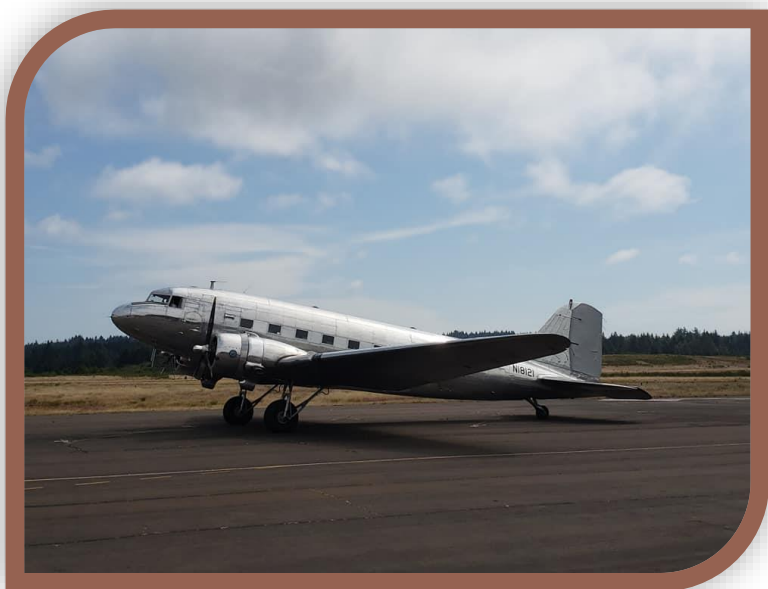


Monthly Departmental Reports



August 2018

Newport Municipal Airport Monthly Department Head Report



EPA tank inspection visit update – Charles Marino with Mascot submitted three quotes for updating the fuel farm. We will be replacing the 12,000 gallon Jet-A tank with the same size tank. We will be removing the bulk fuel storage AV gas tank and the fuel farm. We will be removing the self-service tank and up grading it to an 8,000 gallon self-serve tank. City Council has approved administration to finance the fuel farm update. I have attached the staff report that was submitted to city council.

Rural air service- ODA has sent a letter about the ROAR grant. I have attached it. If we move forward with applying for the grant we will be able to apply again next year for funding as well. We will need to move forward on this soon. I have been in contact with Shawn Simpson CEO of Boutique Air. They are still offering to provide air service to Newport. Boutique is already set up in Portland and has an Interline and Codeshare partnership with United Airlines.

Cascadia Subduction Zone Transportation Systems Regional Resiliency Assessment Program – Chass Jones with the Department of Homeland Security will be visiting ONP in November as part of the Federal Resiliency Assessment Program to collect data on the airport.

Tree management – had meeting with Spencer Nebel, Steve Rich, and Melissa Roman about the progress of the Right of Entry Agreement for the Environmental Assessment for the tree project. We have received a handful of signed agreements. The City is working with a few home owners that still have questions about the project and Environmental Assessment.

Shared a booth with Life Flight during National Night Out. Made contact with over 200 people who had lots of questions about the airport and Life Flight. It was a great time and meet a lot of great people and passed on a lot of information about the airport.

Had a phone conference with Melissa Roman and Geoff Vaughn to go over the next five year AIP projects before our Joint Planning Conference with the FAA. We will talk with the FAA at the JPC on the following projects: the environmental Assessment for the trees, Storm pipe rehabilitation construction, Environmental Assessment for the non-Standard Geometry projects, AWOSS III update, Tree removal design/construction, Non-Standard Geometry Improvements design, and Non-standard geometry improvements construction.

Meet with Susan Cunningham Director of ESA, Sarah Hartung Senior Ecologist ESA, Geoff Vaughn, and Melissa Roman for the kick off meeting for the environmental assessment to the tree project.

Lowering Minimum update – No new information at this time. That work should be finished by mid-July. I will then schedule time with the landowner (and Tim) to make sure that it is acceptable. Assuming that is the case, we'll need to have the land appraised. That will take 3-4 months.

NW Jets in Salem Jet pad construction – no new information on this at this time. The 7460 form has been submitted to the FAA for final review.

Fire Flow-- Tim Gross has been working with Adam Denlinger, Director of Seal Rock Water District. Adam believes Seal Rock should be able to hit sufficient fire flow to the airport without running the pump station. Adam and the Seal Rock water crew will be doing further investigation and looking into the meter coming into the airport. Adam believes this may be the point of pressure loss and we may need a larger meter put in.

Drone School -Chuck Getter with Career Tech School. I have written a letter of support for the Drone School and have attached it to the operations report for the Airport Committee approve before I send it to Dr. Getter.

Land acquisition south of Runway 34- I will be submitting for reimbursement from the FAA on this project in August. This will not be the close out of this project because we are still working on purchasing one small 2 ½ acre parcel.

Meet with Alan Wells with Commercial Associates – Alan was very excited about the prospect of the front area to be developed in some way. He is writing up a report and I hope to see it soon.

Had a meeting with Spencer Nebel, Steve Rich, and Julie Adams branch manager from Hertz. There has been an issue with payment that has not been resolved yet on the amount of commission percentage. Hertz is working on getting it resolved.

Provided a tour of the airport to Rachel Cotton and the Park System Master Plan consulting team; Matt Hastie with Angelo Planning, and Jennifer D'Avanzo with Greenworks. They saw where the community garden area will be. We brainstorm about potential trail development through airport property working with off the ALP. The consultants were very impressed with the size of the airport and the amount of potential there is for trails. I let them know to get a hold of Ken Brown and Michael Cavanaugh for trail routes. Rachel will be keeping me in the loop on the park planning portion for the airport.

The City has taken possession of the contents in T-hangar 4. We will be posting all of the contents for sale on Govdeals to make up for the lost rental revenue.

We also received from the fire department their Durango to us has our second operations vehicle.

Hosted the Cub Scouts for a two day, day camp in the front area. There was about 50 people parents and kids in attendance.

FedEx renewed their lease contract to keep working out of the airport through May 31, 2024.

