


ADMINISTRATION DEPARTMENT



Organization Set – Sections

- **City Manager's Office**
- **City Hall & City Property**
- **Mayor & City Council**
- **Legal**
- **Community Services**
- **Human Resources**
- **Finance History**

Organization Set #

01-01-002
01-01-003
01-01-005
01-01-008
01-01-011
01-01-012
01-01-499



2009 – 2010 Proposed Budget --- Budget Summary General Fund – Administration

2009 – 2010 Administration Department Budget Highlights

The Administration Department consists of six sections as listed below. These Organization Set (Org Set) Sections define the Administration Department for budget adoption purposes.

City Manager's Office - #01-01-002

- Includes the City Manager and .40 FTE of the City Manager's Administrative Assistant / HR Analyst.

City Hall & City Property - #01-01-003

- Includes City Hall operating expenditures and City owned property not otherwise assigned to a specific fund or department; i.e., Chamber of Commerce building and Abba Java coffee kiosk parking lot.

Repairs & Maintenance – Building Repairs --- Painting of City Hall and garage.

Civic Hall --- Utilities, insurance and janitorial appropriations reflect additional operating and maintenance costs related to the new Civic Hall.

Mayor & City Council - #01-01-005

- Includes .10 FTE of City Manager's Administrative Assistant / HR Analyst and .24 FTE of Administrative Specialist who are responsible for preparing City Council packets and minutes. Includes \$30,000 for Community Outreach programs, including neighborhood City Council meetings, City Faire and the 2010 Annual Report.

Legal - #01-01-008

- Includes .90 FTE of the City Attorney and .24 FTE of Administration's Administrative Specialist.

Community Services - #01-01-011

- Includes City funded support of various community programs, including Holiday Lighting, Downtown Public Art, YAMCO public transportation and McMinnville Development Partnership.

Human Resources - #01-01-012

- Includes .50 FTE of the City Manager's Administrative Assistant / HR Analyst.



2009 – 2010 Proposed Budget --- Budget Summary

General Fund – Administration

- Ability to provide timely legal advice and legal representation for the Mayor, City Council, City Manager, Department Heads, and City employees.

2008 – 2009 Administration Budget Highlights – Continued

Full-Time Equivalents

	<u>2008-2009</u>	<u>Change</u>	<u>2009-2010</u>
FTE Adopted Budget	3.30		
Administrative Specialist I		+ 0.08	
FTE Proposed Budget			3.38

Short- and Long-Term Issues

Administration - City Manager's Office

- **Short-Term Issues** --- Addressed by 2009 - 2010 Proposed Budget

- **Long-Term Issues**

- The ability to finance growing operational and capital needs, with relatively flat revenues.

Administration - City Attorney's Office

- **Short-Term Issues** --- Addressed by 2009 - 2010 Proposed Budget.

- **Long-Term Issues**

- Update the City of McMinnville Municipal Code.

Core Services

City Manager's Office



- Provides leadership and support to City government operations and the City Council.
- Coordinates the accomplishment of City Council goals.
- Provides information, support, and advice to the Mayor and City Council.
- Represents the City, Mayor, and Council before various public and private groups.
- Responds to citizen requests and complaints on behalf of the Mayor and City Council.
- Coordinates City human resources.

City Attorney's Office



- Provides legal advice to the Mayor, City Council, City Manager, Department Heads, and City employees concerning City business.
- Provides representation of the City in court proceedings, administrative matters, and other forums.
- Drafts City's legal documents and reviews all legal documents submitted to the City.
- Manages the City's Municipal Court.



