

Monthly Departmental Reports



May 2019

Newport Municipal Airport Monthly Department Head Report



Newport Municipal hosted the annual Kindergarten visit, it was a huge success. I would like to thank the Newport Police Department, Oregon State Police, Lincoln County Sheriffs, Newport Fire Department, Life Flight, airport staff and local pilot Ed K for their participation and making this a successful event. We hosted two groups roughly totaling 130 kids.

I was invited to present to the Sam Case STEM after school program. There were 35 kids ranging from k-5th graders. The presentation went very well. At the end a handful of the kids said when they are grown up they wanted to work in some part of the aviation industry.

Attended the May 14th budget committee meeting. The meeting went well and the budget committee had no further questions for the airport. I would like to thank the airport committee for your support. It is my pleasure working with you all; and serving the citizens of Newport, to make Newport Municipal Airport the greatest airport ever.

Rural air service – Grant was submitted for ARC review. Had a phone call with Brian M from Boutique Air to gather more information for the Department of Aviation regarding the ROAR grant and submitted. The ARC review was May 30, there was three applications that were reviewed Coos Bay, ORAVI, and Newport. All three will be sent on to the ODA Board for final decision in June. Coos Bay was the only application recommended for funding. One sticking point for the ARC for Newport's application was the amount of available local funding currently and for the future; and possible long term subsidy need for sustainability. During the June ODA board meeting I will have the opportunity for a five minute presentation and five minute Q and A. We know that moving forward with any type of air service will require some type of yearly funding and we may need to have that plan in place first before a grant can be awarded. One thing to consider moving forward will be switching from annual subsidy to revenue guarantee.

Provided an airport tour for Laura Kimberly, the City's new library director. It was a great tour and we had the opportunity to show her Newport from the Air. I would like to thank John Matherly for the flight. HB 2402 update. We were not successful this time around to get the Sunset lifted on HB 2402. ODA will try again in February during short session and then again in the fall if needed. There is still further discussions happening about wheatear or not there should be a tax increase along with lifting the sunset or if just lifting the sunset is adequate.

Had a meeting with the Safety Committee and Health group to tie up loose ends for the City's annual safety fair which was held on May 10th. The event was a great success and we had lots a vendor participation and City employee participation.

Attended meeting with Spencer and Barb to further go over the safety response to Payne West City Safety audit.

Had a phone conference with SHN and DEQ about the storm water pollution plan and 1200z permit. We have been working hard with DEQ and SHN to bring Newport's plan up to current DEQ permit standards. One item we are discussing with DEQ are discharge points for water sampling. DEQ has required seven locations to be sampled and we believe we have a strong case to only have four site sampled. The cost for the sampling kits and testing is a good sum of money. Also sent in the quarterly reporting to DEQ for storm water sampling.

Attended the City's emergency preparedness committee. Updates were given on Safe Haven Hill and OCCC Disaster Cache, City Hall Disaster Cache, 2019 emergency preparedness goals, Big Creek Dam evacuation table top drill, and fuel management table top drill.

Will be sending out the CPI letters in June to field tenants about the upcoming CPI increase on rent.

Tree management – Attended a project briefing with ESA. They have started with the field work portion of the environmental assessment for the tree management project for the airfield.

Fuel tank update – Mascot has official started the replacement of the bulk fuel storage for the airport. There has been one unforeseen with footings. Mascots engineer required the footings to be deeper than previously projected. Costing one extra day of dig time, staffing, and equipment.

Lowering Minimum – no update at this time. Last conversation with Ben Dalhe. He is swamped with other projects at this time but wants to move this on forward for further discussion. A few things the FAA will look at will be if this is on the ALP and in the master plan. That other thing for consideration is moving to a C-II runway. Staff has not heard anything further from FAA on this project. On a side note Ben wants to consider moving the AWOS project up by a year but has not been set in stone yet.

Fire Flow –No update at this time. Still working with Public Works and Seal rock water. Last info- New meter was installed and fire test was run in two location on the airfield. One at the FBO and one at the T-Hangars. Flow improved but did not hit target number. Further discussion will need to be had with Seal Rock and City Engineers. I have provided both reports.

Hertz – City Attorney Steve Rich has started making calls into Hertz to help get this issued resolved.

Had a meeting with Jeff Gillin Area Manager for Enterprise. Jeff will be submitting a proposal to have the airport rental car contract with Enterprise only. Nothing has been submitted as of this time.

Parking Lot – no update at this time. Mike Eastman was out looking at the parking lot for restriping. Mike thinks we can get additional 13-15 caring spots. Next Step will be in spring to do a mock layout. Step two is finial tweaking if needed for the lay out. Step three will be restriping potential in late spring early summer.

Was contacted by Ray LaRoche ZSE VSCS SS with the FAA. They will be moving offices and updating their phone numbers will impact Newport's GCO. We have contacted Bob Hilton the GCO provider to update the phone numbers once we have them.


Was contacted by Jennifer Beathe with Starker Forest requesting access through the airport to their property for the next five years. I have set up a meeting with Spencer, Steve, and Jennifer to further discuss access through the airport.

There was a homeless transient that entered the FBO at 2 am through an unsecured back FBO door. Life Flight caught him in the building and police responded. The transit was lodged in Lincoln County Jail for trespassing. Nothing was taken and there was no damage to anything in the building. The Transient told police he was looking for directions to Toledo.

