

Monthly Departmental Reports



July 2019



TO: Spencer R. Nebel, City Manager
FROM: Peggy Hawker, City Recorder/Special Projects Director
SUBJ: Departmental Report - June and July 2019

July 2019 has been unusually busy for this office. We have been very busy on routine items as well as additional issues that occur daily.

Gloria Tucker is now coordinating all special event permits and insurance claims in addition to City Council packets. She also provides staffing to the Airport Committee and the Destination Newport Committee. She has trained Granicus users throughout the city, so you will see every standing committee utilizing Granicus for agenda management. In addition to this, she has taken on the responsibility of preparing minutes for the Vision 2040 Advisory Committee and the Homelessness Task Force. She is also preparing and distributing the E-Blast that goes to subscribers every two weeks, and contains news about city happenings.

Additionally, this office supervises Anita Albrecht, the city's new Landscape Specialist, and the three audio/visual operators, Bill Posner, Joseph Goodrick, and Jeremiah Goodrick.

City Council: Assisted with agenda and packet preparation for the following meetings:

- June 3, 2019 - City Council meeting;
- June 17, 2019 - City Council meeting;
- July 8, 2019 - Work Session;
- July 15, 2019 - City Council meeting;
- August 5, 2019 - City Council work session and regular meeting.

Public Arts: Prepared the agenda and packet for the July meeting of the Public Arts Committee.

The Public Arts Committee concluded that Resolution No. 3589, which had a Percent for the Arts component along with a public arts

policy should be split into two different resolutions. Toward that end, the Committee has reviewed both ordinances, it's the public arts policy resolution is ready for Council review, while the Percent for the Arts resolution still requires clarification, particularly related to which projects are subject to the Percent for the Arts program. This subject is scheduled for a discussion at an upcoming City Council work session.

The Public Arts Committee coordinated a contract with Gary Herd to replace the billboard mural on Hurbert Street on the way to the Bayfront. This project is nearing completion, and when it is finally completed, we will celebrate.

The Public Arts Committee is coordinating new murals on the sides of the pump house in Nye Beach. One mural is projected to be an historic cancelled envelope/post card. The other side may be chosen from work by a Nye Beach banner artist.

The Public Arts Committee is developing a Nye Beach Sculpture brochure that will serve as a guide for a walking tour of sculpture in the Nye Beach area.

Beautification: The ad hoc beautification working group met recently at the Visual Art Center. This meeting was primarily sited so that Anita Albrecht could provide feedback on potential Nye Beach Turnaround landscaping.

The "big" landscape project this year will likely be the Performing Arts Center grounds.

There was a continued discussion regarding standardized benches. No conclusion was reached at the meeting, so this will undoubtedly be discussed in the future.

Anita provided personal power, and coordinated the work of others, in spiffing up Mombetsu Park for the Sister City delegation visit. It looks very nice. She has also received permission from the property owners to remove blackberry bushes next to Mombetsu Park.

Insurance: Submitted various small claims to the city's agent of record, and followed up on additional claims and other insurance related issues, including:

Ethics Orientation: As part of new employee orientation, reviewed the Oregon Government Ethics Commission provisions with new employees.

Other Projects: Processed an OLCC application for Thai Port.

Attended an employee emergency management meeting.

Drafted a proclamation recognizing Acer B. Nye as Sailor of the Quarter at Coast Guard Station Yaquina Bay.

Coordinated a reception for the formal acceptance of artwork from former Mayor, Sandy Roumagoux.

Drafted a proclamation recognizing August as Coast Guard Month in the City of Newport.

Drafted a proclamation recognizing the Sister City delegation from Mombetsu, Hokkaido, Japan.

Drafted an agreement with the Newport News-Times for tourism promotion services.

Drafted a report on the findings of the Homelessness Task Force.

Drafted an agreement with Grace Wins Haven for the placement of a portable toilet on that property.

Coordinated the preparation of a proclamation recognizing Pride Month in the City of Newport.

Drafted Resolution No. 3866 extending worker's compensation insurance to city volunteers.

Drafted Ordinance No. 2152 regarding changing the implementation date of the single-use, plastic, carryout bag prohibition. This ordinance was not adopted.

Drafted Resolution No. 3865 creating a Finance Work Group.

Worked with the ad hoc Sister City Committee to create a fun, but busy, visit to Newport.

Participated in Safety Officer interviews.

Worked with Cheryl Atkinson on the "Amazing Newport Race" for the Oregon City/County Manager's Association Conference that was held in Newport.

Participated in a Census 2020 meeting with James Graham, Beatriz Botello, and Derrick Tokos.

Participated in several meetings with Spencer Nebel, Ralph Breitenstein (Chair of the Vision 2040 Advisory Committee), and Leslie Palotas (Vice-Chair of the Vision 2040 Advisory Committee) and representatives from the Ford Family Foundation regarding potential grant funding for a vision coordinator.

Participated in the role play component for two individuals applying to fill the vacancy created by Dave White's retirement.

Attended Mike Eastman's retirement celebration.

Processed multiple public records requests.

Drafted a letter to Governor Brown regarding funding for the Big Creek Dam project.

Attended multiple other meetings on a myriad of issues.

Drafted and distributed press releases; provided information and assistance to staff and public, and many more day-to-day, routine responsibilities.