General Fund – Administration --- Historical Highlights

1876 McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees.

1882 McMinnville incorporates as a city with a Mayor and City Council.

1965 Joe Dancer appointed City Administrator.

1971 City Attorney position established and E. Clifton Ross appointed.

1984 Edward J. Gormley elected Mayor.



1986 May 1986, Kent Taylor appointed City Manager and continues to hold the position.

1992 City acquires parking lot at NE corner of First and Cowsls for joint development with Presbyterian Church.

1992 Downtown Historic Street Light Project implemented in City-owned parking lots.

1994 City Hall and Police Department undergo major remodels with City Council Chambers removed.

1995 Civic Center Master Plan developed.

1995 City purchases Home Laundry site at NE corner of Second and Cowsls.

1997 City Attorney Ross retires and City contracts for attorney support.

1997 Donna Fowler, dba Human Resource Options, becomes City's first human resource consultant.

1999 The City Attorney position was restored to full-time and Candace Haines appointed.



2005 City Council undertakes new community outreach project - Community Choices

2006 City purchases Oregon Mutual Insurance Company's Regional Office for the future home of a new "one stop" Community Development Center to house the Engineering, Building, and Planning Departments.

2007 In March, after extensive remodeling of the new Community Development Center (CDC), the Planning, Building, and Engineering Department's move out of City Hall and open for business in the new CDC.



2007 City Hall is remodeled over an approximate 10-month period during three different phases of construction; to more adequately service the Administration, Finance, and Municipal Court Departments.

2008 City Council establishes Downtown Public Art Program.



2009 - 2010 Proposed Budget --- Personal Services Summary
Salaries Paid From More Than One Source
General Fund - Administration

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<u>City Attorney</u>	1	361	107,919		
General Fund					
Administration					
Legal (0.90 FTE)				9	97,127
Municipal Court					
Court (0.10 FTE)				83	10,792
<u>Administrative Assistant / HR Analyst</u>	1	331	53,939		
General Fund					
Administration					
City Manager's Office (0.40 FTE)				2	21,576
Mayor & City Council (0.10 FTE)				7	5,394
Human Resources (0.50 FTE)				13	26,969
<u>Administrative Specialist I</u>	1	316	13,833		
General Fund					
Administration					
Mayor & City Council (0.24 FTE)				7	6,917
Legal (0.24 FTE)				9	6,917

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
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REQUIREMENTS

PERSONAL SERVICES

0	0	0	7000	Salaries & Wages	0	0	0
138,195	144,620	160,512	7000-05	Salaries & Wages - Regular Full Time City Manager - 1.00 FTE Administrative Assistant / HR Analyst - 0.40 FTE	163,048	163,048	163,048
1,747	1,808	2,500	7000-20	Salaries & Wages - Overtime	2,500	2,500	2,500
1,408	1,299	1,841	7000-25	Salaries & Wages - City Employee Recognition Outstanding Public Service (OPS) Awards: 1,300 Monthly OPS Awards at \$100 net per month 541 Yearly OPS Award at \$500 net	1,841	1,841	1,841
0	9,000	9,000	7000-30	Salaries & Wages - Auto Allowance City Manager's \$750 per month automobile allowance.	9,000	9,000	9,000
0	0	0	7300	Fringe Benefits	0	0	0
0	0	7,619	7300-05	Fringe Benefits - FICA - Social Security	10,936	10,936	10,936
0	0	2,376	7300-06	Fringe Benefits - FICA - Medicare	2,558	2,558	2,558
10,282	9,841	0	7300-07	Fringe Benefits - FICA - History	0	0	0
32,943	35,519	39,324	7300-15	Fringe Benefits - PERS - OPSRP - IAP	35,278	35,278	35,278
9,094	14,233	15,298	7300-20	Fringe Benefits - Medical Insurance	16,455	16,455	15,774
152	97	89	7300-25	Fringe Benefits - Life Insurance	88	88	88
644	561	802	7300-30	Fringe Benefits - Long Term Disability	871	871	871
393	323	296	7300-35	Fringe Benefits - Workers' Compensation Insurance	349	349	349
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	41	41	41
194,859	217,300	239,657	<u>TOTAL PERSONAL SERVICES</u>		242,965	242,965	242,284

