

**CITY OF GRANTS PASS
BUDGET COMMITTEE MEETING MINUTES
May 8, 2018 at 6:00 PM
City Council Chambers**

Mayor:

Darin Fowler - Absent

Councilors

Jason Anderson – Absent

Barry Eames

Tyler Flaming

Roy Lindsay

Valerie Lovelace

Rick Riker

Dennis Roler

Budget Committee Members

Shonna Bouteller

Tom Bradbeer

Tom Brandes - Chair

James DeHoog

Steve Haydon

John Rall

Ferris Simpson – Vice Chair

Steve Sorenson

City/Staff/Council Liaisons:

Aaron Cubic – City Manager

Bill Landis – Public Safety Director

Karen Frerk – City Recorder

Lora Glover – Parks & Community

Development Director

- I. Budget Chair convene Committee
Chair Brandes opened the meeting and roll was taken.

- II. Public Safety Department Budget presentations
 - Chief Bill Landis gave the Public Safety Department Budget presentation.
 - Chief Landis stated that the primary goal for City Council as well as himself is Keep Citizens Safe.
 - Chief Landis stated that from Goal Setting this year, he was tasked with reducing vagrancy and homelessness in the downtown, use the completed Fire District feasibility study to finish the public consideration of a Fire District, enforce nuisance codes, police presence in the downtown, enhance public safety as it relates to special events and increase proficiency and proactive time at the patrol level.
 - Chief Landis talked about the history of the department.
 - Chief Landis gave comparisons with what other cities are doing with conventional police and fire agencies.
 - Chief Landis stated the service level commitment for fiscal year '19 is to continue to provide full service law enforcement patrol, criminal investigations and supervision of the narcotics task force, crime prevention programs, school resource officers and school marshal program with School District 7, continued use of intelligent lead policing to reduce crime and improve efficiency, maintain current levels of fire rescue and medical response, increase the number of annual fire inspections, fire code enforcement, plans review and maintain the fire wise communities.
 - Chief Landis showed the area where his department patrols.

- Chief Landis talked about the cost of data management, personnel, electronic technology, equipment replacement, police and fire contracts, mechanical repair, fleet, dispatch center restructure.
- Chief Landis showed the recommended budget and year to year comparisons.
- Chief Landis talked about fleet, police operations divisions, school resource and school marshal programs, drug recognition experts, SWAT and negotiation, crime prevention, traffic and K-9 and nuisance intervention teams.
- Chief Landis talked about intelligence lead policing in hot spots.
- Chief Landis talked about proactive policing and prevention with the volunteers in auxiliary, crime prevention officer and school resource officers.
- Chief Landis talked about Community Service Officers and their responsibilities.
- Chief Landis talked about special events, evidence and Rogue Area Drug Enforcement Team.
- Chief Landis talked about support services, 911 communications, records division and crime analysis.
- Chief Landis talked about fire operations, SWAT team medics, technical rescue team, student firefighter program, and engine company business inspections.
- Member Bradbeer asked about fire responding to medical calls.
- Chief Landis said we are already paying and staffing those employees. We were also struggling with times when our ambulance provider was going into a Code 0, where an ambulance was not available. Fire rescue provides some of those services as well.
- Member DeHoog asked if this budget is sustainable.
- Chief Landis said the focus currently is keeping from needing more FTE's. We are using cameras around the city, reserve and student fire fighters, proactive time with software technology for voice reports and transcription. Intelligence lead policing and the Sobering Center help with this as well.
- Member Rall asked about initiative petitions 43 and 44 that would significantly criminalize possession of certain guns, causing it to be a felony for those owning them if they pass. He asked how that would impact the staffing level and liability issues.
- Chief Landis said constitutional minds are still trying to decipher what this is going to look like. He said there have been a couple of changes to the firearms laws in the past few years that has created challenges. It has not increased staffing, but it has created challenges for this department. It mainly deals with Oregon State Police.
- Councilor Flaming asked what good intent calls are vs service calls.
- Chief Landis said good intent calls are things like smoke investigations that turn out not to be an active fire. Service calls are things like nursing homes calling for lift assists.
- Councilor Flaming asked if the other agencies we service in dispatch pay a portion of the cost for those services.
- Finance Director Meredith said Josephine County 911 Agency pays the City Public Safety Department to staff that center.