Date: August 5, 2019
To: Spencer R. Nebel, City Manager
Mike Murzynsky, Finance Director
From: Steve Baugher, Assistant Finance Director
Subject: July 2019 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On July 31, 2019, a total of 4,568 water/sewer accounts were billed for a combined amount due of \$971,334. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water fees, sewer quantity charges (if there is water consumption), and fire line charges for nonresidential accounts. For the Aging Report for July 31, 2019, \$882,994 is current, \$48,192 is past due from June billings, \$9,425 is past due from May billings, and \$103,917 is past due from April 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 July 31, 2019, Aging Report shows accounts receivables at \$119,970. This amount includes a Bed & Breakfast business debt of \$3,070 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	43,557	36.31%
Over 30 days	1,105	0.92%
Over 60 and 90 days	3,277	2.73%
Over 120 days	72,031	60.04%
	<u>119,970</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 July 2019. 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 past due by approximately \$15,995. The Airport Director and City Manager are working with Hertz Corporation to resolve.

The net receivables, excluding the four aforementioned accounts in the amount of \$64,059, total \$55,911.

Room Tax

The monthly chart shows that Room Tax 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 13.61%. We have the data through June of the 2018-19 fiscal year, the comparisons between it and the 2017-18 fiscal year, we show a decrease of 3.30%.

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%	604,189	-3.0854%
August	511,605	560,765	558,401	694,943	24.4523%	677,237	-2.5478%
September	319,625	372,344	429,247	466,563	8.6934%	443,072	-5.0349%
October	220,368	246,642	274,706	289,383	5.3428%	314,268	8.5993%
November	138,584	156,947	177,669	167,058	-5.9723%	200,612	20.0852%
December	119,764	121,038	131,917	164,141	24.4275%	167,605	2.1104%
January	139,630	135,107	125,038	162,767	30.1740%	181,927	11.7714%
February	197,011	217,381	202,269	253,458	25.3074%	175,567	-30.7313%
March	256,345	266,903	278,869	300,083	7.6072%	291,531	-2.8499%
April	203,965	243,530	263,340	290,179	10.1918%	264,926	-8.7026%
May	262,296	274,872	316,757	393,963	24.3739%	360,519	-8.4891%
June	338,008	381,796	409,197	444,774	8.6943%	429,119	-3.5198%
Total	3,172,658	3,538,528	3,741,661	4,250,736	13.6056%	4,110,572	-3.2974%

Business licenses

On July 1, 2019, we billed 1,542 Newport business for their annual Business Licenses for a total amount of \$255,815. As the table shows below, there is a total accounts receivable of \$127,243 with \$4,181 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	113,674	89.34%
Over 30 days	1,328	1.04%
Over 60 days	8,060	6.33%
Over 90 days	4,181	3.29%
	<u>127,243</u>	<u>100.00%</u>

Comprehensive Annual Financial Report (CAFR)

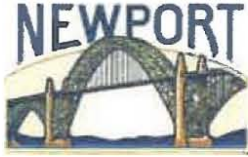
Finance has submitted the City's CAFR to the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting Award Program. We are expecting an award notification in August 2019.

2018-19 Audit

No findings were noted during interim audit completed on July 30th. The audit fieldwork is scheduled for the week of October 21st.

New Utility Rate Structure Implementation

The new stormwater fee implementation was completed with the July 2019 billings. It is expected that there will be adjustments to some customer's accounts as staff reviews the complicated tax parcels. A small number of appeals are under review by city staff.



*Rob Murphy, Fire Chief
Newport Fire Department
245 NW 10th Street
Newport, Oregon 97365*

August 5, 2019

To: Spencer Nebel, City Manager
Re: July 2019 Monthly Activities

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

In the month of July, we had 192 calls for service. Compared to June in which we had 197 calls. This is a 2.54% decrease from last month. In July of 2018, we had 227 calls (this is a 15.86% decrease from last year!). Year-to-date we have responded to 1405 calls in 2019. This is a 9.17% increase from 2018. We responded to 1287 calls at this time last year. There were 4 calls of note in July.

The first call was on July 5th. NFD responded to a fire on the outside of a house at the 200 block of NW 19th Street. The fire was extinguished by the occupants prior to our arrival. 2 youths were playing with fireworks and lighter fluid and caught the back side of their house on fire. They were counseled by FD staff and turned over to NPD. The next call was a plane that landed on the beach west of Yaquina Bay State Park. This occurred on July 8th. Three people were assessed, treated and transported to a waiting ambulance by our beach rescue vehicle and crew. On July 20, NFD responded to the South Beach Marina on a report of a boat that had crashed into several other boats. We treated one patient who had multiple injuries. He was bandaged and lifted off the boat (which was starting to sink) by NFD and USCG personnel. The final call of note occurred on July 22nd. NFD responded to the beach west of South Beach State Park for two juveniles who got caught in a rip tide. Bystanders were able to get both victims out of the water. NFD personnel transported both youth from the beach to a waiting ambulance for evaluation and treatment.

In July, we welcomed two new volunteers and our roster stands at 33 volunteers.

The Fire Department was active in the month of July. On July 1, I interviewed a new volunteer. On the second, I met with HR to discuss an employee issue. On July 3, we held a Captain's meeting. On the 5th, AC Harvey and I met with HR to screen applications for our vacant firefighter position. We had 178 apply! On The 8th, I met with Chief Malloy and the City Manager to discuss the concept of forming a public safety advisory committee of the City Council. That afternoon EPC Martinez and I attended a regular meeting of the SHH/OCCC Disaster Cache workgroup. On the 10th, I met with the labor union to discuss some common issues. On the 11th we had a work party and moved 40 water barrels to the City Hall disaster cache and filled them. That evening, I attended the monthly meeting of the Rural Fire Board. The Board added a new member with the retirement of Ron Beck. Yale Fogarty, a former volunteer Lieutenant and former board member was elected to the vacant position. On Friday the 12th, we loaded and inventoried the rest of the supplies in the City Hall Cache. Now this cache can support 250 people for 2 weeks. It is intended for essential city staff and their families in the event of a major disaster. In the evening, I taught fire extinguisher training for the LISTOS class and attended their graduation.