MATERIALS AND SERVICES

1,000	0	1,000	7520	Public Notices & Printing	1,000	1,000	1,000
300	66	400	7540	Employee Development	400	400	400
5,000	3,744	5,000	7550	Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Manager and the City Manager's staff.	4,500	4,500	4,500
6,600	0	0	7585	Auto Allowance	0	0	0
0	0	0	7610	Insurance	0	0	0
0	0	1,000	7610-05	Insurance - Liability	900	900	900

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A			2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
1,200	1,463	1,200	7620	Telecommunications		1,200	1,200	1,200
0	364	500	7660	Materials & Supplies		500	500	500
1,500	2,813	2,500	7660-05	Materials & Supplies - Office Supplies		2,500	2,500	2,500
700	278	500	7660-15	Materials & Supplies - Postage		500	500	500
3,000	1,178	500	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	1,280	1,280	
				Section 125 administration fee	1	70	70	
0	0	0	7800	M & S Equipment		0	0	0
0	0	0	7830	M & S Computer Charges - IS Fund		0	0	0
1,700	2,550	2,575	7830-98	M & S Computer Charges - IS Fund - Computer Services		3,054	3,054	3,038
				Network and PC support agreements, licenses, financial systems, internet connection etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Shared network services cost	1	3,038	3,038	
850	5,200	1,380	7830-99	M & S Computer Charges - IS Fund - Computer M&S Equipment		1,915	1,915	2,251
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department shared hardware and software	1	551	551	
				Laptop for City Council minutes	1	1,700	1,700	
16,258	18,899	19,600	8000	City Memberships		25,000	25,000	25,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Local Government Personnel Institute	1	1,500	1,500	
				Mid Willamette Valley Council of Gov't - 50% McM W&L shared	1	7,500	7,500	
				Yamhill Valley Visitors' Association	1	400	400	
				McMinnville Chamber of Commerce	1	900	900	
				ICLEI - Local Governments for Sustainability	1	700	700	
				League of Oregon Cities - 50% McM Water & Light shared	1	12,000	12,000	
				International City Mgr Assoc/Oregon City & County Mgr Assoc	1	2,000	2,000	
38,108	36,554	36,155	<u>TOTAL MATERIALS AND SERVICES</u>			42,819	42,819	43,139
232,966	253,854	275,812	<u>TOTAL REQUIREMENTS</u>			285,784	285,784	285,423

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
0	0	0	6350 Property Rentals	0	0	0
9,604	9,891	10,000	6350-05 Property Rentals - Chamber of Commerce Chamber of Commerce monthly rental income will average approximately \$875 per month depending on the CPI-W rise through June 30, 2009.	10,500	10,500	10,500
13,512	11,422	12,755	6350-10 Property Rentals - Parking Lot Downtown Economic Improvement District Assessment (DEID) --- Special Assessment Fund allocation per City Council motion.	12,966	12,966	12,966
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Cornerstone Express kiosk	12	1,115	13,380
			Cornerstone Express DEID	1	-414	-414
23,116	21,313	22,755	TOTAL MISCELLANEOUS	23,466	23,466	23,466
23,116	21,313	22,755	TOTAL RESOURCES	23,466	23,466	23,466

