

Monthly Departmental Reports



November, 2014



Memo

To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: December 5, 2014
Re: Department Update

MONTHLY PERMIT FIGURES

The following is a summary of building and land use activity for November of 2014.

	Building Permits	Electrical Permits	Plumbing Permits	Construction Value	Land Use Actions
Nov	9 (\$2,757.10)	22 (\$2,243.20)	7 (\$754.21)	\$223,675	0 (\$0.00)
YTD	144 (\$98,669.33)	281 (\$34,627.66)	84 (\$14,709.24)	\$11,194,380	36 (\$15,547.00)

Building permit activity for the month of November included a new single family dwelling, a couple of residential remodels, a couple of residential demolitions, a freestanding sign, wall sign, projecting sign and temporary signs. There were no land use actions for the month of November.

STATUS OF MAJOR CONSTRUCTION PROJECTS

Big 5 Sporting Goods: Building permit issued and framing inspections performed.

Lincoln County School District: Temporary occupancy issued for new high school theatre room. Construction of a new storage building is ongoing.

Samaritan Health Education Center: Permit issued for grading, foundation work, and installation of tilt panels. Construction is underway. Plans for the balance of the improvements have been reviewed and will be ready to issue the week of December 8th.

Nazarene Church Outreach/Community Center: Plans for interior improvements submitted for review and construction continues to progress slowly.

Curry Marine Building Remodel: Structure is being renovated for use by the OSU Extension Service. Building permit has been issued and construction is underway.

Rogue Brewery Distillery Expansion: Agreement in place addressing effluent and final occupancy has been granted.

Teevin Bros. Log Yard: Permit review is complete and ready to issue. Teevin Bros. has put the project on hold due to market conditions and until the Port completes the supplemental dredging at the terminal facility.

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. NNMREC-OSU is working through the FERC regulatory process and is currently addressing issues related to environmental impacts associated with the project.

Safe Haven Hill Tsunami Evacuation Improvements: Phase 2 funding awarded by FEMA on 9/29/14. City Council approved funding agreement with OEM on 12/1/14, along with a task order with Civil West to design the improvements. Project is to be constructed in 2015. Approximately \$600,000 is available for construction. Deadline for expending FEMA funds is March of 2016.

Creation of Land Bank for Work Force Housing: Lincoln Community Land Trust (LCLT) has entered into an agreement with Proud Ground, a community land trust in the Portland Metro Area to serve as its Executive Director and to work with LCLT to develop a plan for leveraging CDBG funds with a target of rolling out at least 10 work force housing units by the end of the three year period that Newport, Lincoln City, and Lincoln County have agreed to provide supplemental funding to the Trust. Staff to coordinate with Habitat for Humanity on potential land banking opportunities for consideration at a future Council meeting.

Vacation Rental Code Update: At this time 166 applications for VRD or B&B endorsements have been submitted. The City has conducted 161 inspections, 152 of which have passed. Fire egress out of bedroom windows, safety glazing on windows close to doors, lack of GFCI outlets, inadequate hand railing or guard rails on staircases, and strapping on water heaters have been the primary issues identified through the inspection process.

Agate Beach Street and Recreation Enhancements: On 8/2/12 FHWA announced that the project will be funded in the amount of \$557,696. City received a final grant agreement from ODOT on 7/30/13. City staff met with state officials on 10/15/13 to conduct a preliminary scoping meeting. An RFP for design services was issued 2/6/14 and City/State selected the firm OTAK as the consultant. ODOT issued notice to proceed on 9/16/14 and kickoff meeting held 9/24/14. Geotechnical, survey, archeological and environmental assessments have been completed. Staff conducted a public outreach meeting on 11/18/14 to obtain feedback that will inform the design. A second public workshop will be held on 12/18/14 at 6:00 pm to roll out design options. Funds must be obligated for construction by September 2015.

Reservoir UGB Amendment and Annexation: The expansion proposal was approved by the City Council on 5/6/13 and County on 4/16/14. An intergovernmental agreement addressing the future transfer of Big Creek Road has also been put in place. DLCD acknowledged the UGB amendment on 7/10/14 and the UGB expansion is official as of that date. City Council initiated annexation process for city owned properties within the expansion area on 7/7/14. A hearing before the Planning Commission will be scheduled once a legal description has been prepared for the annexation area. This is contingent upon a boundary being established for a “legalized” Big Creek Road. The County just finished the legalization survey. Staff is preparing a maintenance agreement for Big Creek Road and a legal description for the city properties that are to be annexed.

