

# Monthly Departmental Reports



November, 2018

# Newport Municipal Airport Monthly Department Head Report



Fuel tank update – The Submittals for approval by the City have come back with three questions. Mascot is waiting for the pad design from the engineering company before they will be able to get the submittals back. Once the submittals are back the review process will be about seven more days. Mascot has started gathering parts for the tanks.

Rural air service – The City of Newport sent out a request for air service. We sent it too Cape Air, Kenmore Air, and Boutique Air. I have attached the RFP to the operations report.

Conversation with Jake Jacobs Executive Director of the ORAVI group. The ORAVI group has come up with a different idea for rural air service that I have attached called the straw man, “Rural Air Oregon brand A non-profit website and mobile app “Rural Air Oregon “is designed as a dynamic scheduling system to match passengers to flights. Its focus is on serving a small number of the 97 public use airports in Oregon. A Doodle type schedule would be used to match the most desired flight times / dates with the desires of the travelers. The more passengers per flight, the lower the cost. Customers can check the web schedule for the flights that best meet their time frame and cost criteria. Similar to scheduling a meeting for multiple attendees on Doodle, Appointly, and Vite. Rural Air Oregon conforms to standards including the requirement that FAA Part 135 compliance for aircraft and pilots is met by the operators. Existing Part 135 operators participate and new operators who are interested can sign up as air service provider members. We are a scheduling resource for the existing Part 135 and any new Part 135 operators who choose to participate. We match available aircraft to requested flights. And the operators provide limited schedules to key cities and promote ridership on those flights.”

Cascadia Subduction Zone Transportation Systems Regional Resiliency Assessment Program – Chass Jones with the Department of Homeland Security visited ONP on November 8th as part of the Federal Resiliency Assessment Program to collect data on the airport and the road system for Lincoln County. There were a lot of topics and issues brought up during the discussion The Department of Homeland Security. Chass said that they will have a report out for the State of Oregon in 18-24 months.

Tree management – The City is working with a few home owners that still have questions about the project and Environmental Assessment. Susan Cunningham Director of ESA, Sarah Hartung Senior Ecologist ESA, Spencer Nebel, Melissa Roman and myself met with few land owners about the right of entry agreement. The land owners still had questions about the language in the right of entry agreement. Steve Rich is currently working on the language of the right of entry.

ESA also held an airport EA phase 1 meeting with ODFW, ODF, NOAA Fisheries, DSL, Corps, and provide a summary of the two FAA funded projects proposed for 2020 and 2022: obstruction removal and the non-standard geometry project. ESA explained the purpose of the early agency coordination meeting was to solicit input regarding project concerns and potential mitigation strategies.

Joint Planning Conference (JPC) - with the State of Oregon, the FAA, Melissa Roman, and Geoff Vaugh. It was later determine by the FAA the cost of the tree management project and the environmental Assessment for the trees, the AWOS project would have to be pushed back due to lack of funding for the tree management project. If need Spencer has agreed to fix the AWOS should parts go out, but is hoping it will last until the FAA and fund the project. We will be able to proceed with the storm pipe rehabilitation construction and continue to move runway 34 obstruction project forward.

Annual AWOS inspection - Everything is working fine, but the inspector mentioned that we need to put in new grounding rods.

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

NW Jets in Salem Jet pad construction – No new information at this time from NW Jets. The 7460 form has been accepted and approved by the FAA.

Fire Flow-- No update at this time. Tim Gross has been working with Adam Denlinger, Director of Seal Rock Water District. Adam believes Seal Rock should be able to hit sufficient fire flow to the airport without running

the pump station. Adam and the Seal Rock water crew will be doing further investigation and looking into the meter coming into the airport. Adam believes this may be the point of pressure lose and we may need a larger meter put in.

Drone/ Aviation School – Chuck did receive the letter of support for the Drone School and was very happy that we are supporting his efforts to get the school up and running. Doug Hanson, a Certified Gold Seal Instrument Flight Instructor looking for the opportunity in helping to establish a private pilot ground school course. No new update if Doug reached out to Chuck about the school, but one of Doug’s former students is wanting to station their airplane here to get further flight instructions form Doug.

Land acquisition south of Runway 34- No new information on this at the time. The FAA would like this grant to be closed out hopefully in December, and no later than March 2019. Derrick is reaching out to the land owner of the 2 ½ acre parcel again to let them know we need a decision.

Alan Wells with Commercial Associates – Received the following communication form Alan about the commercial land development at the airport. “Please accept this email as at least a start on a quick valuation of your property. I am not addressing the actual square footage of any particular parcel, I thought it would be better just to give you an idea of what other similar / comparable properties have sold for. From that, you can apply the range of value / square foot to each of your parcels.

The overriding assumptions in estimating the value of each parcel is:

1. That the valuation per sq. ft. applies to “only” the developable area of a particular parcel.....i.e.: the land that can be built on that is not impacted by wetlands, environmental issues, geographic issues (slopes for example), highway or City right of ways for streets, sidewalks etc. “Only” the buildable area of a site
2. That the parcels are served by City utilities or the cost to install wells for water service or septic systems for parcels not served by City sewer, are deducted from the value
3. That the parcels have immediate access to Hwy. 101 and/or collector streets and that access roads do not have to be constructed to access the parcels

Commercially Zoned Property.....

In north Newport, (north of the bridge) commercially zoned properties have sold for values ranging from \$20/sq.ft. to as high as \$35/sq.ft. depending on the location, access and the size of the parcel. Most recently the land under O’Reily’s Auto Parts sold for +/- \$20/sq.ft. The parcel sold over 5 years ago and it was +/- 23,000 sq.ft. in size. The land under Walgreens (and now Goodwill) sold for \$25/ sq.ft. over 10 years ago. The parcel was +/- 2.5 acres in size. The land under Oregon State Credit Union sold for +/- \$35 / sq.ft. again over 10 years ago and was +/- 20,000 sq.ft. in size. The City of Newport bought the property in South Beach for +/- \$20 /sq.ft. but some would say that was not an arm’s length transaction. For the airport’s commercially zoned parcels I would likely list the property for sale at \$20 /sq.ft. and expect the parcels to sell in the range of \$15 to \$17 /sq.ft. South Beach property does not have the metrics that property does north of the bridge. There is not the same kind of demand by retailers and end users, hence the lower value

Industrially Zoned Property.....

