

CITY COUNCIL WORK SESSION

January 22, 2018
11:30 am
City Council Chamber
313 Court Street, The Dalles, Oregon

AGENDA

1. CALL TO ORDER
2. COUNCIL GOALS
 - A. Review Performance Benchmarking Document
 - B. Review/Revise Current Goals
 - C. Review/Revise Values
3. ADJOURN

Prepared by/
Izetta Grossman
City Clerk



AGENDA STAFF REPORT

MEETING DATE: January 22, 2018

TO: Honorable Mayor and City Council

FROM: Matthew Klebes, Assistant to the City Manager

ISSUE: Performance Benchmarking

BACKGROUND: The Dalles City Council Work plan for FY 17/18 set the development of Performance Management Benchmarks as a goal of Transparent Efficient Government (Goal F3). A meeting was held on July 10, 2017 with Council members and Department Heads where terminology (detailed on Attachment A), the benchmarking process, example documents, and brainstormed values were generated, reviewed, and agreed upon.

The resulting document from this meeting and attached to this report includes:

- Summary statement
- Our Vision, Mission, and Goals
- Potential Values
- Update timelines
- SMART
- Matrix of Goals with Objectives, Strategies, and Benchmarks by Department

The intent of this meeting is: 1). Present the benchmarking document and provide needed clarification, 2). Review, refine, and accept the City's Values, 3). Review and, if needed, refine the Goals of the City.

COUNCIL ALTERNATIVES:

1. **Staff recommendation:** *Council must review accept agreed upon Goals and Values of the City.*
2. Direct staff on an alternative process

Attachment A

TERMINOLOGY

Vision: What do the citizens want the community to become?	
Mission: What is the City's role in achieving that vision?	
Values: What guides our efforts in every situation?	
Goals: How will the City achieve the mission?	
Objectives: How will Departments achieve the goals?	
Operations and Maintenance: Ongoing Efforts	Capital: Time Definitive
Strategies: What actions will be taken to achieve the Department objectives?	Strategies: How do we effectively complete time definitive projects?
Benchmarks: What will we measure to determine if the strategy is achieving the objective and goal?	Benchmarks: What will be measured to evaluate capital projects?



City of The Dalles

Performance Benchmarking



The people of The Dalles are justifiably proud of their community. It has a long and valued history and continues to play a key role of North Central Oregon's social, cultural, economic, and government activities. We are passionate about our home and desire to see our community strengthen and prosper.

Nearly three decades ago, starting in 1992 the community began planning for change, and to harness such change to improve The Dalles, by creating a Vision Action Plan. This vision was updated in 2002, again in 2011, and plans are being laid to update the vision in 2018. Throughout this period, national, regional, and local dynamics have brought substantial change to our community. Our Vision can help us manage these forces and define the community that we want to become.

The City of The Dalles has a mission, has a duty, to take action in relevant areas to help our community achieve our vision. For our Vision and Mission to have an everyday meaning to us, it must be accompanied by deliberate planning efforts where we can see how our efforts will move our organization and our community forward.

This document details a framework to organize our efforts, track, and then celebrate them together.

This document is intended as a work in progress. Our mission, vision, values, and goals will evolve as our community changes although they should remain fairly constant. The objectives and strategies identified by our Departments and Divisions will require periodic review, refinement, creation, and deletion.

Detailed documents such as the, Comprehensive Plan, Capital Improvement Plan, Transportation System Plan, Water Master Plan, Sewer Master Plan, Urban Renewal Agency Master Plan, Airport Master Plan, and related planning documents are integral to the support of our mission.

