



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

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M E M O R A N D U M

TO: City of The Dalles Budget Committee, Mayor Steve Lawrence

FROM: Nolan K. Young, City Manager *nyj*

DATE: November 10, 2014

ISSUE: November 17 Work Session

The work session on November 17 is the third session in a series of five to be held prior to preparation of the fiscal year 2015-16 budget.

Attached is the agenda for this meeting. The primary focus will be the services provided by the General Fund departments. As part of the Agenda packet you will find budget staff reports from General Fund Managers for the budget divisions they are involved in. We will have each of the General Fund Department managers make brief introductory comments followed by committee questions. Our intent is to focus this meeting on the service levels provided, including discussion regarding potential changes to the current service level.

BUDGET COMMITTEE WORKSHOP

November 17, 2014

5:30 p.m.

City Council Chamber
313 Court Street, The Dalles, Oregon

AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES - October 29, 2014
3. DISCUSSION REGARDING GENERAL FUND SERVICES
 - A. City Manager (also City Council, IT and Other budgets)
 - B. City Clerk (also Personnel and City Hall budgets)
 - C. Finance
 - D. Legal/Judicial
 - E. Planning
 - F. Police
4. ADJOURNMENT

Prepared by/
Julie Krueger, MMC
City Clerk



MINUTES

BUDGET COMMITTEE WORK SESSION
OF
OCTOBER 29, 2014
5:30 P.M.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

COMMITTEE PRESENT: Chair Gary Grossman, Russ Brown, Bill Dick, Corliss Marsh, Tim McGlothlin, Linda Miller, Barbara Pashek, Dan Spatz, Carolyn Wood; also in attendance Mayor Steve Lawrence

STAFF PRESENT: City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Police Sergeant Dan Nelson, Finance Director Kate Mast, Administrative Fellow Daniel Hunter

CALL TO ORDER

The meeting came to order at 5:35 p.m.

APPROVAL OF MINUTES

It was moved by Pashek and seconded by Wood to approve the September 29 meeting minutes as presented. The motion carried unanimously.

QUESTIONS/FOLLOW UP REGARDING GENERAL FUND REVENUES

Pashek asked how the QLife Agency generated revenue. City Manager Young summarized the agreement between City and Wasco County, forming the QLife Agency. He explained it was a utility, selling to wholesale customers such as local governmental entities, Mid Columbia Medical Center, internet service providers and long haul data processors. Young said revenue was generated from rent paid for use of space at City Hall, reimbursement for staff time and right of way fees. He noted the debt had been paid off three years early and there would now be between \$250,000 and \$300,000 available annually. He said the Board would soon be discussing whether to use the funds for improvements and expansion of the system or to divide the revenue between the partners of QLife.

DISCUSSION REGARDING TRANSFERS TO GENERAL FUND FOR SERVICES

City Manager Young reviewed the process of transfers to the General Fund to pay for services received. He highlighted the formula used by the City to determine the transfers, saying there were several factors used to develop the figures.

There was discussion regarding the factors used and whether they were accurate, or more of an estimate. City Manager Young noted the Technology Department would be using a different set of criteria for determining their services. He said one portion would be actual work done for each department and the second would be based on the operating budgets of the receiving departments.

There was a discussion regarding time being tracked. Finance Director Mast said it was very difficult and time consuming to track all time spent for each and every department. She said actual time was being tracked for QLife and Urban Renewal services.

Miller asked if the budgeting process started with "wish lists" from the Departments. Finance Director Mast said departments submit their needs, and she prepared the revenue forecasts. Mast said the two were then compared and adjustments made based on projected revenues compared to requested expenditures.

City Manager Young said the City Council goal setting session also helped to set the direction for the budget. He said capital project and maintenance needs were also considered, but all may not be included in the budget, depending on the forecasted revenues.

Mayor Lawrence said the Police Department seemed to never be scrutinized. Budget Committee Chair Grossman said he did not think the department was untouchable, but was satisfied they were operating at a fair level. City Manager Young said he had told the City Council that staff was proceeding to fill the Captain position, then a Sergeant vacancy, followed by a vacancy for a patrol officer.

