

Newport Municipal Airport Monthly Department Head Report



Life Flight's offices have been set up and they are working on getting their mechanic area set up in the main hangar. The common area has been cleaned out and opened back up.

The lock smith will be re-keying the FBO and the T-hangars in June. I have also been working with Richard Dutton in IT to get four security cameras installed at the FBO. One in the FBO Lobby, one in the Main FBO Hangar, one facing the FBO parking lot, and one facing 84th street. This will be a welcomed security addition for the airfield with the amount of high valued aircraft we have been getting in.

I attended the 2nd Oregon Regional Commercial Air Service Roundtable in April. Ben Brookman, Director of Network Planning for Alaska Airlines was the guest speaker. He talked about Alaska growth in the market and where they are headed in the future. Ben also talked about what airlines consider and look at when they make a decision of providing air service. I am hopeful to get to share the power point presentation with the Airport Committee so we have good information to move forward with finding air service.

There was no May Oregon Department of Aviation Board meeting. The next one is scheduled for July.

Had the manager of the Hallmark Resort call and talk with me about advertising with Net Jets for the August Eclipse event.

Bob Guere, Range Operations Lead, Dryden Aeronautical Test Range, NASA Armstrong Flight Research Center informed me that they will be locating at the Salem Fair Grounds. They will keep us in mind for an alternate if it doesn't work out in Salem.

Connect Oregon Grant update. Shelly White-Robinson, Acting Special Program Coordinator with ODOT came and took pictures of the new Ground-Link and Ceilometer to start the close out of the Grant. I am working with the City finance department to get an invoice prepared to get the reimbursement from the ODOT.

The pavilion has had final draft drawings. And hopefully will send it out for bid in late June or early July.

Operations Equipment – No issues with any operations equipment this month.

The Kubota tractor and Land Pride 20-foot mowing deck – The Land Pride was throwing cutting blades; and at 25 pounds apiece, spinning at 1000 rpm, we were fortunate they did not hit anything but the ground. Found out the nuts on the bolts were not locking in place. I received the new bolts, bushings, and working locking nut and it is now back up on running. Waste water is currently using it in the back area. When I get it back I am planning on cutting the front for the upcoming Buccaneer Rampage in August.

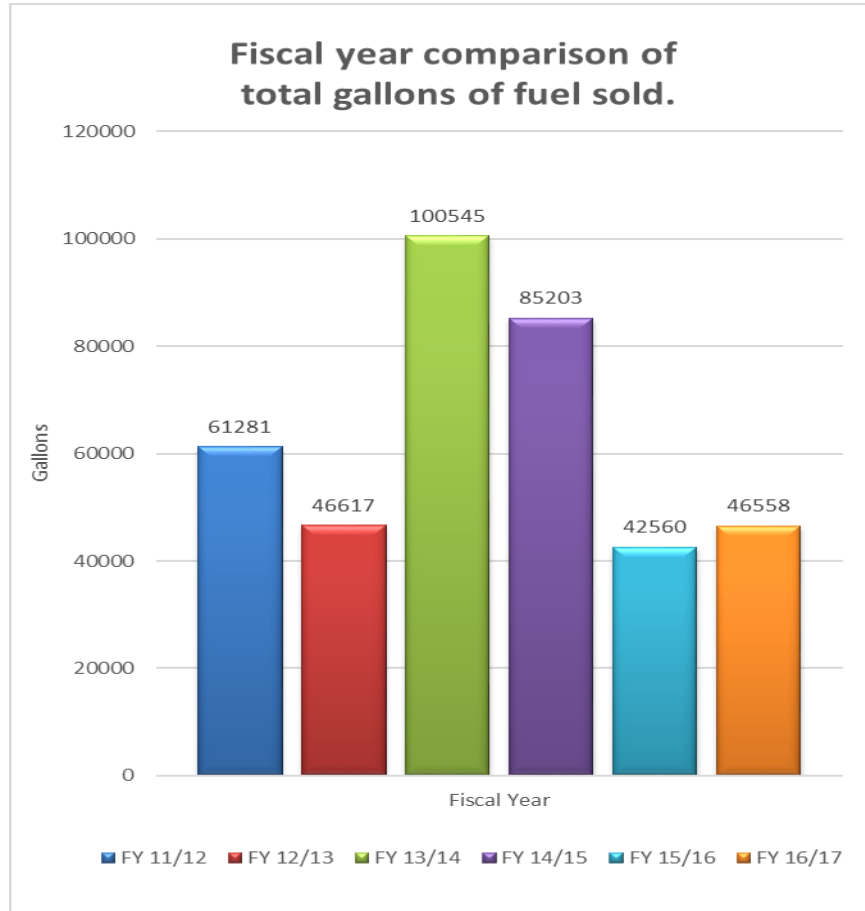
No update on the Runway 34 PAPI's at this time. The last flight check came back finding trees in the RPZ. We are contesting their findings and have requested the FAA engineering department come down and do their own ground survey. They have agreed and will be here in late March to do their own ground survey of the RPZ end of runway 34. The FAA engineering department was down and shot the approach from the ground and they did not find any trees. So there is an internal discussion between the FAA engineering department and FAA Flight Check.