On July 15 I attended a regular department head meeting in the morning. In the afternoon, AC

Harvey and I met with HR to do a second screening of our firefighter applicants. We reduced the number of applicants to about 60. These will be scheduled for phone interviews to further screen the applicants to a size that we can put through interviews and an assessment center. On the 16th, I interviewed another new volunteer. On July 17, I chaired the monthly City Emergency Preparedness Committee since EPC Martinez was at the Emergency Management Institute in Maryland finishing up her Basic Emergency Management Academy. She graduated on Friday the 19th. On the 18th I chaired a regular meeting of the Lincoln County Fire Defense Board. The meeting was held at our station. On the 19th I met with HR on a personnel matter. On July 23rd I met with the City Manager. On July 27th, I was invited to talk to the Pacific Shores HOA group about wildland fire safety and prevention. There were about 50 people in attendance.

Fire Prevention

- 15 Fire Inspections
- 24 Re-Inspections
- 6 Fire Protection System Inspections
- 3 VRD
- 3 Plan Reviews

Community Outreach

Lt. Giles assisted with 4 families and checked five car seats all together for the month of July. Of those, there was one recalled seat and one non-compatible seat/car issue (car seat of the vehicle was too narrow for the child passenger safety seat).

Upcoming Activities

We have many activities planned for the month of August. I hosted the City's weekly radio show at the beginning of August. NFD also participated in NPD's National Night Out event held at the Newport Armory. We are thankful for the Police Department inviting us. It was very well attended. NFD staff are continuing to work on outfitting our new brush engine. They are also working on hose, ladder and pump testing. We are also starting our planning process for Fire Prevention Week. This occurs the second week in October. We will be visiting school kids at Sam Case and Yaquina View Schools talking about fire safety. I will be out on vacation for the last week of August. My wife and I are taking our granddaughters to visit family in Arizona.

Training Report

Past month training subjects:

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

- Driver, Cone course
- Rescue Equipment, Air Bags
- Aerial Operations
- EMS, Diabetic Emergencies
- LMTV Overview and Wildland application review

Past month drill hours:

During the month of July, 164.0 hours of training were documented. Of the 164.0 hours of training

in July, the paid staff logged 54.25 hours and the volunteers logged 109.75 hours. Year to date Newport Fire personnel, volunteer and staff combined, have documented 1,999.75 hours of training.

Monthly highlights and special considerations:

Newport Fire is putting together a Driver Certification class. This Driver Class will include classroom and field training and will finish up mid-September.

Emergency Preparedness Monthly Report

Emergency Preparedness Activities:

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

- Participated in monthly Oregon Emergency Managers Conference Call
- Participated on Oregon Emergency Managers Association planning Conference Call
- Meet with Tsunami survivor John Smith
- Meet with OSU Grad Student on Emergency Preparedness Project
- Met with staff at South Beach Church regarding upcoming emergency preparedness workshop
- Attended training with Recreation Center staff to prepare for upcoming active shooter drill

Monthly Highlights and Special Considerations:

- Participated at Oregon Coast Aquarium Community Outreach, spoke to 300+ visitors
- Participated in Lincoln County Fair, 4 days, spoke to 800+ visitors
- Completed stocking City Hall Emergency Cache with supplies and water
- Continued outreach for LISTOs program, which provides emergency preparedness training in Spanish
- Attended Listos graduation at OSU Extension Office, 16 graduates
- 1333 Likes on Newport Oregon Emergency Management Facebook
- Hosted Emergency Preparedness booth at Newport Farmers Market
- Presented Emergency Preparedness workshop at Canyon Way Dental
- Presented Emergency Preparedness workshop at South Beach Church
- Assisted with Cast For Kids Fishing Day at the Port of Newport
- 688 Members on Newport Emergency Management for Nextdoor social media platform
- Recruited volunteers for Newport Emergency Management Department
- Graduated from National Emergency Training Center, FEMA in Maryland

Emergency Preparedness Volunteer Support

In the month of July, 14 volunteers supported the department with a total of 149.5 hours.

Respectfully submitted, Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report July 2019

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	18	2			
AUTOMATIC ALARMS:	9	0	BURN PERMITS:	0	0
MEDICAL CALLS:	120	6	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	9	1	FIREWORKS DISPLAY:	0	0
RESCUE:	3	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	2	2	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	1		REINSPECTIONS:	0	
PUBLIC SERVICE:	12	0	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	5	1	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	1	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	3	0
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	1	0	RESIDENTIAL:	8	1
LABORATORIES:	0	0	RESTAURANT:	1	0
LAUNDRAMATS:	0	0	SCHOOLS:	2	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	0	0	STORES:	0	0
MISCELLANEOUS:	4	0	TAVERNS:	0	0
MOTOR VEHICLES:	0	0	TRAILERS:	0	0
NATURAL COVER:	6	1	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report July 2019