Finance Director Mast said Oregon Budget Law was very specific in the roles of the Budget Committee. She said staff was charged with presenting a balanced budget and the Budget Committee's role was to determine if there was enough money to maintain service levels and to determine budget policies.

Mast encouraged Budget Committee members to call or visit her office or the City Manager's Office if they had any questions prior to the meetings so they would have an opportunity to provide additional information.

MINUTES (Continued)
Budget Committee Workshop
October 29, 2014
Page 3

Staff was asked to match up the Budget Information Papers to the corresponding sections of the proposed budget. City Manager Young said staff would try to make it easier to match them up.

ADJOURNMENT

Being no further business, the meeting adjourned at 6:50 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

Corliss Marsh, Secretary

ATTEST:

Julie Krueger, MMC, City Clerk



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AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 17, 2014	Discussion Item	

TO: Mayor and City Council, Budget Committee

FROM: Nolan K. Young, City Manager *NKY*

DATE: November 11, 2014

ISSUE: Services funded through the City Council Budget

1. Services budgeted: The City Council budget in the General Fund is used to budget expenditures most closely related to the actions of the City Council. One its major expenditure line items (over 50% of its budget) is the Contractual Services line item associated with the special programs, services or assistance to other government or non-profit organizations that the Council chooses to support. For example, \$25,000 the City provides to the Main Street Program to help them acquire a full time director. Table I (attached) identifies those programs and funding amounts for the last three years.

The remaining City Council budget relates to services that benefit the City's operating funds. These costs are charged to the various funds through administrative transfers.

These expenditures include labor contract negotiations; the City has two labor contracts one with the Police Association and the second with non-public safety employees.

The City's membership in organizations such as League of Oregon Cities, Mid-Columbia Council of Governments, the Mayor's Association and The Dalles Area Chamber of Commerce.

The Council's travel and training, provides funds for the Mayor and Council to

attend meetings. This line items includes full cost of the city's Community Outreach team representatives trips to DC (including the City Manager).

The cost of gifts associated with the Sister City Program and other dignitaries visiting the city, and the Community Outreach Team annual books.

2. Review Capital Improvement Plan: The only equipment associated with this fund is the purchase of laptops or tablets for the City Council.
3. Special considerations considered in the next five years: The primary issue associated with the City Council budget will be which activities the Council wishes to be involved in under Contractual Services.

Table I: Council Funded Programs

Service	Partner	FY 2012-13	FY 13-14	FY 14-15
		Budget	Budget	Budget
Ft. Dalles Museum	Wasco County	15,000	15,000	15,000
LINK	MCCOG Transportation	10,000	10,000	10,000
Sister City Program	Local Non-Profit Association	2,500	2,500	1,500
War Memorial	Veteran & Civic Organizations	2,000	2,000	2,000
Six Rivers Mediation Svc	Six Rivers Mediation Svc	4,000	4,000	4,000
Substance Abuse Prevention	YouthThink	21,500	13,000	13,000
Juvenile Work Crew	Wasco County	13,650	13,650	13,650
Main Street Manager	Main Street Program	-	25,000	25,000
Senior Support	The Dalles Senior Center	5,000	5,000	5,000
Cemetery Maintenance	Wasco County Historic Society	2,000	2,000	2,000
Wasco County EOC	Wasco County/Mid-Columbia F&R	9,000	9,000	9,000
Fort Dalles Fourth Celebration	Veteran & Civic Organizations	-	20,000	
Discovery Center PW Debt	Wasco County	-	25,000	-
Maintenance Match	Discovery Center	5,000	-	-
Celilo Confluence Project	Several Organizations	5,000	-	-
Business Recruitment	Port of The Dalles	5,000	-	
	Total:	99,650	146,150	100,150



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AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 17, 2014	Discussion Item	

TO: Mayor and City Council, Budget Committee

FROM: Nolan K. Young, City Manager *ny*

DATE: November 11, 2014

ISSUE: Services funded through the City Manager Budget

1. Services provided: The City Manager's Department for budget purposes has two divisions; City Manager's office and Economic Development.

