

# Monthly Departmental Reports



September 2018

# Newport Municipal Airport Monthly Department Head Report



EPA tank inspection visit update – Charles Marino with Mascot the Submittals for approval by the City. I have sent submittals to planning for permitting cost. I am waiting to hear back from final approval.

Rural air service- ODA has sent a letter about the ROAR grant. I will be working on an RFP to send out for air service before applying for the ODA ROAR grant. We will have to submit the proposal with the grant and will need to see if anyone else is interested in serving Newport.

Cascadia Subduction Zone Transportation Systems Regional Resiliency Assessment Program – Chass Jones with the Department of Homeland Security will be visiting ONP in November 8th has part of the Federal Resiliency Assessment Program to collect data on the airport. No new update at this time.

Tree management – 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. Susan Cunningham Director of ESA, Sarah Hartung Senior Ecologist ESA, Geoff Vaughn, and Melissa Roman. We set a date of October 11th, 5:30p.m. at City Hall to hold a meeting with land owners about the right of entry agreement.

Set meeting date of October 4th for the Joint Planning Conference with the State of Oregon, the FAA, Melissa Roman, Geoff Vaughn. 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.

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 – The 7460 form has been accepted and approved by the FAA. I have sent it on to Chris with NW Jets. Chris will be reaching out to PAE to start design. NW Jets has not set a time schedule for this yet.

Fire Flow-- No update at this time. 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/ Aviation 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. Had a meeting with Doug Hanson, a Certified Gold Seal Instrument Flight Instructor looking for the opportunity in helping to establish a private pilot ground school course. I have put Doug in contact with Chuck to see if there would be any interest in a partnership. Doug has already contact the school and found that there was a small group of high school students wanting to organize an aviation club.

Land acquisition south of Runway 34- During the JPC with the FAA. They would like this grant to be closed out hopefully in December but 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.

Alan Wells with Commercial Associates – Alan has informed me that he has not written anything up at this time. He has been in and out of the office all month.

Hertz – no update at this time. 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.

Park System Master Plan- no update at this time. The consultants were very impressed with the size of the airport and the amount of potential there is for trails. Rachel will be keeping me in the loop on the park planning portion for the airport.

T-hangar 4 – I have been signed up to post to Govdeals. We are working on getting everything pictures and inventoried to post for sale on the sight.

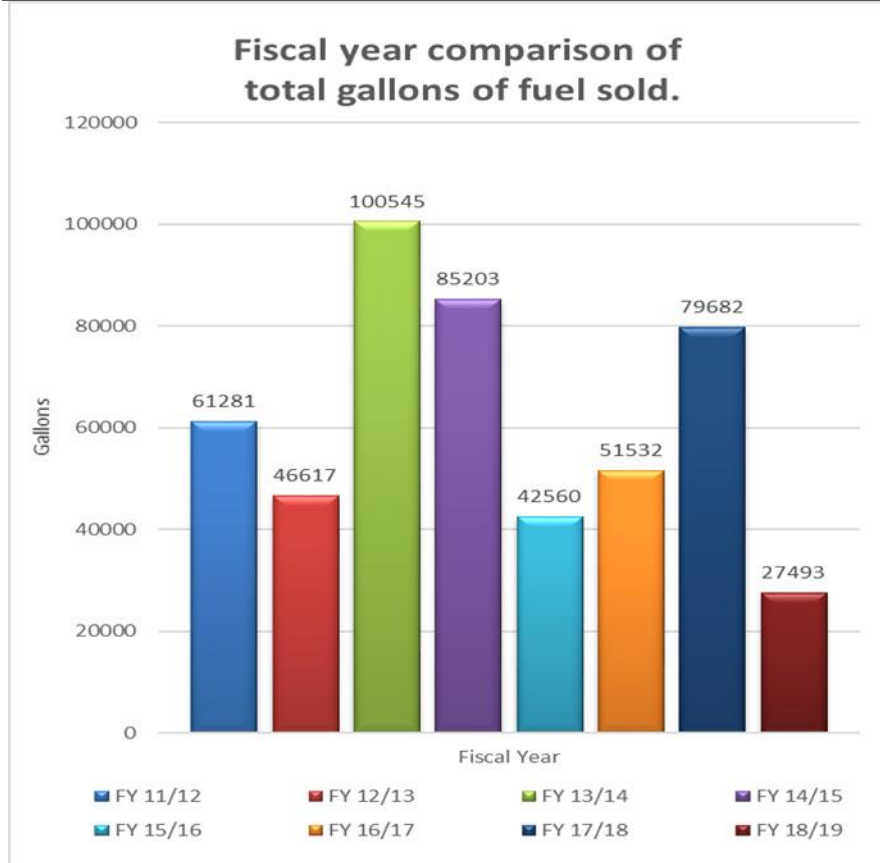
DEQ – Received letter from inspection from DEQ about the 1200z storm water permit. I have been working with Steve Donovan with SHN on writing a response letter to DEQ. The inspector did not think that the location for the sampling points an accurate representation of the airfield. They changed the type of testing in 2017 and our samples were not tested for the ammonia and De-icing product. Failure to maintain an accurate and updated Stormwater pollution control plan, and the plan from 2018 did not describe all outfall locations, did not identify the discharge points the inspector saw, doesn't outline co-located facilities, and doesn't outline firefighting suppression methods. Failure to use the updated monthly inspection forms with what time the inspection took place, visual stormwater observation, and details about how the system is working, and no document of annual employee training.

