

AGENDA

REGULAR CITY COUNCIL MEETING

April 9, 2012

5:30 p.m.

CITY HALL COUNCIL CHAMBER
313 COURT STREET
THE DALLES, OREGON

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS
10. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be "pulled" from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the "Action Items" section.

- A. Approval of March 26, 2012 Regular City Council Meeting Minutes

CITY OF THE DALLES

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

- B. Resolution No. 12-004 Concurring With the Mayor's Appointments to Various Committees

11. ACTION ITEMS

- A. Approval of Exempt Employee Compensation Package for Fiscal Year 2012-13 [Agenda Staff Report #12-022]
- B. Approval of Salary Adjustment for Department Managers [Agenda Staff Report #12-023]

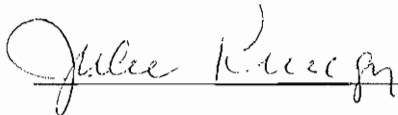
12. DISCUSSION ITEMS

- A. Discussion Regarding Plan for City Assistance to the Main Street Non-Profit Program [Agenda Staff Report #12-024]

13. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
Julie Krueger, MMC
City Clerk


 _____



AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 9, 2012	Consent Agenda 10, A - B	N/A

TO: Honorable Mayor and City Council

FROM: Julie Krueger, MMC, City Clerk 

THRU: Nolan K. Young, City Manager

DATE: March 28, 2012

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

A. ITEM: Approval of March 26, 2012 Regular City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the March 26, 2012 regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the March 26, 2012 regular City Council meeting.

B. ITEM: Resolution No. 12-004 Concurring With the Mayor's Appointments to Various Committees.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The Mayor has selected Brad Mulvihill and Terry Trapp for re-appointment to the Airport Board; Corliss Marsh for appointment to the Budget Committee; Nan Wimmers for appointment to the Museum Commission; Bruce Lavier for re-appointment and Mike Zingg and Jeff Stiles for appointment to the Planning Commission; and Chuck Covert for re-appointment to the Urban Renewal Budget Committee.

RECOMMENDATION: That City Council adopt Resolution No. 12-004 concurring with the Mayor's appointments to various committees.

MINUTES

REGULAR COUNCIL MEETING
OF
MARCH 26, 2012
5:30 P.M.
THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Jim Wilcox

COUNCIL PRESENT: Bill Dick, Carolyn Wood, Dan Spatz, Brian Ahier, Tim McGlothlin

COUNCIL ABSENT: None

STAFF PRESENT: City Attorney Gene Parker, City Clerk Julie Krueger, Police Chief Jay Waterbury, Finance Director Kate Mast, Public Works Director Dave Anderson, Administrative Fellow Cooper Whitman

CALL TO ORDER

Mayor Wilcox called the meeting to order at 5:30 p.m.

ROLL CALL

Roll call was conducted by City Clerk Krueger; all Councilors present.

PLEDGE OF ALLEGIANCE

Mayor Wilcox invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Wood and seconded by Spatz to approve the agenda as presented. The motion carried unanimously.

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Regular Council Meeting
March 26, 2012
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PRESENTATIONS/PROCLAMATIONS

Presentation of Award to Finance Department

Mayor Wilcox congratulated Finance Director Kate Mast and her staff for the financial accounting award of excellence from the Government Finance Officers Association. He said her work was very much appreciated by the City.

AUDIENCE PARTICIPATION

Bob McNary, 1525 East Ninth Street, The Dalles, invited the City Council to attend a going away party for Earline Wasser, who was instrumental in maintaining the Pioneer Cemetery. He said the event would be at the Methodist Church from 1:00 p.m. to 4:00 p.m.

Marilyn Clifford, PO Box 269, The Dalles, requested on behalf of Sherry Jones documentation which indicated the City could not extend East 16th Street until East 19th Street had been constructed.

CITY ATTORNEY REPORT

City Attorney Parker reported he had been working with staff to develop language regarding the fire suppression systems development charge ordinance and hoped to provide the information to City Council in April or May.

CITY COUNCIL REPORTS

Councilor McGlothlin reported on the Traffic Safety Commission meeting, saying they would be reviewing data from the new radar equipment; investigating a concern about vehicles parking in bike lanes in the Port area; congestion and safety concerns in the neighborhood of East 10th, East 12th, and Kelly Avenue; and discussed potholes on City streets.

Councilor Ahier reported QLife Agency was going through it's budget process.

Councilor Spatz reported on the activities of the Community Outreach Team from their recent trip to Washington, D.C. He said they had met with veteran's agencies and gathered information on how to prepare for the return of veterans into the community; met with staff regarding the readiness center, marine terminal and festival area projects; robotics funding for the School District; met with EPA; and made inquiries to meet with Homeland Security regarding our airport.