City Manager's Office: This budget includes the general activities of the City Manager as he serves as the chief appointed official of the City. The City Manager is responsible for providing effective, efficient, leadership implementing the Council's policies and adopted services. The expenses of the City Manager and the City Manager's Executive Secretary are both budgeted in this budget. Since the City Manager is involved in all city operating budgets a portion of this office's expense is charged to the various operating funds as an estimate of his activity level in each fund.

Economic Development: This is a new division in the City Manager's department that began in fiscal year 2013-14. This division allows us to specifically identify the costs associated with the City's activities to improve the community's quality of life through economic development and job creation. This includes items such as business recruitment, the Columbia Gateway Urban Renewal District, Riverfront Trail, Enterprise Zone management, Wasco Economic Committee, Main Street program, and The Dalles Dam Tours. The employees budgeted in this department include a full time Administrative Fellow, an 8-12 hour per week Economic Development Specialist, and a contract Business Recruitment Specialist (currently budgeted at \$30,000 for a six month contract).

We will be approaching the City Council to continue this program with the assistance of The Port of The Dalles for an additional six months.

2. Review Capital Improvement Plan: The only capital improvements associated with this department is the purchase of desktop computers and printers. This equipment is on a five year rotation through each of the funded positions.
3. Special considerations considered in the next five years: The primary issue associated with the funding level of this department is how aggressive the City wishes to remain in the area of economic development, and how much of this department's budget will be charged to other operating funds to receive its services. In the area of economic development, the issue is the amount of resources we apply to that area. Such as continuing with Economic Development Specialist, Administrative Fellow, and Business Recruitment Specialist in future years.



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AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 17, 2014	Discussion Item	

TO: Mayor and City Council, Budget Committee

FROM: Nolan K. Young, City Manager *ny*

DATE: November 11, 2014

ISSUE: Services funded through the Technology Budget

1. Services provided: The Technology Department provides the City's operating departments with needed information technology tools. The City has one full time information technology position. Within the department we have consolidated the costs for citywide information systems and maintenance contracts. Information technology hardware and software purchases are within this fund with the exception of individual computers, which are purchased at the department level.

2. Review Capital Improvement Plan: The current five year capital improvement plan includes the following:

FY 2014-15:

\$6,000 City Hall Server Cage

\$6,000 Network attached storage rack station to replace robotic tape back up

\$1,500 replace UPS wall rack networking devices

FY 2015-16

\$3,000 replace Public Works switch

\$6,000 replace Public Works engineering server

\$1,500 replace UPS server cage networking devices

FY 2016-17

\$6,000 replace Police Department server

FY 2017-18

\$6,000 replace City Hall wall rack

\$6,000 replace Police Department switch

\$4,000 network firewall

\$2,000 City Hall, Public Works, Library wireless access points

3. Special needs in the next five years: The staff report on the Finance Department detailed the work that department is doing in researching new fiscal software. Currently we budget \$82,552 for fiscal software including hosting offsite within the technology budget. Once a decision is made the annual costs for maintenance including offsite hosting and hardware needs will be budgeted in the Technology Department.

We have received Council direction to update our website. We hope to take proposals in the next two to three months. This could include hosting our website offsite and/or providing offsite support. Currently our website is hosted and maintained internally.



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AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 17, 2014	Discussion Item	

TO: Mayor and City Council, Budget Committee

FROM: Nolan K. Young, City Manager *nyj*

DATE: November 11, 2014

ISSUE: Other Financing Uses

1. **Services provided:** In addition to revenue the City collects and then provides to other agencies (Wasco County, Parks & Recreation share of transient room tax), and contingency and unappropriated funds, this fund budgets for two services.
 - a. **Community Marketing:** The City is in the first year of a five year contract with The Dalles Area Chamber of Commerce for marketing services. This includes a ¾ time Tourism Coordinator working with the cruise ships and other groups visiting the community. Each year by March 1, the Chamber proposes a work plan and budget to the City Council for consideration during the budgeting process.
 - b. **Transfers to the Airport Fund:** The City owns 50% of the Columbia Gorge Regional Airport in Dallesport. For the last 12 years the City has operated the Airport in partnership with Klickitat County. Our agreement calls for the City and the County to provide equal amount of funds to make up for any operating shortages or special projects at the airport. For the last several years we have set the amount of City contribution at \$65,000 to allow for growth to continue at the airport.

