

Newport Municipal Airport Monthly Department Head Report



July 31, 2017

The locksmith has re-keyed the FBO and will be here July 14th to start re-keying the T-hangars. I have notified all the T-hangar tenants about the re-keying. Locksmith has had to re-schedule the July 14th re-keying.

I attended the 2nd Oregon Regional Commercial Air Service Roundtable in April. Ben Brookman, Director of Network Planning for Alaska Airlines was the guest speaker. He talked about Alaska growth in the market and where they are headed in the future. I am hopeful to share the power point presentation with the airport committee. In addition, I will leave this in the report until I can. The presentation gives a good in-depth look at what airlines consider for providing air service.

I attended the July 10 Oregon Department of Aviation Board meeting. Items of discussion during the meeting were an approval to increase SOAR funds for Nehalem Bay Obstruction Removal Projects. A vote for Action on K-12 reduction of UAS registration Fee Rulemaking for publically supported entities that support K-12 Schools and or after school programs so that they can be included in the exemption. The Board voted on approving adding Sisters Eagle Airport within Exhibit 2 for Airport Fee Rulemaking. The board voted on Grant Program Rulemaking that grant applicants including federal, state, and local governments in areas with any other government entities are ineligible and cannot obtain grant funds from the ODA, any exceptions to this requirement must be approved by the State Aviation board. There was a brief break and then a discussion about ROAR grant's for rural air service. The aviation board was discussing what the word "Rural" means and how to define that for Oregon with a population number.

Connect Oregon Grant update. City finance department has sent in the first request for the reimbursement billing. The State is holding back 5% retainage until they official close the project.

The COAR grant for the seismic study of the airfield started July 24th. PAE that is overseeing this project was out doing resistance drilling at six different locations on the field. I am anticipating seeing the results in a few weeks after they are processed and analyzed. The full report will not be done for several months.

The pavilion has had final draft drawings. It was reported at the last meeting we may not start construction until December to save on construction cost.

Operations Equipment – AV-truck brakes have gone out, and after a careful examination to the chassis, there is, severe rusting on critical point of the frame.

Update on the Runway 34 PAPI's – They have passed flight check and are back up and running!

We have completed our annual operations training on Saturday the 29th. This includes driving on the AOA, issuing NOTAMS, field inspections, and a tabletop for the airport emergency plan. I have completed the Fire Departments training for the annual driving certification.

I have filled out the annual DEG 1200-z storm water sampling report and sent it in.

AIP land acquisition grant. We the lot book survey back from Western Title and getting closer to purchase of the land off the south end of 34 to protect the RPZ.

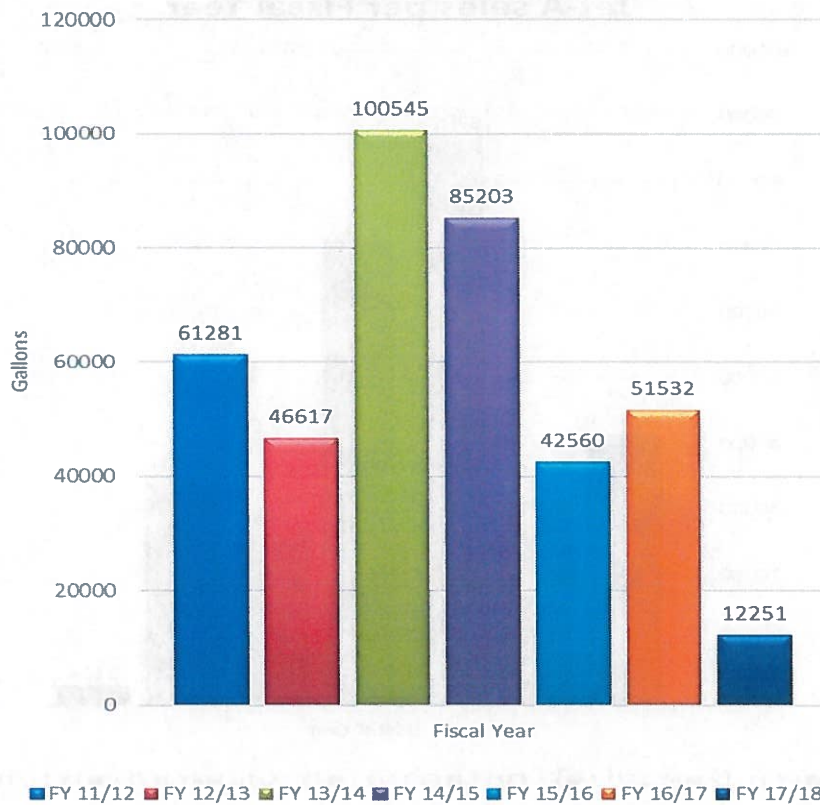
We hosted a two-day Boy Scout event in the front area. Lots of fun and real life skilled where taught to the troops.

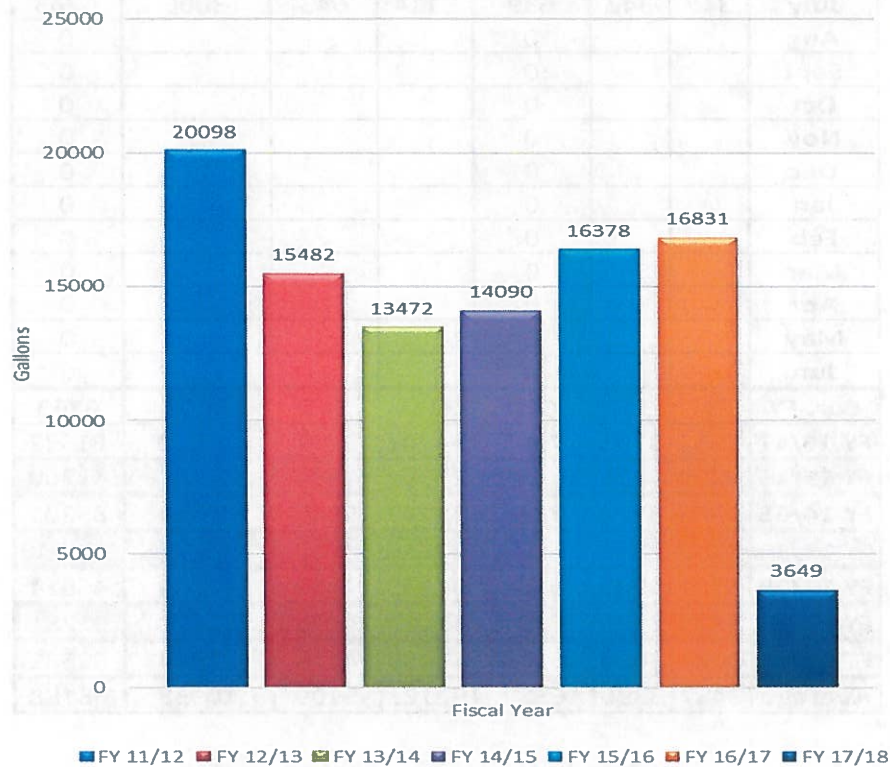
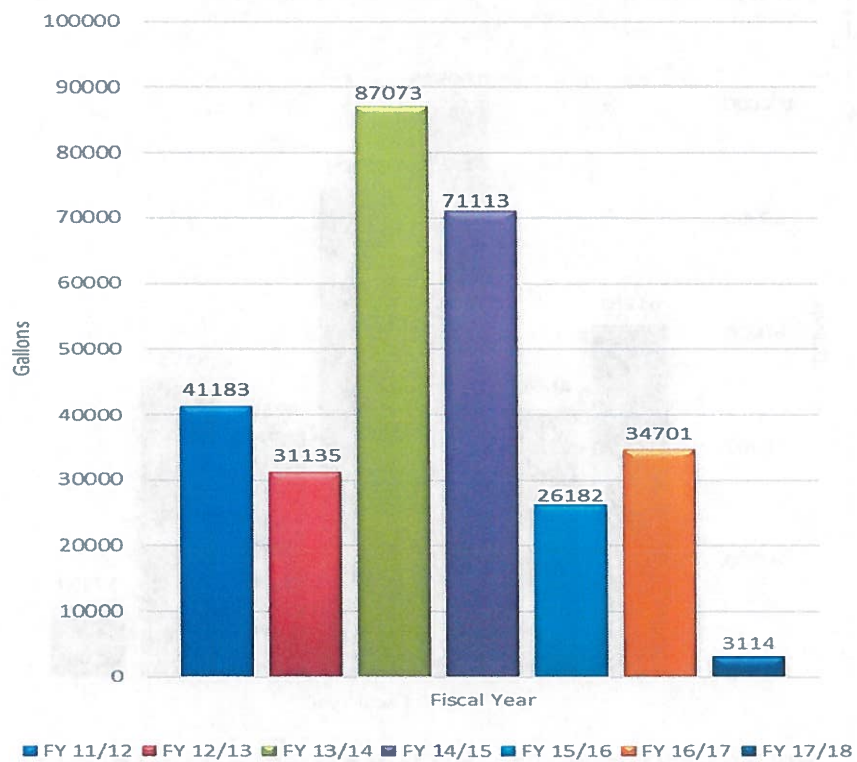
Following is how we finished the month of July 2017.

