



CITY OF ASTORIA

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December 22, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: FINANCE AND ADMINISTRATIVE SERVICES STATUS REPORT

The following summaries related to Finance and Administrative Services projects and activities for the period September through December.

OPENGOV

- Work to update and maintain data progressed through September. Presentation to Council was made on December 18 with public launch in planned for January, 2018.

ARTS & CULTURAL AND COMMUNITY GRANTS

- Updates for grant information and notifications prepared for media notification December 28, 2017 and website posting January 2, 2018.
- Receiving status reports and backup on an on-going basis.
- Have had individual meeting with two agencies regarding their reporting and backup.

AUDIT AND FINANCIAL STATEMENT PREPARATION

- Final Field work for year ending June 30, 2017 Audited Financial Statements began the final week of October 16, 2017.
- Financial Statement draft preparations began the end of September and were submitted in November for final review and compilations.
- Merina & Company will present the City of Astoria and Urban Renewal District Financial Statements to Council on February 5, 2018.

FINANCE DEPARTMENT

- Transition of the Oller Trust invoicing for Aquatic Center to Parks staff was initiated for current fiscal year with follow up meeting in December to review information.
- Copier maintenance vendor changes were made at the Police Station and Finance Department to initiate a trial of Solutions Yes. This has been a very good collaboration and we look forward to a full review of reproduction requirements in the future.
- Finance staff continues to work with Engineering staff on the Waterfront Bridge project for development of costs, loan repayment timelines and other necessary interactions regarding the project.
- Finance staff worked with Engineering staff regarding out of City water rates for FY 18-19.
- Finance staff began working with Engineering staff on costs and match for Irving and 33rd Street Bridge application. Application was submitted in October and preliminary

listing of funded projects expected in February, 2018. The STIP funds are projected for 2022-2024.

- Finance staff has worked with a consultant to review payroll setup processes within Springbrook as Accela has been unable to provide acceptable alternatives. The work was completed in November and changes implemented in system.
- Prepared analysis and Budget resolutions to pay off 7th Street Dock Loan and Slow Sand Filter loans early.
- There have been a total of two early retirements of debt:
 - 7th Street Dock Loan Fund # 267, paid seven years in advance – interest rate 5.01%
 - Public Works Improvement Fund # 176 Aerator Loan, paid a year in advance – interest rate 5.40%
- Public Works Improvement Fund # 176 Slow Sand Filter Loan and East Astoria Waterline Fund # 265 paid off on schedule in December.
- New online reporting became available for Local Government Investment Pool in October.

INSURANCE (BENEFITS, WORKER COMPENSATION, PROPERTY AND GENERAL LIABILITY)

- Director Brooks and Director Koch, Clatsop County continue to meet, collaborate on risk management and share information regarding SAIF for improve and enhance programs.
- Open enrollment for Health, Dental, Vision, Life, Disability and other applicable benefits occurred for January, 2018 during October 9-24. Summary of enrollment items was distributed the end of September to all affected employees along with instructions to register in the new CIS enrollment portal.
- As part of open enrollment Flu shots were available on October 13 as well as reminders about a new wellness option called HUBBUB.
- Final reminders for 2018 open enrollment were distributed and follow up work completed during November. Work on invoicing from new CIS system continues into January as adjustments are processed.

BUDGET STATUS

- Budget preparations began in December 2017.
- Financial Analyst Snyder and Director Cosby began working on updating Parks Operations Budgets in September.

REPORTING AND FORMS

- The City continues to receive reimbursement for equipment modification and modified work arrangements through the Employee at Injury Program (EAIP).
- The City is currently able to exclude wages for worker compensation insurance coverage for two Preferred Worker Program eligible staff.
- Updated I-9 forms were updated for a second time in 2017 and became effective July 17, 2017 Information was updated and rolled out to staff prior to effective date.
- The Worker Compensation Insurance Audit with CIS was submitted September 21, 2017 and completed November 30, 2017. A credit was processed for premiums which exceeded estimates. Credit is due to implementation of two new worker compensation categories for Parks employees at lower rates as well as variations in actual wages compared to estimates.
- EEO-4 information was reported by September 30, 2017 deadline.