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

323	179	500	7590	Fuel - Vehicle & Equipment		500	500	500
7,393	7,380	12,000	7600	Electric & Natural Gas		15,200	15,200	15,200
				Budget Note: Increase due to Civic Hall addition.				
7,100	6,200	0	7610	Insurance		0	0	0
0	0	600	7610-05	Insurance - Liability		600	600	600
0	0	1,900	7610-10	Insurance - Property		3,900	3,900	3,900
				Budget Note: Increase due to Civic Hall addition.				
400	820	2,300	7620	Telecommunications		2,300	2,300	2,300
6,504	6,344	0	7650	Janitorial		0	0	0
0	0	4,500	7650-10	Janitorial - Services		9,600	9,600	9,600
				Budget Note: Increase due to Civic Hall addition.				
0	0	1,500	7650-15	Janitorial - Supplies		1,800	1,800	1,800
				Budget Note: Increase due to Civic Hall addition.				
0	0	500	7660	Materials & Supplies		500	500	500
0	0	0	7720	Repairs & Maintenance		0	0	0
229	320	1,000	7720-06	Repairs & Maintenance - Equipment		1,000	1,000	1,000
7,270	19,687	50,000	7720-08	Repairs & Maintenance - Building Repairs		15,000	15,000	16,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				City Hall and garage painting	1	11,000	11,000	
				Miscellaneous maintenance and repairs	1	5,000	5,000	
3,094	1,553	4,000	7720-10	Repairs & Maintenance - Building Maintenance		5,600	5,600	5,600
				Budget Note: Increase due to Civic Hall addition.				
0	176	1,000	7720-12	Repairs & Maintenance - Grounds		3,000	3,000	10,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				City Hall parking lot overlay	1	7,000	7,000	
				Miscellaneous	1	3,000	3,000	
0	0	0	7740	Rental Property Repair & Maint		0	0	0
13,003	26,665	5,500	7740-05	Rental Property Repair & Maint - Building		2,000	2,000	2,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - Liability	1	100	100	
				Insurance - Property	1	600	600	
				Miscellaneous rental repairs and maintenance	1	1,300	1,300	

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A		2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
6,111	929	0	7750	Professional Services	500	500	500
0	0	0	7770	Professional Services - Projects	0	0	0
0	0	0	7770-13	Professional Services - Projects - Downtown Infastructure	1,000	1,000	1,000
3,024	3,430	3,500	7790	Maintenance & Rental Contracts	8,000	8,000	8,000
3,000	3,000	3,000	7790-05	Maintenance & Rental Contracts - Water & Light Fiber Net	3,000	3,000	3,000
7,738	31,009	0	7800	M & S Equipment	500	500	500
65,188	107,690	91,800	<u>TOTAL MATERIALS AND SERVICES</u>		74,000	74,000	82,000
<u>CAPITAL OUTLAY</u>							
0	0	0	8800	Building Improvements	0	0	0
5,402	78,681	0	8800-05	Building Improvements - City Hall	0	0	0
0	0	100,000	8800-20	Building Improvements - Downtown Infastructure	0	0	0
5,402	78,681	100,000	<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
70,590	186,371	191,800	<u>TOTAL REQUIREMENTS</u>		74,000	74,000	82,000

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
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REQUIREMENTS

PERSONAL SERVICES

0	0	0	7000	Salaries & Wages	0	0	0
4,944	11,612	11,778	7000-05	Salaries & Wages - Regular Full Time Administrative Assistant / HR Analyst - 0.10 FTE	5,394	5,394	5,394
0	0	6,000	7000-10	Salaries & Wages - Regular Part Time Administrative Specialist I - 0.24 FTE	6,917	6,917	6,917
437	452	600	7000-20	Salaries & Wages - Overtime	600	600	600
0	0	0	7300	Fringe Benefits	0	0	0
0	0	767	7300-05	Fringe Benefits - FICA - Social Security	800	800	800
0	0	180	7300-06	Fringe Benefits - FICA - Medicare	187	187	187
391	873	0	7300-07	Fringe Benefits - FICA - History	0	0	0
1,254	2,761	2,971	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,199	1,199	1,199
346	2,113	2,170	7300-20	Fringe Benefits - Medical Insurance	1,457	1,457	1,398
6	20	16	7300-25	Fringe Benefits - Life Insurance	6	6	6
25	83	64	7300-30	Fringe Benefits - Long Term Disability	29	29	29
15	657	304	7300-35	Fringe Benefits - Workers' Compensation Insurance	25	25	25
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	10	10	10
0	0	101	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	101	101	101
7,418	18,572	24,951	<u>TOTAL PERSONAL SERVICES</u>		16,725	16,725	16,665