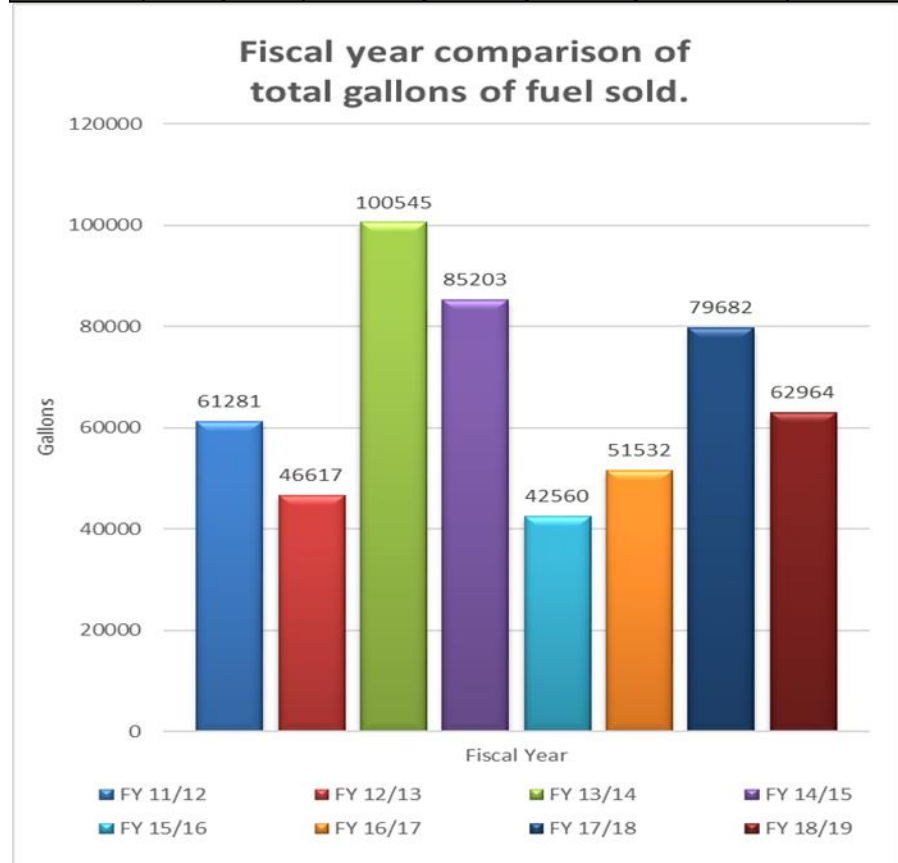
I was invited by Marquis be part of their Who's Who. Filled out attached application and sent in. Marquis then called me for a phone interview. I will provide the write up in the future for you to read.

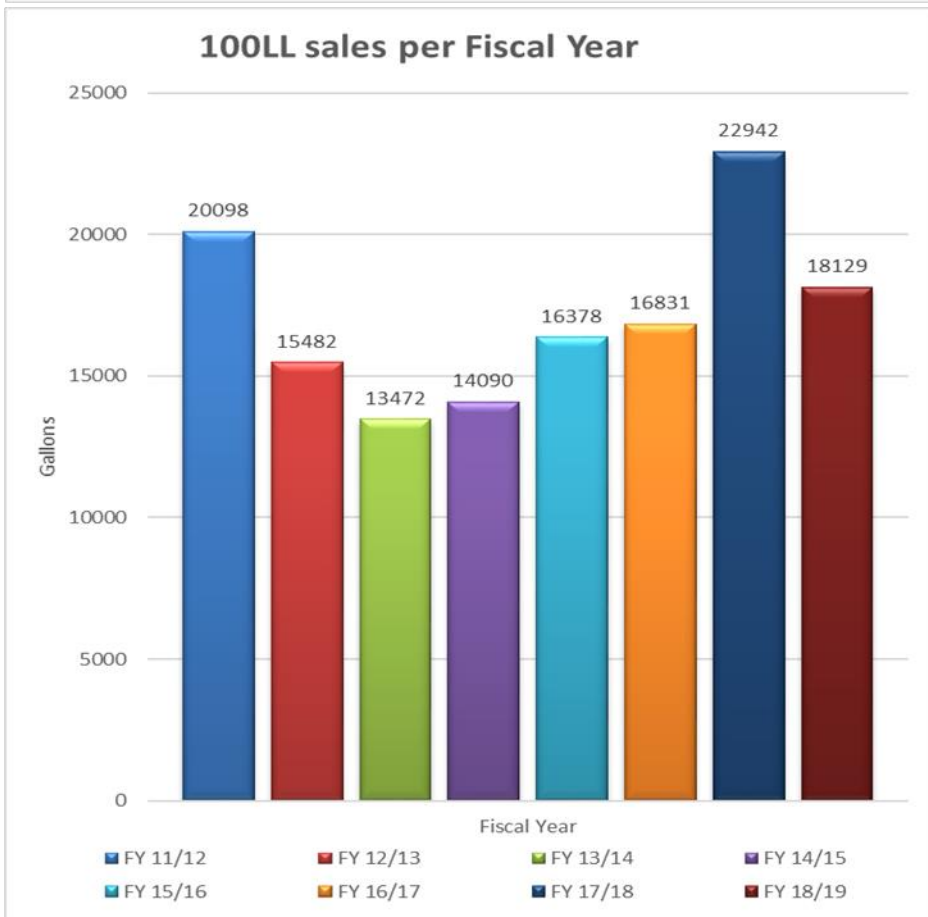
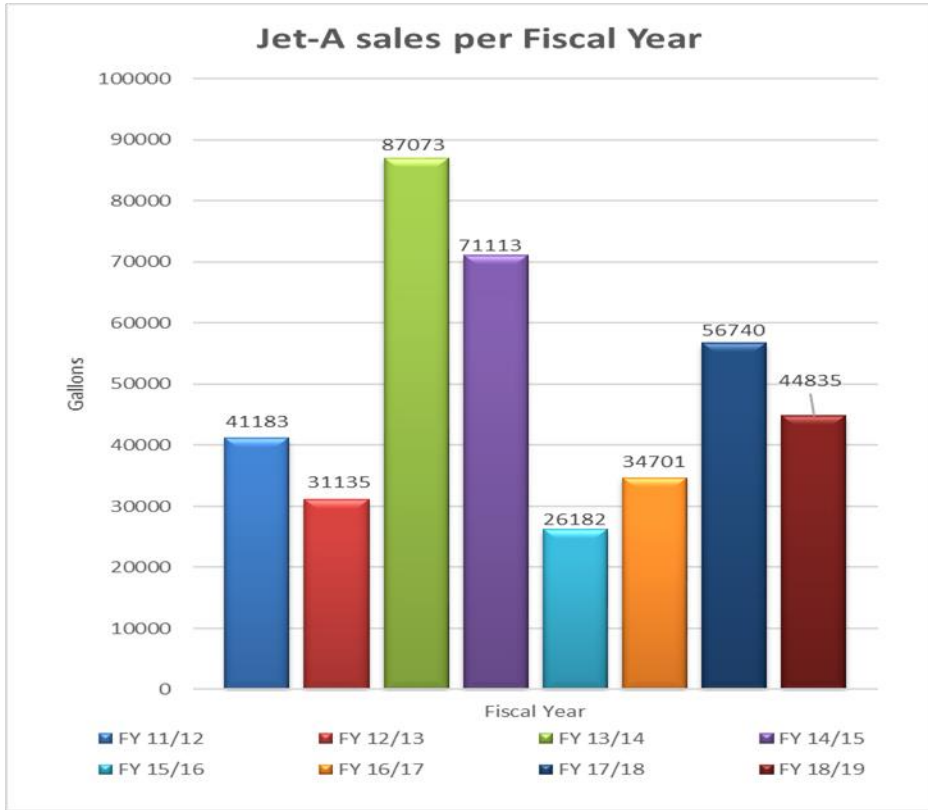
Following is how we finished the month of May 2019.

