

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 1

MINUTES

CITY OF THE DALLES
BUDGET COMMITTEE

May 13, 2024
5:30 p.m.

In Attendance: Scott Randall, Darcy Long, Tim McGlothlin, Dan Richardson, Jann Oldenburg, Allyson Schock, Serena Smith, Ben Wring, Sandy Haechrel

Committee Absent: Rod Runyon

Staff in attendance: City Manager Matthew Klebes, Legal Attorney Jonathan Kara, City Clerk Amie Ell, Finance Director Angie Wilson, Community Development Director Joshua Chandler, IT Director David Collins, Public Works Director Dave Anderson, Police Chief Tom Worthy, Police Captain Jamie Carrico, Economic Development Officer Dan Spatz, Human Resources Director Daniel Hunter, Library Director Jeff Wavrunek, Airport Manager Jeff Renard

CALL TO ORDER

The meeting was called to order by Councilor McGlothlin at 5:32 p.m.

ROLL CALL

Roll call was conducted by City Clerk Ell. Scott Randall, Darcy Long, Tim McGlothlin, Dan Richardson, Jann Oldenburg, Allyson Schock, Serena Smith, Ben Wring, Sandy Haechrel present. Runyon absent.

ELECTION OF CHAIR AND SECRETARY

Chair McGlothlin asked for a nomination for Chair.

It was moved by Richardson and seconded by Long to nominate McGlothlin as Chair. The motion carried 9 to 0; Richardson, Long, Smith, Oldenburg, Schock, Wring, Randall, Haechrel, McGlothlin voting in favor; none opposed; Runyon absent.

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 2

McGlothlin asked for nomination for Secretary.

It was moved by Haechrel and seconded by Randall to nominate Long as Secretary. The motion carried 9 to 0; Haechrel, Randall, Smith, Long, Oldenburg, McGlothlin, Wring, Richardson voting in favor; none opposed; Runyon absent.

BUDGET OFFICER'S MESSAGE, FISCAL YEAR 2024-25

City Manager Matthew Klebes presented the Budget Officer's Message.

MOTION TO CERTIFY CITY OF THE DALLES TAX RATE OF \$3.0155 PER \$1000 OF ASSESSED VALUE

Finance Director Angie Wilson reviewed the tax rate information.

It was moved by Randall and seconded by Oldenburg to certify the City of The Dalles tax rate at \$3.0155 per \$1000 of assed value. The motion carried; Randall, Oldenburg, Smith, Long, Schock, McGlothlin, Wring, Richardson, Haechrel voting in favor; none voting opposed; Runyon absent.

PUBLIC HEARINGS

Public Hearing to Receive Testimony Regarding Uses of State Revenue Sharing

Chair McGlothlin opened the Public Hearing at 5:46 p.m.

Angie Wilson Finance Director described the State Shared Revenues.

Chair McGlothlin asked for public comment. There was none.

Chair McGlothlin closed the public hearing at 5:49p.m.

It was moved by Richardson and seconded by Long to authorize and direct staff to take in State Shared Revenue and apply it to the general fund as per previous years. The motion carried; Richardson, Long, Smith, Oldenburg, Schock, McGlothlin, Wring, Randall, Haechrel voting in favor; none voting opposed; Runyon absent.

Klebes said the revenue discussed before the vote, generally went into the General Fund. However, the Highway Trust Funds revenue goes directly into the Street Fund. The motion did

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 3

not capture that aspect of the State Shared Revenue. The motion for State Shared Revenue would need to be rescinded and re-motined.

It was moved by Richardson and seconded by Long to rescind the previous motion and further moved to accept State Shared Revenue from cigarette, marijuana and liquor taxes into the General Fund and direct staff to portion the Highway Trust Funds Revenue into the Street Fund, and the 911 Revenue into the General Fund. The motion carried; Richardson, Long, Smith, Oldenburg, Schock, McGlothlin, Wring, Randall, Haechrel voting in favor; none opposed; Runyon absent.

Public Hearing to Receive Testimony Regarding the Proposed Budget

Chair McGlothlin opened the Public Hearing at 6:00p.m.

SET FUTURE MEETINGS

Chair McGlothlin recommended following past practice of beginning at 5:30 p.m. and ending at 8:00 p.m. unless there was a motion to continue past 8:00 p.m. to finish up.

It was the consensus of the Committee to continue the described practice.

BUDGET PRESENTATIONS BY FUND

Budget Overview

Finance Director Angie Wilson presented the City Budget Overview.

When reviewing the Council Supported Programs, Klebes noted the new funding request process with a firm deadline for submission. One of the submissions had not been recommended for funding as they had submitted the request after the deadline.

Oldenburg asked if the City would consider supporting The Dalles Art Center by funding specific beautification projects.