MATERIALS AND SERVICES

0	0	500	7520	Public Notices & Printing	500	500	500
0	287	300	7620	Telecommunications	500	500	500
0	84	250	7660	Materials & Supplies	300	300	300
100	1,412	1,500	7660-05	Materials & Supplies - Office Supplies	1,500	1,500	1,500
50	20	50	7660-15	Materials & Supplies - Postage	100	100	100
0	0	0	7750	Professional Services	10	10	10
				Section 125 administration fee			
12,027	24,215	35,000	7750-06	Professional Services - Community Outreach Continuing the City Council's public communication efforts, including neighborhood City Council meetings, City Faire, and 2010 Annual Report.	30,000	30,000	30,000

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
0	0	0	7800 M & S Equipment Civic Hall transcription equipment - 50% shared with Planning Department.	500	500	500
16,445	22,416	27,500	8005 Mayor/City Council Expenses Mayor and City Council activities which include the following: City Council dinner meetings, League of Oregon Cities City Council participation, City Council Annual Goal Setting, and other miscellaneous expenses related to Mayor and City Council activities and responsibilities, including employee Christmas gift cards.	27,500	27,500	27,500
28,622	48,434	65,100	<u>TOTAL MATERIALS AND SERVICES</u>	60,910	60,910	60,910
36,040	67,005	90,051	<u>TOTAL REQUIREMENTS</u>	77,635	77,635	77,575

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
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REQUIREMENTS

PERSONAL SERVICES

0	0	0	7000 Salaries & Wages	0	0	0
88,139	97,054	104,944	7000-05 Salaries & Wages - Regular Full Time City Attorney - 0.90 FTE	97,127	97,127	97,127
6,320	0	6,000	7000-10 Salaries & Wages - Regular Part Time Administrative Specialist I - 0.24 FTE	6,917	6,917	6,917
0	0	0	7300 Fringe Benefits	0	0	0
0	0	5,832	7300-05 Fringe Benefits - FICA - Social Security	6,451	6,451	6,451
0	0	1,522	7300-06 Fringe Benefits - FICA - Medicare	1,509	1,509	1,509
6,871	7,292	0	7300-07 Fringe Benefits - FICA - History	0	0	0
22,014	22,019	25,187	7300-15 Fringe Benefits - PERS - OPSRP - IAP	19,425	19,425	19,425
6,077	4,870	5,136	7300-20 Fringe Benefits - Medical Insurance	4,647	4,647	4,454
102	75	66	7300-25 Fringe Benefits - Life Insurance	57	57	57
431	462	578	7300-30 Fringe Benefits - Long Term Disability	542	542	542
263	367	471	7300-35 Fringe Benefits - Workers' Compensation Insurance	160	160	160
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	36	36	33
130,216	132,139	149,736	TOTAL PERSONAL SERVICES	136,870	136,870	136,674

MATERIALS AND SERVICES

0	0	500	7520 Public Notices & Printing	500	500	500
200	40	300	7540 Employee Development	300	300	300
4,000	5,535	5,000	7550 Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Attorney (JD).	4,500	4,500	4,500
0	0	0	7610 Insurance	0	0	0
0	0	500	7610-05 Insurance - Liability	500	500	500
1,000	906	1,000	7620 Telecommunications	800	800	800
0	0	0	7660 Materials & Supplies	0	0	0
1,000	302	500	7660-05 Materials & Supplies - Office Supplies	1,000	1,000	1,000
600	235	250	7660-15 Materials & Supplies - Postage	250	250	250
0	0	0	7750 Professional Services	0	0	0