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MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 17, 2014		

TO: Budget Committee

FROM: Julie Krueger, MMC, City Clerk *JK*

THROUGH: Nolan Young, City Manager *NY*

DATE: October 7, 2014

ISSUE: Services Provided by City Clerk, Personnel, and General Services Departments.

1. Services Provided.

City Clerk: This Department serves as the Clerk of the City Council, City Elections Officer, records management, public records and meetings law, parliamentary procedure and protocol, administrative support for local improvement districts and annexation processes, provides agendas for all City Council and Budget Committee meetings and prepares minutes of all meetings and serves as a link between City Council, Committees, staff, and citizens.

Personnel: the Personnel Department was eliminated from the budget in 1997-98 and was contracted with Wasco County for approximately ten years, then brought back in-house, through the City Clerk's Department. Services include assisting all departments with the hiring and new employee orientation process, maintaining personnel files, and the City's retirement program and health benefits administration.

City Hall Department: The City Clerk oversees all operations and maintenance of General Fund buildings and landscaping. There are two full-time maintenance employees who care for the building maintenance and landscaping for City Hall, Police Department, Library, State Office Building, Lewis and Clark Festival Park, Commercial Dock, various pocket parks/landscaping areas in town, ARCO and downtown parking lots, Union Street undercrossing and plaza and have recently been assigned the maintenance of the round

about, landscaping and furnishings that were originally installed and/or purchased by the Urban Renewal Agency, including downtown banners, benches, and replacement of overgrown or dead street trees.

2. Review of Capital Improvement Plan

City Clerk: A new computer is budgeted for this department every five years.

Personnel: No capital items are identified for this department.

City Hall Department: This includes City Hall, Transportation Center Building, ARCO Lot, and the dock and festival park. Many items are of a routine nature, such as replacing HVAC units. We do have a placeholder for the 2016-17 fiscal year to begin the final phase of City Hall remodel, if funding is available; removal of some asbestos in the City Hall building, and in fiscal year 2015-16, a riding sweeper for the maintenance staff to sweep, and remove leaves from parking lots (including Library, State Office Building, City Hall, ARCO lot). This piece of equipment will save a lot of time for the current staff and will be especially helpful if we aren't able to increase staff levels. In 2015, there is a plan to build a parking structure downtown. Project funding will come from the Granada Block development and a bond, repaid with room tax revenue from the new hotel. This item is not yet identified on the CIP.

3. Special Needs in the Next Five Years.

City Clerk: A formal records management program would be beneficial to the City. It would require substantial staff time up front to develop and implement the program. This could possibly be developed as a project for an Intern in the future. The cost for materials is unknown. It would depend, largely, on the style of program implemented.

Personnel: This department could expand into a stand alone position, pulling all the human resources functions into one position or department, possibly including risk management for the City. There would be many benefits to having all the functions under one department, primarily continuity and fairness. Public Works Department has a current position to address regulatory compliance. If that role was included in an HR position, the cost to fund the position could be reduced by wrapping it into one department/position.

City Hall Department: A proposal was prepared (currently tabled) to expand services and take over the maintenance of the City's portion of the Riverfront Trail and downtown street tree maintenance at a cost savings to the City. Currently, this work is performed by Parks and Recreation District, through a contract, which was expected to be a minimum of \$19,000 per year. The proposal to bring this work in-house would save between \$3,000 and \$7,000 and would include a seasonal, part-time employee, which would help with the current maintenance work load. Additional staffing may be needed to maintain the proposed downtown parking structure.



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BUDGET COMMITTEE WORKSHOP STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
November 17, 2014 Budget Committee Workshop		

TO: Budget Committee

FROM: Kate Mast, Finance Director *ny*

THRU: Nolan K. Young, City Manager

DATE: November 3, 2014

ISSUE: Services Provided by the Finance/Utility Billing Department

1. Services Provided:

This department is responsible for receiving and processing all of the financial data generated by the City and providing accurate and timely financial information and support services to the City Manager and Staff, City Council, and external users in support of their decision making processes.

