CITY OF MCMINNVILLE 2018 - 2019 PROPOSED BUDGET

BUDGET MESSAGE &
SUPPLEMENTAL INFORMATION







2018-2019 CITY BUDGET

Members of the Budget Committee

Mayor & Council Members: Public Members:

Scott Hill (Mayor)

Remy Drabkin

Adam Garvin

Kyle Lake

Kellie Menke

Brad Lunt

Sal Peralta Sherry Markwood

Alan Ruden John Mead Wendy Stassens Drew Millegan

City Manager

Jeffrey Towery

Department Heads

Marcia Baragary, Finance Director
Mike Bisset, Community Development Director/City Engineer
David Koch, City Attorney
Rich Leipfert, Fire Chief
Heather Richards, Planning Director
Matt Scales, Police Chief
Scott Burke, Information Systems Director
Susan Muir, Parks & Recreation Director
Jenny Berg, Library Director



2018 – 2019 Proposed Budget – Table of Contents

Budget Message & Supplemental Information

BUDGET OFFICER TAB

- Budget Message
- City Overview
 - City of McMinnville Goals
 - City of McMinnville Organization Chart

FINANCIAL OVERVIEW TAB

- Financial Overview
- Fund Definitions
 - Budget Organization Chart
- Debt Overview

PERSONNEL SERVICES TAB

- Personnel Services Overview
 - Personnel Service and Volunteer Comparisons
- Salary Schedules:
 - General Service Employees
 - Police Union
 - Fire Fighters' Union
 - Supplemental

FUND TABS --- 2018 - 2019 PROPOSED BUDGET

- Budget Summary
- Historical Highlights
- Personnel Services Paid From More Than One Source
- Budget Document:

)1 G	Senera	ıl Fund – Beginning Fund Balance	1
		Administration	
		Finance	
(01-05	Engineering	19
		Planning	
		Police	
(01-13	Municipal Court	65
		Fire	
()1-17	Parks & Recreation (P&R)	
		-17-001 P&R – Administration	
	01-	-17-087 P&R – Aquatic Center	83



2018 – 2019 Proposed Budget – Table of Contents Budget Message & Supplemental Information

01-17-090 P&R – Community Center & Rec Programs	95
01-17-093 P&R – Kids On The Block	
01-17-096 P&R – Recreational Sports	109
01-17-099 P&R – Senior Center	122
01-19 Park Maintenance	135
01-21 Library	139
01-99 General Fund – Non-Departmental	146
05 Special Assessment Fund	
07 Transient Lodging Tax Fund	156
10 Telecommunications Fund	
15 Emergency Communications Fund	162
20 Street (State Gas Tax) Fund	
25 Airport Maintenance Fund	
Airport Layout Map	
40 Public Safety Facilities Construction Fund	177
45 Transportation Fund	
50 Park Development Fund	
58 & 59 Urban Renewal Funds- In separate document (pages 191-197)	
60 Debt Service Fund	198
 Statement of Bonds and Loans Outstanding 	
70 Building Fund	203
75 Wastewater Services Fund – Beginning Fund Balance	209
75-01 Administration	
75-72 Plant	214
75-74 Environmental Services	218
75-78 Conveyance Systems	220
75-99 Non-Departmental	222
77 Wastewater Capital Fund	
79 Ambulance Fund	230
80 Information Systems & Services Fund	238
Budgeted Computer Equipment – By Department	
85 Insurance Services Fund	252

BUDGET MESSAGE

CITY OF McMINNVILLE 2018 – 2019 BUDGET MESSAGE

May, 2018
The Honorable Scott Hill, Mayor
City Council and Members of the Budget Committee

I. INTRODUCTION

Destiny is not a matter of chance it is a matter of choice, it is not a thing to be waited for, but something to be achieved.

~William Jennings Bryan

In last year's budget message I set out three themes that shaped the budget: Work Force Support, Rebuild Core Services and Stabilize General Fund Reserves. We have made some initial steps to address each of those areas and the Fiscal Year 18 – 19 budget will continue to do so with additional resources and focus on expanding and rebuilding several areas of service crucial to the community and the organization. We are in generally good financial condition and so we do have the capacity to make incremental investments across the organization. The changes that are proposed here are done with an eye to the future and with the expectation that we can sustain these investments over time. Many are early steps in what will need to be a multiple year approach to meeting McMinnville's needs and expectations for City services. We must strive for equity in what we do and how we do it, both internally and externally. We need to stay focused on opportunities for efficiency and effectiveness. We need to better use process improvement tools. We will have to deal with forces outside our control next year and in years to come.

Work Force Support

Expenses in this budget have been allocated strategically to build (or re-build) capacity in a number of work groups while largely maintaining other levels of service. Our departments continue to carefully manage expenses and that effort has allowed us to address some important

projects and deferred maintenance. We have set aside some limited funds to address emerging needs based on priorities from the ongoing Strategic Planning effort. In addition, funds are budgeted to conduct a market analysis of wages next year.

Rebuild Core Services

Administration. The City is large and complex enough to justify dedicated Human Resources services, such as labor and employee relations, workforce planning and staffing, classification and compensation, employee benefits, training, organizational development, human resources policies and procedures, and risk management. Today, we are trying to provide those services using part of the capacity of several people in Administration, Finance and Legal, at the department level, or not at all. This budget establishes a Human Resources Manager position (funded from Insurance Reserve surplus) who will focus fulltime on a wide variety of Human Resources needs with support and assistance from the Administration, Finance and Legal groups and will report directly to the City Manager. This person will serve as liaison to support managers and employees on a wide range of human resources related topics.

Community Development. Park maintenance services levels were significantly reduced in 2013-14 due to General Fund resource constraints. Over time, the aesthetics in parks has been diminished, maintenance backlogs continue to grow, and aging facilities and negative park user behaviors result in more maintenance demands. In what is anticipated to be the first step in a two year approach, an additional Utility Worker and supporting materials and services costs are included in the proposed budget. This approach will incrementally increase service levels in a manner that positively impacts park users.

Fire. Operational crews have a large administrative workload and due to emergency calls for service and call volume, that work typically occurs well into the evening hours, creating potential conflicts with

CITY OF McMINNVILLE 2018 – 2019 BUDGET MESSAGE

service calls and contributing to sleep deprivation. This budget proposes a new Support Services Specialist position to reduce the work load on emergency responders and to gain efficiencies in ordering and inventory control. The position will be supported with new revenue, either license and fee revenues from care facilities (subject to Council authorization) or increased reimbursement from Medicare/Medicaid (request pending) and is not planned to be filled until approximately January 1, 2019. In a continuing effort to manage overtime costs, this budget includes an over-hire Firefighter Paramedic position. The position will be used to fill shifts created by vacancies and is funded by a corresponding reduction in overtime costs.

Parks and Recreation. The Department has reallocated staffing resources and added some one-time costs in an effort to address recent spikes in law enforcement activity at the Aquatic, Community and Senior Centers. The goal is to reduce or eliminate times when there is only one staff person per facility on duty and will provide additional cameras and security systems in existing facilities.

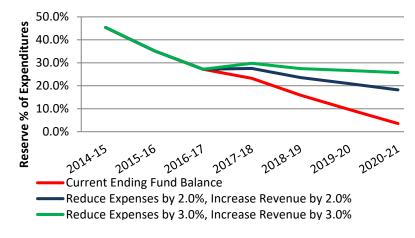
Planning and Building. After a year of due diligence assessing the department's service levels, regulatory compliance, community needs, efficiency, restructuring and workload capacity, several changes are proposed. Two new planning positions and the reallocation of a position currently shared with the Building Program will allow the Planning Program to better address current development workload and add capacity to conduct key long range planning projects as well as implement a Business License Program (the program and the position to support the work will only move forward subject to City Council direction). The Building Program is preparing for a transition to electronic permitting in 2018-19, and as such is restructuring staffing. A new position, Building Permit Coordinator will replace one of the counter Permit Technicians. To improve efficiency and provide a more comprehensive approach to enforcement activities, two budgeted Code Enforcement positions will be transferred from the Police Department.

Police. Two additional officers will provide an opportunity to increase our presence and to expand our outreach in areas where previous reductions and work load changes had an impact. This capacity will allow more in person contacts. The addition of nearly 0.5 FTE to the Evidence and Property section will be the first additional hours for this work group in over 25 years, allowing the section to keep up with timely submission of evidence to the Oregon State Police crime lab, provide crime scene processing assistance, and ensure that property can be readily released to those that who wish to claim it.

Stabilize General Fund Reserves

Maintaining a healthy reserve was a primary factor that allowed the City to weather the last recession without the deep cuts that many municipalities made (and some continue to make) while maintaining a very favorable bond rating. This budget will have adequate reserves. The Government Finance Officers Association indicates that a 17% reserve level meets best practices. Based on current forecasts, the City should be able to moderate the decline and stabilize the reserves by taking a comprehensive approach to managing expenses and increasing revenues over the next several years with a goal of keeping the reserve between 17% and 20%.

General Fund Ending Fund Balance



<u>2018 – 2019</u> BUDGET MESSAGE

II. BUDGET ASSUMPTIONS

The proposed 2018 – 2019 Budget is based upon the following assumptions and criteria:

A. THE ECONOMY. Property taxes account for roughly 55% of the City's General Fund revenues and are based on total taxable assessed value (AV). Overall our AV continued to rise during the recession and for 2018 specifically, the AV stands at \$2.59 billion, an increase of 4.00% from 2017.

	Max Assessed Value	Percent
<u>Year</u>	(In millions)	<u>Change</u>
2010	\$2,034	4.90%
2011	\$2,106	3.60%
2012	\$2,140	1.60%
2013	\$2,183	2.00%
2014	\$2,233	2.30%
2015	\$2,298	2.90%
2016	\$2,390	4.02%
2017	\$2,494	4.40%
2018	\$2,591	4.00%
2019*	\$2,695*	4.00%
* estimated		

B. TAXATION AND FISCAL POLICY. The Proposed Budget is balanced and stays within all statutory property tax limitations. No additional voter approval is required to authorize the proposed tax rate.

The City's permanent property tax rate is \$5.02 per \$1,000 of assessed value and remains the same as the current year and represents the maximum allowed. The debt service rate of

\$1.4675 per \$1,000 of assessed value is \$0.1309 higher than 2017-18. The increase is primarily due to the commencement of debt service payments on general obligation bonds issued in 2018.

The total proposed City tax rate for fiscal year 2018-19 is estimated to be \$6.4875 per \$1,000 of assessed value, an increase of 2.06% compared to 2017-18.

An "estimated not to be received" collection factor of 8% has been used to calculate current property tax revenue. The City of McMinnville's share of total property taxes levied in the McMinnville taxing district is 37%.

C. EMPLOYEE COMPENSATION. Personnel costs are the largest single expenditure classification in the organization. The services supported by property taxes and other non-designated revenues are heavily invested in personnel – police officers, firefighters, lifeguards, librarians, recreation program staff, and parks maintenance workers. These personnel costs are 69% of the total expenditures in the General Fund budget.

Salaries of General Service employees reflect a cost-of-living adjustment (based on Portland Consumer Price Index) of 3.6%. Reasonable cost of living and market adjustments were negotiated last year with the Police Union (2.1%) and are underway with the Firefighters Union.

General Service and Fire Department employees have similar high deductible health insurance plans and VEBA accounts to help defray the cost of those deductibles and provide future resources for eligible medical expenses. The City has historically funded the VEBA accounts for General Service employees with an amount equal to half of the annual

CITY OF McMINNVILLE 2018 – 2019 BUDGET MESSAGE

deductible and Fire employees with the full amount of the deductible. Starting this April, for full time employees with health insurance benefits, the VEBA contribution will match the full deductible amount associated with the appropriate insurance plan.

Over time, the City has handled cost increases in health insurance differently across the various work groups, resulting in a wide range of cost sharing (5% for Police Union members, 10% for Fire Union members and nearly 17% for General Service employees). The 2018-19 proposed budget will include funds to bring General Service employees' share of premium costs to 10%.

D. OTHER INSURANCE COVERAGES. Property insurance premiums are projected to increase by 5% and liability premiums by 10% compared to 2017-18. The property insurance increase is due to the addition of vehicles and the liability insurance increase is related to an increase in claims.

Workers compensation rates are projected to decrease by 2% compared to the prior year. The City's experience modifier decreased from 88% in 2016-17 to 76% in 2017-18. This means the City's losses were approximately 24% better than the average for City County Insurance Services members.

E. PERS. City retirement pensions are administered under Oregon's Public Employee Retirement System (PERS). The City's employer contributions represent 6.2% of total expenditures in the 2018-19 proposed budget. Total PERS costs are budgeted at \$4.4 million, a 10% increase compared to the prior year. The PERS Board has projected that employer contributions will increase by an additional 20% in each of the

2019-21 and 2021-23 biennia due to a growing unfunded liability.

