

# Monthly Departmental Reports



September, 2014





# Memo

**To:** Spencer Nebel, City Manager and City Council  
**From:** Derrick Tokos, Community Development Director  
**Date:** October 10, 2014  
**Re:** Department Update

## **MONTHLY PERMIT FIGURES**

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

	Building Permits	Electrical Permits	Plumbing Permits	Construction Value	Land Use Actions
Sept	4 (\$4,524.12)	29 (\$2,961.12)	8 (\$1,711.02)	\$590,000	3 (\$758.00)
YTD	124 (\$89,596.52)	230 (\$27,783.52)	66 (\$12,009.25)	\$10,319,405	33 (\$14,929.00)

Building permit activity for the month of September was slow with just four permits being issued. One of the permits was for a portion of the Samaritan Health Education Center. The others were for a commercial remodel, a residential remodel and a monument sign. Land use actions include a conditional use permit for a day care facility, an amendment to the Title X of the Newport Municipal Code (Electronic Message Signs), and a Comprehensive Plan amendment project relating to the student housing study the City is working on in partnership with OSU and Lincoln County.

## **STATUS OF MAJOR CONSTRUCTION PROJECTS**

Big 5 Sporting Goods: Building permit issued 10/7/14 for renovation of the upper floor area previously occupied by the Antique Mall at 120 SW Coast Highway.

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.

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. Revisions were made to the plans post permit issuance. That work is now complete.

Local Ocean Restaurant Expansion: Still operating under temporary occupancy for second floor improvements. Installation of dumbwaiter is the only outstanding item.

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

Teevin Bros. Log Yard: Permit review is complete and ready to issue. Teevin Bros. has put the project on hold 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 identifying and addressing issues related to environmental impacts associated with the project.

Safe Haven Hill Tsunami Evacuation Improvements: FEMA funded Phase 1 scope of work, including supplemental geotechnical and benefit-cost analysis, is complete. Studies conclude that Safe Haven Hill is a viable tsunami assembly area in the event of a near shore Cascadia event and that planned improvements to the assembly area are critical in order to minimize loss of life. On 4/8/14 FEMA requested that archeological investigation of the site be performed before Phase 2 grant will be issued for construction. Archaeologist completed survey and report has been filed and accepted by FEMA. Phase 2 funding awarded by FEMA on 9/29/14. OEM is drafting contract documents.

Creation of Land Bank for Work Force Housing: Lincoln Community Land Trust is recruiting for an Executive Director to implement work force housing initiatives outlined in its MOU with Newport, Lincoln City, and Lincoln County. 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 162 applications for VRD or B&B endorsements have been submitted. The City has conducted 158 inspections, 149 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 borings have been completed and survey work is underway. Staff to conduct public outreach meeting the first week of November, followed by a public workshop on design options in mid-December. 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 the County completes the legalization survey, which was to occur by mid-September. They now anticipate wrapping it up in October. 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 entered into an Intergovernmental Agreement in 2007 that moved the shared service boundary such that it is now largely south of the Airport. City agreed to compensate the District for lost revenue and took over service to the affected area on 1/1/08. Properties north of the new service boundary line remain in the District and continue to be subject to District property taxes even though they no longer receive

services from the District. An amended IGA that maps out the process for withdrawing the properties was adopted by the District on 4/10/14 and Council on 4/21/14. City will be responsible for some of the District's outstanding GO Bond debt for lands it has annexed. Council to consider kick starting the withdrawal process at its 10/20/14 meeting.

Student Housing Study: Secured \$7,500 from the Department of Land Conservation and Development (DLCD) Commission and Lincoln County has agreed to contribute \$7,500. Mini-solicitation for consulting services issued and ECONorthwest has been selected as the consultant. Construction data has been provided to consultant and they are conducting background research. A stakeholder group has been formed. A draft report will be available the end of November.

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 30<sup>th</sup> 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 27<sup>th</sup> 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. Staff is developing a public outreach process for the design of these improvements. ODOT will begin work on designing the new SE 35<sup>th</sup> and US 101 intersection this fall with construction in spring of 2017.

Building Official Recruitment: Initial screening of candidates performed on 9/15/14. Round one interviews conducted 10/1/14, with final interviews on 10/9/14. Conducting reference checks on top candidate with offer likely the week of October 13<sup>th</sup>.