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A			2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
3,303	3,819	4,000	7750-09	Professional Services - Legal		4,000	4,000	4,000
				Computerized legal research and legal reference books for the City Attorney.				
0	0	0	7830	M & S Computer Charges - IS Fund		0	0	0
1,300	1,450	1,288	7830-98	M & S Computer Charges - IS Fund - Computer Services		1,309	1,309	1,302
				Network and PC support agreements, licenses, financial systems, internet connection etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Shared network services cost	1	1,302	1,302	
650	3,000	690	7830-99	M & S Computer Charges - IS Fund - Computer M&S Equipment		92	92	236
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department shared hardware and software	1	236	236	
12,053	15,286	14,028	<u>TOTAL MATERIALS AND SERVICES</u>			13,251	13,251	13,388
142,269	147,424	163,764	<u>TOTAL REQUIREMENTS</u>			150,121	150,121	150,062

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
0	0	0	6490 Donations - Public Art Donations from the public for the Downtown Public Art Project.	10,000	10,000	10,000
0	0	0	<u>TOTAL MISCELLANEOUS</u>	10,000	10,000	10,000
0	0	0	<i>TOTAL RESOURCES</i>	10,000	10,000	10,000

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
6,499	34,740	5,000	8010 Holiday Lighting City contribution to community-wide Holiday Lighting Program, a public/private partnership and monthly lighting charges.	5,000	5,000	5,000
0	2,600	15,000	8012 Downtown Public Art Program City's annual support of new Downtown Public Art Project includes pedestal construction and artist honorariums.	10,000	10,000	10,000
0	0	0	8012-05 Downtown Public Art Program - Donations - Public Art Public art purchases funded through revenue account, Donations-Public Art.	10,000	10,000	10,000
8,000	8,000	12,000	8015 Community Services	10,000	10,665	10,665
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Your Community Mediators of Yamhill County	1	7,500	7,500
			Jaycees - 4th of July fireworks support	1	2,335	2,335
			Thugz Off Drugz - rent support	1	330	330
			Miscellaneous	1	500	500
12,000	15,000	15,000	8020 McMinnville Downtown Association City's contribution to the McMinnville Downtown Association "in-lieu of "a Downtown Economic Improvement District assessment.	15,000	15,000	15,000
0	5,250	9,000	8025 Yamhill Co - YCTA	0	0	0
25,000	25,000	25,000	8030 YCAP Transportation - YAMCO YAMCO public transportation program support.	25,000	25,000	25,000
35,000	35,015	36,050	8060 Economic Development Financial support of McMinnville Economic Development Partnership, shared with McMinnville Water & Light Department and Chamber of Commerce.	37,135	37,135	37,135
86,499	125,605	117,050	<u>TOTAL MATERIALS AND SERVICES</u>	112,135	112,800	112,800
86,499	125,605	117,050	TOTAL REQUIREMENTS	112,135	112,800	112,800

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONAL SERVICES</u>						
0	0	0	7000 Salaries & Wages	0	0	0
24,722	25,374	26,918	7000-05 Salaries & Wages - Regular Full Time Administrative Assistant / HR Analyst - 0.50 FTE	26,969	26,969	26,969
5,508	0	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
2,184	2,260	2,500	7000-20 Salaries & Wages - Overtime	2,500	2,500	2,500
0	0	0	7300 Fringe Benefits	0	0	0
0	0	1,824	7300-05 Fringe Benefits - FICA - Social Security	1,827	1,827	1,827
0	0	426	7300-06 Fringe Benefits - FICA - Medicare	427	427	427
2,358	1,957	0	7300-07 Fringe Benefits - FICA - History	0	0	0
7,554	6,262	7,060	7300-15 Fringe Benefits - PERS - OPSRP - IAP	5,894	5,894	5,894
2,085	6,296	6,772	7300-20 Fringe Benefits - Medical Insurance	7,287	7,287	6,990
35	34	32	7300-25 Fringe Benefits - Life Insurance	32	32	32
148	136	144	7300-30 Fringe Benefits - Long Term Disability	144	144	144
90	63	54	7300-35 Fringe Benefits - Workers' Compensation Insurance	59	59	59
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	15	15	15
44,684	42,382	45,730	<u>TOTAL PERSONAL SERVICES</u>	45,154	45,154	44,856
<u>MATERIALS AND SERVICES</u>						
0	50	500	7520 Public Notices & Printing	500	500	500
10	0	200	7530 Safety Training/OSHA	200	200	200
0	0	0	7540 Employee Development	0	0	0
0	195	200	7550 Travel & Education	180	180	180
250	735	800	7620 Telecommunications	800	800	800
0	123	100	7660 Materials & Supplies	1,000	1,000	1,000
500	1,844	1,500	7660-05 Materials & Supplies - Office Supplies	1,500	1,500	1,500
400	102	500	7660-15 Materials & Supplies - Postage	500	500	500
0	5,958	0	7750 Professional Services Section 125 administration fee	30	30	30
1,160	9,007	3,800	<u>TOTAL MATERIALS AND SERVICES</u>	4,710	4,710	4,710

