

Monthly Departmental Reports



March 2019

Newport Municipal Airport Monthly Department Head Report



Attended the North West Mountain region FAA conference in Renton, WA. It was a great conference opening remarks by David Suomi, Regional Administrator FAA talked about new entrants into the Nation Airspace System, UAS, Urban Air Mobility, Commercial Space, and Civil Supersonic Flight. Topics of discussions were Assure Center of Excellence by Dr. Julie A Adams, Associate Director of Research, CoRIS institute, Oregon State University. UAS by Mike DiPilato, Airport Research Specialist, covered Tech Center UAS research and Development Initiatives and on-airport applications. Elizabeth Soltys, Acting Division Manager UAS Security FAA- talked about counter UAS Federal Authorities, FAA C-UAS work at airports, and C-UAS legislative Airport Mandates. Air Traffic Today, presented by Clark Desing, Director Western Service Center, FAA Air Traffic Org. Noise, Challenges of PBN and NextGen. D. Kirk Schaffer, Airports Associate Administrator FAA Headquarters gave a presentation on the View from the Beltway. There were many other topics covered and please let me know if you would like any further detail on them.

Fuel tank update – The AV-gas tank is completed and the skids for the Jet tank are in paint then will be married with the tank. Project completion date will be before end of June 2019. Waiting on time line for demo and construction. On a positive note the Tank builder is local in Oregon and once the tanks are ready for transport it should not be more than a day to get them here. I am also waiting on to hear from Mascot on who they are going to have be the special inspection agency that is a requirement before the permit can be signed off on. I have also had a few request to move the Self-Service tank close to the Apron.

Rural air service – The ODA Board awarded three air service grants to K-falls, Medford, and Salem Chamber of Commerce. The ODA is anticipating the grant application from Newport in April. Boutique Air has submitted their safety plan and operations and business plan.

Cascadia Subduction Zone – I will be attending the DHS RAPP meeting at OSU extension in April. More update to follow.

Tree management – City Administration and Airport staff will be having a conference call with FAA on obstruction removal project off 34. Further discussion will need to be take place about the departure surface.

Lowering Minimum – Had an update from Ben that he has talked with Dave Parker, Western Flight Procedures Team and discuss this item. And will be giving me further update on the FAA progress for this.

Fire Flow— Update Seal Rock has suggested to replace the meter coming into the airport with a new model and same size. Seal Rock has found right across Highway 101 they are getting 2100 gpm. The Meter at ONP will be replaced in early April 2019. If the new meter does not solve the issue then there is more than likely a blockage in the system on the airport.

Hertz – Regional Hertz Office has expected the 18% agreement with the City and back pay of 18% to the time the first contract was signed by Spencer. This will have to go to the Hertz VP in Florida for final approval.

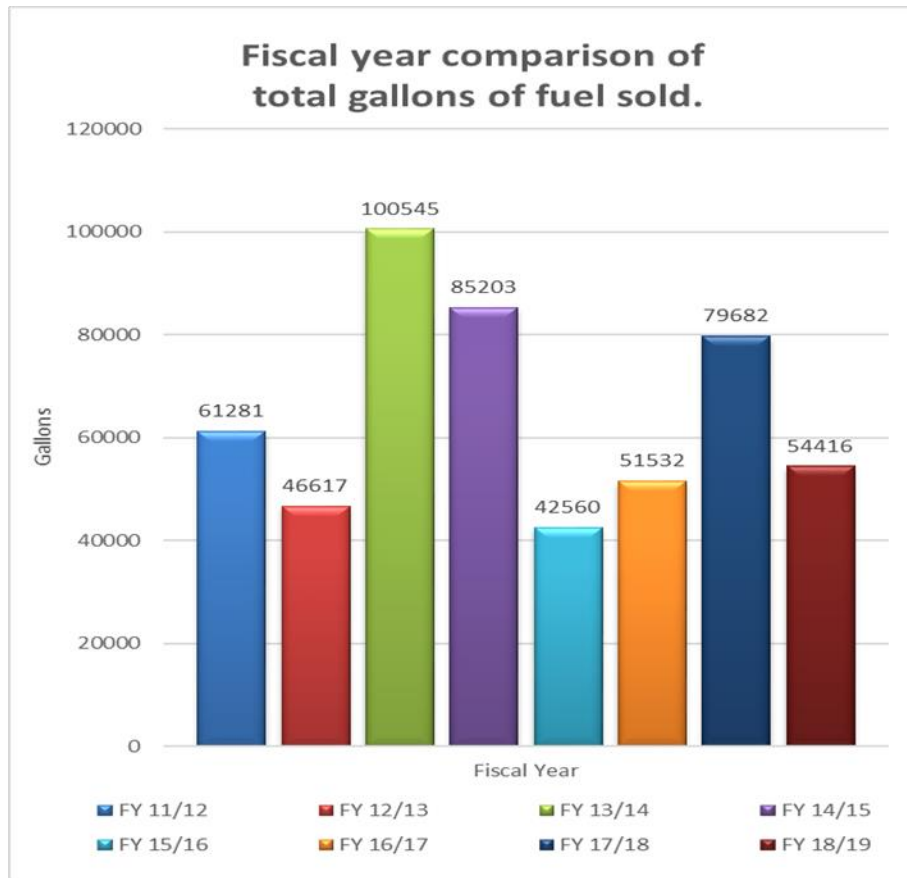
T-hangar 4 – we will be posting the rest of the property in this hangar in GOV Deals shortly.

