Monthly Departmental Reports



October 2018



Date: November 5, 2018

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

From: Steve Baugher, Assistant Finance Director

Subject: October 2018 Finance Monthly Report

Water/sewer Billings -summary and Aging detail

On October 31, 2018, a total of 4,571 water/sewer accounts were billed for a combined amount due of \$847,888. Water/sewer billings include charges for water and sewer user fees, infrastructure and storm water drain fees, sewer quantity charges (if there is water consumption), and fire line charges for commercial accounts. For the Aging Report for October 31, 2018, \$775,083 is current, \$56,197 is past due from September billings, \$5,415 is past due from August billings, and \$104,879 is past due from July 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 October 31, 2018, Aging Report shows accounts receivables at \$79,722. This amount includes a Bed & Breakfast business debt of \$3,295 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	5,925	7.43%
Over 30 days	10,113	12.69%
Over 60 and 90 days	6,097	7.65%
Over 120 days	57,587	72.23%
	79,722	100.00%

One septic tank disposal service, K&K Toilet, has a balance of \$19,395 owed by over 150 days as of October 2018. This represents non-payment for a timeframe going back to about the second quarter of calendar year 2012. The account has been turned over to collections per the City Attorney directions. In October, the customer made a payment of \$15,000.

The Hertz Corporation is new to the accounts receivable past due report. They are past due by approximately \$9,354. The Finance Department will work with Airport Director to resolve.

The net receivables, excluding the four aforementioned accounts in the amount of \$57,643, total \$22,079.

Room Tax

The monthly chart shows that Room revenues have an average increase of 15.35% between the 2014 and 2015 fiscal years, the comparison for the years between 2015 and 2016 fiscal years, show an increase of 11.53%, and the comparison for the years between 2016 and 2017 fiscal years, show an increase of 5.74%. We have the data through July of the 2017-18 fiscal year, the comparisons between it and the 2016-17 fiscal year, we show an increase of 13.35%.

City of Newport	:						
Room Tax Colle	ctions				2017 vs.		2018 vs.
	2018						2019
	2014-15	2015-16	2016-17	2017-18	% Increase	2018-19	% Increase
July	465,457	561,203	574,251	623,424	8.5630%	602,708	-3.3229%
August	511,605	560,765	558,401	694,943	24.4523%	675,595	-2.7841%
September	319,625	372,344	429,247	466,563	8.6934%	365,873	-21.5812%
October	220,368	246,642	274,706	289,383	5.3428%		0.0000%
November	138,584	156,947	177,669	166,696	-6.1761%		0.0000%
December	119,764	121,038	131,917	163,986	24.3100%		0.0000%
January	139,630	135,107	125,038	162,250	29.7606%		0.0000%
February	197,011	217,381	202,269	253,323	25.2406%		0.0000%
March	256,345	266,903	278,869	298,199	6.9316%		0.0000%
April	203,965	243,530	263,340	284,869	8.1754%		0.0000%
May	262,296	274,872	316,757	393,409	24.1990%		0.0000%
June	338,008	381,796	409,197	444,029	8.5123%		0.0000%
Total	3,172,658	3,538,528	3,741,661	4,241,074	13.3474%	1,644,176	-9.2294%

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 \$81,201 with \$79,377 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	839	1.03%
Over 30 days	60	0.07%
Over 60 days	925	1.14%
Over 90 days	79,377	97.75%
	81,201	100.00%

Monthly Financials

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

2017-18 Audit

The audit for the 2017-18 Fiscal Year began August 1, 2018, with the arrival of the audit team from Boldt, Carlisle and Smith, LLC. The auditors completed their fieldwork in October and are planning to complete the audit as scheduled.

Conferences and training

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



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

November 14, 2018

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

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

In the month of October, we had 189 calls for service compared to September in which we had 202 calls. This is a 4% decrease from last month. In October of 2017, we had 181 calls (October 2018 represents a 4% increase). Year-to-date we have responded to 1,923 calls. This is a 6% increase from 2017. We responded to 1,823 calls at this time last year. There was two calls of note in October.