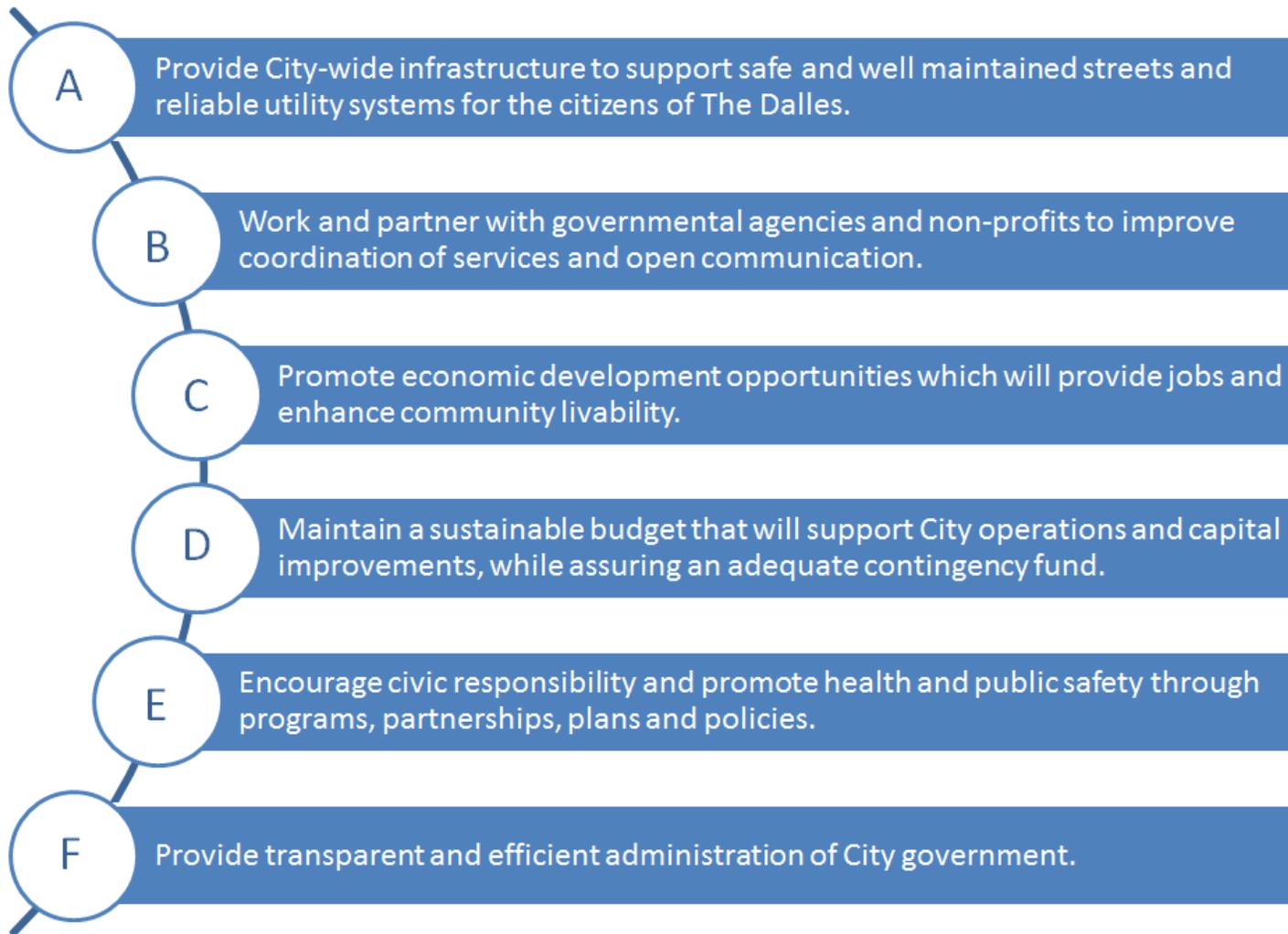
Our Vision

A community that has involved citizens of all ages, strong local collaboration, green spaces, a revitalized downtown, efficient government, is a commercial hub, honors our cultural diversity, has a proactive education system, has compatible neighborhoods, a far ranging transportation system, and a comprehensive medical system. (Compiled summary of VAP)

Our Mission

“By working together, we will provide services that enhance the vitality of The Dalles”

Our Goals



Our Values



Our Values are our everyday framework that guides *all* of our decision making processes, our relationships with the community, and our workplace cultural environment.