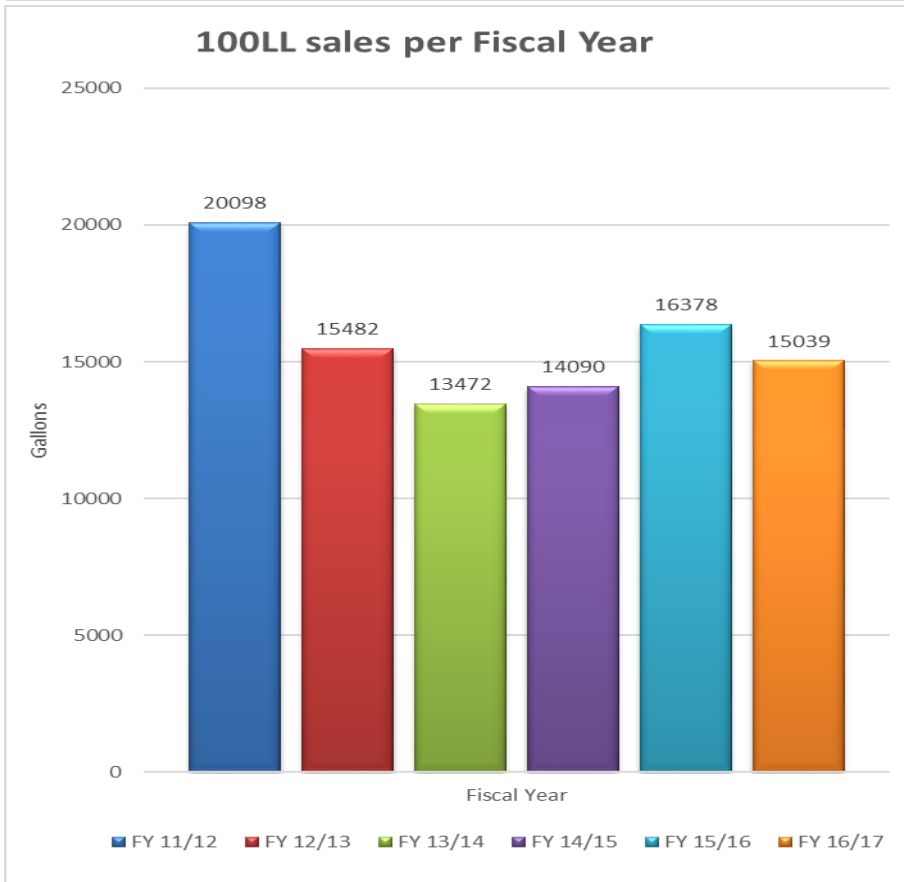
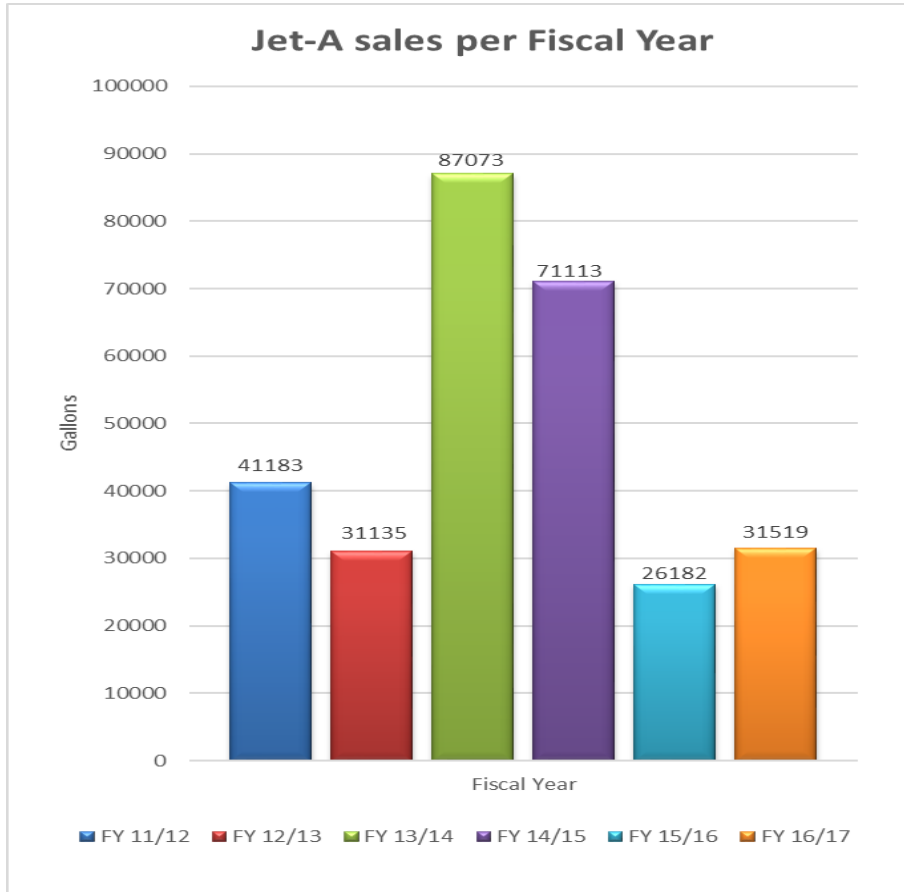
FAA tech ops has been working on the ILS. It has been down for a few days and did not pass the first flight check. They are working hard to get it back up and running.