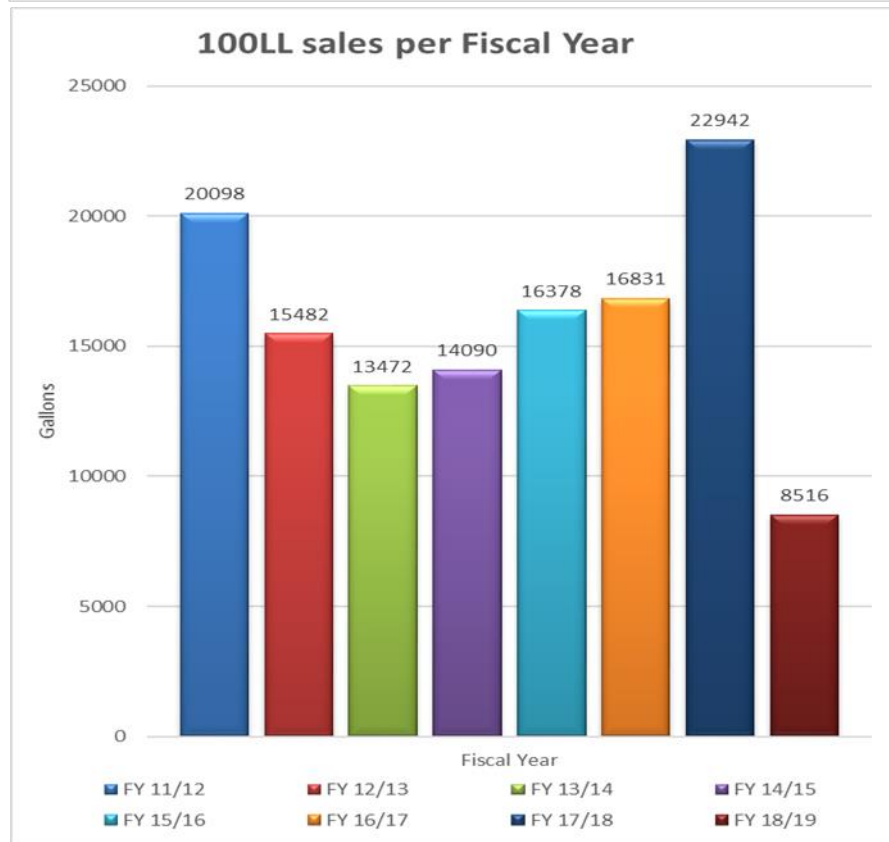
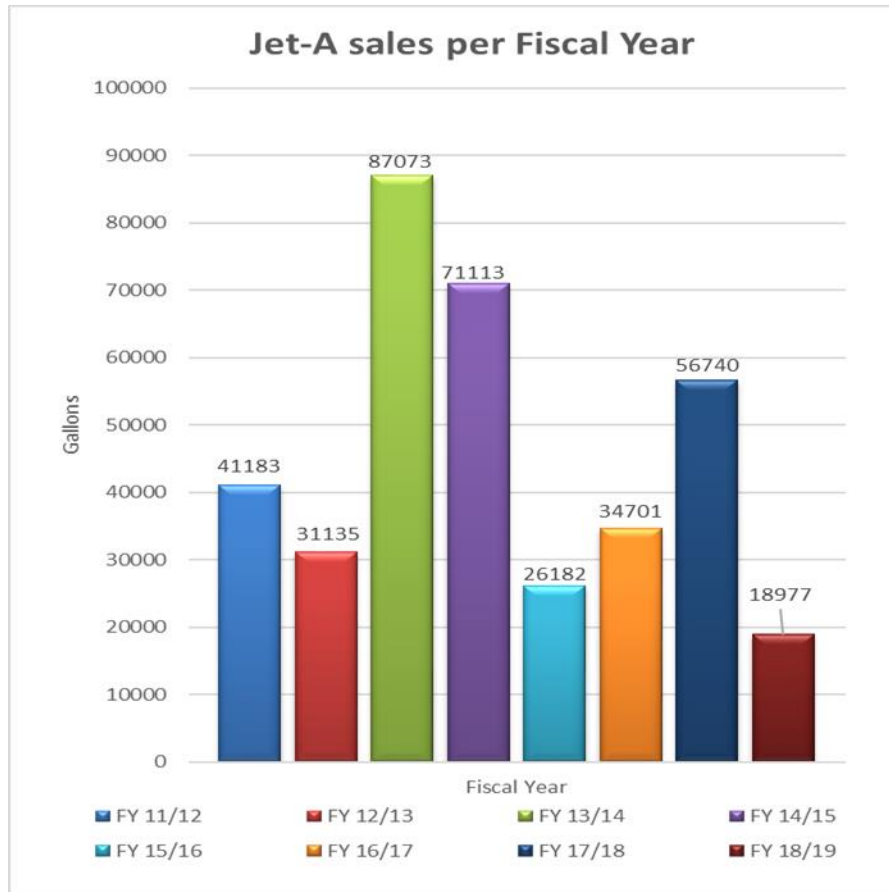
FAA Compliance inspection- had our first official compliance inspection from the FAA. No issues were found.