The first call was on October 13. NFD responded to responded to a boat in distress in Yaquina Bay west of the bridge. A sailboat had gone adrift and crashed onto the rocks of the Jetty. NFD assisted the motor lifeboat crew from USCG Station Yaquina Bay with lighting and communication. On October 18, NFD responded to a vehicle fire at NE SE 148th Street near South Pacific Coast Highway. Upon arrival, the truck was fully involved in fire. An active fuel leak was adding 'fuel' to the fire and made it more difficult to extinguish. With assistance from Seal Rock Fire District and using firefighting foam, crews were able to bring the fire under control.

In October, we did not gain nor lose any volunteers. Our roster stands at 29 volunteers. We have one cadet in recruit academy this month. The academy is a joint offering between NFD and North Lincoln Fire. Both Facilities will be hosting classes. Students will finish academy in January of 2019.

The fire department was active in the month of October. On the first, I met with administrative staff to plan the week's schedule. I also met with City administration to discuss a union matter. I attended a department head meeting, and met with EPC Martinez to plan an upcoming EOC tabletop exercise. Also on the first, I met with Union representatives for a labor/management meeting. I participated in a conference call with the Director of LISTOS, along with EPC Martinez and Counselor Sawyer. On the second, I met with EPC Martinez and Chief Malloy to discuss grant priorities for the upcoming State Homeland Security Grant Program. Chief Harvey and I held a conference call with representatives from Lexipol to discuss their Fire Department Policy services. Chief Harvey and I also met with Chief Malloy and Lt. Gainer to discuss policies, discipline procedures, and personnel management. On October 3, I met with the City Manager and Chief Malloy to discuss the proposed false alarm ordinance. I also attended a meeting to discuss City cell phone management. In the afternoon, I attended Outlook training. On the 10th, I attended a class in Albany on State Procurement rules and programs.

On the 15th, I attended a regular department head meeting. I met with HR Director James to discuss the hiring process needed to replace our Executive Assistant. Late in September, my EA Bunny West informed me she would be leaving the City. On the 16th, EPC Martinez and I set up the City EOC in Council Chambers and held a winter-weather-tabletop exercise. I also listened to a statewide conference call with OSFM. The call addressed the conflagration response to the Klondike Fire in SW Oregon. In the evening, I taught triage to the CERT class. On the 18th, EPC Martinez and I participated in the annual South Beach Peninsula Tsunami Evacuation Drill. This annual event is coordinated with HMSC staff. I also attended a Linc-COAST meeting and met with the Union. On the 19th, I participated in a statewide conference call with the State Fire Marshal's Office. I also attended a meeting at City Hall on a personnel issue. On the 22nd, we held a Captains Meeting. Chief Harvey and I are meeting monthly with our three Captains to ensure the three shifts are consistent and to keep them informed of changes in Department operations. On the 29th, I attended a meeting at City Hall to discuss the business license process. I also met with a contractor to get a quote for new windows and a new front door at our main fire station.

Upcoming Activities

We have many activities planned for the month of November. FD staff will be attending productivity training held at City Hall. On the ninth, NFD sent an engine and crew as part of Lincoln County Strike Team to the 'Camp Fire' in Butte County, California. Our crews deployed for a week. They returned home late yesterday evening. City staff participated in a USCG tabletop exercise along with partners from Lincoln County. The exercise focused on a mass rescue scenario involving a vessel in distress. I will be meeting with the Council to discuss EMS response. Department staff will also be working with HR to continue the hiring process for executive assistant. Our Fire Prevention Officer is in the final stages of the hiring process and we hope have him begin employment within the next week or two. NFD will also be hosting our annual Thanksgiving Day dinner for all on duty public safety personnel. Some local good Samaritans make this dinner possible.