Following is how we finished the month of May 2017.

May 31, 2017

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	430	429	859	6869	841	840	8549
Aug	332	334	666	3231	1062	1271	5564
Sept	327	325	652	2298	722	979	3999
Oct	297	293	590	1720	140	452	2312
Nov	235	241	476	1706	155	429	2290
Dec	240	242	482	3009	76	546	3631
Jan	264	269	533	1678	113	432	2223
Feb	274	279	553	1208	196	289	1693
Mar	217	220	437	609	224	556	1389
Apr	315	316	631	1521	286	905	2712
May	388	383	771	4744	779	2273	7797
Jun	169	171	340	2926	203	1271	4400
Cur. FY	3488	3502	6990	31519	4796	10242	46558
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	3419	3345	6763	55024	5127	10813	70964





Rental Cars					
CY	2013	2014	2015	2016	2017
JAN	2	2	11	4	2
FEB	5	4	8	4	23
MAR	9	5	7	4	14
APR	4	5	10	7	25
MAY	14	9	8	4	24
JUN	9	12	28	8	12
JUL	22	16	30	16	
AUG	24	3	25	10	
SEP	14	10	14	16	
OCT	8	5	13	9	
NOV	14	2	11	3	
DEC	1	1	4	7	
Total	126	74	169	92	100

Courtesy Cars Loaned Out						
	2012	2013	2014	2015	2016	2017
JAN	0	0	33	23	28	21
FEB	2	0	16	17	23	21
MAR	2	0	29	41	25	32
APR	2	0	28	36	42	26
MAY	9	0	29	20	45	51
JUN	14	0	19	43	48	20
JUL	10	28	39	41	52	
AUG	0	27	19	38	43	
SEP	0	25	25	32	31	
OCT	0	35	12	22	14	
NOV	0	22	19	29	22	
DEC	0	8	10	16	17	
Total	39	145	278	358	390	171

I have included some pictures from May 2017.







Memo

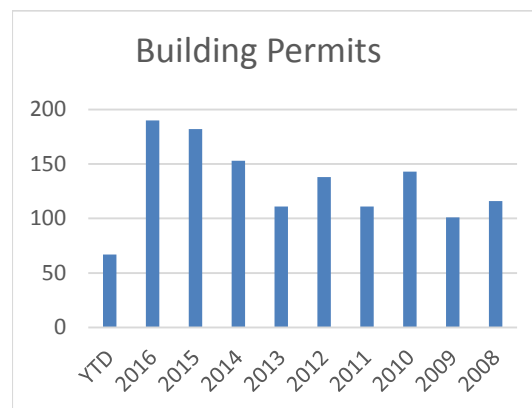
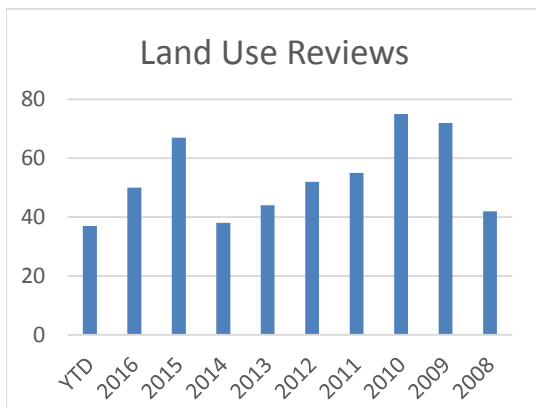
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: June 16, 2017
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

The following is a summary of building and land use activity for May of 2017 and related trend data.

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
May	20 (\$7,195.30)	37 (\$3,721.44)	5 (\$640.54)	16 (\$2,007.27)	\$725,463	5 (\$4,864.00)
2017 Total	67 (\$36,874.79)	137 (\$20,146.38)	26 (\$3,304.32)	67 (\$10,344.28)	\$4,156,305	37 (\$13,179.00)

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)
2014	153 (\$114,841.75)	304 (\$37,193.58)	87 (\$15,084.78)	County	\$13,248,480	38 (\$16,563.00)



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Aquatic Facility: Temporary occupancy issued. Awaiting installation of permanent occupant load signage so that final occupancy can be granted.

Big Creek Pump Station: Building is substantially complete. Awaiting call for final inspection.

Newport Candy Shop: Contractor is wrapping up interior finish work, parking lot improvements and ADA ramps. Final inspection scheduled 6/16/17. Owner targeting 6/19/17 opening. Likely to issue a temporary certificate of occupancy because landscaping is not complete.

Central Lincoln PUD Maintenance Facility: Tenant improvements are being made to the pre-existing and operations buildings. Wire storage building is substantially complete. Parking lot is being graded and landscaping installed. Central Lincoln plans for frontage improvements submitted, reviewed and corrections requested. This is a critical path issue that could hold up occupancy.

Nazarene Church Outreach/Community Center: Construction continues to progress slowly. The church has rehired its project manager, so work should begin again soon. Awaiting submittal of electrical and plumbing plans.

Newport Coffee Shop (Harborton and College Way): Owner has secured a tenant. Tenant improvement plans are being submitted piecemeal. Mechanical plan review complete and corrections requested. Electrical plans are under review. Awaiting submittal of plumbing plans.