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	0	0	HEATING APPLICANCE:	0	0
CARELESS SMOKING:	0	1	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	0	0
ELECTRICAL:	0	0	OPEN FIRES:	4	1
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	3	0
FALSE ALARM:	15	0	SPARKS:	0	0
FIREWORKS:	2	0	UNDETERMINED:	3	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	0	0
FLUES:	0	0			
FRICTION:	0	0			
GAS LEAK:	0	0			

LOSS OF LIFE

CIVILIAN: 0 FIREFIGHTER: 0

INJURY

CIVILIAN: 0 FIREFIGHTER: 0

DEPARTMENT REPORT HUMAN RESOURCES JULY 2019

RECRUITMENT AND STAFFING

New Hires/Promotions	7/16/19	Codi Allen	Engineering Technician I
	7/12/19	Rebecca Haynes	Lifeguard/Instructor
	7/12/19	Brittney McLeod-Apjoke	Recreation Leader
	7/15/19	Christian Bailey	Building Attendant
	7/19/19	Jessica Calvin-Girard	Lead Lifeguard
	7/29/19	Tim Feeder	Safety Officer
Separations	None		
Interim Changes	None		
Retirements	7/31/19	Mike Eastman	Utility Worker –Public Works

Recruitments by Department

Police

Reserve Police Officer – volunteer positions	Closed
Police Cadet	Posted
Community Service Officer	Filled
Police Officer (2 openings)	Closed

Public Works

Engineering Tech I	Filled
Utility Worker I	Closed
Public Works Operations Superintendent	Interviewing

City Managers Office

Safety Officer	Filled
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Library

Library Specialist II	on hold
Librarian I	Interviewing

Parks and Recreation

Recreation Leader	Filled
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Recreation Leader (Seasonal)	Filled
Building Attendant	Interviewing
Control Desk	Closed
Lifeguard/Instructor	Interviewing
Lead Lifeguard	Filled
Fire	
Firefighter	Closed
Community Development	
Building Official Trainee	Closed

SPECIAL PROJECTS – IN PROCESS

Employee Handbook Revisions – in process

Independent Contractors –in process

Administrative Manual –in process

Payne West – Safety and OSHA Report – Meeting held with Safety Committee Chair and Safety Officer to review findings of report and determine items that need to be follow-up on –work is ongoing

Management Training

NEA Negotiations - in process

Fire Volunteer Rec. Passes

2019 Wellness Events for June, July, and August

Cultural Competency Initiative – in process

SPECIAL PROJECTS – COMPLETED

Wellness event for July and August – Bowling and Golf Scramble



Memo

To: Spencer Nebel, City Manager and City Council
From: Laura Kimberly, Library Director
Date: August, 2019
Subject: Library Department Update

Administration

The 2018-2019 fiscal year budget figures for the library have been finalized. The Budget Committee approved the budget on May 21, 2019. There was a public hearing and adoption of the FY 2019-2020 budget by the City Council and Urban Renewal Agency on Monday, June 17, 2019. The Budget Committee made a number of adjustments to balance the revenues and expenditures from the General Fund and funds supported by the General Fund. These modifications included the implementation of a 5% reduction for materials and services from the proposed budget amounts.

The Library Director met with Spencer Nebel and Barb James regarding staffing levels at the library. We currently have a full-time position that has been vacant for five months, a half-time position that has been vacant for six months, another half-time position that will be vacant this fall, and a full-time position right after the beginning of the year that will become vacant. Based on these vacancies, Spencer has authorized moving forward with the full-time Librarian 1 position at this time and holding on the part-time position until further notice. By the time the second full-time position is vacant, the City should be in a position to know whether we will be able to fill that position or not, after the financial review this fall.

We have hired, through Barrett Business Services, one part-time temporary staff, Ted Smith, to help fill in gaps starting on September 1, but staffing is iffy just about every day.

On June 20, the Library Director became a member of the Newport Rotary Club. The main focus has been community support where one of their signature projects was the development of Literacy Park. Also, the Newport Rotary Club has an impact on the International scene where they have helped the less fortunate in countries such as Peru, where they have provided special cooking overs to a community there. This was done through the Rotary Foundation. The Library

Director received a welcome packet that included more information about Rotary International.

During the week of July 22-26, the Library Director and the HR Director conducted telephone interviews for 11 applicants for the open Librarian 1 position. In-person interviews are scheduled for two Librarian 1 candidates on August 19 and 20. The Library Director, supervising librarians, HR Director and staff will be involved.

On July 16, the Library Director attended the Oregon Library Association 2020 Conference planning committee kick-off meeting in Bend. The Library Director is part of the programming committee and the poster session coordinator. The Oregon Library Association Conference will take place from Wednesday, April 29-Saturday, May 2, 2020 in Bend. The Oregon Library Association will be celebrating its 80th Anniversary. The Conference theme will be Equity, Inclusion and Diversity (EDI).

On July 19, the Lincoln County Library District Director, Newport Library Director, manager of the Siletz Library, Driftwood Library Director, Toledo Library Director and Waldport Library Director met at the new Lincoln County Library District office. The Lincoln County Library District moved into the Shangri La Building in early July. We discussed the Dolly Parton Imagination Library, Lincoln County Ready to Read grant application, Fostering Readers program, local option levy election in November, staff in-service day on Friday, October 18th and shared happenings from our various library locations.

On July 22, the Library Director was elected as vice-chair/chair-elect for the Public Library Division. The term starts in September 2019. The Library Director will also serve as the chair of the Public Library Division (PLD) standards committee.

