

**MINUTES  
BUDGET COMMITTEE MEETING**

**CITY HALL COUNCIL CHAMBER  
313 COURT STREET, THE DALLES, OREGON**

**MAY 5, 2015  
5:30 P.M.**

Presiding: Chair Gary Grossman

Committee  
Members Present: Daniel Bonham, Russ Brown, Taner Elliott, Corliss Marsh, Tim McGlothlin, Linda Miller, Barbara Pashek, Dan Spatz

Committee  
Members Absent: Rich Mays

Staff Present: City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Finance Director Kate Mast, Public Works Director Dave Anderson, Librarian Jeff Wavrunek, Police Chief Jay Waterbury, Administrative Fellow Daniel Hunter, Senior Planner Dawn Hert

Also Present: Mayor Steve Lawrence

**RECONVENE**

The meeting reconvened at 5:30 p.m.

**APPROVAL OF MINUTES**

It was moved by Pashek and seconded by Brown to approve the minutes of the May 4, 2015 Budget Committee meeting. The motion carried unanimously, Mays absent.

**FOLLOW UP FROM PREVIOUS MEETING**

City Manager Young reviewed the updated Budget Adjustment Worksheet, noting the addition of funds for website development and maintenance, Library computers, additional funding for Fort Dalles Museum, and adding two requests for funding from Fort Dalles Fourth and Youth Empowerment Shelter.

Young said additional information had been provided from Fort Dalles Fourth, Youth Empowerment Shelter, and the Juvenile Work Crew program.

Economic Development, Continued

There was discussion regarding how to measure the success of having a Business Recruiter. It was decided the Council would have a briefing within the next six months to hear about results of the work being done.

Elliott questioned the need for the RARE position and whether the Riverfront Trail work could be done by one of the other staff. Committee Chair Grossman said the City Council could make the staffing decisions once the Budget Committee approved the budget.

Legal/Judicial

Pashek questions whether the Municipal Court was operating on a sound financial basis.

City Attorney Parker said the City Council would make any decisions regarding the Court operations and whether to pursue a transition to a traffic court. He said many issues needed to be worked out, such as transferring cases, speaking with the Circuit Court Judges, impact of not having the mental health court, and jail space.

Brown said this had been discussed for at least two years, and a decision needed to be made. Grossman asked the Mayor to appoint a task force to develop a recommendation on the Municipal Court.

Finance

Chair Grossman asked what items were budgeted in line item 31-20, accounting/advisory services. Finance Director Mast said that line item included analysis regarding post employee benefits and fuel and room tax audits.

Personnel

No questions.

Planning

In response to a question regarding line item 31-10, City Manager Young said no funds were budgeted to pursue the urban growth boundary expansion in the upcoming year.

Elliott asked what items were included in line 39-00. City Manager Young said funds budgeted in that line were for GIS software and for scanning documents into an electronic format.

#### Police

There was a discussion regarding the purchase of body cameras for the officers. Chief Waterbury said the funds were budgeted in line item 74-90, but he was still studying the merits of having the cameras. It was noted the Council would have to approve the purchase, so if staff proceeded, the Council would have more opportunity to discuss the issue.

Pashek asked if the Police Department had been training for oil spills. Waterbury said they had not started training yet, but the Department was a first responder and would be taking advantage of training opportunities as they arose.

McGlothlin suggested changing the line item title microfilming to document scanning to better reflect what it was for.

In response to a question, Waterbury said the funds in the drug forfeiture line item were to pay for equipment for the drug task force officer.

Waterbury explained the funds in line 43-50 were for maintenance of vehicles and the purchase of two new vehicles was listed in line 74-20.

#### Technology

City Manager Young said line 34-40 was for software upgrades, but did not include updates for the website. He said that was added to the Budget Adjustment Worksheet and the Budget Committee to consider adding to the budget.

McGlothlin asked what was included in the miscellaneous line item. City Manager Young said it was for unanticipated items.

#### General Services

Mayor Lawrence asked why the insurance was so high. Finance Director Mast said all insurance premiums for the City were budgeted in this one line item.

Brown said he supported the purchase of a small sweeper, but that it shouldn't be used for a large parking lot like the State Office Building because it would wear out too quickly. Elliott asked if staff had considered contracting for sweeping service. City Clerk Krueger said she had not investigated that option, but if directed would look into it.

#### Codes Enforcement

Brown asked what line 31-10 paid for. City Attorney Parker said that line item was used for nuisance abatements. He said funds collected through property liens and assessments were then credited to the General Fund. It was noted that very large abatements were paid for out of the Special Assessments Fund.