III. STRATEGIC PLANNING.

Overall McMinnville embarks on strategic planning from a place of strength and opportunity. The City has recently emerged from a significant period of staff and council turnover and is now poised to grapple with long-term strategic issues.

The primary objective of this effort will be to articulate a vision for McMinnville's future in the next 15 years that leverages the City's unique identity and strongly unites the old and new guard around a common set of goals and priorities. Among other things, this means catching the City's leadership structure up to McMinnville's changing demographics. Well over 20% of McMinnville's residents are Hispanic or Latino, but representation in leadership positions lags.

While the City is fiscally healthy, important issues that will need to be addressed during strategic planning include: deferred maintenance on public assets, decentralized human resources, antiquated technology, economic development strategy (parallel process), infrastructure needs, and development (housing supply; public facilities).

The strategic planning process has already engaged a broad and representative cross-section of people in McMinnville and we will continue to make a special effort to incorporate the following perspectives: City employees, Latin/x community, leaders from partner agencies and large organizations, young leaders.

Draft Vision, Mission, and Values statements have been presented for consideration based on feedback received from five facilitated

<u>2018 – 2019</u> BUDGET MESSAGE

focus groups, a community survey, and from an initial discussions with the City Council and Executive Team. These statements, and Council's feedback on them, were then presented and discussed at a community charrette.

Vision Statement

Our Vision for 2032...

With a legacy of strong civic leadership, McMinnville is a diverse and thriving city growing with intention to preserve our small town feel while expanding opportunities for all.

Mission Statement

The City of McMinnville delivers high-quality services in collaboration with partners for a prosperous, safe, and livable community.

Values

Stewardship – We are responsible caretakers of our shared public assets and resources. We do this to preserve the strong sense of community pride which is a McMinnville trademark.

Equity & Inclusion – We are a compassionate and welcoming community for all—different points of view will be respected. Because not all members of our community are equally able to access our services or participate in public process, we commit ourselves to lowering these barriers.

Courage – We are future-oriented, proactively embracing and planning for change that is good for our community and consistent with our values.

Accountability – We believe healthy civil discourse is fostered through responsive service and clear, accurate, useful information.

In addition to updating the Vision, Mission and Values for McMinnville, the process is focused on the following draft Strategic Priorities:

- City Government Capacity
- Civic Leadership
- Community Safety
- Economic Prosperity
- Engagement & Inclusion
- · Growth & Development Character
- Housing Opportunities (across the income spectrum)

CITY OF McMINNVILLE 2018 - 2019 BUDGET MESSAGE

Property Tax Levy and Rate Summary Table

	Actual	Proposed		-,
	2017-18	2018-19	\$\$	%
	Property Tax Levy	Property Tax Levy	Change	Change
General Fund	\$13,008,843	\$13,529,197	\$ 520,354	4.00%
Debt Service Fund	\$3,486,085	\$3,980,326	\$494,241	14.18%
Total	\$16,494,928	\$17,509,523	\$ 1,014,595	6.15%
	Actual	Proposed		
	2017-18	2018-19		
	Property Tax Rate*	Property Tax Rate*	Change*	Change
General Fund	\$5.02	\$5.02	\$0.00	0.00%
Debt Service Fund	\$1.3366	\$1.4675	\$0.1309	9.79%
 Total	\$6.3566	\$6.4875	\$0.1309	2.06%
	30.3300		70.1303	2.00/6
*Rate per \$1,000 of Assesse	ed Value			
Assessed Valuation	\$2,591,403,059	\$2,695,059,200	\$103,656,141	4.00%
Real Market Value	\$3,722,887,719			

CITY OF McMINNVILLE 2018 – 2019 BUDGET MESSAGE

IV. FORMAT OF THE BUDGET

The Proposed Budget document includes relevant supplemental and supporting information and budget detail to allow a thoughtful and comprehensive review by the Budget Committee.

In an effort to make the document more readable, a Financial Overview and analysis of the City's revenues, expenditures, and reserves is provided. Numerous charts and graphs are included in the analysis. The section entitled "2018 – 2019 Proposed Budget – Fund Definition, Budget Basis" explains the different types of funds, describes the purpose of each of the City's funds and discloses the total operating expenditures for each fund. Information related to staffing levels and salary schedules is provided in the Personnel Services Overview and a schedule of the City's outstanding debt is included in the Debt Overview.

The Budget Summaries and Highlights that precede the line-item budgets for each department and fund provide excellent history and background information on each service area including: budget highlights, core services, future challenges and opportunities, financial summaries and employee information.

V. CONCLUSION

I am not afraid of storms, for I am learning how to sail my ship.

~ Louisa May Alcott

Our obligation is to provide high quality, compassionate services to McMinnville's citizens, businesses, organizations and visitors. The high quality of life we enjoy here is enhanced and preserved by the work of the elected officials, employees and volunteers who serve the City. High performing organizations focus on employees, philosophy

about how people work, strategic organizational vision, quality work culture, teamwork and leadership.

This Proposed Budget is focused on these charges and provides both the roadmap and means for the delivery of municipal services. The vision of the community and the leadership of the Mayor and the City Council will be provided through the Strategic Plan. The executive team and their key staff members helped build this budget through collaboration, creativity, analysis, and thoughtful discussion that sometimes included respectful disagreement.

The successful preparation of the proposed 2018 – 2019 Budget illustrated the strength and commitment of the entire team. I want to thank everyone who was a part of this work. Finance Director Marcia Baragary, Senior Accountant Ronda Gretzon and the entire Finance Staff should be especially commended for their tireless commitment.

It is my hope that the Mayor, City Council and Budget Committee see their priorities, aspirations and values reflected in this document. Your dedication to the community is appreciated by the entire staff of the City and we thank you for that service. We look forward to any questions you have and any direction you may provide as you review and deliberate on the fiscal year 2018-19 budget.

Respectfully submitted,

Mby R. Tung

Jeffrey R. Towery Budget Officer City Manager

CITY OVERVIEW

- City of McMinnville Goals & Objectives
- City of McMinnville Organization Chart

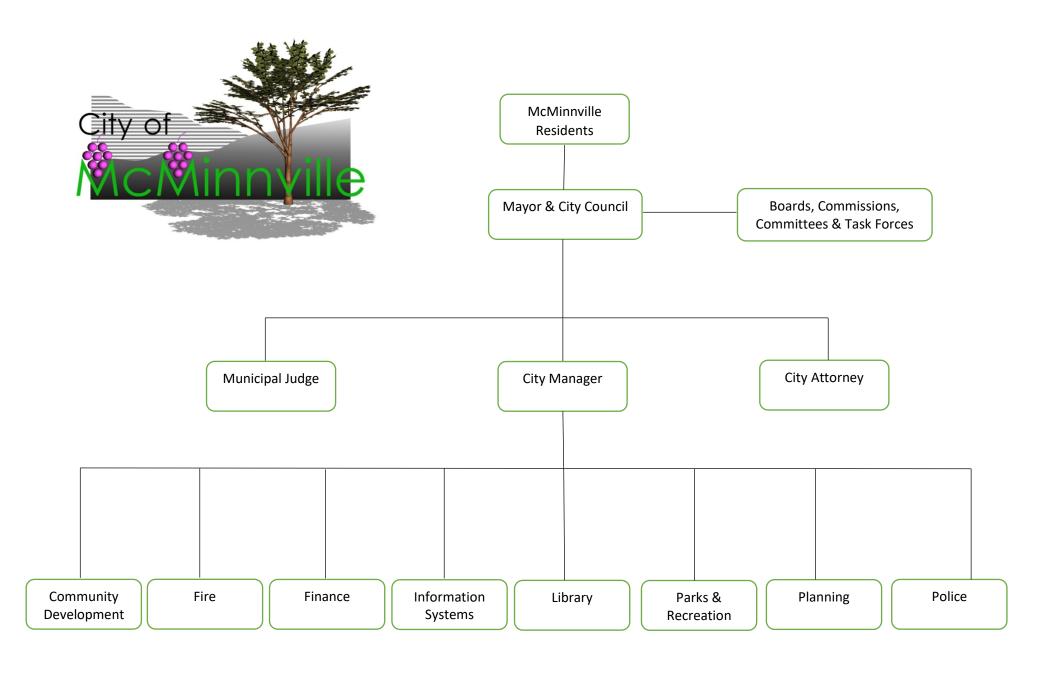


2017-2018 GOALS & OBJECTIVES

Note: <u>Goals</u> indicate the overarching mission-critical intentions of McMinnville city government. <u>Objectives</u> indicate the agenda for working toward the goals for a specific fiscal year. Specific steps, outcomes and target dates are developed through Council action and departmental workplans.

GOALS OBJECTIVES

MANAGE AND PLAN TO MEET DEMAIND FOR CITY SERVICES	Commence process improvement, including a cross-functional process for code enforcement.
COMMUNICATE WITH CITIZENS AND KEY LOCAL PARTNERS	Promote active engagement with and involvement of the community, including but not limited to: >Revisiting the Community Survey and sharing survey results with partners. >Establishing a task force or committee on homelessness.
PLAN AND CONSTRUCT CAPITAL PROJECTS	Support implementation of the Urban Renewal Plan. Continue to plan and implement Transportation Bond improvements.
PLAN FOR AND MANAGE FINANCIAL RESOURCES	Prepare and adopt a fiscally prudent FY 2017-2018 budget. Establish comprehensive strategic financial planning.
PROMOTE SUSTAINABLE GROWTH AND DEVELOPMENT	Working with partners e.g. the County, COG, and others, identify economic opportunities for addressing affordable housing, homelessness, and growth.



FINANCIAL OVERVIEW



Financial Overview

This overview provides a brief description of the budget process and an analysis of the City of McMinnville's resources (beginning fund balances and revenues) and requirements (expenditures, contingencies and ending fund balances). In this document, "fund balance" and "reserve" are used interchangeably.

Purpose of the Budget

• The budget is the financial plan of the City of McMinnville. It communicates the City Council's goals and priorities to the citizens and it authorizes the City's spending of public dollars. The adoption of an annual budget promotes transparency and accountability for all City operations. The budget document clearly shows how the City has spent its resources for fiscal years 2016-17 and 2017-18 and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2018-19.

Preparation of the Budget

- The City's budget has been prepared in accordance with Oregon Revised Statute (ORS) 294.305 through 294.565, also known as Oregon Local Budget Law.
- Historically, the budget process begins in January, when the City Council establishes goals and objectives for the upcoming fiscal year. This year the Council launched a Strategic Planning process that will continue into September, 2018. The work done to date helps inform the budget preparation.
- From January through March, the City Manager, Department Directors and staff develop a proposed budget that incorporates the Council's direction and represents a financial plan for funding all City programs and services for the fiscal year.

Adoption of the Budget

- The Budget Officer presents the proposed budget to the Budget Committee at a public meeting in mid-May. The Budget Committee reviews the proposed budget, considers public comment, and approves the budget and the rate and amount of total ad valorem property taxes to be certified to the County Assessor.
- After the Budget Committee approves the budget, the Council may not increase the amount of expenditure appropriations by more than 10% or increase the tax levy, unless the amended budget is republished and another budget hearing is held.
- The City Council holds a public hearing in early June to accept public input on the budget. In late June, by resolution, Council adopts the budget, authorizes appropriations, and designates the tax levy for the fiscal year. The resolution levying and categorizing taxes for the fiscal year must be submitted to the county assessor by July 15th.
- After adoption, management's authority to spend City funds is limited to appropriations in the adopted budget, unless the City Council amends the budget. Budget amendments after budget adoption are subject to certain requirements and limitations.

McMinnville Urban Renewal District

For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the District is adopted by the Urban Renewal Agency Board and is not included in the proposed City budget, which is adopted by the City Council.

All City Funds 2018 – 2019 Proposed Budget

RESOURCES – by Type			
Beginning Balance	\$50,224,049		
Property Taxes	16,558,761		
License & Permits	5,180,475		
Intergovernmental	5,956,406		
Charges for Services	18,155,106		
Fines & Forfeitures	564,300		
Other Revenues	1,662,796		
Transfers In	11,855,003		
Total Resources	\$110,156,896		

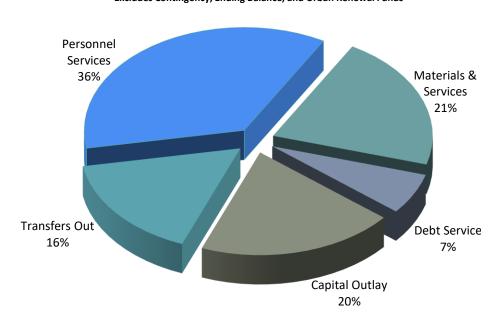
REQUIREMENTS – by Classification			
Personnel Services	\$25,787,383		
Materials & Services	15,185,585		
Capital Outlay	14,313,580		
Debt Service	4,607,558		
Transfers Out	11,657,473		
Contingency	3,932,299		
Ending Balance	34,673,018		
Total Requirements	\$110,156,896		

Revenues- All City Funds

Excludes Beginning Balance and Urban Renewal Funds Property taxes 28% Other Revenues Transfers In 3% 20% License & Permits 8% Fines & Forfeitures Intergovern-← Charges for Services mental 30% 10%

Expenditures - All City Funds

Excludes Contingency, Ending Balance, and Urban Renewal Funds



Resources for All City Funds:

Property Tax Revenue -- \$16.5 million or 28% of all City revenues. Property tax revenues fund a significant portion of General Fund operations and are used to pay debt service on General Obligation bonds approved by voters. Additional discussion regarding property tax revenue appears in the General Fund Non-Departmental and Debt Service Fund budget summaries.