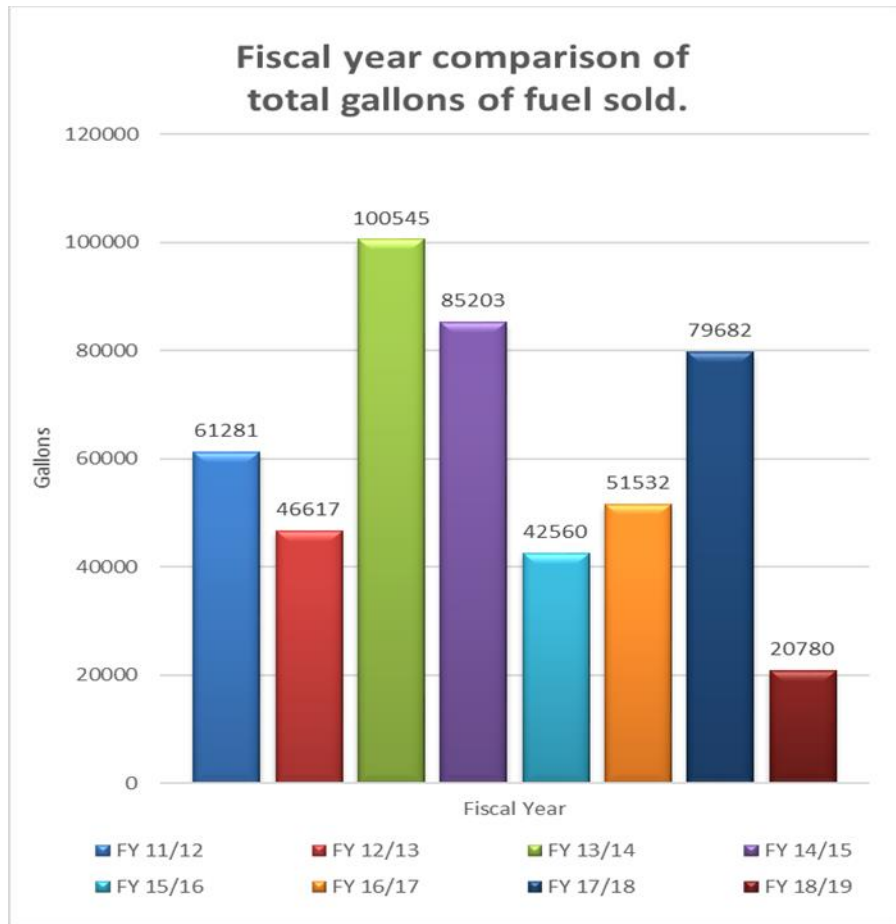
DEQ – Waiting on letter from inspection from DEQ about the 1200z storm water permit.

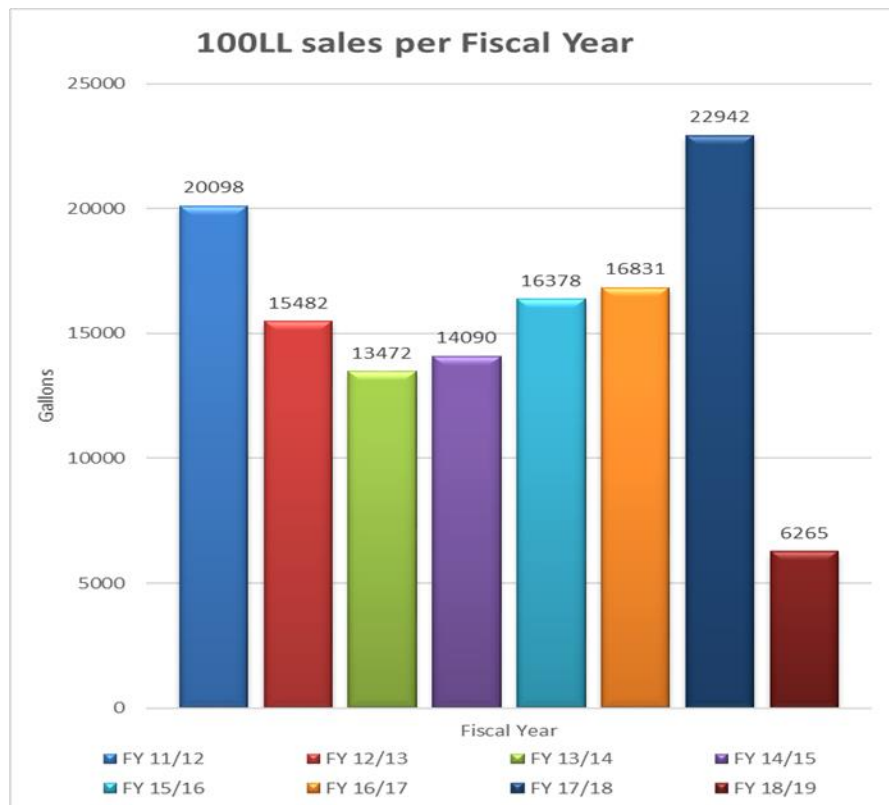
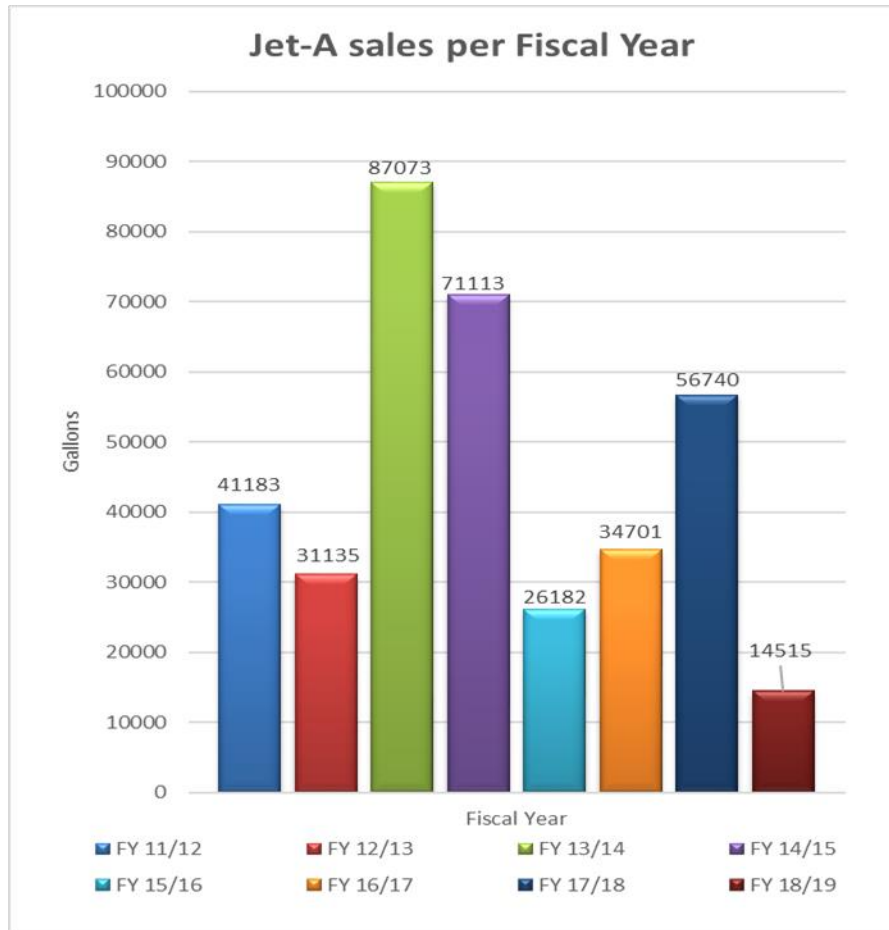
We had an overnight visitor from Germany on the ramp this morning. It's a father/son who are flying around the world in a Cessna 210 Centurion. They have a camera mounted on the tail by the elevator. They have a website if you want to check out, <http://www.onetwozerozero.com> to track their adventures. Their plane is the first picture in the attached pictures page.