Training Report

Past month training subjects:

The following were the drill topics for the month of October: Vertical ventilation utilizing manufactured homes at Station 3300 Proper Lifting and Patient moving Property Conservation Vertical ventilation utilizing DPSST training trailer EMS, Medications and dosage

Past month drill hours:

During the month of October, there were 282.25 hours of training documented. Of the 282.25 hours of training in October, the paid staff logged 168.25 hours and the volunteers logged 114.0 hours.

Monthly highlights and special considerations:

The countywide Firefighter 1 Academy is continuing with one Cadet participating from Newport. The current class has 25 students total. During the month of October, we were able to conduct two trainings for vertical ventilation. One of these trainings utilized the manufactured modular homes stored at Station 3300 and the other training utilized the Vertical Ventilation training trailer from DPSST.



Emergency Preparedness Report

- Listos kick-off call with community partners, OSU Extension, DHS, Newport Fire Department
- OEMA Conference in Bend Oregon
- Farmers Market
- Great Oregon Shake Off, Safe Haven Hill evacuation drill. Hatfield Marine Science Center, OMSI, South Beach State Park and NOAA participated.
- Light on After School, event at Newport Recreation Center
- Attended Red Cross Training, Establishing a Shelter in Your Community
- Attended Red Cross Monthly Meeting
- Attended CERT Meetings weekly
- Worked on Listos, scheduling for first session with bi-lingual community partners
- FEMA Emergency Management Courses
- Clackamas Community College Courses

NEWPORT FIRE DEPARTMENT City Report October 2018

	CITY	RURAL	PERMITS ISSUED	CITY	RURAL
FIRE CALLS:	7	5			
AUTOMATIC ALARMS:	7	2	BURN PERMITS:	18	20
MEDICAL CALLS:	124	10	FIREWORKS PERMIT:	0	0
MOTOR VEHICLE COLLISION:	2	1	FIREWORKS DISPLAY:	0	0
	0	0	IN SERVICES AND TOURS:	0	
RESCUE:	2	0	TOTAL INSPECTIONS:	0	
MUTUAL AID RENDERED:	0	3	BUSINESS INSPECTIONS:	7	
MUTUAL AID RECEIVED:	0	0	BUSINESS INSPECTIONS.	(
	-	-	REINSPECTIONS:	0	
AVIATION STANDBY:	0		PLAN REVIEWS:	0	
PUBLIC SERVICE:	19	3		-	
HAZARDOUS CONDITION:	1	0	CONSTRUCTION INSPECTIONS:	0	
	-	-			
OVERPRESSURE/RUPTURE:	0	0			
VOLUNTEER HOURS:	226				

OCCUPANCIES of Fires and Automatic Alarms

AIRCRAFT:	0	0	PROCESSING PLANTS:	0	0
BOATS:	0	0	PUBLIC BUILDINGS:	3	2
HOSPITAL/CARE CENTER:	2	0	REPAIR SHOPS:	0	0
HOTEL/MOTEL:	1	0	RESIDENTIAL:	4	2
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:	0	2	TRAILERS:	0	0
NATURAL COVER:	4	1	UTILITIES:	0	0
OFFICES:	0	0	VACANT BUILDINGS:	0	0

NEWPORT FIRE DEPARTMENT City Report October 2018

CAUSES of Fires and Automatic Alarms

	CITY	RURAL			CITY	RURAL
ALARM MALFUNCTION:	5	2	HEATING A	PPLICANCE:	0	1
CARELESS SMOKING:	0	0	1	NCENDIARY:	0	0
CHILDREN W/HEAT SOURCE:	0	0	PROHIBITED	MATERIALS:	0	0
CLEARANCE:	0	0	MISTA	KEN ALARM:	0	0
ELECTRICAL:	0	0			-	0
ENGINE BACKFIRE:	0	0	(OPEN FIRES:	4	1
EXPOSURE FIRE:	0	0		REKINDLE:	0	0
FALSE ALARM:	4	1	SCOR	CHED FOOD:	1	0
FIREWORKS:	0	0		SPARKS:	0	0
FLAMMABLE LIQUID:	0	0	UND	ETERMINED:	0	1
FLUES:	0	1		IG/CUTTING:	0	0
FRICTION:	0	0	VV ELDIN	G/CUTTING:	0	0
GAS LEAK:	0	0				
LOSS OF	LIFE			INJURY		
CIVILIAN: 0 F	IREFIG	HTER:	0 CIVILIAN:	0 FIREFIC	HTER:	0