There are few comparable sales of industrially zoned properties in Newport simply because there is little available industrial land. We discussed this. For parcels with frontage and access to Hwy. 101 I would list the properties for sale at \$5.00/sq.ft. and expect to sell them for \$4.00 to \$5.00 /sq.ft. For parcels off Hwy. 101, such as your parcel on the airport access drive, I would expect to sell those parcels for \$2.50 to \$3.00 /sq.ft. Again there is little available industrially zoned parcels in town on which you can build. There is industrial property but it is either undevelopable (for a variety of reasons) or in a less than desirable location. Frankly, your industrially zoned parcels will likely sell sooner than the commercially zoned property due to there being greater demand.”

Hertz – No update at this time. There has been an issue with payment that has not been resolved yet on the amount of commission percentage. Hertz is working on getting it resolved.

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

T-hangar 4 – I have been signed up to post to GovDeals. We are working on getting everything pictures and inventoried to post for sale on GovDeals. It is my goal to have everything on the GovDeals before mid-December.

Attended the Oregon Regional Air service Round table that was held at PDX. Campbell-Hill LCC gave a power point on regional air service. Some points that were discussed are Air Service Fundamentals have not changed, Why do airports need community support, attracting air service is a competitive business, important factors for the business case – market size, growth potential, average fare level, combining markets, seasonality, route structure fit, and corporate strategy. Other topics that were discussed are why building business partnerships is so important for the air service and is one of the keys to their development. It is very important to have partnerships with local chambers, business groups, economic development agencies, and the hospitality industry can often influence an airline decision to add service. There was also a presentation on what's next for PDX, given by Daren Griffin, and PDX will be spending \$1.5 billion through 2024 on several projects that will extend concourse E, add a quick turnaround facility, expanding terminal core concourse A & B, and adding parking.

DEQ – Update, we had meetings with Grant from Waste Water, Gwen from SHN about sample points on the airfield. Grant is going to train us how to take the samples and line us out with a sample testing company that the City uses. Gwen is sending in the updated SWPCP to DEQ before December 3rd. Gwen also sent a response letter to DEQ about the pre-enforcement letter on the missed bench marks for three prior samplings sent in. SHN reviewed the analytical laboratory reports prepared by Specialty Analytical of Clackamas, Oregon and found the analyses of storm water samples collected from the Newport Airport facility on March 21, 2017, and March 25, 2018. Analytical results of metals for both events were reported by the laboratory in micrograms per liter (ug/L). The results were directly transcribed by airport personnel into the industrial storm water discharger monitoring report 1200-Z annual reports submitted to DEQ on September 10, 2017, and July 27, 2018, without unit conversions to milligrams per liter (mg/L). Consequently, metals analytical result values included with those annual reports were incorrectly reported. Correctly converting the concentrations to mg/L indicated that there were no benchmark exceedances of metals during the 2016 – 2017, or the 2017 – 2018 reporting years. Tier 1 reports were not actually needed.

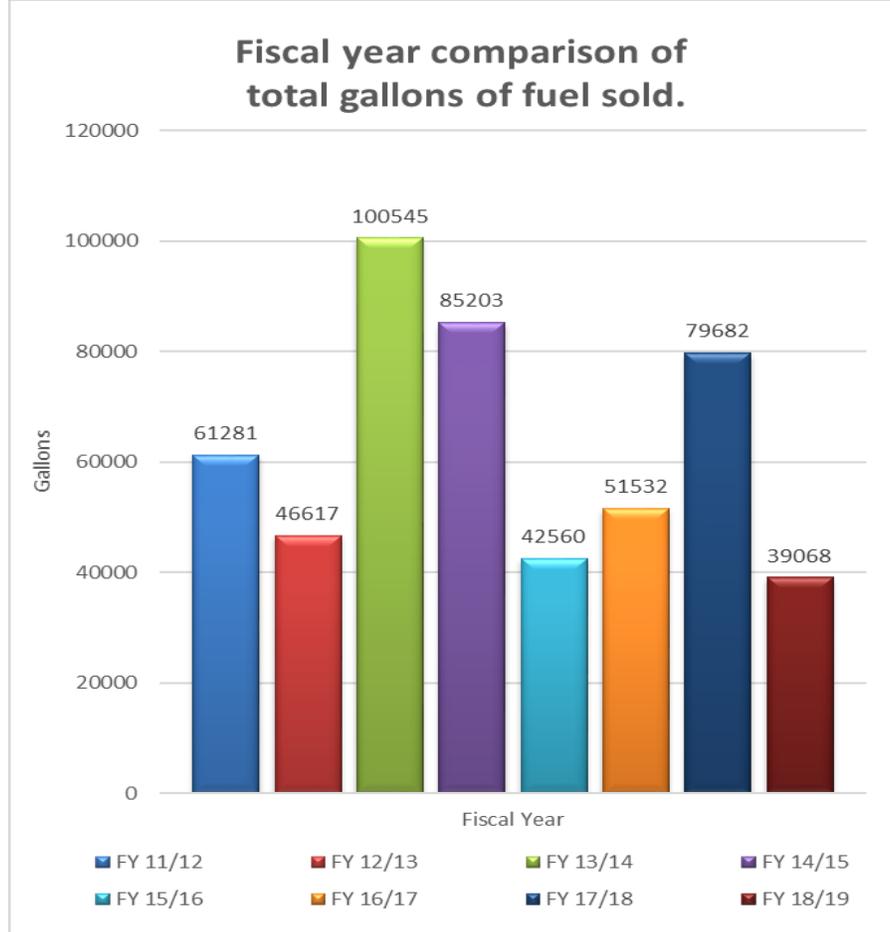
We have sent a letter to Daniel Hall and Rocky Moffat stating that there will no longer be granted access through the airport. Unless Daniel can proved written proof of an easement allowing access through the airfield.