May 31, 2019



Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	399	410	809	7419	1055	3133	11607
Aug	335	332	667	7096	745	1332	9173
Sept	385	390	775	4462	1056	1194	6713
Oct	277	284	561	5355	527	893	6775
Nov	299	297	596	2713	153	1272	4137
Dec	208	214	422	1966	339	430	2735
Jan	354	360	714	2208	71	748	3026
Feb	217	225	442	3290	12	469	3771
Mar	408	405	813	4588	0	1892	6480
Apr	327	335	662	3550	35	1441	5027
May	273	269	542	2188	707	626	3521
Jun			0				0
Cur. FY	3482	3521	7003	44835	4701	13428	62964
FY 17/18	4008	4033	8041	56740	5579	17363	79682
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	3526	3475	7001	52698	5168	11759	69625



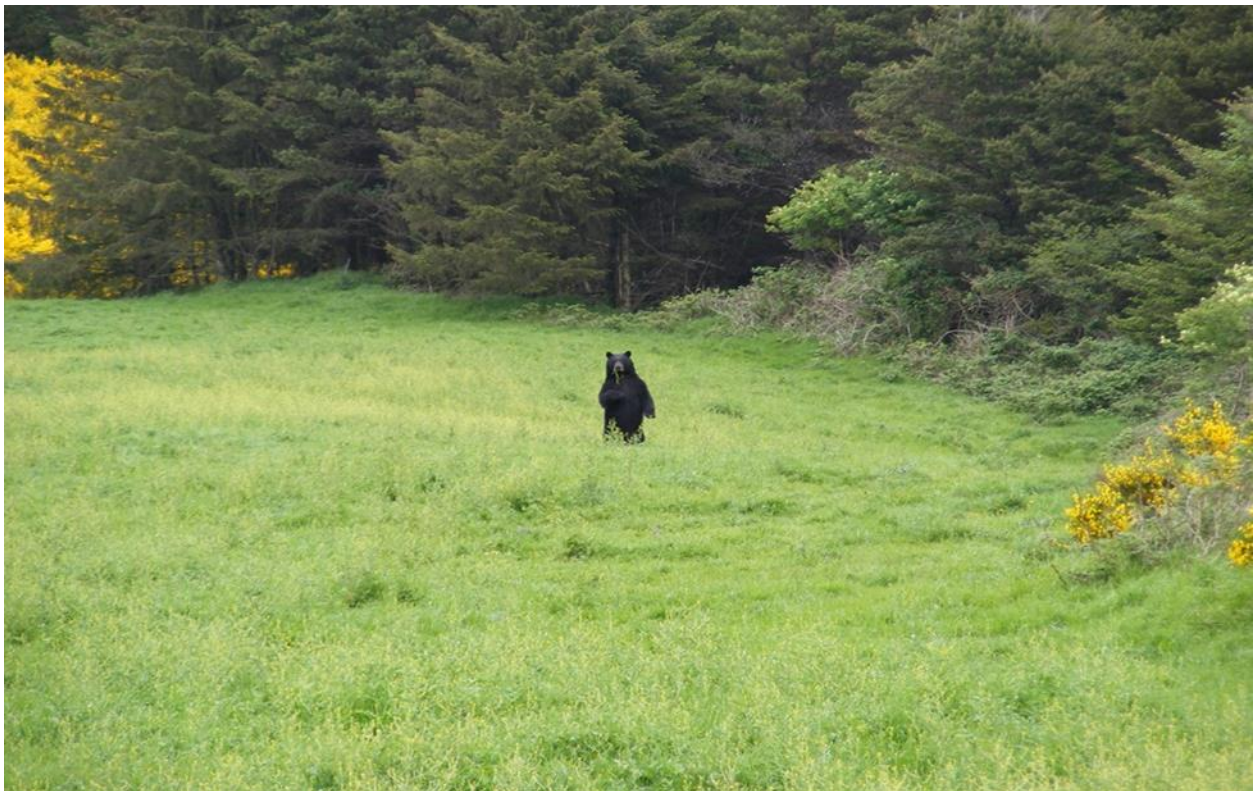


Rental Cars							
CY	2013	2014	2015	2016	2017	2018	2019
JAN	2	2	11	4	2	24	38
FEB	5	4	8	4	23	37	27
MAR	9	5	7	4	14	24	59
APR	4	5	10	7	25	35	49
MAY	14	9	8	4	24	40	59
JUN	9	12	28	8	28	36	
JUL	22	16	30	16	55	67	
AUG	24	3	25	10	53	55	
SEP	14	10	14	16	37	54	
OCT	8	5	13	9	22	39	
NOV	14	2	11	3	21	40	
DEC	1	1	4	7	25	25	
Total	126	74	169	92	329	476	232

Courtesy Cars Loaned Out								
	2012	2013	2014	2015	2016	2017	2018	2019
JAN	0	0	33	23	28	21	16	31
FEB	2	0	16	17	23	21	24	14
MAR	2	0	29	41	25	32	32	46
APR	2	0	28	36	42	26	32	40
MAY	9	0	29	20	45	51	39	37
JUN	14	0	19	43	48	37	54	
JUL	10	28	39	41	52	57	53	
AUG	0	27	19	38	43	45	35	
SEP	0	25	25	32	31	45	43	
OCT	0	35	12	22	14	41	34	
NOV	0	22	19	29	22	11	28	
DEC	0	8	10	16	17	17	11	
Total	39	145	278	358	390	404	401	168

I have included some pictures from May.

May 31, 2019









Date: June 4, 2019

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

From: Steve Baugher, Assistant Finance Director

Subject: May 2019 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On May 31, 2019, a total of 4,559 water/sewer accounts were billed for a combined amount due of \$734,508. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water drain fees, sewer quantity charges (if there is water consumption), and fire line charges for nonresidential accounts. For the Aging Report for May 31, 2019, \$648,250 is current, \$47,612 is past due from April billings, \$7,330 is past due from March billings, and \$99,259 is past due from February 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 May 31, 2019, Aging Report shows accounts receivables at \$99,760. This amount includes a Bed & Breakfast business debt of \$3,120 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 May 31st aging report is provided below for your information.