Rogue Brewery Expansion: Temporary certificate of occupancy issued. Effluent monitoring equipment has been installed and is in a 30-day testing period. Minor corrections to the system have been requested. Final occupancy to be issued after corrections have been made.

Teevin Bros. Log Yard: Permit issued 12/31/15. Port to begin construction once they obtain the balance of the project funding. Performing limited earthwork to keep the building permit active.

Wilder, Phase 2B: Infrastructure (i.e. sewer, water, streets, storm drainage) is substantially complete for 7, fourplex units. Permits are ready to issue.

Commercial Building at 1107 SW Coast Hwy – Adjacent to Les Schwab. Building is being renovated. First floor real estate office is finished. Awaiting call for final inspection of the three upper floor apartments.

Samfit at 1111 SW 10th Street – Approved plans. Tenant improvements. Gym to be remodeled and elevator to be installed. Phase 2 will include medical office second floor (Phase 2 plans not yet submitted). Phase 1 permit issued.

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). Phase 2 plans for the hospital expansion are under review.

Macau Village at 5425 N Coast Hwy – Permit application submitted for reconstructed drive-thru coffee stand and new office buildings (2,242 sq. ft. total). Plans approved and permit issued.

Seismic Upgrades to main Fire Station – Permit issued and contractor is mobilized. Shoring is being installed and piles are being bored.

Head Start Classroom Addition – Permit issued, grading and utilities are installed and framing is underway.

Yaquina View Classroom Addition – Contractor is performing interior finish work.

Oregon Coast Aquarium Office (6,300 sq. ft.) – 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. Application for FERC license will be submitted, with construction targeted for the middle of 2018. Permitting considerations associated with the preferred cable landing site (Driftwood Beach State Recreation Site) will also be addressed. Celebration of funding award held on 3/10/17 at the Maritime Museum.

Greater Newport Vision 2040: Project kickoff events were held on the 16-18th of February. Outreach was also performed at the Seafood and Wine Festival on the 23rd, 24, and 26th of February. Additional, small group outreach

occurred from March through early May. Drafting sub-committees put together draft vision statements and implementation strategies based upon the feedback that was received. Public vetting of vision statements and strategies to occur in June and July.

Affordable and Work Force Housing Initiatives: Habitat for Humanity of Lincoln County held a groundbreaking on 2/13/17 for a duplex they will be constructing on city property at 10th and Pine pursuant to an MOU. City is also a partner to a multi-jurisdictional IGA with the Lincoln Community Land Trust and on 4/3/17 agreed to a proposal by the Trust to leverage third-party and City housing fund dollars to help 3 families purchase homes via down payment assistance grants. The Planning Commission is working on three separate tax incentive proposals to make multi-family development a more attractive option in Newport, with a Council work sessions held in April/May followed by Commission and Council hearings in June and July.

Vacation Rental Code Update: A total of 228 vacation rental and B&B endorsements have been issued; however, of that number 134 are active business licenses. Staff is exploring the use of utility data to track the proportion of the City's housing units that are used on a seasonal basis and is in the process of auditing advertised units.

Agate Beach Street and Recreation Enhancements: Construction of the street and sidewalk improvements is part of the federalized project that is being overseen by ODOT. That work is substantially complete; however, the quality of the pavement work was suspect and a micro-seal will be applied later this year. Staircase improvements have been installed, a contractor has been selected for the restroom/shower building, and the new restroom/shower building is under construction.

Planning for Replacement of the Yaquina Bay Bridge: 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 to contribute up to \$100,000 to the effort. Work on the TSP will start in earnest once the Vision 2040 process is finished.

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 2017. Public open house at OMSI Camp Gray was held on 6/7/17. Construction of the 35th and US 101 intersection is planned to start spring 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 August 27th and the preliminary results of that work were presented to the Committee on 11/14/16. Off-peak analysis occurred in early December. Lancaster has prepared a draft report. It has been reviewed and is undergoing an initial round of revisions. Advisory Committee meeting to be scheduled once revisions are completed.

HMSC Campus Expansion and Student Housing: OSU's design team is conducting community outreach in advance of preparing preliminary design documents for the 70,000 to 80,000 sq. ft. marine studies initiative building that is to be constructed on the HMSC campus. A public informational meeting is scheduled for 6/15/17. They anticipate a ground breaking in late 2017 so that the facility can open in 2019. The University secured property for student housing in Wilder and will look to complete the first phase of the housing by 2019.

Update to Newport System Development Charge (SDC) Methodology: The project includes assessment of the viability of a construction excise tax for affordable/workforce housing. FCS Group is the consultant selected to assist the city. A technical advisory committee has been created for this project and met on 1/24/17 to review issues with the existing methodology, legal requirements and potential alternatives. A second meeting on 2/22/17 covered SDC eligible CIP projects and a new method of assessing dwellings that distinguishes between small and large structures. At a third meeting, on 3/21/17, the group reviewed a draft copy of the updated SDC methodology and preliminary analysis on a Construction Excise Tax (CET) for affordable housing. The group was invited to attend a joint work session with the City Council on 4/17/17 to hear about the City of Bend's experience with construction excise taxes for affordable housing and met for a final time on 4/26/17 to review a final draft of the updated SDC methodology and CET recommendations. The updated SDC methodology is scheduled for City Council action on 7/17/17.