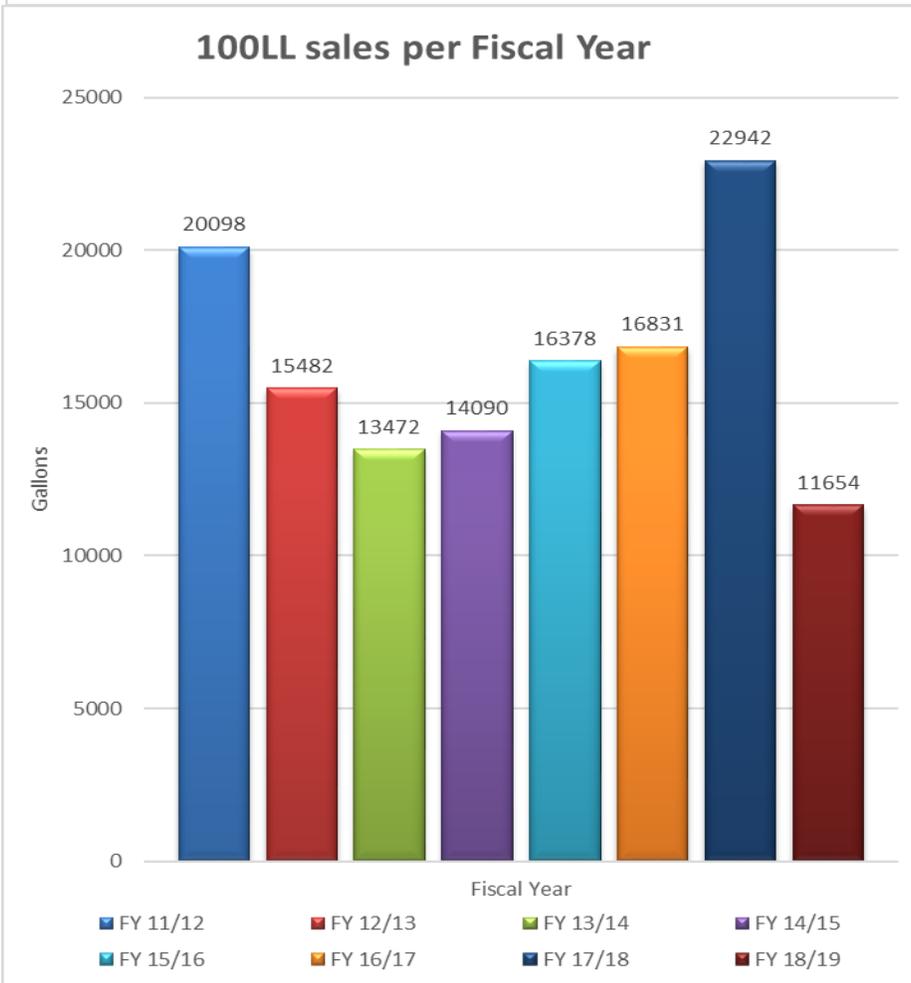
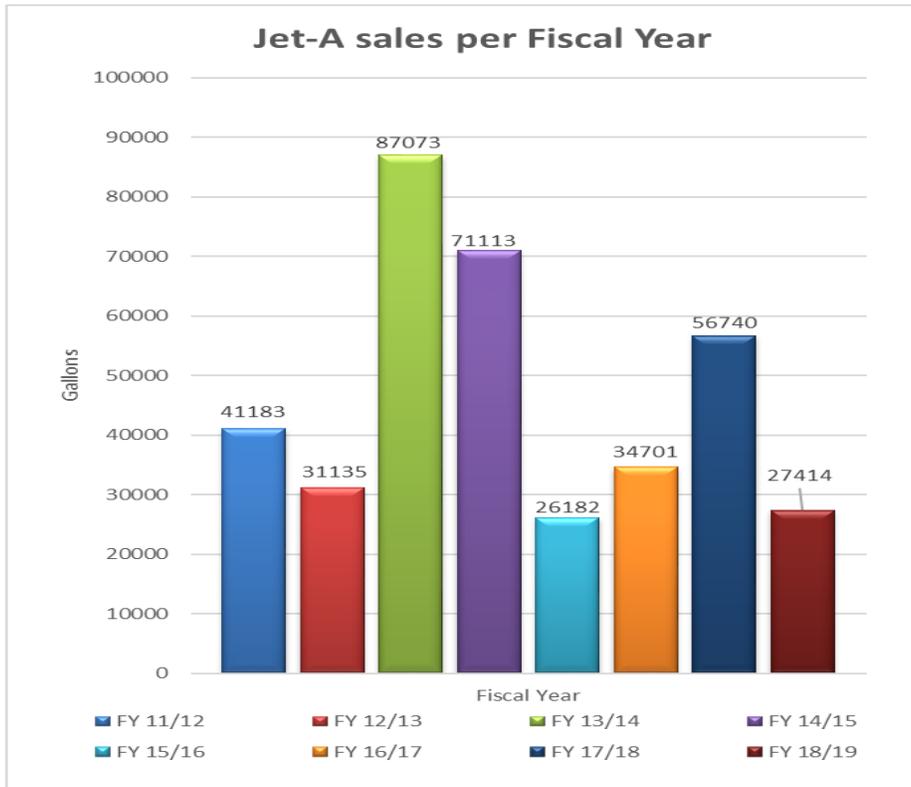
DBE program – I will be finalizing and sending in the required DBE program to the FAA.

Following is how we finished the month of October & November 2018.

October 1, 2018 to November 30, 2018

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	399	410	809	7419	1055	3133	11607
Aug	335	332	667	7096	745	1332	9173
Sept	385	390	775	4462	1056	1194	6713
Oct	277	284	561	5355	527	893	6775
Nov	299	297	596	2713	153	1272	4137
Dec	53	54	107	369	235	58	662
Jan			0				0
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
<b>Cur. FY</b>	<b>1748</b>	<b>1767</b>	<b>3515</b>	<b>27414</b>	<b>3772</b>	<b>7882</b>	<b>39068</b>
<b>FY 17/18</b>	<b>4008</b>	<b>4033</b>	<b>8041</b>	<b>56740</b>	<b>5579</b>	<b>17363</b>	<b>79682</b>
<b>FY 16/17</b>	<b>3685</b>	<b>3701</b>	<b>7386</b>	<b>34701</b>	<b>5001</b>	<b>11830</b>	<b>51532</b>
<b>FY 15/16</b>	<b>4263</b>	<b>4234</b>	<b>8497</b>	<b>26182</b>	<b>7854</b>	<b>8524</b>	<b>42560</b>
<b>FY 14/15</b>	<b>3686</b>	<b>3572</b>	<b>7258</b>	<b>71113</b>	<b>5985</b>	<b>8103</b>	<b>85201</b>
<b>FY 13/14</b>	<b>3199</b>	<b>2914</b>	<b>6113</b>	<b>87073</b>	<b>4098</b>	<b>9374</b>	<b>100546</b>
<b>FY 12/13</b>	<b>3121</b>	<b>3083</b>	<b>6204</b>	<b>31135</b>	<b>4430</b>	<b>11049</b>	<b>46614</b>
<b>FY 12/11</b>	<b>3219</b>	<b>3181</b>	<b>6400</b>	<b>41183</b>	<b>4275</b>	<b>15823</b>	<b>61281</b>
<b>FY 10/11</b>	<b>3023</b>	<b>3085</b>	<b>6108</b>	<b>73458</b>	<b>4119</b>	<b>12004</b>	<b>89581</b>
<b>Average</b>	<b>3526</b>	<b>3475</b>	<b>7001</b>	<b>52698</b>	<b>5168</b>	<b>11759</b>	<b>69625</b>