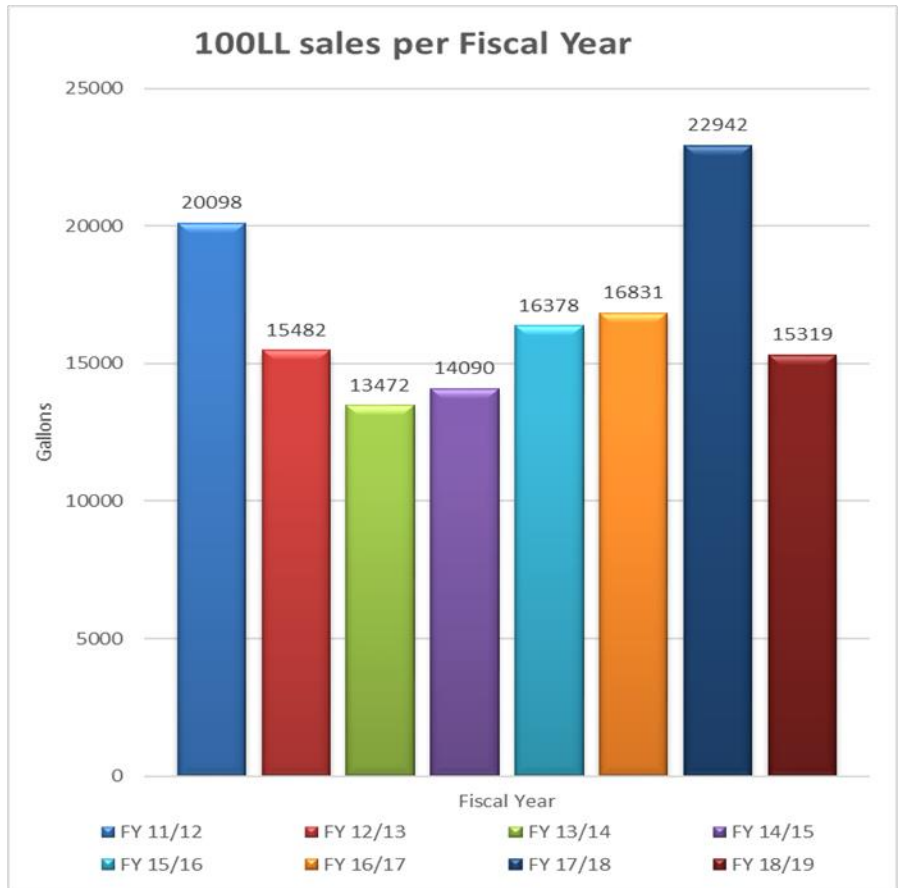
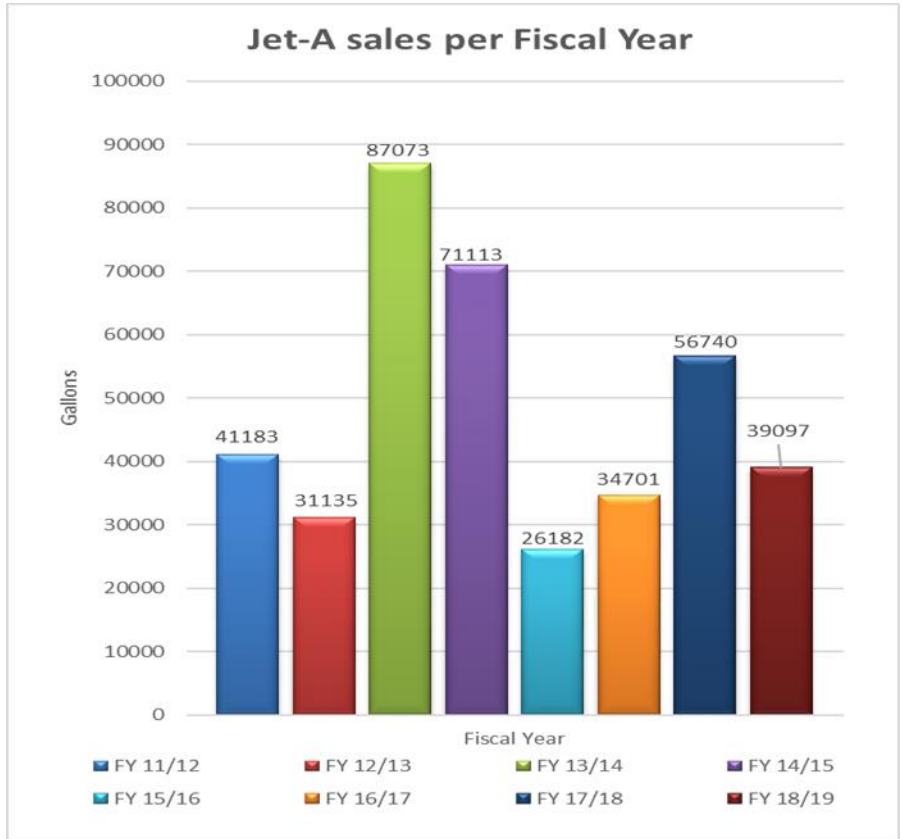
Parking Lot – no update at this time. Mike Eastman was out looking at the parking lot for restriping. Mike thinks we can get additional 13-15 caring spots. Next Step will be in spring to do a mock layout. Step two is final tweaking if needed for the lay out. Step three will be restriping potential in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