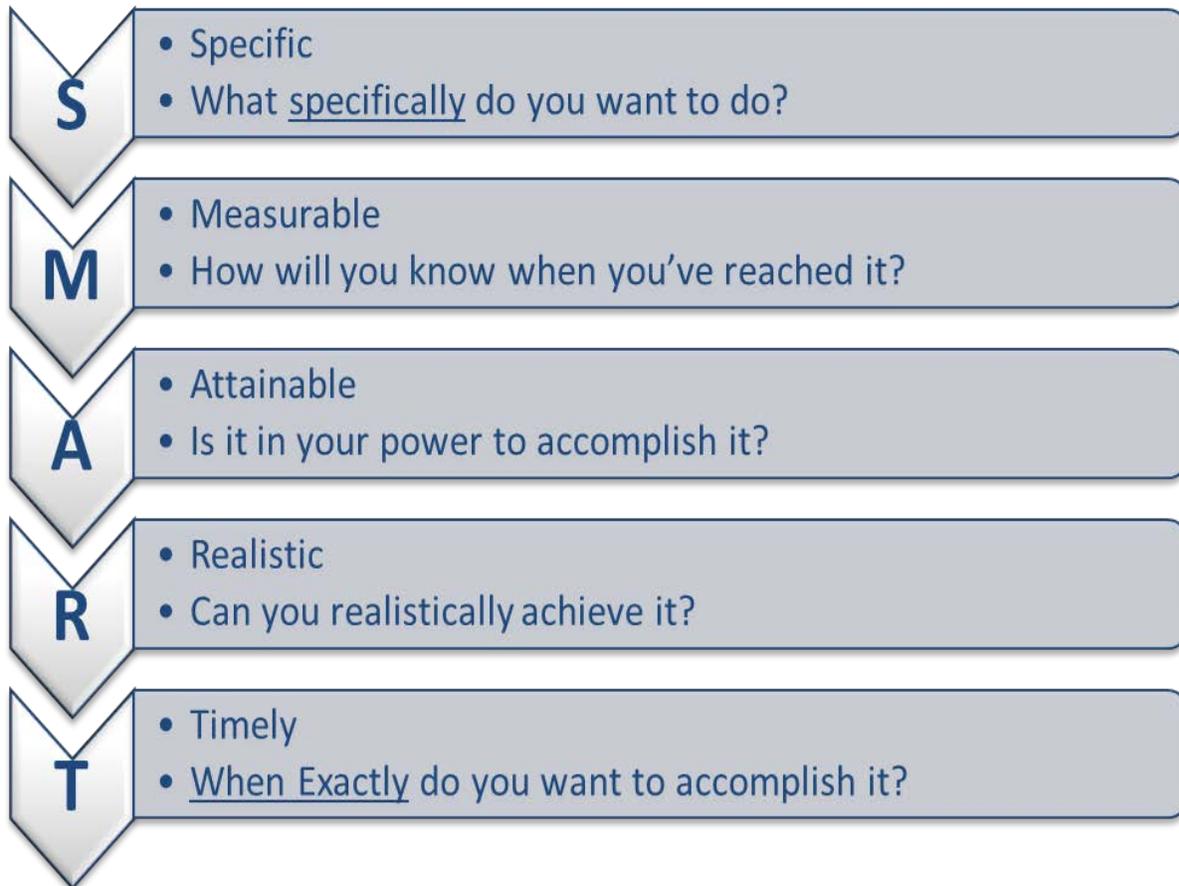
Review and Update Process

Vision, Mission, Values: Every 10 years (Community)

Goals: Every 5 years (City Council)

Objectives and Strategies: Annually (Departments craft; Reviewed by City Council)

The below image details aspects to think about when developing our goals, objectives, and strategies:



Terminology

Vision: What do the citizens want the community to become?	
Mission: What is the City's role in achieving that vision?	
Values: What guides our efforts in every situation?	
Goals: How will the City achieve the mission?	
Objectives: How will Departments achieve the goals?	
Operations and Maintenance: Ongoing Efforts	Capital: Time Definitive
Strategies: What actions will be taken to achieve the Department objectives?	Strategies: How do we effectively complete time definitive projects?
Benchmarks: What will we measure to determine if the strategy is achieving the objective and goal?	Benchmarks: What will be measured to evaluate capital projects?

