

## City Report February 2019

### CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	3	1	HEATING APPLIANCE:	4	1
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:	2	0	OPEN FIRES:	2	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	1	0
FALSE ALARM:	3	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	1	1
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	1	0
FLUES:	1	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

### LOSS OF LIFE

CIVILIAN: 0    FIREFIGHTER: 0

### INJURY

CIVILIAN: 0    FIREFIGHTER: 0

# DEPARTMENT REPORT HUMAN RESOURCES FEBRUARY 2019

## RECRUITMENT AND STAFFING

New Hires/Promotions	2/11/19 Catherine Stover 2/19/19 Tom Eveler	Executive Assistant/Fire Department Utility Worker I – Wastewater Collections
Separations	2-1-19 Jennifer Villeneuve	Control Desk
Interim Changes	None	
Retirements	2/28/19 Ted Smith	Library Director

### Recruitments by Department

#### **Police**

Records Clerk	Interviewing
Parking Enforcement Officer	Interviewing

#### **Public Works**

Utility Worker I – Water Distribution	Background
Utility Worker I – Wastewater Collections	Filled
Senior Project Manager	Filled
Engineering Tech I	Re-posted
Environmental Compliance Specialist	Background
Landscape Specialist	Closed

#### **Fire**

Executive Assistant	Filled
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#### **Library**

Library Specialist II	Filled
Library Director	Filled

#### **Parks and Recreation**

Control Desk	Interviewing
Recreation Leader	Posted

\*\* Indicates work in progress – Job description being revised or developed and salary placement needed

## **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 – in process

## **SPECIAL PROJECTS – COMPLETED**



Newport Public Library  
Librarian's Report  
March 2019

### **Administration**

As has been the norm this past year, there are plenty of staffing changes afoot. Laura Kimberly, the new Library Director, will start on April 1. Staff are eagerly waiting for her to take the helm. The library team was thrilled to welcome Chelsey Comstock into the fold as a Library Specialist II on March 1. Michael Edwards, who was employed as a part-time Library Specialist I since September, has decided to move on to a full-time position closer to home. His job has been relisted as a part-time Library Specialist II, closing on Friday, March 15. Because Library Specialist I's are not qualified to staff the Reference Desk, a higher "job family" position is needed to meet the library's needs. Finally, one of the Supervising Librarians, Alice MacGougan, is leaving to start a new job at the Salem Public Library. Her last day is Thursday, March 28.

### **Youth Services**

A new monthly program, Wild Family Wednesdays, started in February. Created to meet the needs of families affected by the early school release times on Wednesdays, the program is targeted toward families with school-aged kids to bring them into the library to spend quality time together crafting, and (while they're in the building) tempt them to find research and recreational reading material to bring home. February's craft was string painting and March's will be slime making.

32 teenagers attended last month's teen Jeopardy program. There was a lot of friendly competition and many reminders from the teens that if the answer wasn't in the form of a question than it was wrong! The guessing jar filled with candy was a hit and the boy who guessed the closest number of candies was only off by one.

### **Adult Services**

Oregon Poet Laureate spoke as a guest of the Willamette Writers and the library on Sunday, February 17. His topic was "How Writing Can Save Your Life." He has spoken at library events multiple times in the past, notably about the 2011 Newport Reads book, *Down in My Heart*, written by his father, the late poet William Stafford.

Respectfully,

Alice MacGougan



# Memo

**To:** Spencer Nebel, City Manager and City Council  
**From:** Jim Protiva, Parks and Recreation Director  
**Date:** March 6, 2019  
**Re:** Department Update – February 2019

## **Recreation Center**

- The Athletic Edge Pacific Invitational Gymnastics Meet was held at the Rec Center from February 1-3, with over 850 participants plus spectators and families, making this an exceptional event.
- The Recreation Center hosted the District Swimming Competition on February 8 & 9, with hundreds of kids participating. The meet was a bit smaller than usual due to snow and icy roads.
- The Rec Center hosted an Oregon Trivia Night as an alternative to Valentine's Day activities. Turnout was low, but fun for those that attended.
- The School's Out afterschool program continues to be popular, averaging around 38 kids per day.
- February was a busy month with over 26,000 people through the doors.

## **Sports Programs**

- Met with adult volleyball players to discuss the current format of drop-in play on Tuesday and Thursday. Also discussed organizing an adult league or tournament involving the Lincoln City Parks & Rec players.
- Met with Lincoln County School District to review and edit the current Cooperative Use Agreement between the school district and the city.
- February 4th, 5th, 6th, 11th, 20th, 21st: Middle school boys' basketball played games against Philomath, Toledo, Cascade, Stayton, Talmadge, and Yamhill Carlton.
- Youth basketball games continued with over 180 Newport kids participating. The recreation center hosted 40 games in February, which included 80 teams from the Lincoln County area.

- Met with Bike Newport, NEWTs board members, and Wilder employees to discuss the 2019 Coast Hills Classic Mnt Bike Race. Alternative racecourse options, needed volunteers, trail workdays, race sponsorships were discussed.
- Held a Coaches Meeting for this year's Adult Basketball League and started league games. Reviewed rules and regulations and explained expectations.

### **Municipal Pool**

- High school swim season ended successfully, with the boy's team winning State. Overall the season went well here at the aquatic center; after a slightly "bumpy" start.
- Beginning with the spring schedule, we will no longer be restricting users to specific programs and times in the activity pool. The pool will open at 7 am and close at 8 pm, and with the exception of swimming lessons, aqua interval class, or other rentals as they arise, the pool will be open to all users' during these times.
- Private swim lesson enrollment continues to grow, and currently we have 40 regular participants. I believe with the implementation of the new "non-schedule" for the activity pool, this number is expected to grow.
- Continued work with the department management team and IT to build our facilities and activities in CivicRec. The process of hands on within the program has meant a big jump in staff understanding and mastery of the program.