Charges for Services Revenue -- \$18.2 million or 30% of all City revenues. Charges for Services are the largest source of all City revenues. Sewer user charges in the Wastewater Services Fund, ambulance transport fees, and Park & Recreation program fees constitute the majority of total Charges for Services.

Intergovernmental Revenue -- \$6.0 million or 10% of all City revenues. Includes state shared revenues, such as liquor and cigarette taxes in the General Fund and gas taxes in the Street Fund.

Fines and Forfeitures revenue is primarily generated by the Municipal Court.

Other Revenues include interest on investments, donations, and other miscellaneous revenues.

Transfers In Revenue -- \$11.9 million or 20% of all City revenues. Includes revenues from interfund reimbursements for services, General Fund support of the Ambulance Fund, and transfers related to transportation, wastewater, and urban renewal capital projects.

Requirements for All City Funds:

Personnel Services Expenditures -- \$25.8 million or 36% of total City expenditures. \$16.2 million of the Personnel Services expenditures total is for salaries and wages and \$9.6 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

Materials and Services Expenditures -- \$15.2 million or 21% of total expenditures, including \$4.9 million for contractual services, utilities, equipment, program expenses, etc. in the General Fund; \$2.1 million for professional services expenditures for Wastewater Capital projects; and \$1.5 million in operating costs in the Wastewater Services Fund.

Capital Outlay Expenditures -- \$14.3 million or 20% of total expenditures, including \$5.7 million for street improvement projects in the Transportation Fund; \$1.5 million for Park Development projects; and \$6.0 for Wastewater Capital projects.

Debt Service – Includes \$4.6 million for principal and interest payments on general obligation bonds, ODOT Dundee Bypass loan, PERS transition liability loan, fire vehicle loan, and loan for urban renewal capital projects.

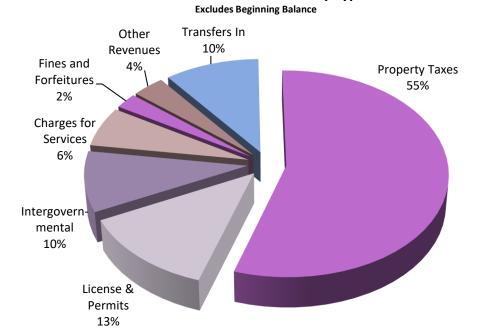
Transfers Out Expenditures-- \$11.7 million or 16% of total expenditures. Primarily includes interfund charges for services, General Fund support of the Ambulance Fund, and transfers related to transportation, wastewater, and urban renewal capital projects.

GENERAL FUND 2018 – 2019 Proposed Budget

GENERAL FUND RESOURCES - by Type	
Beginning Balance	\$5,392,990
Property Taxes	12,846,861
License & Permits	2,998,600
Intergovernmental	2,202,060
Charges for Services	1,462,458
Fines and Forfeitures	564,300
Other Revenues	812,879
Transfers In	2,458,547
Total Resources	\$28,738,695

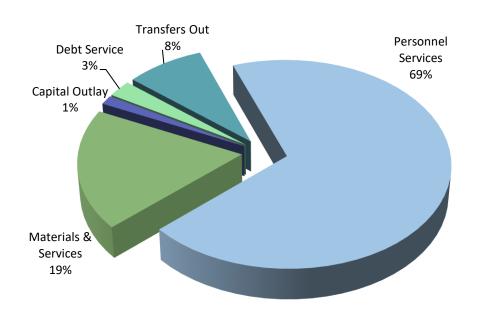
GENERAL FUND REQUIREMENTS - by Classification	
Personnel Services	\$17,932,350
Materials & Services	4,866,148
Capital Outlay	365,850
Debt Services	675,172
Transfers Out	2,182,508
Contingency	900,000
Ending Balance	1,816,667
Total Requirements	\$28,738,695

General Fund Revenues - By Type



General Fund Expenditures - By Classification

Excludes Contingency and Ending Balance



General Fund Resources:

Property Taxes – Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2018-19 proposed budget projects \$12.8 million in current operating property tax revenues. Property taxes are 55% of all General Fund revenues.

Licenses and Permits Revenue – \$3.0 million or 13% of General Fund revenues. Includes franchise fees collected by telephone, gas, and garbage collection providers. Also includes payment-in-lieu-of-taxes paid by McMinnville Water & Light, which account for 64% of all Licenses and Permits revenue.

Intergovernmental – \$2.2 million or 10% of General Fund revenues. Includes state shared revenues, such as liquor and cigarette taxes, and payment for contracted fire services provided by the City to McMinnville Rural Fire District.

Charges for Services Revenue – \$1.5 million or 6% of General Fund revenues. Primarily Parks & Recreation Department fees for Aquatic Center use and for recreation programs, including Community Center and Senior Center programs, Kids on the Block, and youth and adult recreational sports.

Fines & Forfeitures and **Other Revenue** – Includes Municipal Court fines and other miscellaneous revenues, such as interest on investments and donations.

Transfers In - \$2.5 million or 10% of General Fund revenues. Includes reimbursements from other funds for services provided by Administration, Engineering and Finance. Also includes transfer from Transient Lodging Tax Fund and from urban renewal for debt service payments on a loan for capital projects.

General Fund Requirements:

Personnel Services Expenditures – \$17.9 million or 69% of total General Fund expenditures. Public safety (Police, Fire, and Municipal Court combined) account for \$10.5 million of total General Fund Personnel Services. Cost of living salary adjustments, PERS employer contribution rates, and health insurance premiums are the most significant factors affecting personnel services costs.

Materials and Services Expenditures – \$4.9 million or 19% of General Fund expenditures. Police Department, Municipal Court, and the Fire Department account for 34% of total Materials and Services costs. Parks & Recreation, Park Maintenance, and Library are also 37% of total Materials & Services. General Government costs are the remaining 29%. Materials and Service expenditures generally are building utilities, vehicle maintenance, equipment, computer costs, and recreation program costs.

Capital Outlay Expenditures – General Fund capital outlay expenditures in the 2018-19 proposed budget are limited to \$0.4 million, with the majority of that amount budgeted for Fire Department building repairs, and Park Maintenance building repairs and play equipment.

Debt Service – \$0.7 million for payments on loans for Police and Fire vehicles, a bank loan related to urban renewal projects, and a bank loan for refinancing the City's PERS transition liability.

Transfers Out – Includes a transfer to the Ambulance Fund to support emergency medical services and transfer to the Emergency Communications Fund for emergency dispatch services.

General Fund Expenditures by Department:

The chart on this page illustrates that the largest share of General Fund resources are used for public safety. Police Department, Fire Department, and Municipal Court expenditures combined are \$12.6 million or 49% of total expenditures. Including the General Fund transfer to the Ambulance Fund and the transfer to the Emergency Communications Fund for emergency dispatch services, the cost of public safety in the General Fund is \$14.1 million.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$5.9 million or 22% of all General Fund expenditures, demonstrating the City's commitment to providing a quality environment, as well as a safe environment.

\$4.9 million or 19% of General Fund expenditures are for general government services (Administration, Finance, Engineering, and Planning).

\$2.2 million or 8% of expenditures are Transfers Out to other funds for emergency dispatch services, support of the Ambulance Fund, reimbursement for computer support, and transactions related to urban renewal capital projects.

Non-Departmental expenditures are debt service payments on the urban renewal and PERS transition liability loans. Debt service payments for Police and Fire vehicles are included in the respective departments.

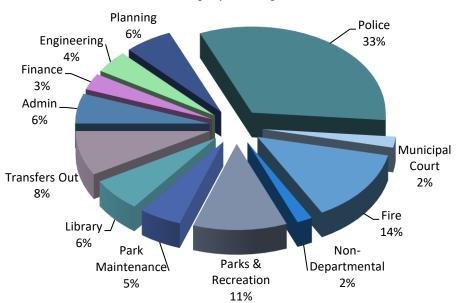
Appropriations for contingency can be reallocated to other General Fund Departments, by City Council resolution, if unforeseen circumstances arise during the fiscal year.

The Ending Fund Balance represents working capital carried forward to the subsequent fiscal year.

GENERAL FUND REQUIREMENTS			
2018 – 2019 Proposed Budget by Department			
Administration	\$1,463,991		
Finance	805,929		
Engineering	1,091,207		
Planning	1,502,007		
Police	8,507,102		
Municipal Court	539,655		
Fire	3,538,396		
Parks & Recreation	2,946,456		
Park Maintenance	1,328,774		
Library	1,628,007		
Transfers Out	2,182,508		
Non-Departmental	487,996		
Contingency	900,000		
Ending Balance	1,816,667		
Total Requirements	\$28,738,695		

General Fund Expenditures - By Department

Excludes Contingency and Ending Balance



The table below shows General Fund expenditures by Department, comparing the 2017-18 amended budget to the 2018-19 proposed budget. Note that capital outlay expenditures are excluded to allow for more accurate comparison of operational costs.

General Fund – Comparison to Prior Year by Department			
(Excludes Capital Outlay)			
	2017-18	2018-19	%
	Amended	Proposed	Change
	Budget	Budget	
Administration	\$1,170,471	\$1,463,991	25.1%
Finance	763,070	805,929	5.6%
Engineering	1,033,818	1,073,207	3.8%
Planning	692,948	1,472,007	112.4%
Police	8,160,123	8,481,502	3.9%
Municipal Court	514,332	539,655	4.9%
Fire	3,014,562	3,349,146	11.1%
Park & Recreation	2,707,048	2,946,456	8.8%
Park Maintenance	1,101,121	1,250,774	13.6%
Library	1,514,911	1,603,007	5.8%
Total	\$20,672,404	\$22,985,674	11.2%

For the **Finance**, **Engineering**, **Municipal Court**, and **Library** budgets, increases in the 2018-19 proposed budget are generally related to a 3.6% cost-of-living adjustment (COLA) and higher costs for health insurance.

In the **Administration Department**, the 25% increase is primarily due to the addition of a Human Resource Manager position, \$75,000 in professional services for a facilities assessment, \$75,000 for continuation of strategic planning efforts and \$25,000 for a salary survey.

In the **Planning Department**, the significant increase in 2018-19 reflects the addition of two new planning positions and two new code compliance positions. In addition, \$350,000 is appropriated for professional/consulting services, substantially funded by state and federal grants.

In the **Police Department**, two additional police officers have been authorized in the 2018-19 budget, adding capacity to the detective unit and allowing the narcotics detective to rejoin the county wide narcotics team. The additional staffing also allows the Department to dedicate two officers to traffic enforcement and one additional officer to School Resource Officer duties.

In the Fire Department, the 11% increase is primarily related to the addition of one firefighter position (split 35/65 with Ambulance) with the expectation that the additional position will decrease overtime costs compared to prior years. A Support Services Specialist position (split 50/50 with Ambulance) will provide administrative support by completing duties previously performed by firefighters.

Parks & Recreation Department expenditures increased by 9% in the 2018-19 proposed budget due to the cost of adding staffing hours for temporary employees, ensuring that at least two employees are always on duty at the Community Center and facilitating the transition to computer software registrations at the Senior Center.

For the **Park Maintenance Department**, the 2018-19 proposed budget includes a Utility Worker I position, allowing the Department to increase service levels at current parks and assume maintenance of the new Northwest Neighborhood Park.

For additional information, please refer to the Budget Summaries included in each Department section.

General Fund Reserve:

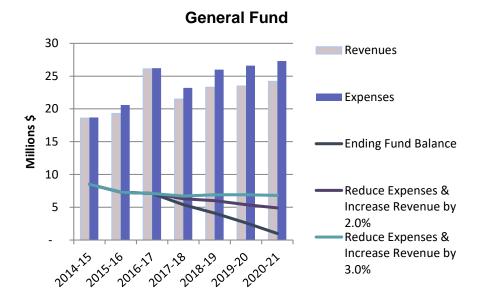
An adequate reserve, or fund balance, is critical to provide sufficient cash flow, lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns.

There are two types of reserves in the City's budget. Contingency reserves are for unforeseen items which may arise during the fiscal year that were not anticipated when the budget was adopted. Contingency reserves must be appropriated when the budget is adopted and require a Council resolution to be spent. Unappropriated Ending Fund Balance reserves represent working capital that is carried forward to cover the following year's operating costs until November property taxes are received. Generally, the General Fund reserve referred to in this document is the total of both Contingency and Unappropriated Ending Fund Balance reserves.