On August 3, the Boston Museum of Science facilitated the kick-off event for Early STEM Professional Development at the Newport Library. The Oregon Coast STEM Hub (OCSH) partnered with the Newport Library to provide this Wee Engineering professional development program for early childhood teachers. This training will be followed by two additional teacher workshops in November and March, also to be held at the Newport Library. The Newport Library will serve as a STEM Hub community space.

On August 6, the Library Director and supervisors met for a 4 hour session to plan for the future, talk about possible policy changes and updates, begin strategizing for new technologies, staff changes, and to brainstorm about ways to refresh and promote the adult Spanish collection.

Centennial Celebration



The Newport Library is kicking off celebrations of its 100th year during September. As part of our efforts to celebrate the centennial at the library, we will be throwing a huge party on Saturday, September 14, 2019 from 10:00 a.m. until 6:00 p.m. The celebration will include local musicians, storytellers, food vendors, speakers, crafts, a geocache, photo booth, face painting, speakeasy with “banned books,” and so much more! There will also be art, displays, reading contests, and history programs that last all year.

In honor of our centennial year as a library, we are also going to issue a reading challenge to read 100 books starting on September 1, 2019 through August 31, 2020. You can join this challenge too! Stop by the Newport Public Library starting on September 1, 2019 to get started.

Sister City Delegation Visit

From August 2-7, the City of Newport continued their 53-year-long relationship with Mombetsu, Japan with a Sister City Delegation visit. There were six middle-school children (four girls and two boys), along with five adult chaperones in Newport. The planning group, of which the Library Director is now a member of, developed quite the itinerary for this visit. The delegates enjoyed a welcome Mexican fiesta with piñatas, visited the aquarium and participated in a behind the scenes tour, went tidepooling at Otter Rock, ate lunch at Izzy’s, visited the Yaquina Head Lighthouse and participated in a tour, enjoyed a beach fire, s’mores and potluck at Ona Beach, visited City Hall for a City Council meeting and much more. We have four Mombetsu Tairyoku boat flags on loan, which are on display in the library. The boat flags include the launching year and dimensions beneath each flag in Japanese. The library is investigating additional ways to strengthen the bond with our sister city and promote Japanese cultural elements.



Young Adult and Children's Services

This month we have a lovely display of wordless books in the Children's Room. Our monthly displays allow us to highlight a variety of books. Sometimes we choose books that are undervalued by the patrons yet we know the great writing that lies between the covers, other times we highlight forgotten authors, or illustrators we love. Our ever changing displays throughout the Children's Room, Juvenile Fiction Area and in the Teen Room boost circulation numbers and catch the eye of passersby. Perhaps we sway a reader to try a new genre, rediscover an author, thereby broadening their horizons.

Our teen artists are closing in on the final brush stroke of the amazing mural outside the Teen Room! We have had a number of painters participating in the process. Cans of paint and brushes roll out of the storage closet a couple of times a week, and one, two or three teens at a time add color to the sketch, which has been drawn on the three walls that lead into the Teen Room. We plan for a completion date in early September so that we can have a "Big Reveal" at the 100 Year Celebration on September 14.



Phew! We are so close to the end of our Wednesday Summer Reading Programs we can taste it! One more week to go. Each of the nine weeks of programming involve hours of planning and preparation. Three of us from the Children's Department are physically present for the program to greet the public, oversee the raffle (2 items per week) make sure the sound system is set up and working properly, welcome the crowd, introduce our performer, thank our supporters, help the performers with any last minute needs/requests they have, take photos of the event, wrangle any feisty 3 year olds who try to upstage the performer, and generally

provide a positive presence representing the library. We have anywhere from 3-8 teen volunteers helping to set up and clean up the craft we offer after the program, carry tables to Literacy Park, hang signs, keep a count of all the attendees, create a sample craft, sign up kiddos for the raffle, pick up trash in the park before we begin and other duties as assigned. And, they do it with a smile!



Pictured above: Dance After Dark and Explosions, Inc.

Adult Services

The adult summer reading program has been popular this year, with 121 people signed up. Every Friday we've drawn a name from over 100 entries, which are then emptied into a larger container for the grand prize. Below are two of our weekly prize winners!



A series of TED Talks related to "Space" was shown July 20th, with time for discussion between each video. Audience members enjoyed the format and look forward to more TED Talk programs in the future.

The public computers continue to be busy, with regular patrons, summer visitors, and children who are off school coming in to check their email, print airline tickets, post items on Craigslist, and many other activities. Reference staff are kept busy helping people scan documents, download attachments from their email, and print web pages, photos, and PDFs.

The Sharp copier downstairs near the reference desk is going to be upgraded with the newest model, the Sharp MX-2630N color workgroup document system, on August 22. The new copier offers a stunning color output with exceptional ease of use. This new model is designed to provide customers with a seamless, intuitive experience, and the confidence in knowing their jobs will come out right the first time, every time.

On August 7, the Library Director, two supervisors and IT had a phone project planning meeting with EnvisionWare. We discussed where the EnvisionWare Software and Hardware will be installed, EnvisionWare's role and the Newport Public Library's role in the installation process. Remote installation and staff training will take place in the morning of September 5. Staff, patron and the library network will be ready and prepared for installation. Patrons will be able to fax, scan and print in color or black and white, view and pay for their print jobs prior to printing, and do wireless printing.