Planning for Replacement of the Yaquina Bay Bridge: City and County staff and elected officials met with ODOT on 5/16/13 to discuss a scope of services for the data and base line modeling that the consultants will develop. Counters were placed to collect traffic data in August. Staff met with ODOT consultants on 10/23/13 and 2/18/14 to discuss how the modeling will be performed and provided them with land use data they will need to perform growth projections. Existing development assumptions provided by consultant in May. Staff has reviewed and edited the data. Staff met with the consultant on 6/11/14 and 8/15/14 to review and finalize 20-year growth assumptions for the traffic model. This modeling effort will extend into the fall and is funded by ODOT Region 2 (approx. \$150,000).

Development of GIS Addressing Layer: City is responsible for assigning addresses within its corporate limits. The paper maps used for this purpose are frail, and the process for updating the maps is inefficient. A consultant is preparing a new GIS based addressing layers for all jurisdictions in the County. The project is funded by OEM and the information will be used to support 911 services. Project was placed on hold while 911 service transfer occurred between LINCOM and Willamette Valley. Staff anticipates the project will get going again soon.

2007 Seal Rock Water District IGA: City Council approved the withdrawal ordinance for the annexed properties on 12/1/14. That ordinance has been forwarded to the County Assessor, who will adjust the tax rates so that the properties will no longer be paying taxes to the Seal Rock Water District effective 7/1/15. Staff will now begin to work on coordinating a withdrawal petition to the County Board of Commissioners for those properties in the City Service Area that haven't been annexed.

Student Housing Study: Report was accepted by the City Council at its 12/1/14 meeting. A copy of the final report and City resolution has been provided to the County along with a request that they formally accept the report's recommendations as well. The Planning Commission will initiate amendments to the Comprehensive Plan to incorporate the report's recommendations.

Local Improvement District TGM Grant — Secured \$65,000 in funding from the Transportation Growth Management Program for the purpose of developing model policy, code, and informational materials to assist the City of Newport in making Local Improvement Districts an effective and publicly acceptable financing tool for needed transportation system improvements. Staff met with the TGM Grant Manager on 9/12/14. Project solicitation will occur in the fall, with consultant selection January of 2015. An IGA will be prepared by 4/16/15 and the project must be complete by 6/30/16. City has budgeted \$15,000 in match funds. There will be significant public outreach as part of this project.

South Beach Urban Renewal Infrastructure Improvements: Subdivision plat and associated street vacation to facilitate extension of SW Abalone Street and SW 30th for the OMSI development has been approved with final Council action on the vacation occurring 9/2/14. The final plat, deeds, and conservation easement are at Western Title and payments for right-of-way have been transferred to escrow. The title company is securing signatures from the various parties. Design work on street improvements is proceeding in anticipation of construction in the summer of 2015. SW Brant Street and SW 27th Street will be paved with sidewalks at the same time. SE Ferry Slip Road will be widened and a multi-use path installed on the west side from SE Marine Science Drive to SE Ash Street. A public outreach meeting will be held on 12/9/14 at 5:30 pm in the Council Chambers to solicit feedback on the design of these improvements. ODOT will begin work on designing the new SE 35th and US 101 intersection this fall with construction in spring of 2017.

Building Official Recruitment: New Building Official has been hired. Will report to work on 1/2/15.

COMMITTEE WORK

Planning Commission: The Commission held public hearings on 11/10/14 and 11/24/14 to approve a final order and findings related to a conditional use permit application by Oregon Coast Bank to operate a daycare in a residential structure; make a recommendation to the City Council on the recently completed Hatfield Marine Science Center (HMSC) Student Housing Study; and recommend amendments to Title X of the Newport Municipal Code related to electronic message signs on public property. A work session was held on 11/24/14 to review a draft scope of work for a TGM funded Local Improvement District code update; discuss the status of the City's effort to form a new north-side Urban Renewal District; and review the HMSC Student Housing Study prior to formulating a recommendation.