Spatz said the Mid Columbia Economic Development District (MCEDD) was working to establish a revolving loan fund for small infrastructure projects in the area and was working to designate a pilot area for an attainable housing program.

Mayor Wilcox said the Airport was working to put together an open house in April or May and reported that the Sister City Association had interviewed students for the next trip to Miyoshi City. Wilcox said he had attended a meeting sponsored by Representative Walden and hoped it would help local, state and federal agencies to work together.

CONSENT AGENDA

It was moved by Wood and seconded by Spatz to approve the Consent Agenda as presented. The motion carried unanimously.

Items approved by Consent Agenda were: 1) approval of March 12, 2012 regular City Council meeting minutes; 2) approval to declare two printers as surplus property; and 3) approval to declare Public Works Department vehicle as surplus property.

PUBLIC HEARINGS

Public Hearing to Receive Testimony Regarding Proposed Ordinance to Restrict Outdoor Burning in the City of The Dalles

Mayor Wilcox reviewed the procedures to be followed for the public hearing.

City Clerk Krueger reviewed the staff report. It was noted the proposed ordinance had been posted and could be adopted by title if the Council wished to do so.

Testimony

Karen Murray, Tri-County Hazardous Waste Recycling Program, 419 East Seventh Street, The Dalles, provided information to the Council regarding free yard debris drop off and a free document shredding event, noting these were both good alternatives to burning.

Bonita Ross, 1622 Riverview Street, The Dalles, asked if current burn permits would be honored through June. Mayor Wilcox said they would and that if the ordinance was adopted, people would still be able to get permits for open burning on a seasonal basis.

Daniel (no last name provided), 845 Snipes Street, The Dalles, said if the Council adopted an ordinance based on adverse health conditions, they would soon consider banning vehicles because of their emissions causing adverse health conditions. He said he didn't think it was anyone's business what he burned and was opposed to the ordinance. He said the Council was punishing all citizens because a few chose to burn garbage.

Councilor Wood said burning was a health hazard for many people in the community. She said the Council needed to consider the health and safety of the entire community and there were alternatives to burning.

Marilyn Clifford, 1280 Oak Hill Drive, The Dalles, said she lived outside the City, but that when she lived in the city limits, she burned debris for her entire neighborhood and it was good to control overgrowth of brush and yard debris. She said if people were burning garbage, the City should write citations to the offenders, not ban burn barrels.

Jerry Harris, 1200 East 11th Street, The Dalles, said he burned yard debris in his barrel and did not have any problem with smoke leaving his property. He suggested allowing burn barrels but citing people who burned garbage.

Councilor Spatz noted there would still be seasons for burning if the ordinance was adopted, but the Council needed to address the health concerns of the citizens. He said the ordinance was a good compromise and provided balance.

Debbie Richelderfer, 2310 East 19th Street, The Dalles, said she hoped the community would not see more trash problems due to the fact people could no longer burn their trash.

Mayor Wilcox noted it had never been legal to burn trash.

Hearing no further testimony, the public hearing was closed.

General Ordinance No. 12-1321 Adopting Burn Restrictions for the City of The Dalles

Councilor Ahier said he agreed with the basic philosophy of government not interfering with the rights of citizens, but that this issue was one of public health and safety. He said it had been a good public process, with several opportunities for public input, a citizen committee appointed to make a recommendation and was a good compromise. Ahier said he would support adoption of the ordinance.

City Clerk Krueger read General Ordinance No. 12-1321 by title.

MINUTES (Continued)
Regular Council Meeting
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It was moved by Spatz and seconded by Wood to adopt General Ordinance No. 12-1321 adopting burn restrictions for the City of The Dalles, by title. The motion carried unanimously.

Public Hearing to Receive Testimony Regarding Amendments to the City's Sign Ordinance

Mayor Wilcox reviewed the procedures to be followed for the public hearing.

City Attorney Parker reviewed the staff report.

Testimony

Rodger Nichols, 1617 Oregon Street, The Dalles, said he believed the Council was off base to adopt the proposed yard sale sign restrictions and questioned their authority to prohibit someone placing a sign on a neighbor's property.

Barbara Pashek, 1332 West 10th Street, The Dalles, said the proposed regulations were too much. She said she understood it could look messy, but yard sales were a way of life in the community.

Debbie Richelderfer, 2310 East 19th Street, The Dalles, asked if real estate signs were exempt from the ordinance. She said the City should be more concerned about fixing potholes on City streets than yard sale signs.