OAMA/ODA meeting – attended the OAMA/ ODA meeting in Salem. OAMA voted to amendment No. 1 of the bylaws and split the Secretary and Treasurer position into two. ODA had several public statements from Pacific City resident that proposed the sale of the Pacific City Airport. The State of Oregon has named Martha Meeker to be the interim State Aviation Director. Martha Meeker, Chair of the State Aviation Board, retired as a Brigadier General in 2015 after 28 years in the Air Force. Her broad range of aviation experience includes operational assignments as an EC-135, KC-135 and E-3 instructor navigator and evaluator where she totaled over 1900 flight hours. In addition, Martha has managed airports at Spokane Air Force Base, Washington and at Charleston, South Carolina, a dual use international civilian airport and military airfield. As for her ground time, Martha's staff experiences ranged from supporting air mobility operations worldwide to extensive time overseas supporting NATO to time at the Pentagon where she served as the Air Staff lead for mobility, special operations and search & rescue aircraft requirements, integrating warfighter needs within a \$122 billion portfolio. Martha has commanded the squadron and wing levels.

Following is how we finished the month of September 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	385	390	775	4462	1056	1194	6713
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
<b>Cur. FY</b>	<b>1119</b>	<b>1132</b>	<b>2251</b>	<b>18977</b>	<b>2857</b>	<b>5659</b>	<b>27493</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>
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	54
OCT	8	5	13	9	22	
NOV	14	2	11	3	21	
DEC	1	1	4	7	25	
<b>Total</b>	<b>126</b>	<b>74</b>	<b>169</b>	<b>92</b>	<b>329</b>	<b>372</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>
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	43
OCT	0	35	12	22	14	41	
NOV	0	22	19	29	22	11	
DEC	0	8	10	16	17	17	
<b>Total</b>	<b>39</b>	<b>145</b>	<b>278</b>	<b>358</b>	<b>390</b>	<b>404</b>	<b>328</b>

I have included some pictures from September.

September 30, 2018



T-6



DC-3







C-27J



EMB-505 & Lear 45 is the back one.





# Memo

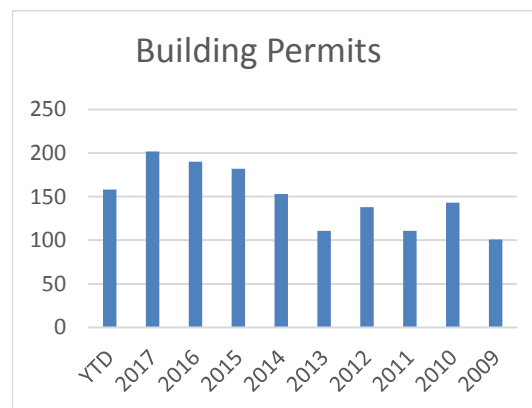
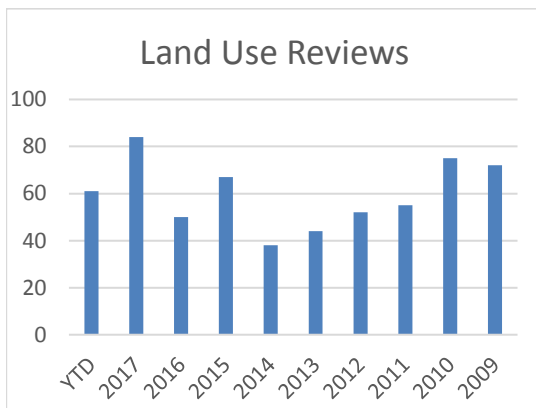
**To:** Spencer Nebel, City Manager and City Council  
**From:** Derrick Tokos, Community Development Director  
**Date:** September 7, 2018  
**Re:** Department Update

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

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Sept	16 (\$99,571.61)	27 (\$3,285.18)	3 (\$346.03)	15 (\$4,769.13)	\$12,749,549	5 (\$1,738.00)
2018 Total	158 (\$326,018.51)	217 (\$29,001.95)	62 (\$34,113.07)	104 (\$44,012.33)	\$27,013,605	61 (\$21,885.00)

2017	202 (384,598.23)	347 (\$67,162.20)	73 (\$13,951.66)	184 (\$23,235.95)	\$49,416,705	84 (\$22,006.00)
2016	190 (\$176,506.12)	330 (\$47,902.99)	77 (\$21,938.72)	83 (\$14,443.32)	\$19,980,329	50 (\$27,131.00)
2015	182 (\$184,602.72)	303 (\$39,558.07)	77 (\$14,778.82)	County	\$21,957,649	67 (\$31,870.00)



## **STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS**

**Nazarene Church Outreach/Community Center:** Construction continues to progress slowly. Electrical plans submitted, electrical permit renewed, and inspections performed. Notice of structural permit expiration sent to owner. No response to notice and structural permit expired. City met with church to discuss steps required to finish building, including the option of finaling the shell only, and is awaiting a response.

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.

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 installed on the first four, 4-plexes and units are being dry walled. Foundations were poured for the last three 4-plexes, and the buildings are being framed.