Date: December 5, 2014

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

From: Mike Murzynsky, Finance Director

Subject: October and November 2014 Monthly Departmental Report

Water/sewer Billings

At October 31, 2014, a total of 4,512 water/sewer accounts were billed for combined amounts due of \$789,566. At November 30, 2014 a total of 4,509 water/sewer accounts were billed for combined amounts due of \$935,487. 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. At October 31, 2014, we have water/sewer accounts in delinquent status with a combined amount of \$142,177. From the October 31, 2014 billing, \$119,051 is past due; from the September 30 billing, \$10,223 is past due; and from August 31 billing, \$92,252 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 November 30, 2014 Aging Report shows accounts receivables at \$90,427. This amount includes a Bed & Breakfast business debt of \$8,320 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. The net receivables, excluding the two aforementioned accounts, total \$56,508. A summary of the November 30, 2014 report is provided below for your information.

Billings:

Future, Current & 30 Days out	\$ 12,039	13.03%
Over 60 to 120 days	24,865	26.92%
Over 150 days	55,477	60.05%
Total	\$ 92,384	100.00%

One septic tank disposal service 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 accounts receivable record shows Seaport Air Operations owing the City \$6,067.76 that has been outstanding also. These accounts will be referred to the city attorney once he begins working for the City.

We have started implementing a better monitoring system, users with past due accounts are being informed of their delinquencies and action plans are put into place quicker. We are also alerting the City Manager of these action plans so he can make the ultimate decision to move forward. Afterwards we are working with the owners on those accounts to bring them current. For mid and long-term overdue accounts we will be turning the accounts over initially to the city attorney.

Room Tax

Below is a new monthly chart which will accompany Finance's monthly update. The chart shows that Room revenues have an average increase of 7.15%.

	2013-14	2014-15	% Increase
July	444,169	460,578	0.0369
August	456,730	506,805	0.1096
September	295,884	318,584	0.0767
October	191,428	203,395	0.0625
November	0	0	0.0000
December	0	0	0.0000
January	0	0	0.0000
February	0	0	0.0000
March	0	0	0.0000
April	0	0	0.0000
May	0	0	0.0000
June	0	0	0.0000
Total	1,388,211	1,489,362	0.0715

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 initially be turned over to the city attorney.

Audit

We have completed the City processes and the auditors have all the data necessary to complete the audit. We did plan to create the Financial Packet this but it was observed that Finance Staff was not following the transition plan so I ask Pauly Rogers to complete the package instead. Our goal is to complete it by December 31, 2014.

Monthly Financials

We have implemented accountability functions for everyone in Finance so our goals are to have the final financials for the 2013-14 Fiscal Year and the first half of the 2014-15 Fiscal year available for Council the second Council meeting in January 2015.

Reorganization

As noted in the Monthly Financial section, in late October I noted that staff was not following through with the transition plan. Thus I sat down with each staff and gave them my expectations and we set goals to meet the transition plan. As of November 30th I am please how staff is reacting to their goals and expectations.

Staffing

The Finance department is fully staffed.

Conferences and training

As I am the Treasurer for the Oregon Public Risk Management Association (PRIMA), I attended our annual Fall Conference in Sunriver the first week of October 2014. The cost of my conference fee and room plus food were picked up by PRIMA, the only cost the City of Newport had was my gas mileage.

In early December 2014, we are planning to view a webinar on the Generally Accepted Accounting Principles (GAAP) put on by the Governmental Finance Officers Association (GFOA).

Finance staff will, as part of their goals, begin attending training sessions via the web or in person the remaining part of the 2014-15 Fiscal Year.



Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: December, 2014
Re: Library Department Update

The Library Director spend a good portion of the last month involved in the building makeover. More shelving was moved, a new children's computer area was created, data and electrical lines were installed and more furniture was sent to the refinisher and upholsterer.

The painters moved in on November 28 and we are in the midst of that project. We're trying to paint behind everything that could possibly be relocated over the next year, to make sure we don't have to call the painters back should we decide to move something. To help assure that doesn't happen, we've moved a number of items away from walls temporarily. This includes some shelving, tables, all the paintings and plaques.

On November 21, as President-Elect of the Rotary Club of Newport, the Library Director met with the Julie Hanrahan, President, Howard Adams, Vice President and John Clark to develop a slate of officer nominations for next year.

Also on November 21, the Library Director met with library directors from Lincoln City and Tillamook County to discuss the timeline for implementing Radio Frequency Identification (RFID) in our respective circulation workflow. RFID will allow for much speedier check outs for patrons and it will provide the three libraries with a modern anti-theft security system. The group also discussed a group purchase of self-check systems that will work with our current barcodes and with RFID tags when they are applied to items in our collections.