- Councilor Flaming asked what kinds of things we do to help our student firefighters with education.
- Chief Landis said we reimburse them for their Fire Science Program at Rogue Community College. They work shifts receiving on the job training.
- Councilor Roler asked if the sheriff has his own dispatch.
- Chief Landis said the county uses a different computer aided dispatch systems. They have some jail software they needed so they went with a different vendor. Those two systems don't communicate at this time.
- Councilor Roler asked about the payback on the Public Safety Building.
- Chief Landis said they start the payback next year on the internal loan.
- Finance Director Meredith said the loan will be advanced in the middle of fiscal year '19. He said there will be some interest but the actual payback will be for a 10 year period, with the first principal payback in fiscal year '20.
- Councilor Eames asked if we are reimbursed when we send officers outside the city of Grants Pass and does that diminish our ability to perform our duties within the city of Grants Pass.
- Chief Landis said we do not get reimbursed. The mutual aid with OSP and Josephine County is we rely on them to assist us as well. There is a quid pro quo relationship with other agencies.
- Member Bouteller asked which schools are participating in the Marshal program and when are they at the schools.
- Chief Landis said there are set schedules but they do not want everyone to know if the marshal is there or not. The funding is not coming out of the educational budget.
- Member Bradbeer asked about the process for mental holds and what resources do they use.
- Chief Landis said they partner with Options, Josephine County's Mental Health Provider. They are available to us until 11:00 pm for crisis services.
- Councilor Lovelace asked about the ambulance service.
- Chief Landis said the County awards the ambulance contract. He said they track the code 0 in the weekly stats to make sure they are in compliance with the contract.
- Councilor Lovelace asked about staffing events such as Balloonfest and Boatnik. She asked if there was funds in the budget to help with that.
- Chief Landis said they use overtime to cover those events. He said you don't want to use over 6% of your budget on overtime and his numbers over the last several years have been under that.
- Councilor Riker asked how the new Public Safety Management Software, Lexipol compares to the old Public Safety Program, CALEA and if we have certain benchmarks to show how the support is penciling out.
- Chief Landis said it is going very well. One of the things we got with Lexipol is a briefing training with a quiz on policies at the end. The best measure of policies is correlated to your insurance provider and risk manager. One of the things we are getting now are regular updates to those policies.

- Chief Landis talked about Crisis Support Services. He mentioned the Women's Crisis Support Team, Hearts with a Mission and the Sobering Center.
- Chief Landis pointed out some of the efficiency measures such as intelligence lead policing, public/private partnerships, mobile kitchen, nuisance intervention team, Hearts with a Mission and Community Service Officers.
- Chief Landis talked about the body worn cameras.
- Chief Landis talked about the future challenges and the new Public Safety Building.
- Chief Landis stated that intelligence lead policing combined with criminal justice system and jail beds has increased the efficiency in what we see in our city. Technology increases the efficiency with our 22 fixed cameras and our body worn cameras. Looking and finding efficiencies to save money as well as attempting to cut costs are going to be a priority. We must remain forward thinking to be successful and manage costs while delivering the best service that our community demands.
- Councilor Lindsay asked about new technology such as drones. He asked if there is any discussion on using drones in the city.
- Chief Landis stated that they have purchased their first drone. He wants to make sure our policy with that is sound and that Council weighs in on that policy before they start to incorporate that into how we do services.
- Councilor Roler asked if the Sobering Center was open to all agencies.
- Chief Landis said it is open to everybody. Oregon State Police and Josephine County Sheriff uses it as well.
- Councilor Eames asked what his number one wish was on his wish list.
- Chief Landis said he hoped to maintain what we have right now.
- Member Rall asked about technology decisions and if Bill could give us a brief overview of the various equipment that each of the officers carry when performing their duties.
- Chief Landis said having 123 employees is an advantage in decisions in technology. He has learned that it is very easy to make a mistake in purchasing technology that doesn't talk well with other technology that you currently have. He relies on our IT department to make sure that doesn't happen.
- Chief Landis had Deputy Chief Hamilton talk about the officer's equipment.
- Deputy Chief Hamilton talked about the body worn cameras, cameras in the cars, license plate readers, cell phones and e-cites.
- Vice Chair Simpson asked if he was still using the remote cameras that were purchased a few years ago and how they are working out.
- Chief Landis said we have 22 cameras around town and they are a great tool.
- Member DeHoog said he witnessed a lot of people running red lights lately and he wants to know what they do about it.
- Chief Landis said he received permission from Council to get the red light cameras that he thought would be of assistance. Two years later ODOT has not qualify an intersection for us that would allow us to move forward with that. Lt. Moran is working with Redflex making one last effort to see if