For 2018-19, the proposed budget, adjusted to include anticipated "savings," reflects a 16% reserve at fiscal year-end, if no additional revenue streams are identified and/or cost reductions implemented in 2018-19. This compares to an estimated reserve of 23% at the end of 2017-18.

The primary driver of the reduction in the reserve is a \$1.4 million increase in personnel services costs, resulting from a cost-of-living-adjustment of 3.6%, higher health insurance costs, and the addition of twelve full-time equivalent (FTE) positions. Materials and services costs increased by \$0.8 million, primarily due to professional services/consultant fees for strategic planning, a facilities assessment, Planning Department grants, and a recreation building master plan.

Although the City's fund balance policy recommends a General Fund minimum reserve of 25% of total annual expenditures, the Government Finance Officers Association (GFOA) "best practice" policy recommends a reserve equal to two months of the entity's operating expenses. For the General Fund, this is approximately 17% of total expenditures.



The chart above compares General Fund revenues, expenditures and reserve through 2020-21, as reflected in the fiscal forecast model. The chart shows that, unless additional revenue sources or expense reductions are identified, growth in revenues will not keep pace with rapidly increasing expenditures and the "spend down" of the General Fund reserve will continue through 2020-21. To address the projected decrease of the reserve, the 2018-19 proposed budget includes \$75,000 to continue development of strategic and long range financial plans.

Comparison of Total Expenditures for All Funds

The table below includes total expenditures in all funds and compares the 2017-18 amended budget to the 2018-19 proposed budget.

All Funds -	Comparison	to Prior Year
-------------	------------	---------------

All Funds - Comparison to Prior Year					
	2017-18 Amended Budget	2018-19 Proposed Budget	% Change		
General Fund	23,422,627	26,022,028	11.1%		
Special Assessments	78,637	78,840	0.3%		
Transient Lodging Tax	957,374	1,209,816	26.4%		
Telecommunications	243,785	245,000	0.5%		
Emergency					
Communications	855,616	863,916	1.0%		
Street	2,400,641	2,766,386	15.2%		
Airport Maintenance	6,297,729	557,452	-91.1%		
Public Safety Facilities					
Construction	3,052	0	-100.0%		
Transportation	13,681,794	6,544,772	-52.2%		
Park Development	1,838,947	1,697,111	-7.7%		
Debt Service	3,417,100	3,731,138	9.2%		
Building	624,921	785,455	25.7%		
Wastewater Services	9,718,654	10,622,260	9.3%		
Wastewater Capital	5,662,196	8,614,303	52.1%		
Ambulance	4,745,607	5,417,173	14.2%		
Information Systems &					
Services	1,081,046	1,134,823	5.0%		
Insurance Services	1,150,068	1,261,106	9.7%		
Total	76,179,794	71,551,579	-6.1%		

Please see **the General Fund Expenditures Department** section of this Overview for discussion of General Fund budget comparisons.

The Transient Lodging Tax Fund increase of 26% is related to an increase of the tax rate from 8% to 10% and including RV parks and campgrounds in the definition of transient lodging providers. Both changes were implemented in the 2017-18 fiscal year. Seventy percent of taxes collected are passed through to Visit McMinnville for tourism promotion activities and the remaining 30% is allocated to the General Fund.

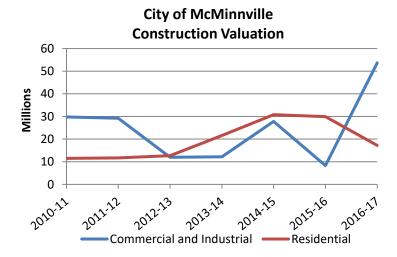
The Street Fund increase of 15% reflects the addition of a full-time Utility Worker I position and the purchase of a new backhoe.

The 91% decrease in **the Airport Maintenance Fund** is due to a reduction in the availability of Federal Aviation Administration (FAA) and Oregon Department of Transportation (ODOT) grant funds from \$6.0 million in 2017-18 to \$0.2 million in 2018-19.

Transportation Fund expenditures for 2018-19 include over \$6.0 million for street improvement and repair projects funded with proceeds from general obligation transportation bonds. Approximately \$16.0 million in general obligation bonds were issued in 2015 and an additional \$8.0 million were issued in February 2017 (the voters approved \$24 million in bonds in 2014). The 52% decrease in Transportation Fund expenditures is because the majority of the 2015 bonds were spent in 2017-18. Approximately \$1.2 million in bond proceeds will not be spent by the end of the 2018-19 fiscal year and will be carried forward to the subsequent year, with all bond proceeds spent by the end of 2020. SDC funds are also used to fund the projects, based on the portion of the project that is SDC eligible.

The Building Division budget for 2018-19 proposes staff restructuring to ensure timely plan review and issuance of permits. Building Inspector full-time equivalent (FTE) are also increased to address higher permit levels and to free up the Building Official's time to focus on plan review and development of community relationships.

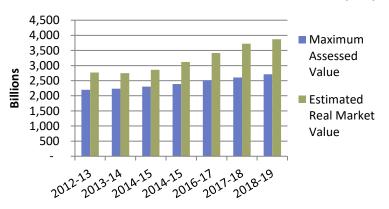
The graph below illustrates the dramatic increase in commercial and industrial activity in 2016-17 and the variable nature of commercial/industrial construction. Residential construction decreased by 42%, after two consecutive years of relatively strong growth.



Trends for commercial/industrial and residential construction valuation are important indicators of future increases in the City's assessed property values (AV) and property tax revenue. The chart in the adjacent column reflects that AV is steadily trending upward and is projected to increase by 4.0% in 2018-19, similar to the actual increase of 4.0% in the previous year.

Because property tax revenues make up 55% of all General Fund revenues, it will be critical for the City to develop future strategies that encourage construction activity, generating additional property tax revenue.

Assessed and Estimated Real Market Value of Property



Wastewater Services Fund and Wastewater Capital Fund expenditures combined are 20% of all City expenditures, excluding transfers. During 2018-19, the City will spend \$2.6 million for major equipment replacement at the Water Reclamation Facility (WRF) and pump stations; \$2.6 million for projects that reduce infiltration and inflow (I&I) into the collections system; and \$1.1 million for expansion of the tertiary filtration system at the Water Reclamation Facility (WRF). The 2018-19 proposed budget also includes \$1.7 million for design of the grit system expansion and biosolids storage tank.

Due to foresight shown by previous City Councils and City management, a significant capital project reserve has been established in the Wastewater Capital Fund. As a result, the City will need to implement only moderate rate increases and will issue no additional debt to fund future major capital projects.

The Ambulance Fund continues to face significant financial challenges, due to the gap between the cost of operations and reimbursement for transports. Notably, Medicare (federal) and Medicaid (state) pay approximately 24% of the transport fee charged by the City. This has a significant impact on ambulance operations, as Medicare and Medicaid transports combined are 84% of total billable transports.

Currently, the State of Oregon is in the process of implementing the Ground Emergency Management Transport (GEMT) program. This program is funded by the Federal government and will reimburse eligible emergency services providers for up to 50% of the difference between the State's reimbursement for Medicaid transports and the actual cost of providing the service. The City expects to receive GEMT funds for 2016-17 and 2017-18 in the spring of 2019. GEMT revenues are allocated 35% to the Fire Department and 65% to the Ambulance Fund to coincide with the allocation of personnel services costs.

In addition, the 2018-19 proposed budget includes revenue for a specialty business license for adult care homes and service charges for situations in which an ambulance responds to a call when medical treatment is not necessary. As with GEMT, these revenues are allocated between the Fire and Ambulance.

To maintain an adequate reserve in the Ambulance Fund, the 2018-19 proposed budget includes a transfer of \$800,000 from the General Fund. Even with GEMT and business license revenues, it is anticipated that future transfers from the General Fund will continue to be necessary.

City Wide Financial Overview

The City Wide Financial Overview at the end of this section compares total Resources and Requirements for all funds included in the 2017-18 amended budget and the 2018-19 proposed budget. Following is an analysis of this summarized information.

The Resources section of this Summary reflects a 4% increase in the total **Beginning Fund Balance** for all funds, primarily due to a \$4.2 million increase in the Wastewater Capital Fund related to ratepayer contributions from the Wastewater Services Fund. This increase was partially offset by a \$2.2 million decrease in the Transportation Fund beginning balance, reflecting the projected spend down of bond proceeds in 2018-19.

Total **Property Taxes** are projected to increase 6%. In the General Fund, property taxes are projected to increase by 4%, corresponding to a 4% increase in assessed property values. In the Debt Service Fund, taxes levied will increase by \$0.5 million, due to commencement of debt service payments on \$7.9 million in general obligation transportation bonds issued in 2018. Please refer to the *Debt Service Budget Summary* for additional information regarding taxes levied for general obligation bond debt.

Licenses and Permits revenues are projected to be 27% higher than the prior year, primarily due to increases in natural gas and garbage franchise fees which were implemented in 2017.

Intergovernmental revenue included in the 2018-19 proposed budget will decrease by 42%, due to a \$5.8 million reduction in Federal Aviation Administration grant funds for runway projects at the McMinnville Municipal Airport.

Miscellaneous revenues include reimbursements from operating funds to the General Fund for debt service payments on the PERS transition liability loan. Miscellaneous revenues also include interest earned on investments and donations.

The 17% increase in **Transfers In** revenue is primarily due to a \$0.8 million increase in the transfer from the Wastewater Services fund to the Wastewater Capital Fund, a \$0.4 million increase in transfers to the General Fund for urban renewal related transactions, and a \$0.2 million transfer for a loan from Wastewater Capital to the Park Development.

The Requirements section of this Summary reflects that **Personnel Services** expenditures are projected to increase by 9%, due to several factors, including a total increase of 13.64 FTE, and cost of living salary adjustments (COLA) of 3.6 % for general services employees and a 2.1% for Police union members. The 2018-19 COLA for Fire union members is currently under negotiations. Please refer to the Personnel Services Overview immediately following this section for additional information.

The decrease of 3% in **Materials and Services** expenditures is primarily attributable to a \$1.5 million decrease in professional services for design of street improvement projects in the Transportation Fund. This decrease was partially offset by an increase of \$0.8 million in the General Fund primarily for strategic planning, a facilities assessment project, and projects in the Planning Department.

Capital Outlay expenditures in the 2018-19 proposed budget reflect an \$8.2 million or 36% decrease compared to the prior year. Constructions projects in the Transportation Fund decreased by \$5.6 million and \$5.6 million in the Airport Maintenance Fund due to the completion of major capital projects in 2017-18. This decrease was partially offset by an increase of \$2.6 million in the Wastewater Capital Fund for major equipment replacement at the Water Reclamation Facility, expansion of the tertiary treatment filtration system, and inflow and infiltration (I&I) projects

The increase in **Debt Service** expenditures in the 2018-19 proposed budget is due to the commencement of principal and interest payments on the \$7.9 million general obligation transportation bonds issued in 2018.

Transfers Out expenditures correspond to **Transfers In** revenues and include the following:

- Reimbursements for services provided by other funds;
- Allocation of a portion of Transient Lodging Taxes to the General Fund;
- General Fund support of the Ambulance Fund;
- Transfer of gas taxes from the Street Fund to the Transportation Fund for capital projects;
- Transfer of Wastewater user fee revenue to the Wastewater Capital Fund for capital projects;
- Transfers related to emergency dispatch costs; and
- Transfer from the General Fund related to urban renewal capital projects.

Contingency and **Ending Fund Balance** combined decreased by 5% due to a \$3.2 million reduction in the Transportation Fund ending fund balance related to spending down general obligation bond proceeds. The decrease was partially offset by an increase of \$2.1 million in the Wastewater Capital Fund ending fund balance resulting from transfers from the Wastewater Services Fund.

The City Manager's Budget Message, Financial Overview, Fund Definitions, and Personnel Services sections provide a comprehensive overview of the City's budget. Additional information regarding individual department budgets and activities can be found in the Budget Summaries included with each fund.

Please contact Finance Director Marcia Baragary at 503-434-2350 or <u>Marcia.Baragary@mcminnvilleoregon.gov</u> for additional information.