On November 24 the Public Works Director conducted a meeting involving department heads and the City Manager to discuss issues around parking and construction of the new pool.

On December 2, the Library Director took part in a meeting of the Board of Directors of the Rotary Club of Newport.

On December 3, the Library Director met with Ford Foundation representative, Joyce Akse, to discuss the terms and limitations of the \$50,000 Ford Grant awarded to the Newport Public Library Foundation. The discussion centered around the grant structure, how funds may be spent and the time period for which the funds will be available.

From Youth Services:

The redecorating project that is sweeping the entire library into this millennium is causing much curiosity and comment amongst users of the Children's Room. Comments so far have been positive and folks are eager to see what else will happen. Painting in there should begin this week.

In November, Youth Services staff presented 34 programs to 583 youngsters and their families. Part of the decrease in numbers from October is due to the holidays and no programs. For a comparison, November 2013 saw 34 programs as well. However, the 1,004 people in 2013 was due to visits to the elementary and middle schools. Those regular visits will happen in December, delayed due to a pesky staff person (Rebecca) and her September vacation.

The Card for Every Child campaign to second graders began in November this year, again due to that September vacation. Fortunately, it didn't hurt the number of participants. Of the 156 students who were encouraged to get a library card, 75 brought their parents to the Library and did just that. A good number more already had a library card.



Noble
Professional
Dedicated

Newport Police Department Memorandum

One Team - One Future

Date: December 4, 2014

To: Spencer Nebel, City Manager

From: Mark J. Miranda, Chief of Police *[Signature]*

Subject: Department Report for November 2014

1. The first part of this month a homicide occurred at the Yaquina Bay Bridge. This set in motion a huge amount of work for the Police Department. Since we are the lead agency, our detective alone has worked over 270 hours on this investigation. Being a part of the Major Crime Team, other agencies send us their detectives to us for a minimum of five days. The Oregon State Police and the Lincoln City detectives are still assisting. In all we had ten detectives assisting us with the initial investigation. Lt. Jason Malloy also devoted his time to the investigation and I took over most of his patrol supervision duties for the three weeks he was involved. As a part of the investigation we sent our detective to Maryland to attempt to contact family members of the suspect. The LINT detective, who was in Southern California for a conference, extended his stay so he could attempt to contact more of the suspect's relatives. Our detective, Mitch France, still has at least two more weeks to work on this investigation full time. He'll revert back to his general detective duties, but can be pulled back into the investigation depending on developments in the court process. We owe a large debt to all of the law enforcement agencies in the County.
2. I interviewed a police officer candidate and gave him a conditional offer to hire. He has been a police officer previously and will probably not have to attend the police academy. The candidate still has to have a medical evaluation and a psychological review. We're hoping to have him on-board by the end of December. Since he has prior experience, he will only have to have field training here. He should be ready for full street duty by the end of March 2015.
3. Sometimes I get involved in things that lead me to be subpoenaed into court. I had two criminal cases where I had to set aside four days. Fortunately, I was able to be put on an "on-call" basis and I could continue my regular duties.
4. I attended several meetings this month:
 - a. Rotary Board meeting

- b. Law Enforcement Council
- c. Met with Toledo Chief Dave Enyeart
- d. Attended a reception for the new Children's' Advocacy Center Executive Director
- e. Nye Beach Merchants Association
- f. Agate Beach Wayside
- g. Met with Lorna Davis
- h. Sheriff's Radio Show
- i. Central Lincoln PUD Board meeting
- j. Port of Newport staff on parking issues
- k. CAC Board meeting
- l. Pool construction
- m. Mental Health training assessment

5. Officers attended the following training sessions:

- a. Traffic Safety Update (2 officers)
- b. Property Evidence Conference (1 records clerk)
- c. Force Response Liability training (5 officers)
- d. OSP firearms background check investigations (1 Sergeant)

6. Attached is the NPD Monthly Statistical Review for October 2014. (The November stats are not available as yet). We used to send these to the Council on a regular basis, but we had a change in our dispatch system and it took a while to learn how to access the information we needed. We hope to continue to have this information to you on a monthly basis. One question that always comes up is 'why don't the figures in the columns add up to the figures at the bottom.' The figure at the bottom is for ALL calls for service. The figures in the columns are just for selected calls for service.