Klebes said that aligned with the process currently. The funding was not provided for general operations of TDAC, funding was for a scope of work that detailed projects to beautify The Dalles. He gave examples of past projects funded by the City.

Wring asked the difference between the contract for services and the project deliverables for TDAC.

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 4

Klebes said the contract for services was for the staff and time to work on projects while the project deliverables was for the goods, materials, or product deliverables.

Klebes noted the Sister City Program would be receiving funding. It would be moved to become its own line item in the City Council Budget and this was why it was no longer showing as funded in this portion of the budget.

McGlothlin asked how a program was distinguished as one that would receive one-time funding compared to recurring.

Klebes explained sometimes a program only needed funding to help get a project started. Sometimes a program hoped to only need support on the front-end but then later determined they needed recurring funding. Some projects require ongoing funding, for example the 4th of July fireworks show.

McGlothlin asked what Safe Space was.

Klebes noted Safe Space was a request received after the deadline.

Long explained Safe Space is a facility where children from Wasco, Sherman, and Hood River County go to meet with everyone they need to after there has been an allegation of physical or sexual abuse. It is a location set up for the least amount of trauma to the child for gathering the evidence required to go to court. Most of the current clientele came from The Dalles and Wasco County. It was located in Hood River as that was where there was a space available and many of the volunteer doctors were located there as well. The agency was hoping to have a satellite office set up in The Dalles

Smith asked if it would be allowable for the Budget Committee to approve a funding request if they had missed the deadline.

Klebes said this was possible but to be aware it would undermine the procedure and process.

Long noted the funding would have to come from somewhere else as it had not been a part of the balanced budget presented.

All Fund Summary

Richardson asked Klebes to explain the increase of \$180,000.00 in the IT budget.

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 5

Klebes said the staffing changes for the IT Department were a large part of this. This included the addition of a Department Head and an additional 1.0 FTE System Administrator. These changes were due to the growing and ongoing needs with reliance on IT technology, updates and upgrades to IT infrastructure and to mitigate cyber security risk.

Transfer Methodology

Richardson asked for an explanation of the restructuring that explains why last year's budget was near 19 million now it is close to 16.5 million.

Klebes said one of the largest changes was the General Fund transfer to the Capital Improvement Fund of about \$2.5 million. This was to fund deferred maintenance that needed to be done as well as future planning for high cost items such as City building elevators at different facilities or building rooftops.

Klebes noted with the airport transfer fund, Klickitat County provides services. This is reconciled later; the City and Klickitat County are 50/50 owners and share 50% of costs.

Capital Improvement Plan

Klebes said prior Capital Improvement Plans included smaller items under \$5000.00 that were more maintenance in nature and had been moved to general services or individual departments. He said additional public amenities to maintain included the roundabout, dock, Lewis & Clark Park, streetscaping.

Richardson asked how the revised Capital Improvement Plan should be used by the committee as they were not commenting on future budgets.

Klebes said it was useful to give an understanding what was coming down the pipeline and how the projects could be prioritized to determine the funding needed for each year.

Interfund Transfers

Wilson explained that Interfund Transfers are required to be balanced.

Klebes noted the Interfund Transfer table on page 59 was helpful to easily identify where transfers came from and went to.

General Fund Revenues

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 6

Wilson reviewed the General Fund-Revenues, highlighting changes using the Proposed Budget Worksheet.

Klebes noted the lease revenues increase was mainly due to the lease of the dock to American Cruise Lines.

City Council Budget

Klebes reviewed the City Council Budget. He noted the Sister City funding had been moved to the new line item "Cultural Services." He noted the Lion's Club request for funding for a pickleball court had not been included and encouraged them to re-apply after receiving additional support from other agencies for the project. He said the change in stipends for City Councilors and Mayor was due to some community conversations about removing barriers to serving on Council.

Amie Ell City Clerk recognized a Local Government Academy (LGA) graduate on the Budget Committee. She described the LGA as a series of tours, presentations, and discussions designed to make local government more accessible, understandable and to encourage community participation. The budget provided enough funding for one academy and included funds for interpretation, translation, and childcare.

Klebes noted the continued support for the Link transportation program through Mid-Columbia Economic Development (MCED). He also highlighted the new Spay and Neuter through the Columbia Gorge Humane Society (CGHS) program being funded.

Suny Simon of CGHS said all veterinarians contacted in The Dalles had agreed to provide services for vaccinations, spaying and neutering. All dogs would also be licensed through the process.

Richardson asked for more information about the Safe Space request that had been submitted after the deadline.

Klebes said the request had not been included solely for the fact that it was not received in time. The request was for a new satellite office space in The Dalles. He recalled it to be a request for a one-time funding. He said outreach had been done to prior recipients as well as others who had expressed interest, it had been shared on Facebook and the City Website.