Operations and Maintenance

Goals	Objectives	Strategies	Performance Benchmarks
<p>A. Provide City-wide infrastructure to support safe and well maintained streets and reliable utility systems for the citizens of The Dalles.</p>	<p><u>IT</u></p> <ul style="list-style-type: none"> • Use electronic data gathering of City activities for productivity and efficiency analysis <p><u>Street Division</u></p> <ul style="list-style-type: none"> • Take pro-active efforts to preserve roadways <p><u>Waste Water Division</u></p> <ul style="list-style-type: none"> • Monitor Federal and State regulation changes and make necessary adjustments/improvements for waste water system compliance • Use Capacity, Management, Operation and Maintenance (CMOM) for continuous improvement and preventive actions in wastewater utility 	<ul style="list-style-type: none"> ○ Extend mobile electronic record keeping and work order systems used by departments/divisions <hr/> <ul style="list-style-type: none"> ○ Develop a DCI Pavement Condition Index with matrix that helps decide what roads get work and what type of work they receive ○ Develop 5-10 year Pavement management program <hr/> <ul style="list-style-type: none"> ○ Continue to implement EPA guidance for capacity, management, operations, and maintenance program by using EPA Publication 305-B-05-002 to evaluate Capacity, Management, Operation and Maintenance (CMOM) programs ○ Develop/update existing Standard Operating Procedures for wastewater utility operations ○ Update Sanitary Sewer Overflow Prevention 	<ul style="list-style-type: none"> • Measure average response time of service requests before and after utilization of electronic record keeping <hr/> <ul style="list-style-type: none"> • Percentage of pavement management program completed each year <hr/> <ul style="list-style-type: none"> • Complete CMOM evaluation yearly

Goals	Objectives	Strategies	Performance Benchmarks
<p>A. Provide City-wide infrastructure to support safe and well maintained streets and reliable utility systems for the citizens of The Dalles.</p>	<p>operations</p> <ul style="list-style-type: none"> • Conduct activities to support the renewal of the City’s Wastewater Treatment Plant NPDES discharge permit through Oregon DEQ <p><u>Water Division</u></p> <ul style="list-style-type: none"> • Maintain yearly schedule of water meter replacement (4,810 meters total) and PRV maintenance <p><u>WICKS</u></p> <ul style="list-style-type: none"> • Provide safe water by meeting all State and Federal safety regulations <ul style="list-style-type: none"> • Conduct monthly Crow Creek Dam and Dog River Inspections <p><u>Administration</u></p> <ul style="list-style-type: none"> • Maintain infrastructure of City owned buildings and properties 	<p>Program</p> <ul style="list-style-type: none"> ○ Conduct a pH monitoring program in the Columbia River ○ Prepare a Mercury Minimization Plan <hr/> <ul style="list-style-type: none"> ○ Opportunity driven, route-by-route ○ Reserve time in early spring to facilitate ○ Explore pre-fabs for increased efficiency <hr/> <ul style="list-style-type: none"> ○ Review and update operating protocols ○ Provide training opportunities on new technology and operating protocols <hr/> <ul style="list-style-type: none"> ○ Identify possible efficiencies and additional resources that could be obtained to allow staff to conduct inspections <hr/> <ul style="list-style-type: none"> ○ Maintain yearly schedule of needed maintenance ○ Maintain standardized list of contractors who are licensed and bonded to perform work 	<ul style="list-style-type: none"> • Acceptable pH monitoring report • Acceptable Mercury Minimization Plan <hr/> <ul style="list-style-type: none"> • Replace 8% of water meters each year • Rebuild 12 valves each year <hr/> <ul style="list-style-type: none"> • Zero safety incidents and all inspections passed • Achieve/Maintain SHARP designation • Staff has met the required 2 continuing Education Credits needed every 2 years • 11 yearly inspections completed on the Crow Creek Dam and Dog River Pipeline <hr/> <ul style="list-style-type: none"> • Yearly updated list of contractors

