



2008 – 2009 Proposed Budget --- Budget Summary General Fund – Planning

2008 – 2009 Planning Department Budget Highlights

- **Planning Fees** --- Provides resources at levels necessary to maintain pace with projected private and public development activity.
 - Approximately 90 percent of the Department’s budget is supported by the General Fund, with the remaining 10 percent from land-use fees.
 - By policy, the City Council has set a goal of recovering a minimum of 50 percent of direct costs associated with the processing of land use applications. Based upon a review of this past year’s land use application activity and related costs, no adjustments to the current land use fee structure are proposed in order to meet this goal in the coming fiscal year. However, due to rising election costs, an increase to the annexation fee is proposed (100 percent recovery policy), and a new fee for sign permit review may be established.
 - Long-range planning activities; e.g., comprehensive planning, ordinance reviews, special projects, are entirely General Fund supported.

- **Professional Services - Legal and Planning** --- to assist in the City’s defense of the adopted *McMinnville Growth Management and Urbanization Plan (MGMUP)*; to support the Downtown Master Plan effort; and to provide review of proposed plans for the Three Mile Lane corridor as may be submitted by private parties.

The Planning Department is participating in completion of the City’s first Transportation System Plan addressing both current and future local transportation concerns.

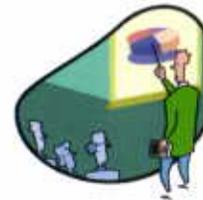


➤ **Programs, Projects, or Equipment:**

- Supports the planning related 2008 – 2009 City Council goals:
 - Economic development program
 - Large format commercial design standards
 - Transportation system planning, to include work on “skinny street” standards
 - Sign ordinance
 - Park and open space dedication policies
- Having a staff of four planners this past year, plus a slow down in residential development, has provided some capacity to address growth management and longer term planning issues both this year and in the coming year.

Full-Time Equivalent

	<u>2007-2008</u>	<u>Change</u>	<u>2008-2009</u>
FTE Adopted Budget	5.50		
No Change		<u>0.00</u>	
FTE Proposed Budget			5.50



Planning Department staff participated in multiple public presentations on planning and growth related issues last year.

The Planning Department drafted the City’s first Public Facility Plan.



2008 – 2009 Proposed Budget --- Budget Summary

General Fund – Planning

Short- and Long-Term Issues

↻ Short-Term Issues

- Keep pace with development activity and its complexity.
- Bring to a close the legal challenges to the City's adopted *Growth Management and Urbanization Plan*.
- Complete the Transportation System Plan.
- Complete the Sign Ordinance Project.
- Continue to actively participate with the McMinnville Economic Development Partnership (MEDP) to address economic development issues.

↻ Long-Term Issues

- Implement the plans and policies contained in the *Growth Management and Urbanization Plan* in order to accommodate projected growth.
- Acquire additional legal support in order to respond effectively to various land use issues; i.e., sign ordinance review, law suits, etc.
- Review and update the City's comprehensive plan and implementing ordinances to reflect the community's vision and needs of the changing population.
- Add staff resources and provide training necessary to adequately address growth management issues.

Core Services

↻ Current Planning

- Direct and administer the day-to-day land use, development, and zoning related activities of the City.
- Respond to citizen complaints regarding alleged land-use offenses.

↻ Long-Range Planning

- Responsible for maintaining and updating the comprehensive plan; analyzing and forecasting economic and growth related trends; and assist in the preparation of utility master plans; i.e., transportation, sanitary and storm sewer, parks.
- Most long-range planning work is project related and driven by local, state, or federal dictates.

↻ Economic Development

- Advise and assist public, business and industry, and other agencies directly or indirectly involved in McMinnville's economic development.
- Active partner with McMinnville Industrial Promotions (MIP), Chamber of Commerce, and private business interests in newly formed McMinnville Economic Development Partnership (MEDP). Through this partnership, the department represents the City's interests in economic development, assists in the preparation of business recruitment and retention materials, and responds to various business inquiries.



McMinnville planners worked with a Task Force to craft a new draft Sign Code Ordinance.



The Planning Department assists other agencies with strategic planning by providing them with statistics, information, and planning expertise.



McMinnville planners involve "Cool Mac" and developers into drafting large format commercial design standards.