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. First two floors are substantially complete, and drywall is being installed on the third floor. A sign variance for the height and number of signs was approved by the Planning Commission on 9/24/18. The bulk of the public improvements (streets, sidewalks, lighting, etc.) will occur once Phase 3 is complete, which is likely to occur by the summer of 2020.

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 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.

Goodwill Industries at 33 SE 2<sup>nd</sup> 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 (@ 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. 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 10<sup>th</sup> and Pine per agreement with Habitat. Permits were issued 8/7/17. Units are framed and roofed, 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. Structural permit issued 9/28/18. Foundation under construction.

Les Schwab Tire Store (550 E Olive): - . Building plans have been reviewed and are ready to approve. Awaiting Public Works sign-off of the frontage improvements. US 20 crosswalk alignment is the only outstanding issue.

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. Permits are ready to issue.

Newport Brewery. (1118 SW Canyon Way Dr): - Building expansion for restaurant and brew pub. Revised plans submitted and under review.

### **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 families purchase homes via down payment assistance grants. Homebuyer education and outreach meetings were held numerous times in 2017 and 2018 to help qualified buyers obtain required approvals, and two pre-qualified buyers are shopping for homes. Proud Ground secured \$500,000 in state funds to supplement the down payment assistance grants. Habitat for Humanity is constructing a duplex on land that will be donated by the City of Newport. They have pulled building permits and initiated construction. Two tax incentive proposals to make multi-family development a more attractive option in Newport were approved by the City Council on 8/7/17 and the Lincoln County Board of Commissioners on 10/18/17. A 110 unit, state subsidized private affordable housing project known as “Surf View Village” is likely to pursue the MUPTE 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. An Ad-Hoc Committee has been formed by the Planning Commission, to assist in the effort. They 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 and 9/26/18 to consider feedback and review a draft code. The group will finalize its recommendations on 10/3/18. 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 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 is being negotiated.

South Beach Urban Renewal Infrastructure Improvements: ODOT has prepared three (3) draft design concepts for the new SE 35<sup>th</sup> 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 32<sup>nd</sup>. City submitted justification and received a response on 9/7/18 that they will allow it to be included in the design. Draft design is being finished. Construction of the 35<sup>th</sup>/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 in the spring of 2016. Peak season utilization and turnover rate analysis was performed the weekend of 8/27/16 and off-peak analysis occurred in early December. Lancaster prepared a draft report, which was presented

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

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.

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 approved the appeal. Revised preliminary maps were released on 9/28/18. City to initiate map adoption.

SE 62<sup>nd</sup> 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 50<sup>th</sup> Street, which is currently an easement access, are complete and the surveyor is establishing an alignment for SE 62<sup>nd</sup> that is based upon a concept drawing the city received from the owner in mid-April. A survey of the new alignment is being prepared.

Tree Plan: City staff has been meeting with local landscaping professionals this summer, including staff from GroundFX, Blake's Nursery, and the Oregon Coast Aquarium, to get feedback on the draft species list and other elements of the draft Tree Plan. A final draft of the tree plan and recommended species list should be ready for review and approval this fall.

Brownfields Coalition: A coalition led by Cascades West Council of Governments (COG), including Newport, Toledo, the Confederated Tribes of the Siletz (CTSI), and Lincoln County, has been awarded a \$600,000 EPA Brownfields Planning Grant. The grant is intended to identify and prioritize brownfield opportunity sites for redevelopment in Lincoln County. Grant funds can pay for Phase I and II Environmental Site Assessments, cleanup planning, redevelopment planning, and pro forma and market analysis of public and privately owned properties with known or perceived environmental contamination. Outreach and other informational materials related to the Brownfields Planning Grant have been posted to the CDD website. COG staff are currently working to pull together a Brownfields Advisory Committee (BAC) comprised of community stakeholders who will prioritize and begin selecting sites to be submitted to the Coalition for nomination/approval to the EPA. The next Coalition meeting has not yet been scheduled.

Park System Master Plan: The 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 project's second Advisory Committee meeting was held on Wednesday, August 29, followed by a joint Council/Planning Commission briefing and a community open house the next day. These meetings and the open house provided opportunities for participants to give feedback on park and recreation assets and needs, and to identify opportunities and constraints related to Newport's Park System. A digital version of the workshop was open to the public from August 30- September 10<sup>th</sup> in the form of an online survey. Survey results have been posted on the CDD website. Project consultants are currently incorporating community feedback into updated project documents. They are also preparing draft strategies for meeting parks and recreation needs, taking advantages of opportunities, and addressing constraints that will be reviewed in the next round of public engagement. The next Advisory Committee meeting and public Open House are in the process of being scheduled for late October or early November.

## **COMMITTEE WORK**

In September, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Bike and Pedestrian Committee, Parking Study Advisory Committee, Embarcadero Board Meeting, Tillamook VRD Panel, and Vacation Rental Ad-Hoc Committee.



Date: October 4, 2018

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

From: Steve Baugher, Assistant Finance Director

Subject: July through September 2018 Finance Monthly Reports

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

On July 31, 2018, a total of 4,554 water/sewer accounts were billed for a combined amount due of \$884,361. For August 31, 2018, billings of 4,552 water/sewer accounts were billed for a combined amount of \$851,546. For September 30, 2018, billings of 4,552 water/sewer accounts were billed for a combined amount of \$930,919. 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 commercial accounts. For the Aging Report for September 30, 2018, \$855,990 is current, \$56,059 is past due from August billings, \$4,545 is past due from July billings, and \$103,369 is past due from June and prior billings.