### **COMMITTEE WORK**

Planning Commission: The Commission held a work session on 9/8/14 at which it reviewed the progress of the Nye Beach Design Review Ad Hoc Work Group, the proposal for the student housing study, and amendments to Title X of the Newport Municipal Code to allow electronic message signs on publicly zoned lands. The Commission held a regular meeting on 9/22/14 to consider a Conditional Use Permit application from Mt. Angel Sausage Company to expand a restaurant on the bay front.

Nye Beach Design Review Ad-Hoc Workgroup: This group of community members has been asked by the Planning Commission to assist in developing recommended changes to the Nye Beach Design Review Overlay. The group is working with staff and SERA Architecture on amendments to the design guidelines to ensure that they influence design in a manner that is consistent with the character of the community. The group met with SERA on 8/20/14 to discuss their concerns and evaluated a recommendation memo from SERA on 9/18/14 meeting. Staff is working with SERA on a scope of work to refresh the design guidelines considering the group's feedback. The Ad-Hoc Work Group will likely hold a couple of additional meetings before providing a recommended package of code amendments to the Planning Commission.

Business License Work Group: Group met on 9/8/14 to consider changes that are needed to the Business and Taxi Cab licensing ordinances. Staff has prepared code revisions addressing the issues identified by the group. Revisions to the taxi cab ordinance will be presented to the Council for consideration at its 10/20/14 meeting. Changes to the business license code will be presented for discussion purposes at the same meeting with possible adoption in November.

CWACT Technical Advisory Committee (TAC): The advisory committee did not meet in September.

Parking Districts: The parking districts did not hold meetings in September.





Date: October 15, 2014  
To: Spencer R. Nebel, City Manager  
Mayor and City Council Members  
From: Mike Murzynsky, Finance Director  
Subject: September 2014 Monthly Departmental Report

**Water/sewer Billings**

At September 30, 2014, a total of 4,508 water/sewer accounts were billed for combined amounts due of \$771,010. 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 September 30, 2014, we have water/sewer accounts in delinquent status with a combined amount of \$216,150 with the following aging breakdown, from the August 31, 2014 billing, \$120,620 is past due; from the July 31 billing, \$8,325 is past due; and from June 30 billing, \$87,205 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 September 30, 2014 Aging Report shows accounts receivables at \$101,575. This amount includes a Bed & Breakfast business debt of \$8,345 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 \$67,631. A summary of the September 30, 2014 report is provided below for your information.

Future and Current billings	\$ 20,846	20.52%
Over 60 days	25,231	54.84%
Over 120 days	62	0.06
Over 150 days	55,439	54.58%
Total	\$ 101,575	100.00%

One septic tank disposal service that has been billed a total of \$34,395.05 of which \$34,395.05 is outstanding over 150 days. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. This account will be referred to the city attorney. The accounts receivable record shows Seaport Air Operations owing the City \$6,067.76 that has been outstanding also.

In addition to the foregoing amounts due the City, the aging report shows several accounts with credit balances totaling \$5,121.23 compared to the prior month total of \$6,801.70. Research continues on these credits and accounts are cleared as we resolve the issues. Many of these credit balances are pre-payments on accounts, in particular, airport leases.

As part of the Finance Reorganization I have asked Finance staff to balance their systems to the City General Ledger. This has helped with the plan to to implement a better monitoring system. The idea of considering collection options on all past due accounts will be discussed the city attorney.

### **Room Tax**

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**

The auditors are here the week of October 13th for their final field work. Our goal is to present to them a financial report package and have them complete the audit by December 15, 2014.

### **Monthly Financials**

At this time, we are completing year-end June 30, 2014 financials and hope to have them available by the end of October 2014. July, August and September statements will be completed by the end of October 2014 also.

### **Reorganization**

The reorganization has been implemented and has moved to the monitoring stage. Staff is handling it well.

### **Staffing**

We are at full staffing levels and operations are smoothing out and overtime usage has been curtailed.



# Memo

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

## *Professional & Civic Involvement:*

On October 7, the Library Director, led a meeting of the Rotary Club of Newport Board of Directors. On October 9, he led the weekly meeting of the entire club. As President-elect, the Library Director filled in while the Club President was on vacation.

The Library Director has been working – during his personal time – with People for Lincoln County Libraries, a political action committee, to work on plans for getting the five-year district library option tax renewed. This nine cent tax applies to all unincorporated areas of Lincoln County. It provides for a number of services including the courier that transports materials between libraries in the county. This tax also assures that all residents of Lincoln County, except people in Yachats, get free library service anywhere in the county.