Marilyn Clifford, 1280 Oak Hill Drive, The Dalles, said regulating yard sales signs was a terrible waste of time and resources of the City, was too restrictive and was harassment of the citizens.

Hearing no further testimony, the public hearing was closed.

Council Deliberation

Councilor Ahier said he didn't generally support government regulations and believed the ordinance adopted in 2010 was not effective. He said citizens needed to be responsible for picking up their signs after yard sales, but thought the ordinance went too far. Ahier said this proposal was not a health and safety issue and didn't support its adoption. He suggested the current regulations be repealed.

Councilor Spatz said he didn't think it was a health or safety concern but a visual issue. He said he did not think the signs caused traffic congestion and that the proposed ordinance was too restrictive. Spatz suggested addressing left behind signs as a litter issue.

Councilor Dick said he agreed with the comments made by Councilors Ahier and Spatz. He said he supported the Burn Restriction Ordinance because of health concerns, citizen participation and that it was a compromise the community could live with, but that the proposed rules for the yard sale signs were too complicated and needed to be more reasonable.

Councilor McGlothlin said he sought input from citizens and came to meetings with an open mind. He said his goal was to serve the interests of the community and did not believe the proposed yard sale sign requirements were supported by the citizens.

Councilor Wood said the issue seemed to have been made larger than it really should be and said laws had to apply to everyone, not just a few. She said it was a complicated issue but she did agree with the recommendation to install sign boards in certain locations where people could post their sales. She said before repealing the current ordinance, staff should investigate and make sure there were no gaps by doing so.

Mayor Wilcox said the proposed amendment was only to address signs in the public right of way and all signs would be banned, not just yard sale signs. He said if people believed this was a culture of our community, there was no reason to talk about having community pride because when people didn't pick up their signs, it was an unsightly garbage issue. He said it was also an economic development issue because people did not want to move to the community, residential or businesses, because it was unsightly. Wilcox said he supported adopting the ordinance and said it was important to keep the rights of way cleaned up. He said the proposed community sign boards would give people a place to advertise their sales and said the proposed amendment didn't have anything to do with the other requirements of the sign ordinance.

Councilor Spatz said he agreed that the community needed to have a nice appearance to attract business, but didn't think such a restrictive ordinance was needed to address a simple litter problem.

It was the consensus of the City Council to direct staff to proceed with installation of the proposed community sign boards and to investigate whether the left over yard sale signs could be addressed through littering laws.

Councilor Dick said he could support regulating yard sale signs in specific business areas, but not in residential neighborhoods.

Mayor Wilcox said it would be a good business opportunity for second hand dealers, who had said they get most of their merchandise from yard sales, to offer to post yard sale signs at their businesses.

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City Attorney Parker verified the Council's wish to repeal General Ordinance No. 10-1303 after reviewing to make sure it didn't leave gaps in the law; proceed with installation of community sign boards; and to look into possible enforcement of abandoned yard sale signs through the littering or other laws. The Council agreed they supported the items mentioned by the City Attorney.

Barbara Pashek suggested the City investigate the possibility of having the sign materials and labor donated by citizens, local contractors, or civic groups.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:14 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

James L. Wilcox, Mayor

ATTEST:

Julie Krueger, MMC, City Clerk

RESOLUTION NO. 12-004

**A RESOLUTION CONCURRING WITH THE MAYOR'S
APPOINTMENTS TO VARIOUS COMMITTEES**

WHEREAS, there are vacancies on the Airport Board, City Budget Committee, Museum Commission, Planning Commission and Urban Renewal Budget Committee; and

WHEREAS, Brad Mulvihill and Terry Trapp have been selected for re-appointment to the Airport Board; and

WHEREAS, Mayor Wilcox has selected Corliss Marsh for appointment to the City's Budget Committee; and

WHEREAS, the Mayor has selected Nan Wimmers for appointment to the Museum Commission; and

WHEREAS, the Mayor has selected Bruce Lavier for re-appointment to the Planning Commission and selected Mike Zingg and Jeff Stiles to serve on the Planning Commission; and

WHEREAS, the Mayor has selected Chuck Covert for re-appointment to the Urban Renewal Budget Committee;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. The City Council hereby concurs with the re-appointment of Brad Mulvihill (term to expire December 31, 2014) and Terry Trapp (term to expire December 31, 2013) to the Airport Board.

Section 2. The City Council concurs with the appointment of Corliss Marsh to the Budget Committee, term to expire June 30, 2015.

Section 3. The City Council concurs with the appointment of Nan Wimmers to the Museum Commission, term to expire April 30, 2016.