we can propose an intersection and get a formal acceptance or rejection by ODOT so we can move the project forward.

- It was asked about interactions with the cartel and what additional cost comes with that and are you seeing that grow.
- Chief Landis said the more effective you are with meth and heroin, the more you are going to get to the bigger fish. That is when other drug enforcement agencies come in. One of the things that is on the horizon is high intensity drug trafficking area which brings resources and money. Our narcotics task force is considering having Josephine County apply for that so we can get some of the resources.
- Chief Landis said he would like to propose the budget committee to consider withdrawing a Capital item for a server that is actually budgeted elsewhere.

III. Parks & Community Development Department Budget presentations

- Parks and Community Development Director Lora Glover stated that PCD has grown this year. They have absorbed Property Management, Economic Development and Tourism.
- Parks and Community Development Director Lora Glover said some of the changes you see is that we have a new Parks and Property Management Superintendent which is Wendy Giordano.
- Parks and Community Development Director Lora Glover talked about staff and said building is increasing, engineering is decreasing and we will be adding a new building inspector.
- Parks and Community Development Director Lora Glover explained projects that are assigned to PCD from the Council Goals.
- Parks and Community Development Director Lora Glover said they are close to completing the e-Permitting implementation. They continue to partner and develop the incubator facilities, developing additional industrial land, focusing on completing the Allen Creek project, Spray Park and Pavilion at Riverside Park, the proposed new trail at Hillcrest Park, installing a parking area at the trail head at Dollar Mountain, continuing to develop our tree canopy program for commercial sites, working on the Spalding Industrial Park, transportation plan, updating our downtown master plan and parking management plan, rezoning some of our existing Urban Growth Boundary area to increase our buildable land area, develop a local access street plan and create a permanent plaza downtown.
- Parks and Community Development Director Lora Glover showed the layout of the current department. Altogether they have 36.25 employees.
- Parks and Community Development Director Lora Glover talked about Park Maintenance and how they were funded.
- Parks and Community Development Director Lora Glover talked about Aquatics and the expenses involved in that.
- Parks and Community Development Director Lora Glover talked about Recreation Northwest and what their services are.
- Councilor Riker asked about a survey on City Parks and asked if she knew how many people participated in that survey.
- Parks and Community Development Director Lora Glover will research this and get back to him on that.