On September 16, the Library Director took part in a county-wide tsunami drill. Emergency planning groups from across the county “reacted” to a far event earthquake that brought twenty foot waves to the coast. The drill tested the speed and efficiency with which communities can get the operations centers up and running and communicating with one another.

On September 23, the Library Director met with directors from the other two libraries that make up the Oceanbooks Library Consortium. The point of this meeting was when and how to deploy Radio Frequency Identification (RFID) circulation/security systems in our three libraries. In November, the group will be seeking bids for the various items needed to install and operate RFID in our individual libraries. Because all the grant applications written by the Library Director specified the need to install RFID, Newport will take the lead in this – assuming the grants applications get awarded. The anticipated time for this is late spring 2015.

## *Library News*

Library staff were stretched this past month with a number of shortages due to vacation. This happens each year because staff are reluctant to take time off during the summer reading program.

On September 9, and 10, Amanda Capri conducted one-on-one interviews with available staff to gather information about how staff use the work area in the library. The Library Director wanted to be certain that staff needs are not left out of the conceptual drawings being done by Capri Architecture and these interviews will help the Capris as they develop conceptual drawings for a teen center upstairs.

On September 10, the Library Director met with Isaac Regenstreif, a consultant hired by the Meyer Memorial Trust and the Ford Family Foundation. Mr. Regenstreif questioned the Library Director at length about the grant applications submitted to each foundation. Mr. Regenstreif was impressed with the grant, the strategic plan and gave every indication that he would be forwarding a very positive report back to both foundations. The boards of both foundations meet in mid-October, and notice should be given very soon thereafter.

For a short period of time in mid-September the Library Director served as Acting City Manager while Spencer Nebel was on vacation. In that capacity, he met with Mayor Roumagoux on September 9, to discuss the agenda for the City Council meeting to be held that evening. As Acting City Manager, the Library Director sat in for Mr. Nebel.

On September 17, the Library Director, City IT Manager and two staff members participated in a webinar of Useful virtual pc software that could help library staff better manage internet logistics and patron control. On September 30, the Library Director and City IT Manager visited Driftwood Public Library in Lincoln City to see first-hand the software they use to accomplish these goals. At this point, it looks like the solution will be to install Envisionware's PC reservation software to manage the Library's internet needs.

On September 18, the Library Director met with Larry Provancha, Angell Job Corps Painting Instructor, to talk about the Library's renovation project and the need to repaint the entire interior. Using Job Corps students has advantages and disadvantages. On the advantage side: they work for free. The Library would provide all the materials, etc. and the students would paint the walls. There are two real disadvantages: 1) the painting project will take 60 days and 2) they can't paint the ceiling and ductwork, so we have to hire a pro to do that. On October 1, the Library Director met with the owner of Bluefoot Painting to get an estimate on how much it would cost and how long it would take to have a professional painting company do the work. At this writing, no decision has been made as to which route to take.

On September 29, the Library Director sent Requests for bids to four local carpet companies: Carpet One, Abbey's, Liggett's and Carpet Tech, LLC in Waldport. Bid closing is 4:30 pm on October 24.

On October 6, the Library Director met with Cindy Knowles from The Collins Foundation to discuss the Library's grant application to that foundation. As with the Ford Family Foundation and the Meyer Memorial Trust, Ms. Knowles was very impressed with the proposed project and grant. Nothing will be decided until Collins Foundation Board meets in late October.



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

October 9, 2014

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

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

The fire department responded to 162 calls for service in September, as compared to 163 in September, 2013. This also represents a drop of 10% from August of this year when we had 181 calls. For this year we have responded to 1,497 calls for service through the end of September compared to 1,391 calls this time last year; a 7 ½% increase. Significant calls included a small fire in the wall of a home on September 6<sup>th</sup> and a grass fire on SW 12<sup>th</sup> and Bay Street on September 5<sup>th</sup>.

This past month we added two volunteers. They are currently attending a recruit academy being held in Toledo on Tuesday and Thursday evenings. This will last about another month and a half. We currently have a total of 33 volunteers.