**Accounts Receivables - General**

The accounts receivable report includes outstanding amounts due to the City for airport rents/leases, landing fees and fueling charges, car rentals at the Airport, building permits, and septic tank disposal.

The September 30, 2018, Aging Report shows accounts receivables at \$98,470. This amount includes a Bed & Breakfast business debt of \$3,320 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 July 31st aging report is provided below for your information.

Billings:

Future and current	19,191	19.49%
Over 30 days	3,783	3.84%
Over 60 and 90 days	2,576	2.62%
Over 120 days	72,921	74.05%
	<u>98,471</u>	<u>100.00%</u>

One septic tank disposal service, K&K Toilet, that has been billed a total of \$34,395.05, is outstanding by over 150 days. 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 \$6,500. The Finance Department will work with Airport Director to resolve.

The net receivables, excluding the four aforementioned accounts in the amount of \$67,479, total \$30,992.

### Room Tax

The monthly chart shows that Room revenues have an average increase of 15.35% between the 2014 and 2015 fiscal years, the comparison for the years between 2015 and 2016 fiscal years, show an increase of 11.53%, and the comparison for the years between 2016 and 2017 fiscal years, show an increase of 5.74%. We have the data through July of the 2017-18 fiscal year, the comparisons between it and the 2016-17 fiscal year, we show an increase of 13.10%.

City of Newport

**Business Tax License Reports**

	2014-15	2015-16	2016-17	2017-18	2017 vs. 2018 % Increase	2018 vs. 2019 % Increase
July	465,457	561,203	574,251	623,424	8.5630%	602,475 -3.3603%
August	511,605	560,765	558,401	694,943	24.4523%	648,517 -6.6805%
September	319,625	372,344	429,247	457,416	6.5624%	0.0000%
October	220,368	246,642	274,706	289,383	5.3428%	0.0000%
November	138,584	156,947	177,669	166,696	-6.1761%	0.0000%
December	119,764	121,038	131,917	163,986	24.3100%	0.0000%
January	139,630	135,107	125,038	162,250	29.7606%	0.0000%
February	197,011	217,381	202,269	253,323	25.2406%	0.0000%
March	256,345	266,903	278,869	298,113	6.9007%	0.0000%
April	203,965	243,530	263,340	284,869	8.1754%	0.0000%
May	262,296	274,872	316,757	393,409	24.1990%	0.0000%
June	338,008	381,796	409,197	444,029	8.5123%	0.0000%
Total	<u>3,172,658</u>	<u>3,538,528</u>	<u>3,741,661</u>	<u>4,231,841</u>	<u>13.1006%</u>	<u>1,250,992 -5.0204%</u>

## 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 \$89,746 with \$80,787 over 90 days due. Finance, in cooperation with Newport Police Department, will review the past due accounts and contact customers with past due balances.

Billings:		
Current	-	0.00%
Over 30 days	419	0.47%
Over 60 days	8,540	9.52%
Over 90 days	80,787	90.02%
	<u>89,746</u>	<u>100.00%</u>

## Monthly Financials

The goal of presenting financial reports to the Council every quarter has been changed. On October 15, Finance will present the first quarter of 2018-2019 fiscal year. Thereafter, monthly financials will be presented to Council for their use.

## Finance position search:

As of September 2017, the Finance Department is fully staffed.

## 2017-18 Audit

The audit for the 2017-18 Fiscal Year began August 1, 2018, with the arrival of the audit team from Boldt, Carlisle and Smith, LLC. They will be here the week of October 8, 2018, to complete the fieldwork for this fiscal year.

## Conferences and training

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





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

October 2, 2018

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

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

In the month of September, we had 202 calls for service. In August had 250 calls. This is a 19% decrease from last month. In September of 2017, we had 204 calls (statistically the same as September 2017). Year-to-date we have responded to 1739 calls in 2018. This is a 6% increase from 2017. We had responded to 1642 calls at this time last year. There was one call of note in September.

The call was on September 19. NFD responded to a commercial fire at one of the storage units at Aquarium Village on SE Ferry Slip Road. Neighboring tenants discovered a small fire. A local painting contractor was using the space in question for storage. He was not present at the time of the fire. Bystanders, using multiple fire extinguishers and a garden hose, knocked down the fire. When NFD units arrived, there was smoke coming from the storage unit with some residual heat. We performed an overhaul, checked adjoining units for extension and ventilated the unit. The cause of the fire was accidental in nature.

In September, we did gain one volunteer and one volunteer went on extended leave to attend fire school at Chemeketa Community College. Our roster is at 29 volunteers. We have two new firefighters and one cadet that are starting recruit academy this month. The academy is a joint offering between NFD and North Lincoln Fire. The two facilities will be hosting the classes. Students will finish academy in January of 2019.