City Administration has put together a letter of support to be sent to the Oregon State House and Senate of lifting the sunset on house bill 2075 to continue the ASPA grant funding for Oregon Airport. I have attached a brief over provided by John Barsalou OAMA President about this topic.

Following is how we finished the month of March 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			0				0
May			0				0
Jun			0				0
Cur. FY	2882	2917	5799	39097	3958	11361	54416
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	
MAY	14	9	8	4	24	40	
JUN	9	12	28	8	28	36	
JUL	22	16	30	16	55	67	
AUG	24	3	25	10	53	55	
SEP	14	10	14	16	37	54	
OCT	8	5	13	9	22	39	
NOV	14	2	11	3	21	40	
DEC	1	1	4	7	25	25	
Total	126	74	169	92	329	476	124

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	
MAY	9	0	29	20	45	51	39	
JUN	14	0	19	43	48	37	54	
JUL	10	28	39	41	52	57	53	
AUG	0	27	19	38	43	45	35	
SEP	0	25	25	32	31	45	43	
OCT	0	35	12	22	14	41	34	
NOV	0	22	19	29	22	11	28	
DEC	0	8	10	16	17	17	11	
Total	39	145	278	358	390	404	401	91

I have included some pictures from March 2019

March 30, 2019





Life Flights "Great White Whale" EC-135



Cessna 140 & Challenger 300





Eclipse 200 & U.S. Army Blackhawks





Date: April 3, 2019

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

From: Steve Baugher, Assistant Finance Director

Subject: March 2019 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On March 31, 2019, a total of 4,542 water/sewer accounts were billed for a combined amount due of \$676,797. 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 March 31, 2019, \$524,183 is current, \$38,849 is past due from February billings, \$9,628 is past due from January billings, and \$102,908 is past due from December 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 March 31, 2019, Aging Report shows accounts receivables at \$151,886. This amount includes a Bed & Breakfast business debt of \$3,170 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 March 31st aging report is provided below for your information.

Billings:

Future and current	17,763	11.69%
Over 30 days	61,601	40.56%
Over 60 and 90 days	3,550	2.34%
Over 120 days	68,972	45.41%
	<u>151,886</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 March 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 \$14,149. 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 \$62,313, total \$89,573.

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 13.41%. We have the data through February of the 2018-19 fiscal year, the comparisons between it and the 2017-18 fiscal year, we show a decrease of 7.0674%.

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%	397,895	-14.7178%
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%	176,609	5.7172%
December	119,764	121,038	131,917	163,986	24.3100%	150,965	-7.9403%
January	139,630	135,107	125,038	162,767	30.1740%	169,702	4.2607%
February	197,011	217,381	202,269	253,458	25.3074%	134,776	-46.8251%
March	256,345	266,903	278,869	298,239	6.9459%		0.0000%
April	203,965	243,530	263,340	285,034	8.2380%		0.0000%
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	4,243,317	13.4073%	2,625,641	-7.0674%

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 \$31,488 with \$18,869 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	5,874	18.65%
Over 30 days	1,190	3.78%
Over 60 days	5,555	17.64%
Over 90 days	18,869	59.92%
	<u>31,488</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.

2019-20 Budget

Finance has started the 2019-20 budget process. Department heads have submitted estimates for the 2018-19 fiscal year and 2019-20 budget department requests. The City Manager is currently reviewing the budget requests.



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

April 9, 2019

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

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

In the month of March, we had 222 calls for service. Compared to February in which we had 192 calls. This is a 16.23% increase from last month. In March of 2018, we had 188 calls (this is a 18.09% increase from last year!). Year-to-date we have responded to 602 calls in 2019. This is an 11.28% increase from 2018. We responded to 541 calls at this time last year. There were 4 calls of note in March.

The first call was on March 14. Newport Fire Department responded to a Motor Home on fire at a campground on SE 123rd Street in South Beach. A 40 foot motor home had a fire that started behind the refrigerator and burned through the roof. Crews were able to extinguish the fire quickly. Later that night, NFD responded as mutual aid to Hwy 101 at Marsh Street, South of Seal Rock for a motor vehicle crash. NFD assisted Seal Rock Fire District with extrication of a victim. On March 19, after three days of warm, dry east winds, Toledo Fire Department had a 5 acre wildland fire break out near the 3.5 mile marker on Crystal Creek Loop. Numerous resources were called throughout the county to assist, including an engine and water tender from NFD. On March 22, NFD responded to an apartment fire at the 400 block of SE 35th Street. An end unit of a 5-unit complex was heavily involved in fire on the second and third stories. One victim had to be rescued from a third floor balcony. Engineer Bert Johnson and Captain Tracy Cole placed a ladder to the balcony, and after breaking out several deck railings, were able to help the victim down the ladder. The victim, who suffered some burns and smoke inhalation, was treated and transported to the hospital by ambulance. Later, they were transferred to Good Samaritan Regional Medical Center in Corvallis. The cause of this fire is under investigation.