#### Dog Control

There was discussion regarding the contract with Home at Last Shelter, line code 31-10. Chief Waterbury said the agreement was for 15 dogs per month, at a monthly fee of \$1,125. He said if they brought more than 15, the fee was \$65 per animal, with a maximum number of 20 animals per month.

#### Other Uses

No questions.

#### Library

City Manager Young explained that the Library District was an operating tax district and there was an agreement with the City to provide services to the Library. Young said the employees at The Dalles branch were City employees. He said Wasco County served as the Board of Directors for the Library.

Marsh added that having a separate district had provided for stable funding for the Library.

Spatz asked why the insurance line item had increased over \$50,000. Librarian Wavrunek said it was budgeted at family rates for employees that had not yet been hired and he didn't know how much their premiums would be at that time.

McGlothlin asked what items were included in the special department supplies, line 60-85. Wavrunek said this line item was to pay for supplies for the new youth programs.

Miller asked when the children's addition would be constructed. Wavrunek said he hoped to have the contract out to bid by the end of May, award a contract in July and begin construction in August or September.

Mayor Lawrence asked if the Library was included in the Urban Renewal District and subject to tax increment financing. City Manager Young said that was correct. Lawrence noted the Library didn't have a representative on the Urban Renewal Advisory Committee. Young said they were represented by the City and County.

### Public Works

#### Street Department

Pashek congratulated the Public Works Department for having a full year of no lost time accidents.

Brown asked what vehicles were included in line item 43-50. Public Works Director Anderson said that line item was to pay for maintenance of vehicles.

Mayor Lawrence noted the goals was to help the Engineering Department solve drainage issues and assisting with community events. Anderson said there were more community events and this department often assisted with set up, which created overtime work for the employees. Regarding the drainage issue, Anderson said in areas where the City didn't have storm sewer systems, they needed to make sure there was adequate drainage from runoff.

#### Public Works Reserve Fund

Anderson said line 74-20 was the line item where future vehicle purchases were budgeted. He said included in that line item was saving funds for an Aqua-Tech, payment for the skidder, a pick up with snow plow, sludge trailer, used tack truck, and saving for a backhoe and mini excavator.

#### Water Department

Public Works Director Anderson said if water rate increases were implemented as planned, the funds would be saved toward the Dog River line replacement project. He said if they were able

to have some cash for the project, the bond amount could be reduced. Anderson said another big project scheduled in the near future was to replace the water lines from the treatment plant into town.

Mayor Lawrence asked when the worker's compensation rates were expected to go down again. Finance Director Mast said the formula used the first three years of a four year period, so it could take up to three years for the highest experience to drop off, lowering rates.

Elliott said the Water Treatment Division was currently advertising a position. He asked if they could continue operations if they didn't fill the position. Anderson said it would be extremely difficult to operate the Treatment Plant with less employees because it was a 24 hour operation and they also needed to have enough staff to cover for absences.

Marsh asked if the annual water report was a mandated report. Anderson said it was a Federal and State requirement to publish the report to the community. He said funds were budgeted in line 53-60 and also in the postage line item to pay for the report.

Brown asked how the watershed patrol was paid for. Anderson said the budget included paying for half of a police officer position, for six months of watershed patrol and the vehicle maintenance was also paid by the Water Department.

Mayor Lawrence asked which cabin was proposed to be repaired. Anderson said the Dog River cabin was going to be lost if repairs weren't made to it soon.

Bonham asked if there were federal grant funds available for the watershed operations. Anderson said the City didn't qualify for federal grants due to the population. He said most of the grants were only available to areas with less than 10,000 population. Anderson said the City did receive some grant fund for reforestation after the fire. He said the grass seeding was completed and 113,000 trees had been planted. He said more work would be done next Spring.

#### Water Capital Reserve Fund

Anderson said funds in line 76-20 included funding for the water line project from the treatment plant into the City.

MINUTES (Continued)  
Budget Committee Meeting  
May 5, 2016  
Page 7

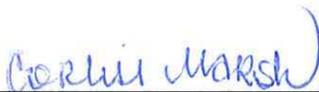
**Recess**

The meeting recessed at 7:30 p.m., to be continued May 6, 2015, at 5:30 p.m.

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Submitted by/  
Julie Krueger, MMC  
City Clerk

SIGNED:

  
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Corliss Marsh, Secretary