July 31, 2017

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	347	342	689	3114	643	3006	6763
Aug			0				0
Sept			0				0
Oct			0				0
Nov			0				0
Dec			0				0
Jan			0				0
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
Cur. FY	347	342	689	3114	643	3006	6763
FY 16/17	3685	3701	7386	34701	5001	11830	51532
FY 15/16	4263	4234	8497	26182	7854	8524	42560
FY 14/15	3686	3572	7258	71113	5985	8103	85201
FY 13/14	3199	2914	6113	87073	4098	9374	100546
FY 12/13	3121	3083	6204	31135	4430	11049	46614
FY 12/11	3219	3181	6400	41183	4275	15823	61281
FY 10/11	3023	3085	6108	73458	4119	12004	89581
Average	3457	3396	6852	52121	5109	10958	68188

Fiscal year comparison of
total gallons of fuel sold.



100LL sales per Fiscal Year**Jet-A sales per Fiscal Year**

Rental Cars					
CY	2013	2014	2015	2016	2017
JAN	2	2	11	4	2
FEB	5	4	8	4	23
MAR	9	5	7	4	14
APR	4	5	10	7	25
MAY	14	9	8	4	24
JUN	9	12	28	8	28
JUL	22	16	30	16	52
AUG	24	3	25	10	
SEP	14	10	14	16	
OCT	8	5	13	9	
NOV	14	2	11	3	
DEC	1	1	4	7	
Total	126	74	169	92	168

Courtesy Cars Loaned Out						
	2012	2013	2014	2015	2016	2017
JAN	0	0	33	23	28	21
FEB	2	0	16	17	23	21
MAR	2	0	29	41	25	32
APR	2	0	28	36	42	26
MAY	9	0	29	20	45	51
JUN	14	0	19	43	48	37
JUL	10	28	39	41	52	52
AUG	0	27	19	38	43	
SEP	0	25	25	32	31	
OCT	0	35	12	22	14	
NOV	0	22	19	29	22	
DEC	0	8	10	16	17	
Total	39	145	278	358	390	240

I have included some pictures from July 2017.







Memo

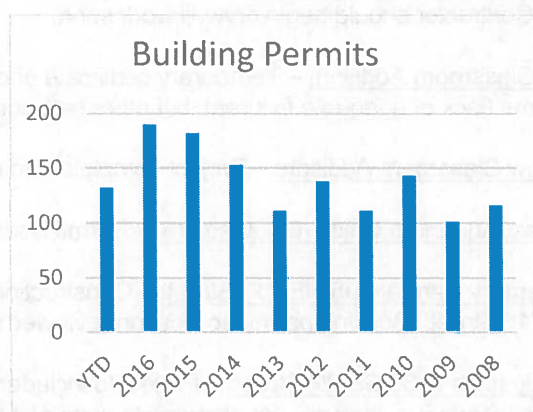
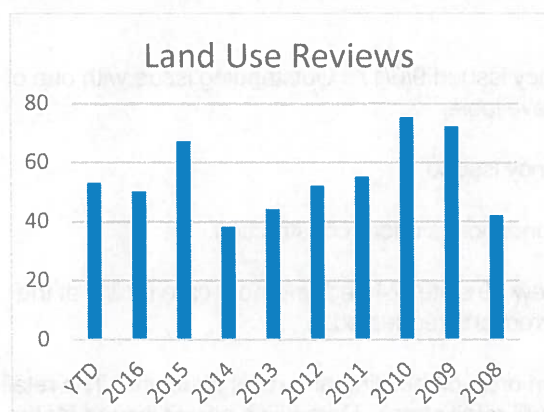
To: Spencer Nebel, City Manager and City Council
From: Derrick Tokos, Community Development Director
Date: September 8, 2017
Re: Department Update

BUILDING AND LAND USE PERMIT FIGURES

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

	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits (Eff. 7/16)	Construction Value	Land Use Actions
Jul/Aug	44 (\$81,209.15)	50 (\$25,613.41)	14 (\$2,838.99)	30 (\$2,674.29)	\$10,689,398	8 (\$1,533.00)
2017 Total	132 (\$137,000.36)	212 (\$48,946.86)	44 (\$6,658.24)	121 (\$15,230.29)	\$17,045,416	53 (\$16,964.00)

2016	190 (\$176,506.12)	330 (\$47,902.99)	77 \$21,938.72	83 (\$14,443.32)	\$19,980,329	50 (\$27,131.00)
2015	182 (\$184,602.72)	303 (\$39,558.07)	77 (\$14,778.82)	County	\$21,957,649	67 (\$31,870.00)
2014	153 (\$114,841.75)	304 (\$37,193.58)	87 (\$15,084.78)	County	\$13,248,480	38 (\$16,563.00)



STATUS OF SIGNIFICANT CONSTRUCTION PROJECTS

Big Creek Pump Station: Final inspection 8/10/17. Project complete.

Newport Candy Shop: Restaurant opened under temporary certificate of occupancy. Required landscaping, tilework, and sign permitting have not been completed. Owner has not made progress. Staff to follow-up.

Central Lincoln PUD Maintenance Facility: Temporary certificate of occupancy issued late August. Frontage improvements outstanding, and are to be completed by the end of September. Temporary occupancy permit expires mid-October. A portion of the electrical system still needs to be finalized.

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

Newport Coffee Shop (Harborton and College Way): Second floor tap house is finalized. Tenant improvements are underway for the first floor restaurant use.

Rogue Brewery Expansion: Temporary certificate of occupancy issued. City acceptance of the effluent monitoring equipment is the only outstanding item. Awaiting Public Works Department acceptance so that final occupancy can be granted.