Circulation

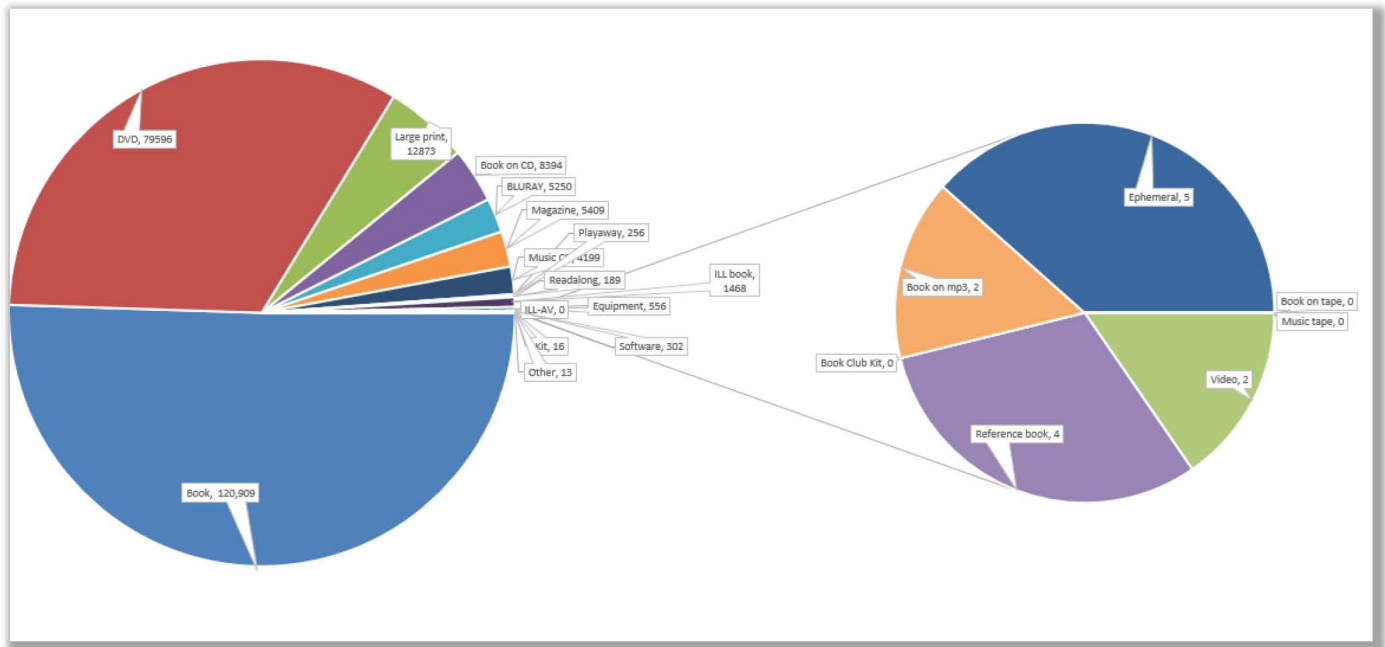
The Circulation Desk has been a hotbed of action this past month, with many patrons needing help with their accounts, having technical questions about eBooks and eAudiobooks, wanting to place holds and request items from outside of our system, and wanting to know where we hid that book whose author and title they can no longer remember. In addition, we have received many visiting tourists wanting to find the book sale, look for directions and suggestions around town, and access free Wi-Fi.

Many of our staff are manning public desks more than usual, always with a smile but also with a cost in stress and less time to work on their other projects.

In the meantime, our DVD repair machine has been repaired after a short hiatus, and volunteers and staff worked hard to catch up on DVD processing, which saves the Library time and money by rescuing some, but not all, of our much-used discs. Some of our older DVDs, manufactured in the early days, have lasted through 200 or more loans-- but newer DVDs are often made more cheaply, and will become scratched and unusable after only 50 or so loans, even if treated well.

We upgraded our barcode readers for the Self-Check machines, and although the new readers are more user-friendly and easier for patrons to use, they have highlighted an issue with our upstairs Self-Check, which Travis Reeves from IT is helping us resolve.

Annual reports for Oceanbooks' last fiscal year are almost complete. Below is a graphic illustrating Newport Library's annual total of 239,430 circulations by item type. Overall circulation appears to have dropped 5%, but this may be deceptive, because the last year the Library invested in thousands of dollars' worth of Hoopla electronic loans, which are not included in these statistics but which provide instant and free gratification to patrons, for reading/listening/watching on a smart phone or other device. These checkouts definitely impacted Library2Go and probably impacted physical item use in some way, and we hope to find a way to add them into our official statistics in the future.



Another interesting statistic from the annual reports: Last year Newport added 24% of print materials, 24% of audio materials, and 19% of video materials, but checked out 36%, 37%, and 32% respectively.

Technical Services

Katie Bowler, who manages Interlibrary Loan requests for items from Chinook Libraries (Waldport, Toledo, Siletz, OCCC) and from across the rest of the US outside of Lincoln and Tillamook Counties, will be attending a conference in Portland in September to share and learn best practices with colleagues from other libraries.

Cataloging and processing as quickly as possible continues to be a priority, in order to bring new in-demand items to the community. Some anticipated items have dozens of patrons waiting eagerly for them before they are even released. However, other important technical tasks, like inventorying the collection, removing and replacing worn out items and identifying and tracking lost and missing items have been slowed down or even stopped while we are short-staffed. The issue shows in crowded shelves, mis-shelved items, un-filled holds, and holes in the collection.

We have moved from a print based to a digital staff work calendar. We will be adding a large monitor in the staff area so people can view their schedules, make changes and much more.