In March, we two lost volunteers, and a seasonal volunteer returned. Our roster stands at 28 volunteers.

The Fire Department was active in the month of March. On the First, I attend the Council's goal setting session. On March 4, I attended a department head meeting and City Council in the evening. Our new Fire Prevention Officer, Mark Ragan was sworn in at the meeting. On the 8th, EPC Martinez and I supervised the delivery of a 40 foot Conex box for City Hall. This container, which was placed on the north side of City Hall, will be used to store disaster supplies to be used by city employees and their families. When full, there will be enough supplies for 300 people for 3 weeks. That afternoon, I helped with a work party at Safe Haven Hill. We filled 10 more water barrels at the disaster cache, bringing our total to 50 barrels of water. With help from the staffs of HMSC and OMSI, Camp Grey, we also inventoried and added 20 cases of emergency food bars. On the 11th, I interviewed a new Cadet firefighter. Cadets are high school students who are at least 16 years old. I also met with the City Manager and the Finance director to review the proposed Fire Department and Emergency Preparedness budgets for next fiscal year. In the afternoon, I attended a regular SHH/OCCC disaster cache working group meeting. On the 12th I met with the City Manager, and had a budget meeting with staff. On the 13th I met with Matt Thomas, Unit Forester for ODF, and Chief Mock from Siletz Valley Fire District. Together, we worked on an update to the County Mutual Aid Agreement. On the 14th, I attended a meeting of City Staff to go over proposed capital projects for next fiscal year. That evening, I attended the monthly Board meeting of the Rural Fire Board.

On March 18, I attended a regular department head meeting. In the evening, I attended City Council, where I had two agenda items. On the 19th, I attended a wrap up meeting of the Seafood and Wine Festival Committee. In the afternoon, I met with Spencer and Finance staff to go over our proposed budget. On the

Fire Department Report for the month of March, 2019

20th, Chief Harvey and I interviewed a new volunteer firefighter. On the 21st and 22nd, I attended a Chief's Roundtable held at DPSST in Salem. There were about 40 chiefs in attendance. We discussed a variety of topics. On the 25th, I attended a wrap up meeting with city staff to review capital projects for next fiscal year. On the 26th, I met with the City Manager in the morning. In the afternoon, I attended the Homelessness Task Force meeting in the afternoon. Starting on Wednesday, March 27 I will be on vacation until Monday, April 8. My wife and I bought a new house in South Beach. I am taking the time off to move and get settled into our new place.

Fire Prevention

Fire Inspections	27
Plan Reviews	4
Vacation Rental Inspections	16

Community Outreach- Lt. Giles, installed 4 child safety seats, and placed our digital picture display for a week at the Rec Center, and for 10 days at Sam Fit. This generated one person to apply as a volunteer!

Upcoming Activities

We have many activities planned for the month of April. During the first week of April, Chief Harvey will attend a meeting at City Hall to talk about fire suppression systems in city facilities. The second week of April, I will be attending EMS training to fulfill my required CE hours for my Paramedic license. In addition, that week, we will have our regular city emergency preparedness meeting and attend a meeting at the Port to look at their emergency preparedness activities. Chief Harvey and I will be attending supervisor training put on by the city on transgender issues. I will also meet with the City manager and the Rural Fire Board. At the end of the month, Chief Harvey and I will be attending the Spring Fire Chief's conference in Bend.

Training Report

Past month training subjects:

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

- Fire Classifications and Extinguishers/Extinguishment
- Ethics Training
- Shipboard Emergencies, NOAA ship Raineer
- EMS, Bleeding control & Airway Adjuncts

Past month drill hours:

During the month of March, 339.5 hours of training were documented. Of the 339.5 hours of training in March, the paid staff logged 196.25 hours and the volunteers logged 143.25 hours. For the first quarter, of calendar year 2019, Newport Fire Department has logged approximately 1163 hours of training by both paid staff and volunteers combined.

Monthly highlights and special considerations:

During the month of April, a fair amount of training hours continues for the purpose of EMS licensing renewal requirements. One member attended an S-330 Strike Team/Task Force Leader class, classroom portion. Newport Fire Department will be conducting Live Fire training utilizing the Flammable Liquid and Gas training props from DPSST on April 10.