Newport Police Department Monthly Statistical Review



SELECTED CALLS FOR SERVICE (CFS)

	OCTOBER 2014			
	THIS MONTH	LAST MONTH	SAME TIME LAST YEAR	ARRESTS
SEX OFFENSE	4	2	4	2
ROBBERY	1	0	0	1
ASSAULT	10	6	5	10
BURGLARY	10	15	8	0
THEFT	57	65	63	14
MOTOR VEHICLE THEFT	5	1	5	0
FRAUD	11	8	8	1
GRAFFITI/VANDALISM	4	5	0	4
NARCOTIC/DRUGS	6	12	9	4
DOMESTIC DISPUTES	23	37	26	N/A
LIQUOR VIOLATION	1	1	0	0
DUII	3	6	3	3
TRESPASS/PROWLER	16	19	26	5
TRAFFIC CRASH/NON-INJURY	22	16	15	N/A
TRAFFIC CRASH/INJURY/FATAL	4	2	7	N/A
HIT & RUN	23	16	10	0
ANIMAL PROBLEMS	18	45	17	0
SUSPICIOUS PERS/ACT/VEH	97	120	73	N/A
VEHICLE IMPOUNDS	5	6	8	N/A
ALARM	21	48	31	N/A
ASSIST OUTSIDE AGENCY	44	39	67	N/A

Total CFS To Date	
This Year	Last Year
46	69
2	2
65	100
94	111
589	627
36	35
64	55
14	27
82	108
269	205
9	11
29	59
154	148
193	233
41	33
151	133
276	227
876	812
32	42
333	377
571	414

October Overtime Hours

Shift Coverage	125
Court	23
Investigations	34
Administration	73
Training	70
Other	9
Grant	0
TOTAL HOURS	333.5

Top 5 Traffic Citation Charges

Violation Speed Limit	9
Fail to Obey Traf. Con. Dev.	9
Driving While Suspended	9
No Operators License	6
Driving Using Mobile Dev.	5
TOTAL CITATIONS	55

TOTAL CALLS FOR SERVICE

1281

1526

1327

63

13592

13497

PARKING CITATIONS	4
TRAFFIC WARNINGS	95
TCB PRKNG CITES/WRNG	57

Volunteer Hours	334
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*Rob Murphy, Interim Fire Chief
Newport Fire Department
245 NW 10TH ST
Newport, Oregon 97365*

December 4, 2014

To: Spencer Nebel, City Manager
Re: November Monthly Activities

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

The fire department responded to 194 calls for service in November, as compared to 179 calls in October. This represents an 8.25% increase from last month. For 2014 we have responded to 1,870 calls for service through the end of November, compared to 1,696 calls for this same time period last year; a 10.25% increase. Significant calls included assisting the Sherriff's Dept. with the County Wide Rope Rescue team recovering a body on Cascade Head at the bottom of a steep ravine. Also on the 12th we sent one engine to a mutual structure fire on Wagon Road in Toledo. And on the 30th we had a two-vehicle accident with extensive damage on Hwy 20 at Benson Road. Fortunately, there were no serious injuries.

This past month we did not add any new volunteers. We currently have two of our newest volunteers continuing recruit academy in Toledo on Tuesday and Thursday evenings. We currently have a total of 33 volunteers.

In November we continued to work on the specifications for a new fire engine. The apparatus committee completed its work and it is now with legal counsel being reviewed.

At the beginning of November, I attended the Fire District Director's Conference at Sun River Resort in Central Oregon. It was very informative and I was able to bring several useful things back. After the conference I took a few days of vacation time to enjoy with family. Negotiations with the Fire Union are ongoing. On Black Friday we kicked off our annual toy drive. Collection barrels are at City Hall, the Library, Walgreens and the Fire Station on NW 10th Street. We are having another collection event this Saturday at Fred Meyer. We are also conducting live fire exercises on a residential structure next door to the Fire Station, which is owned by the local Catholic Church. We will conduct more burns next Wednesday and Saturday and allow the structure to burn down on Saturday.

There were 10 business inspections conducted this month.