Section 4. The City Council concurs with the re-appointment of Bruce Lavier and appointment of Mike Zingg and Jeff Stiles to the Planning Commission, terms to expire April 30, 2015.

Section 5. The City Council concurs with the re-appointment of Chuck Covert to the Urban
Renewal Budget Committee, term to expire December 31, 2014.

Section 6. This Resolution shall be effective April 9, 2012.

PASSED AND ADOPTED THIS 9th DAY OF APRIL, 2012

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 9th DAY OF APRIL, 2012

SIGNED:

James L. Wilcox, Mayor

ATTEST:

Julie Krueger, MMC, City Clerk



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
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AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 9, 2012	Action Items 11, A	12-022

TO: Honorable Mayor and City Council

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

DATE: March 27, 2012

ISSUE: Consideration of a Compensation Package for Exempt Employees for Fiscal Year 2012-13

BACKGROUND: For compensation purposes, the City has four categories of employees:

- 1) Exempt employees (Dept Managers, Supervisors, Confidential Secretaries, Planning Staff);
- 2) Full time contract employees (City Manager and City Attorney);
- 3) SEIU represented general employees; and
- 4) Police association employees.

For the last two categories, the City negotiates a labor contract. The SEIU employees will be in the first year of a three-year contract in FY 2012-13. They are scheduled to receive a 2% COLA on January 1, 2013. The City's insurance premium payment increase is capped at 9% in FY 2012-13 for SEIU employees. The Police Association contract for FY 2012-13 will be in the last year of a two-year contract. They are scheduled to receive a 2% COLA July 1, 2012, and a .75% COLA on January 1, 2013. The Police Association will receive City contribution of 100% of employee portion of the insurance premium payments and 85% contribution for dependent premiums.

The City has two full-time contract employees; City Attorney and City Manager. The City Council annually considers a COLA and/or salary adjustment for the City Manager and the City Attorney after their annual evaluations. Both evaluations will be scheduled within the next couple of months. The City is currently paying for the full cost in

insurance increases for the City Manager, and 85% dependent insurance pick up for the City Attorney.

Annually, the City Council also considers cost of living adjustment (COLA) or other salary adjustments for exempt employees. The exempt group has typically lagged behind salaries in comparable cities. We did a salary survey in the fall of 2010 (copy attached) and found that 11 of the 24 exempt position classifications were below the average for comparable cities, with 4 positions more than 5% low. Because of the failing economy, we did not follow a prior plan to look at salary adjustments in January and July of 2009 and January 2010. In FY 2011-12 this group received a 1% COLA on January 1, 2012.

The annual Consumer Price Index (CPI) increase for 2011 is 2.8%. We have identified four alternatives for addressing the COLA for exempt employees.

1. Staff Recommendation. A 2% COLA on July 1, 2012. This amount is 71% of the CPI increase for 2011. We recommend this conservative approach because the economy is still in recovery. The estimated cost of this option is \$56,466.
2. 3% COLA on July 1, 2012. This is 107% of the 2011 CPI increase. The additional amount is because this group typically receives increased below the other two groups. The estimated cost is \$84,697.
3. 2.8% COLA on July 1, 2012. This equals the CIP increase for 2011. The estimated cost is \$79,294.
4. 2% COLA January 1, 2013. Uses the amount in the SEIU contract. The estimated cost is \$28,287.

Other Salary Adjustments: Also on the April 9 Council Agenda is an action item regarding a salary adjustment for Department Managers.

Insurance Cost Share: Last year the City Council expressed a desire to have the employees pick up more of the insurance cost. In line with this desire, we recommend that we follow the 9% maximum increase of the City contribution toward the cost of monthly insurance premiums given to the SEUI employees. An alternative would be for one more year, to match the Police Association's agreement to maintain the current City paid 100% for single employee and 85% for dependents.

Vacation Accrual: In order to stay current with Police Union benefits, it is recommended the vacation accrual rates for exempt employee groups be changed as follows:

0 to 5 years	8 hours/month
5+ to 10 years	10 hours/month
10+ to 14 years	13.33 hours/month --currently 12 hours/month
15+ years	15 hours/month – currently 13.33 hours/month

COUNCIL ALTERNATIVES:

Alternative 1: **Staff Recommendation:** Approve an exempt employee compensation package for FY 2012-13 that includes: A 2% COLA effective July 1, 2012, increases the City's contribution toward an employee's insurance premium no more than 9%, and increase vacation accrual to match Police Union contract.

Alternative 2: Approve an exempt employee compensation package for FY 2012-13 that includes: A 3% COLA effective July 1, 2012, increases the City's contribution toward an employee's insurance premium no more than 9%, and increase vacation accruals to match Police Union contract.