City Wide Financial Overview



Description	2017 - 2018	2018 - 2019	Percent
-	Amended Budget	Proposed Budget	Change
DECOUDOES			
RESOURCES			
Beginning Fund Balance	\$48,249,982	\$50,224,049	4%
Property Taxes	15,639,350	16,558,761	6%
Special Assessments	72,300	72,300	0%
Licenses & Permits	4,093,659	5,180,475	27%
Intergovernmental	10,333,346	5,956,406	-42%
Charges for Services	18,019,440	18,155,106	1%
Fines & Forfeitures	554,800	564,300	2%
Miscellaneous	1,637,157	1,590,496	-3%
Current Revenue	50,350,052	48,077,844	-5%
Transfers In	10,143,633	11,855,003	17%
Other Financing Sources	7,915,000	-	0%
TOTAL ALL RESOURCES	\$116,658,667	\$110,156,896	-6%
REQUIREMENTS			
Personnel Services	23,632,986	25,787,383	9%
Materials & Services	15,695,484	15,185,585	-3%
Capital Outlay	22,534,980	14,313,580	-36%
Debt Service	4,188,766	4,607,558	10%
Operating Budget	66,052,216	59,894,106	-9%
Transfers Out	10,127,578	11,657,473	15%
Non-operating Budget	10,127,578	11,657,473	15%
Contingency	3,389,806	3,932,299	16%
Ending Fund Balance	37,089,067	34,673,018	-7%
Ending Fund Dalance	37,009,007	34,073,016	-1 /0
TOTAL ALL REQUIREMENTS	116,658,667	\$110,156,896	-6%

FUND DEFINITIONS

• Budget Organization Chart



Fund Definitions

- Budget Basis

2018-2019 Proposed Budget

Fund Accounting: The City records financial transactions in individual funds. A fund is a set of accounts that includes a beginning fund balance, revenues, expenditures, and an ending fund balance. Fund accounting segregates revenues according to their intended use and allows management to demonstrate compliance with statutory, legal, and contractual provisions. For example, gas tax funds remitted to the City by the State of Oregon must be spent in compliance with the State's Constitution. Fund accounting provides accountability by segregating gas tax revenues and the associated expenditures in the Street Fund.

Fund Organization: Many funds are divided into smaller segments to improve financial monitoring and internal controls. One example is the General Fund, which is used to account for a variety of services provided by the City. The General Fund is divided into departments (the Police Department, for example), which is divided into sections or organization sets (Field Operations). Sections are further divided into programs (Patrol).

Following are descriptions of the City's twelve governmental funds; three enterprise funds; and two internal service funds.

Governmental Funds: General Fund

General Fund

The General Fund is the City's primary operating fund. Principal sources of revenue are operating property taxes from the general property tax levy, licenses and permits (primarily franchise fees), and intergovernmental shared revenues. Expenditures are accounted for by Department, including City administration, finance, engineering, planning, police, municipal court, fire, parks and recreation, parks maintenance, and library services.

Governmental Funds: Special Revenue Funds

Special revenue funds account for revenues that are restricted or committed to expenditure for specified purposes.

Special Assessment Fund

This fund accounts for downtown economic improvement district (DEID) assessments, which are collected by the City and turned over to the McMinnville Downtown Association.

Telecommunications Fund

This fund accounts for franchise fees received from service providers that operate telecommunications and cable systems within the public rights-of-way. All franchise fees are passed through to McMinnville Community Media, the non-profit organization responsible for managing and operating public, educational, and government access for the McMinnville community.

Transient Lodging Tax Fund

This fund, established in fiscal year 2013-14, accounts for transient lodging taxes collected from the occupants of temporary lodgings, such as hotels and motels. While Oregon law requires that at least 70% of the net revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30% may be appropriated at the City Council's discretion. The proposed budget transfers this discretionary 30% from the Transient Lodging Tax Fund to the General Fund.

Fund Definitions – Budget Basis Page II

Emergency Communications Fund

This fund accounts for the City's participation in the 911 Central Emergency Dispatch Center operated by Yamhill Communications Agency (YCOM). Funds are transferred from the General Fund (Police and Fire) and Ambulance Fund to the Emergency Communications Fund. The City's member contribution to YCOM is then paid from the Emergency Communications Fund.

Street Fund

The principal revenue for this fund is state gas taxes, which are collected by the State of Oregon, turned over to the City, and spent according to provisions in Article IX, Section 3 of the Constitution of the State of Oregon. Gas tax revenue is used to pay for street maintenance, pavement repairs, equipment purchases, and street lighting.

Airport Maintenance Fund

This fund accounts for fees for airport services, including building, hangar, and land lease rental payments. Revenue is committed for airport operations. In addition, Federal Aviation Administration (FAA) and ODOT Connect Oregon grant revenues are accounted for in this fund. FAA and State grant dollars are used for runway and taxiway rehabilitation and reconstruction.

Governmental Funds: Capital Projects Funds

Capital projects funds account for the acquisition and construction of major capital projects other than those accounted for in City enterprise funds (Building, Wastewater Services, and Ambulance Funds).

Public Safety Facilities Construction Fund

This fund was used to account for the \$13.1 million Public Safety & Courtroom/Civic Building bond proceeds received in 2006 and used for construction of the Public Safety Building and the Civic Hall. Both buildings were completed in 2009-10. Because there is no remaining arbitrage liability related to the bond proceeds, approximately \$3,000 in remaining bond proceeds were transferred to the Debt Service Fund in 2017-18.

Transportation Fund

The Transportation Fund is used to account for federal highway funds, which the City exchanges with the State of Oregon. Federal exchange dollars are used for street resurfacing projects, including overlays, slurry seals, etc. This fund also includes transportation system development charges (SDCs) that are assessed on new construction and that can only be used for capital projects that increase system capacity. Proceeds from general obligation bonds issued in 2015 and 2018 are also included in this fund.

In 2013, the City entered into a loan agreement with the Oregon Transportation Infrastructure Bank to fund the City's share of the local match for the Newberg-Dundee bypass project. The City makes principal and interest payments on the loan with Oregon federal exchange dollars.

Park Development Fund

This fund is used to account for the \$9.1 million 2001 Park System Improvement bond proceeds. Other revenues include park system development charges (SDCs), grants, and donations which are used for park system expansion and improvements.

Fund Definitions – Budget Basis Page III

Wastewater Capital Fund

This fund is used to account for the design and construction of major wastewater system capital projects, including expansion of the Water Reclamation Facilities (WRF), wastewater conveyance system, and inflow and infiltration (I&I) projects. Major revenue sources are system development charges (SDCs) and sewer user fees, which are transferred from the Wastewater Services Fund.

Governmental Funds: Debt Service Fund

Debt Service Fund

This fund accounts for the City's property tax debt service levy used to pay principal and interest on general obligation bonds.

Business Type Activies: Enterprise Funds

Enterprise funds account for acitivities for which a fee is charged to external users of goods or services. Enterprise funds are intended to be self-supporting.

Building Fund

Income in this fund is primarily fees for building inspections and plan review of residential, commercial and industrial projects. State law mandates that building plan review fee income must be dedicated to the building inspection program.

Wastewater Services Fund

The primary income in the Wastewater Services Fund is sewer user fees. Wastewater Services staff operates and maintains the Water Reclamation Facility (WRF), pump stations, laboratory, conveyance system, and pretreatment programs.

Ambulance Fund

This fund is used to account for revenues and expenditures for emergency ambulance services provided to the community. Although the Ambulance Fund is classified as an enterprise fund and is intended to be self-supporting, a transfer from the General Fund is required to pay for capital purchases and to maintain an adequate fund balance.

Internal Service Funds

Internal Service Funds account for operations that provide services to other departments of the City on a cost-reimbursement basis.

Information Systems and Services Fund (IS)

This fund accounts for information technology services provided to operating departments by the IS Fund. Operating departments reimburse the IS Fund for all costs incurred. Personnel Services expenses for computer support are shown as Transfers Out expenditures in the departments and as Transfers In in the IS Fund. Expenses for equipment, hardware and software are reimbursed directly and are shown as expenditures in the operating departments; the IS Fund records corresponding Charges for Services revenue.

Insurance Services Fund

The Insurance Services Fund charges operating departments for the cost of property, liability and workers' compensation premiums and claims. Expenses are recorded in the operating departments as Materials and Services (property and liability) and Fringe Benefits (workers' compensation). The Insurance Services Fund records corresponding Charges for Services revenue.

Fund Definitions – Budget Basis Page IV

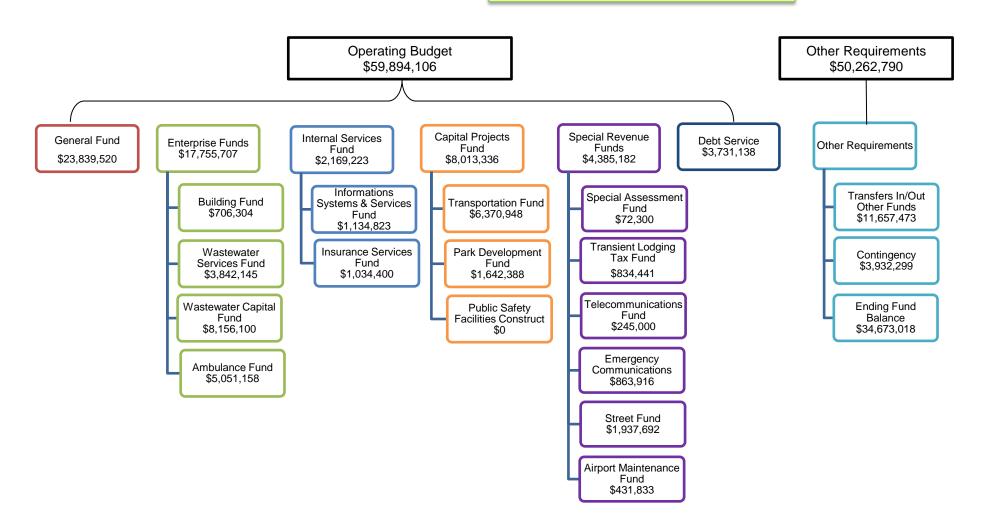
Budget Organization Chart: The chart on the following page separates the components of the "Operating Budget" from "Other Requirements." The total "Operating Budget" (\$59.9 million) includes Personnel Services, Materials and Services, Capital Outlay, and Debt Service expenditures. "Other Requirements" include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$50.2 million). Total "Operating Budget" and "Other Requirements" in the 2018-19 proposed budget are \$110.1 million.

Urban Renewal Funds

For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board. Therefore, the Urban Renewal Fund and Urban Renewal Debt Service Fund are not included in the City Budget Organization Chart on the following page. Transactions between the City and Urban Renewal are shown as Transfers In or Transfers Out in the City's General Fund.



Total 2018 - 2019 Proposed Budget \$110,156,896



DEBT OVERVIEW



Debt Outstanding

The City issues debt to pay for major capital improvement projects and for acquisition of capital assets. The number of years the debt is outstanding is equal to or less than the useful life of the capital asset. The City has also executed a low interest rate bank loan to refinance the City's PERS transition liability, which carried a much higher interest rate.

The 2018-19 proposed budget includes appropriations for principal and interest payments on the City's outstanding debt obligations, including the City's general obligation (GO) bond debt, full faith and credit obligations (FFCO), and capital leases.

General obligation (GO) bonds - Debt service is paid with property taxes levied specifically for that purpose, therefore GO bonds must be approved by the voters. At June 30, 2018, the City's total amount of GO bond debt will be \$30,275,000.

In November 2014, the voters approved \$24.0 million in GO bonds for transportation improvement projects. The City issued the first series of transportation bonds for \$16.0 million in 2015 and issued the remaining \$8.0 million in February 2018.

The City's GO bond debt also includes \$8.9 million in refunding bonds. Refunding bonds are generally issued to realize debt service savings when new bonds are sold at interest rates significantly below the rates of the original bond issue. The City issued refunding bonds in 2011 to refinance the 2001 Park System Improvement Bonds and in 2015 to refinance the 2006 Public Safety Facilities bonds. These bonds will mature in 2021 and 2027, respectively.

Full faith and credit obligations (FFCO) - This type of debt is secured by the City's full faith and credit, including general fund resources. Additional taxes outside the constitutional limit may not be imposed to pay debt service on these obligations. FFCOs are typically financing agreements or loans from a financial institution. FFCO debt may be issued for construction of capital projects or acquisition of capital assets. FFCO obligations may be issued for other purposes, as well, and must be approved by the City Council.

The City has executed three loan agreements, related to capital projects and the acquisition of capital assets, including an ODOT loan to fund a portion of the Dundee Bypass project, maturing in 2036; a bank loan for street improvements in the Urban Renewal District, maturing in 2032; and a financing agreement to purchase Fire vehicles and equipment, maturing in 2024. In 2016, the City also entered into a bank loan to refinance the City's PERS transition liability, maturing in 2028.

Capital leases – Capital leases are full faith and credit debt obligations granting use of equipment or property for a given period with ownership conferred at the end of the term of the agreement. A capital lease is considered debt because it is, in effect, a financing agreement. In 2017-18, the City issued a five year capital lease for three Police Department patrol vehicles. The 2018-19 proposed budget includes payments on an additional five year capital lease for three more Police vehicles. Leasing vehicles instead or purchasing them outright facilitates management of the Police Department fleet and spreads the cash flow impact over the five year lease term.