<b>Rental Cars</b>						
<b>CY</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
JAN	2	2	11	4	2	24
FEB	5	4	8	4	23	37
MAR	9	5	7	4	14	24
APR	4	5	10	7	25	35
MAY	14	9	8	4	24	40
JUN	9	12	28	8	28	36
JUL	22	16	30	16	55	67
AUG	24	3	25	10	53	55
SEP	14	10	14	16	37	54
OCT	8	5	13	9	22	39
NOV	14	2	11	3	21	40
DEC	1	1	4	7	25	5
<b>Total</b>	<b>126</b>	<b>74</b>	<b>169</b>	<b>92</b>	<b>329</b>	<b>456</b>

<b>Courtesy Cars Loaned Out</b>							
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
JAN	0	0	33	23	28	21	16
FEB	2	0	16	17	23	21	24
MAR	2	0	29	41	25	32	32
APR	2	0	28	36	42	26	32
MAY	9	0	29	20	45	51	39
JUN	14	0	19	43	48	37	54
JUL	10	28	39	41	52	57	53
AUG	0	27	19	38	43	45	35
SEP	0	25	25	32	31	45	43
OCT	0	35	12	22	14	41	34
NOV	0	22	19	29	22	11	28
DEC	0	8	10	16	17	17	4
<b>Total</b>	<b>39</b>	<b>145</b>	<b>278</b>	<b>358</b>	<b>390</b>	<b>404</b>	<b>394</b>

I have included some pictures from October & November.

October 1, 2018 to November 30, 2018









# Memo

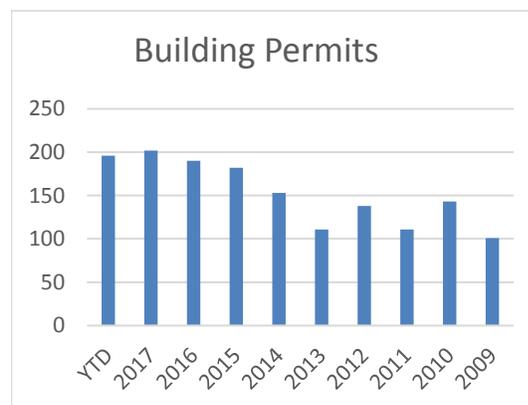
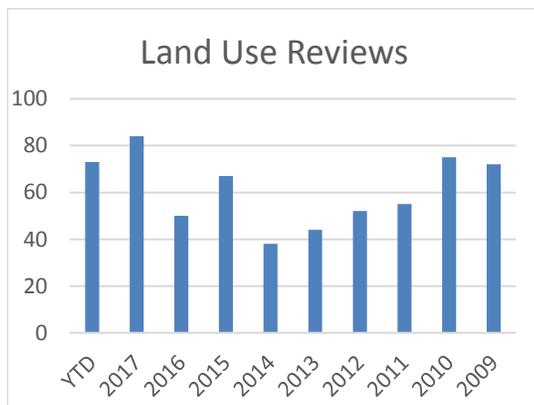
**To:** Spencer Nebel, City Manager and City Council  
**From:** Derrick Tokos, Community Development Director  
**Date:** December 6, 2018  
**Re:** Department Update

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

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff: 7/16)	Construction Value	Land Use Actions
Oct/Nov	38 (\$48,012.09)	60 (\$17,942.07)	16 (\$6,613.68)	31 (\$25,245.30)	\$2,369,728	12 (\$5,568.00)
2018 Total	196 (\$374,030.60)	277 (\$46,944.02)	78 (\$40,726.75)	135 (\$69,257.63)	\$29,383,333	73 (\$27,453.00)

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



## **STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS**

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

Teevin Bros. Log Yard: Permit issued 12/31/15. Port to begin construction once they obtain the balance of the project funding. Port has undertaken additional excavation work to keep the building permit active and is making their annual SDC installment payments. Latest round of earthwork occurred on 11/21/18.

Wilder, Phase 2B (28 Apartment Units): First four, 4-plexes are fully enclosed and drywalled. At this time the contractors are performing finish work. The last three 4-plexes are being framed.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street: – Final inspections to be performed on hospital expansion in mid-December. Hospital hopes to have a temporary occupancy by 12/21/18 so equipment can be moved in prior to OHA inspection in early January. Sign permit application for the wall signs has been submitted and is under review. Plans for seismic upgrade to the older, multi-story building have been reviewed and corrections requested. Permit issued to move temporary modular clinic to the parking lot immediately south of the Health Education Building. Curb, gutter and sidewalks are being constructed, and once construction is finished, City will overlay streets with reimbursement from hospital per IGA. This will likely occur in the summer of 2020.

Macau Village at 5425 N Coast Hwy: – Paving work is finished and occupancy permit has been issued for coffee shop and offices.

Seismic Upgrades to main Fire Station: – Substantially complete. ADA access and parking are the only outstanding issues. Station is operating under temporary occupancy. Building Official is following up to get a date by which the ADA issues will be addressed.

Oregon Coast Aquarium Office (6,300 sq. ft.): – Building is substantially complete. Plumbing work is finalized. Awaiting call for final electrical, mechanical, and structural.

Newport Memory Care at 535 NE 71<sup>st</sup> Street: – Construction of a new 19 suite (24 bed) memory care facility at the end of NE 71<sup>st</sup> Street. Grading permit issued. Public Works signed off infrastructure work. Building permit is ready to issue. Issue has come up with the boundary survey monuments that need to be corrected.