Alternative 3: Approve an exempt employee compensation package for FY 2012-13 that includes: A 2.8% COLA effective July 1, 2012, increases the City's contribution toward an employee's insurance premium no more than 9%, and increase vacation accruals to match Police Union contract.

Alternative 4: Approve an exempt employee compensation package for FY 2012-13 that includes: 1% COLA January 1, 2013, increases the City's contribution toward an employee's insurance premium no more than 9%, and increase vacation accruals to match Police Union contract.

Alternative 5: Amend one of the alternatives above so that the insurance premium is a continuation of the current cost share formula.

Alternative 5: Postpone action on exempt employee COLA or salary adjustment to allow for further research.

Alternative 6: Approve some other exempt employee COLA and/or salary adjustments.

Salary Comparison

Position	Average Top Salary	The Dalles Top Salary	% Difference The Dalles versus	\$ Difference The Dalles versus
Non-Union (exempt)				
Public Works Director	\$7,478.42	\$7,248.77	-3%	(\$229.65)
Comm. Devel. Director	\$7,402.11	\$7,248.77	-2%	(\$153.34)
Finance Director	\$7,790.79	\$7,248.77	-7%	(\$542.02)
Police Chief	\$8,037.00	\$7,248.77	-11%	(\$788.23)
City Clerk /HR	\$6,917.83	\$7,248.77	5%	\$330.94
Library Director	\$6,721.25	\$7,248.77	7%	\$527.52
City Engineer	\$5,755.44	\$6,636.65	13%	\$881.21
Police Captain	\$6,670.43	\$6,252.85	-7%	(\$417.58)
Water Quality Sprv (Plant Mgr)	\$6,135.55	\$6,070.73	-1%	(\$64.82)
Water Dist. Mgr	\$5,441.11	\$5,722.00	5%	\$280.89
Water Collect. Mgr	\$5,469.87	\$5,722.00	4%	\$252.13
Project Engineer	\$4,817.73	\$5,722.24	16%	\$904.51
Police Sergeant	\$5,799.87	\$5,722.24	-1%	(\$77.63)
Senior Planner	\$5,461.39	\$5,555.57	2%	\$94.18

Engineer in Training	\$4,384.72	\$4,936.06	11%	\$551.35
Accountant	\$5,017.05	\$4,936.06	-2%	(\$80.98)
Associate Planner	\$4,863.09	\$4,936.06	1%	\$72.97
Development Inspector	\$4,339.40	\$4,517.19	4%	\$177.79
Accountant in Training	\$3,830.35	\$4,257.89	10%	\$427.55
Executive Secretary	\$4,093.37	\$4,013.47	-2%	(\$79.90)
Admin Scrt'y (Public Works--PW)	\$3,682.35	\$3,462.05	-6%	(\$220.30)
Planning Tech	\$3,520.79	\$3,783.08	7%	\$262.29
Senior Library Tech	\$3,676.34	N/A	N/A	N/A
Code Enforcement	\$3,388.15	\$3,361.21	-1%	(\$26.94)



AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 9, 2012	Action Items 11, B	12-023

TO: Mayor and City Council
FROM: Nolan K. Young, City Manager *nyj*
DATE: March 9, 2012
ISSUE: Potential Adjustment to Department Manager's Salaries

BACKGROUND: In the second half of 2011, the City Council on four occasions discussed salaries of department managers. The main topic of discussion was that many of our department manager's salaries were well below cities of similar population in the State of Oregon, and questioning whether or not we want to continue with the policy of paying all department managers in the same salary range. One of the concerns was the ability to attract and retain qualified managers if our salaries were not consistent with other communities of our size.

We have included several charts that compare department manager's salaries, and other qualifications with other cities. The Council had asked that we bring this item back for consideration as we prepare the budget for FY 2012-13; and that the City Manager do a comparison of the various elements of the different positions and provide a recommendation with alternatives. To do this we prepared a matrix that looks at the following elements:

- 2008 Salary Survey
- 2010 Salary Survey
- Number and type of employees supervised
- Operational budgets
- Capital budgets
- Educational requirements for the position
- Years of experience required for position

Risk to employees being supervised
Risk to the public associated with the service the department provides
Legal risk from the operation of the department

That was the easy part the hard part was to trying to objectively weigh the different factors, and minimize subjectivity as I compare, and assign points to each position in each category. When I completed the task I was concerned that there was way too much subjectivity to produce a chart that analyzed each position and assign points. What I was able to take away from the exercise was that two of the positions ranked higher than the others in total (Police Chief and Public Works Director). Two positions were in the middle (Community Development Director and Finance Director; and two were lower City Clerk/Human Resources and Library Director).