Goals	Objectives	Strategies	Performance Benchmarks
<p>B. Work and partner with governmental agencies and non-profits to improve coordination of services and open communication.</p>	<p><u>Administration</u></p> <ul style="list-style-type: none"> • Maintain monthly meetings between City Manager/Department heads and community partners • Communicate with community on topics and pressing issues • Expand relationship with local Tribes • Explore opportunities to consolidate services • Communicate timelines and schedules of developments/projects to applicable partners • Timely provision of City meeting information to partners and community 	<ul style="list-style-type: none"> ○ Setup a regular schedule of monthly meetings ○ Attend Community Outreach Team (COT) meetings ○ Review partner list each year ○ Speak to Civic Groups ○ Radio appearances ○ Request permission to have City Mayor and Manager attend Tribal meetings ○ Support Native American cultural events ○ Continue to acknowledge Tribal rights established at the commercial dock ○ Co-locate the Planning Department with Wasco County Planning and Building Codes ○ Project Manager assigned to each project will identify and reach out to potential partners in advance of implementation ○ Timely provide agenda packets to partner list, ○ yearly update the partner list based on COT members and active city partnerships 	<ul style="list-style-type: none"> • # of meetings attended • Monthly radio appearances • Monthly Mayors Message • 1 Civic group a quarter • Attendance of at least 1 Tribal Council meeting each year • Attendance at Tribal cultural events • Partnerships to logistically or financially support Tribal events • Financial resources saved through consolidation • Efficiency increases in permit timelines • Opportunities identified for efficiencies • Partnerships and efficiencies reported through newsletter • Number of email receipts and email “open rates” • Number of people attending meetings

Goals	Objectives	Strategies	Performance Benchmarks
<p>B. Work and partner with governmental agencies and non-profits to improve coordination of services and open communication.</p>	<p><u>IT and Police</u></p> <ul style="list-style-type: none"> • Work with County 911 for Shared Dispatch services <p><u>WICKS</u></p> <ul style="list-style-type: none"> • Provide water testing services to community and partnering agencies as availability and resources permit • Work with partners to continue adult and youth hunting outings in The Dalles Watershed • Bring back the annual public tours of the Wicks Water Treatment Plant 	<ul style="list-style-type: none"> ○ Increase number of people who receive newsletter by adding newsletter signup ○ Increase traffic on website and Facebook by posting agendas, press releases etc. <hr/> <ul style="list-style-type: none"> ○ Support upgrades and audit compliance, secure shared resources according to Criminal Justice Information Services (CJIS) Security Policy <hr/> <ul style="list-style-type: none"> ○ Offer testing services for irrigation water as available ○ Recoup all staff and materials cost for providing said testing ○ Share billing and payment reports between Finance and WICKS <hr/> <ul style="list-style-type: none"> ○ Work with ODFW to carry out annual controlled adult and youth Elk hunts in The Dalles watershed ○ Assemble packets/permits for hunters and facilitate check in/check out stations <hr/> <ul style="list-style-type: none"> ○ Select a day for tour and publicize 	<ul style="list-style-type: none"> • Increase in Facebook, website traffic, and newsletter readership <hr/> <ul style="list-style-type: none"> • Pass Criminal Justice Information Services Security Policy audit (Every 3 years) with little to no remediation steps needed <hr/> <ul style="list-style-type: none"> • Number of outside partners utilizing services • Cost vs revenue ratio • 95% recovery of accounts for testing provided • Adherence to providing safe water to Dalles residents as a priority <hr/> <ul style="list-style-type: none"> • 1 controlled adult hunt and 1 controlled youth hunt per year <hr/> <ul style="list-style-type: none"> • 1 yearly public tour