Goodwill Industries at 33 SE 2<sup>nd</sup> Street: – Project includes donation drop-off building and retail structure. Drop-off building has been finalized. Goodwill was unsuccessful in leasing retail space. They have now decided to go with a “boutique” store. Tenant improvements substantially complete. Owner had hoped to open in mid-December but is delayed due issues with their cabinetry order. Awaiting call for final inspection of the retail space.

Wyndhaven Ridge Apartments (@ 31<sup>st</sup> and Harney): – Construction of 66 unit multi-family project. Mix of 1, 2 and 3 bedroom units. Permit for grading and on-site utilities issued. Off-site utility plans under review by Public Works. Owners request for a height adjustment for the buildings was denied by the Planning Commission at a hearing on 2/26/18. Owner revised plans and submitted for review without payment. City has requested payment so review can be performed. Owner is also partitioning the property for financing purposes. That land division has been approved and City is awaiting submittal of final plat.

Surfview Village Apartments at NE 60<sup>th</sup> Street: - Construction of 110 units of low income rental housing. State subsidized, privately managed project. Developer has property under contract. Project includes redevelopment of the Agate Beach RV Park and park tenants have been relocated. Developer is wrapping up work on preliminary site design and frontage improvements, including coordination with ODOT on construction of a northbound right turn lane. Application for height adjustment for the four planned apartment buildings has been approved.

Habitat for Humanity: – Duplex to be built on city-owned lots abutting 10<sup>th</sup> and Pine per agreement with Habitat. Permits were issued 8/7/17. Units are framed, roofed, and sided. Contractor is roughing in utilities interior to the units.

Old Municipal Pool Property: - Remaining public improvements completed and final occupancy issued.

OSU Student Housing Project: – Amendments to Planned Development approved reducing the number of buildings from 11 to 3. Construction costs appear to be greater than what OSU had anticipated. The University is revisiting whether or not they want to self-fund the project or enter into a public/private partnership. A decision on how they will proceed is likely early next year. The first building is planned to be a 63-unit structure.

OSU Marine Studies Initiative Building: – 72,000 sq. ft. classroom research facility with a tsunami vertical evacuation assembly area. Building permit issued, and foundation inspections are being performed.

Les Schwab Tire Store (550 E Olive): - . Building permit issued. Contractor is mobilized to the site and the old office building has been demolished.

Yaquina Industrial Park (1430 SE Bay Blvd): - Permit issued for site grading and installation of water and storm drainage utilities. Earthwork is substantially complete. Awaiting submittal of plans for first two warehouse buildings.

Newport Brewery. (1118 SW Canyon Way Dr): - Building expansion for restaurant and brew pub. Building permit ready to issue.

### **SIGNIFICANT PLANNING PROJECTS**

Pacific Marine Energy Center – South Energy Test Site (PacWave): An OSU managed, U.S. Department of Energy funded grid connected wave energy test facility off the coast of Newport. Will include 4 test berths that can accommodate 20 devices. OSU is working through the FERC regulatory process, addressing environmental impacts associated with the project. In spring of 2018, OSU purchased 5-acres south of Newport as the shore based facility. Initial operation is expected to begin 2021-2022.

Affordable and Work Force Housing Initiatives: Proud Ground is leveraging a state grant and City housing fund dollars to help families purchase homes via down payment assistance grants. Three of the eight grants they are offering will be for homes within the Newport city limits. Homebuyer education and outreach meetings are being held with major employers to help qualified buyers obtain required approvals, and the first qualified buyer in Newport has made an offer on a home and is working through the inspection process. Habitat for Humanity is constructing a duplex on land that will be donated by the City of Newport. They have pulled building permits and initiated construction. Two tax incentive proposals to make multi-family development a more attractive option in Newport were approved by the City Council on 8/7/17 and the Lincoln County Board of Commissioners on 10/18/17. A 110 unit, state subsidized private affordable housing project known as “Surf View Village” is likely to pursue the MUPTTE tax incentive option early next year. The City implemented SB 1051 on 1/3/18 making residential over retail an outright, as opposed to conditional use, in the City’s commercial zones (except for the Nye Beach Design Review District) and allowing tiny houses as Accessory Dwelling Units. City is partnering with Lincoln County on a DLCD grant to support the development of regional strategies for facilitating affordable housing. The grant was approved and work will start early 2019.

Vacation Rentals and B&B Code Amendments: On 11/13/18, the Planning Commission held a public hearing on Ordinance No. 2144, related to the regulation of short-term rentals within the city limits. Between 50-60 people were in attendance, and 22 individuals testified. The Commission also received 47 letters and/or emails from concerned citizens, many of which were submitted the day of the hearing. Ordinance No. 2144 includes a number of policy options recommended by the citizen committee that the Planning Commission pulled together to review the City’s existing short-term rental regulations. The 11/13 hearing was an opportunity for people to provide testimony about the options they support or oppose. After everyone testified, the Commission continued the hearing to 12/10/18 and announced that it would consider the feedback and hold a work session on 11/26/18 to narrow the options down to a set of preferred alternatives. On 11/26, the Commission discussed the policy alternatives and identified options that a majority of the members are inclined to support. They will take testimony on the “preferred alternatives” at the 12/10/18 hearing. After the Commission takes testimony, it will make a recommendation to the City Council. If the Planning Commission is unable to make that recommendation at the close of the 12/10 hearing, then the matter would be continued to its next regular meeting date (1/14/19).

Northside Transportation System Plan Update: City/County staff and elected officials met with ODOT in 2013 to initiate a Transportation System Plan (TSP) update that will include options for future replacement of the bridge. Traffic counts and baseline modeling completed in 2013 and 2014. ODOT Region 2 and Newport Urban Renewal will need to contribute \$250,000 each to conduct community outreach and develop a long range transportation plan, including how best to rework the transportation network in the City Center area to facilitate redevelopment. A consultant team has been selected through ODOT mini-RFP process and a scope of work has been negotiated. A contract has been developed and intergovernmental funding agreement drafted. The agreement should be ready for Council review on 1/7/19 or 1/21/19.

South Beach Urban Renewal Infrastructure Improvements: ODOT has prepared three (3) draft design concepts for the new SE 35<sup>th</sup> and US 101 intersection. Preliminary cost estimates exceed ODOT scoping estimate and available project budget. Project update provided to Urban Renewal Agency on 2/6/17 and Agency discussed supplemental funding strategies at its 3/6/17 meeting. Staff met with ODOT to review an alternative design for storm water management on 4/19/17. Public open house at OMSI Camp Gray was held on 6/7/17. Environmental work to inform storm drainage design completed 5/18. Staff met with ODOT and consultant team on 6/26/18 to review drainage design alternatives. Design is substantially complete as of 12/18 and City is requesting closure of a pedestrian crossing that ODOT wants across US 101 at SW Abalone due to safety concerns. ODOT is also looking to pull surplus funds from a Linn County Enhance project to address a funding shortfall. Right-of-way acquisition to occur in 2019, with the project being bid fall of 2019. Construction would occur through summer of 2020.