### **60+Activity Center**

- The Band Fast Forward held a jazz concert at the 60+ Activity Center on February 16th with approximately 45 people in attendance. They will continue to perform here through April on the third Saturday of each month.
- Our annual Mad Hatter Tea Party was held on Tuesday, February 19<sup>th</sup> with approximately 60 persons in attendance. Attendees enjoyed two hours of fashion, fun and frivolity as Mad Hatter models showcased fashions.
- There were four educational presentations held in February. Mike Stephenson shared "The Good and Bad Secrets of a Grocery and Produce Store" with 26 persons in attendance. Marie Laper discussed "Brain Function and Brain Health" with 20 people. "Advance Directives" was the topic of a presentation by Stacey Mealer with 20 persons attending. The month ended with Frances Halloran sharing about "Food as Medicine" with 10 people in attendance.
- The 60+ Adventure van made only one trip in February, to the Asian Celebration in Eugene. Eight persons enjoyed this annual event.



Noble  
Professional  
Dedicated

## Newport Police Department **Memorandum**

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**Date:** March 11, 2019

**To:** Spencer Nebel, City Manager

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

**Subject:** Department Report – February 2019

February 21-24 was the 42<sup>nd</sup> annual Seafood and Wine Festival. Newport Officers staffed the event at the Festival and had an increased presence on patrol. Officers noticed an increase in activity and calls for service. One arrests was made related to the Festival. Lincoln City PD, Toledo PD, OSP, and Lincoln County Sheriff's Office assisted with the event by providing staffing either at the Festival, or in Newport.

I provided conflict resolution training for our Police Volunteers. The training provides for scenarios frequently encountered and how to respond to scenarios and skills to deescalate problems. WE have provided this training annually for our Volunteers, and the training is very popular.

I attended the inaugural Homeless Task Force meeting. The meeting was successful. Many challenges were identified with the group. Future meetings will continue to identify challenges, but also resources and responses to activities involving our homeless population.

Lt. Gainer and I met with retired Chief Mark Miranda to review administration of Lexipol which is our Department policy software. Lexipol provides proven best practices, and training for Police staff to follow. Lexipol not only provides policy, which we have adopted, but also provides for daily training bulletins, which all of our staff are required to complete.

I met with HR Barb James to review our vacant Records position. We had 77 applicants for the position. We identified several candidates to move to the next phases, which is a customer service test. We anticipate completing the selection process and hiring in March.

Tony Garbarino was selected for hire as our new Parking Enforcement Officer. Tony retired from NPD in December 2017, after a 30-year career. Tony will begin parking duties in March.

Officer Jon Humphreys was selected to our new Street Crimes position. The position will continue to work as an officer, both plain clothes and in uniform. Officer Humphreys will focus on drug investigations and crimes associated with drugs, such as property crimes.

I attended Labor Relations Training, hosted by the City. The training was informative and provided examples of appropriate and not appropriate conduct when dealing with labor organizations.

I attended the Lincoln County Radio Budget Oversight Committee meeting. The Committee reviews expenses and revenues related to the radio system used by Lincoln County Sheriff's Office, Newport PD, Lincoln County Roads, and several fire agencies. We identified needed repairs and planned the 2019/20 radio budget. A 5% user fee increase was identified as needed to meet expenses and plan for future contingencies.

I attended the monthly Governor's Advisor Committee on DUII (GAC-DUII) meeting in Salem. I was also selected as a member of the GAC-DUII legislation group. We reviewed pending legislation regarding DUII measures and identified positions based upon the GAC-DUII mission. I was selected to testify in front of the legislature in support of the pending .05% BAC bill.

Volunteers worked a total of 251.25 hours for the month. Events included Seafood and Wine Festival, filing, school patrol, general patrol, court bailiff duties, vehicle maintenance, and assistance with administrative duties.

# Newport Police Department Monthly Statistical Review



SELECTED CALLS FOR SERVICE (CFS)	FEBRUARY 2019			ARRESTS
	THIS MONTH	LAST MONTH	SAME TIME LAST YEAR	
SEX OFFENSE	6	9		2
ROBBERY	0	0		0
ASSAULT	4	3		4
BURGLARY	3	5		1
THEFT	34	41		13
MOTOR VEHICLE THEFT	5	5		5
FRAUD	12	6		1
GRAFFITI/VANDALISM	0	0		0
NARCOTIC/DRUGS	9	7		26
DOMESTIC DISPUTE	29	28		0
LIQUOR VIOLATION	0	0		0
DUII	3	3		5
TRESPASS/PROWLER	52	39		14
HIT & RUN	0	0		3
ANIMAL PROBLEM	5	16		0
SUSPICIOUS PERS/ACT/VEH	122	173		0
ALARM	27	39		
ASSIST OUTSIDE AGENCY	105	95		0
WARRANTS	2	0		31

**TOTAL CALLS FOR SERVICE**    **1,695**    **1,827**    **1,550**    **98**

February Overtime Hours	
Shift Coverage	33.00
Court	27.00
Investigations	57.00
Administration	17.00
Training	103.50
Other	52.75
Grant	4.00
<b>TOTAL HOURS</b>	<b>294.25</b>

Top 5 Traffic Citation Charges	
Driving Uninsured	25
Driving While Suspended	18
No Operator's License	9
Fail to Obey TCD	9
Exceeding Speed Limit	8
<b>TOTAL CITATIONS</b>	<b>109</b>

<b>PARKING CITATIONS</b>	<b>4</b>
<b>TRAFFIC WARNINGS</b>	<b>49</b>

**Volunteer Hours**    **251.25**