Past month training subjects:

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

- Ventilation
- Building Construction, Fire Origin & Cause
- Driver, Skid Truck Practical Training
- Driver, Cone Course
- EMS C-Spine Protocol Review

Past month drill hours:

During the month of November 293.5 hours of training were documented. Of the 293.5 hours of training in November, 76.25 hours were logged by the paid staff and 217.25 hours were logged by the volunteers.

Monthly highlights and special considerations:

In November we have two volunteers continuing to attend an NFPA Firefighter 1 class. Newport Fire conducted an NFPA Pumper Operator for 14 people. This class currently has 14 people registered, with 10 from Lincoln County and 4 others from around the state. During the Month of November we have also been working on different portions of the DPSST Skid Truck training; this includes the classroom portion and multiple cone course offerings along with the practical driving portion, with 19 people from Newport completing the program. During the month of December, we will be conducting 3 live-fire trainings.

Respectfully submitted,
Rob Murphy, Interim Fire Chief

NEWPORT FIRE DEPARTMENT

City Report November 2014

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	1	3			
AUTOMATIC ALARMS:	9	2	BURN PERMITS:	21	35
MEDICAL CALLS:	120	9	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	2	2	FIREWORKS DISPLAY:	0	0
RESCUE:	1	2	IN SERVICES AND TOURS:	3	
MUTUAL AID RENDERED:	2	0	TOTAL INSPECTIONS:	10	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	7	
AVIATION STANDBY:	0		REINSPECTIONS:	3	
PUBLIC SERVICE:	21	5	PLAN REVIEWS:	3	
HAZARDOUS CONDITION:	4	1	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	174				

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT

City Report November 2014

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	8	2	HEATING APPLICANCE:	0	1
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	1	0
ELECTRICAL:	0	0	OPEN FIRES:	0	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:	2	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	1			
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: Jim Protiva, Parks and Recreation Director
Date: November 4, 2014
Re: Department Update – November 2014

Recreation Center

- Met with Samaritan Cancer Survivor Program Administrator to work out a partnership with their patients and Rec. Center for access and support
- Hosted youth for non-school days on November 17, 18, and 19 for the Thanksgiving break with an average of 20 kids per day from 7:30 a.m. to 5:30 p.m.
- The Rec. Center welcomed Santa Claus and elves for a photo session with youth on Saturday, November 29th as part of the Chamber's annual event.

Municipal Pool

- High School Swim Team started (23 cub swimmers - swimming nightly 6:30-8pm and two mornings a week 6:30-7:30am)
- Rentals – 2 birthday parties and 2 Job Corps water safety trainings
- Staff meeting- in water back boarding and team building activities
- Thanksgiving school holiday additional open recreational swims were added to our schedule

Sports Programs

- November 4th: Held a basketball referee clinic at the rec center.
- November 6th: Held middle school girls basketball skills assessment. 26 girls attended. A total of 2 teams were created.
- November 11th: Held a middle school basketball meeting with area coordinators from Lincoln City, Waldport, Eddyville and Toledo. Worked on developing the upcoming middle school girls' schedule.

- November 15th: Held 1st-6th grade youth basketball skills assessment. 135 boys and girls attended. A total of 13 teams were created.
- November 21st: Held a youth basketball meeting with area coordinators from Lincoln City, Siletz, Waldport, Eddyville and Toledo. Worked on developing the upcoming winter season's 1st-6th grade schedule.

60 Plus Center

- AARP 55 Driving Classes November 3rd at the 60 + Center. 24 attended.
- The Pizza Party was held November 18th to exchange ideas for upcoming Events. 32 people attended.
- On November 18th National Memory Screening an annual initiative of the Alzheimer's Foundation was held for memory screening 19 people got screened.
- Betty Krause was honored on November 20th for her volunteer service of 43 years to the AARP Tax Assistance. Representatives Dorothy Howe Asst. National AARP and Bill Ensign, State Representative, presented Betty with a beautiful plaque to celebrate her services.
- Young Professionals teamed up with the 60+ Center and the Girl Scouts to prepare a delicious Thanksgiving dinner November 23rd for over 200 people.