Memo

To: Spencer Nebel, City Manager and City Council
From: Ted Smith, Library Director
Date: November, 2018
Subject: Library Department Update

From the Library Director:

Something bittersweet; more sweet than bitter: This is my last official Library Advisory Board Report. I've been writing board reports for almost 27 years and this is it. Since I began working in public libraries in 1986, I have never considered any other line of work. Being a library director has been a joy. Being a library director has been a rollercoaster ride with ups, downs, successes and failures. I've worked with great people and great boards and wouldn't have traded it for anything. I'm not leaving anything on the table, and am ready to call it a day. Thank you all for bearing with me over the years.

Now for the regular news:

On April 22, the Library Director met with Rasmus Thøgersen, a library director from Nebraska. Mr. Thøgersen flew out to Newport to research the community and the library because he was considering applying for the open library director position. After speaking with the Library Director and touring the community, Mr. Thøgersen stated that he would be applying for the position.

The library was closed on October 26, so staff could attend a day-long in-service training at Lincoln City's Driftwood Public Library. Staff from Tillamook County Library also attended the training. The three libraries make up the Oceanbooks Library Consortium.

On October 29, the Library Director picked up the eighteen Rick Bartow sketches from the Visual Arts Center. The sketches have been on display at the VAC since August. The next step in the process is to send the artwork on tour to various public libraries around the state. The first library slated to receive the collection is Oregon City Public Library.

On November 1, the Library Director "interviewed" Derrick Tokos for the City's <u>Newport Today</u>, radio show. The subject of the program was vacation rental dwellings and the upcoming public hearings that will be held by the Planning Commission.

From Youth Services:

The Children's Services Department will soon have a full complement of staff! (We are four in all when fully staffed.) After a lengthy interviewing process we have a finalist. Background checks and reference checks are just about complete. We anticipate having her in place by the end of the month. We will then be fast-tracking training for all service desks here at the library and will schedule monthly visits with a number of outreach sites throughout Newport.

Our current in-house programming numbers are very good. We conducted 23 in-house programs in October and had 5 outreach programs in the community. We averaged 18 people at our each of our Preschool Storytimes in October and 15 per program for Toddlertime programs. Our monthly teen programming has been on hold while we conducted our search for the full-time Children's Services staff person.

Children's Services Staff met with other staff from the Lincoln County Library District last week to plan for our 2019 Summer Reading Program performers. We came up with a proposed roster of performers from throughout the Pacific Northwest and are now pursuing contracts with them and will go from there after they are confirmed. We anticipate having 8 weeks of performances.

From Outreach:

The Library's Adult Homebound Outreach Program gives its participants, who are often near the end of their lives, a window to the outside world through handpicked library items and friendly visits. Patrons look forward to seeing the librarians, who aren't there to ask medical questions or bathe them or clean their homes, but are instead there to provide materials that foster lifelong learning and entertainment, delivered with a kind face and an interested ear. The librarians become part of patrons' lives, and vice versa, so it can be hard when patrons pass away. At the end of October, two longtime outreach participants died, and will be missed very much. Their families made it clear how much the library service positively impacted the last years of their loved ones' lives. As one bereaved family member put it, "[The librarian] became a part of our family too."

From Adult Services:

In October, staff attended an Oceanbooks In-Service Training at the Driftwood Public Library. Two Newport adult services staff run reports each month to gather statistics for the Oceanbooks libraries, and they gave a presentation on how the statistics are calculated.

Staff at reference often are asked to help library users print their email and download documents, because email interfaces are constantly changing. Patrons are grateful to be able to print their documents here, which are sometimes airline boarding passes, legal documents, or rental leases. We also frequently scan their completed forms and forward them to the patron so they can email the filled-in form back to the sender. Our printer broke down in October and was unavailable for 3 or 4 days. That brought home how much people rely on us for basic services.