- Member Bradbeer asked about the increase under contracted services in Park Maintenance.
- Parks and Property Management Superintendent Wendy Giordano explained it was mostly for the water rate increase and the addition of the water use for the spray park. She stated that there are also fleet increases and some contracts that are expiring and need to be updated.
- Councilor Roler asked about the increase of 47%. He asked if we are contracting out more for landscaping and things like that.
- Parks and Community Development Director Lora Glover said that is a combination of part of the right of way that used to be taken care of in house by the Street Division. It is also our software implementation, concierge security and contract renewals increasing.
- Member Bouteller asked if there was going to be a plan for a smaller neighborhood park in the Allen Creek area.
- Parks and Community Development Director Lora Glover said we have property on the west side that will make a beautiful park. She hasn't proposed moving that forward yet because they want to finish up on Riverside Park, and then move to Hillcrest. They plan to move forward on that when the street improvements are done.
- Councilor Lindsay asked about pickle ball courts.
- Parks and Community Development Director Lora Glover said we have 4 parks for pickle ball with 3 tennis courts that have been striped for pickle ball. We have three pickle ball courts at Fruitdale.
- Councilor Lindsay asked about the vandalism to the restrooms at the various parks and what can be done to litigate that and make them more available for the public.
- Parks and Community Development Director Lora Glover said we could have cameras at each of them or even more security. It has been an ongoing problem and they are expensive to repair.
- Parks and Community Development Director Lora Glover talked about Property Management Services. Those include building improvements and renovations, meeting room set-ups, rentals, storage, janitorial, ground maintenance and the downtown hardscape and vacant lands for parks. We are also focusing on our Emergency Alert System for City Hall and the service center as well as the HVAC system, implement facility management software, sidewalk replacements, safety railing installation at the Service Center and rebuild the wash rack at the yard.
- Parks and Community Development Director Lora Glover talked about the Personnel Services and explained the increases, including the Contractual Professional Services for maintenance software implementation and fleet. Capital Outlay includes upgrades and renovations to the buildings and sidewalks around City Hall.
- Parks and Community Development Director Lora Glover explained the key program elements focusing on the Downtown Visitor Services Program by contract with Experience Grants Pass and Jon Bowen, our tourism, business liaison, visitor information services and special events, parking enforcement, CSO's and maintaining a public infrastructure. This is primarily funded by lodging tax, supplemented by parking permits, parking violations and the Growers Market rents.
- Councilor Lindsay asked about the sidewalk cleaning process.

- Parks and Community Development Director Lora Glover stated that it was a one-time project last year.
- Councilor Riker asked how the flower basket program is run.
- Parks and Community Development Director Lora Glover said we have taken this project over since Chet's has left the area.
- Parks and Community Development Director Lora Glover talked about Economic Development. Susan Seereiter partners with other agencies and Josephine County. She is also the staff liaison for the Collaborative Economic Development Committee, Tourism and CoPA.
- Parks and Community Development Director Lora Glover talked about the contractual services and personnel.
- Parks and Community Development Director Lora Glover talked about tourism. We contract with Jon Bowen with Experience Grants Pass, Chambers of Commerce and Southern Oregon Visitors Association. We are doing the Fourth of July and Back to the 50's events this year. These events are being supported by lodging taxes.
- Chair Brandes asked if there was an increase in lodging taxes.
- Finance Director Meredith said it has been 9% for the last 17 years, but it is 9% of the room cost. Those go up over time and as more people come to visit, that also results in an increase.
- Member DeHoog asked if we could get the information on where the lodging tax come from.
- Budget Officer Aaron Cubic stated that Jon Bowen has worked with some of the lodging companies and has done some informal surveys, but hasn't found something that is easy for them to implement.
- Budget Officer Cubic also noted that the line of questioning is starting to get into budget policy and program delivery and services. This is an opportunity for the Budget Committee to take a look at the numbers and make sure they are justified based on the goals set by Council. He wanted to make sure they stay on track with the goals of a budget committee, which is to appropriate funds, not question policy programs and delivery of services.
- Parks and Community Development Director Lora Glover talked about PCD management and support and explained their services. They provide the overall management, coordination and fiscal accountability to Building, Planning, GIS, Engineering, Parks, Economic Development and Tourism.
- Parks and Community Development Director Lora Glover said they support the function of the Urban Area Planning Commission, the Historic Building and Sites Commission, Parks Board, Urban Tree Committee, Bikeways and Walkways Committee and the Housing Committee.
- Parks and Community Development Director Lora Glover stated that GIS collects data and supports all of the City Departments, Council and our citizens. She talked about the interactive maps on our City website.
- Parks and Community Development Director Lora Glover talked about PCD management.
- Parks and Community Development Director Lora Glover talked about the Engineering Division and the projects they have worked on this last year.
- Councilor Lindsay asked about the contingencies and what are they for.