Statement of Bonds and Loans Outstanding 2018-2019 Proposed Budget

MOMINIO	<u>-</u>	Date of Issue	Date of Maturity	Amo	ount of Issue	Rate of Interest		outstanding 6/30/2018	20	Maturing 018 - 2019 Principal	20	Maturing 018 - 2019 Interest
GENERAL OBLIGATION	ON BONDS											
Debt Service Fund: 2015 Public Safety Civic Building Re	efunding Bonds	4/16/2015	2/1/2027	\$	7,235,000	2.50 - 5.00%	\$	6,520,000	\$	670,000	\$	297,800
2011 Park Improvement Refunding	Bonds	10/6/2011	2/1/2021	\$	5,590,000	2.00 - 4.00%	\$	2,365,000	\$	570,000	\$	65,700
2015 Transportation Bonds		4/16/2015	2/1/2030	\$	16,085,000	2.50 - 5.00%	\$	13,475,000	\$	875,000	\$	581,850
2018 Transportation Bonds TOTAL -	General Obligation Bonds	2/28/2018	2/1/2023	\$ \$	7,915,000 36,825,000	3.00 - 4.00%	\$	7,915,000 30,275,000	\$	440,000 2,555,000	\$	230,788 1,176,138
FULL FAITH AND CREDIT	OBLIGATIONS											
General Fund - Fire Department: 2014 Fire Equipment Loan		5/20/2014	6/30/2024	\$	1,370,000	3.10%	\$	1,067,668	\$	82,831	\$	32,461
General Fund - Non-Departmental: 2016 PERS Refinacing Loan 2016 Urban Renewal Agency Loan		10/31/2016 10/31/2016	8/1/2027 8/1/2031		3,525,860 2,192,300	2.73% 2.04%	\$ \$	3,312,440 2,157,300	\$	255,780 100,000	\$	88,716 43,499
Transportation Fund: 2013 ODOT Dundee Bypass Loan TOTAL - Full Fa	aith and Credit Obligations	7/1/2013	1/25/2036	\$	3,209,600 10,297,760	2.26%	\$	2,072,513 8,609,921	\$	154,409 593,020	\$	46,839 211,515
CAPITAL LEASES (Propo	osed 2017-18)											
General Fund - Police Department: 2017 Police Department Vehicles	TOTAL - Capital Leases	3/10/2018	3/10/2022	\$	136,045 136,045	6.45%	\$	105,333 105,333	\$	23,918 23,918	\$	6,794 6,794
	TOTAL - Debt			\$	47,258,805		\$	38,990,254	\$	3,171,938	\$	1,394,447

PERSONNEL SERVICES SUPPLEMENTAL INFORMATION

- Personnel Services Overview
 - Personnel Service and Volunteer Comparisons
- Salary Schedules
 - General Service Employees Semi-Monthly
 - Police Union Semi-Monthly
 - Fire Union Semi-Monthly
 - Supplemental

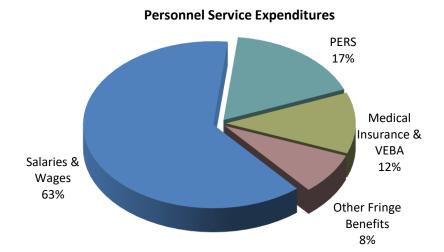


Introduction

City of McMinnville personnel services expenditures account for 36% of the City's total 2018-19 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2018-19 proposed budget, total personnel services cost for all funds is \$25.8 million.

The chart below illustrates the composition of personnel services expenditures.

Personnel Services Expenditures



Salaries and Wages

Salaries and wages include compensation to regular full time, regular part time, and temporary employees:

• Regular full time employees are compensated with a semimonthly salary and receive full fringe benefits.

- Regular part time plus employees work twenty or more hours a week and are compensated on an hourly basis with limited fringe benefits.
- Regular part time employees work nineteen hours or less a week and are compensated on an hourly basis. They receive only those fringe benefits required by law.
- <u>Temporary</u> employees are extra help positions compensated on an hourly basis. They receive only those fringe benefits required by law.

Fringe Benefits

Total fringe benefits account for 37% of total personnel services expenditures, or \$9.6 million in the 2018-19 proposed budget. PERS and medical insurance/VEBA costs combined are \$7.5 million for all City employees. Changes in costs for these fringe benefits have a significant impact on the City's budget.

PERS (Public Employees Retirement System, Tier 1/Tier 2), OPSRP (Oregon Public Service Retirement Plan), and IAP (Individual Account Program)

		Employer	Contribution
		2015-17	2017-19
•	PERS Tier 1/Tier 2 members	~21%	~26%
•	OPSRP General Service members	~14%	~17%
•	OPSRP Police and Fire members	~18%	~22%
•	IAP – all members	6%	6%

Approximately 34% of the City's PERS eligible employees are Tier 1/Tier 2 members; 43% are OPSRP General Service members; and 23% are OPSRP Police and Fire members. To be eligible for PERS, an employee must work 600 or more hours in a year.

Personnel Services Overview Page II

Medical Insurance

For 2019, the City's medical insurance premiums are expected to increase by 12%. To minimize the impact on general service employees, the employee portion of the total premium is reduced from 16% to 10% in the 2018-19 proposed budget.

In 2016, due to increasingly higher premiums, the City implemented a higher deductible medical insurance plan with a Volunteer Employees' Benefit Association (VEBA) account. A VEBA account is a healthcare cost reimbursement account, funded by the employer. Only employees choosing health insurance coverage through the City are eligible for a VEBA account. The 2018-19 proposed budget provides for the City to contribute 100% of the copay plan deductible to general service employee VEBA accounts for the 2019 plan year.

Pursuant to the terms of the collective bargaining agreement (CBA) in effect through June 30, 2018, Fire union members pay 10% of the premium for a higher deductible copay plan, with the City contributing 100% of the plan deductible to Fire union member VEBA accounts. Police union members pay 5% of the premium for a medical plan with a \$100 deductible and 90%/10% coinsurance. However, this plan will be unavailable after December 31, 2018, and City management and Police union members are currently in negotiations regarding health insurance provisions in the Police CBA.

Other Fringe Benefits

Other Fringe Benefits provided to employees by the City include FICA (Social Security and Medicare), life insurance, long term disability insurance, workers compensation insurance, and unemployment benefits. Fringe benefits provided to volunteers include workers compensation insurance, life insurance for public safety volunteers, and monthly retirement benefits for qualifying Fire Department volunteers.

Change in Personnel

The 2018-19 proposed budget reflects an overall increase of 13.64 full-time equivalents (FTE). The tables immediately following this overview provide more detailed information:

- Table #1 Five-year trend of FTE, including FTE in the "Proposed 2018-19" budget, by department
- Table #2 Change in FTE from the "2018 Adopted to 2019 Proposed Budget", by position.
- Table #3 Current number of employees and City volunteers, by department.
- Table #4 Volunteer Roster Illustrates number of volunteers that participate in the City's volunteer programs.

Cost of Living Adjustment (COLA)

The City's annual COLA is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Portland-Salem area for the second half of the year. The CPI-W was 3.6% for 2017. The 2018-19 proposed budget includes a 3.6% COLA for general service employees.

Pursuant to the terms of their respective CBAs, the 2018-19 proposed budget includes a 2.1% COLA for Police union members and 3.6% COLA for Fire union members.

Salary Survey Adjustments

A salary survey of General Service positions completed in 2015 indicated that many General Service employees were below market pay rates, when compared to comparable positions in similar-sized Oregon cities. Salary adjustments included in the 2017-18 budget reflected the third phase of implementing the recommendations included in the survey. The 2018-19 proposed budget includes \$25,000 in General Fund Administration for an updated salary survey in 2018-19.

Personnel Services Overview Page III

Significant Department Changes

The 2018-19 proposed budget for the **General Fund Administration** Department includes a full-time Human Resources Manger. This position will be funded by excess reserves in the Insurance Services Fund for several years, until another source of funding is identified.

In the **Planning Department**, the 2018-19 budget proposes a restructuring of the staffing chart, adding a Planning Analyst position and an Associate Planner position. It also includes a new Economic Development Assistant Planner position to support the proposed business licensing program. If approved, this position will be funded by business licensing revenue. The Planning Department's 2018-19 proposed budget reflects the relocation of the code enfrocement division from the Police Department to the Planning Department with the addition of Code Compliance Officer I positions.

In the **Police Department**, two additional police officers have been authorized, adding capacity to the detective unit and allowing the Department to dedicate two officers to traffic enforcement and one additional officer to School Resource Officer duties. A part-time Office Specialist has been added to assist with Evidence. The Park Rangers, which were previously accounted for in the Parks and Recreation Administration budget, have been moved to the Police Department budget for 2018-19.

For **Fire and Ambulance**, a full-time firefighter position is included in the proposed budget, with the expectation that the additional staff will significantly reduce the cost of overtime in 2018-19 compared previous years. A new Support Services Specialist position has also been included in the 2018-19 proposed budget.

In the **Building Division**, the 2018-19 proposed budget reflects a staff restructuring, with the creation of a Building Permit Coordinator position and an increase in Building Inspector FTE.

To address security issues at the **Community Center**, hours for temporary staff have been increased, ensuring that at least two employees and/or volunteers are always "in the building." In addition, a Recreation Program Supervisor position was reclassified to Community Center Manger and the other vacant Recreation Program Supervisor position has been replaced with an Office Assistant position. For the **Senior Center**, staff hours have been increased to accommodate the transition to the computer registration software currently used by other Parks & Recreation Departments.

The 2018-19 proposed budget for the **Park Maintenance Department** includes a Utility Worker I, allowing the Department to incrementally increase service levels at current parks and assume maintenance of the new Northwest Neighborhood Park, which is projected to be complete in the fall of 2018.

Please see the **Budget Summaries** that accompany each Fund for additional information regarding these changes.

Summary

Personnel services expenditures in the 2018-19 proposed budget reflect the City's efforts to prioritize and address the increasing service level needs of the public. Please refer to the **Budget Officer's Message** at the beginning of this document for additional information on personnel services and Department staffing changes.

Full Time Equivalent (FTE) Five-Year Trend

Department	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17	Adopted 2017-18	Proposed 2018-19
Administration	3.30	3.30	4.22	3.90	4.90
Finance	6.91	6.81	6.80	6.88	6.80
Engineering	6.33	6.89	6.90	7.92	7.82
Planning	3.50	3.65	3.49	3.65	8.10
Police	46.59	45.93	45.56	48.55	52.37
Municipal Court	3.80	3.80	4.38	4.52	4.52
Fire	14.47	14.75	15.47	15.57	16.88
Parks & Recreation					
Administration	2.40	2.70	2.71	2.70	1.00
Aquatic Center	11.20	11.07	11.34	11.57	11.53
Community Center & Rec Programs	5.70	5.74	6.22	6.34	7.30
Kids On The Block	8.80	8.81	9.09	9.06	8.87
Recreation Sports	4.18	4.28	4.26	4.23	4.25
Senior Center	2.60	2.33	2.50	2.49	3.23
Park Maintenance	9.06	9.07	10.57	9.05	9.80
Library	15.52	15.45	15.69	15.42	15.84
General Fund - Total	144.36	144.58	149.20	151.85	163.21
Street Fund	8.68	8.71	8.74	8.82	9.01
Building	2.00	3.25	3.25	3.75	5.00
Wastewater Services					
Administration	3.06	3.06	2.10	2.10	2.10
Plant	9.00	9.00	9.44	9.42	9.40
Environmental Services	4.00	4.00	4.44	4.45	4.44
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
Wastewater Services - Total	21.46	21.46	21.38	21.37	21.34
Ambulance	22.65	22.95	23.72	25.02	25.89
Information Systems & Services	3.50	4.00	4.00	4.00	4.00
Total City Employees - FTE's	202.65	204.95	210.29	214.81	228.45