Following is how we finished the month of August 2018.

August 31, 2018

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			0				0
Oct			0				0
Nov			0				0
Dec			0				0
Jan			0				0
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
Cur. FY	734	742	1476	14515	1800	4465	20780
FY 17/18	4008	4033	8041	56740	5579	17363	79682
FY 16/17	3685	3701	7386	34701	5001	11830	51532
FY 15/16	4263	4234	8497	26182	7854	8524	42560
FY 14/15	3686	3572	7258	71113	5985	8103	85201
FY 13/14	3199	2914	6113	87073	4098	9374	100546
FY 12/13	3121	3083	6204	31135	4430	11049	46614
FY 12/11	3219	3181	6400	41183	4275	15823	61281
FY 10/11	3023	3085	6108	73458	4119	12004	89581
Average	3526	3475	7001	52698	5168	11759	69625





Rental Cars						
CY	2013	2014	2015	2016	2017	2018
JAN	2	2	11	4	2	24
FEB	5	4	8	4	23	37
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	
OCT	8	5	13	9	22	
NOV	14	2	11	3	21	
DEC	1	1	4	7	25	
Total	126	74	169	92	329	318

Courtesy Cars Loaned Out							
	2012	2013	2014	2015	2016	2017	2018
JAN	0	0	33	23	28	21	16
FEB	2	0	16	17	23	21	24
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	
OCT	0	35	12	22	14	41	
NOV	0	22	19	29	22	11	
DEC	0	8	10	16	17	17	
Total	39	145	278	358	390	404	285

I have included some pictures from August.



210



Phenom, mustang, C750

August 31, 2018





R-22 taking off behind the C750



Five in a row, 560XL, 2-PC-12, King Air 350, Meridian





Oregon

Kate Brown, Governor



3040 25th Street SE
Salem, OR 97302-1125
Office: 503-378-4880
Fax: 503-373-1688

Hello Lance Vanderbeck,

Thank you for all of the time and energy you put into Newport Municipal Airport in Newport, Oregon on a daily basis. Rural airports, like yours, are a critical asset to the aviation system and play a key role in the economic vitality of your community and Oregon as a whole.

Oregon Department of Aviation (ODA) has a grant program designed to work with rural communities in assisting rural air service. Rural Oregon Aviation Relief (ROAR) Program grants are opportunities for ODA to work with our rural airports, rural business communities and local governments to develop business models to create and/or enhance air service for Oregon's rural community's needs and dynamic economies. With the goal of encouraging these partnerships, we have also sent a letter similar to this to community and business organizations in your area.

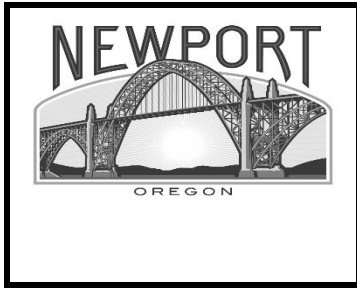
I would like to personally invite you to apply for the ROAR Program. The ROAR grant cycle is an open ended one, in which applications are accepted and reviewed for completeness on an individual basis. Compete applications are submitted on a first-come first-served basis to the State Aviation Board for funding consideration based on merit as well as availability of funding.

Our staff here at ODA would be more than happy to answer your questions or discuss your innovative ideas that may qualify for a ROAR Grant. For more information contact us as well as visit our website at <https://www.oregon.gov/aviation/Pages/ROAR.aspx> . We look forward to hearing from you.

Best regards,

Nohemi Ramos & Matt Lawyer
OREGON DEPARTMENT OF AVIATION
PROGRAMS & PLANNING DIVISION

*Oregon Department of Aviation aims to provide infrastructure, financial resources,
and expertise to ensure a safe and efficient air transport system*



**STAFF REPORT
CITY COUNCIL AGENDA ITEM**

Meeting Date: 8/15/2018

Title: Approval of replacing fuel farm tanks and self-serve tank.

Prepared by: Lance Vanderbeck, Airport Director

Recommended Motion:

I move to award contract to Mascott Equipment Oregon Procurement Information Network contractor number 20324 in the amount of \$362,126.96 for replacement of bulk fuel storage tanks at Newport Municipal Airport.

Background Information:

In October of 2017 the Newport Municipal Airport bulk fuel storage tanks were inspected by Richard Franklin, Federal On-Scene Coordinator U.S. EPA Region 10. During the inspection some issues were noticed by the inspector and a required 20 year tank integrity inspection was scheduled. The 20 year integrity inspection was done by Mistras Group from Kent, WA. The inspections revealed rusting has occurred on the fuel farm tanks causing holes to rust completely through the tanks outer shell exposing the inner fuel tanks. Upon further investigation it was found at some point the tanks were re-painted and the rust was not dealt with properly or correctly. Because of this it caused pitting, scaling, blistering, and corrosion on the sides of the tanks protective outer shell. With the amount of damage to the tanks from corrosion and improperly being re-painted the tanks will have to be replaced to bring the fuel farm and the tanks up to current EPA standards.