The Finance Department maintains and reconciles all bank and investment accounts for the City of The Dalles (City), the Columbia Gateway Urban Renewal Agency (Urban Renewal), and the QLife Intergovernmental Agency (QLife).

We are responsible for the Annual Audit processes and assist the Budget Officer in developing and implementing the annual budgets, and complying with the required processes for all three entities.

All payments made by any of the three entities are processed through the Finance Department. We also receive invoices and make payments for the Chamber of Commerce for their Tourism Activities supported by City contributions.

The Utility Billing Division of the Finance Department processes all utility billing and collections for the City's water and wastewater/stormwater utilities. In addition, all invoices for

public works services, airport rentals, water samples, nuisance abatements, local improvement districts, other loans, and miscellaneous services are generated in Finance.

All of the City's Payroll functions, including Federal and State Tax reporting and payments, retirement reporting and payments, and compliance with City, State and Federal payroll requirements, are included in the Finance Division, with the Finance personnel working closely with the City Clerk in her Human Resources role.

This department, in accordance with Council approved ordinances and resolutions, maintains Transient Room Tax and Fuel Tax licenses and reporting/payment compliance. The department also maintains the Electronic Lien Docket for the City.

The Finance Department is, with the exception of server connections and technical hardware issues, responsible for the maintenance of the financial software and existing modules, including general ledger, purchase orders, accounts payable, accounts receivable, cash receipting, payroll, fixed assets, and utility billing.

In addition, the Finance/Utility Billing Department spends a significant amount of time providing special financial information to other departments and agencies for reports, studies, applications, and other uses. Recently we have spent a substantial amount of time providing information for arbitrage analysis on the unspent portion of the 2009 FFCO, complying with disclosure requirements for our current bonds, providing information for the new LOCAP bond application for the airport, setting up processes for the new EDA Grant, and developing detailed reports for the Budget Committee workshops.

This Department's staff also provides assistance and coordination to the Public Works Department on an ongoing basis, such as the implementation of the new radio reading software and of the backflow device monitoring software, along with continuing reporting assistance.

In 2010, the Finance Department, with Nolan's approval, voluntarily reorganized functions and duties in order to reduce staff size by one full-time employee. There are times when our staff is taxed by this, but so far we have managed well. We continue to look for ways to improve efficiency and save time, without impacting customer service levels, and, with that in mind, the following are some of the changes we have implemented during the past four years:

- Online and automated phone system credit/debit card payments for all City receivables (expanded from just utility billing). This resulted in a savings of time at the front desk for both customers and staff, and reduces staff time and liability in taking credit card payments over the phone.
- Initiated "customer convenience fees" for all credit/debit card payments, so that the customer pays the fees for use of credit/debit card payments instead of the City absorbing those fees as in the past. Savings of approximately \$9,500 per year.
- Provided bank draft auto-payment option for utility billing customers, which now has 1,087 accounts participating. This saves time at the front desk for both our staff and the customers, and reduced the number of inadvertent late payments.

2. Review of Capital Improvement Plan:

PC's with office suite software, compatible with all other Department software, to be updated every five (5) years on a rotating schedule – approximately two (2) per year.
FY14/15 – Replace Front Desk and Utility Billing computers

FY15/16 – Replace Accountant and Accounts Payable computers

FY16/17 – Replace Finance Director computer

FY17/18 – No new computers.

All Battery Backups and/or batteries to be replaced every other year.

Desk top Laser Printers (3) to be replaced one each year or as needed; HTE receipt printers (2) to be replaced as needed; color laser printers (2) to be replaced as needed (estimate FY17/18) or one to be replaced by color copier leased when our old b&w copier dies.

I routinely budget between \$1,500 and \$2,000 for replacement of calculators, phones, office chairs, mats, etc. This year I hope to be able to replace the front desk window glass with more efficient openings for transactions before the fiscal year end. We have estimated that \$10,000 will be needed for new office furniture if I retire sometime in the next two to five years and a new Finance Director is hired.