Change in Full Time Equivalent (FTE) 2018 Adopted to 2019 Proposed Budget

Positions - By Department	Change in FTE	Positions - By Department	Change in FTE	Positions - By Department	Change in FTE
Administration		Parks & Recreation - Administration		Library	
Human Resources Manager	1.00	Rec Leadership - Park Ranger	(1.70)	Librarian II - Reference	(0.20)
				Librarian I - Reference	(0.25)
Finance		Aquatic Center		Library Tech Assistant - Circulation	0.96
Extra Help - Finance	(0.07)	Extra Help - Aquatics I, II, & III (Lifeguard)	0.01	Library Assistant - Circulation	(0.63)
Extra Help - Ambulance Billing	(0.01)	Extra Help - Aquatics I, II, & III (Office)	(0.04)	Library Page	0.55
	(0.08)	Extra Help - Aquatics I, II, & III (Swim Lessons)	(0.02)	Book Buddies - Labor	0.02
		Extra Help - Aquatics I, II, & III (Fitness Classes)	0.01	Program Assistant - Library	(0.03)
Engineering		(·	(0.04)		0.42
Permit Technician - Eng/Bldg	(0.50)				
Permit Technician - Combined Depts	0.40	Community Center		Street	
	(0.10)	Community Center Manager	1.00	Police Community Support Coordinator	(0.02)
	(0110)	Recreation Program Supervisor - CC	(2.00)	Utility Worker I	0.25
Planning		Recreation Program Coordinator II - SC & CC	0.20	Extra Help - Street	(0.04)
Principal Planner	(1.00)	Administrative Analyst - CC	0.50	p	0.19
Senior Planner	1.00	Extra Help - Community Center	1.02		
Associate Planner	1.00	Classes & Programs Labor	(0.10)	Building	
Assistant Planner	1.00	Recreation Program Manager - KOB	0.25	Building Inspector III	(0.83)
Planning Analyst	1.00	Extra Help - Management Assistant	0.16	Building Inspector II	1.00
Permit Technician - Combined Depts	(0.55)	Site Director - STARS	0.11	Building Permit Coordinator	1.00
Code Compliance Officer II	1.00	Assistant Site Director - STARS	(0.27)	Permit Technician - Eng/Bldg	(0.50)
Code Compliance Officer I	1.00	Rec Leadership - Summer STARS	0.09	Permit Technician - Combined Depts	0.15
Code Compilation Cities 1	4.45	1100 Education P Gammer G174110	0.96	Extra Help - Building Inspector	0.43
				Zama rio.p Zamamig moposio.	1.25
Police		Kids On The Block			
Police Sergeant - Patrol	(1.00)	Recreation Program Manager - KOB	(0.25)	Wastewater Services	
Police Sergeant - Special Ops Admin	1.00	Extra Help - Management Assistant	0.02	Extra Help - WWS	(0.03)
Police Officer - Patrol	1.66	Site Director II	0.01		(0.03)
Police Officer - School Resource Officer	1.00	Assistant Site Director	0.03		
Police Community Support Coordinator	(0.98)		(0.19)	Ambulance	
Office Specialist I - Police	0.48			Firefighter	0.65
Extra Help - Police Reserves	(0.03)	Recreation Sports		Firefighter / Paramedic - PT+	0.06
Extra Help - Investigations	(0.01)	Program Assistant	0.02	Firefighter / EMT - PT+	0.06
Rec Leadership - Park Ranger	1.70			Office Manager	(0.40)
	3.82	Senior Center		Support Services Specialist	0.50
		Extra Help - Senior Center	0.74		0.87
Municipal Court					
No changes	0.00	Park Maintenance		Information Systems	
3		Utility Worker I	1.00	No changes	0.00
Fire		Extra Help - Park Maintenance	(0.25)	3.1	
Firefighter	0.35		0.75	Total Change in Full Time Equivalent (FTE)	13.64
Firefighter / Paramedic - PT+	0.03			, , ,	
Firefighter / EMT - PT+	0.03				
Office Manager	0.40				
Support Services Specialist	0.50				
Extra Help - Fire	(0.07)				
Extra Help - Clerical	0.07				
	1.31				

Number of Employees and Volunteers March 2018 Actual

	Emplo	yees	<u>Volunteers</u>	Grand
Department	Full Time	Part Time	See Volunteer Roster	Total
Administration	5	1	14	20
Finance	6	1	· · ·	7
Engineering	7	· -	<u>-</u>	7
Planning	3	_	44	47
Police	46	4	16	66
Municipal Court	3	4	1	8
Fire	· ·	·	·	· ·
Fire Administration & Operations	12	2	53	67
Fire Prevention & Life Safety	2	-	-	2
Parks & Recreation	_			_
Administration	1	-	-	1
Aquatic Center	3	27	-	30
Community Center & Rec Programs	1	11	5	17
STARS Day Camp	•		5	5
Kids On The Block	1	41	4	46
Mayor's Charity Ball		-	- -	-
Recreation Sports	1	30	174	205
Senior Center	2	3	105	110
Park Maintenance	6	1	440	447
	8	14	195	
Library General Fund - Total	107	139	1,056	217 1,302
General Fund - Total		139	1,030	1,302
Street	8	1		9
Airport Maintenance			6	6
Building	3	1		4
Wastewater Services				
Administration	2	-	-	2
Plant	9	-	-	9
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
Wastewater Services - Total	21			21
Ambulance	23	2	-	25
Information Systems & Services	4			4
Total City Employees & Volunteers	166	143	1,062	1,371

City of McMinnville Volunteer Roster - 2017

	# of	Volunteer Roster 2017
Department	Volunteers	Notes
Administration		
City Council	7	
Budget Committee	7	
Mayor's Charity Ball Advisory Board	=	
, ,	14	
Police		(a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are
Police Reserves (a)	2	paid for security at events such as weddings, soccer games, and school paid functions.
Other Police Volunteers (b)	14	(b) Other Police Volunteers include the police auxiliary and police parking patrol.
	16	(4)
Municipal Court		(c) Municipal Court Volunteer assists with fingerprinting of defendents.
Volunteer (c)	1	(-,
` '		
Library Volunteers	195	
Building		
Board of Appeals	-	
Building Code Advisory Board		(d) Fire & EMS Volunteers are paid a reimbursement for emergency calls based on a point basis
		computed on number of calls.
Planning	_	
Historic Landmarks Committee	5	(e) The McMinnville Swim Club and High School host a variety of competition swim events at the
Landscape Review Committee	5 8	Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.
McMinnville Affordable Housing Task Force McMinnville Urban Area Management Commission	o 7	
McMinnville Urban Renewal Advisory Committee	10	(f) The Survival Swimming Program provides up to 8 hours of swimming instruction specifically targeting water safety skills. For the past 35+ years this program has taught every 3rd grade classroom
Planning Commission	9	in the McMinnville School District. In addition, Amity, and many private schools in McMinnville participate
r larming Commission	44	in this program. The program utilizes approximately 75 volunteers (recruited by school PE teachers) to
Fire & Ambulance		teach basic swimming and survival skills to the kids. Aquatic Center staff train and supervise the volunteers and provide advanced swimming and water safety instruction.
Fire & EMS Volunteers (d)	53	volunteers and provide advanced swimming and water safety instruction.
The a Line volunteere (a)	53	
Parks & Recreation		
Aquatic Center (e) (f)	-	
Community Center	5	(g) Recreational Sports Volunteers serve as head coaches for youth sports teams. Many of
STARS Day Camp	5	these volunteers were coaches for multiple sports. These 174 people coached 252 teams. This
Kids On The Block	4	number does not include the many unofficial volunteers who assisted the head coaches.
Recreational Sports (g)	174	
Senior Center Volunteers (h)	105	
Park Project Volunteers	440	(h) Senior Center Volunteers contribute over 3,200 hours of their time each year helping in the front
Mayor's Charity Ball	722	office, meal site, Meals on Wheels, Wortman Park Cafe, special events, support groups, entertainment, grounds & building maintenance, class & program instructors, guest speakers, library, attorney
Alongont	733	consultation, Wortman Park Art Gallery, and Friends of McMinnville Senior Center.
Airport Airport Commission	6	
/ in port Commission		
T (1) (1)		
Total Volunteers	1,062	

SEMI-MONTHLY SALARY SCHEDULE - GENERAL SERVICE EMPLOYEES

July 1, 2018

3.6% Projected Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Attorney Community Development Director	365	4,447	4,667	4,902	5,148	5,404	5,674
Fire Chief Police Chief	364	4,337	4,553	4,782	5,020	5,272	5,535
Finance Director	361	4,028	4,230	4,441	4,662	4,896	5,142
Planning Director	359	3,833	4,026	4,226	4,438	4,659	4,894
Emergency Medical Services Chief Fire Marshal Police Captain - Field Operation Police Captain - Inv & Supp Div	358	3,740	3,926	4,123	4,329	4,546	4,773
Parks & Recreation Director	357	3,649	3,832	4,023	4,224	4,435	4,657
nformation Systems Director Library Director	355	3,473	3,647	3,830	4,020	4,222	4,432
Wastewater Services Manager	354	3,389	3,557	3,736	3,921	4,119	4,325
Building Official Superintendent - Public Works	352	3,224	3,387	3,556	3,734	3,919	4,117
Deputy City Attorney	350	3,070	3,222	3,385	3,553	3,731	3,917
Engineering Services Manager Human Resources Manager	349	2,995	3,144	3,301	3,466	3,639	3,822
Principal Planner	348	2,922	3,068	3,220	3,384	3,551	3,729
nformation Systems Analyst III Operations Superintendent - WRF Supvr - Environmental Svcs - WRF	344	2,646	2,780	2,918	3,064	3,217	3,378
Building Inspector III	343	2,583	2,712	2,847	2,988	3,139	3,294
Project Manager - Engineering Supervisor - Park Maintenance Supervisor - SS & SD Maintenance Supervisor - Street Maintenance	342	2,519	2,645	2,778	2,916	3,062	3,215

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Senior Planner	341	2,458	2,582	2,709	2,845	2,987	3,137
Recreation Program Mgr - Aquatic Recreation Program Mgr - KOB Recreation Program Mgr - Seniors Recreation Program Mgr - Sports Support Services Mgr -Police	340	2,397	2,517	2,643	2,776	2,914	3,061
Associate Planner Building Inspector II City Recorder / Legal Assistant GIS/CAD System Specialist Information Systems Analyst II	339	2,340	2,457	2,580	2,708	2,843	2,985
Library Services Manager Sr Environmental Tech	338	2,280	2,396	2,516	2,642	2,774	2,912
Sr Laboratory Tech - WRF	337	2,225	2,339	2,456	2,579	2,707	2,842
Engineering Technician Senior Accountant Sr Mechanic/SCADA Tech - WRF	336	2,174	2,279	2,395	2,515	2,640	2,773
Building Permit Coordinator Information Systems Analyst I Planning Analyst Senior Operator - WRF	335	2,120	2,224	2,338	2,453	2,577	2,705
Librarian III - Children's Svcs Librarian III - Circulation Librarian III - Reference	334	2,068	2,170	2,278	2,393	2,513	2,639
Senior Utility Worker - Pk Maint Senior Utility Worker - Street Senior Utility Worker - WWS	333	2,017	2,119	2,223	2,336	2,451	2,573
Accountant II Accountant II - Payroll Accounts Rec Billing Coord -Fire Assistant Planner Environmental Tech II Mechanic - WRF Office Manager - Fire	332	1,968	2,067	2,169	2,277	2,392	2,512

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Operator II - WRF Rec Program Supervisor - Aquatic Rec Program Supervisor - CC	331	1,920	2,016	2,117	2,222	2,335	2,450
Accountant I Laboratory Technician - WRF Librarian II - Children's Librarian II - Reference Librarian II - Young Adult Mechanic - Public Works Operations Supp Specialist - PW	330	1,872	1,967	2,066	2,168	2,275	2,391
Facilities Maint Tech-PD&CivHall Permit Technician - Comb Depts Permit Technician - Eng/Bldg Utility Worker II - Public Works Utility Worker II - Street Utility Worker II - WWS	329	1,826	1,919	2,015	2,116	2,221	2,333
Senior Court Clerk - MC	328	1,783	1,871	1,966	2,065	2,167	2,274
Operator I - WRF Rec Program Coord II - Aquatic Rec Program Coord II - SC & CC Rec Program Coordinator II - SC	327	1,740	1,825	1,917	2,014	2,114	2,220
Accounts Rec Billing Spec - Fire Librarian I - Children's Librarian I - Reference Librarian I - Technical Services Support Services Specialist-Fire	326	1,697	1,782	1,870	1,965	2,064	2,166
Admin Spec II - Public Affairs Administrative Spec II - Admin Administrative Spec II - Fire Court Clerk II - MC Utility Worker I - Public Works Utility Worker I - Street	324	1,616	1,696	1,780	1,870	1,964	2,063
Rec Program Coordinator I	323	1,576	1,654	1,738	1,823	1,915	2,012
Library Tech Assistant Library Tech Asst - Children's	322	1,536	1,615	1,695	1,779	1,869	1,963

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Library Tech Asst - Circulation Library Tech Asst - Tech Svcs							
Administrative Spec I - Admin Court Clerk I - MC Library Asst - Children's Library Asst - Circulation Library Asst - Technical Svcs Office Specialist II - WRF	320	1,462	1,536	1,614	1,694	1,778	1,868
Office Specialist I - Police	318	1,393	1,461	1,535	1,613	1,694	1,777
Recreation Specialist - Aquatic Recreation Specialist - CC	316	1,327	1,392	1,460	1,534	1,613	1,693
Administrative Analyst - CC Library Page	302	940	985	1,033	1,086	1,141	1,197

City of McMinnville SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS

July 1, 2018

3.6% Projected Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Manager	099	6,618					
Judge	068	1,536					

Other / Certification Pay - General Service Employees	
Title	Amount
Pager Pay	18.72 / Day
Plumbing Premium Pay	124.50
Sick Leave Bonus	75% of 4 Hours Pay
10-Year Longevity Bonus - to Deferred Compensation	37.50
20-Year Longevity Bonus	
(i) To Deferred Compensation	75.00
(ii) Additional Salary	75.00
(iii) Additional Vacation	2 Hours