The fire department was active in the month of September. On September 3, I attended a department head meeting. On September 6, I hosted the City Radio show on KNPT. On the seventh, Chief Harvey, Captain Tom Jackson and Executive Assistant Bunny West participated with other city staff in the interview/assessment process for the Fire Prevention Officer. We had two good finalists. One clearly was a better fit for the position. After consulting with the City Manager, we gave a tentative job offer to that candidate. He is currently undergoing background checks and a medical physical. On the 10<sup>th</sup> I attended a SHH Disaster Cache meeting. On the 11<sup>th</sup>. I had a meeting at the CMO to discuss a personnel matter. On the 13<sup>th</sup>, Executive Assistant West and I went over paperwork from three of the fire deployments our crews deployed on this summer. Personnel and equipment expenses will be reimbursed by the Oregon State Fire Marshal's Office based on this paperwork. The reimbursement received from OSFM will be returned to the overtime and unappropriated vehicle reserve budget line items. That evening I also met with the Rural Fire Board.

On September 17, I attended a department head meeting. On the 18<sup>th</sup>, I attended a WVCC users group meeting by telephone. On the 19<sup>th</sup>, I met with Police Chief Malloy and Lt. Gainer to discuss employee coaching and mentoring. On the 20<sup>th</sup>, I attended a Linc-COAST meeting. On the 24<sup>th</sup>, Chief Harvey, Executive Assistant West and I held a weekly meeting to coordinate schedules and projects. In the afternoon, Chief Harvey and I interviewed a potential volunteer. She ultimately decided not to volunteer because of the time commitments required. On the 27<sup>th</sup>, we held a staff meeting in the morning and that afternoon I chaired the County Fire Defense Board Meeting. On the 28<sup>th</sup>, I met with City Administration regarding a personnel matter.

### **Upcoming Activities**

We have many activities planned for the month of October. EPC Martinez and I are hosting the City's radio show on the fourth. We will be talking about emergency preparedness and the new Listos program. I will be

## Fire Department Report for the month of September, 2018

attending a class in Albany on budgets and purchasing. We will be conducting a winter weather EOC tabletop on the 18<sup>th</sup>. This is also the day of the Great Oregon Shakeout. Later in the month, we will be attending the winter weather briefing hosted by Lincoln County.

### Training Report

September's training report is not available. Training officer, Captain Helmricks is on vacation.

### Emergency Preparedness

Emergency Preparedness Coordinator Regina Martinez was on vacation from September 4-24.

#### **R. Martinez attended the following meetings in September:**

Conference call, Oregon Emergency Management Association 2018 Conference planning committee

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

The Emergency Preparedness Coordinator was able to reach 35,965 people on the Newport Oregon Emergency Management Facebook page for National Preparedness Month. The posts were daily and included information on Emergency Preparedness. Users were also encouraged to participate on the Facebook page by making comments and sharing the page. Everyone that participated by sharing and commenting was entered into a drawing for the following items:

- 2 boxes of Mountain House Freeze Dried Food for three days
- 1 Go Bag
- 1 Life Flight year membership, t-shirt, coffee mug and hat
- 2 Life Straws
- 1 First Aid Kit

There are photos of all the winners on the Newport Oregon Emergency Management Facebook page.

#### **Regina Martinez attended two training courses with Oregon Emergency Management in McMinnville, Oregon:**

- Management of Spontaneous Volunteers and Local Volunteer and Donation Management.
- CERT Training Course
- Fall Semester at Clackamas Community College

Respectfully submitted,  
Rob Murphy, Fire Chief

# NEWPORT FIRE DEPARTMENT

## City Report September 2018

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	9	1			
AUTOMATIC ALARMS:	13	3	BURN PERMITS:	0	0
MEDICAL CALLS:	111	12	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	7	4	FIREWORKS DISPLAY:	0	0
RESCUE:	1	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	1	1	TOTAL INSPECTIONS:	11	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	1		REINSPECTIONS:	0	
PUBLIC SERVICE:	19	1	PLAN REVIEWS:	3	
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	1
BOATS:	0	0	PUBLIC BUILDINGS:	4	1
HOSPITAL/CARE CENTER:	0	0	REPAIR SHOPS:	0	1
HOTEL/MOTEL:	3	0	RESIDENTIAL:	5	1
LABORATORIES:	0	0	RESTAURANT:	1	0
LAUNDRAMATS:	0	0	SCHOOLS:	3	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	1	0
MARINA:	0	0	STORES:	1	0
MISCELLANEOUS:	1	1	TAVERNS:	0	0
MOTOR VEHICLES:	1	0	TRAILERS:	1	0
NATURAL COVER:	0	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

# NEWPORT FIRE DEPARTMENT

## City Report September 2018

### CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	5	3	HEATING APPLIANCE:	0	0
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:	1	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	1	0
FALSE ALARM:	8	1	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	2	1
FLAMMABLE LIQUID:	1	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



# Memo

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

## **From the Library Director:**

Things have been pretty hectic for the last month because we were down two and one-half FTE staff members. Rebecca Cohen Rozewski and Karel Laufenberg both retired within weeks of each other. Prior to that, Karel had been on long-term medical leave. We did get a small reprieve when we were able to finally fill one part-time position that had been open since May. We've also been fortunate to have a temporary employee from Barret Business Services, Inc. Final interviews for the Librarian I position in Youth Services will take place on October 19, and it will probably be well into November before that person actually starts working. There is also a full-time Library Specialist II position open. Applications for that position close on October 10.