TAX NEWS

- The first distribution of net marijuana collections was made in late July. At this time the State is still refining reporting system and has required the City representative to sign a secrecy and confidentiality agreement. This agreement prohibits disclosure of information to protect the reporting agencies privacy. We await further reporting mechanisms along with continued review of disclosure legislation which is currently in place.
- In addition to the city imposed tax, the city share of the state marijuana tax is 10 percent of the revenues after administrative costs have been deducted. The Oregon Liquor Control Commission (OLCC) requires quarterly electronic certifications from cities in order to receive state marijuana tax distributions. The certification will be accomplished by responding to a certification process each quarter. The City will certify it does not prohibit the establishment of premises for which a marijuana license is required (recreational or medical). This is the policy decision from Measure 91 and implemented by the legislature for cities and counties that have banned marijuana to not receive a share of state taxes (except for taxes collected during start up, through June 30, 2017). The first certification, due by September 5, 2017, was completed August 25, 2017.
- The second OLCC certification, due December 6, 2017, was completed November 20, 2017.
- Failure to certify during a quarter will result in no payment for that quarter. The City has been in compliance with certification process since implementation.
- Transient room tax was increased from 9% to 11%, becoming effective January 1, 2018. In October letters were sent to all registered operators regarding the increase along with new forms. The updated information has been provided on the City website by December 15.

CONFERENCES, SEMINARS AND MEETINGS

- Director Brooks participated in Union negotiation meetings for Public Works and Parks and General contracts during September and October.
- Director Brooks attended the Oregon Governmental Finance Officer Association (OGFOA) Fall Conference in October.
- Director Brooks, County HR Director Koch and HR Assistant Houston attended Lower Columbia Human Resources Management Association (LCHRMA) seminar on Coaching/Discipline at Tongue Point Job Corps Center. The session was led by Deborah Jeffries of HR Answers.
- Director Brooks and iFocus representative Marcus Handy met with CIS Senior Risk Management Consultant John Zakariassen to discuss upcoming Cyber Liability requirements. Homeland Security will be requiring all local governments in the U.S. to become more cyber secure due to the over \$200 billion a year in cyber-attacks and hacking which occurs in this Country. Homeland Security contracted with Center for Internet Security and charged them with ensuring, as best possible, with making municipal governments more secure, ASAP. A 29 question assessment is being asked of all CityCounty Insurance System (CIS) member as a mini best practice survey on Cyber security. The questions had to be asked real-time, face-to-face in order for CIS to verify the authenticity of the information. This information will be summarized and sent back to the City for use in strengthening weak areas. This is the beginning of additional risk management and potential increases policy costs we have been anticipating over the last year.
- Director Brooks and Jason Pollock conducted RARE site visit meeting with OHSU representative Aniko Drlik-Muehleck on November 10. The purpose of the meeting is to check in on progress and determine whether there are adjustments or challenges

which need to be addressed and ensure the RARE participant is receiving the appropriate resources and feedback to successfully attain goals.

- Director Brooks and Jason Pollock completed FEMA offered Incident Command System (ICS) 100, 200, 700 and 800 online and attended training offered through Clatsop County of ICS 300 and ICS 347 in November.
- Director Brooks attended SAIF safety committee training at Clatsop County in December.
- Director Brooks met with Propel Insurance agents to review outstanding CIS worker compensation claims in preparation for the claims history values which SAIF will need to incorporate for July 2018 renewal proposals. Continued work is required to determine whether additional information will allow closure of two claims prior to year-end. We are in the second quarter with new Worker Compensation Insurance carrier SAIF and will need to see how the year progresses before a proposal will be received but anticipate experience modifier to reduce based on a high utilization year replacement with a lower cost factor for 2018. The insurance proposal process will begin in March, 2018.
- Participated with Community Development staff regarding Community Development Block Grant application process.
- Finalized review and response regarding Housing Rehabilitation Fund and prior Community Development Block Grants dating back to early 1990's.

HUMAN RESOURCES

- Enhanced and updated the Family Medical Leave Act reporting process in conjunction with Xenium.
- Between January 1 and June 30 the City has hired 51 employees and there have been 42 employee terminations. Between July 1 and December 31 the City has hired 45 employees and there have been 35 employee terminations. HR Assistant has provides assistance with the posting openings as well as review of offer letters and orientation information.
- Analysis and enhancement of the orientation process continues.
- The Park General and Public Works contract negotiations completed in October and retroactive adjustments were applied and processed during November.

By: 
Susan Brooks, Director of Finance
and Administrative Services