The scope of the fuel farm project will include Mascott Equipment to fully remove all three bulk fuel storage tanks. To keep cost down for this project; and lower future maintenance cost, it was decided to not replace the 10,000 gallon AV-gas tank at the fuel farm. Instead Mascott Equipment will upgrade the 2,000 gallon Self-Serve tank to an 8,000 gallon Self-Serve tank. Mascott will remove current 12,000 gallon Jet-A tank and replace it with the same size 12,000 gallon tank Jet-A tank. After Mascott Equipment has prepped existing tanks and cleaned the inside Mascott Equipment will have tanks transported to scrap yard. Mascott Equipment will then do site preparation for receiving the two new tanks. The tanks will be built off site and better prepared to withstand the harsh environment with marine grade epoxy, stainless steel pipping, check valves and springs. Once the site preparation is completed the two new tanks will be set in place. Training for city staff will then occur and the tanks will be up and running. Life expectancy for the tanks is 40 years with proper maintenance.

Fiscal Notes:

\$100,000 is budget for FY 18/19 and remaining balance will be financed over the next 5 years.

8K AV-gas tank:	96,770.39
12k Jet-A tank:	150,650.02
Site work and Demo:	91,863.00
State Fire Permit:	5,000.00
Build permit:	<u>599.41</u>
Total:	344,882.82
5% contingency:	<u>17,244.14</u>
Total:	362,126.96
Less budgeted:	<u>100,000.00</u>
Total to be financed:	262,126.96

Alternatives: None

Attachments: I have attached the tank inspection reports and the quotes for the work.



Memo

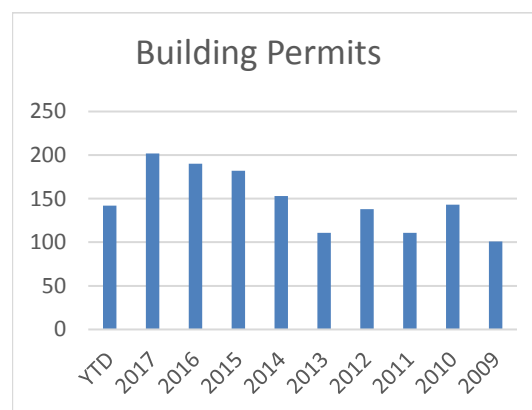
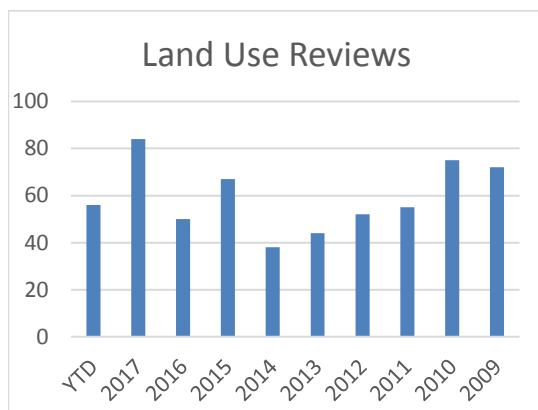
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: September 7, 2018
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Aug	21 (\$13,089.47)	27 (\$2,189.02)	6 (\$1,284.64)	18 (\$1,602.18)	\$800,353	8 (\$2,654.00)
2018 Total	142 (\$226,446.90)	190 (\$25,716.77)	59 (\$33,767.04)	89 (\$39,243.20)	\$14,264,056	56 (\$20,147.00)

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 to setup meeting with church to discuss steps required to finish building. One option is to final the shell only.

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 (most recent work occurred last month).

Wilder, Phase 2B (28 Apartment Units): Building permits issued, underground utilities and foundations have been inspected and approved and units are being framed. Siding is being installed on the first four, 4-plexes. Foundations for last three 4-plexes have been poured.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street: – Permits issued for temporary modular building that is to house clinical services and for footings, foundation, grading and demolition work attributed to the hospital expansion/remodel (Phase 1). Work is currently on Phase 2 of the hospital expansion. Drywall is substantially complete on the first two floors. The third floor is being framed and electrical, plumbing and mechanical systems are being installed. Pads were poured for the generator and fuel storage tank. Water line in SW 9th is being upsized between SW Abbey and SW Bay Streets. The bulk of the public improvements (streets, sidewalks, lighting, etc.) will occur once Phase 3 is complete, which is 1 ½ to 2 years out. A sign variance for the height and number of signs is being considered by the Planning Commission on 9/10/18.

Macau Village at 5425 N Coast Hwy: – Project includes reconstructed drive-thru coffee stand and new office buildings (2,242 sq. ft. total). Coffee stand and office buildings are substantially complete and owner is performing site work, including ADA accommodations, prior to final inspection. Project delayed due to dispute between owner and contractor. City issued temporary certificate of occupancy on the coffee stand portion of the project. Contractor has addressed ADA deficiencies and is preparing to pave the parking area. Owner to pave adjoining street.

Seismic Upgrades to main Fire Station: – Substantially complete. ADA access and parking are the only outstanding issues.

Oregon Coast Aquarium Office (6,300 sq. ft.): – Permit issued. Foundation work is complete, building is being framed, and roofing is being installed. Rough electrical and plumbing inspected. Framing approved and insulation inspected. Drywall is finished. Awaiting call for final inspection.

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 was unsuccessful in leasing retail space. They have now decided to go with a “boutique” store. Tenant improvement plans have been approved and permit is ready to be pulled.

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. Building permits submitted and corrections have been requested. Owners request for a height adjustment for the buildings was denied by the Planning Commission at a hearing on 2/26/18. Owner submitted revised plans. Awaiting payment for plan 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, roofing and siding is being installed.

Old Municipal Pool Property: - Lincoln County School District has submitted a building permit application to remodel the structure so that it is suitable for school administration and related uses. Temporary occupancy issued. Final occupancy held until public improvements are completed (work is underway).

OSU Student Housing Project: – Submitted land use application for amendments to Planned Development. They are reducing the number of buildings from 11 to 3. Building permit for the first 63-unit building and site work to be submitted in phases soon.

OSU Marine Studies Initiative Building: – 72,000 sq. ft. classroom research facility with a tsunami vertical evacuation assembly area. Traffic Impact Analysis was approved. Grading and site utility plan issued. Contractor is installing underground utilities and performing site work and deep soil mixing for the foundation. Structural plans approved and permit package is being prepared.

Les Schwab Tire Store (550 E Olive): - . Building plans have been reviewed and awaiting Public Works sign-off of the frontage improvements. Applicant submitted revisions to frontage improvement civil drawings and those drawings are under review by Public Works.

Yaquina Industrial Park (1430 SE Bay Blvd): - Application for mass grading submitted for installation of utilities, lease pad sites, and roads. Initial phase to be two warehouses to support the international terminal. Plans are under review.

Newport Brewery. (1118 SW Canyon Way Dr): - Building expansion for restaurant and brew pub. Plans submitted, reviewed, and revisions requested. Preparing to issue a foundation only permit, but need survey from owner to confirm expansion will not encroach into the SE Canyon Way right-of-way.