3. Special Needs in the Next Five Years:

The Finance Department has started researching other financial software available, as our current software is outdated, difficult to work with, and we feel the cost of the annual maintenance fees is excessive and unreasonable. We are working closely with Public Works, Legal and the other departments to make sure we are considering their needs. We have seen demos from the top five vendors and hope to develop an RFP in November. We have not budgeted to purchase and implement new software in the current budget. However, we are hoping to be able to negotiate terms with a new vendor that will allow us to pay the purchase price and implementation costs over time, which, along with the annual maintenance fees, would facilitate a change without using a significant amount of additional funds over the cost of our current annual maintenance costs. We will keep the Council and Budget Committee updated on our progress on this project.

I plan to retire within the next two to five years. At that time there will be recruitment expenses, plus the cost of upgrading the Finance Director's office furniture, as explained in the section above.



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BUDGET WORKSHOP STAFF REPORT

CITY OF THE DALLES

MEETING DATE:	AGENDA LOCATION:	AGENDA REPORT #
November 17, 2014		

TO: Budget Committee

FROM: Gene E. Parker, City Attorney

THRU: Nolan K. Young, City Manager *nky*

DATE: November 10, 2014

ISSUE: Services Provided by the Legal/Judicial and Code Enforcement Departments

1. Services Provided. The Legal Department provides services to all departments and personnel of the City, various agencies and commissions of the City, City Council members, and the general public. These services include performing legal research and providing opinions, drafting resolutions and ordinances, supervising the prosecution of defendants in Municipal and Circuit Court, and representing the City in a variety of civil litigation, including administrative hearings and land use proceedings. These services also include attending meetings of the City Council, Planning Commission, and other City Commissions, when necessary, drafting a variety of legal documents, reviewing current legislation and court decisions, and investigating citizens' concerns and complaints.

The Judicial Department exercises jurisdiction over a variety of violations and misdemeanor offenses. The Municipal Court's jurisdiction is comparable to the jurisdiction exercised by a justice of the peace.

The Code Enforcement Department is primarily responsible for handling complaints involving enforcement of the City's ordinances concerning public nuisances, hazardous vegetation, dangerous buildings, and outdoor burning. The City's Code Enforcement Officer works closely with the City Planning Department

investigating complaints concerning property which involve violations of the public nuisance ordinance and the City's land use and development ordinance.

2. Staffing Needs and Capital Improvement Plan. The Legal Department currently has two full time employees (City Attorney and Administrative Secretary), and one part time employee who works 13 hours per week (Crime Victim Advocate). The Judicial Department has one full time employee (Municipal Court Clerk) and one part-time employee who works 10 hours per week (Assistant Court Clerk). The same person performs the duties of Crime Victim Advocate and Assistant Court Clerk. The Judicial Department also currently budgets the sum of \$24,400 to pay for judicial services provided by Tom Peachey, and \$5,400 to pay for services as a municipal judge pro-tem provided by Linda Gouge, and \$39,900 for the services of a part-time prosecutor provided by Kevin Hashizume. The Code Enforcement Department has one full time employee.

Under the capital improvement plan for the Legal/Judicial Department, the budget is prepared with a schedule to replace the computer for the City Attorney, Administrative Secretary, and Municipal Court Clerk every five years. In the current budget, the City Attorney's laptop will be replaced. In the 2017-2018 fiscal year, the laptop for the Municipal Court Judge is scheduled to be replaced. In the 2018-2019 fiscal year, the monitor and camera system for the Municipal Court's video arraignment system is scheduled for replacement.

The capital improvement plan for the Code Enforcement Budget includes replacement of the department's computer system every five years.