Parking Study: The consulting firm Lancaster Street Labs was selected to assist the City with this project. A kick-off meeting with the advisory committee was held 3/8/16. Outreach meetings in the Bayfront, City Center and Nye Beach areas were held in the spring of 2016. Peak season utilization and turnover rate analysis was performed the weekend of 8/27/16 and off-peak analysis occurred in early December. Lancaster prepared a draft report, which was presented to, and amended by, the Advisory Committee in the summer and fall of 2017. Final recommendations on the report were provided by the Committee at its 3/13/18 meeting and the Council held a work session on 3/19/18. The report includes a potential meter roll out plan and a program for permit parking. Staff conducted outreach in the affected business districts through the spring and summer of 2018. The Advisory Committee reconvened to consider feedback and requested staff provide refined proposals for Nye Beach and the Bayfront with meter and non-meter options. Refined proposals were reviewed by the group at 9/11/18 and staff was asked to develop code language to implement the options, including a committee structure moving forward. The next meeting is to be scheduled.

FEMA HMGP for Purchase of Landslide Damaged Properties along NE 70<sup>th</sup> Drive: City acquired 6 of the 7 target properties and homes have been removed. The last two homes that the City couldn't repurpose are being demolished and staff is working to close out the grant.

FEMA Flood Study and new FIRM Maps: Draft copies of the new Flood Insurance Rate (FIRM) Maps and Study were issued on 8/2/17 and are available on the city website. A group of property owners in Southshore filed an appeal related to their lots. FEMA reviewed, and approved the appeal. Revised preliminary maps were released on 9/28/18. Planning Commission to review maps at a 12/10/18 work session and initiate the amendments.

SE 62<sup>nd</sup> Street Right-Of-Way Acquisition: MOU between the City, Newport Urban Renewal, and Landwaves, Inc. approved 9/6/16. Staff secured the services of an appraiser and surveyor and survey work has been performed to establish a roadway alignment for SE 62<sup>nd</sup> Street. Staff, the surveyor, and landowner met on-site to assess the alignment on 2/9/17 and owner requested further adjustments in 2018. Dedication documents for SE 50<sup>th</sup> Street, which is currently an easement access, are complete and the surveyor is working on the new 62<sup>nd</sup> Street alignment.

Tree Plan: The draft recommended species list for planting in Newport has been finalized and vetted with the Parks and Recreation Advisory Committee. Community Development staff met on 11/27 to review the draft Tree Plan, which includes creation of a permitting process and approval criteria for removing trees from City properties and rights of way as well as standards for replacement. Staff will present the draft to the Parks and Recreation Advisory Committee at a winter meeting for approval. The Planning Commission will hold a future work session to initiate the legislative amendment process, incorporating elements of the Tree Plan into Newport's Municipal Code as needed.

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

Park System Master Plan: The project Advisory Committee met on 11/8 to comment on draft improvement strategies for the Park System. A public open house was held on the evening of 11/7 at the Rec. Center to solicit public comments on the draft improvement strategies, with around 35 people in attendance. An online open house and survey covering the same material were open 11/8 – 11/17, generating comments from around 160 community members. English/Spanish "dot exercise" boards were installed at the Library, Rec Center, 60+ Center, City Hall and Centro de Ayuda for a week in mid-November to solicit community feedback on preferred park amenities. Close to 1,000 dots were posted and tallied. City staff led a Leadership Class at Newport High School through an exercise to identify preferred park amenities and locations on Nov. 13th. Staff continue to meet with key stakeholders, including the Port of Newport and Surfrider, to identify opportunities for partnership on Park System improvements. The next Advisory Committee meeting and a joint work session for Council and the Planning Commission will be held on December 13th to review and prioritize preferred Park system improvements.

## **COMMITTEE WORK**

In October/November, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Vacation Rental Ad-Hoc Committee, Port of Newport (joint session with Council), Park System Master Plan Advisory Committee, and Emergency Planning Committee. Staff also attended the League of Oregon Cities Legislative Workshop, Coastal Planners Conference (Florence), City Sponsored Productivity Training, and coordination meetings with the School District, ODOT, and Pacific Seafood.



Date: December 6, 2018

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

From: Steve Baugher, Assistant Finance Director

Subject: November 2018 Finance Monthly Report

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

On November 30, 2018, a total of 4,570 water/sewer accounts were billed for a combined amount due of \$859,568. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water drain fees, sewer quantity charges (if there is water consumption), and fire line charges for commercial accounts. For the Aging Report for November 30, 2018, \$785,579 is current, \$62,715 is past due from October billings, \$5,374 is past due from September billings, and \$105,997 is past due from August and prior billings.

**Accounts Receivables - General**

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

The November 30, 2018, Aging Report shows accounts receivables at \$93,001. This amount includes a Bed & Breakfast business debt of \$3,270 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 November 30<sup>th</sup> aging report is provided below for your information.

Billings:		
Future and current	15,902	17.10%
Over 30 days	3,410	3.67%
Over 60 and 90 days	14,260	15.33%
Over 120 days	59,429	63.90%
	<u>93,001</u>	<u>100.00%</u>

One septic tank disposal service, K&K Toilet, has a balance of \$19,395 owed by over 150 days as of November 2018. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. The account has been turned over to collections per the City Attorney directions.

The Hertz Corporation is new to the accounts receivable past due report. They are past due by approximately \$13,308. The Finance Department will work with Airport Director to resolve.

The net receivables, excluding the four aforementioned accounts in the amount of \$61,572, total \$31,429.

## Room Tax

The monthly chart shows that Room revenues have an average increase of 15.35% between the 2014 and 2015 fiscal years, the comparison for the years between 2015 and 2016 fiscal years, show an increase of 11.53%, the comparison for the years between 2016 and 2017 fiscal years, show an increase of 5.74%, and the comparison for the years between 2017 and 2018 fiscal years, show an increase of 13.35%. We have the data through October of the 2018-19 fiscal year, the comparisons between it and the 2017-18 fiscal year, we show a decrease of 17.625%. Note that a large portion of the 2018-19 fiscal year decrease is due to a hotel chain that has not yet reported on their September and October room tax collections.