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
45,844	51,389	49,530	TOTAL REQUIREMENTS	49,864	49,864	49,566

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :499 - HISTORY Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
21,550	13,800	0	5310 On-Line Lien Search Fees	0	0	0
21,550	13,800	0	<u>TOTAL CHARGES FOR SERVICES</u>	0	0	0
<u>MISCELLANEOUS</u>						
2,274	3,292	0	6600-94 Other Income - Finance	0	0	0
2,274	3,292	0	<u>TOTAL MISCELLANEOUS</u>	0	0	0
23,824	17,092	0	<i>TOTAL RESOURCES</i>	0	0	0

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :499 - HISTORY Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
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REQUIREMENTS

PERSONAL SERVICES							
0	0	0	7000	Salaries & Wages	0	0	0
298,048	331,859	0	7000-05	Salaries & Wages - Regular Full Time	0	0	0
71,399	88,045	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
30,316	50,692	0	7000-15	Salaries & Wages - Temporary	0	0	0
6,972	44,566	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	0	7300	Fringe Benefits	0	0	0
29,585	38,380	0	7300-07	Fringe Benefits - FICA - History	0	0	0
94,793	116,346	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
26,168	22,535	0	7300-20	Fringe Benefits - Medical Insurance	0	0	0
439	609	0	7300-25	Fringe Benefits - Life Insurance	0	0	0
1,854	2,249	0	7300-30	Fringe Benefits - Long Term Disability	0	0	0
1,131	1,496	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
-131	232	0	7300-40	Fringe Benefits - Unemployment	0	0	0
560,574	697,010	0	TOTAL PERSONAL SERVICES		0	0	0

MATERIALS AND SERVICES							
182	241	0	7500	Credit Card Fees	0	0	0
4,199	4,430	0	7520	Public Notices & Printing	0	0	0
1,046	272	0	7540	Employee Development	0	0	0
5,204	4,706	0	7550	Travel & Education	0	0	0
3,956	4,771	0	7620	Telecommunications	0	0	0
0	396	0	7660	Materials & Supplies	0	0	0
4,633	8,482	0	7660-05	Materials & Supplies - Office Supplies	0	0	0
526	926	0	7660-10	Materials & Supplies - Office Supplies Inventory	0	0	0
1,840	1,749	0	7660-15	Materials & Supplies - Postage	0	0	0
9,670	6,941	0	7750	Professional Services	0	0	0
6,896	5,046	0	7750-27	Professional Services - Net Assets	0	0	0
0	0	0	7830	M & S Computer Charges - IS Fund	0	0	0

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :499 - HISTORY Program :N/A			2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
6,890	8,831	0	7830-98	M & S Computer Charges - IS Fund - Computer Services	0	0	0	
12,835	5,322	0	7830-99	M & S Computer Charges - IS Fund - Computer M&S Equipment	0	0	0	
57,878	52,114	0	<u>TOTAL MATERIALS AND SERVICES</u>			0	0	0
618,452	749,123	0	<i>TOTAL REQUIREMENTS</i>			0	0	0