Goals	Objectives	Strategies	Performance Benchmarks
<p>C. Promote economic development opportunities which will provide jobs and enhance community livability.</p>	<p><u>Administration</u></p> <ul style="list-style-type: none"> • Develop and manage economic development tools for the City <p><u>Engineering and Planning</u></p> <ul style="list-style-type: none"> • Provide timely plan review <p><u>Planning</u></p> <ul style="list-style-type: none"> • Enforce City Code <p><u>Library</u></p> <ul style="list-style-type: none"> • Provide community access to equipment and education to encourage collaborative creation. • Increase Library patronage 	<ul style="list-style-type: none"> ○ Manage Enterprise Zone and comply with all State requirements, conduct awareness efforts ○ Manage Vertical Housing Development Zone and comply with all State requirements, conduct awareness effort <hr/> <ul style="list-style-type: none"> ○ Develop jointly accessed database between Planning and Public Works that details when plans are received, where they currently are, and status. Develop notification system when updated <hr/> <ul style="list-style-type: none"> ○ Employ both responsive and pro-active code enforcement <hr/> <ul style="list-style-type: none"> ○ Develop and establish a makerspace to complement the Teen Programming and Digital Media Room ○ Provide diverse collections by reviewing and updating collections with new and newly published materials ○ Provide diverse programming for the community ○ Increase/Improve marketing 	<ul style="list-style-type: none"> • Number of applicants submitted • 100% of companies with an Enterprise Zone submit timely yearly required reporting <hr/> <ul style="list-style-type: none"> • 7 day turnaround time on plan review, average of 5-6 days • Meet State processing time guidelines in 100% of cases <hr/> <ul style="list-style-type: none"> • # of yearly code complaints <hr/> <ul style="list-style-type: none"> • Number of patrons attending programs • Number of distinct programs • Number of library cards • Total number of visitors for the year • Number of distinct programs • Social media following and engagement on posts

Goals	Objectives	Strategies	Performance Benchmarks
<p>C. Promote economic development opportunities which will provide jobs and enhance community livability.</p>		<p>of the Library through social media, flyers, newsletter, radio, and digital message boards</p>	<ul style="list-style-type: none"> • Circulation Numbers • Number of newsletters distributed, radio spots,

Goals	Objectives	Strategies	Performance Benchmarks
<p>D. Maintain a sustainable budget that will support City operations and capital improvements, while assuring an adequate contingency fund.</p>	<p><u>Water Division</u></p> <ul style="list-style-type: none"> • Reduce sources of lost revenue <p><u>Finance</u></p> <ul style="list-style-type: none"> • Keep City Manager, Councilors, and Department Managers informed of financial goals during decision making processes <p><u>Human Resources</u></p> <ul style="list-style-type: none"> • Reduce costs associated with workers compensation <p><u>Street Division</u></p> <ul style="list-style-type: none"> • Sustainably finance street maintenance and construction 	<ul style="list-style-type: none"> ○ Replace old and inaccurate water meters <hr/> <ul style="list-style-type: none"> ○ Updates on maintaining contingency and ending fund balance ○ Software alerts to Departments/Divisions that are close to budget ○ One-sheet of financial goals/requirements provided at Council dais <hr/> <ul style="list-style-type: none"> ○ Conduct safety committee meetings ○ Review previous incidents and root causes and report most common type of injury and how to prevent yearly ○ Utilize SAIF funds to improve workplace safety <hr/> <ul style="list-style-type: none"> ○ Develop a funding tool such as a street utility fee to fund department 	<ul style="list-style-type: none"> • Estimated/Actual reduction in revenue loss <hr/> <ul style="list-style-type: none"> • Maintain contingency and ending fund balance • Decrease in Departments/Divisions that have line items that go over budget <hr/> <ul style="list-style-type: none"> • Workers Compensation Rating Factor • Number of claims and amount of time loss <hr/> <ul style="list-style-type: none"> • Percentage of street maintenance and construction funded by its own funding means versus supplemented by other funding sources