Billings:

Future and current	23,947	24.00%
Over 30 days	566	0.57%
Over 60 and 90 days	4,102	4.11%
Over 120 days	71,145	71.32%
	<u>99,760</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 May 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 \$16,570. 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 \$64,684, total \$35,076.

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 13.60%. We have the data through April of the 2018-19 fiscal year, the comparisons between it and the 2017-18 fiscal year, we show a decrease of 2.9298%.

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%	174,677	-31.0825%
March	256,345	266,903	278,869	300,083	7.6072%	291,320	-2.9202%
April	203,965	243,530	263,340	290,179	10.1918%	257,128	-11.3899%
May	262,296	274,872	316,757	393,688	24.2871%		0.0000%
June	338,008	381,796	409,197	444,774	8.6943%		0.0000%
Total	3,172,658	3,538,528	3,741,661	4,250,461	13.5982%	3,312,035	

Business licenses

On July 1, 2018, we billed 1,583 Newport business for their annual Business Licenses for a total amount of \$176,758. As the table shows below, there is a total accounts receivable of \$29,358 with \$14,356 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	1,032	3.52%
Over 30 days	8,060	27.45%
Over 60 days	5,910	20.13%
Over 90 days	14,356	48.90%
	<u>29,358</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 either July or August 2019.

2019-20 Budget

The Budget Committee met on May 21, 2019 and approved the 2019-20 budget. The City Council will meet on June 17, 2019, to adopt the 2019-20 budget and levy the property taxes. Also, on June 17th, the City Council will adopt the Urban Renewal Agency budget and set the incremental tax.

2018-19 Audit

Mike and Steve will be attending a pre-audit meeting in Salem on June 12, 2019. The interim audit has been scheduled for July 29th and 30th. The audit fieldwork is scheduled to start on October 21st.

New Utility Rate Structure Implementation

The new stormwater fee implementation is in progress with implementation planned for the July 2019 billings.

2019 Water Borrowing

Finance is working with Piper Jaffray, the City’s investment advisor, on a \$4.55 million water borrowing.