Outreach

Adult Outreach staff continue to serve homebound patrons, residents of retirement and assisted living communities. Those patrons are participating in summer reading, and will be eligible for a drawing in mid-August. Besides bringing books, DVDs, and audiobooks to patrons, Outreach staff help people sign up for the Talking Books program through the State Library and help them select titles that will be sent to them. One resident is over 100 years old and enjoys listening to the audiobooks that are sent to her through this program.

On August 6, the library staffed a table at, National Night Out, which was held at the Armory and is hosted by the Newport Police Department. We had somewhere over 300 visits and had handouts, basic library information and activities for the children in attendance. A good time was had by all.

The library will be able to use Sierra remotely from outreach sites to sign patrons up for library cards and check items in and out. We will have a mobile hotspot and laptop with Sierra that will be designated for this purpose.

Volunteers

We added another 4 volunteers this month. One is a returning volunteer who will need little to no time to refresh on skills. Our team of adult volunteers is so dependable and flexible that we can often fill in the scheduling gaps when one volunteers goes away on vacation another steps in to substitute. Occasionally staff needs to step in and take time out of their busy schedules to reshelv books. When we are fully staffed again this will become easier to fit in.

Our volunteers are chipping away at their Safe Personnel training, provided by the city, which needs to be completed in October.



Our annual Volunteer Appreciation Lunch on August 1st was a great success. We celebrated a number of folks who have been with us for 5 years; Elizabeth MacDonald, Dennis Maring and Gail Willett. We have two people on our Foundation and Board who we also honored, Sue Fowler who has been with us for 10 years and Gretchen Havner who has been serving on the Board for 5 years. There was food, visiting and chatting, and good-natured merriment. For entertainment, the staff gave book recommendations with short synopsis of their chosen book. All of our volunteers received an embossed “Newport Library Volunteer” pen, a cube of sticky notes with this summer’s theme “A Universe of Stories” imprinted on it, and a sweet treat all as a well-deserved thank you for the 2,000 hours of service given in the last year. What a fantastic crew.

Respectfully,

Laura Kimberly



Date: August 5, 2019
To: Spencer R. Nebel, City Manager
From: Judy Mayhew, Recreation Superintendent
Subject: Parks & Recreation Monthly Report – July 2019

Aquatic Center – Kathy Cline

Group swim lessons – July lesson registration began July 10th, using our new CivicRec registration process. We did have a few customers that still needed help with the process, but overall it seemed to go smoothly. The lessons sold out this month, with a total of 52 students. Lessons run for two weeks, Monday, Wednesday, and Fridays from 5 to 7 pm.

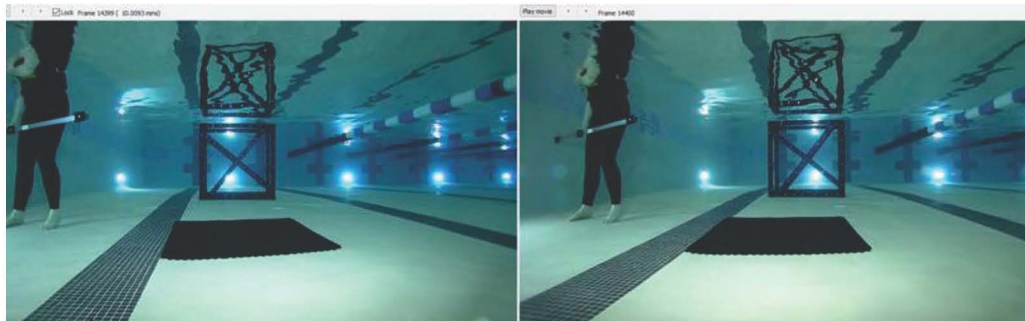
Private swim lessons for the month of July - we were averaging around 50 private swimming lessons a week, over 100 private lessons monthly. At \$32.00 an hour, this program is a good money maker for us. The instructor pay averages around \$15.00 an hour, and we do not add additional lifeguards over what we already have staffed for open swimming in the facility.

Jessie Calvin-Girard was offered and accepted the position of Lead Guard on 7-19-19. Jessie has been a Lifeguard with the Newport Aquatic Center since November 2017 and most recently a Lifeguard 2.

High attendance in the activity pool this month. We have seen a large number of visitors from out of town, and families enjoying the pool this month. Attendance has been high in the afternoons, with approximately 1500 swimmers for the month between 12 noon and 3pm, and approx. 750 swimmers for the month between 4 pm to 6 pm.

We had multiple lane rentals by NOAA this month. They were testing and calibrating their deep-water cameras, (very interesting to watch) and also conducting swim tests for their employees.

--Just for fun and information, here are the images that NOAA sent to me that were taken at our pool. Her explanation of what they are doing is below.



“FYI: above is a look at what our videos look like in your pool. There are two cameras side by side with overlapping views, which is called “stereo” video, the same technique they use to make 3D movies. We use stereo video so that we can take measurements of fish underwater but there is a lot of fine tuning that goes into it in order for it to work well and measure fish accurately (which we test using the black square and the bar I’m holding in the video). We have been having some trouble getting this to work properly in our newest system so I appreciate your continued accommodations at the pool and I am sorry I keep changing the schedule on you!” Thanks again, Kelly

60+ Activity Center – Peggy O’Callaghan

The 60+ Activity Center is excited to announce the addition of two new dance classes: 1] From Broadway to Ballroom, Hollywood to Bollywood, led by Bryn McCornack on Thursdays, July 11th – September 26th. 2] Sacred Circle Dance, a four-week class held July 31 – August 21, which allows everyone to feel safe, relax and discover the joy of dancing. Sacred Circle Dance is the use of dance in religious ceremonies and rituals.