City of Newport

### **Room Tax Collections**

	2014-15	2015-16	2016-17	2017-18	2017 vs. 2018 % Increase	2018-19	2018 vs. 2019 % Increase
July	465,457	561,203	574,251	623,424	8.5630%	603,029	-3.2714%
August	511,605	560,765	558,401	694,943	24.4523%	675,835	-2.7496%
September	319,625	372,344	429,247	466,563	8.6934%	374,256	-19.7845%
October	220,368	246,642	274,706	289,383	5.3428%	160,045	-44.6944%
November	138,584	156,947	177,669	166,696	-6.1761%		0.0000%
December	119,764	121,038	131,917	163,986	24.3100%		0.0000%
January	139,630	135,107	125,038	162,250	29.7606%		0.0000%
February	197,011	217,381	202,269	253,346	25.2520%		0.0000%
March	256,345	266,903	278,869	298,239	6.9459%		0.0000%
April	203,965	243,530	263,340	284,908	8.1902%		0.0000%
May	262,296	274,872	316,757	393,409	24.1990%		0.0000%
June	338,008	381,796	409,197	444,029	8.5123%		0.0000%
<b>Total</b>	<b>3,172,658</b>	<b>3,538,528</b>	<b>3,741,661</b>	<b>4,241,176</b>	<b>13.3501%</b>	<b>1,813,165</b>	<b>-17.6250%</b>

## **Business licenses**

On July 1, 2018, we billed 1,583 Newport business for their annual Business Licenses for a total amount of \$176,758. As the table shows below, there is a total accounts receivable of \$76,222 with \$75,518 over 90 days due. Finance, in cooperation with Newport Police Department, is reviewing the past due accounts and contacting customers with past due balances.

Billings:		
Current	104	0.14%
Over 30 days	840	1.10%
Over 60 days	60	0.08%
Over 90 days	75,218	98.68%
	<u>76,222</u>	<u>100.00%</u>

## **Monthly Financials**

The goal of presenting financial reports to the Council every quarter has been changed. Finance will present monthly financials to the Council for their use.

## **2017-18 Audit**

The audit for the 2017-18 Fiscal Year began August 1, 2018, with the arrival of the audit team from Boldt, Carlisle and Smith, LLC. The auditors completed their fieldwork in October and are on schedule to complete the audit report by December 31, 2018.

## **Conferences and training**

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



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

November 14, 2018

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

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

In the month of November, we had 210 calls for service. Compared to October in which we had 189 calls. This is a 7% increase from last month. In November of 2017, we had 158 calls (this is a 28% increase from last year!). Year-to-date we have responded to 2,138 calls in 2018. This is a 8% increase from 2017. We only responded to 1,981 calls at this time last year. We are nearly to our end of year total for 2017 (2,140) and we still have a month to go. There was seven calls of note in November.

The first call was on November 1. NFD responded as mutual aid to assist Toledo Fire Department with a structure fire. NFD provided an engine and assisted with the investigation. On the Second, NFD responded to the 400 block of NE 8<sup>th</sup> Street for a house fire. While searching for potential victims, crews found one deceased person (from a self-inflicted gunshot wound) and had a firefighter fall through the floor injuring his knee. That firefighter (a volunteer Lieutenant) is still on light duty and may require surgery. The cause of that fire was ruled intentionally set. On November 6, NFD responded to a roof on fire at a business located at 905 SW Coast Highway. Crews found a small fire at the end of a small overhang near the roofline. While attempting to extinguish the fire and check for fire extension, crews found the area energized with electricity. Crews had to stop operations and call PUD to cut power to the building. Once this is accomplished, crews quickly finished overhauling the fire and completing extinguishment. No damage done to the interior of the building. On November 9, NFD provided mutual aid to Toledo Fire Department for another structure fire. We provided an engine and crew and, again, assisted with the investigation.

On November 12, NFD responded to two different logging slash piles that were lit the previous week. Due to unusually dry and windy conditions, these fires came back to life and began to smoke and catch fire. Due to the high wind conditions, the crews were directed by me to extinguish the fires. On the 14<sup>th</sup>, NFD responded to a motor home on fire in front of a residence. This occurred in our rural fire District at the 8600 block of SW Abalone Street. NFD responded with two engines, a chief officer and a rescue unit. Seal Rock Fire District also responded with one engine. The motor home was a total loss. The nearby residence was not damaged. One female victim was sent to the hospital by ambulance for minor smoke inhalation. Finally, on November 23 NFD responded to three different fires in a two and a half hour period. The first fire was in the dugout at Betty Wheeler field, just behind the Main Fire Station. The second fire involved a dumpster next to an accounting office at 2466 N. Coast Hwy. The third fire occurred behind Wal-Mart. This involved compressed, baled cardboard. Later that day, investigators working with the Police Department discovered another fire had been set behind the Best Western. Staff extinguished this. The next day investigators discovered two more fires that had been set. One behind Sea Towne Shopping Center and another behind Rite-Aid. A person has been charged in these fires and their case is working through the legal system. Thanks to the quick response from fire and police crews, along with close cooperation, a person was quickly apprehended.

In November, we did not gain nor lose any volunteers. Our roster stands at 29 volunteers. We have one cadet in recruit academy this month. The academy is a joint offering between NFD and North Lincoln Fire. Classes will be split between the two facilities. Students will finish academy in January of 2019.

The fire department was active in the month of November. On the First of November, several staff members participated in productivity training offered by the City. In the afternoon, I attended a regular meeting of the Fire Defense Board. On the fifth, I attended a regular department head meeting and City Council in the evening. On

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

the sixth, I met with City staff and held a grievance hearing with the Union. On November 8, I met with the Rural Fire Board. We discussed burning regulations, the status of purchasing a wildland/urban interface engine, and the concept of merging the City Fire Department with the RFPD. On the ninth, in my role as County Fire Defense Board Chief, I was contacted by the State Fire Marshal's Office to see if we had resources that could respond as part of a statewide mobilization to assist the State of California on the devastating Camp Fire in Butte County. As you know, this fire developed to be the most destructive fire in California history. Newport Firefighters joined other crews from Lincoln and Polk Counties as one of 15 strike teams of fire engines sent to battle the fire. They were deployed for one week. On the 13<sup>th</sup>, I met with the City Manager. I also discussed the concept of merger with him and he thought it was topic worth exploring. We agreed to discuss that matter further with both the Council and the Rural Board. In the afternoon, myself along with EPC Martinez and AC Harvey participated with other City staff a multi-agency tabletop exercise hosted by the USCG. This tabletop exercise tested response plans for a water based mass rescue scenario.