On September 21, the Library Director attended a meeting of Oregon Public Library Directors in Bend, Oregon. The final draft of Standards for Oregon Public Libraries was released and discussed. The membership of the Oregon Library Association will vote on the standards in October. These standards, along with proposed changes in the Oregon Revised Statutes will assure stronger, more professionally run public libraries for Oregonians well into the future.

On September 24, and October 8, the Library Director attended meetings of the United Way of Benton and Lincoln Counties Board of Directors (24<sup>th</sup>) and Community Impact Committee (10<sup>th</sup>). The United Way is working diligently to insure there is new and continued funding for the Dolly Parton Imagination Library.

On September 25, the Library was inspected by Tina Sohaili, an attorney for the U.S. Dept of Education, Office for Civil Rights. It seems that an anonymous patron had file three complaints with her office regarding access to people with disabilities. The complaints:

1. the library's accessible parking spaces is not located on the shortest accessible route to the accessible entrance;
2. the accessible entrance requires people with disabilities to use a path that is not stable, firm, and slip-resistant; and
3. the library's magazine rack is inaccessible.

Ms. Sohaili gave no indication as to her findings; the library director was told that a letter would be issued something within the next month or two.

On September 28, the Library Director gave a short “Community Happenings” update to the Newport Area Chamber of Commerce.

On October 4, the Library Director met with MaryKay Dahlgreen, Lincoln County District Library Director and Spencer Nebel. This was an introductory, get to know you kind of meeting for MaryKay and Spencer. The Lincoln County Library District operates with funds from a permanent \$0.24 levy and a \$0.09 local option tax. The taxes they receive come from the unincorporated areas of Lincoln County who then funnels them to Lincoln County’s five autonomous public libraries. The public libraries then are able to provide service to anyone in Lincoln County, regardless of location.

On October 4, the Library Director and the City Manager met with recently retired library staffer, Karel Laufenberg. Karel retired due to health issues and this short meeting gave us a chance to thank Karel for her years of work at the Library and to present her with a plaque from the City.

#### **From Children and Youth Services:**

The Children’s Services Department now has three returning youth volunteers who help us weekly with the preparation of crafts for each of our three weekly in-house preschool programs, shelve books in the Teen Room and they also jump right in with any other tasks that we assign to them.

The Department is slowly getting up to speed on monthly preschool outreach visits. Being down one full-time staff member has not allowed us to start our visits to every classroom and preschool/daycare in Newport. We are looking forward to the day soon when we can provide visits to every classroom of preschoolers and Kindergarteners. When we are running at full staffing we visit up to 17 classes each month between four of us! And that is just ages birth to 5. We also have occasional visits to elementary, middle and high school classes.

We started the school year off with a class of 3<sup>rd</sup> graders who visited us for an hour long tour before we opened our doors to the public. These students received fifteen minute sessions in three areas; the public computers for an introduction to searching our catalog, a tour of the popular Teen Room, and a tour of the middle grade fiction and nonfiction areas. After that we assisted them in the selection of one book each for check out. We expect another 3<sup>rd</sup> grade class later this month.

The Trail Tale number for visits (based on the number of people who signed our “Guest Books” at each location) was approximately 484!

#### **From Reference and Adult Services:**

On October 9, Supervising Librarian, Alice MacGougan, attended a free workshop in Vancouver sponsored by the Washington State Library called “Homeless in Your Library.” The training will explain why homeless individuals do what they do and offer practical tools for resolving problems. There is a special focus on mentally ill and/or addicted patrons. The presenter, Ryan Dowd, is Executive Director of a large homeless shelter outside of Chicago and author of the American Library Association book, “The Librarian’s Guide to Homelessness.”



# Memo

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

## **Recreation Center**

- Front door issues continue to plague the Rec Center. The outer door on the left side is not usable and the ADA auto-open button is not working. We have contacted Facility Maintenance and they are lining up repairs.
- Another maintenance issue we are battling is the sound system in the aerobic/dance room. Cascade Sound has been here once, but we are still experiencing some major problems.
- Several Rec Leaders headed off to college after working for us throughout the summer. Luckily, enough stayed so that we are adequately staffed for the afterschool program, School's Out.
- Jenni Remillard, our Rec Programs Specialist, is hard at work with the School's Out program and is lining up lots of activities for the fall and winter months, including activities for kids and families. Keep an eye on our Facebook page for up-to-date information!

## **Sports Programs**

- Hosted a meeting with Toledo volleyball coaches to discuss the fall youth volleyball season. Reviewed league rules and team/player numbers. Discussed and developed playing schedules and divisions.
- The 3rd Annual Agate Beach Surf Classic @ Agate Beach and Ossies Surf Shop was held. The contest was September 8-9. There were a total of 100+ surfers that competed. We estimate we had 250+ people attend the 2-day event.
- Finalized registration numbers for youth volleyball in Newport and Toledo. 52 Newport girls and 54 Toledo registered through the recreation center. Met with

the Newport coaches to discuss season information, game schedule and practice schedules.

- Middle School Cross Country program started. 25 kids are participating in this season. Team participated in meets on the September 19<sup>th</sup> in Corvallis and the 27<sup>th</sup> in Sheridan.