Fire Department Report for the month of March, 2019

Emergency Preparedness

Emergency Preparedness Activities:

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

- Conference call, with Gracie Huerta to discuss March Listos training
- Attended CERT monthly Board of Directors & Training Meeting at Newport Library
- Participated in monthly Oregon Emergency Managers Conference Call
- Participated in Oregon Emergency Managers Association planning Conference Call
- Attended training at Oregon Emergency Management on COOP Software system
- Met with Michelle Hamrick from American Red Cross to plan Listos participation in smoke detector installation program
-

Monthly Highlights and Special Considerations:

- Received a 40' conex box at City Hall for Emergency Preparedness supplies and equipment
- Published first newsletter of Emergency Preparedness for City of Newport employees
- Continued outreach for LISTOs program, which provides emergency preparedness training in Spanish
- Hosted graduation for four LISTO students at Newport Fire Department
- Hosted 12 hour training on Emergency Preparedness for Latino Community at Newport Fire Department
- Hosted CPR in Spanish for 13 students at Newport Fire Department
- Participated in Newport Farmers Market
- Attended the Emergency Manager Academy at the National Emergency Training Center in Emmitsburg, Maryland. The training is from FEMA. I was on campus for 11 days and took three emergency management ICS courses.

Respectfully submitted,
Rob Murphy, Fire Chief

NEWPORT FIRE DEPARTMENT

City Report March 2019

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	20	1			
AUTOMATIC ALARMS:	6	0	BURN PERMITS:	0	0
MEDICAL CALLS:	167	4	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	8	1	FIREWORKS DISPLAY:	0	0
RESCUE:	3	0	IN SERVICES AND TOURS:	0	
MUTUAL AID RENDERED:	4	0	TOTAL INSPECTIONS:	0	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS:	0	
AVIATION STANDBY:	0		REINSPECTIONS:	0	
PUBLIC SERVICE:	6	0	PLAN REVIEWS:	0	
HAZARDOUS CONDITION:	2	0	CONSTRUCTION INSPECTIONS:	0	
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	0				

OCCUPANCIES of Fires and Automatic Alarms

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

NEWPORT FIRE DEPARTMENT

City Report March 2019

CAUSES of Fires and Automatic Alarms

	CITY	RURAL		CITY	RURAL
ALARM MALFUNCTION:	4	0	HEATING APPLIANCE:	3	0
CARELESS SMOKING:	0	0	INCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED MATERIALS:	0	0
CLEARANCE:	0	0	MISTAKEN ALARM:	1	0
ELECTRICAL:	3	0	OPEN FIRES:	5	1
ENGINE BACKFIRE:	0	0	REKINDLE:	0	0
EXPOSURE FIRE:	0	0	SCORCHED FOOD:	0	0
FALSE ALARM:	5	0	SPARKS:	0	0
FIREWORKS:	0	0	UNDETERMINED:	2	0
FLAMMABLE LIQUID:	0	0	WELDING/CUTTING:	1	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 MARCH 2019

RECRUITMENT AND STAFFING

New Hires/Promotions	3-4-19	Chelsey Comstock	Library Specialist II
	3-11-19	Tony Garbarino	Parking Enforcement Officer
	3-22-19	Hank Yolman	Utility Worker I – Water Distribution
	3-25-19	Chris Janigo	Senior Project Manager
	3-25-19	Stephanie Kerns	Environmental Compliance Specialist
	3-18-19	Vicki Cabral	Control Desk
Separations	3-29-18	Annette Serianni Crow	Lifeguard/Instructor
	3-28-19	Alice MacGougan	Supervising Librarian
	3-28-19	Daniel Chou	Recreation Leader
Interim Changes	None		
Retirements	None		

Recruitments by Department

Police

Records Clerk	Background
Parking Enforcement Officer	Filled

Public Works

Utility Worker I – Water Distribution	Filled
Engineering Tech I	Re-posted
Environmental Compliance Specialist	Filled
Landscape Specialist	Interviewing

Library

Library Director	Filled
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Parks and Recreation

Control Desk	Filled
Recreation Leader	Posted
Building Attendant	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

Fire Volunteer Rec. Passes

2019 Rollout SafePersonnel Training

SPECIAL PROJECTS – COMPLETED



Memo

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

Administration

Laura Kimberly was appointed as the Library Director starting on April 1, 2019. During the first week, she has attended a city council meeting, attended a variety of meetings with staff, attended a rotary meeting, connected with the first Wednesday Samaritan Librarian lunch group, and started getting to know the staff and community in Newport.

The interview process is underway for the 24 hour Library Specialist II position. The Librarian 1 position closes on Monday, April 8.

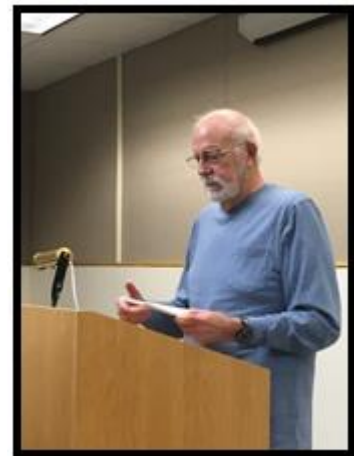
Adult Services

In March, we hosted 6 adult programs with 151 attending. These programs included a book release party by local author Theresa Wisner, a screening of the film, *The Worlds of Ursula Le Guin*, and a reading by Albany poet Doug Stone. Stone shared a new poem about local icon Rick Bartow, which elicited discussion by people in the audience who knew him.

At the Reference Desk, we have helped many people find and print the tax forms they need, and let them know where they can get their taxes prepared at no cost.