- Finance Director Meredith said a couple of years ago the contingencies in the engineering division had an ending fund balance higher than the financial policy. He said they reduced some of the internal charges for a period of at least two years so that we bring that fund balance down within the financial policy range.
- Member DeHoog asked Lora to explain the trend and why it is going up and down.
- Parks and Community Development Director Lora Glover said sometimes those depend on the number or size of projects. She said that 2015 was a busy year for private development and the Council had implemented a zero transportation and parks system development charge rate.
- Councilor Lovelace asked how many engineers are on staff and how that department works.
- Parks and Community Development Director Lora Glover said we do have an engineer on staff. We also have an engineering firm we contract out to instead as having a single person. The engineering technicians manage the projects and when conditions change they reach out to the engineer. He is here 2 to 3 days a week and we also have access to his staff.
- Parks and Community Development Director Lora Glover stated that the Planning Division provides current and long range planning. They are the lead for the Community Development Block Grant Consolidation Plan and Future Action Plan. They staff the Urban Area Planning Commission, Historical Building and Sites Commission and are members of RVACT, MRMPO, and the Solid Waste Agency.
- Parks and Community Development Director Lora Glover said they work to address the statewide planning goals, comprehensive plans and master plan updates. She said they also work with Public Works in updating their master plans that get incorporated into her master plan. They provide Code Enforcement Assistance for Public Safety, maintain and provide support for flood management and project management for a variety of LB projects. They maintain the levels of service to ensure quality of growth.
- Parks and Community Development Director Lora Glover talked about budgeting for staff.
- Councilor Lindsay asked about the Housing Advisory Committee. He is wondering if there is sufficient resources for what the Housing Advisory Committee is asking for.
- Parks and Community Development Director Lora Glover said Tom Schauer is very involved in that committee. That would be something the Council would have to review and have that discussion on.
- Councilor Roler asked about the Redwood Highway proposed three lanes and ODOT's decision.
- Public Works Director Jason Canady said that it was in ODOT's schedule but the project was pulled because it wasn't funded. This project may be out several years.
- Parks and Community Development Director Lora Glover said Building and Safety review plans and issue plans consistent with Oregon Building Codes and preforms inspections based on those approved plans, provided information, education and enforcement of codes as a public

service and maintains a level of service to ensure quality and safety of construction.

- Parks and Community Development Director Lora Glover talked about upcoming and continuing projects.
- Councilor Lindsay asked about the contingencies.
- Parks and Community Development Director Lora Glover said those are the dedicated funds. Building fees can only be used for building.
- Parks and Community Development Director Lora Glover talked about the executive summary.
- Parks and Community Development Director Lora Glover talked about efficiency measures. Parks will continue to contract for recreation services and YMCA. They will be focusing on reducing facility down time and staff time through efficiencies. Part of that will come through with the implementation of the maintenance management software.
- Parks and Community Development Director Lora Glover talked about Property Management and Downtown services. They will be focusing on updating the HVAC system at City Hall and implementing the Beehive Maintenance Management software.
- Parks and Community Development Director Lora Glover said under PCDD Management they want to complete the development of the e-permitting system access portal in GIS applications for field staff.
- Parks and Community Development Director Lora Glover said for Engineering they want to continue contracting with City Engineering Services focusing on the capital and developer installed projects.
- Parks and Community Development Director Lora Glover said for Planning they will be processing review of current and long range planning.
- Parks and Community Development Director Lora Glover said Building's plan review times have been reduced and contact with property owners and applicants has increased. Staff is highly trained and possesses numerous certifications.
- Parks and Community Development Director Lora Glover said their need would be some office realignment. They want to keep up their best practices in training and fill staff vacancies. They want to continue to implement some of the audit directives that they received last year, focus on replacement of deteriorating vehicles, equipment and tools and managing our park expansions and our deferred maintenance.
- Parks and Community Development Director Lora Glover said they want to continue to achieve the high efficiency category by embracing the High Performance Organization philosophy, focusing on streamlining processes where possible and providing excellent customer service both internally and externally.
- Councilor Riker asked about staff vacancies.
- Parks and Community Development Director Lora Glover explained that was due to the assistant planner moving to Public Work as the Street Superintendent. We do also have a part-time Engineering Tech vacancy.
- Councilor Lovelace asked if they got another inspector.
- Parks and Community Development Director Lora Glover said they are putting out the notice with HR soon. She isn't asking for new staff this year, she is just filling vacancies.