Our annual Hot Diggety Dog celebration was held on Tuesday, July 16th, with 65 persons in attendance. Thank you to all the volunteers who made this fun event possible. Hot Diggety Dog is celebrated each year in conjunction with National Hot Dog Day.

On Mondays, July 8th through August 26th, the 60+ Activity Center is offering a free Matter of Balance wellness program to help older adults find new levels of confidence as they go about their daily lives, reducing their fear of falling and increasing activity levels.

The Band Past Forward held a jazz concert at the 60+ Activity Center on July 20th with 28 people in attendance.

There were three educational presentations held at the 60+ Activity Center in July. On July 11th, John Baker shared the history of Camp Adair, a WWII training camp located in the Corvallis area. On July 18th, The Samaritan Cancer Center Outreach Coordinator, Erin Dunn, shared about the importance of breast cancer screenings. Attorney General Ellen Rosenberg visited the Center on July 24th to present a “Scam Jam,” talking about how to avoid scams and frauds. There were a total of 77 persons involved in these presentations.

The 60+ Adventure Van saw a great deal of activity during July. The month began with 11 persons enjoying a trip to the Enchanted Forest in Turner on July 1st. The McKenzie Lavender Festival in Springfield was the destination July 12th. Eleven persons participated in this event. On July 16th, John Baker shared Camp Adair and Salem history as a van load of adventurers (11 persons) toured those areas. Another trip to Garibaldi was made on July 23rd as nine persons enjoyed the Garibaldi Train Trip, an annual highlight for our travelers. In addition to these trips, four hikes were taken. Destinations were: Nestucca Bay National Wildlife Refuge on July 6th, Gerdemann Botanic Preserve in Yachats on July 13th, Calloway Creek Loop in Corvallis, July 20th and Drift Creek Falls in Lincoln City on July 27th. A total of 29 persons went on the hikes.

Sports Division – Mike Cavanaugh

July 1: Finalized details of the partnership with Ardor Adventure Running Club for this year’s Buccaneer Rampage. The partnership was made to help with event promotion and race day activities.

July 8-12: Parkour Camp took place at Big Creek Park. There were 10 youth participants.

July 9-10: Adventure Paddle Camp #1 took place at Big Creek Reservoir. There were 5 youth that participated in learning the fundamentals of kayaking and standup paddleboarding. The camp had 5 youth participants. This camp was a partnership Ossies Surf Shop.

July 13-14: An adult slow-pitch softball tournament took place at Betty Wheeler Park. 12 teams participated. Teams came from Portland, Salem, Albany, Eugene, and the Oregon Coast.

July 15-19: Tennis Camp took place at Frank Wade Park's tennis courts. There were 18 youth that participated in learning the basics of tennis.

July 30-31: Adventure Paddle Camp #2 took place at Big Creek Reservoir. This camp had 6 youth participants. This camp was a partnership Ossies Surf Shop.

July 29-August 2: Archery Camp took place at the Lincoln County Fairgrounds. There were 26 youth that participated. This camp was a partnership Lincoln County 4-H.

July 29: Held a Coed Softball League coaches meeting. The coed league started playing games on July 30. There are seven teams registered. The coed league has 95+ adults playing in the league.

Recreation Center – Judy Mayhew

Chief Malloy presented emergency response training three separate times to ensure that everyone had a chance to participate. The Chief will also be presenting an active shooter drill sometime in the fall. The training was well received and we greatly appreciate the Chief's valuable time! We are currently working on our Active Shooter Plan to incorporate with our Emergency Action Plan.

A representative from CivicRec (our new software) spent two days working with staff to work out ongoing bugs and continue training. The visit was very worthwhile as we cleared up quite a few of the issues we had been having.

We are currently reviewing Control Desk applications to hire a replacement for Vicki Gburczyk who left us in June.

Ester Robles has been offering Mexican cooking classes which have been a hit with kids and adults! Ester will continue her classes through the summer.

The Summer Activity Club remains popular with an average of 45 kids per day attending. July field trips include the Bounce House in South Beach, Ona Beach for beachcombing and play in the creek, to the movies for Lion King, and blueberry picking in Siletz! The group usually walks to the Library on Wednesdays for the Literacy Park programs being offered by the Library.

This summer we are offering several art classes for kids and adults. Michael Cole, a local artist who has created murals and backdrops for the Newport Aquarium offered "Drawn by the Sea:" paintings focusing on the underwater experience. Lisa Hall is offering mixed media art classes for kids to explore various kinds of art and materials.

Brenda Luntzel's classes continue to be very popular, with 48 people attending her Stretch & Flex class, 28 people in her Aqua Interval Class, and consistent strong numbers in the other classes she presents throughout the week.

Christian Bailey was hired to replace Bill Johnson, who left in June. We are still short one Building Attendant, as Stu Wertman is out on leave.

Jenni Remillard, our Recreation Program Specialist has been working with the Mombetsu/Sister City group to set up fun and interesting activities while the group is here. Jenni will be taking the group on a tide-pool expedition, among other things.

Even with great summer weather, the Rec Center is still bustling, with about 17,576 people through the doors in July.

(photos: Ona Beach and water works at the Clubhouse)