3. Possible Need or Opportunities for Expansion of Services. If the level of demand for the services of the Code Enforcement Officer continues to increase, as it seems to have since the City annexed many properties on the west side of town, there may be a need to consider expanding the level of services provided by the department by adding a part-time position. The current annual base salary for the Code Enforcement Officer is \$34,978.77. A half time position would appear to have a base salary of approximately \$17,500. Increasing the level of services would likely result in an increase in expenses including an increase in the amount paid to contractors hired to abate nuisances, and increase in expenses for materials and services. These additional expenses are estimated to range between \$10,000 to \$12,000.
4. Potential Budget Reductions and their impact. There does not appear to be an opportunity for any potential budget reductions which would not have an impact upon the level of service provided by the Legal/Judicial and Code Enforcement Departments. One possible reduction in the Legal/Judicial Department could occur if a decision were made to establish the Municipal Court as a court which handles only traffic infractions and violations, and violations of City ordinances. It is estimated that such a reduction in services provided by the Municipal Court could provide a savings of \$127,000.



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BUDGET WORKSHOP STAFF REPORT

CITY OF THE DALLES

MEETING DATE:	AGENDA LOCATION:	AGENDA REPORT #
November 17, 2014		

TO: Budget Committee

FROM: Richard Gassman, Planning Director

THRU: Nolan K. Young, City Manager *nyj*

DATE November 17, 2014

ISSUE: Services provided by Planning Department

RELATED CITY COUNCIL GOAL: None.

PREVIOUS AGENDA REPORT NUMBERS: None

1. Services Provided

Planning Director. Responsible for overall operation of the department, including personnel, budget, customer service, application of State and local land use rules and procedures. Staff to the Planning Commission and staff to specially appointed committees, as needed.

Senior Planner. Responsible for customer service, processing land use applications such as subdivisions, minor partitions, conditional use permits, historical landmark applications, building permits. Staff to the Historical Landmark Commission.

Associate Planning, half-time. Responsible for customer service, planning related enforcement, assists with land use applications and building permits.

Administrative Secretary. Responsible for a variety of duties including customer service, receptionist, secretary, minutes taker and preparer for the Planning Commission, Historical Landmarks Commission and Urban Renewal Advisory Committee. Offers no charge notarial service. Prepares and distributes meeting packets, notices of decision, prepares and sends notices of meeting, as required.

Development Inspector/Project Manager. Inspects all infrastructure placed in City right-of-way that is intended to become City responsibility, including water, sanitary sewer, storm sewer, streets, sidewalk and curb and gutter. Monitors, investigates, and reports on permitted site progress and issues that arise from approved or non-approved permit activity.

2. Capital Improvement Plan.

A new computer is budgeted each year. The Department has two vehicles, a 2004 Ford Ranger and a 2006 Ford Escape. Despite their ages, no changes to these vehicles are currently planned.

3. Special Needs in the next five years

In 2011 the Planning Department installed its first computer system. All new files and applications are entered into it. To be more efficient, and to offer more accurate and faster information to our customers, the existing files (30 to 40 years worth) should be scanned into the new system. The Department has a scanner, but time wise the task is beyond the capability of the existing staff. We would like to hire temporary help for the specific task of entering the old files into the system.



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POLICE DEPARTMENT

AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
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TO: Budget Committee
FROM: Jay B. Waterbury, Chief of Police
THRU: Nolan K. Young, City Manager
DATE: October 16, 2014

Issue: Services provided by the Police Department.

The police department is responsible for the public safety within the city limits. Services include, but are not limited to---

- Protection of life and property
- Detection and apprehension of offenders
- Enforcement of state laws, city ordinances, and traffic laws
- Protection of The Dalles Municipal Watershed
- Dog Control
- Neighborhood Watch
- SERT Team
- Police Reserves

The calls for service have been increasing throughout the years.

- 2009-8,008
- 2010-7,846
- 2011-9,359
- 2012-10,340
- 2013-11,447

The department has arrested over 1,000 persons a year for at least the last nine years.

Staffing for the department has varied throughout the years. In 1975 there were 18 sworn officers. In the early 80's with a federal traffic grant we had 21. In 1986 the department went through a layoff and was left with six

police officers. When funding was restored the staffing level was set at 16 officers and stayed there for many years. In the mid 90's we added a MINT (drug) officer and in 1998 a traffic officer. From 1995, our sworn strength varied between 19 and 20 officers. In 2004 to 2007 there were 19 officers and staffing went to 20 in 2008, 21 in 2009, and 23 in 2011.