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

June 4, 2019

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

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

In the month of May, we had 219 calls for service. Compared to April in which we had 191 calls. This is a 14.66% increase from last month. In May of 2018, we had 185 calls (this is a 18.38% increase from last year!). Year-to-date we have responded to 1012 calls in 2019. This is a 14.87% increase from 2018. We responded to 881 calls at this time last year. There were 5 calls of note in May.

The first call was to investigate an incendiary device that had burned the front of a garage door on SE 116th Street in South Beach. This occurred on May 4. This case is still under investigation. The second call was a motor vehicle crash with entrapment that occurred on May 16. This occurred on South Coast Highway at SE 98th Street. The third call of note was an apartment fire on NE 60th Street. Due to issues with the County radio issues resulting in poor radio reception, at least 5 NFD personnel did not receive the call out for this fire. This issue is being worked on by Lincoln County. Fortunately, thanks to our mutual aid partners, we received assistance from several of our neighboring agencies. The fire damaged 1 unit and three other units received some water damage. There was one person transported to SPCH for evaluation. The cause of the fire is still under investigation.

The next call of note occurred on May 23. NFD responded to a manufactured home fire on SE 116th Street in South Beach. The older doublewide home suffered fire damage to the kitchen and living room. All three occupants were able to escape through a bedroom window. Two of the occupants were transported to SPCH for smoke inhalation and minor burns. The cause of the fire was determined to be accidental. This fire was not related to the earlier incident on SE 116th Street. The last call of note occurred on May 29. This was a fatal motor vehicle crash that happened on South Coast Highway near SE 145th Street in South Beach. Both NFD and Seal Rock Fire District responded. The vehicle started to catch fire, but fire extinguishers helped keep the fire at bay until an engine could arrive. Once the fire was extinguished, the victim was extricated with hydraulic rescue tools. Later, in the ambulance, the victim was pronounced deceased.

In May, we welcomed a returning volunteer, one new volunteer and one new cadet. Our roster now stands at 32 volunteers.

The Fire Department was active in the month of May. I started off the month at the Oregon Fire Chief's Conference for the first week of May. The conference was very informative. On May 6, I attended a regular Department Head meeting. On the seventh, we interviewed a new cadet firefighter and his mom. In the afternoon, I gave a tour of the station to the new library director, Laura Kimberly. On the 9th, I attended the State Fire Defense Board Meeting in Eugene. There we voted on a new state mobilization plan and discussed the outlook for this summer's wildfire season. The predictions are for a hotter and drier fire season for western Oregon, especially the NW corner of the state. This includes Lincoln County. In the evening, I attended the regular meeting of the Rural Fire District. They passed their proposed budget for FY-19/20. It will be adopted at their June Meeting. On the 10th, EPC Martinez and I got a tour of the Road system for EE NW. We focused on emergency access and alternative travel routes. On May 13, EPC Martinez and I attended the monthly meeting of the SHH/OCCC Disaster Cache Work Group. In the afternoon, EA Stover and I met with Finance staff to go over P-Card administration. On the 14th, I met with the City Manager. Then AC Harvey and I met with our

volunteer photographer Vern Bartley. He is leading our Department's new UAV (or drone) program. We were discussing our next steps. A group has been formed and they are beginning the process of applying to the FAA for a COA (Certificate of Authorization). This gives the authority for a public safety agency to operate a UAV program. In the afternoon, I attended the homelessness task force.

On May 15, EPC Martinez attended a regular meeting of the City Emergency Preparedness Committee. On the 16th, I BBQ'd hamburgers and hotdogs at the PAC for the City Safety Fair. It was a well-attended event. On the 18th, we hosted the annual EMS BBQ sponsored by Pacific West Ambulance. About 70 people showed up for the event. On May 20, I attended a department head meeting. On the 22nd, I listened in on a conference call regarding the ongoing issues regarding County's radio system. On the 23rd, I hosted the City radio show. On the 28th, I held a hearing with the union regarding a grievance they filed. Later, I met with the City Manager. On the 30th, I attended the annual Lincoln County Wildland Fire tabletop exercise. This year, the scenario was a fire that started just east of Toledo and was spreading toward Toledo HS and Grade School. Also, directly in the path was the main Bonneville Power feed that supplies power to Central Lincoln PUD for the entire central coast. A fire near this facility would cause an automatic shut down and it can only be turned back on manually at the site. This was a real eye opener for all of us. It highlighted the importance of cooperation with supporting agencies like PUD during wildland fire events. In the afternoon I chaired the Fire Defense Board Meeting.

Fire Prevention

Alarm System Test	1
Annual Inspections	15
Plan Reviews	8
Re-inspections	25
Vacation Rental Inspections	8
<u>Total Monthly</u>	<u>57</u>

Community Outreach

Lt. Giles assisted with 7 car seat fittings/education and in partnership with SPCH Foundation, gave 3 car seats out. They also trained 5 new staff members at HDS Children and Family Services, with their specific seats. Total time this month was about 8 hrs.

Upcoming Activities

We have many activities planned for the month of June. FPO Ragan and I met with other city staff to go over changes to the City's VRD ordinance. We discussed changes in inspection procedures. Also this month, we will be receiving most of our disaster supplies for the City Hall disaster cache. We are also getting ready for wildland fire season. We are currently outfitting our new LMTV vehicle. We are calling this a heavy brush engine (type III Engine). It will have a pump, tank and compartments for tools. This week, I am also evaluating closing backyard burn season early. Due to the dry conditions and lack of significant moisture, conditions are much dryer than normal for this time of year. I will make my decision at the end of this week.