Parks & Rec Data November 2014	Facility usage counts	# Programs offered	New annual passes	Total annual passes	New other passes	Total other passes	Drop in users
Senior Center	4,078	32	N/A	N/A	N/A	N/A	90
Sports	1592	8	N/A	N/A	N/A	N/A	555
Recreation Center	13,708	31	51	721	61	1035	1513
Municipal Pool	4,875	8	10	133	29	368	242
Totals	24,253	79	61	854	90	1,403	2,400

*spectators are not required to have a pass

*Rec Center pass allows Pool use

*Rce center drop-in users includes class drop-ins

* 83 military Drop in users this month not included above

*77 Silver Sneaker Passes this month

*236 City Employee & Family annual passes not included above





Memo

To: Spencer Nebel, City Manager and City Council
From: Timothy Gross, PE, Director of Public Works/City Engineer
Date: December 3, 2014
Re: Capital Projects Status Update

Project: **NE 71st Pump Station and Tank Improvements Phase 2**
Project Number: 2011-018
Contractor: None yet
Status: Design on the tank and pump station is complete. Plans are undergoing final review by City staff. Project should be advertised after the 1st of the year. One easement needs to be acquired for part of the pressure main relocation.
Next Task: Finalize plans, acquire easement, bid Project.
Budget: \$1,747,586
Description: Installing a new 1.5 MG water tank at the end of NE 71st Street and building a new pump station to replace the Salmon Run pump station.

Project: **Lakewood Hills Pump Station**
Project Number: 2012-013
Status: Pump station is installed and startup was completed on 11-5-14. Driveway is complete.
Next Task: Start-up generator and demolish existing tank building.
Budget: \$622,378
Description: The Lakewood Hills Pump Station replaces an aging pump station that currently cannot provide fire flow and runs on only one pump. The new pump station will provide adequate fire flow, pump redundancy, and will have a backup generator that will keep the neighborhood in water in event of a power failure.

Project: **Agate Beach Wastewater Improvements/ Big Creek Force Main**
Project Number: 2012-024
Contractor: K&E Excavating.
Status: Project is complete. When the contractor submitted as-built plans it was discovered that approximately 600' of the forcemain was installed too high. The contractor has admitted fault and will be replacing this section in the spring.
Next Task: Repair non-conforming work.
Budget: \$1.3 MM
Description: Installing a new force main from the Big Creek pump Station to the Northside pump station along NW Oceanview Drive, up NW 17th Street to NE Nye Street and then south on NW Nye Street. The existing force main is undersized and in poor condition.

Project: Big Creek Dam 1 and 2 Assessment
Project Number: 2011-025
Engineer: HDR Engineering, Inc.
Status: Developing remediation options.
Next Task: Preliminary presentation to Council on January 5, 2015..
Budget: \$350,000
Description: This analysis will continue the previous geotechnical analysis that was conducted on the dam structures to eliminate some of the assumptions that had to be made on the last study because of the inability to access certain parts of the dam for drilling. When the soils analysis is complete, the consultant will develop a feasibility study identifying remediation options and costs.

The City in conjunction with assistance from Chase Park Grants and HDR Engineering Inc. have submitted a grant application to the Oregon Department of Water Resources to assist in funding the feasibility study for Big Creek Dams 1 and 2. The City was awarded \$250,000 through this grant.

Project: Highway 101 Pedestrian Improvements
Project Number: 2011-024
Engineer: HHPR Engineering
Status: Project is advertised. Bid opening is scheduled for December 11th. It is anticipated that contracts will be completed and the contractor will be given a notice to proceed by February 1, 2015.
Next Task: Advertise project.
Budget: \$902,000
Description: This project will create safer pedestrian crossing locations on Hwy 101 at 8 locations. Improvements include pavement markings, pedestrian ramps, pedestrian refuge islands or curb bump outs, and a pedestrian activated signal at Angle Street. Cross locations are at NW15th, NE 10th, NW 3rd, SW Angle, SW Lee, SW Alder, SW Abbey, and SE Bayley Streets.

Project: Bay Boulevard/SE Moore Drive Storm Sewer Improvements
Project Number: 2012-015
Engineer: Civil West Engineering
Status: Coordinating with environmental agencies as part of "Cross cutting" process required for SRF funding. Engineer is developing an impacts analysis that will be included in the permit submittal to USACE/NMFS.
Next Task: SRF application process.
Budget: \$2,925,532
Description: This project corrects failing storm sewer at Bay Boulevard and SE Moore drive, Bay Boulevard and SE Fogarty Street, and along SE 4th and SE Fogarty. The intersection at SE Moore Drive and Bay Boulevard will be realigned to provide better intersection safety.