In 1990 with a population of 11,060 and 16 officers, we had 1.4 officers per thousand population. At that time, the average in Oregon was 1.8. In 2000 we had 20 officers and 1.6 per thousand. Because of officer safety and service for citizens we also adopted a policy of a minimum of two officers on duty and three during certain times. With the annexations that started in about 2010, we added officers and are now at 23. With a current population of 14,440, we are still at 1.6 officers per thousand which is where we would like to be. The state average has dropped since the 1990 average of 1.8 to just under 1.7.

In 2012 the city added a half time position for dog control. That was increased to $\frac{3}{4}$ time in 2013/2014. The dog control position was added when Wasco County gave up the program due to financial problems. The City had started with a half time position, not knowing how busy the position would be. It was increased due to call load. The call load has picked up as citizens discover we have our own program and don't have to wait for the county.

Review of Capital Improvement Plan

Attached is a copy of the current CIP. In summary---

HVAC replacement—the police station has five HVAC units. When the station was purchased (1999) we had one new one installed. We have continually budgeted for a new one in case it is needed. I believe we still have one limping along. The funding for this has been switched to the project fund.

Police Patrol Vehicles—the department has seven marked patrol vehicles. They are replaced on the average of every three years. They will usually have between 80,000 and 100,000 miles. At that time the safety and reliability of them for police work is questionable and maintenance is high.

Police Unmarked Vehicles—the department has six unmarked vehicles. Three are assigned to detectives, one to the chief, one to the captain, and one is used occasionally for patrol and for officers to attend classes. All of the unmarked cars are purchased locally and are used when we get them. We keep each one for at least 10 years and then trade it for a new used one.

The department has had a vehicle replacement schedule for years. It calls for two cars to be purchased each year. One year is two marked cars and the next is one marked and one unmarked. The plan is updated yearly. The CIP plan shows two a year except for fiscal 16/17 which shows three marked cars. The plan for marked cars is based on years and mileage. The plan forecast three cars for that year. The goal is to purchase only two a year and we will be working to make that happen, but at this time it does show three.

The plan also shows getting unmarked cars two years in a row. This is because of funding we had to skip a year. This year we will be hopefully trading in a 13 year old car.

The department also has a 2005 Ford Van which is used for the SERT team. It is not anticipated to replace that in the near future. We also have one vehicle that is assigned to our MINT detective. This vehicle is actually owned by the MINT team. We are responsible for insurance and maintenance. Dog Control has a 2007 Ford Pickup which we inherited from Wasco County when they did away with their animal control program. This truck has almost 80,000 miles on it. We hope to make it last until fiscal 17/18 before replacement. The truck we use to patrol the watershed is furnished by the water department.

Computer Replacement—this item needs an explanation. The department has 14 computers in the station. We try to replace them every four years with three or four a year. You will see in fiscal 16/17 it calls for 13 which includes the Mobile Data Terminals (MDT's) that we have had in the cars for two years. They were purchased with the sheriff's office on a grant. We hope these will last until 16/17.

There are other items on the CIP. I have highlighted the larger items. Please call me with any questions.

Special Needs in the Next Five Years

One thing that has come up recently has been "Body Cameras". These are small cameras worn on the uniform that records everything the officer sees, says, or hears. There are several advantages to these. One is better evidence for crimes. Another is less citizen complaints. When a citizen complains about something the officer did when you tell them we will look at the actual incident from the camera they usually say, don't worry about it or just forget it. Departments that use these say the complaints drop drastically. Most of officer injuries occur during an arrest. It appears that when you let the suspect know he is being recorded during an arrest there are less resisting cases, which result in less injuries. These are something that we are actively looking into at this time. It appears we might be able to equipment the department with these for under \$20,000. That figure is an estimate at this time.

The number of personnel is always an issue. With the last annexation we hired additional officers. We are now at 23 sworn. I feel this is a good number of officers for our community. Of course more would be better, but we are doing fairly well at this time. Unless we have a drastic increase in population in the next five years I don't believe we will be looking at increasing the number of officers on the department.