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

Wilder, Phase 2B: Infrastructure (i.e. sewer, water, streets, storm drainage) is substantially complete for 7, four-plex units. Signs and parking striping are the only outstanding issues. Building permits are ready to issue.

Commercial Building at 1107 SW Coast Hwy: – Adjacent to Les Schwab. Building is being renovated. First floor real estate office is finished. Awaiting call for final inspection of the three upper floor apartments. No activity for a significant period of time, so staff will contact owner.

Samfit at 1111 SW 10th Street: – Approved plans. Tenant improvements. Phase 1 covers the first floor. Gym is being remodeled and elevator will be installed. That work is ongoing. Phase 2 will include medical office on the second floor and permits for that work have been issued.

Samaritan Pacific Communities Hospital Remodel and Expansion at 930 SW Abbey Street: – Permits issued for temporary modular building that is to house clinical services and for footings, foundation, grading and demolition work attributed to the hospital expansion/remodel (Phase 1). Phase 2 plans for the hospital expansion have been reviewed and corrections requested.

Macau Village at 5425 N Coast Hwy: – Project includes reconstructed drive-thru coffee stand and new office buildings (2,242 sq. ft. total). Coffee stand is enclosed and they are roughing in electrical and plumbing. Office buildings are being framed.

Seismic Upgrades to main Fire Station: – Work is ongoing on a number of fronts. Interior sheer walls and insulation inspected. Contractor should begin drywall work soon.

Head Start Classroom Addition: – Temporary certificate of occupancy issued 9/6/17. Outstanding issue with one of the bathrooms (lack of adequate fixtures), but other restrooms are available.

Yaquina View Classroom Addition: – Project complete and occupancy issued.

Oregon Coast Aquarium Office (6,300 sq. ft.): – Permit issued. Foundation is under construction.

Newport Memory Care at 535 NE 71st Street: – Construction of a new 19 suite (24 bed) memory care facility at the end of NE 71st Street. Building permit application reviewed and corrections requested.

Goodwill Industries at 33 SE 2nd Street: – Project to include donation drop-off building and retail structure. The retail space will be leased (i.e. they are not planning to construct a Goodwill retail store). Demolition permit issued for the old OSU extension building. Permit for grading and utilities is under review.

36th Street Apartments (@ 31st and Harney): – Construction of 66 unit multi-family project. Mix of 1, 2 and 3 bedroom units. Site grading and utility plans submitted and under review.

Habitat for Humanity: – Duplex to be built on city-owned lots abutting 10th and Pine per agreement with Habitat. Permits were issued 8/7/17.

SIGNIFICANT PLANNING PROJECTS

Pacific Marine Energy Center – South Energy Test Site (PMEC – SETS): Future grid connected wave energy test facility off the coast of Newport. Will include 4 test berths that can accommodate 20 devices. NNMREC-OSU has been working through the FERC regulatory process, addressing environmental impacts associated with the project. Cost is \$40 million to be funded by DOE with 20% cost match. DOE awarded funding in December of 2016. Application for FERC license will be submitted, with construction targeted for the middle of 2018. Permitting considerations associated with the preferred cable landing site (Driftwood Beach State Recreation Site) will also be addressed. Celebration of funding award held on 3/10/17 at the Maritime Museum.

Greater Newport Vision 2040: Project kickoff events were held on the 16-18th of February. Outreach was also performed at the Seafood and Wine Festival on the 23rd, 24, and 26th of February. Additional, small group outreach occurred from March through early May. Drafting sub-committees put together draft vision statements and implementation strategies based upon the feedback that was received. Public vetting of vision statements and strategies to occur in June and July. Advisory Committee/City Council workshop held on 7/31/17 to review feedback, adjust vision statements and strategies (as needed), identify responsible parties, and prioritize. Consultant preparing final plan. Vision to be presented to the City Council for adoption in October/November.

Affordable and Work Force Housing Initiatives: Lincoln Community Land Trust is leveraging third-party and City housing fund dollars to help 3 families purchase homes via down payment assistance grants and Habitat for Humanity is constructing a duplex on land that will be donated by the City of Newport. 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. City staff is coordinating with Lincoln County Counsel on a resolution or ordinance whereby the County will agree to participate (thereby increasing the tax incentives).

Vacation Rentals and B&Bs: There are presently 164 active, licensed Vacation Rental Dwellings (VRDs) and Bed and Breakfast (B&B) endorsements in the city, which comprise less than 2% of the City's roughly 9,900 housing units. City maps show that VRDs and B&Bs are concentrated along the coast and popular tourist-commercial areas such as Nye Beach. Residents and business owners, primarily from the Nye Beach area, have expressed concerns about the number of VRDs and the City Council will hold a hearing on 9/18/17 to consider whether or not a moratorium should be put in place for a period of time while the City reviews its VRD and B&B rules.

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

Planning for Replacement of the Yaquina Bay Bridge: City/County staff and elected officials met with ODOT in 2013 to initiate a Transportation System Plan (TSP) update that will include options for future replacement of the bridge. Traffic counts and baseline modeling completed in 2013 and 2014. ODOT Region 2 has budgeted \$200,000 to conduct community outreach and develop a long range transportation plan, including how best to rework the transportation network in the City center area to facilitate redevelopment. Urban Renewal to contribute up to \$100,000 to the effort. City and ODOT staff met on 8/16/17 to discuss a potential scope of work. A consultant selection process will likely occur in November/December with the objective of having a firm on board shortly after the first of the year.

South Beach Urban Renewal Infrastructure Improvements: ODOT has prepared three (3) draft design concepts for the new SE 35th and US 101 intersection. Preliminary cost estimates exceed ODOT scoping estimate and available project budget. Project update provided to Urban Renewal Agency on 2/6/17 and Agency discussed supplemental funding strategies at its 3/6/17 meeting. Staff met with ODOT to review an alternative design for storm water management on 4/19/17. Preliminary design and budget for undergrounding utility lines along US 101 and SE Ferry Slip is complete with work anticipated to start fall of 2017. Public open house at OMSI Camp Gray was held on 6/7/17. Project design is currently on hold pending the acquisition of rights-of-access onto certain adjoining privately owned parcels. Construction of the 35th/US 101 intersection is planned to start spring of 2019.

Parking Study: The consulting firm Lancaster Street Labs was selected to assist the City with this project. A kick-off meeting with the advisory committee was held 3/8/16. Outreach meetings in the Bayfront, City Center and Nye Beach areas were held 4/12/16 through 4/14/16. Second stakeholder meeting to debrief and prioritize feedback from the outreach meetings related to capital project needs held 6/22/16. Peak season utilization and turnover rate analysis was performed the weekend of August 27th and the preliminary results of that work were presented to the Committee on 11/14/16. Off-peak analysis occurred in early December. Lancaster prepared a draft report, which

was presented to the Advisory Committee on 8/15/17. Changes are being made based on committee and staff feedback with a follow-up advisory committee to be scheduled in October.

HMSC Campus Expansion and Student Housing: OSU is conducting community outreach in advance of preparing preliminary design documents for the 70,000 to 80,000 sq. ft. marine studies initiative building that is to be constructed on the HMSC campus. They anticipate a ground breaking in late 2017 so that the facility can open in 2019. The University secured property for student housing in Wilder and will look to complete the first phase of the housing by 2019. HMSC has requested a targeted amendment to the vertical evacuation facility standards the City adopted in 2016. The changes will be presented to the Newport Planning Commission on 9/25/17.