Training Report

Past month training subjects:

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

- Apparatus Familiarization
- Ladders
- Wildland Firefighting Refresher
- EMS, CO Poisoning
- Hydrant Hookups and Water Supply

Past month drill hours:

During the month of May, 251.25 hours of training were documented. Of the 251.25 hours of training in May, the paid staff logged 117.75 hours and the volunteers logged 133.5 hours. Year to date Newport Fire personnel, volunteer and staff combined, have documented 1655.25 hours of training.

Monthly highlights and special considerations:

During the month of May Newport Fire Department has begun organizing and started training for our UAS program. Newport Fire Department had one person attend and complete a Nation Fire Academy course for Command & Control of Incident Operations during the month of May.

**Emergency Preparedness Monthly Report
May 2019**

Emergency Preparedness Activities:

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

- Participated in monthly Oregon Emergency Managers Conference Call
- Participated on Oregon Emergency Managers Association planning Conference Call
- Hosted Listos Monthly meeting
- Hosted Emergency Preparedness Committee meeting
- Participated in Homeland Security and Oregon Emergency Management Grant Review
- Attended Safe Haven Hill and Oregon Coast Community College meeting
- Met with staff at South Beach Church regarding emergency preparedness
- Met with Recreation Center staff to prepare for upcoming evacuation drills

Monthly Highlights and Special Considerations:

- Continued outreach for LISTOs program, which provides emergency preparedness training in Spanish
- Likes on Newport Oregon Emergency Management Facebook 1257
- Attended CERT and Listos Conference in California
- Participated in Newport Loyalty Parade
- Presentation at Pacific Shores Emergency Preparedness
- Presented Cub Scouts with go-bags
- Participated in Lincoln County Fuel Management Table Top at OCCC
- Participated in back road tour with Wilder staff, OCCC staff, Chief Murphy and Andrew Grant
- Hosted Emergency Preparedness booth at Newport Farmers Market
- Presented Emergency Preparedness training to residents at Big Creek Point Senior Living Center
- Presented Emergency Preparedness training to Embarcadero Resort Staff
- Participated in City of Newport Health & Safety Fair at the PAC
- Interviewed by OSU on emergency management

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report May 2019

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	22	2			
AUTOMATIC ALARMS:	7	0	BURN PERMITS:	41	13
MEDICAL CALLS:	142	6	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	10	2	FIREWORKS DISPLAY:	0	0
RESCUE:	2	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	4	1	TOTAL INSPECTIONS:	23	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	25	
PUBLIC SERVICE:	17	0	PLAN REVIEWS:	8	
HAZARDOUS CONDITION:	4	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	1	0
BOATS:	0	0	PUBLIC BUILDINGS:	8	0
HOSPITAL/CARE CENTER:	3	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	1	0	RESIDENTIAL:	5	1
LABORATORIES:	0	0	RESTAURANT:	0	0
LAUNDRAMATS:	0	0	SCHOOLS:	0	0
LAUNDRIES:	0	0	SERVICE STATION:	0	0
MANUFACTURING:	0	0	STORAGE:	0	0
MARINA:	1	0	STORES:	0	0
MISCELLANEOUS:	2	0	TAVERNS:	0	0
MOTOR VEHICLES:	1	0	TRAILERS:	0	0
NATURAL COVER:	7	1	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT

City Report May 2019

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	2	0	HEATING APPLICANCE:	0	0
CARELESS SMOKING:	1	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	1	0
CLEARANCE:	0	0	MISTAKEN ALARM:	2	0
ELECTRICAL:	0	0	OPEN FIRES:	4	0
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	1	0
FALSE ALARM:	13	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	5	2
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 MAY 2019

RECRUITMENT AND STAFFING

New Hires/Promotions	5/23/19 Patricia Riley	Records Clerk
	5/20/19 Angie Gibson	Lifeguard/Instructor

Separations None

Interim Changes None

Retirements None

Recruitments by Department

Police

Records Clerk Filled

Reserve Police Officer – volunteer positions Posted

Community Service Officer Posted

Public Works

Engineering Tech I Interviews conducted

Utility Worker I – Traffic Control Specialist on hold

Public Works Operations Superintendent Applications being reviewed

City Managers Office

Landscape Specialist Filled

Safety Officer 2nd Interview being conducted

Library

Library Specialist II on hold

Librarian I on hold

Parks and Recreation

Recreation Leader Posted

Recreation Leader (Seasonal) Posted

Building Attendant Posted

Control Desk	Posted
Lifeguard/Instructor	Posted
Lead Lifeguard	Posted
Fire	
Firefighter	Posted
Community Development	
Building Official Trainee	Posted

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 Competence Initiative

SPECIAL PROJECTS – COMPLETED

Wellness Event for May – Safety and Health Fair 2019

2019 Rollout SafePersonnel Training



Memo

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

Administration

During the Library Director's second month, she attended a City Council meeting, attended a variety of meetings with staff, submitted a membership application to the Rotary Club of Newport, connected with the first Wednesday Samaritan Librarian lunch group and entered the race for vice chair of the Public Library Division (PLD) board for the Oregon Library Association.

The Library Director will be attending the 2019 Oregon Library Association's Leadership Institute (LIOLA) from Tuesday, June 18-Friday, June 21 at The Village Green Resort in Cottage Grove, Oregon. LIOLA 2019 is designed to help develop leadership skills and confidence, as well as better self-awareness and understanding of the competencies of effective leaders. As part of the LIOLA experience, the Library Director will also gain a network of like-minded leaders dedicated to the success of Oregon libraries and the communities they serve.