After having analyzed all the information available and utilizing my almost 30 years of experience as a City Manager I have developed three alternatives for consideration.

1. **Staff Recommendation:** For FY 2012-13 (effective July 1, 2012), in addition to any cost of living adjustment (COLA) given to exempt employees, create a new A+ Salary Range - 3% higher than the current A Range that all department managers are in - and move the positions of Police Chief, Public Works Director, Community Development Director and Finance Director to the A+ Range. The cost of this alternative would be \$13,454.
2. In addition to COLA given to all exempt employees, create the range A+ as identified above and continue the practice of paying all department manager the same salary and place all six-department managers in this new salary range. The cost of taking this action would be \$19,980.
3. In addition to COLA given to all exempt employees, create two new ranges; A++, and A+ in the exempt employee pay plan. Place Public Works Director and Police Chief in Range A++, place Community Development Director and Finance Director in A+, and leave Library Director and City Clerk/Human Resources in Range A. Employees placed in Range A++ would receive a 6% salary increase in addition to any COLA. Employees placed in Range A+ would receive a 3% salary increase in addition to any COLA. The cost of this alternative would be \$21,236. Currently there is a 13% gap between the Department Managers and the City Attorney. This adjustment would cut this in half, so we feel some adjustment is needed to the City Attorney's salary, in addition to any other adjustment Council chooses to make after the City Attorney's performance evaluation, in order to maintain appropriate separation between department manager positions. We would propose a 3% salary adjustment and the same COLA for the City Attorney as granted all exempt employees. This will cost an additional \$2,980. The total estimated cost of this alternative is \$24,216.

BUDGET IMPLICATIONS: The additional costs above the COLA for each of the above alternatives are as follows:

1. \$13,454
2. \$19,980
3. \$21,236 and City Attorney adjustment: \$ 2,980 = Total \$24,216.

COUNCIL ALTERNATIVES:

1. ***Staff Recommendation: In addition to any COLA applied to the exempt employee pay plan, create a new Range A+ 3% higher than current Range A; and place in that range the Police Chief, Public Works Director, Finance Director and Community Development Director effective July 1, 2012.***
2. In addition to any COLA applied to the exempt employee pay, plan create a new Range A+ 3% higher than Range A, and place all department managers in that range.
3. In addition to any COLA applied to the exempt employee pay, create a new Range A++ and A+ with 3% between the ranges; and place the Police Chief and Public Works Director in Range A++; and place the Community Development Director and Finance Director in Range A+. In addition, adjust the City Attorney salary by the same COLA as exempt employees and a 3% salary adjustment.

Chart #1

Salary Survey Comparison

Position	% Difference Top Step 2008	% Difference Top Step 2010	Average Top Salary	The Dalles Top Salary	Survey Average Starting	City Salary Starting	Average # Supervised	The Dalles Supervised
Department Managers								
Public Works Director	-11.2%	-5.7%	\$7,481.78	\$7,248.77	\$5,651.00	\$5,702.00	23.8	41.0
Comm. Devel. Director	-12.0%	-2.1%	\$7,402.17	\$7,248.77	\$5,512.00	\$5,894.00	4.2	4.5
Finance Director	-12.9%	-7.5%	\$7,790.88	\$7,248.77	\$5,889.00	\$5,894.00	5.2	4.0
Police Chief	-12.8%	-10.9%	\$8,037.00	\$7,248.77	\$8,148.00	\$5,894.00	28.2	25.0
City Clerk/Recorder	11.2%	4.6%	\$6,917.83	\$7,248.77	\$4,616.00	\$5,894.00	2.3	3.0
Library Director	8.2%	7.3%	\$6,721.29	\$7,248.77	\$5,097.00	\$5,894.00	10.0	12.0

Observation:

- 1 The drop in the deficit percent for the Public Works Director and Community Development was more a product of the cities who did or did not respond this time than an improvement in salary. (see Chart #3)
- 2 The change in City Clerk is because of an effort to more closely compare to positions that have managerial responsibilities similar to our clerk. See Observations on Chart #3.