Richardson said he felt kids in abusive or dangerous circumstances needed more support and advocacy and was interested in discussing the request further. He asked the topic be added to the list of items to discuss after presentations.

City Clerk Budget

Ell reviewed changes to the City Clerk Budget. Highlighted were the decrease in personnel costs due to the new City Clerk being at a lower step on the salary schedule than the previous City Clerk, an increase in training costs for Clerk certification education and associated travel costs, and the scheduled laptop replacement.

City Manager Budget

Klebes reviewed the City Manager Budget. There was a decrease in travel, food, and lodging due to the fact that the LOC conference would be taking place in Hood River leading to lower travel fees. Added was membership into Oregon Latinos in Local Government.

Haechrel asked what VEBA was and asked for an index of all abbreviations for future Budget books.

Nicholas DeLeon Finance Specialist said VEBA is a voluntary employee benefit for employees with over 600 hours of sick time. For those over 600 hours the City contributes to a tax-free flex spending account for health costs.

Haechrel suggested a glossary of acronyms be included in the future.

Legal Budget

Jonathan Kara City Attorney presented the Legal Department Budget. He noted it was reduced by a bit over 10%. Last year was the first year the City took back the legal department instead of contracting out the services. The budget at that time was a best guess. He noted a savings in contractual services due to the request to increase the FTE for a paralegal from 0.5 to 1.0. This paralegal would save contractual services cost by providing many of these services.

Finance Budget

Wilson presented the Finance Department Budget. The department would be creating a new electronic budget book that would be more streamlined with more information and features. There was only one computer on schedule to be replaced.

Utility Billing

Wilson presented the Utility Department. There was an increase in assets under \$5000.00 as the front desk computers were due on the replacement schedule.

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 8

Judicial Budget

Wilson noted the contract with District Attorney had been eliminated and the court appointed fees had been increased for those needing assistance for representation.

Human Resources Budget

Human Resources Director Daniel Hunter presented the Human Resources Budget. Before the addition of a Safety Officer position in 2016, the workers compensation premium was 1.67 which resulted in a high premium. If the premium was paid today with the current payroll the City had would have been over \$500,000.00. Last year's premium was a cost of about \$63,000. The Safety Officer was more than making up for that amount. Premiums for property insurance had been increasing in double digits for over a decade. State law requiring the City to re-insure was based on National risk and lead to the increases. The new agent of record hired this year was Columbia River Insurance in Hood River. Significant changes were in recruiting costs as high-level retirements would require new methods to fill the positions. Changes to safety supplies included new stay-bags for essential personnel and evacuation signage that would be mobile and modifiable.

Community Development

Joshua Chandler Community Development Director presented the Community Development Budget. He noted aside from salaries the budget for materials and services had changed only by about \$7000. Currently the department was budgeted for 5 FTE, but were operating at 4 FTE. They were having a difficult time recruiting a higher-level position. Contractual services for planning consulting services were helping to take on some of the load and had added \$50,000.00 to the budget.

Economic Development Budget

Chandler presented the Economic Development Budget. The new Economic Development Officer (EDO) had been hired this year. The budget had decrease by \$13,000 due to Mainstreet funding being moved to the City Council budget and the completion of the RARE program. Added was a downtown parking study, which would be the first one done in 20 years.

Richardson asked Chandler to discuss the moving of Mainstreet funding from Economic Development to City Council budget.

Klebes said the reason for the change was because Mainstreet had taken a pause the previous year and the City wanted to ensure there would be a process to collect a scope of work from

them. This was better aligned with the City Council funding request process.

McGlothlin said adding the position of EDO has been valuable in moving many projects in the City and appreciated the work that was being done.

Recessed at 8:40pm for a break.

Resumed at 8:50pm.

Police Department Budget

Chief Worthy and Captain Carrico presented the Police Department Budget. Worthy noted the goals and accomplishments then explained the increase of 1.25 FTE was for a 0.25 FTE increase to make the Evidence Tech position full time and an addition of a 1.0 FTE code enforcement officer.

Worthy reviewed the patrol vehicle overview and the vehicle replacement plan.

Haechrel asked if the replacement vehicles would be electric.

Worthy said it was on the radar to explore options for moving toward a green fleet, but it would not be happening at this time. It was hard to get parts and pieces to fit the existing vehicles, finding aftermarket pieces for electric vehicles would be even more difficult.