Youth Services

In March, we hosted 46 programs that focused on the youth in our community and serviced 1,223 total patrons. We served 425 young adults through visits to Newport Middle School,



Teen Third Thursday (where the teens made slime), Juvenile Detention outreach and the SpEd Volunteers from Newport High School. We served 240 school age children through kindergarten outreach and Wild Family Wednesday (where they also made slime). We served 533 babies to preschool age children through outreach, toddler time and story time.

Our second Wild Family Wednesday was a huge success with families making slime! We had 70 people attend and it was a ton of fun. Patrons have been very excited to have an event at the library that services elementary children during the school year.



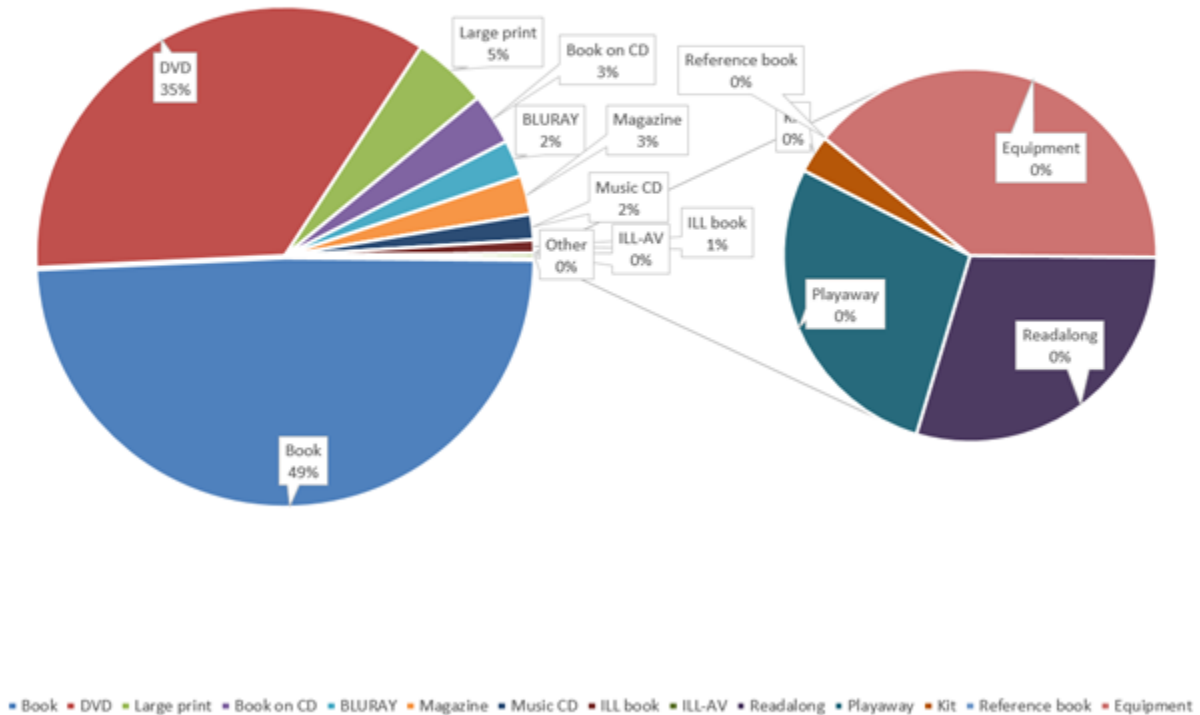
Circulation

Our second newest staff person, Chelsey Comstock, is a full-time Library Specialist II. She has just completed three weeks of training and is now flying independently at both Circulation and Reference, and doing really well with her big smile, friendly manner, careful work, and providing us with much needed evening and Saturday coverage.

We have just completed our “Long Overdues” process for items due during the last calendar year, 2018. We work on a three month delay, making a special appeal to patrons who have not responded to the automated overdue reminder or the automatically generated bills. These patrons receive a personal call when their items are about 3 months overdue. If they still do not return the items, they are sent a very stern letter reminding them that the non-return of library items is legally considered theft, which punishable by a steep fine. We keep careful track of how many items come back after receiving the personal phone calls and letters, and although we don’t know how many would come back anyway, the numbers are impressive. For Long Overdue items checked out in 2018, we recovered over \$13,000 worth of items over the course of the year.

Statistically speaking, we did almost exactly the same amount of business as we did this time last year, with a drop of less than one percent. March saw 22,195 transactions which includes checkouts, renewals, Library2Go, and paperback exchange items.

Newport Library: Circulation by Item Type



Technical Services

Cataloging eagerly awaits the arrival of our as-yet-unknown Librarian I hire, as does Interlibrary loan. Attaching and processing move steadily forward.

Volunteers

We are very sad to lose one of our long-time volunteer book-menders, Louise Webb, who recently passed away. She was a bright spot in the library for more than 20 years, and she will be deeply missed.

Richard Mitchell, another 20+ library volunteer, has left us to move to California and live closer to his children. He made his post-retirement mark on Newport volunteering with the Senior Center tax help program every year. We made Richard a cake and sent him off with City of Newport gear so he won't forget us!