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. Five of the seven target properties had been acquired. Two homes have been dismantled and relocated to the Airport with the intent that they be repurposed. Two other homes have been demolished and the lots have been regraded and seeded. One property remains available for acquisition, with closing to occur in early June. Staff met with OEM for a progress meeting on 2/8/17. The owners of the seventh property chose not to sell and have instead invested in shoring up their property.

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.

COMMITTEE WORK

In May, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Bike and Pedestrian Committee, LOC Small City Housing Forum, Budget Committee, FEMA Flood Map Open House, Lincoln County Transit District Transit Plan Advisory Committee, Vision 2040 Drafting Subcommittees, and Oregon Parks and Recreation Master Planning Advisory Committee.



Date: June 6, 2017

To: Spencer R. Nebel, City Manager
Mayor and City Council Members

From: Mike Murzynsky, Finance Director

Subject: May 2017 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On April 30, 2017 a total of 4,544 water/sewer accounts were billed for combined amounts due of \$899,078. 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. The Aging Report for May 31, 2017, \$723,317, is current; for the May 31st billing, \$49,255 is past due; for April 30th billing, \$7,689 is past due from the March 31st billing, from previous periods and including the February 28th billing \$104,837 is past due.

Accounts Receivables - General

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

The May 31, 2017 Aging Report shows accounts receivables at \$99,450. This amount includes a Bed & Breakfast business debt of \$3,720 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 March 31st report is provided below for your information.

<u>Billings:</u>		
Future and current	33,738	33.92%
Over 30 days	-	0.00%
Over 60 and 90 days	287	0.29%
Over 120 days	65,425	65.79%
	<u>99,450</u>	<u>100.00%</u>

One septic tank disposal service, K&K Toilet, that has been billed a total of \$34,395.05 which is outstanding 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 net receivables, excluding the three aforementioned accounts in the amount of \$63,714, total \$35,736.

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, we have an increase of 11.47%.

	2013-14	2014-15	2015-16	2015 vs. 2016 % Increase	2016-17	2016 vs. 2017 % Increase
July	444,169	465,457	561,203	20.5703%	573,003	2.1026%
August	456,730	511,605	560,765	9.6090%	558,010	-0.4913%
September	295,884	319,625	372,345	16.4943%	428,532	15.0900%
October	191,428	220,368	246,642	11.9228%	273,870	11.0395%
November	123,686	138,584	155,877	12.4784%	174,709	12.0813%
December	96,187	119,764	121,038	1.0638%	129,423	6.9276%
January	112,859	139,630	135,065	-3.2694%	124,366	-7.9214%
February	139,593	197,011	217,215	10.2553%	201,962	-7.0221%
March	202,017	256,345	266,772	4.0676%	271,293	1.6947%
April	166,678	203,965	243,441	19.3543%	200,187	-17.7678%
May	231,989	262,296	274,771	4.7561%		0.0000%
June	289,134	338,008	381,519	12.8728%		0.0000%
Total	2,750,354	3,172,658	3,536,653	10.0146%	2,935,355	5.5469%

As reported previously, the City received five (5) Transient Room Tax Returns from the Embarcadero Resort Hotel for May 2012, June 2012, July 2012, August 2012 and September 2012 showing total taxes due of \$47,762.47. To date these transient room tax monies have not been received. This matter will be discussed with the city attorney for direction.

Monthly Financials

The goal of presenting Financial reports to the Council every quarter is on hold until we replace two staff members in Finance.

Finance position search:

For the Municipal Court Clerk/Front Desk position is now back to the unfilled category and we are in the process of accepting applications for the position, first review is May 26th.

The Capital Project position has started and we are creating n.

2017-18 Budget:

We prepare for final adoption by the City Council which is scheduled for June 19th.

Conferences and training

I have attended the GFOA Conference in Denver and it was a great experience. I have attached a report of the conference and here are the goals we in Finance have for the next year.

Goals from GFOA Conference, in whole:

- 1) Use a Lock box system for UB payments
- 2) New policies to be created:
 - a. Debt Policy
 - b. Investment
 - c. Cash Handling
 - d. Electronic Payments
 - e. Federal Grant Policy
 - i. **Three to be considered (high priority)**
 - f. Purchasing Policy
 - g. Fraud Awareness policy
 - h. Revise P Card Policy
 - i. Loose Change/Small Bill Policy (**number one**)

We will not be able to do all of these items but if we can get the lockbox done and half of the policies completed in the upcoming fiscal year that will be great.