Goals	Objectives	Strategies	Performance Benchmarks
<p>E. Encourage civic responsibility and promote health and public safety through programs, partnerships, plans, and policies</p>	<p><u>Police & City Manager & Legal</u></p> <ul style="list-style-type: none"> • Explore possible methods to address increasing crime/complaint incidents • Utilize technology to better capture obligated and non-obligated police work <p><u>Legal</u></p> <ul style="list-style-type: none"> • Utilize New Hope Court for cases involving mentally challenged individuals and cases involving alcohol and drug abuse • Provide Victim Advocacy <p><u>Police</u></p> <ul style="list-style-type: none"> • Identify patrol enforcement priorities 	<ul style="list-style-type: none"> ○ Draft and facilitate a discussion regarding an Exclusion Zone ordinance ○ Explore resources and partnerships for housing, employment, mental health resources ○ Allow community service as restitution in lieu of fines ○ Explore the efficient use and integration of newly acquired tablets to better account for police activity/work ○ Partner with Center for Living to assist with medical, housing, and treatment needs of individuals ○ Inform repeat defendants that New Hope Court exists and its requirements ○ Review police reports and identify victims for outreach ○ Contact victims through phone and/or letter to inform them of available services ○ Yearly review to establish/confirm patrol enforcement priorities such as DUII, Distracted Drivers, Speed Enforcement, etc. 	<ul style="list-style-type: none"> • Reduction in crime and complaints • Increase in client participation in various resources • Aggregate community service hours • Integration of tablets in accounting for non-obligated contacts • Number of non-obligated contacts • Number of participants in the program • Percentage of participants that graduate from the program • Number of defendants that decline the service • Number of victims contacted per year • Number of victims who respond and are being provided services • Identified patrol enforcement priorities and communication to Officers, City, and Community

Goals	Objectives	Strategies	Performance Benchmarks
<p>E. Encourage civic responsibility and promote health and public safety through programs, partnerships, plans, and policies</p>	<p><u>Planning Department (Codes)</u></p> <ul style="list-style-type: none"> • Educate the community in the control and removal of puncture vine, meter protection, snow removal, and community cleanup day • Implement parking codes/ordinances that balance enforcement and utilization of resources <p><u>Library</u></p> <ul style="list-style-type: none"> • Maintain a diverse selection of materials; paper media, digital, and special collections • Increase patronage and circulation of offered materials 	<ul style="list-style-type: none"> ○ Seek grants and other resources to conduct enforcement exercises ○ Public awareness through social media, newsletter, paper media, and community outreach <hr/> <ul style="list-style-type: none"> ○ Yearly postcard reminder insert in City billing ○ Door knockers ○ Block letters ○ Facebook posts ○ Hotline for standard questions and inquiries about puncture vines, etc. ○ Work with Police Department and legal to review and update parking codes/ordinances <hr/> <ul style="list-style-type: none"> ○ Update collections as required and documented under State guidelines ○ Explore and strengthen concept of a, “library of things” not “just” books through special grants and other partnerships ○ Increase marketing efforts and educational opportunities through programs ○ Maintain diverse collections 	<ul style="list-style-type: none"> • Enforcement exercises conducted • Reduction in identified priorities <hr/> <ul style="list-style-type: none"> • Reduction in code complaints for described issues • Reduction in code complaints • Number of parking violations that involved police enforcement <hr/> <ul style="list-style-type: none"> • New content/materials offered at the library • Expansion of special collections • Program attendance • Number of new visitors, current members, new members

Goals	Objectives	Strategies	Performance Benchmarks
<p>F. Provide transparent and efficient administration of City government.</p>	<p><u>Human Resources</u></p> <ul style="list-style-type: none"> • Maintain compliance with all Federal and State regulations • Ensure cost effective recruitment for open positions • Reduce non-retirement turnover • Ensure all employees have required trainings to perform job functions • Reduce number of safety incidents 	<ul style="list-style-type: none"> ○ Review policies and procedures on a yearly basis and document using database ○ Utilize new systems, processes and software in posting positions and evaluate return on investment (ROI) ○ Provide holistic incentives for employee retention ○ Insure employees perceived risks and issue are assessed by investigation and evaluation ○ Provide continuing education and management training to those identified through personnel evaluation ○ Utilize matrix of employee names by job function to identify needed trainings and track documentation in personnel files ○ Conduct safety committee meetings ○ Review previous incidents and root causes and report most common type of injury and how to prevent yearly 	<ul style="list-style-type: none"> • All policies are reviewed yearly and are in compliance with Federal and State regulations • Reduction/stable percentage of budget spent on hiring • Reduction/stable total cost per hire • Reduction in staff turnover due to non-retirement reasons • Increase in average length of employment • Percentage of employees who have all required trainings 25% to 90% in 3 years • Ultimate goal of 0. 45 incidents since 2013, step down to 10, 8, 7, etc.

