

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.

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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
Corliss Marsh, Secretary

ATTEST: Julie Krueger
Julie Krueger, MMC, City Clerk