NEWPORT FIRE DEPARTMENT

City Report May 2017

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	2	0			
AUTOMATIC ALARMS:	2	0	BURN PERMITS:	32	52
MEDICAL CALLS:	134	9	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	8	1	FIREWORKS DISPLAY:	0	0
RESCUE:	0	1	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	0	1	TOTAL INSPECTIONS:	19	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	19	
AVIATION STANDBY:	0		REINSPECTIONS:	4	
PUBLIC SERVICE:	21	2	PLAN REVIEWS:	1	
HAZARDOUS CONDITION:	2	1	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	87				

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT

City Report May 2017

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	2	0	HEATING APPLICANCE:	0	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	0	0
ELECTRICAL:	0	0	OPEN FIRES:	1	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	0	0
FALSE ALARM:	0	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	1	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICITION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0



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

June 14, 2017

To: Spencer Nebel, City Manager
Re: May 2017 Monthly Activities

Here is a brief summary of Fire Department activities in May:

In the month of May, we had 185 calls for service. Compared to April in which we had 153, calls this is an increase of 20%. However, it is 6% less (197 calls) over May of 2016. For the year-to-date (YTD) calls for 2017, we are at 825 calls. This is a decrease of 10% from the same YTD for 2016 (913). There was one call of note in May. The incident occurred on May 23rd. A 2-inch gas line was accidentally ruptured by the construction crews working on the Bay/Moore storm sewer realignment project. Newport Fire crews evacuated the immediate area and, along with NPD, ordered surrounding structures to shelter in place until NW Natural crews could arrive and shut off the gas. No one was injured. Bay BLVD Jon Moore Road traffic was diverted during the incident.

In May we gained one volunteer and interviewed another. Our roster now stands at 30 volunteers. We have three volunteers that are attending drills and finishing academy later this month. Our new volunteers will start academy in September.

The fire department was active in the month of May. On the 1st, I attended a regular Department Head meeting and City Council meeting. On the 2nd, staff worked on the Budget Committee hit/wish list. On the 4th I attended a meeting at the jail with other public safety leaders to discuss the ongoing County Radio System Analysis project. I also had my regular weekly meeting with the City Manager. That same day myself and Executive Assistant Nelson interviewed an applicant for our temporary administrative assistant position. On the 5th I attended a retreat at the Best Western hosted by Central Lincoln PUD on energy resiliency. It was very informative. On the 8th we had the County inmate work crew perform work at two of our fire stations. I also attended a meeting of the Safe Haven Hill Disaster Cache Workgroup.

On the 9th City staff met to discuss plans for the upcoming eclipse. In the evening, I attended the second meeting of the Budget Committee. On the 10th we interviewed a second applicant for the temporary administrative assistant position. Her name is Mary Holt and we offered her the position, which she has accepted. We are happy to have her aboard. She works in the afternoons when Melanie is working for the City Manager. On the 10th we held the second interview/assessment center for the second Emergency Preparedness Coordinator. On the 15th I attended a Department Head meeting and City Council meeting. On the 16th, Chief Harvey and I met with staff from Lifeflight to discuss their plans to base a helicopter at the Newport Airport. Public Works Director, Tim Gross, and I met with the City Manager to discuss our co-location activities at the 420 NW Nye Street site. City staff also met to further discuss City eclipse planning. On the 18th I met with the City Manager, and met with attorneys from our insurance carrier regarding the motel fire. In the evening I attended the monthly board meeting of the rural fire board. I was then on vacation from the 19th through the 29th. On the 30th I facilitated a regular meeting of the City Emergency Preparedness Committee.

Upcoming Activities

In June, we have many activities planned. Our crews will begin their annual testing of fire hose, pumps and ladders. Contract negotiations with the IAFF union are starting in June. I also will be meeting with staff from the OMSI Camp to discuss eclipse preparations. I will also be attending a kick-off meeting with County staff for the upcoming Emergency Fuel Management Plan project.

Fire Department Report for the Month of May, 2017

Training Report

May 2017

Past month training subjects:

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

- Apparatus Familiarization
- Building Construction
- Flammable Liquids and Gas (FLAG)
- Wildland Fire Refresher
- EMS, Drowning & Near Drowning

Past month drill hours:

During the month of May 139.5 hours of training were documented. Of the 139.5 hours of training in May, 65.75 hours were logged by the paid staff and 73.75 hours were logged by the volunteers.

Monthly highlights and special considerations:

The Firefighter Academy continues with three students from Newport in attendance. In May, Department of Public Safety Standards and Training (DPSST), was scheduled and brought to Newport their FLAG props for live-fire training at the training facility. During the month of May, five of the paid staff traveled to Moses Lake, Washington to complete their annual ARFF Live Fire Training requirements.

Respectfully submitted,
Rob Murphy, Fire Chief

DEPARTMENT REPORT HUMAN RESOURCES MAY 2017

RECRUITMENT AND STAFFING

New Hires	5/1/17	Aaron Bales	Police Officer
	5/3/17	William Johnson	Building Attendant
	5/8/17	Debra Mosley	Control Desk
	5/9/17	Jenni Remillard	Recreation Program Specialist
	5/10/17	Connie Craddock	Instructor
	5/24/17	Bridget Hill	Control Desk
	5/26/17	Jenna Whillier	Instructor

Separations None

Interim Changes None

Retirements None

Recruitments by Department

Finance

Accounting Technician – Cash Receipts/Court Clerk/Customer Service

Interviews Scheduled
6/23 & 6/26

Fire

Emergency Preparedness Coordinator

Interviews Conducted
4/21/17 & 4/24/17

Executive Assistant

Posted
Closing Date 7/3/17

City Manager's Office

Safety Officer

Posted
Closing Date 5/26/17

Deputy City Recorder

Contingent Offer extended
Background Ck in process

Senior Executive Assistant

Contingent Offer extended
Background Ck in process

Sr./Jr. Systems Administrator

Contingent Offer extended
Background Ck in Process

Parks and Recreation

Lifeguard/Instructor

Open till filled

Building Attendant

Open till filled

Control Desk	Open till filled
Police	
Police Officer	Open
Executive Assistant	Contingent Offer extended Background Ck in process
Records Clerk	Open till 5/31/17
Police Chief	Interview conducted 5/24
K-9 Officer – Internal Only	Interviews scheduled 6/19
Public Works	
Utility Worker I -Wastewater Collections	Interviews scheduled 6/29
Wastewater Treatment Plant Supervisor	Interviews scheduled 6/20