SIGNIFICANT PLANNING PROJECTS

Pacific Marine Energy Center – South Energy Test Site (PMEC – SETS): Future grid connected wave energy test facility off the coast of Newport. Will include 4 test berths that can accommodate 20 devices. NNMREC-OSU has been working through the FERC regulatory process, addressing environmental impacts associated with the project. Cost is \$40 million to be funded by DOE with 20% cost match. DOE awarded funding in December of 2016. The Oregon Legislature provided \$3 million in match funds in 2018. NNMREC-OSU is working through federal and state permitting process. Project is now called “PacWave” and in spring of 2018 OSU purchased 5-acres south of Newport as the shore based facility.

Affordable and Work Force Housing Initiatives: Proud Ground is leveraging third-party and City housing fund dollars to help 3 families purchase homes via down payment assistance grants. Homebuyer education and outreach meetings were held in Newport on 10/5/17, 11/28/17, 2/6/18, 3/16/18 and 4/27/18 to help qualified buyers obtain required approvals, and a pre-qualified buyer is looking to purchase a home. Proud Ground recently secured \$500,000 in state funds for down payment assistance grants in Lincoln County. 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 affordable housing project known as “Surf View Village” is likely to pursue the MUPTA tax incentive proposal once their agreement with the state is finalized. 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. Grant was approved and scope of work submitted to DLCD on 8/29/18.

Vacation Rentals and B&B Code Amendments: On 11/20/17, following a report from the Planning Commission, the City Council elected to initiate a legislative process to evaluate potential amendments to the City’s vacation rental code. They then referred the matter to the Planning Commission to develop a set of recommendations. A temporary moratorium on the issuance of new VRD and B&B approvals while the amendments are developed was considered, but ultimately rejected. The Commission has agreed upon a schedule to complete the work. An Ad-Hoc Committee has been formed to assist in the effort. They held have held eleven meetings to date, with the next meeting scheduled for 7/25/18. Public open houses were held 8/15/18 and 8/22/18 to vet preliminary policy options. Committee met on 9/5/18 to consider feedback. Additional information is available on the City of Newport committee website.

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 has budgeted \$200,000 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. Urban Renewal will contribute up to \$200,000 to the effort. A consultant team has been selected through ODOT mini-RFP process and a scope of work is being negotiated.

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. Preliminary design and budget for undergrounding utility lines along US 101 and SE Ferry Slip is complete with work anticipated to start fall of 2018. Public open house at OMSI Camp Gray was held on 6/7/17. Environmental work to inform storm drainage design completed in May. Staff met with ODOT and consultant team on 6/26/18 to review drainage design alternatives. ODOT is objecting to a proposed US 101

northbound right-turn lane onto SE 32nd. City submitted justification and received a response on 9/7/18 that they will allow it to be included in the design. Draft design should be complete in 2-weeks. Construction of the 35th/US 101 intersection will be bid fall of 2019.

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 4/12/16 through 4/14/16. Second stakeholder meeting to debrief and prioritize feedback from the outreach meetings related to capital project needs held 6/22/16. Peak season utilization and turnover rate analysis was performed the weekend of 8/27/16 and the preliminary results of that work were presented to the Committee on 11/14/16. Off-peak analysis occurred in early December. Lancaster prepared a draft report, which was presented to the Advisory Committee on 8/15/17, 10/17/17, 11/28/17, and 1/11/18. 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 is conducting outreach in the affected business districts, from April through June. 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 for its consideration in August/September. Next meeting is scheduled for 9/11/18.

FEMA HMGP for Purchase of Landslide Damaged Properties along NE 70th Drive: Council adopted a resolution in support of the grant application on 3/21/16. Meetings have been held with the affected property owners, the properties have been appraised, and geologic and title reports have been prepared. Grant application was submitted to FEMA and federal funds were obligated on 7/14/16 and contract with Oregon Emergency Management was signed on 8/23/16. The City was initially able to acquire five of the seven target properties. Two homes have been dismantled and relocated to the Airport with the intent that they be repurposed; however, staff has had a difficult time finding a non-profit organization willing to take them. A sixth home was acquired in June and it was demolished and removed on 8/30/17. The owners of the seventh property chose not to sell and have instead invested in shoring up their property. All of the required grant tasks have been completed and City staff is working to close out the grant.

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 the appeal and asked for additional information. Conference calls were held on 1/26/18 and 5/31/18 to review and discuss the supplemental data. It appears that FEMA will be approving the appeal and they have indicated that revised preliminary maps will be released in September.

SE 62nd Street Right-Of-Way Acquisition: Memorandum of Understanding between the City, Newport Urban Renewal, and Landwaves, Inc. approved 9/6/16. Staff has secured the services of an appraiser and surveyor and preliminary survey work is underway to establish a preliminary alignment for the roadway. Staff, the surveyor, and landowner met on-site to assess the preliminary alignment on 2/9/17 and surveyor is working on revisions. Dedication documents for SE 50th Street, which is currently an easement access, are complete and the surveyor is establishing an alignment for SE 62nd that is based upon a concept drawing the city received from the owner in mid-April. A survey of the new alignment should be ready soon.

Tree Plan: A draft plan with recommended tree/shrub list and planting specifications has been prepared and was reviewed with the Parks and Recreation Committee at its 2/28/18 meeting. Staff has revised the materials and circulated the document to landscaping and agency professionals for feedback. A final draft of the tree plan and recommended species list should be ready for review and approval this summer.

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. City staff has provided a list of ten potential opportunity sites in Newport to the Brownfields Coalition and is meeting with the Coalition on a bi-weekly basis to support its efforts to conduct community outreach. CTSI's Toledo Mill Site recently received EPA eligibility approval to move forward as a pilot site. After some staff turnover in early 2018, COG recently hired a planner who will be the new lead on this project. The next phase of the process is for COG to develop outreach materials and work with the Economic Development Alliance of Lincoln County and partner jurisdictions to engage property owners who may be interested in accessing funds to do Environmental Site Assessments and/or cleanup planning for their properties.