On May 13, the Library Director was invited by the Library Support and Development Services Division to visit the State Library of Oregon. During the visit, the Library Director was able to meet the new State Librarian, Library Support and Development Services staff, and Talking Book and Braille Library staff. There was also a tour of the State Library, time to ask state library staff questions and learn more about the services that are offered.

On May 17, the State Library of Oregon held a LearningExpress Library hands-on workshop at the Oregon Coast Community College. Katie Bowler and Laura Kimberly attended this two hour, free training session. LearningExpress Library is a free and easy to use online learning platform with a variety of skill-building and job search tools. We were able to learn how to make the most of this great resource.



On May 20, the Library Director met with members of the Public Library Division of OLA to continue the revisioning of the Oregon Public Library Standards.

On May 21, the Library Director attended CIS Spring Supervisor Training at the Agate Beach Best Western. CIS holds these sessions for policy makers, managers, department heads, and supervisors each year. This year their theme was "Respect". The training was conducted by Sharon Harris and Tamara Jones of CIS.

Centennial Celebration

The Newport Public Library is kicking off celebrations of its 100th year during September. The celebration will kick off on Saturday, September 14 with a "Newport Library Centennial Celebration" at the Newport Library and Literacy Park. Activities include history displays, a Geocache scavenger hunt, live music, face painting, library tours and much more.

Libros for Oregon

Libros for Oregon (LfO for short) began in July of 2016 as a two-year Library Services and Technology Act (LSTA) funded a project entitled "Libros for Oregon: Collections Connect Communities." In July 2018, Libros for Oregon became a subcommittee of Oregon Library Association. The goal of the project is to increase access to high-quality Spanish language books for the users of Oregon libraries, particularly smaller, rural libraries, by helping more libraries take advantage of the resources of the Guadalajara Book Fair (or FIL), the largest Spanish-language book fair in the world. The Guadalajara Book Fair takes place from November 30-December 8, 2019.

The Newport Public Library applied to participate in this year and was selected for this year's Libros for Oregon cohort. We would like to participate and send Linda Annable and Laura Kimberly to the Guadalajara Book Festival through the ALA-FIL Free Pass program. This program provides participating ALA members with 6 nights if you share a room with a colleague who is also part of the program, 6 continental breakfasts, FIL Registration courtesy of FIL and \$100 toward the cost of airfare courtesy of ALA. The additional airfare costs would need to be covered.

Wee Engineering

The Oregon Coast STEM Hub (OCSH) is partnering with the Newport Library to provide a Wee Engineering professional development program for early childhood teachers beginning August 2019. The Newport Library will serve as a STEM Hub community space for the Wee Engineering professional development program. STEM is an acronym for the fields of science, technology, engineering and math; *STEM education is an interdisciplinary approach to learning.*

The Boston Museum of Science will facilitate the kick-off event for Early STEM Professional Development held on August 3, 2019 at the Newport Library. This opportunity will be followed by two additional teacher workshops in November and March, also held at the Newport Library. Four Wee Engineering kits will be purchased by the OCSH and housed in the Lincoln County STEM Resource Trailer, available for checkout to Head Start, public and private pre-schools, and daycare providers. Educators will receive ongoing support through an online Community of Practice using ZOOM Video Conferencing. Project evaluation will include the number of educators trained, number of children reached, impact on educators' confidence and proficiency in facilitating STEM learning experiences, and changes in STEM programming opportunities for children at participating early learning settings.

This project's ultimate goal is to provide STEM professional development for early learner educators that helps them increase the amount of STEM instruction they provide, in turn providing pre-K children in coastal Lincoln County with more STEM learning opportunities and the support needed to imagine themselves in STEM careers as they move through K-12 education.

United Way of Benton and Lincoln Counties

On May 30, Blake Pang from the United Way of Benton and Lincoln Counties met with the district library directors and Lincoln County Library Director to discuss the Dolly Parton Imagination Library. We learned that Lincoln County has exceeded expected signups for the program with a total of 717 children between the ages of 0 and 5 signed up. We also learned that the project has received funding from the Lincoln County Early Learning Hub and funds for promoting the program from Oregon State Credit Union. There is enough funding available currently that we anticipate none of the libraries will need to provide funding for the upcoming year. We also will be planning "graduation" ceremonies for those children aging out of the program at the local libraries. Blake provided us with lots of information and explained that United Way is the fiscal agent for the project.

Young Adult and Children's Services



This year's Summer Reading theme is "A Universe of Stories!" Our Summer Reading Clubs are a great way to connect with other readers and earn rewards by reading what you want at your own pace. We'll have some great programs, too, for all ages! The Children's Services Department has been laboring to prepare all of the sign up information, reading logs, raffle tickets, PR and displays for the 2019 Summer Reading Program. Sign-ups began June 1st, and already we see terrific enthusiasm for reading and the library.

The Children's Services Department has wrapped up another year of Bilingual Storytime. The year ended with a dance party and treats and promises to return once again in the fall for another year of connections through shared stories, experiences, crafts and friendships. Not only do the children gain social skills, listening skills and use their fine motor skills during craft time, their Spanish-speaking parents are learning and practicing their English skills and finding social connections and support in our tight knit community.