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

SPECIAL PROJECTS – IN PROCESS

Salary Survey – Non represented staff

Implementation of NeoGov application

Retirement Statements and 2nd check distributions

Library Re-Organization – Will be completed as part of Salary Survey

Policies to be revised/finalized

1. Photo ID Badging Policy
2. Overtime – updated and ready for City Manager review
3. Background Check
4. Whistleblower – HB

Safety Violation Form – on hold

Employment Contracts

PW required trainings by job classification

Independent Contractors

Administrative Manual -on hold

DOL changes on exempt classification – on hold due to Federal judge ruling

Leadership Training

Employee Handbook Revisions – on hold

SPECIAL PROJECTS – COMPLETED

2017 rollout of SafePersonnel training for all staff

CDL upgrades, training, and testing for Public Works staff

Public Works job descriptions distributed and signed off on by represented staff



Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: June, 2017
Subject: Library Department Update

From the Library Director:

The Library Director was on vacation from May 15, through May 19.

On May 11, the Library Director attended a meeting of the Oregon Library Association (OLA) Legislative Committee in Salem. The Committee discussed proposed legislation and OLA's response. Topics included: The proposed State Library Budget, cuts to the Ready to Read Program, private tutors in libraries, summer learning and digitally stored information on public use copiers and scanners.

On May 23, the Library Director met with members of the Public Library Division of OLA to continue the revision of the Oregon Public Library Standards.

On May 24, the Library Director was one of four department heads that interview Jason Malloy for the position as Chief of Police.

During the first week of June the Library Director met with representatives of TCB Security. The Library Director gave them the go ahead to deliver a contract for security services at the library covering 61 hours. This contract is contingent on the budget appropriation being passed by the City Council in June.

From Circulation and Youth Services:

**We currently have three active teen volunteers. During the school year this is fairly typical. Now that summer is approaching we are receiving more teen volunteer applications. Children's Services staff is pursuing a few more teen volunteers to assist with our Summer Reading Programs on Wednesdays.

**Plans are set for the summer Teen Programs. Each month we will host one program. They will be henna on June 22, a number of "building challenges" with a variety of materials on July 20 and on August 17 an art program. All summer teen programs will be in the evening from 7-8:30 instead of the school year meeting time of 3:45 to 5:30.

**Two “Trail Tales” have been set up for June. One on the Ocean to Bay trail, which was a very popular spot last summer. The other is on the Jetty Trail in South Beach State Park. State Park Ranger Arlen Pedersen agreed to support our efforts and will be sending a check which will cover the cost of part of the project. We have been well received by the public and it is great to have a collaboration with South Beach State Park as well as the Parks and Recreation Department of the City of Newport. Our story books selected for the summer are Finding Wild by Megan Wagner Lloyd, Waiting for the Biblioburro by Monica Brown, Who Will Plant a Tree? by Jerry Pallotta and If You Plant a Seed by Kadir Nelson. Our plan is to rotate the first 3 books between the two parks and at some point set up the last book on the library grounds.

**We have had the last of our Bilingual Storytimes for the school and will start again in September. This is our usual schedule. This year we averaged:

14.4 people per program for Bilingual Preschool Storytime
15.3 people per program for Wednesday Preschool Storytime
14.5 people per program for Friday Preschool Storytime

ToddlerTime and Friday Preschool Storytime will continue throughout the summer.

From Reference and Adult Services:

In May we had 13 programs for adults, with 200 people attending. Two librarians participated in Know Your Newport, promoting library services to locals and visitors. A representative from the Social Security Administration presented a program on understanding options when applying for Social Security. Computer classes ended this month until the fall, but staff will continue to provide one-on-one tutorials on a variety of technology topics.

From Outreach:

Summer reading signups are off to a great start. After only six days, the Adult Summer Reading program had 72 people signed up!



Memo

To: Spencer Nebel, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: June 19th, 2017
Re: Department Update – May 2017

Recreation Center

- The Parks and Recreation Department participated in the Know Your Newport event, sponsored by the Newport Chamber of Commerce.
- Jenni Remillard started working for us on May 9th as the Recreation Program Specialist. This position is 29 hours per week and will focus on enhancing and increasing youth programs, while assisting with special events and other activities.
- We hired a new Building Attendant and a new Control Desk person, making us fully staffed – for the moment - in those two areas. We are still in the process of hiring additional Rec. Leaders to assist in the Summer Activity Club.
- Staff attended annual training for the Child Nutrition Program (CACFP) which is run through the Lincoln County School District and feeds all of our participants throughout the year. Our summer program also feeds non-participating children who come only for a meal. Both of these programs are at no cost to the City.