From the Library Director:

Things have been pretty hectic for the last month because we were down two and one-half FTE staff members. Rebecca Cohen Rozewski and Karel Laufenberg both retired within weeks of each other. Prior to that, Karel had been on long-term medical leave. We did get a small reprieve when we were able to finally fill one part-time position that had been open since May. We've also been fortunate to have a temporary employee from Barret Business Services, Inc. Final interviews for the Librarian I position in Youth Services will take place on October 19, and it will probably be well into November before that person actually starts working. There is also a full-time Library Specialist II position open. Applications for that position close on October 10.

On September 21, the Library Director attended a meeting of Oregon Public Library Directors in Bend, Oregon. The final draft of Standards for Oregon Public Libraries was released and discussed. The membership of the Oregon Library Association will vote on the standards in October. These standards, along with proposed changes in the Oregon Revised Statutes will assure stronger, more professionally run public libraries for Oregonians well into the future.

On September 24, and October 8, the Library Director attended meetings of the United Way of Benton and Lincoln Counties Board of Directors (24th) and Community Impact Committee (10th). The United Way is working diligently to insure there is new and continued funding for the Dolly Parton Imagination Library.

On September 25, the Library was inspected by Tina Sohaili, an attorney for the U.S. Dept of Education, Office for Civil Rights. It seems that an anonymous patron had file three complaints with her office regarding access to people with disabilities. The complaints:

- 1. the library's accessible parking spaces is not located on the shortest accessible route to the accessible entrance;
- 2. the accessible entrance requires people with disabilities to use a path that is not stable, firm, and slip-resistant; and
- 3. the library's magazine rack is inaccessible.

Ms. Sohaili gave no indication as to her findings; the library director was told that a letter would be issued something within the next month or two.

On September 28, the Library Director gave a short "Community Happenings" update to the Newport Area Chamber of Commerce.

On October 4, the Library Director met with MaryKay Dahlgreen, Lincoln County District Library Director and Spencer Nebel. This was an introductory, get to know you kind of meeting for MaryKay and Spencer. The Lincoln County Library District operates with funds from a permanent \$0.24 levy and a \$0.09 local option tax. The taxes they receive come from the unincorporated areas of Lincoln County who then funnels them to Lincoln County's five autonomous public libraries. The public libraries then are able to provide service to anyone in Lincoln County, regardless of location.

On October 4, the Library Director and the City Manager met with recently retired library staffer, Karel Laufenberg. Karel retired due to health issues and this short meeting gave us a chance to thank Karel for her years of work at the Library and to present her with a plaque from the City.

From Children and Youth Services:

The Children's Services Department now has three returning youth volunteers who help us weekly with the preparation of crafts for each of our three weekly in-house preschool programs, shelve books in the Teen Room and they also jump right in with any other tasks that we assign to them.

The Department is slowly getting up to speed on monthly preschool outreach visits. Being down one full-time staff member has not allowed us to start our visits to every classroom and preschool/daycare in Newport. We are looking forward to the day soon when we can provide visits to every classroom of preschoolers and Kindergarteners. When we are running at full staffing we visit up to 17 classes each month between four of us! And that is just ages birth to 5. We also have occasional visits to elementary, middle and high school classes.

We started the school year off with a class of 3rd graders who visited us for an hour long tour before we opened our doors to the public. These students received fifteen minute sessions in three areas; the public computers for an introduction to searching our catalog, a tour of the popular Teen Room, and a tour of the middle grade fiction and nonfiction areas. After that we assisted them in the selection of one book each for check out. We expect another 3rd grade class later this month.

The Trail Tale number for visits (based on the number of people who signed our "Guest Books" at each location) was approximately 484!