Goals	Objectives	Strategies	Performance Benchmarks
<p>F. Provide transparent and efficient administration of City government.</p>	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Reduce the number of phone calls and staff time spent on billing • Reduce amount of time spend on hand entered documentation/processing <p><u>Administration</u></p> <ul style="list-style-type: none"> • Improve the ability for citizens to learn and be involved about City government • Consolidation of records and consistent recording and maintenance of records per retention schedule • All resolutions, ordinances, agreements, contracts, deeds, easements, leases, and encroachment <u>paper original</u> filed with City Clerk 	<ul style="list-style-type: none"> ○ Establish capability for users to view and pay their water/sewer bill online ○ Evaluate new finance system for tools to complete transactions electronically ○ Live stream City Council meetings ○ Establish a Citizens Academy learning course ○ Continuous use and update of records retention management software ○ Monitor uploads to retention software quarterly ○ Biannual informational meetings; reminder emails/newsletter article ○ Use of retention software auto notification system for files that need to be destroyed/deleted ○ Confirm all departments have proper record retention policies that are being followed ○ Quarterly check on department uploads 	<ul style="list-style-type: none"> • Increase in % of bills paid online • Reduction in phone calls and staff time process bills paid in person • Number of transaction types that rely on hand entered steps • Number of viewers, students • Increase in total volunteers across City boards and committees • Record retention policies are updated yearly • Checks completed all four quarters • 80% manager attendance at annual meeting

Goals	Objectives	Strategies	Performance Benchmarks
	<p><u>Legal</u></p> <ul style="list-style-type: none"> • Complete, finalize, and distribute all contracts and agreements to appropriate parties • Reduce ticket delinquency 	<ul style="list-style-type: none"> ○ Annual record retention meeting with managers ○ Maintain a database/tracking sheet of contracts and agreements in process ○ Develop a payment plan for all delinquent accounts ○ Send out bills 	<ul style="list-style-type: none"> • 100% of contracts and agreements finalized, distributed to appropriate parties, and properly documented • 100% of accounts on payment plan • Ratio of paid in full vs. payment plan

Capital Projects

Goals	Objectives	Strategies	Performance Benchmarks
<p>A. Provide City-wide infrastructure to support safe and well maintained streets and reliable utility systems for the citizens of The Dalles.</p>	<p><u>All Departments</u></p> <ul style="list-style-type: none"> • List Capital Projects necessary for the long term sustainability of the City Government and whole community. 	<p><u>All Departments</u></p> <ul style="list-style-type: none"> ○ A 5 year Capital Improvement Plan will be continually updated and executed ○ Every project has an estimated timeline, budget, and safety plan 	<ul style="list-style-type: none"> ➤ All Projects are completed within +/- 10% of estimated timeline ➤ Projects are completed within +/- 10% of estimated budget ➤ Projects are completed with zero safety incidents
<p>B. Work and partner with governmental agencies and non-profits to improve coordination of services and open communication.</p>			
<p>C. Promote economic development opportunities which will provide jobs and enhance community livability.</p>			
<p>D. Maintain a sustainable budget that will support City operations and capital improvements, while assuring an adequate contingency fund.</p>			
<p>E. Encourage civic responsibility and promote health and public safety through programs, partnerships, plans, and policies</p>			
<p>F. Provide transparent and efficient administration of City government.</p>			