Worthy said items of interest included;

- An increase in Wasco County Communications. These were charged per call of service.
- Recruitment expenses have been moved to the Human Resources Department
- Radio Equipment expenses would be offset by ARPA funds, this budget was for maintenance and battery replacement.
- Travel, food, and lodging was broken down by training. Training was important for officers to get better, learn new skill sets, and serves the community better
- Reserve still had a line item, though there were no current reserve officers in the City.
- Ammunition decreased because of the transition to new duty side arms that use less expensive ammunition
- Uniform badge replacements were need as the old ones were wearing down.
- Special departments supplies included NARCAN which was a small amount of money for saving lives
- Officer buy-out was required as under Oregon Law the incoming police department must reimburse some of the training cost for any hired laterals.

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 10

- Mobile video would be moved to a lease program for 12 body cameras. This would ensure more upgrades to keep them current. Old cameras would be cycled out.

Code Enforcement Budget

Worthy reviewed the Codes Enforcement Budget. The addition of a second code enforcement officer increased the budget. This included not only personnel expenses, but also a vehicle, office space, and training.

Animal Control Budget

Worthy stated the Animal Control Budget would remain fairly close to the same. The contractual services for placing dogs at Columbia Gorge Humane Society would be \$3600 per month.

Police Department Capital Projects

Worthy said Capital Projects at the Police Department included;

- The addition of office space and a space for nursing mothers in the department.
- Power and network would be added in the new fiscal year.
- An HVAC unit replacement.
- A project to procure and install a generator to be located in the garage area of the Police Department.
- An access control system for ensuring security within the Police Department.
- A remodel of the staff breakroom in the Police Department.

Wring asked why the budget for the radio equipment was so low.

Worthy said the department still ran analogue systems. This was a problem as it is real-time information available for all to hear which allowed other to know where and when police were moving. He said ARPA funds were going to be used to tune the current system with a fiber line to Wasco County Central. The funding would be used for battery replacement and earpieces.

Richardson asked the Chief to discuss the level of staffing in budget compared to where we want to be.

Worthy said ideally the department would be fully staffed. There was one position currently open, a second opening the coming Friday, and a watershed position that would soon need to be filled. The City Council had recently approved an over-fill position. Once the department was full they would evaluate if the over-fill position should be filled. He said currently they were

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 11

down three full time positions. In addition, there were two at the academy, three out on maternity leave, and one out with an injury. This meant they were low on the pool available for patrol.

Richardson said the staffing for the Police Department was better off than where it was two years ago.

Worthy said that was accurate.

Richardson asked about the line under Code Enforcement contractual services regarding youth services work crew where it included a note “for discussion.”

Worthy said that discussion would occur with staff to determine if the limitations such as using equipment or working on ladders was worth the value of what was being paid.

Klebes said impacts were still being felt from covid-19 on diversion and how community service hours being served was being conducted in partnership with the County.

Technology Budget

David Collins IT Director presented the Technology Budget. He said the largest increase was the change in staffing, changes in contractual services, and the software maintenance increase which was due to rising costs.

Klebes noted a Cyber Security Insurance Policy was included in the technology budget.

Wring asked if there was an expansion planned for the number of servers.

Collins said they would be expanding from three to four servers.

McGlothlin asked if public Wi-Fi improvements would be included in this budget.

Klebes said that would be discussed later in a different section of the budget.

General Services Budget

Klebes and Hunter presented the General Services Budget. Changes included;

- City parking lot restriping, crack sealing, and placing a new handicap parking space applique.
- Shop equipment was a request to purchase tools for facilities staff.

MINUTES
BUDGET COMMITTEE
May 13, 2024
Page 12

- Property insurance predicted to increase based on last year's actuals.
- Purchase of a Bobcat with an enclosed cab for staff working in extreme weather.
- Purchase of a new facilities truck, with the trade-in of the current one.

McGlothlin asked what the \$10,000 in the Gitchell building was for.

Wilson said some of the items in the budget had been separated out to better show where the money was being spent and this was one of those items.

General Fund Other Uses Budget

Wilson reviewed items in the General Fund Other Uses Budget.

Richardson asked to have the reserve for future expenditures explained. He also asked why the City would still paying the annual payments to the Mid-Columbia Fire and Rescue (MCFR) for another 13 years.

Wilson said the reserve for future expenditures was for future projects that have not yet been identified.

Klebes said the payments to MCFR were detailed in the Enterprise Zone (EZ) payments. This was for the fire tower and volunteer firefighting program.

Richardson asked if it would be possible to move \$25,000 from the reserve for future expenditures to approve the Safe Space funding request.

Wilson said this was possible.

RECESS

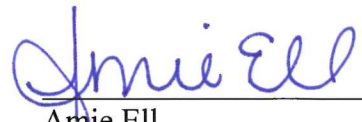
The meeting was recessed at 8:43 p.m. until May 14, 2024 at 5:30 pm.

Submitted by/
Amie Ell, City Clerk

SIGNED:


Darcy Long
Budget Committee Secretary

ATTEST:


Amie Ell
City Clerk