Park System Master Plan: The Park System Master Plan update kicked off on 6/21/18 with a visit from project consultants and the first meeting of the project Advisory Committee. During their visit, consultants were able to tour all of the City's parks and recreation facilities. Consultants and staff have conducted a series of preliminary, in-

person interviews with key stakeholders, including parks maintenance staff, City staff, the Lincoln County School District, OPRD, Surfrider, skate park users, open space advocates, and the City's Parks and Recreation Advisory Committee and Bicycle and Pedestrian Advisory Committee. Consultants worked with staff to prepare a set of project goals and priorities, a park system inventory, and level of service analysis. The information was presented to the project Advisory Committee, Planning Commission, City Council, and public on 8/30/18 with all participants being given an opportunity to share their thoughts on park system opportunities and constraints. An online survey is currently open to the public and the consultants and staff are updating informational materials based upon public feedback.

COMMITTEE WORK

In August, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Urban Renewal Agency, Board of County Commissioners, Don Davis Park Outreach, Park System Advisory Committee, Bike and Pedestrian Committee, Oregon Coast Caucus Economic Summit, and Vacation Rental Ad-Hoc Committee.



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

September 7, 2018

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

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

In the month of August, we had 247 calls for service. Compared to July in which we had 227 calls. This is an 8% increase over last month. In August of 2017, we had 193 calls (this year is a 22% increase from August of last year). Year-to-date we have responded to 1533 calls. This is a 6% increase from 2017. We had responded to 1438 calls at this time last year. There were seven calls of note in August.

The first call was on the fourth. Newport Fire Department responded to a mutual aid request from Seal Rock Fire on a motor vehicle crash located at the 7800 block of Hwy 101 in Seal Rock. We assisted with extrication of a critically injured patient. The second call of note occurred the next day on the fifth. NFD responded to a fire at the Knights Inn Motel at the 1800 block of N. Coast Hwy. 1 person was critically injured, and two others had minor injuries. Two units and a portion of the second floor hall way sustained fire damage. An additional four units had smoke and water damage. Electrical service to the structure had to be disconnected meaning that more than 20 rooms had to be vacated. NFD received mutual aid assistance from Depoe Bay Fire District, North Lincoln Fire and Seal Rock Fire. The cause of the fire remains under investigation. Our next call occurred on August 7. Two NFD members responded as part of the Lincoln County Rope team to the 7800 block of Logan Road along the beach to a location known as God's Thumb. Rope Team members worked with the USCG Helicopter crew to rescue a person injured on a rock out cropping.

On the 14th, NFD responded to a report of a natural gas leak on the Bay Front. It turned out to be a diesel spill into the bay from a fishing vessel near Port Dock 3. The vessel accidentally discharged around 250 gallons of diesel into the bay. NFD notified the proper state and federal authorities. On the August 17, we responded to a motor vehicle crash on Hwy 101 at milepost 134 just south of Beverly Beach. Crews used the 'Jaws of Life' to help extricate a victim from a wrecked delivery truck. On the 21st, we responded to a fire on the underside of the dock at the Abbey Street Pier. Discarded smoking debris caused the fire. The fire was burning the underside of the pier. Crews doused the area with water and crawled underneath the pier to confirm the fire was extinguished. Access to the fire was a challenge. The final call of note was on the 31st. We responded to LaQuinta Inn on SE 32nd Street in South Beach for a water leak. A contractor working in the attic accidentally broke a sprinkler pipe. To compound the problem, on site staff spent nearly 30 minutes trying to shut off the water before calling the Fire Department for help. When crews arrived, they found water leaking down all three floors soaking at least ½ of the hotel. The water was also in the Fire Alarm System and shorted out several smoke detectors. Due to the extensive damage, and damaged fire sprinkler and alarm systems, Fire Marshal Harvey had them shut down for the day and worked with onsite managers, a sprinkler contractor, and the cleanup company to expedite a recovery and repair plan. The hotel was able to open on a limited basis in about 36 hours. This was a good example of Fire Department staff ensuring guest safety while working with the business owner to get them up and running as soon as possible.

In August, we did not lose or gain any volunteers. Our roster remains at 27 volunteers.

The fire department was active in the month of August. On the sixth, Chief Harvey and I met with HR Director James to go over the results of the phone interviews for Fire Prevention Officer. We narrowed the candidates down to two finalists and invited them back for in-person interviews and an assessment center. This will take place on Friday, September 7. On the seventh, I was guest of Kiera Morgan on her radio show 'Hotline'. We discussed the County Wide Fire Ban, beach safety and our rural fire district's new addressing program. In the

Fire Department Report for the month of August, 2018

evening, we joined Newport Police Department at the Armory for their National Night Out. Several FD staff were there along with Emergency Preparedness Coordinator Martinez. It was a great success and we talked to hundreds of people about disaster preparedness and fire safety. On August 8, Chief Harvey and I met with Union leadership to continue negotiating wages and working conditions for the new FPO position. On the ninth, I attended the farewell celebration for Counselor Swanson. I also met with city administration to discuss a personnel issue. In the evening, I attended a regular board meeting of the Rural Fire Board.

On August 14, I met with the City Manager. Later that day, I attended an Airport Committee Meeting to discuss code requirements for airport hangers and water supply requirements. On the 16th, we hosted a regular meeting of LINC-Coast. This group discusses issues with at-risk seniors in our community. On the 20th, I attended a department head meeting in the morning and interviewed a potential volunteer in the afternoon. On August 20, EPC Martinez and I attended a regular City Emergency Preparedness Committee meeting. On the 23rd, we hosted the monthly Fire Defense Board Meeting. On the 27th, Chief Harvey and I met with City administration to discuss a personnel issue. The next day, I met with the City Manager. On the last day of the month, I helped NPD staff fill out their annual HAZMAT survey, and I attended a meeting at City Hall.

Upcoming Activities

We have many activities planned for the month of September. Our hiring process for Fire Prevention Officer is moving forward. Two candidates will be moving forward to interviews and an assessment occurring on Friday, the seventh. Our summer firefighters are wrapping up their temporary assignments. Our last summer firefighter's last day is tomorrow. All three will revert to volunteers. One of our summer help, Firefighter Matt Parker was accepted and enrolled in the Fire Science Program at Chemeketa Community College in Salem. This is my alma mater. We are very proud of Matt and wish him great success. On Monday, September 10, we will be hosting a presentation on Tsunamis called "Beat the Wave". This will occur at City Hall at 6:00 pm.

Training Report

Past month training subjects:

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

- Sprinklers and Standpipe Operations
- Aerial Apparatus Awareness and Operations
- Search and Rescue Techniques
- EMS, Pediatric Emergencies
- MCI Review & Forcible Entry Tools

Past month drill hours:

During the month of August 136.0, hours of training were documented. Of the 136.0 hours of training in August, the paid staff logged 32.0 hours and the volunteers logged 104.0 hours.