ToddlerTime, for ages 0-3, continues on Tuesdays and Thursday for the summer. Preschool Storytime, for ages 4-6, on Wednesdays and Fridays will also continue through the summer months. In all, including our weekly Summer Reading Program family and community programming which begins on June 19, we will be hosting five children's programs per week.

We now have two "Trail Tales" posted in the community. We use the library property to set-up one story and the second story will be found along the Ocean to Bay Trail starting at the Big Creek Park area. Walkers, hikers, runners, and bikers of all ages will encounter a children's picture book displayed page-by-page, affixed to posts, as they meander along the path. This is our fourth year of providing an outdoor reading experience for our community and visitors alike. Last year we had at least 500 visitors to our Trail Tales over the course of the summer. We expect to increase our numbers once again.

Adult Services

Literary Arts of Portland brought three Oregon Book Award-winning authors to the library in May. Each author read from her work, and all were available for questions and book signings.

Two Adult Services librarians represented the library at Know Your Newport, promoting summer reading programs and the library's downloadable eBooks and audiobooks. In total, the library hosted six adult programs reaching 156 people.

The IT Department installed one updated public computer at the library, for the purpose of testing it and eventually updating all public computers, since Internet Explorer is no longer supported and many websites are incompatible with it. Staff are testing it and reporting any concerns back to IT staff. The library will be adding Mango Languages to its selection of databases. Mango provides lessons on dozens of languages, and can be useful to our growing community of non-English speakers, as well as open opportunities to English speakers.

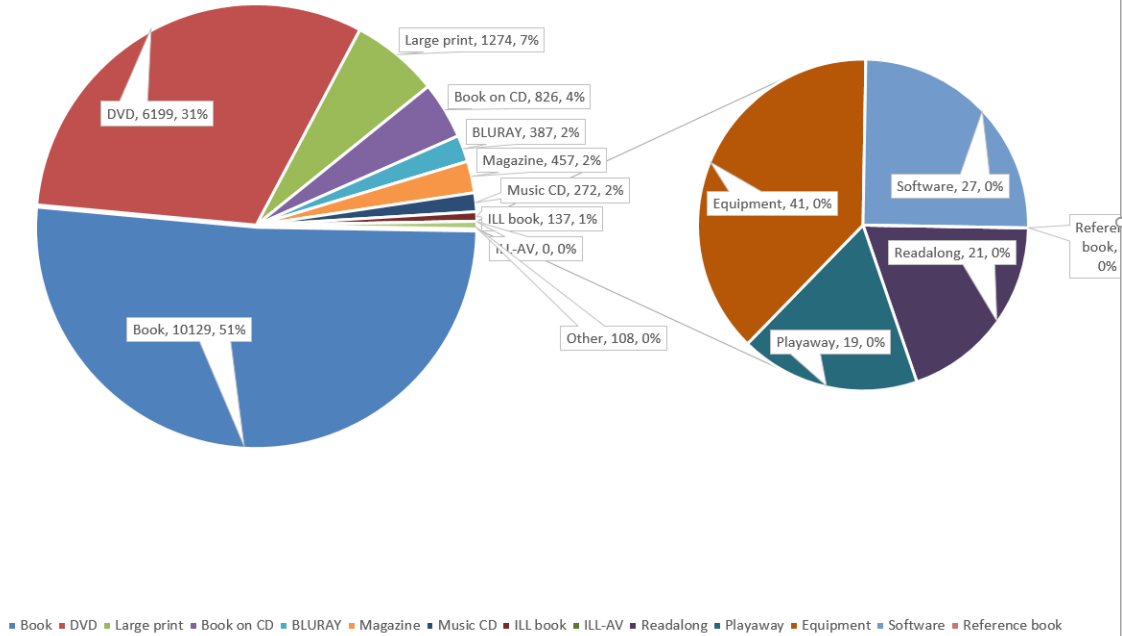
Thirteen themed baskets for Adult Summer Reading were assembled, and drawings will begin on June 14.

Circulation

The circulation desk was a busy place this month, circulating over 21,000 items and accepting over 100 new patron applications. Self-check machines were updated with a different kind of card-reader for greater ease of use, which has been very successful. Patrons continue to warmly welcome the new Director and our other "newbie" Chelsey Comstock, who is doing a great job on Circulation, Reference, and at her myriad other tasks.



Newport Library: Circulation by Item Type



Technical Services

Thanks to former assistant director and current Barrett temp Kay Eldon, new library items are reaching the shelves in a timely manner despite the temporary medical leave of our chief processor, who will return in mid-June. Kay Eldon is also lending a hand with Interlibrary Loan, another area where current labor shortages are affecting library services, and with covering Wednesday evenings and Saturdays.

Outreach

Residents of Big Creek, Oceanview and homebound patrons will all have the opportunity to participate in Adult Summer Reading this year. Outreach staff will have separate drawings for the people they serve to win prizes.

Volunteers

Not only do our volunteers perform all of the usual library tasks; shelving books and DVDs, processing our items that arrive on the courier van from our partnering libraries, mending torn and worn books, and laminating book covers, sometimes they help us create displays and broken chairs! Our fantastic pool of volunteers (23 adults who donated 179 hours in May alone) are ever vigilant in the care they take with the tasks they perform. They have become

master book menders, facile with our check-in software, are excellent when it comes to shelving books using the Dewey decimal system, and are willing to go the extra mile to provide the best service possible. They are a wonderful addition to the library family.

Respectfully,

Laura Kimberly