General Fund – Planning Dept --- Historical Highlights

- 1856** W.T. Newby plats townsite that is to become McMinnville on five-acre parcel located a short distance west of the present McMinnville Library. Planning of the city unofficially begins. 
- 1866** According to *The Register*, McMinnville has “300 residents with five stores, three blacksmith shops, two wagon shops, one silversmith, one shoe shop, two doctors, one flour mill, and no licensed beer or grog saloons.” 
- 1900** US Census Bureau estimates city’s population at 1,420.
- 1936** First zoning ordinance adopted, establishing zoned districts, restricting the location of industry and trade, and regulating height of buildings. 
- 1948** First McMinnville Planning Commission appointed.
- 1968** McMinnville Zoning Ordinance adopted, the city’s first comprehensive zoning ordinance. 
- 1968** City’s first downtown master plan also adopted, “Planning for the Central Area”.
- 1970** City population passes 10,000. 
- 1981** City adopts its first comprehensive land use plan. The State Land Conservation and Development Commission (LCDC) approves the plan in 1983. 
- 1993** City residents number more than 20,000.
- 1996** City voters pass Charter amendment requiring voter- approved annexation. (By 2004, voters have approved 35 of 39 annexations.)
- 1999** City planners work with Downtown Steering Committee and update Downtown Master Plan.
- 2003** After more than eight years work, the City adopts the “McMinnville Growth Management and Urbanization Plan” (MGMUP). This 20-year plan is sent to the State for review and approval.
- 2003** Total number of housing units within McMinnville surpasses 10,000.
- 2004** Following more than a decade of explosive growth, City’s population unofficially hits 30,000. McMinnville is Oregon’s 15th most populated city. 
- 2005** The Planning Department helps establish the McMinnville Economic Development Partnership.
- 2006** The MGMUP receives State approval; action appealed by 1000 Friends to Oregon Court of Appeals.
- 2007** Planning Department relocated to the new Community Development Center.
- 2008** Planning Department drafts large format commercial design standards, regulations for commercial trash enclosures, and revised signage standards for public review.

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
RESOURCES						
LICENSES AND PERMITS						
0	0	0	4250 Planning Fees Planning fees are adjusted annually to reflect changes in the prior year's consumer price index (CPI-W).	0	0	0
11,468	12,335	12,000	4250-05 Planning Fees - Land Use Fees - Administrative Administrative variance, minor land partition, landscape plan review, home occupation permit, and boundary line adjustment application fees.	7,500	7,500	7,500
22,046	21,665	20,000	4250-10 Planning Fees - Land Use Fees - Planning Comm Conditional use permit, variance, Planning Director appeals, and subdivision application fees.	12,000	12,000	12,000
19,873	15,837	16,000	4250-15 Planning Fees - Land Use Fees - City Council Urban growth boundary amendments, comprehensive plan map and text amendments, Planning Commission appeals, and zone change application fees.	11,000	11,000	11,000
3,200	1,548	1,500	4250-20 Planning Fees - Annexation Fees Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.	1,500	1,500	1,500
7,030	7,073	8,000	4250-25 Planning Fees - Building Permit Review Fees Fees to cover Planning Department costs associated with the review of building permit applications.	5,000	5,000	5,000
11,238	5,821	11,000	4250-30 Planning Fees - Election Fees - Annexations Annexation measure applicant "deposit" for the May 2009 election.	13,000	13,000	13,000
74,854	64,279	68,500	TOTAL LICENSES AND PERMITS	50,000	50,000	50,000
INTERGOVERNMENTAL						
0	0	0	4535 Federal NPS CLG Grant Federal Certified Local Government (CLG) grant for expenses associated with the renovation of specific historic properties in downtown McMinnville.	10,500	10,500	10,500
0	0	0	5070 Water & Light	0	0	0
45,340	46,610	47,870	5070-05 Water & Light - Economic Development McMinnville Water and Light Department economic development support which helps to fund City economic development functions and Planning Department current and long-range planning activities.	49,690	49,690	49,690
45,340	46,610	47,870	TOTAL INTERGOVERNMENTAL	60,190	60,190	60,190
MISCELLANEOUS						
571	206	175	6600-99 Other Income - Planning Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges.	175	175	175
571	206	175	TOTAL MISCELLANEOUS	175	175	175
120,766	111,096	116,545	TOTAL RESOURCES	110,365	110,365	110,365

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REQUIREMENTS

PERSONAL SERVICES

0	0	0	7000 Salaries & Wages	0	0	0
246,135	241,749	307,056	7000-05 Salaries & Wages - Regular Full Time Planning Director - 1.00 FTE Senior Planner - 1.00 FTE Associate Planner - 2.00 FTE Executive Secretary - 1.00 FTE Administrative Specialist II - Combined Depts - 0.50 FTE	329,755	329,755	331,362
0	326	1,000	7000-20 Salaries & Wages - Overtime	1,000	1,000	1,000
0	0	0	7300 Fringe Benefits	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	20,506	20,506	20,606
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	4,795	4,795	4,819
17,891	17,696	23,566	7300-07 Fringe Benefits - FICA - History	0	0	0
59,535	55,695	70,853	7300-15 Fringe Benefits - PERS - OPSRP - IAP	79,380	79,380	79,767
29,476	29,175	49,590	7300-20 Fringe Benefits - Medical Insurance	37,824	37,824	37,824
310	293	379	7300-25 Fringe Benefits - Life Insurance	379	379	347
1,396	1,348	1,752	7300-30 Fringe Benefits - Long Term Disability	1,852	1,852	1,830
2,765	2,578	4,000	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,086	4,086	4,110
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	500	7300-40 Fringe Benefits - Unemployment	0	0	0
357,509	348,858	458,696	TOTAL PERSONAL SERVICES	479,577	479,577	481,665