Update to Newport System Development Charge (SDC) Methodology: Updated SDC methodology and affordable housing construction excise tax were adopted by the City Council on 8/7/17. The changes are effective 9/6/17. Staff to put together a recommendation for an Ad Hoc advisory committee to develop a framework for the distribution of excise tax funds.

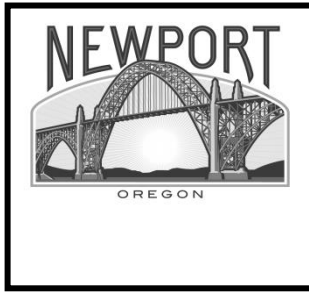
FEMA HMGP for Purchase of Landslide Damaged Properties along NE 70th Drive: Council adopted a resolution in support of the grant application on 3/21/16. Meetings have been held with the affected property owners, the properties have been appraised, and geologic and title reports have been prepared. Grant application was submitted to FEMA and federal funds were obligated on 7/14/16 and contract with Oregon Emergency Management was signed on 8/23/16. The City was initially able to acquire five of the seven target properties. Two homes have been dismantled and relocated to the Airport with the intent that they be repurposed; however, staff has had a difficult time finding a non-profit organization willing to take them. A sixth home was acquired in June and it was demolished and removed on 8/30/17. The owners of the seventh property chose not to sell and have instead invested in shoring up their property. Remaining tasks include seeding and stabilizing the site and repurposing the two salvaged homes.

FEMA Flood Study and new FIRM Maps: The 90-day appeal period for the new Flood Insurance Rate (FIRM) Maps and Study started 8/2/17 and will end 10/30/17. Copies of the maps and study are available on the city website. A group of property owners in Southshore is exploring the possibility of filing an appeal. Once the appeal deadline closes, FEMA will resolve any appeals that are filed. This should occur by January or February of 2018. The city will then have 6-months to legislatively adopt the study and maps.

SE 62nd Street Right-Of-Way Acquisition: Memorandum of Understanding between the City, Newport Urban Renewal, and Landwaves, Inc. approved 9/6/16. Staff has secured the services of an appraiser and surveyor and preliminary survey work is underway to establish a preliminary alignment for the roadway. Staff, the surveyor, and landowner met on-site to assess the preliminary alignment on 2/9/17 and surveyor is working on revisions.

COMMITTEE WORK

In July and August, staff supported and/or attended meetings of the Newport City Council, Planning Commission, Emergency Management/Eclipse Planning Committee, Bike and Pedestrian Committee, Lincoln County Board of Commissioners (Housing Initiatives), Central Lincoln PUD facility opening celebration, Business Oregon/Pacific Seafood redevelopment strategy session (Old Hallmark property), LCTSD Transit Master Plan Advisory Committee, Lincoln County Fair Board (County Commons), Vision 2040 Advisory Committee, South Lincoln County Pollinator Habitat Corridor Workgroup, and the Parking Study Advisory Committee.



Date: August 9, 2017

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

From: Mike Murzynsky, Finance Director

Subject: June and July 2017 Finance Monthly Reports

Water/sewer Billings -summary and Aging detail

On June 30, 2017 a total of 4,542 water/sewer accounts were billed for a combined amount due of \$706,944. For July 31, 2017 billings, 4,553 water/sewer accounts were billed for a combined amount of \$893,753. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water drain fees, and sewer quantity charges (if there is water consumption), and fire line charges for commercial accounts. The Aging Report for July 31, 2017, \$828,892, is current; for the June 30th billing, \$58,723 is past due; for the May 31st billing, \$8,097 is past due, and from the April 30th billing, from previous periods \$109,210 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 July 31, 2017 Aging Report shows accounts receivables at \$123,768. This amount includes a Bed & Breakfast business debt of \$3,720 for delinquent room tax monies. Due to filing of a lien on personal property, an amount of \$25,599 was added to the Accounts Receivable (AR) listing in May 2014. This lien was pursuant to a court judgment based on code enforcement issues on the subject property. A summary of the July 31st aging report is provided below for your information.

Billings:

Future and current	54,960	44.41%
Over 30 days	1,686	1.36%
Over 60 and 90 days	989	0.80%
Over 120 days	66,133	53.43%
	<u>123,768</u>	<u>100.00%</u>

One septic tank disposal service, K&K Toilet, that has been billed a total of \$34,395.05 which is outstanding over 150 days. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. The account has been turned over to collections per the City Attorney directions.

The net receivables, excluding the three aforementioned accounts in the amount of \$63,714, total \$60,054.

Room Tax

The monthly chart shows that Room revenues have an average increase of 15.35% between the 2014 and 2015 fiscal years, the comparison for the years between 2015 and 2016 fiscal years, we have an increase of 11.47%. As we now that we have the data (almost) through July of the 2016-17 fiscal year, the comparisons between it and the 2015-16 fiscal year, we show an increase of 3.33%.

	2013-14	2014-15	2015-16	2015 vs. 2016 % Increase	2016-17	2016 vs. 2017 % Increase
July	444,169	465,457	561,203	20.5703%	573,976	2.2760%
August	456,730	511,605	560,765	9.6090%	558,235	-0.4512%
September	295,884	319,625	372,345	16.4943%	429,247	15.2821%
October	191,428	220,368	246,642	11.9228%	274,455	11.2767%
November	123,686	138,584	155,877	12.4784%	174,858	12.1769%
December	96,187	119,764	121,038	1.0638%	129,572	7.0507%
January	112,859	139,630	135,065	-3.2694%	124,809	-7.5934%
February	139,593	197,011	217,215	10.2553%	202,121	-6.9489%
March	202,017	256,345	266,772	4.0676%	271,786	1.8795%
April	166,678	203,965	243,441	19.3543%	252,590	3.7582%
May	231,989	262,296	274,771	4.7561%	292,851	6.5800%
June	289,134	338,008	381,519	12.8728%	360,972	-5.3856%
Total	2,750,354	3,172,658	3,536,653	10.0146%	3,645,472	3.3251%

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

Business licenses

On July 1, 2017, we billed 1,588 Newport business for their annual Business Licenses for a total amount of \$174,020. As the table shows below there is a total accounts receivable of \$203,676 with \$27,123 90 days overdue, we have staff reviewing these files to make sure the businesses are still operating in the City of Newport.

<u>Billings:</u>		
Current	174,020	85.44%
Over 30 days	2,120	1.04%
Over 60 days	413	0.20%
Over 90 days	27,123	13.32%
	<u>203,676</u>	<u>100.00%</u>

Monthly Financials

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

Finance position search:

For the Municipal Court Clerk/Front Desk position is now back to the unfilled category and we are in the process of accepting applications for the position, there is no change in the outcome at this point in time.

The Capital Project position has started and we are creating the new processes for reporting Capital Project data to Council.

2017-18 Budget:

The budget was adopted on June 19th and all property tax reports have been submitted to Lincoln County. And on July 1, 2017 we began operations for the 2017-18 Fiscal Year..

Conferences and training

In June 2017, Finance Staff (Linda Brown, Kay Keady, Richelle Burns, and Linda Wertman) attended a mini-conference by the training group from Caselle who is the City's Finance software vendor.