On November 19, I attended a regular department head meeting. In the afternoon, HR Director James and I reviewed 20 applications for executive assistant. From those, 11 were chosen to move forward for phone interviews. Those took place this past Wednesday. On the 21<sup>st</sup>, AC Harvey and I held our monthly meeting with the shift Captains. This new format for meeting with staff has led to better communication flow and clearer role expectations with staff. On Thanksgiving Day, NFD hosted an annual dinner for all on duty public safety personnel. Crews from NPD and Pacific West Ambulance joined NFD staff, volunteers and their families for great dinner. Our thanks to Julie Scarborough and her friends for putting on this annual event. On the 26<sup>th</sup>, I met with the City Manager and HR Director James to discuss rewriting our Department Policies. They are out of date and need a complete rewrite. It was agreed that having management staff do it would be too lengthy. Therefore, we agreed to follow the Police Department's lead and utilize Lexipol Inc. They are a national leader in public safety policy. They will provide an Oregon specific policy manual that is compliant with federal and state law, along with best practices. We anticipate a 4-6 month process to implement these new policies. On the 27<sup>th</sup>, I met with the City Manager. On November 29, I met with a new volunteer. She will start attending drill and will attend a recruit academy in 2019. On Friday the 30<sup>th</sup>, HR Director James and I interviewed Diana Brown, who was referred to us from BBSI to temporarily fill the executive assistant position. She started the next Monday. I feel Diana will fill in nicely while we complete the hiring process. She was able to work with outgoing EA Bunny West to get up to speed on Fire Department procedures.

### Upcoming Activities

We have many activities planned for the month of December. On Monday and Tuesday, December third and fourth, several City staff attended the Oregon Tsunami Conference. This bi-annual conference is put on by OEM and was hosted by Samaritan Health. It took place at the Center for Health Education in Newport. On Wednesday the fifth, we conducted phone interviews for the EA position. Five people were selected to move on to in-person interviews and an assessment center. This will take place in early January. In addition, this month I will be meeting with NW Natural staff. The City and Department Christmas parties will take place later this month. On the 20<sup>th</sup>, I will be hosting the City's radio show.

**Training Report  
November 2018**

**Past month training subjects:**

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

- FLAG, Flammable Liquids and Gas, classroom training
- FLAG, Flammable Liquids and Gas Hands On (superseded by motor home fire)
- EMS, Hypothermia & Drowning

**Past month drill hours:**

During the month of November, 250.5 hours of training were documented. Of the 250.5 hours of training in November, the paid staff logged 128.0 hours and the volunteers logged 122.5 hours.

**Monthly highlights and special considerations:**

November's hands-on training, utilizing the FLAG (Flammable Liquids and Gas) training props from DPSST, has been rescheduled for January 30, 2019. This is due to a motorhome fire occurring on the drill night that was originally scheduled. The countywide Firefighter 1 Academy is continuing with one Cadet participating from Newport. The current class is holding at 25 students total for the county. In December, DPSST will be presenting a training on Firefighter self-rescue/Mayday situations.

**Emergency Preparedness Monthly Report  
November 2018**

**Emergency Preparedness Activities:**

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

- Attended Red Cross Newport Meeting
- Conference call, with Gracie Huerta to discuss Listos training in 2019
- Attended Newport Police Volunteer Meeting
- Attended USCG Table Top Drill at National Guard Armory
- Attended CERT Training at Newport Fire Department
- Attended RRAP Meeting at Newport Airport
- Met with Susy Turnbull from City of Poway Emergency Management
- Met with Angel Torres, Pastor from First Baptist Church regarding Listos
- Met with Michelle Hamrick from Red Cross regarding MOU
- Met with Airport Manager, Lance Vanderbeck regarding Emergency Preparedness for airport staff
- Attended Safety Assessment Program and Assistant Evaluator Training in Portland

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

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

- Participated in Hatfield and NOAA Facility Tour with Oregon Emergency Management
- Submitted Grant Application to OEM and DOGAMI for Tsunami Wayfinding Signage
- Participated in Newport Farmer's Market
- Interviewed by Connie Morgan, OSU Student regarding Emergency Management
- Participated in the Fall Festival with the City of Newport Recreation Center
- Met with Althea Rizzo from OEM regarding hotel ordinance in Newport
- Interviewed two potential Emergency Management volunteers
- Completed additional Oregon FEMA training courses
- Continued outreach for LISTOs program, which provides CERT training in Spanish.
- Completed college courses at Clackamas Community College, Emergency Management degree

Respectfully submitted,

Rob Murphy, Fire Chief

# NEWPORT FIRE DEPARTMENT

## City Report November 2018

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	17	8			
AUTOMATIC ALARMS:	6	0	BURN PERMITS:	54	75
MEDICAL CALLS:	128	14	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	3	2	FIREWORKS DISPLAY:	0	0
RESCUE:	1	2	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	2	4	TOTAL INSPECTIONS:	6	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	15	1	PLAN REVIEWS:	3	
HAZARDOUS CONDITION:	7	1	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	650				

### OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	1	0	PUBLIC BUILDINGS:	3	0
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	2	0	RESIDENTIAL:	6	0
LABORATORIES:	0	0	RESTAURANT:	0	0
LAUNDRAMATS:	0	0	SCHOOLS:	0	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	2	0
MARINA:	0	0	STORES:	2	0
MISCELLANEOUS:	0	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	1	TRAILERS:	0	0
NATURAL COVER:	4	7	UTILITIES:	0	0
OFFICES:	1	0	VACANT BUILDINGS:	0	0

# NEWPORT FIRE DEPARTMENT

## City Report November 2018

### CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	1	0	HEATING APPLIANCE:	0	0
CARELESS SMOKING:	0	0	INCENDIARY:	6	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	1	0
CLEARANCE:	0	0	MISTAKEN ALARM:	0	0
ELECTRICAL:	4	0	OPEN FIRES:	3	7
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	1	0
FALSE ALARM:	6	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	1	1
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