### **Municipal Pool**

- We offered another session of group swim lessons. We had a total of 41 children enrolled. We opened online registration on September 19<sup>th</sup> for our October group lessons and as of right now, we have 38 children enrolled. We have continued to schedule 30 or more private lessons per week this month for children and adults.
- Swim Club started back up after an extended break. They were pleased to report to us that they have 8 new members as a result of our cooperative effort in offering the new Stroke School/developmental class for competitive swimming.
- We conducted 2 x Starguard certification classes for one newly hired employee and two employees who had to renew their certifications.
- Compiled all of the costs/invoices associated with the power issue that caused mechanical failures here at the aquatic center. Coordinated with Wade Carey at the PUD to establish liability and cost recovery from PUD for the expenses related to this issue.

### **60+Activity Center**

1. The 60+ Activity Center hosted the American Red Cross Blood Drive on Tuesday, September 4<sup>th</sup>. There was a great turnout.
  2. Beachcombing 101 with K. Myers on the 6<sup>th</sup> was very well attended and people brought stones they had gathered on the beach and asked K. to identify them. Many people stayed after the presentation for further discussion.
- A Hypnotherapy class was held on the 7<sup>th</sup>. It presented an overview of the different types of Hypnotherapy and what they can do to help relieve chronic pain and stress and help change unhealthy habits.
  - Nuts & Bolts End of Life with Barbara Bush on the 15<sup>th</sup> was a dissemination of interesting information regarding living your life to the end



- Bracelet Beading on the 14<sup>th</sup> was a hands-on class to create your own beaded bracelet.
- Collette Travel on the 14<sup>th</sup> presented information on 2019 trips to Rome and the Canadian Rockies by Rail.
- Larry Lehnerz began another Memoirs Writing class began on the 26<sup>th</sup> for beginning and experienced writers who wanted to learn and practice the art of writing memoirs in a supportive environment.
- Rockin' to the 50's hosted on the 27<sup>th</sup> by the Newport Senior Activity Association saw over 30 people rockin' to 50's music, posing in front of a soda shop backdrop and enjoying the car show in the parking lot



Noble  
Professional  
Dedicated

## Newport Police Department **Memorandum**

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**Date:** October 3, 2018

**To:** Spencer Nebel, City Manager

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

**Subject:** Department Report – September 2018

September was the beginning of the 2018/19 school year. As in years past, the Police Department deployed in the school zones, and made a presence in all Newport area schools to help with traffic and pedestrian flow for the first two days of school. Officer interacted with students, parents, and school staff in a positive manner. Our presence was well-accepted and appreciated by all schools.

Carlos Gamboa completed all phases of hiring and was hired as our newest Police Officer. Carlos is from the Toledo area, and attended Lincoln County Schools. Carlos served six years in the US Army on active duty and saw one deployment. Carlos began field training in September and is scheduled to attend the 16 week Basic Police Academy in November.

I attended the Governor's Advisory Council on DUII in Salem. Topics included media campaigns to divert DUII behavior and the upcoming legislative topics.

I met with Finance Director Mike Murzynsky to discuss past due business license holders, delinquent transient room taxes, and other fees outstanding to the City. We identified a process to inform the Police Department of such events so that the Police Department can use available ordinance resources to collect past due debt.

Emma Paranto was hired as a part-time temporary Community Service Officer. Emma will begin employment October 1, and is scheduled to work 19 hours per week. Emma will focus on past due business license collections. She will begin by seeking voluntary compliance and advancing to enforcement as outlined in City Ordinance.

Lt. Gainer and I met with Fire Chief Rob Murphy to discuss NPD policy and procedures regarding personnel complaints, employee training, employee counseling, and employee discipline. This included software the Police Department uses to track employee performance.

NPD hosted a coastal Chief's meeting that was attended by the current Oregon Association of Chiefs of Police President, Sherwood Police Chief Jeff Groth. The meeting was informative and gave coastal chiefs the opportunity to have a voice in matters that effect all communities and cities.

I met with Kathy Forrester of Oregon Research Institute. We have worked with ORI and the Sheriff's Office to discuss the County's current zero tolerance on MIPs. We have worked extensively to discuss and identify prevention methods for underage drinking. Most recently, Kathy identified grant monies available to assist with prevention methods. This includes officer presence and school sporting events, extra patrol on large school events, such as homecoming and prom, and targeted DUII enforcement. We will continue to work with ORI to identify options and a patrol plan.

I worked with I.T. and Central Lincoln P.U.D. to identify a location at the skate part to install a utility pole to mount a surveillance camera and wireless transmitter to monitor activity at the skatepark. The pole is scheduled to be installed in October. I will work with I.T. to install the required equipment for the camera.

NPD held a Sergeant promotional process. At the conclusion of the process, Det. Mike Leake was selected for promotion. Sgt. Leake will transition from Detectives to a patrol supervisor during October.

#### Significant Police Events:

- Narcotic search warrant at a residence in Newport. A large amount of methamphetamine was located and seized. Heroin, packaging material, drug records, drug use paraphernalia, US currency and a vehicle used to facilitate drug sales was also seized.

Volunteers worked a total of 309.25 hours for the month. Events included filing, school patrol, general patrol, court bailiff duties, OCCA color run, Surf Classic, Bay to Brews, vehicle maintenance, and assistance with administrative duties.