Chart #2

Department Manager's Responsibility Comparison

Position	Employees Supervised	Operation Funds	Capital/Debt Funds	Primary Areas of Responsibility
Public Works Director	41	\$ 7,386,166	\$ 8,915,508	Streets, Water Utility, Sanitary Sewer Utility, Storm Water
Comm. Devel. Director	4.5	\$ 567,319	\$ 13,317,237	Planning, Urban Renewal, Economic Development
Finance Director	4	\$ 492,062	\$ 2,700,707	Finance, Debt
Police Chief	25	\$ 3,116,166	\$ -	Police
General Services/City Clerk	3	\$ 562,012	\$ 256,221	City Clerk/Recorder, Human Resources, General Buildings, State Office Building
Library Director	12	\$ 950,272	\$ -	County Library System

Position	The Dalles Education Requirements	Other Cities	The Dalles Yrs Experience Required	Other Cities A
Public Works Director	Bachelors Related	Bachelors Related	10 years	5-16 years
Comm. Devel. Director	Bachelors Related	Bachelors Related	5 years	4-16 years
Finance Director	Bachelors Related or CPA	Bachelors Related	4 years	4-16 years
Police Chief	Bachelors Related	Bachelors Related	10 Years + DPSST	10-16 years
General Services/City Clerk	HS/GED	HS/GED	5 years	none
Library Director	MLS	MLS	5 years	none -16 years

Chart #3

2010 Salary Survey: Department Managers

(Top Salary)

Position	Canby	Central Point	Coos Bay	Dallas	Gladstone	La Grande	Pendleton	Prineville	The Dalles	Average	\$ Difference	% Difference
Public Works Director	8,366	8,500	8,675	7,749	n/a	6,809	7,340	6,297	7,249	7,623.13	(374.13)	-5.2%
Comm. Devel Director		8,500	7,064	7,451		6,809	7,340		7,249	7,402.17	(153.17)	-2.1%
Finance Director	8,836	8,500	8,675	7,451		6,809	7,340	7,467	7,249	7,790.88	(541.88)	-7.5%
Police Chief	9,366	8,500	8,675	7,749	8,312	6,809	7,340	8,333	7,249	8,037.00	(788.00)	-10.9%
General Services/City Clerk	8,336	8,000			6,833	5,583	5,506		7,249	6,917.83	331.17	4.6%
Library Director	7,791		7,126	6,441	6,833	6,103	5,506		7,249	6,721.29	527.71	7.3%

Observation:

- 1 City Clerk: When the City Clerk was not the Human Resources Director (HR Director) in a city we used the HR salary because that reflects the management nature of our position, not the clerical emphasis in some cities. (Canby, Central Point, La Grande)
- 2 Police Chief: The Canby salary causes a lot of the gap between other department manager. The Gladstone salary adds to that gap.
- 3 Community Development Director: The average falls a little because of Canby, who is one of the high paying cities, but does not have this position.



CITY of THE DALLES

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AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 9, 2012	Discussion Items 12, A	12-024

TO: Mayor and City Council

FROM: Nolan K. Young, City Manager

DATE: March 27, 2012

ISSUE: City Contribution for Main Street Program

RELATED CITY COUNCIL GOAL: Goal 3, Economic Development; Objective E, Develop organizational structure and stable funding for Main Street Program.

BACKGROUND: For the last two years, the City Council has had a goal to help develop a non-profit for the downtown area, under the Oregon Main Street Program. Currently, Administrative Fellow Cooper Whitman is working with the Main Street steering committee and subcommittees that were developed through the effort of RARE Planner Thomas Gilbert. Within the next month or two, the steering committee hopes to have completed the formation of a non-profit agency for Main Street.

The next step is for the committee to develop a budget and obtain the funds necessary to hire a full time manager, beginning in July 2012. Cooper Whitman's fellowship ends the end of July. He will be available until then to assist the agency.

Attached is the proposed five-year budget for the non-profit along with the assumptions on which that budget is built. It includes the City Council approving an Economic Development Improvement District (EID) that would assess property within the downtown area. The funds from the EID would to be used for the agency's use, including hiring a full time director.

The committee reviewed the proposed budget prepared by the City Manager. They reduced the compensation package by removing retirement (10% of salary) and placing those funds in committee operation. We would recommend that if the City were placing \$30,000 in the first year that the compensation package not be reduced. Retirement benefits are replaced with additional salary in the attached proposed budget.

To allow the non-profit to phase in the EID funds, we are proposing that the City fund a portion of the director's salary and benefits over the first three years of the program. The proposal is that we would begin in FY 2012-13, after an EID has been formed, by contributing \$30,000 and phase that out over a three-year period; with \$20,000 in the second year and \$10,000 in the third year. The concept is that the downtown property owners would first need to support the formation of an EID prior to any funds being available.

We also plan to provide office space for the new executive director in our City Hall flex space area for three years, including a telephone and computer.

BUDGET IMPLICATIONS: If this concept were approved by the City Council, \$30,000 would be included in City Council budget under line item Contractual Services in the FY 2012-13 budget.