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

August 7, 2017

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

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

In the month of July we had 215 calls for service. Compared to June in which we had 205 calls, this is an increase of 5%. Year-to-date (YTD) for 2017, we are at 1,251 calls. This is a slight decrease from the same YTD for 2016 (1,305). There were three calls of note in July. The first occurred on July 16. NFD responded to a fire on the outside of a home located on the 1500 block of NW Lake Street. The exterior siding was accidentally ignited by workers who were burning away weeds with a propane burner. Department personnel extinguished the fire quickly, ventilated the structure and ensured the fire did not spread to the rest of the structure. We also counseled the homeowner that open burning was closed for the season, as well as educating them that use of propane burners should not be used near combustible exterior siding.

The second call, on the 25th, was a single car motor-vehicle accident (MVA) that occurred on S. Coast Hwy at SE 82nd Street. The driver had to be extricated from the vehicle and taken to SPCH by ambulance. The driver was later transferred to a trauma center for definitive treatment. The third call of note occurred on the 30th. This was another MVA involving two vehicles which hit head-on at S. Coast Hwy and SE 116th Street. The driver of one vehicle required 20 minutes of heavy extrication to free him from the vehicle. He was then taken to SPCH and transferred to a waiting Lifelight Helicopter and transferred again to a trauma center with extensive injuries.

In July, we lost one volunteer due to time constraints. Our roster now stands at 30 volunteers. Our three new volunteers finished academy last month and are currently completing their six required stipend shifts to finish out their probation. Our new volunteers will start academy in September.

The fire department was active in the month of July. On July 6, I met with the City negotiations team to discuss upcoming contract negotiations with the firefighters' union. Chief Harvey and I met with our neighboring Chief Officers to coordinate our Fire/EMS response and share our staffing plans for the upcoming eclipse.

On the 7th I attended contract negotiations with the union. On July 10, I attended a meeting in the City Manager's Office with other City Staff to discuss a grant opportunity to purchase wayfinding materials for tsunami evacuations. I also attended a regular meeting of the Safe Haven Hill Disaster Cache Workgroup. We discussed progress on stocking the SHH disaster cache and began to plan how we would stock the disaster cache at Oregon Coast Community College, South Beach Campus.

On July 12, I met with the HR director to plan the hiring process for the executive assistant. On July 14, Chief Harvey and I attended a countywide eclipse-planning meeting. We also participated in a HAZMAT tabletop exercise. The scenario was a spill of sulfuric acid at the intersection of Hwy 20 and Hwy 101 on the morning of the eclipse.

Fire Department Report for the month of July, 2017

On July 17, I attended a regular Department Head Meeting and City Council Meeting. On July 18, Department staff picked up our new fire engine from Tangent Fire District. The engine is a 1999 Central States/HME engine. Department staff will be working on outfitting the engine over the next two months. Our goal is to have the unit in service by the end of September. That day, I also reviewed candidates for the executive assistant position with the HR Director. We also discussed the open Emergency Preparedness Coordinator (EPC) position. I also participated in contract negotiations with the union.

On July 19, I conducted a phone screening with a potential candidate for the EPC. That screening went well. I recommended to the City Manager and the HR Director that we move forward and conduct a full interview and assessment center process. I attended a phone conference with City Recorder, Peggy Hawker, and Councilor Mark Saelens, to discuss the possibility of coordinating a post-eclipse beach cleanup. We discussed the idea with staff from Oregon State Parks and SOLVE. They were very supportive of the idea. On the 20th I attended an open house at the new Central Lincoln PUD Operations Center. I also met with the Rural Fire Board.

On July 21, I met with the project manager and construction superintendent about the ongoing seismic retrofit project at our main fire station. On July 25, I attended a regular meeting of the City Emergency Preparedness Committee. We discussed the City's plans for the upcoming eclipse. Later, key City staff met to continue discussions on City plans for the eclipse. Peggy Hawker, Mark Saelens and I had another phone conference with SOLVE and OSP&R staff go over plans for our planned beach cleanup. I also attended a kickoff meeting at the Chamber of the Seafood and Wine Festival Committee.

On July 26, Chief Harvey, Captain Tracy Cole, Executive Assistant Melanie Nelson, and I participated in the hiring process for the fire department executive assistant position. On the 27th, we continued the hiring process for this position. We also interviewed a candidate for the Emergency Preparedness Coordinator. In the afternoon, Chief Harvey and I attended a regular Fire Defense Board Meeting in Toledo.

On the 28th, we finished interviewing the final candidate for the executive assistant position. On the 31st, NFD personnel had the unique opportunity to participate in a training exercise with Oregon National Guard and the US Navy at the South Beach Marina. We loaded our Beach Rescue vehicle onto a Navy landing craft as part of a disaster exercise.

Upcoming Activities

In August, we have many activities planned. We are continuing making final preparations for the upcoming solar eclipse. Peggy Hawker and I hosted a radio program and discussed city preparations for the eclipse. In August, we are continuing with contract negotiations with the Union. Department personnel are helping in community events like the Chamber's Amazing Race and the Buccaneer Rampage. In addition, we have extended conditional job offers to two applicants, one applying for the emergency preparedness coordinator and the other for the executive assistant position. Both finalists have accepted the job offers and currently are in the background check process.

Training Report July 2017

Past month training subjects:

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

Fire Department Report for the month of July, 2017

- Patient Extrication (upright)
- Patient Extrication (roll over)
- Vertical Ventilation
- EMS, MPS/MCI

Past month drill hours:

During the month of July, 126.0 hours of training were documented. Of the 126.0 hours of training in July, the paid staff logged 76.0 hours and the volunteers logged 79.0 hours.
(need to add up the log book)

Monthly highlights and special considerations:

During the month of July, Newport Fire Department continues to utilize the auto extrication area, nicknamed "Thunder Dome". This area is utilized for learning extrication techniques and safe practices on automobiles on their wheels, and a simulated roll over. During the month of July, the department also utilized DPSST's Ventilation mobile prop, at the training facility.

Respectfully submitted,
Rob Murphy, Fire Chief

DEPARTMENT REPORT HUMAN RESOURCES JULY 2017

RECRUITMENT AND STAFFING

New Hires	7/24/17	Gloria Tucker	Deputy City Recorder
	7/3/17	William Hartsell	Recreation Leader

Separations	7/6/17	Butler, Jamie	Lead Fitness Instructor
	7/19/17	Flynn, Alyssa	Lifeguard/Instructor
	7/21/17	Herndon, Michael	Police Records Clerk

Interim Changes	Tad Taylor – Interim IT Director
-----------------	----------------------------------

Retirements	7/7/17 Kathleen Palmer
-------------	------------------------

Recruitments by Department

Finance

Accounting Technician – Cash Receipts/Court Clerk/Customer Service

Interviews Scheduled
8/17/17

Fire

Emergency Preparedness Coordinator

Interview Conducted
7/27/17

Executive Assistant

Phone Screens 7/17/17
Interviews Scheduled
7/27/17

City Manager's Office

Safety Officer

Interviews Scheduled

Deputy City Recorder

Filled

Parks and Recreation

Lifeguard/Instructor

Open till filled

Building Attendant

Open till filled

Control Desk

Open till filled

Police

Police Chief

In Background

Police Officer

Interviews Scheduled
7/22/17

Records Clerk

Public Works

Utility Worker I -Wastewater Collections

Wastewater Treatment Plant Supervisor

In Background

In Background

Interviews conducted
6/20/17

Administrative Assistant

Filled

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

SPECIAL PROJECTS – IN PROCESS

Salary Survey – Non represented staff

Implementation of NeoGov application

Retirement Statements and 2nd check distributions

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

Policies to be revised/finalized

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

Safety Violation Form – on hold

Employment Contracts

PW required trainings by job classification

Independent Contractors

Administrative Manual -on hold

Employee Handbook Revisions – on hold

SPECIAL PROJECTS – COMPLETED



Memo

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

From the Library Director:

The Library took possession of a new 2017 Prius Station Wagon on July 27. The vehicle was purchased off the State of Oregon's Procurement Page, so the bidding process was already completed for us. Since funds for the purchase came from the City and the Newport Public Library Foundation, the Library is in the process of designing appropriate signage for the vehicle that advertises the partnership between the City and the Foundation.