IV. Receive public comment and/or questions

- Chair Brandes opened the meeting to the public comment or questions.
- Rikka Brown stated that she has been getting much better service from the CSOs and parks are improving. She said there is one thing that ties a lot of this together and that is the unit cost of water. She said we need to restore sensible funding by increasing the base to cover the overhead, reducing the unit cost. This would make it so that people want to water.
- Councilor Riker asked if the Budget Committee wanted to entertain a suggestion. On item 4 it says receive public comments and/or questions. If we would want to relabel that as instead of a 4, a small 'a' and after each department has been heard open it up for public comment because if something come up staff would still be here to answer that question. Also some people come here for a specific department.
- Budget Officer Cubic said that they would be opening this up 25 times making these meetings quite lengthy. From an efficiency standpoint this would extend the length of your meetings.
- Councilor Riker said he was thinking of opening it up after number 2, Public Safety Department Budget presentations, and then again after number 3, Parks & Community Development Department Budget presentations. Then there would only be 2 times for public comment.
- Discussion followed.

MOTION/VOTE

Councilor Riker moved and Member Bradbeer seconded the motion to open public comment after the entire presentation has been made by the appropriate department.

The vote resulted as follows: "AYES": Councilors Eames, Flaming, Lindsay, Lovelace, Riker, Roler, and Committee Members Bouteller, Bradbeer, Brandes, DeHoog, Haydon, Rall, Simpson and Sorenson. "NAYS": None. Abstain: None.

Absent: Councilor Anderson

The motion passed.

V. Vote for tentative Budget approval of programs discussed (if applicable)

MOTION/VOTE

Councilor Lovelace moved and Member DeHoog seconded the motion to approve the Public Safety Budget, minus the \$63,000.00 from the capital outlay regarding the cost of the servers that Bill Landis mentioned. The vote resulted as follows: "AYES": Councilors Eames, Flaming, Lindsay, Lovelace, Riker, Roler, and Committee Members Bouteller, Bradbeer, Brandes, DeHoog, Haydon, Rall, Simpson and Sorenson.

"NAYS": None. Abstain: None. Absent: Councilor Anderson

The motion passed.

MOTION/VOTE

Councilor Lindsay moved and Member Simpson seconded the motion that the Parks and Community Development budget be approved as presented. The vote resulted as follows: "AYES": Councilors Eames, Flaming, Lindsay, Lovelace, Riker, Roler, and Committee Members Bouteller, Bradbeer, Brandes, DeHoog, Haydon, Rall, Simpson and Sorenson. "NAYS": None. Abstain: None. Absent: Councilor Anderson

The motion passed.

VI. Continue Hearing to Thursday, May 10, 2018 at 6:00 PM

The meeting was adjourned by Chair Brandes at 8:50 pm.

The motions contained herein and the accompanying votes have been verified by:

City Recorder

Date