From Reference and Adult Services:

On October 9, Supervising Librarian, Alice MacGougan, attended a free workshop in Vancouver sponsored by the Washington State Library called "Homeless in Your Library." The training will explain why homeless individuals do what they do and offer practical tools for resolving problems. There is a special focus on mentally ill and/or addicted patrons. The presenter, Ryan Dowd, is Executive Director of a large homeless shelter outside of Chicago and author of the American Library Association book, "The Librarian's Guide to Homelessness."



Memo

To: Spencer Nebel, City Manager and City Council
From: Jim Protiva, Parks and Recreation Director
Date: November 2, 2018
Re: Department Update – October 2018

Recreation Center

- Most of the School's Out program kids joined us on our field trip to the Peoria pumpkin patch on Monday, October 15, (a non-school day.) Hayrides, a corn maze, and pumpkins for everyone made a fun day for all.
- The Rec Center hosted the Lights On Afterschool event sponsored by Oregon ASK. There were about 10 organizations participating, including the swim team and boy scouts.
- Brenda Luntzel, our Fitness Specialist, attended the annual ICAA (International Council on Active Aging) Conference in California. This conference ensures that we are up-to-date on education and trends for our older customers, which are a substantial portion of our patrons.
- The School's Out kids trick-or-treated at City Hall, which was decorated in grand style! The kids always enjoy the trek to receive their Halloween goodies.
- The ADA door to the Rec Center is finally repaired! The inner workings had rusted and virtually fallen apart with almost 18 years of exposure to coastal weather.

Sports Programs

- Middle School Cross Country team participated in meets in Corvallis, Philomath and Independence. 24 kids participated
- Eight youth volleyball teams competed in games with teams from around Lincoln County. Matches were held at Lincoln City, Newport, Waldport, and Toledo. 84 kids participated.

- Met with middle school girl's basketball coaches to discuss the upcoming season. Reviewed over rules, rosters, training and answered any questions.
- Newport hosted 3rd-4th grade and 5th-6th grade volleyball matches at the recreation center. 18 teams from around Lincoln County participated.
- Started a new program for middle school wrestling. 13 kids are participating and matches will begin the beginning of November through January.

<u>Municipal Pool</u>

- 39 children enrolled in our October group swim lessons. Typically, we see between 55-60 children enrolled in group swim lessons. This was the eighth consecutive month that we hosted group swim lessons and we plan to take a break during the months of November and December.
- Our swim lesson instructors continued to teach a combined total of about 30 private lessons per week this month.
- We hosted a Spooky Swim special event on Saturday 10/27. This was a recreational event for kids with snacks, games and swimming. There were a variety of other community Halloween events on the same day, including the Aquarium Trick-or-Treat, which played a part in the low turnout.
- We re-certified 10 of our lifeguards this month with the Starguard Lifeguard Certification program. This course was taught by two of our staff members who hold Starguard Instructor certifications.
- Major mechanical issues plagued the pool in October. The boilers and hot water heater both decided to quit. We are still waiting on parts and diagnosis to see if this was caused by electrical spikes that hit the center.

60+Activity Center

- The 60+ Activity Center hosted the Lincoln County Public Health Flu Clinic. There were 62 persons participating.
- A new laughter yoga class began this month and will continue through early December. Laughter Yoga exercises are simple, structured and fun! Laughter truly is the best medicine! It can lower blood pressure, boost the immune system, improve mood and hearty laughter counts as exercise for your cardio-pulmonary system.

- The jazz band Past Forward gave an incredible performance on Saturday, October 20. Approximately 50 persons enjoyed the music, dancing and refreshments. Additional performances are scheduled for November 17 and December 15.
- Another Death Café was held on Saturday, October 20 with 13 in attendance. Our objective is 'to increase awareness of death with a view to helping people make the most of their (finite) lives'.
- Duane Silbernagle, financial advisor with Waddell & Reed, held a Social Security Seminar on Monday, October 22
- A traveling short film festival, the Wandering Reel Traveling Film Festival, was held at the 60+ Activity Center on Wednesday, October 25. Twenty persons from the Newport area enjoyed the films presented and the discussion that followed.