In the Foundation information packet is the latest communication the Library Director has had with the attorney representing the estate of Sylvia Henck. As of this date, all beneficiaries have signed the Consent of Entry to Order.

Library staff hosted its annual Volunteer Luncheon. This is always so much fun. All staff members prepare and bring pot-luck deliciousness to feed our invited volunteers. We also put on a bit of live entertainment for our guests.

The final contract from TCB Security has been submitted to the City Attorney for his approval. Once that is approved and signed by all parties involved, TCB will hire two guards for the Library. They will be available during all hours the Library is open to the public, seven days a week.

From Circulation and Youth Services:

Youth Services staff continue to enjoy all the kids and books and fun times in Literacy Park. We've had Book Bingo, science Explosions, storytellers and the amazing Kacey McAllister on stage this month. After surveying our audiences, we find they want more programs. Hmmm, more than the 421 we did last year might be a challenge. However, we are up for it.

Book Bingo doesn't just happen in the Library. The bingo brigade has gone to play at the 21st Century Schools summer program at Newport Middle School, the Newport Parks & Red program at the Frank Wade Park clubhouse and the summer program at Oceanspray Community Center. Taking this program on the road gives kids who are in care and don't get to come to the Literacy Park programs a chance to participate and, most importantly, choose a book to take home and keep. The prize books are collected all year long from books donated to the Library by generous people.



Memo

To: Spencer Nebel, City Manager and City Council

From: Jim Protiva, Parks and Recreation Director

Date: August 4th, 2017

Re: Department Update – July 2017

Recreation Center

- Staff met with the Coastal Quilters Guild to finalize plans for their annual quilt show. There is a concern about lack of parking. The quilt show is set for August 4th & 5th.
- Our numbers for the Summer Activity Club remain quite low. We have done some extra advertising in an effort to increase them.
- The department vehicle (the hand-me-down Durango from Parks Maintenance) used daily for picking up meals and snacks for our Summer Activity Club & after-school program has croaked. The airport folks have been very gracious in allowing us to use their van much of the time.
- The Summer Activity Club kids had field trips to the Aquarium, the movies and library Literacy Park programs.
- After taking a few months off, instructor Julia Clemons is back teaching PowerSculpt. Julia incorporates weights, bands, fitness balls, and Pilates-based exercises to tone and sculpt the body.

Sports Programs

- Golf Camp took place at Agate Beach Golf Course. There were 13 youth that participated in learning the fundamentals and etiquette of golf.
- Tennis Camp took place at Frank Wade Park's tennis courts. There were 13 youth who participated in learning the basics of tennis. Another camp is planned for August.

- Youth Archery Camp completed a successful program at the Lincoln County Fairgrounds. We had 24 youth participants learning the safety and fundamentals to archery. This camp was a partnership with Lincoln County 4-H.
- Adventure Paddle Camp took place at Big Creek Reservoir. There were 8 youth that participated in learning the fundamentals of kayaking and standup paddleboarding.
- Held a Coed Softball League coaches meeting on July 18. The coed league started playing games on July 25. There are 5 teams registered. The coed league has 95+ adults playing in the league.

Municipal Pool

- Held in-service/staff training – Spinal management/back boarding a victim with a spinal injury, doing full rescues for an unconscious person in the water, protocol training for removal of unconscious victim from water, procedures for use of AED and crowd management.
- During the month of July the lap pool and activity pool both got backwashed four times. The spa was backwashed twice. This cleans the filters.
- When trying to figure out how we went through a full tank of co2 in a month, and why the door handle and other metal items in that room were starting to corrode, maintenance found two leaks in the hoses. The leaks have been repaired.
- We held 86 Private Lessons in the month of July, 39 people participated in 7 Group lessons- These lessons include a strong participation by the local homeschool folks.
- We held one rental for family reunion party. This family is a returning customer who has rented the pool for several years. 2 Corporate rentals and 2 Job Corp rentals
- July 28th was the Family Fun Night event. We had 31 kids + their parents participated in games, competitions, (including an Ice eating contest!) and of course swimming. Everyone had a great time.

60+activity Center

- In conjunction with National Hot Dog Day, the 60+ Activity Center held its annual Hot Diggety Dog Day luncheon on Thursday, July 20th. Sixty Newport Senior Activity Association members enjoyed grilled hot dogs, potluck side dishes and root beer floats. Thank you to all the volunteers who helped make this a fun day.
- Several educational presentations were held during the month of July, including John Baker's "83 Years and Still Counting: Lessons Learned and Remembered," which was enjoyed by 35 persons, SHIBA Seminar with 22 in attendance and "Corvallis to the Sea Trails," on the hiking, equestrian and mountain biking trail from Corvallis to the Pacific. Seventeen persons attended this PowerPoint presentation.
- The 60+ Adventure van made two trips to Garibaldi to enjoy the scenic train ride. A third trip in July went to Beaver Creek where adventurers were treated to kayak rides.



Noble
Professional
Dedicated

Newport Police Department Memorandum

One Team - One Future

Date: August 28, 2017
To: Spencer Nebel, City Manager
From: Jason Malloy, Chief of Police
Subject: Department Report – July 2017

1. July began with the 4th of July. There were many people in Newport, and summer traffic was high, however Police events were minimal.
2. I attended the USCG change of command ceremony. The event was well attended and enjoyable to be a member of the audience.
3. Kathleen Palmer retired after 13 years as the Executive Assistant to the Chief. Kathleen leaves behind very big shoes to fill, as she was instrumental in developing many of the administrative processes within the Police Department.
4. I attended the Centro de Ayuda board meeting. I met the executive board and discussed improving the relationship between the Police and our Latino community. The board was easy to work with and receptive with ideas to improve communication and enhancing our relationship.
5. I attended the Lincoln County Radio System Budget Oversight Committee meeting. The group is made up of representatives from all Lincoln County Public Safety agencies that use the County simulcast radio system. We reviewed the service to date by the vendor under contract to provide radio maintenance. The group agreed to seek a different vendor to perform maintenance duties. Complete Wireworks out of Salem was selected as our maintenance vendor.
6. I met with two citizens and other City staff to discuss an ongoing complaint with a vacation rental in north Newport. The complaint dealt with a vacation homeowner that had failed to comply with VRD rules. The homeowner became compliant prior to the meeting date and we discussed the City's role in VRD compliance complaints.