MATERIALS AND SERVICES

2,736	7,370	8,500	7520 Public Notices & Printing \$7,500 Legal notices for Citizens Advisory Committee (CAC), Historic Landmarks Committee, Planning Commission, and City Council hearings and work sessions on land-use items; printing of various brochures, plan documents, and application forms; and advertising of job openings, if necessary. \$1,000 Publication, notification, and ballot preparation expenses.	8,500	8,500	8,500
163	464	600	7540 Employee Development	700	700	700
2,141	1,946	4,000	7550 Travel & Education Attendance at educational conferences; e.g., League of Oregon Cities, American Planning Association Conference, and Oregon Planner's Institute. Memberships in professional organizations, trips to out-of-town meetings, and Planning Commission quarterly training sessions and dinners are also included.	5,000	5,000	5,000

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0	2,219	7,800	7600	Electric & Natural Gas		3,500	3,500	3,500
				Department's share of Community Development Center electricity expense, ~37%.				
1,600	2,300	3,300	7610	Insurance		0	0	0
0	0	0	7610-05	Insurance - Liability		3,100	3,100	3,100
0	0	0	7610-10	Insurance - Property		800	800	800
2,768	3,039	3,900	7620	Telecommunications		4,200	4,200	4,200
0	889	3,150	7650	Janitorial		2,700	2,700	2,700
				Department's share of Community Development Center janitorial service and supply costs, ~37%.				
5,354	6,456	7,000	7660	Materials & Supplies		7,000	7,000	7,000
				Office supplies and planning publications.				
0	0	0	7710	Materials & Supplies - Grants		9,244	9,244	9,244
				Federal Certified Local Government (CLG) Grant property owner reimbursements for labor and materials used for historic preservation projects.				
0	0	0	7720	Repairs & Maintenance		0	0	0
0	190	6,500	7720-08	Repairs & Maintenance - Building Repairs		8,500	8,500	8,500
				Department's share of Community Development Center repair & improvement costs, ~37%. 2008-2009 work will include rebalancing and adjusting the CDC building's HVAC system, and adding audio/visual improvements to the large conference room.				
0	1,146	2,750	7720-10	Repairs & Maintenance - Building Maintenance		2,850	2,850	2,850
				Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~37%.				
1,061	1,504	1,350	7750	Professional Services		1,350	1,350	1,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,300	1,300	
				Section 125 administration fee	1	50	50	
12,295	9,274	18,000	7750-09	Professional Services - Legal		25,000	25,000	25,000
				Contract attorney services to assist the City defend the adopted "McMinnville Growth Management and Urbanization Plan" before the Oregon Court of Appeals.				
12,604	5,821	11,000	7750-30	Professional Services - Annexation Elections		13,000	13,000	13,000
				Election expenses related to the May 2009 election; City reimbursed by applicant(s) through revenue account, Planning Fees-Election Fees-Annexation.				
0	0	0	7760	Professional Svcs - Plan/Study		0	0	0
0	0	0	7760-07	Professional Svcs - Plan/Study - Downtown Master Plan		10,000	10,000	10,000
				Contract services, materials and supplies, and printing costs associated with the Downtown Master Plan Project.				
0	0	0	7760-12	Professional Svcs - Plan/Study - Three Mile Lane		15,000	15,000	15,000
				Contract services for peer review of land use applications affecting existing or proposed land use plans for the Three Mile Lane corridor.				

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2,588	0	5,000	7760-15	Professional Svcs - Plan/Study - DLCD Urban Growth Boundary Contract planning services to assist the City refine the adopted "McMinnville Growth Management and Urbanization Plan", should it be remanded by the Oregon Court of Appeals for additional work.		5,000	5,000	5,000
0	0	0	7790	Maintenance & Rental Contracts		0	0	0
0	1,084	3,000	7790-20	Maintenance & Rental Contracts - Community Development Center Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~37%.		2,850	2,850	2,850
0	783	2,000	7800	M & S Equipment		0	0	0
0	0	0	7830	Computer M&S Charges - IS Fund		0	0	0
5,142	5,934	7,699	7830-98	Computer M&S Charges - IS Fund - Computer Services		7,438	7,438	7,438
6,313	8,861	5,093	7830-99	Computer M&S Charges - IS Fund - Computer M&S Equipment		11,750	11,750	11,750
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department shared hardware and software	1	3,450	3,450		
			Workstation replacements - Lucy, Sarah, and Ron w/ dual monitors	3	1,900	5,700		
			H-P printer warranty extension	1	600	600		
			ArcView licenses - Lucy & Jennifer	2	1,000	2,000		
54,764	59,280	100,642	TOTAL MATERIALS AND SERVICES			147,482	147,482	147,482
			CAPITAL OUTLAY					
0	0	0	8900	Land Aquisition		0	0	0
390,702	0	0	8900-05	Land Aquisition - Community Development Center		0	0	0
390,702	0	0	TOTAL CAPITAL OUTLAY			0	0	0
802,975	408,138	559,338	TOTAL REQUIREMENTS			627,059	627,059	629,147