Monthly highlights and special considerations:

Beginning October 2nd Newport will co-host a new Firefighter 1 Academy that will be a countywide approach. The Central Oregon Coast Training Officer Association is the lead group providing the training and two main host for this countywide academy will be Newport Fire Department and North Lincoln Fire and Rescue. The Firefighter 1 Academy will continue until the end of February 2019.

Emergency Preparedness

Emergency Preparedness Activities:

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

- Attended Board meeting with Centro de Ayuda
- Conference call, Oregon Emergency Management Association 2018 Conference planning committee
- Attended Safe Haven Hill/OCCC Committee Meeting
- Attended USCG Planning meeting for drill in November 2018
- Attended Emergency Planning Committee meeting at City Hall
- Met with Kiera Morgan at Yaquina Radio Station and participated on radio show

Monthly Highlights and Special Considerations:

- Participated in OMSI Summer Camp Film Project.
- Presented Emergency Preparedness to Reconnections Counseling Center, 21 clients attended
- Participated in National Night Out at Newport National Guard Armory, reached approximately 500 guests
- Participated in Newport Farmer's Market
- Enrolled residents of Long View Hills in Lincoln County Emergency Alert System, 26 residents
- Attended Advanced Survival Camp with Newport Parks and Recreation at Big Creek
- Accepted in FEMA Basic Academy for Emergency Managers, Emmitsburg, Maryland
- Enrolled in additional Oregon FEMA training courses
- Began outreach for LISTOs program, which provides CERT training in Spanish.
- Signed up for CERT course to take place in October 2018.
- Enrolled for Fall 2018 term at Clackamas Community College, Emergency Management degree
- Prepared Newport Oregon Emergency Management Facebook page for National Preparedness Month

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report August 2018

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	29	5			
AUTOMATIC ALARMS:	8	5	BURN PERMITS:	0	0
MEDICAL CALLS:	128	19	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	12	3	FIREWORKS DISPLAY:	0	0
RESCUE:	1	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	3	5	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	8	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	24	5	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	4	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	177				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	3	1
HOSPITAL/CARE CENTER:	3	0	REPAIR SHOPS:	0	1
HOTEL/MOTEL:	2	0	RESIDENTIAL:	7	5
LABORATORIES:	1	0	RESTAURANT:	0	0
LAUNDRAMATS:	0	0	SCHOOLS:	1	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	1	0	STORAGE:	0	1
MARINA:	1	0	STORES:	0	0
MISCELLANEOUS:	1	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	0	TRAILERS:	0	0
NATURAL COVER:	17	2	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report August 2018

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	6	3	HEATING APPLIANCE:	0	1
CARELESS SMOKING:	2	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:	21	1
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	3	1
FALSE ALARM:	2	2	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	2	2
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

DEPARTMENT REPORT HUMAN RESOURCES JULY 2018

RECRUITMENT AND STAFFING

New Hires/Promotions	7/11/18	Kai Daniels	Lifeguard /Instructor
	7-23-18	Arath Hernandez	Lifeguard/instructor
Separations	7-24-18	Arath Hernandez	Lifeguard/Instructor
	7-20-18	Ashish Thaker	Lifeguard/Instructor
	7-23-18	Linda Brown	Temporary
Interim Changes		None	
Retirements		None	

Recruitments by Department

Public Works

Utility Worker I – Water Distribution	Interviewing
Utility Worker I – Wastewater Collections	Interviewing
Utility Worker I – Streets	Closed
Senior Project Manager	Interviewing
Assistant City Engineer	Interviewing
Engineering Tech I	Closed

Fire

Fire Prevention Officer/Relief Engineer	Interviewing
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Library

Library Specialist I	Interviewing
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** Indicates work in progress – Job description being revised or developed and salary placement needed

SPECIAL PROJECTS – IN PROCESS

Finalization of all job descriptions with new salary ranges listed and formatting review

2018 Wellness Initiative

Employee Handbook Revisions – in process

Independent Contractors –on hold

Administrative Manual -on hold

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

SPECIAL PROJECTS – COMPLETED

Negotiations - NPA

DEPARTMENT REPORT HUMAN RESOURCES AUGUST 2018

RECRUITMENT AND STAFFING

New Hires/Promotions None

Separations	8-21-18	Noah McVay	Lifeguard/Instructor
	8-23-18	William Hartsell	Recreation leader
	8-31-18	Megan Bricco	Recreation Leader
	8-31-18	Kaylee Wilson	Recreation leader

Interim Changes None

Retirements None

Recruitments by Department

Parks and Recreation

Recreation Leader Posted

Police

Police Officer Background

Police Sergeant (Internal only) Posted

Community Development

Building Inspector Trainee Posted

Public Works

Utility Worker I – Water Distribution Interviewing

Utility Worker I – Wastewater Collections Interviewing

Utility Worker I – Streets Closed

Senior Project Manager Background

Assistant City Engineer Interviewing

Engineering Tech I Interviewing

Fire

Fire Prevention Officer/Relief Engineer Interviewing

Library

Library Specialist I
Librarian I

Background
Posted

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SPECIAL PROJECTS – COMPLETED

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Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: September, 2018
Subject: Library Department Update

From the Library Director:

We continue to struggle with staff vacancies. Rebecca Cohen Rozewski's last day was September 4, and staffing levels are officially down 25%. One part-time job has been offered as the result of interviews held during August. That person is not yet onboard. One staff member, who was on Family Medical Leave has decided to retire, but that position cannot be advertised at this time. For the time being that position is being filled by a temporary staff member from Barrett Business Services. Job interviews for an open Librarian I position are scheduled for mid-September and one expects that person to join the team in October.

The Library Director was on vacation from August 17, through August 26.

On August 29, the Library Director met with MaryKay Dahlgreen, the new director of the Lincoln County Library District. The discussion centered on building stronger, more effective working relationships within and among libraries in Lincoln County.

From Youth Services:

The Children's Services Department is extremely grateful to our eleven youth volunteers who donated their time all summer to assist us with our summer reading crafts, setting up tables and supplies for programs, pouring lemonade at the park during our Wednesday programs and many other tasks. Each of them has been rewarded with gift cards to local coffee establishments as well as this year's summer reading Tshirts with our logo.

Our department had 3 "Trail Tales" set up throughout town for the third year running. One at the Coast Park, which was a new location for us this summer. The second is on the Ocean to Bay Trail near Big Creek and the third is located on the library grounds. We have been well received by the public and it is great to have a collaboration with the Parks and Recreation Department of the City of Newport.