Integrity – Excellence – Community – Employees – Teamwork – Commitment
--

7. I was a guest on the Sheriff's radio show. Topics of discussion included eclipse planning, summer traffic, traffic safety, and personal safety.
8. I attended the quarterly tactical firearms training instructed by Newport range masters. The training was relevant, and well instructed.
9. NPD hosted Police Officer interviews for a vacant Officer position. After interviews, two candidates accepted verbal conditional offers to advance to the background portion of the hiring. If successful in the background portion, one candidate will be selected to advance to the psyche testing.
10. Records Clerk Michael Herndon's last day was July 21. Michael and his family moved to Missouri to be closer to relatives. The testing process to fill a Records position was successful. Joella Bloomstrom was selected to fill the Records vacancy. Joella will begin employment in August.
11. NPD Volunteers worked 288.75 hours during the month of July. Events included staffing the Celebration Run, Barrel to Keg Run, patrol, bailiff duties and assisting with administrative duties.



Memo

To: Spencer Nebel, City Manager and City Council
From: Jayson Buchholz, P.E., Senior Project Manager, Olaf Sweetman, P.E. Assistant City Engineer
Date: August 24, 2017
Re: Capital Projects Status Update

Project: **Big Creek RCC Dam Feasibility Study**
Project Number: 2011-025
Engineer: HDR Engineering, Inc.
Status: Consultant is continuing with analysis and development of the report.
Next Task: Proceed with analysis of samples collected and other preliminary design activities. Design consultant is working on the preliminary engineering report. An onsite meeting with DSL, ODFW, USACE and other pertinent parties to discuss potential fish mitigation options is scheduled for early September.
Budget: \$801,300 (\$997,727 HDR Contract authorized 12/5/16)
Description: This analysis is to determine the feasibility of constructing a roller compacted concrete dam (RCC) below the upper dam.

Project: **Bay Boulevard/SE Moore Drive Storm Sewer Improvements**
Project Number: 2012-015
Engineer: Civil West Engineering
Status: The 30-inch outfall near port dock 7 is complete and flowing Olsson Creek to the new location rather to the Embarcadero outfall. The Contractor has a couple more days of pipe work in the Embarcadero parking lot and then that leg will be complete and restoration of their parking lot can begin.
Next Task: Complete manhole and pipe installation in the intersection of Bay Blvd/Moore Dr. and then begin rebuilding the intersection to its new alignment.
Budget: \$4,100,000
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. Bay Boulevard asphalt will be overlaid at the conclusion of the storm sewer construction phase.

Project: **Storm Water Master Plan**
Project Number: 2013-012
Engineer: Civil West Engineering
Status: City staff continues to make comments on the draft when time permits.
Next Task: Complete review of draft and prepare for public engagement pending the completion of the Wastewater Master Plan at which time both plans will be presented together.
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: **Sanitary Sewer Master Plan**
Project Number: 2013-008
Engineer: Brown & Caldwell
Status: Draft plan has been delivered to the City for review
Next Task: Review draft plan, then initiate public engagement process in conjunction with Storm Water Master Plan.
Budget: \$200,000
Description: This project develops a sanitary sewer master plan which accurately models the hydraulic capacity of the City's system, proposes capacity related projects, and proposes code revisions to reflect current industry practices.

Project: **NE 7th Street Water Booster Station (Candletree)**
Project Number: 2014-016
Engineer: Civil West Engineering
Status: During clearing and grubbing of the site an unidentified storm sewer manhole was encountered necessitating the redesign of the building, moving it to the west.
Next Task: Deliver new designed plan sheets to the contractor to begin work.
Budget: \$700,000 in FY 16/17
Description: This project is to replace the existing Candletree water booster station located on NE 7th Street by the intermediate school with a new station. The existing station is old and cannot supply sufficient water capacity without the assistance of the Yaquina Heights Tank. The tank needs to be taken offline for repairs therefore the station needs to be upsized and completed first.

Project: **NW 10th Street Fire Station Seismic Retrofit**
Project Number: 2014-003
Architect: ZCS Engineering, Inc.
Status: The Contractor is nearly complete with all footings and will begin putting the station back together which will go quick.
Next Task: Install finishes
Budget: \$1,491,223
Description: Structural revisions to the main fire station to ensure it is immediately habitable after a significant seismic event.

Project: **Agate Beach Recreation Improvements**
Project Number: 2013-010
Engineer: OTAK Engineering
Status: The building and roof are complete with only plumbing fixtures remaining.
Next Task: Continue with construction.
Budget: \$290,975 (FY16-17) an additional \$60,000 was appropriated to this project by Council.
Description: Improve the Agate Beach Wayside to include a new bathroom facility, boardwalk surfer access trail to the north end of Agate Beach, drainage improvements, and the extension of Gilbert Street.

Project: **Big Creek Pump Station**
Project Number: 2012-025
Engineer: Brown & Caldwell
Contractor: JW Fowler Construction

Status:	Pump station is operational and project is nearing completion.
Next Task:	Complete punchlist items.
Budget:	\$3,500,000
Description:	This project replaces the existing Big Creek Pump Station which is prone to overflows because of worn out equipment and capacity limitations. The new pump station will be built in the same location and will include sufficient capacity for at least 25 years and redundancy in equipment to eliminate overflows. The new station will include an emergency generator and will be fully integrated into the City's SCADA system.
Project:	Golf Course Drive Water System Improvements
Project Number:	2015-035
Engineer:	Civil West Engineering
Status:	City staff has completed the review of the draft report and provided comments back to the consultant.
Next Task:	Receive final copy of report for presentation to Council.
Budget:	\$150,000
Description:	This project replaces an aging and failing water pipe along Megginson, Golf Course Drive and the east side of US 101 from NE 36 th to NE 52 nd . Due to the construction impacts the roadway may be widened and repaved as part of this project. Golf Course Dr is currently too narrow to permit passing traffic and emergency vehicle access on Golf Course Dr.
Project:	2016 CIPP Sewer Repairs
Project Number:	2015-036
Contractor:	Insituform Technologies, LLC
Status:	Construction is complete, but a portion of the work needs repair.
Next Task:	Contractor to provide plan and schedule for repair work.
Budget:	\$334,400 in FY17 Additional \$19,689 in FY18 (402-6110-75100)
Description:	This project provides a structural liner (cured-in-place pipe) for a series of failing storm sewer pipes. The awarded scope includes 1,145' of storm sewer running from NE 8 th St east of NE Avery, to the SW under private properties and US-101 to the Washington Federal Bank.
Project:	Agate Beach Wastewater Improvements
Project Number:	2011-002
Contractor:	TBD
Status:	Preliminary Draft Reports are being reviewed by DEQ and land acquisition offers have been presented to each property owner.
Next Task:	Finalize land procurement and continue with design efforts.
Budget:	\$1,240,000
Description:	This series of projects include the Big Creek Pump Station and force main, the 48th Street Pump Station and force main, the Schooner Creek Pump Station and force main, and various portions of gravity sewer downstream of the force mains to remedy undersized and aging wastewater infrastructure.
Project:	City Hall HVAC Improvements
Project Number:	2014-001
Engineer:	Systems West Engineers
Status:	Bid opening on 5/9/17 received no bids. Bid opening on 6/7/17 received one bid, for \$599,970. All bids were rejected by the City.
Next Task:	Review scope of project and re-bid.
Budget:	\$275,000 in FY17 (101-1320-73200) Additional \$5,000 in FY18 (711-7010-71200)