Early in September we placed our new self-contained breathing apparatus (SCBA) into service. We have followed this up with additional training. I am happy to report our crews are adapting well to the new equipment. Also early in the month, we placed our new ARFF unit into service. We completed training with staff and our volunteers in its use. Three of our staff took the new unit to their annual live-fire ARFF training up in Moses Lake, Washington. This is a unique opportunity for our crews to be able to use our vehicle during real-world conditions. They have reported the unit worked very well. It is our intention to have the rest of the staff repeat this in the spring.

On Monday, September 29<sup>th</sup> we held an open house and station dedication at our new Agate Beach Fire Station on NE 73<sup>rd</sup> Street. In conjunction, the City Council held their Town Hall Meeting at the new station right after the open house. The event was well attended and well received. I want to thank the Council, staff and all of my fellow firefighters for making the event a success.

We are continuing the process of writing specifications for a new fire engine. Our goal is to go out for RFP by the end of November.

On September 20<sup>th</sup> three of our members were called up to respond as part of a Lincoln County task force to the Scoggins Creek Fire in Western Washington County. This was a result of the Governor declaring the fire a conflagration and ordering state firefighting resources. We responded with a brush engine, a command unit pulling a cargo trailer and three personnel. They were on scene for about 21 hours before they demobilized and were sent home. While on the fire line they assisted with protecting structures and establishing water supplies. From the reports I received, our task force from Lincoln County represented us well.

Looking forward into October we are involved in Fire Prevention Week activities at our local schools. We will also be participating on the South Beach/HSMC Tsunami evacuation drill on October 16<sup>th</sup>. There will also be a readiness fair held on October 25<sup>th</sup> at the Fair Grounds main exhibit hall that we are helping with.

Respectfully submitted,  
Rob Murphy, Interim Fire Chief

# NEWPORT FIRE DEPARTMENT

## City Report September 2014

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	8	0			
AUTOMATIC ALARMS:	11	1	BURN PERMITS:	0	0
MEDICAL CALLS:	97	18	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	2	2	FIREWORKS DISPLAY:	0	0
RESCUE:	0	2	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	2	2	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	26	1	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	0	1	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

### OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	2	0
HOSPITAL/CARE CENTER:	5	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	4	0	RESIDENTIAL:	2	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:	1	0	TRAILERS:	0	0
NATURAL COVER:	4	0	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

# NEWPORT FIRE DEPARTMENT

## City Report September 2014

### CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	5	0	HEATING APPLICANCE:	2	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	4	0
ELECTRICAL:	0	0	OPEN FIRES:	1	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	1	0
FALSE ALARM:	1	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	4	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

### LOSS OF LIFE

CIVILIAN: 0    FIREFIGHTER: 0

### INJURY

CIVILIAN: 0    FIREFIGHTER: 0





# Memo

**To:** Spencer Nebel, City Manager and City Council  
**From:** Jim Protiva, Parks and Recreation Director  
**Date:** October 9, 2014  
**Re:** Department Update – September 2014

## ***Recreation Center***

- After-school “School’s Out” program started on September 2<sup>nd</sup>.
- Wi-Fi enhancement for the Rec. Center, now includes all meeting rooms and the upstairs cardio area
- Participated with pool project, guided engineers through building and heating and electrical systems, attended meetings/charrettes
- Coordinated the Fall Activity Guide promoting several new classes that started in the first part of September, including: Boot Camp, Mindfulness Meditation, Dance n’ Fit for kids, and Dance n’ For teens.

## ***Municipal Pool***

- Pool underwent a week long maintenance shutdown for deep cleaning and sand filter replacement
- Started our Monday night promotional \$2 dollar rec swims, users are excited to have a time they can bring their families and it is affordable
- Swim team held their awards banquet at the pool, then went swimming of course
- Swimming lessons were held all month as well as two Job Corp safety trainings

## ***Sports Programs***

- No report

## **60 Plus Center**

- Bonne Sante Wellness Day September 20<sup>th</sup>. Visitors have a chance to discover a more holistic approach to living, nutrition and personal growth.
- Marine Discovery Tours entertained 51 seniors September 23<sup>rd</sup>, along Yaquina Bay learning the biology of fish, crab and plankton.

- Medicare 101 Presented by Beth Moffett September 26<sup>th</sup> explaining the upcoming changes in Medicare.
- Brain Games presented by Janet Johnson to three different groups September 2<sup>nd</sup>. Participants learn the four step gym to feel focused, on track and ready for any task.