Although we have many wonderful volunteers, there are currently openings for shelvers at the Library during certain shifts, and Volunteer Coordinator & Youth Department Supervisor Linda Annable is taking applications.

Respectfully,

Laura Kimberly

Mar-19

Newport Library Statistics Summary

	Month / CY	Month / PY	# Change	% Change								
Circulation	22,195	22,398	-203	-1%								
ILL												
In (Oceanbooks)	3,064											
Out (Oceanbooks)	2,243											
In (oclc)	175											
Out (oclc)	<u>58</u>											
Total	5,540	5,374	166	3%								
Reference												
Phone	244											
Person	<u>1,133</u>											
Total	1,377	1,596	-219	-14%								
Internet Use	0	2,324	-2,324	-100%								
Visitors	14,492	14,763	-271	-1.84%								
Wi-Fi	1,279	6,053	-4,774	-79%								
<table border="1"> <tbody> <tr> <td>Adult Programs:</td> <td>6</td> <td>Attendance:</td> <td>151</td> </tr> <tr> <td>Juvenile Programs:</td> <td>45</td> <td>Attendance:</td> <td>1211</td> </tr> </tbody> </table>					Adult Programs:	6	Attendance:	151	Juvenile Programs:	45	Attendance:	1211
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Memo

To: Spencer Nebel, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: April 3, 2019
Re: Department Update – March 2019

Recreation Center

- We re-worked a tired program and are now having date nights on the first Friday of the month. The “First Friday Date Night” was a great success with 15 kids enjoying pizza and a movie. We are getting set for the next one on April 5.
- We have filled the open Control Desk position that was vacated with the departure of Jennifer Villeneuve. We welcome Vicki Gburczyk to the Parks and Recreation Department.
- World champion dancer TEHANI joined our line-up of instructors, offering Belly Dance and World Dance classes for our patrons.
- Spring Break was March 25-29, and our School’s Out program was busy throughout the week with an average of 25 kids attending from 7:45am to 5:30pm.
- March saw approximately 18,785 people through our doors.

Sports Programs

- Youth basketball seasons ended. 17 Newport teams, with 175+ youth, participated in the county league. The league covered 1st-6th grade.
- Middle School boys’ basketball season has ended. This program participated in school conference play against schools in the valley. We had 31 girls and 38 boys participate this year.
- Middle School Track & Field started. Sixty-three athletes are participating this season. The first meet is on April 4.

- Met with instructors to plan for Summer Camp programs. Wilderness Survival Camps, Tennis Camp, Archery Camp, Basketball Camp, Parkour Camp, Fishing Camp & Paddle Camp have agreed to return this summer.
- Three new camps are being planned for this summer. We're hoping to add a Mountain Bike Camp by partnering with Bike Newport, a Little Ninja Parkour Camp, and a Dance Camp based around street dancing/hip-hop music.

Municipal Pool

- Registration opened up for April group lessons and we have about half of the spots filled as of the end of the month.
- We saw a very large increase in facility attendance during the last week of March due to spring break. Typical numbers at any given time during peak hours; 20 to 30 swimmers in the activity pool, and 10 to 12 in the lap pool. Our guards did a great job handling the large volume of patrons—many of whom were unfamiliar with our rules. Several unremarkable water rescues took place. (Meaning simple tube rescues and assistance to struggling swimmers) We have a great lifeguard staff.
- We transitioned over to our spring schedule this month, with a significant change in our Activity Pool schedule. The Activity Pool is now open during all hours that the facility is open for general use open swim—for all ages and all activities. We are no longer scheduling activities such as independent exercise, parent/tot and rec swim. This change has made the facility more accessible for people of all ages at any time of the day.
- Our Aqua Interval and Boot Camp classes continue to be very popular exercise classes for community members, and attendance numbers have remained steady in those classes this month. 20 to 25 attendees to the Aqua Interval, (Brenda's Class) and similar numbers for Boot Camp in the evening. (Rebecka Lakeman)
- We hosted a large rental for the Rotary Club on March 8th. This event was a fun pool party with foreign exchange students from all over the world who were studying in different parts of Oregon. We also had several lane rentals this month.
- Pool Temperatures- Throughout the month of March the temperatures in our pools have remained consistent. Averaging no more than a 1 degree variance from set temperatures.

60+Activity Center

- The band Fast Forward held a jazz concert at the 60+ Activity Center on March 30th with approximately 45 people in attendance.

- Our annual Wii Bowling Tournament was held with thirty-five persons enjoying the fun and frivolity. A delicious St. Patrick's Day luncheon of corned beef, cabbage and red potatoes and various desserts followed the tournament.
- The 60+ Activity Center hosted the AARP Driver Safety class. Thirteen people took the class, which helps attendees refresh their driving skills.
- There were four educational presentations held at the 60+ Activity Center in March, plus a tour of the NOAA ship Rainier. "Walk & talk: How to Get Started Walking with Others", Waddell & Reed led the first of four 2019 Social Security Seminars, Oregon Coast Learning Institute shared "From Broomsticks to Blimps." Mid-Coast Watersheds Council spoke on their work.
- The 60+ Adventure van made two trips in March. Mt. Angel, Oregon, for the eleventh annual Volksfest (formerly Wurstfest) and the Asian Market, and to Lincoln City to enjoy the variety of games at Chinook Winds Casino.