COUNCIL ALTERNATIVES:

1. ***Staff Recommendation: Approve the City Contribution as presented and direct the City Manager to include \$30,000 under City Council Contractual Services in the FY 2012-13 Budget for consideration by the Budget Committee and further direct the City Attorney to assist the Main Street non-profit organization in their efforts to create an EID.***
2. Table this issue to allow for further research.
3. Propose a Council contribution of a different amount in FY 2012-13 budget.
4. Decline to support the Main Street Program in FY 2012-13 budget.

BUDGET ASSUMPTIONS THE DALLES MAIN STREET NON PROFIT

This document identifies the assumptions on which the draft Main Street Non Profit Budget was developed. It is based on a five-year projection. It is understood that the further out we get the greater possibility of needing to adjust these budget projections.

This budget is based on a fiscal year that begins July 1 each year so that it coincides with the city and county fiscal year. Non-profits can set their fiscal year to start at any time during a calendar year.

A. Resources

1. City Of The Dalles: City staff will be asking the City Council for \$30,000 the first year, to be phased out over a three-year period. The concept is that the City's contributions would not be available until an EID is approved by the Council. If not approved, the City's contributions would not be available. The City funds are to assist with the executive director's compensation.
2. EID (Economic Improvement District): The intent would be to adopt a five-year EID with the funds increasing the first three years, as the City's contribution decreases, with a \$60,000 assessment the last two years. The assessments can be made reasonably soon, after the formation of the district. We would recommend that the initial assessment not be assessed until the property owners have known about the assessments for about five months. We recommend in years two – five that assessments are made in July of each year, so that funds are available for the fiscal year.
3. PUD Economic Development Grants: The PUD accepts grant applications in the spring of each year. We recommend that Main Street apply for an initial grant to help fund committee projects during its first year of operation. And a second grant in 2014.
4. RARE Assistance: Request one of the other government agencies in the area to provide the needed funding for downtown to have a RARE Planner for projects and grant writing.
5. Other Grants: Grants for projects during the three years that the district will not be pursuing PUD Grants.
6. Fund raising events: We show a \$2000 increase each year as the organization becomes more mature.

B. Expenses:

1. Salary: Includes an annual 4% increase as the manager gains experience in the position.
2. Health Insurance: Estimated for employee only.
3. Retirement: Based on a contribution equal to 10% of salary into a 401K; with the ability for the employee to make additional contributions. (removed by committee)
4. Other Benefits: 8% for FICA, Workers Comp, ADD, etc.
5. Committee Expenses: Committee expenses/projects are funded with grants and fund raising events.

**Proposed Five Year Non Profit Budget
The Dalles Main Street Program**

	7/1/2012	7/1/2013	7/1/2014	7/1/2015	7/1/2016
Resources					
City of The Dalles 1 FTE	30,000	20,000	10,000	-	-
EID Economic Improvement District	30,000	40,000	50,000	60,000	60,000
PUD Economic Dev Grant	10,000	-	10,000		
Port of The Dalles /Wasco County/MCEDD RARE Assistance	-	19,000	-	19,000	
Product and Services Sales	2,000	3,000	4,000	5,000	6,000
Other Project Grants (OIB, foundations,etc.)	-	10,000	-	10,000	10,000
Fund Raising Events	11,536	9,000	11,000	13,000	15,000
Total	83,536	101,000	85,000	107,000	91,000
Operating Expenses					
Salary	46,200	48,048	49,970	51,969	54,047
Health Insurance	7,200	7,200	7,200	7,200	7,200
Other Benefits/Costs	3,696	3,844	3,998	4,157	4,324
Sub Total Director Expense	57,096	59,092	61,168	63,326	65,571
Professional services bookkeeping MCEDD \$60/hour	2,160	2,160	2,160	2,160	2,160
RARE Match University of Oregon	-	19,000	-	19,000	-
Telephone/Fax	600	600	600	600	600
Liability Insurance	2,000	2,000	2,000	2,000	2,000
Copying and Postage	300	300	300	300	300
Dues and Subscriptions	100	100	100	100	100
Travel Expenses	500	500	500	500	500
Contingencies	200	200	200	200	200
Sub Total Material and Services	5,860	24,860	5,860	24,860	5,860
Steering Committee	1,200	1,000	1,000	1,000	1,000
Promotion Committee	13,380	2,600	2,600	2,600	2,600
Design Committee	4,000	9,700	9,700	9,700	9,700
Business Committee	2,000	2,000	2,000	2,000	2,000
Sub Total Committee Expenses for Projects	20,580	15,300	15,300	15,300	15,300
Total Expenses	83,536	99,252	82,328	103,486	86,731
Net Income/Loss	-	1,748	2,672	3,514	4,269

DRAFT