Project: Nazarene Church Sewer Reconstruction
Project Number: 2011-019
Engineer: Civil West Engineering
Status: Preliminary design process complete. Construction estimate is more that is currently appropriated in this fiscal year. Construction documents will be completed and the project will be bid at the end of FY14-15 so construction can begin right after the beginning of the new fiscal year. (July 1)
Next Task: Complete construction documents and bid documents.

Budget: \$120,000
Description: This project relocates and replaces a sanitary sewer line from underneath the City Fire Station on NW 10th Street.

Project: SW Abalone-Brant Street Improvements (OMSI Street Improvements)
Project Number: 2014-002
Contractor: Civil West Engineering
Status: Preliminary design.
Next Task: Public engagement meeting scheduled for December 9th.
Budget: \$3,020,000
Description: Street improvements including SW Abalone from Abalone to SW 35th Street, SW 30th from Abalone to Brant, SW Brant from 30th to the South Jetty Road, and SW 27th from Brant to Abalone.

Project: SE Ferry Slip Road Street Improvements
Project Number: 2014-003
Contractor: Civil West Engineering
Status: Preliminary design.
Next Task: Public engagement meeting scheduled for December 9th.
Budget: \$3,600,000
Description: Widening of SE Ferry Slip Road from SE Ash Street to SE 32nd Street. Includes installation of storm sewer and a multiuse path from SE Ash Street to SE Marine Science Drive on west side of SE Ferry Slip Road.

Project: Storm Water Master Plan
Project Number: 2013-012
Engineer: Civil West Engineering
Status: Developing public engagement portion of plan.
Next Task: Hold public meetings to discuss master plan recommendations. Permit Application.
Budget: \$147,452
Description: This project develops a storm water master plan which accurately models the hydraulic capacity of the City's system, proposes capacity related projects, proposes code revisions to address water quality and erosion and sediment control issues, and makes recommendations for SDC adjustments based upon project recommendations.

Project: Aquatic Center
Project Number: 2013-019
Architect: Robertson Sherwood Architects
Status: Developing schematic design documents. Preparing parking plan, civil design, and cost estimates.
Next Task: Design review meeting scheduled for December 18th. A schedule for design and construction is attached.
Budget: \$7,750,000
Description: This project is to construct a new aquatic facility south of the existing recreation center. Final aquatic center will include an 8 lane competitive pool, a recreational/therapy pool, and hot tub. Funding was provided through a General Obligation Bond approved in the Fall of 2013.



Newport Aquatic Center

Design Phase Schedule – 3 December 2014

Item	Target Date
Design Development (December 2014 – February 2015)	
MG Telecon: <i>Design Review</i>	December 18, 2014
Management/Advisory Group Meeting Advisory Committee Meetings Submit Parking Demand Analysis Submit Zoning Adjustments (if required) Public Open House?	January 8, 2015
Distribute 50% Design Development Set	January 15, 2015
MG Telecon: <i>50% DD Review</i>	January 27, 2014
Management/Advisory Group Meeting Advisory Committee Meetings	February 5, 2015
Design Development Package Due MG Telecon: <i>DD Review</i> Start DD Cost Estimate	February 19, 2015
DD Cost Estimate Due	March 5, 2015
Construction Documents (February – April, 2015)	
MG Telecon: <i>Estimate Review</i>	March 10, 2015
70% Construction Documents Submitted	March 19, 2015
MG Telecon: <i>Review of 70% set</i>	March 24, 2014
Planning Commission Hearing (if required)	March 23, 2014
95% CD Pricing Set Due/Start CD Estimate	April 9, 2015
MG Telecon: <i>Review of 95% set</i>	April 16, 2015
Final CD's Complete/Final Estimate Due	April 28, 2015
Permitting (April – May 2015)	
Submit for Building Permit Submit for State Pool Permit	May 4, 2015
Building Permit Issued	June 16, 2015



Bidding (April – June 2015)

Advertisement to Bid Published	April 28, 2015
Bids Due:	May 26, 2015
Notice of Award to Bid	June 1, 2015
City Council Approval of Contract	June 15, 2015
Contract Approval/Notice to Proceed	June 16, 2015

Construction (June 2015 – June 2016)

Construction Starts	June 16, 2015
Substantial Completion	May 15, 2016
Soft Opening	June 1, 2016
Final Completion	July 15, 2016
Grand Opening	July 2, 2016