Noble
Professional
Dedicated

Newport Police Department
Memorandum

Date: April 8, 2019
To: Spencer Nebel, City Manager
From: Jason Malloy, Chief of Police
Subject: Department Report – March 2019

I attended the Governor's Advisory Council on DUII (GAC-DUII) in Salem. I am a member of the GAC-DUII, and represent the Oregon Association of Chiefs Police. With the Oregon Legislation in session, we are monitoring many bills related to DUII and drug use. I was originally scheduled to testify for the GAC-DUII in support of lowering the legal alcohol limit from .08 to .05. However, the bill recently stopped as it was not scheduled for a work session. We are continuing to monitor bills related to DUII.

We conducted interviews for our vacant Record's position. We had over 70 applicants that was eventually reduced to two candidates. Executive interviews were scheduled with the two candidates, and a job offer was made. The position is pending a background investigation. We anticipate completion of the background in April.

I attended the City Parking Advisory Committee Meeting. I provided answers to questions the committee had and provided an update with our newly hired parking enforcement officer.

I met with City staff on NE 1st St. to review and discuss an ongoing land dispute between a homeowner and developer.

I met with Chamber staff and Seafood and Wine Volunteers to debrief the 2019 Festival. The Festival was successful and small items were identified for improvement next year.

Lt. Gainer and I met with Department Heads to review capital projects related to the FY 19/20 budget. Lt. Gainer and I later met with City staff to review our budget request.

I met with a group at the Rec Center to discuss a proposal for the Bay Road Ramble. The event is proposed as a fun event on the Bay Road. We identified many hurdles that have to be resolved, similar to the process the Newport Marathon goes through.

Lt. Gainer and I assisted with a code red lockdown drill at Newport High School. The drill was successful. Students and staff performed as trained.

I attended the Homelessness Task Force Meeting. The meeting focused on identifying gaps in resources. We also prioritized needs to focus on in upcoming meetings.

The last two weeks of March was Spring Break for Oregon and surrounding states. Newport noticed a significant increase in population. Traffic congestion was heavy. Officer activity noticeably increased with the increased population. I took a portion of Spring Break off and was off the last three days of the break.

Out street crimes officer began his assignment in March. While assigned to patrol, his focus is working drug and drug-related crimes. He has been very busy. He has already served warrants, seized drugs, stolen property, and cash related to drug sales. We will continue to develop the position and monitor its success.

NPD announced our 6th annual Citizen's Academy. The Academy will cover 10 weeks and will begin April. The Academy will be held once a week, and cover a variety of topics related to our function and operational procedures.

Retired Sergeant Tony Garbarino came out of retirement and accepted a position as our Parking Enforcement Officer. Tony will spent his first couple of weeks identifying parking trends, and meeting with business owners in the Nye Beach, Uptown and Bay Front area.

Significant Events:

Officers responded to a reported stolen vehicle in Newport. Officer located the vehicle traveling north on Hwy 101, leaving Newport. The vehicle was stopped without incident and two subjects were arrested on charges related to stealing the vehicle.

Officers responded to a traffic crash at Walmart, where a speeding car crashed into several parked cars, including driving under a parked truck. The crash received significant media exposure due to the nature of the crash. The driver was arrested for Reckless Driving.

Volunteers worked a total of 212.5 hours for the month. Events included, filing, school patrol, general patrol, court bailiff duties, vehicle maintenance, and assistance with administrative duties.

Newport Police Department Monthly Statistical Review



SELECTED CALLS FOR SERVICE (CFS)	MARCH 2019			ARRESTS
	THIS MONTH	LAST MONTH	SAME TIME LAST YEAR	
SEX OFFENSE	1	6		1
ROBBERY	0	0		0
ASSAULT	11	4		5
BURGLARY	10	3		5
THEFT	45	34		12
MOTOR VEHICLE THEFT	8	5		3
FRAUD	5	12		3
GRAFFITI/VANDALISM	0	0		0
NARCOTIC/DRUGS	14	9		23
DOMESTIC DISPUTE	27	29		0
LIQUOR VIOLATION	0	0		0
DUII	1	3		5
TRESPASS/PROWLER	36	52		12
HIT & RUN	0	0		0
ANIMAL PROBLEM	19	5		0
SUSPICIOUS PERS/ACT/VEH	103	122		0
ALARM	22	27		
ASSIST OUTSIDE AGENCY	101	105		0
WARRANTS	4	2		42

TOTAL CALLS FOR SERVICE **1,733** **1,695** **1,662** **111**

March Overtime Hours	
Shift Coverage	13.75
Court	36.00
Investigations	16.75
Administration	16.75
Training	135.25
Other	182.00
Grant	0.00
TOTAL HOURS	400.50

Top 5 Traffic Citation Charges	
Driving While Suspended	34
Driving Uninsured	27
Using Mobile Device	10
Exceeding Speed Limit	9
No Operators License	6
TOTAL CITATIONS	123

PARKING CITATIONS **55**
TRAFFIC WARNINGS **22**

Volunteer Hours **212.5**