Description:	This project will renovate the existing City Hall HVAC system; as existing rooftop units have deteriorated to the point of failure. The renovated HVAC system is expected to use Variable Refrigerant Flow (VRF) fan coils and eliminate the need for rooftop units.
Project:	Water Treatment Facility Demolition
Project Number:	2014-014
Engineer:	HDR
Contractor:	TBD
Status:	Notice to proceed was issued on August 23, 2017.
Next Task:	Contractor anticipates beginning work in late September
Budget:	The FY 15-16 ending fund balance was \$200,000 for the WTF demolition project. The FY17 approved budget has allocated \$200,000 for the WTF demolition and construction of the storage garage.
Description:	This project will remove structures associated with the old WTF and construct a storage garage.
Project:	Water Treatment Facility and City Hall Campus Generators
Project Number:	2014-018, 2016-025
Engineer:	HDR
Status:	Project is under design.
Next Task:	Continue design work.
Budget:	\$302,723 for the Water Treatment Facility generator (403-6210-49901) \$100,000 for the City Hall campus generator (711-7010-49405)
Description:	This project will construct backup power generators for the Water Treatment Facility and the City Hall campus.
Project:	NE 70th Dr. Home Removal
Project Number:	2016-029
Contractor:	Road and Driveway; Harmony Manufactured Home Service
Status:	The last residence will be removed in Spetember
Next Task:	Remove final home.
Budget:	\$1.36 Million – FEMA funded with a 25% City match. A portion of the City match was provided by the individual homeowners accepting offers of 75% of the pre-disaster home value for their residences.
Description:	Remove residential structures from NE 70 th Drive which were impacted by the storms and subsequent landslide in December 2015.
Project:	Nye Beach Sanitary Sewer Pump Station Grinder Installation
Project Number:	2014-020
Engineer:	Water Systems Consulting (WSC)
Contractor:	TBD
Status:	90% design plans have been received by the City and are being reviewed by staff.
Next Task:	Complete design and prepare bidding documents
Budget:	\$557,000 provided through a DEQ CWSRF low interest loan.
Project:	SE 35th and HWY 101 Signalization Improvements
Project Number:	2013-018
Engineer:	Quincy Engineering (ODOT Engineer)
Contractor:	TBD
Status:	City staff continues to coordinate with ODOT and Quincy Engineering to value engineer the project mainly through stormwater layouts and options.
Next Task:	Finalize stormwater layouts and options with ODOT and Quincy.
Budget:	\$1,131,971

Description: This project will remove the traffic signal at US101/SE 32nd and provide a new signal at US101/SE 35th. SE 35th will also be extended east/west from Ferry Slip Road to Abalone. Storm drainage and pedestrian improvements will also be provided as part of this project.

Project: US 101 RRFBs at Pedestrian Island Crossings

Project Number: 2016-004

Engineer: In-House

Contractor: TBD

Status: Waiting on ODOT permit to bid the project.

Next Task: Continue permit coordination with ODOT and bid the project.

Budget: \$120,000 FY 16/17

Description: This project will install rectangular rapid flashing beacons (RRFBs) at Abbey, Bay, 3rd, 10th, and 15th streets where they cross US 101 in Newport.

Project: Sam Moore Creek Water Quality Improvements

Project Number: 2013-020

Engineer: SHN

Contractor: TBD

Status: Design efforts continue

Next Task: Continue to develop project designs and pursue the grant in spring 2018.

Budget: \$230,000 FY 16/17

Description: This project is intended to provide stormwater quality infrastructure at Sam Moore Park in Nye Creek through the use of an engineered wetlands. The project will also increase safety and provide for better pedestrian access from Betty Wheeler Memorial Field to Sam Moore Park. Drainage improvements designed to increase the playable days at Betty Wheeler Memorial Field are also being designed under project number 2016-026.

Project: Betty Wheeler Field Memorial Field Drainage Improvements

Project Number: 2016-026

Engineer: SHN

Contractor: TBD

Status: Design effort continue

Next Task: Continue to develop project designs and pursue the grant in spring 2018.

Budget: Unfunded (\$230,000 in Sam Moore Creek Water Quality Improvements)

Description: This project is intended to provide better drainage at Betty Wheeler Memorial Field to increase the playable days and improved amenities.

Project: AMI Water Metering System

Project Number: 2012-029

Status: The City has been awarded a \$300,000 federal grant and has also applied for a state grant. Two temporary employees have been hired to install new water meters.

Next Task: Continue installation of new water meters, and install radio equipment in South Beach for first test of radio network.

Budget: \$2,480,050 (403-6210-75100)

Description: This project will convert the City's water metering to an Automatic Meter Interface (AMI) system. This system will transmit usage information for every 15 minutes, via a radio network, eliminating the need for physical meter reading and providing timely detection of customer water leaks. An online portal will also be established for customers to view their water usage.

Project: Olsson Creek Sewer Improvements

Project Number: 2016-003

Status: Project is currently in design phase.

Next Task: Finalize contract documents and advertise for bids.
Budget: \$600,000 (402-6110-75100)
Description: This project will re-route storm and sanitary sewer mains, allowing the abandonment of aging storm sewer mains that are at risk of collapse and an aging wastewater pump station. The existing Olsson Creek storm sewer crosses under multiple houses, and was recently discovered to be in very poor condition and at risk of collapse. The SE 3rd St Pump Station is aging and has experienced pump failures, causing sewer overflows.

Project: **Rogue Brewery Wastewater Sampling Station**
Project Number: N/A
Status: Construction is complete.
Next Task: Complete punchlist items.
Budget: N/A
Description: A City-owned sampling station was constructed by Rogue Brewery as a condition of their recent wastewater expansion. The sampling station will monitor flow volume, pH, temperature, and collect periodic samples so the wastewater can be tested for Biological Oxygen Demand (a.k.a. strength). This only applies to the main brewery, not the distillery or any other connections to the City wastewater system.

Project: **Library Street Lights**
Project Number: 2016-030
Engineer: In-House
Contractor: Central Coast Excavating
Status: Project is complete.
Next Task: None
Budget: Project is being funded through the Library budget (Ted).
Description: This project is intended to provide lighting and safety improvements at the library.

Project: **SE Bay Blvd Street Lights**
Project Number: N/A
Status: New poles have been delivered to CLPUD.
Next Task: Remove existing poles and set bases for installation of new poles.
Budget: TBD
Description: This project will replace 24 existing street lights on SE Bay Blvd, which are the green "candy cane" lights that run along the boardwalk and to the east to SE Moore Dr. These existing lights are City-owned and nearly impossible to service when a bulb needs replacement. The new lights will be owned and maintained by CLPUD.

Project: **Sanitary Sewer Televising Program**
Project Number: 2013-009
Status: Cleaning and televising is partially complete, will resume in August.
Next Task: Resume cleaning and televising of selected sanitary sewer mains.
Budget: \$132,000 in FY17
Description: This is an annual project to visually inspect approx 50,000 feet, or 14% of the City's sanitary sewer mains. This ensures that every sanitary sewer main will be cleaned and inspected at least once every 7 years. Televised inspection identifies mains that require maintenance, rehabilitation, or replacement.

Project: **CLPUD Northern Ops Center – Public Street Improvements**
Project Number: N/A
Status: Plans are approved for construction.
Next Task: Construction expected to begin in September.

Budget: N/A
Description: Central Lincoln PUD will be constructing street improvements for their new Northern Operations Center, to include paving NE 73rd St between US-101 and NE Avery St, paving approx 1,300' of NE Avery St along the site frontage, and sidewalk and storm drainage along the site frontage (west side of NE Avery St).