Sports Programs

- Coast Hills Classic Mountain Bike Race was held on May 7. A total number of 198 riders attended. \$7,000 was made from the event. Some of this year's proceeds goes into our youth scholarship fund at the recreation center.
- Middle school track and field team attended track meets at LaCreole MS in Dallas and at Corvallis HS in Corvallis. The season concluded on May 25th with 94 youth participating.
- Met with Fred Meyer to discuss their community volunteer program for the 2017 Buccaneer Rampage Mud Obstacle Race. They're interested in supplying volunteers throughout the race course.

- Met with Ossies Surf Shop and Ocean Pulse about being presenting sponsors again for this year's Agate Beach Surf Classic this fall. Ossies and Ocean Pulse would be contributing financially and with in-kind donations

Municipal Pool

- We hosted two out of the area school rentals. North Bend brought 120 swimmers to our Lap and Activity Pool and All Saints School in Portland had 50 swimmers use the Activity Pool.
- Oregon Fish and Game utilized the facility twice this month to practice using their photography equipment and The Scuba School from Albany utilized the pool on two different Saturdays for 6 beginner divers.
- 48 swimmers participated in evening group lessons and 12 swimmers participated in morning Home School group lessons. We had 52 private swim lessons in May.
- Water aerobics and boot camp brought in a total of 711 participants in May and Newport Swim Club averaged 21 swimmers per day throughout May.
- Job Corp utilized the lap pool for water safety and testing for 18 swimmers and Waldport High School rented the lap pool for water testing for the Outdoor Education program.
- The Boy Scouts rented the Activity Pool on May 6th They worked on water safety skills. There were about 20 kids.

60+Activity Center

- In recognition of Older Americans Month, the 60+ Activity Center hosted a dinner for persons 90 years old and older. Samaritan Pacific Hospital both provided the food and gourmet Chef. Approximately 50 persons were here to enjoy the festivities. Following dinner, Members of the City Council gave a proclamation honoring older Americans living in Lincoln County.
- The 60+ Adventure van and 10-15 walkers, all sporting 60+ T-shirts, participated in the Newport Loyalty Days parade. In conjunction with Loyalty Days, the 60+ Activity Center hosted a veterans' luncheon on Friday, May 5th. Approximately 50 members of our community enjoyed a Cinco de Mayo meal.
- An educational presentation focusing on "Art as Therapy" through adult coloring was held on May 11th led by Army veterans Rhonda Chase and Amy Anderson. Eight persons explored the healing effects of participating in the creative process. Coloring books with original drawings by Rhonda were available for purchase.

- The Newport 60+ staff met for their monthly staff meeting on Monday, May 1st. Also during the month, Peggy held meetings with the Council of Governments new Lincoln County representative, the Department of Health and Samaritan Health Services regarding the new Type 2 Diabetes prevention program. Two Type 2 Diabetes prevention program meetings were hosted during May, one held at the Center for Health Education and one at the 60+ Activity Center.
- The 60+ Adventure van headed to Gleneden Beach for the 40's, 50's & 60's Big Band Dance on May 18th. Trips to the Iris and Peony Gardens in Brooks on May 19th and the Rhododendron Festival in Florence on May 20th gave opportunities to enjoy the beauty of Oregon's colorful flowers.



Noble
Professional
Dedicated

Newport Police Department
Memorandum

One Team - One Future

Date: June 16, 2017
To: Spencer Nebel, City Manager
From: Jason Malloy, Interim Chief of Police
Subject: Department Report – May 2017

1. I hosted the City radio show on May 4, with Officer Dustin Watson as my guest. We discussed crime trends in Newport, personal and property safety tips, and the successes of our SRO program.
2. I met with a Sociology student from OCCC who interviewed me about juvenile crime, trends, and programs available to juvenile offenders.
3. May 6 marked the 61st annual Loyalty Days parade. The parade was successful and no problems were identified. The parade participants were down this year, but several citizens and visitors were entertained by a variety of parade entrants.
4. I attended Congressman Schrader's annual Lincoln Community Leaders Roundtable at the Newport Rec Center. The event was productive and Congressman Schrader shared many of his agenda items.
5. I participated in the Emergency Preparedness Coordinator interviews and mock scenarios as an evaluator.
6. I attended the annual Law Enforcement Recognition Banquet (LERB) at the Best Western. The event was well attended by law enforcement personnel, guests, and invited VIPs. The event was well organized and many law enforcement staff were recognized for excellence. Records Clerk Kathy Woosley was recognized as the NPD employee of the year.
7. I was a guest on the Sheriff's radio show. We discussed safety, volunteer opportunities, and Eclipse Planning.

8. I met with the WVCC operations manager and a line supervisor to discuss operations and efficiency of communication between NPD and WVCC. We identified a few gaps in relaying information and suggestions to improve efficiency by both agencies. The meeting was very productive. We also discussed the City's request to improve efficiency when City Departments contact WVCC. I was advised that they were nearing a solution and would have options available within the week. WVCC followed-up shortly after and identified a plan for City Departments to call directly to dispatch, and minimize wait times. A training plan for City staff will be identified soon to implement an improved calling procedure.
9. I participated in three panel interviews for the Chief of Police position. The panels were professional and well organized.
10. I met with Human Resources to discuss improving recruitment for sworn and non-sworn Police positions, and reaching a more diverse population. We identified several areas to advertise vacant positions. We also identified short term and long term objectives, and plans to increase our qualified applicant pool.