"Trail Tales" is a community picture book self-paced outreach program. A set of books have been purchased for the summer months. Each book has been laminated for durability and weatherproofing, and then be mounted to a post. We then place the posts, page by page, throughout the parks for families to enjoy and for readers to share with others as they engage in a

healthy walk. Reading with adults provides an opportunity for children to gain new vocabulary, learn new concepts, describe events and spend precious time together. This project combines family time, nature, reading, literacy and physical activity into one engaging event with multiple benefits. Our guest books give us a sense of how many visitors we had at each location. We will have final numbers later this month based on the number of folks who signed in and/or left comments. The comments have been reflective of the diversity of ages using the trails as well as the many states visitors have come from in addition to our local residents using the trails. One young girl wrote, "I LOVE the Happynis in this book". Another youngster wrote, "This is fun, fun, fun! This is epic. I like this book". A local dad wrote, "This was a great story. My son loved it". These testimonies show that we have been successful in our outreach endeavors.

As the new school year begins our services to area schools, daycares and preschools kick into gear once again. Planned visits include monthly outreach to all of the Kindergarten classes in Newport, outreach to the middle and high school each month promoting teen services and programs and the occasional visit to the library by teachers and their classes to tour all of the areas here that hold special interest for youth; including the Teen Room, public computers and catalog computers, Juvenile fiction and nonfiction and self-checkout machines.

From Outreach:

Adult Summer Reading went well this year. It's been nice to have something to offer grown-ups and it's a really powerful method of communicating to parents that their children will benefit from them modeling their enjoyment of reading consistently.

Library outreach service to the homebound seniors in our community continues to prove its value both quantitatively and qualitatively: in July nearly 900 items were checked out to outreach patrons and recently one patron, a ninety-year-old German immigrant who escaped a USSR forced labor camp after World War II, told the outreach librarian that the nonfiction books she's received from the library have helped her understand the history of World War II more broadly and the fiction books (particularly mysteries involving cats) have provided her hours of escapist enjoyment.

From Adult Services:

Adult Services Librarians hosted two adult programs in August, with a total of 34 people attending. The Literary Flick, "Marjorie Morningstar," drew an audience of 29 people, many of whom stayed after to discuss the film. Reference Staff have worked with a new temp employee, Apinya Garner, to train her on reference desk duties.



Memo

To: Spencer Nebel, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: September 6, 2018
Re: Department Update – August 2018

Recreation Center

- The Rec Center participated in National Night Out with flyers, Activity Guides, and staff, who handed out tchotchkes to attendees.
- Staff continues to work with IT in search of software that will improve our services, including on-line registrations and sales.
- The Seahorse Swim Meet was on August 10, 11, & 12th, resulting in a full parking lot and lots of swimmers in the Rec Center. Our multi-purpose room was used for their food sales and a place for swimmers to relax in-between heats.
- The Rec Center hosted a fundraiser for the gymnastics club, who are working to raise money for the purchase of parallel bars.
- The first Parks Master Plan Workshop was held on August 30 at the Rec Center. Although there were some conflicts with back-to-school events, the turn-out for the workshop was well-attended.

Sports Programs

- Adventure Paddle Camp took place at the Newport Reservoir. The camp had 8 youth that learned how to kayak, stand up paddleboard, and surfing techniques.
- Fishing Camp took place at the Newport Reservoir. The camp had 7 youth that learned how to fish, crab and clam in the surrounding area.
- Survival Camp took place at Big Creek Park. The camp was full with 16 youth.

- Basketball Camp took place at the Recreation Center. The camp was a partnership with the high school girls' basketball team. They use the camp as a fundraiser for their program. There were 60 youth that participated.
- Golf Camp took place at Agate Beach Golf Course. The camp had 11 youth enrolled. The camp was a partnership with the high school boys' golf team. They use the camp as a fundraiser for their program.
- Department staff continued meet with IT staff to view vendors' demonstrations for potential membership software updates/changes at the Recreation Center, Pool, and 60+ Center. This software manages our activities, facilities, and point-of-sale transactions with combined functionality to manage memberships, instructors, sports leagues, and ticketing.
- Continued coordinating and planning for the Agate Beach Surf Classic. The contest is on September 8-9. Collaborating with City staff, private businesses and volunteers to create this year's contest. So far, we have 54 preregistered

Municipal Pool

- We had another successful session of group swim lessons, August 6-17 with a total of 52 children enrolled. This month we experimented with an online registration, using google forms and a link on our web site. It is a convenience for the customers and allows them to register from home.
- We continued to schedule between 20 and 30 private lessons per week this month.
- On August 25th we hosted a Back to School Pool Party with 49 attendees. We provided the attendees with *games, pizza, ice cream sundaes, and recreational swim*. Dominoes generously donated 30 pizzas to the event. We were pleased with the turnout and received positive feedback from parents.
- The Seahorse Invitational Swim Meet was held at the Aquatic Center from August 10th-12th. Our facility was host to several teams from across the state. The Aquatics staff and Swim Club volunteers worked together to provide a safe and well-organized swim meet.
- On August 16 we had a forced closure when work being done by the PUD caused our facility electricity to drop. We were closed down for a roughly 36 hours. Through the efforts of our staff and the Public Works department we were able to identify and resolve most of the resulting issues, however the HVAC in the locker rooms is still not operating.

60+Activity Center

- Local photographer Paul Calkins continued his digital photography class with “Beyond the Basics”. The class also included a Saturday field trip to the Hatfield Marine Science Center to practice what the students had learned.
- High School volunteer, Noelle Vertner, led several art classes during the month of August – 6 classes using alcohol inks and 3 using pour art. Noelle also led the Movement for Improvement class. Noelle was a great asset to the 60+ and will be missed now that she has returned to school.
- A self-led practice group entitled “Beyond the PT Clinic” began in August and will be continuing. These sessions are for people who have completed, or who need additional space to practice stretches and exercise recommended by their physical therapist.
- Dee Kecz held a Travel and Hike Planning Party on August 21st. As she puts together the 2019 list of trips and hikes, she uses requests and suggestions from those in attendance on which to build her list. There were 13 persons in attendance at the planning party.
- The 60+ Adventure Van had a busy month with four trips and one local hike. Trips included the Scandinavian Festival in Junction City, Garibaldi Train ride, Oregon State Fair in Salem and the Willamette Lunch Cruise and Wooden Carousel in Salem. Forty-three persons attended these trips. The Cape Perpetua Trail hike in Yachats, although not well attended (3), was a hit with those that were stout-hearted enough to make the difficult 6 mile hike.