SEMI-MONTHLY SALARY SCHEDULE - POLICE UNION EMPLOYEES

July 1, 2018

2.1% Projected Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Police Sergeant - 12 Hour	165	2,924	3,070	3,222	3,385	3,553	3,731
Police Sergeant	160	2,784	2,922	3,070	3,222	3,385	3,553
Police Officer - 12 Hour	155	2,530	2,657	2,790	2,929	3,078	3,230
Police Officer	150	2,410	2,530	2,657	2,790	2,929	3,078
Parking & Code Enforcement	130	1,918	2,014	2,117	2,221	2,332	2,447
Police Evidence & Property Tech							
Police Records Specialist	120	1,785	1,874	1,967	2,065	2,170	2,277

Other / Certification Pay - Police Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree	62	2%	150	F
BA / BS Degree	123	4%	150	F
Intermediate Certificate	123	4%	150	F
Advanced Certificate	246	8%	150	F
Bilingual	154	5%	150	F
ASL Certified	154	5%	150	F
Detective (including sergeant)	154	5%	150	F
K-9	154	5%	150	F
School Resource Officer	154	5%	150	F
Police Training Officer	1.78 / Hour	5%	150	F
Motorcycle Duty	1.78 / Hour	5%	150	F
Officer in Charge	1.78 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

Amount	Step
150	R
150	R
150	R
OT Rate	
	150 150 150

City of McMinnville SEMI-MONTHLY SALARY SCHEDULE - FIRE UNION EMPLOYEES

July 1, 2018

3.6% Projected Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Fire Battalion Chief	245	3,088	3,242	3,403	3,573	3,752	3,941
Fire Lieutenant	235	2,772	2,910	3,056	3,208	3,369	3,536
Fire Engineer	230	2,639	2,769	2,908	3,053	3,207	3,366
Deputy Fire Marshal	225	2,562	2,692	2,825	2,967	3,114	3,272
Firefighter	220	2,512	2,639	2,769	2,908	3,053	3,207

Other / Certification Pay - Fire Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree *	32	1%	220	F
BA / BS Degree	64	2%	220	F
Bilingual	64	2%	220	F
Field Training Officer	96	3%	220	F
Intermediate / Advanced Certificate	96	3%	220	F
Paramedic	321	10%	220	F
Acting In Capacity	1.32 / Hour	5%	220	F

^{*} No employee hired after June 30, 2012 is eligible for Associate's Degree premium pay for an EMT related degree.

City of McMinnville Supplemental Salary Schedule

July 1, 2018

Minimum Wage Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Extra Help - Ambulance Billing	092 H	10.75	11.40	12.40	13.40	14.40	15.40	16.40	17.40		
Extra Help - Finance											
Extra Help - Building Inspector Extra Help - Clerical II Extra Help - Finance II Extra Help - Investigations	084 H	20.00	23.00	26.00	30.00	36.00	40.00				
Extra Help - Clerical	082 H	10.75	12.69	13.32	14.00						
Extra Help - EMT Extra Help - Fire	075 H	12.60	15.00	17.00	18.00	20.00					
Extra Help - Fire Prevention	074 H	10.75	14.00	16.73							
Municipal Court - Interpreter	064 H	10.75	12.50								
Program Assistant - Library	058 H	10.82									
Extra Help - Mgmt Assistant - RS Extra Help - Mgmt Assistant -	050 H	13.85	14.27	14.69	15.13	15.59	16.06	16.54	17.03		
KOB Extra Help -Mgmt Assistant- STARS											
Extra Help - Aquatics 4	049 H	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73		
Site Director - KOB Site Director - Summer STARS											
Extra Help - Aquatics 3	048 H	11.60	11.95	12.31	12.68	13.06	13.45	13.85	14.27		
Program Assistant - Rec Sports Program Assistant - SC Rec Program Instructor - CC Rec Program Instructor - SC Rec Program Instructor - Sports											
Assistant Site Director - KOB Assistant Site Director - STARS	046 H	11.10	11.38	11.66	11.95	12.25	12.56	12.87	13.19		
City of Maddings illa Calamy Calamy					Daniel d of O				4/40/004		

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Extra Help - Office - Rec Sports Rec Leadership - Park Ranger											
Extra Help - Aquatics 2	044 H	10.90	11.17	11.45	11.74	12.03	12.33	12.64	12.96		
Classes & Programs Labor - CC	042 H	10.75	11.02	11.29	11.58	11.87	12.16	12.47	12.78		
Classes & Programs Labor - SC Extra Help - Aquatics 1 Extra Help - Community Center Extra Help - RP Labor - RecSports Extra Help - SC Events & Rentals Extra Help - Senior Center Extra Help - Senior Ctr Day Tour Rec Leadership - KOB Elementary Rec Leadership - Summer STARS											
Extra Help - Park Maintenance	032 H	12.50	13.10								
Extra Help - Streets Extra Help - WWS											
Extra Help - Engineering	024 H	17.00									

GENERAL FUND BEGINNING FUND BALANCE



General Fund – Beginning Fund Balance

2018 - 2019 Proposed Budget --- Budget Summary

General Fund – Beginning Fund Balance

Beginning Fund Balance

The beginning fund balance represents the reserve amount carried forward from the previous fiscal year. At July 1, 2018, the beginning fund balance for fiscal year 2018-19 is estimated to be \$5.4 million.

- General Fund reserve --- The 2018-19 budget proposes spending down the beginning fund balance or the reserve to fund current operations. The General Fund beginning balance is *budgeted* to decrease from \$5.4 million at July 1, 2018 to \$2.7 million at June 30, 2019. This is a *budgeted* decrease of approximately \$2.8 million.
- However, the City typically achieves "savings" during the budget year. "Savings" may reflect actual revenue that exceeds budgeted amounts and /or actual expenditures that are less than budgeted amounts. It is anticipated that savings for fiscal year 2018-19 will be approximately \$1.5 million, resulting in a fund balance of \$4.1 million at June 30, 2019. These savings are consistent with those achieved in previous years. With this assumption, it is estimated that the General Fund reserve will be approximately 16% of annual General Fund expenditures at the end of fiscal year 2018-19.
- An estimated fund balance of \$4.1 million is approximately 16% of annual expenditures. Although the City's fund balance policy reflects that a reserve of approximately 25% of annual expenditures will meet cash flow needs and other considerations, the Government Finance Officers Association (GFOA) best practice recommends that a general fund reserve should be based on several factors and should, at a minimum, be sufficient to meet cash flow requirements. That threshold is approximately 17% for the City's General Fund.

 Please see the Budget Officer's Message and Financial Overview in the introductory section of this document for additional information regarding the City's General Fund reserve.

Designated Beginning Fund Balance – Length of Service Awards Program (LOSAP) – LOSAP is the City's retirement benefit plan for volunteer firefighters. The LOSAP Designated Fund Balance reflects funds that have been set aside to fund the program, although a formal trust has not been created. The LOSAP is administered by VFIS Benefits Division. The estimated balance for LOSAP funds at July 1, 2018 is approximately \$648,000. Expenses for the LOSAP are included in the Fire Department proposed budget for 2018-19.

				OI OLIVEIONE			
2016	2017	2018		Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
593,735	572,141	586,575	Designated ca	Designated Begin FB-General Fd - LOSAP arryover from prior year for the Length of Service Award Program (LOSAP), the ent benefit program for volunteer firefighters.	648,161	0	0
94,897	0	0	4001-15	Designated Begin FB-General Fd - Fire - Vehicle Reserve	0	0	0
0	75,000	112,500		Designated Begin FB-General Fd - Facility Improvements unds earmarked for future facility improvements	0	0	0
7,896,485	6,623,209	5,289,460	4090 Estimated Jul	Beginning Fund Balance y 1 undesignated carryover from the prior year.	4,744,829	0	0
,585,117	7,270,350	5,988,535		TOTAL BEGINNING FUND BALANCE	5,392,990	0	0
3,585,117	7,270,350	5,988,535		TOTAL RESOURCES	5,392,990	0	0

ADMINISTRATION DEPARTMENT

Organization Set - Sections	Organization Set #
· City Manager's Office	01-01-002
 City Hall & City Property 	01-01-003
Mayor & City Council	01-01-005
• Legal	01-01-008
 Community Services 	01-01-011
Human Resources	01-01-012



General Fund – Administration

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

The Administration Department consists of six sections as listed below. These sections define the Administration Department for operating and budget adoption purposes.

City Manager's Office

 Includes the City Manager and 0.10 FTE of the City Recorder / Legal Assistant.

City Hall & City Property

 Includes maintenance expenditures for City Hall, Civic Hall, and City owned property not otherwise assigned to a specific fund or department such as the Chamber of Commerce building.

Mayor & City Council

Includes 0.40 FTE of City Recorder / Legal Assistant who is responsible for preparing City Council packets and minutes and performing other support functions for the Mayor and City Councilors. Also included 0.20 FTE of the Administrative Specialist II. Includes \$75,000 for professional services to begin strategic planning and long range financial planning.

Legal

 Includes 0.70 FTE of the City Attorney, 0.50 FTE of the Assistant City Attorney, 0.35 FTE of the City Recorder / Legal Assistant and 0.20 FTE of the Administrative Specialist II.

Community Services

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

Human Resources

- Includes 0.20 FTE for the City Attorney, 0.15 FTE for the City Recorder / Legal Assistant, and 0.10 FTE of the Administrative Assistant II for personnel matters
- The 2018-19 budget also proposes adding a full-time Human Resources Manager position

Core Services

City Manager's Office

- Provides leadership and management support to City government operations and the City Council.
- Coordinates the accomplishment of City Council goals.
- Provides information, support, recommendations, 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.
- Oversees Risk Management for the City.

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.



Future Challenges and Opportunities

Administration - City Manager's Office

- The ability to finance growing operational and capital needs, with relatively flat revenues. Additional discussion of long-term issues is included in the City Manager's Budget Message
- Maintain and enhance the City's human resources policies, programs, and practices in order to recruit the highest quality work force and ensure its long term well-being
- Lead an organizational review of core service needs, deferred facilities maintenance, capital investment needs, process improvements and opportunities for new or enhanced revenues

Administration - City Attorney's Office

- Update and maintain the City of McMinnville Municipal Code.
- Work with Human Resources and Finance to update and maintain Employee Handbook
- Ability to provide timely legal advice and legal representation for the Mayor, City Council, City Manager, Department Heads, and City employees

Department Cost Summary

Dopartinont 000	Camma	J		
		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	33,248	32,000	32,600	600
Personnel Services	632,489	613,266	789,004	175,738
Materials & Services	494,248	557,205	674,987	117,782
Capital Outlay	3,166	2,967	-	(2,967)
Total Expenditures	1,129,903	1,173,438	1,463,991	290,553
Net Expenditures	(1,096,655)	(1,141,438)	(1,431,391)	289,953

Full-Time Equivalents (FTE)

Tull-Tillie Equivalents (1 1	- /		
	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	3.90		
Human Resources Manager		1.00	
FTE Proposed Budget		1.00	4.90



1995

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
1916	Voters establish original operating property tax base
1965	Joe Dancer appointed City Administrator
1971	City Attorney position established
1984	Edward J. Gormley elected Mayor
1986	May 1986, Kent Taylor appointed City Manager
1992	Downtown Historic Street Light Project implemented in City-owned parking lots

Civic Center Master Plan

developed



City purchases Home 1995 Laundry site at NE corner of Second and Cowls 1999 City Attorney position restored to full-time 2006 City establishes new "one stop" Community **Development Center to** house the Engineering, Building, and Planning Departments City Hall is remodeled 2007 2008 City Council establishes Downtown Public Art



Program

2009	Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed
2009	Rick Olson elected Mayor
2013	Northeast Gateway Urban Renewal District is established
2013	Transient Lodging Tax is implemented
2014	December 2014, Retired Brigadier General Martha Meeker appointed City Manager
2015	Third Street named as one of Five Great Streets in America



2017 Scott Hill elected Mayor

2017 February 2017, Jeff Towery appointed City Manager

General Fund - Administration

Position Description					
Fund	Number of		Total	Detailed	Summary
Department	Employees	Range	Salary	Page	Amount
City Attorney	1	365	136,180		
General Fund			,		
Administration					
Legal (0.70 FTE)				9	95,326
Human Resources (0.20 FTE)				13	27,236
Municipal Court					
Court (0.10 FTE)				66	13,618
Deputy City Attorney General Fund Administration	1	350	90,026		
Legal (0.50 FTE)				9	45,013
Municipal Court				Ü	10,010
Court (0.50 FTE)				66	45,013
City Recorder / Legal Assistant General Fund Administration	1	339	67,419		
City Manager's Office (0.10 FTE)				2	6,742
Mayor & City Council (0.40 FTE)				7	26,968
Legal (0.35 FTE)				9	23,597
Human Resources (0.15 FTE)				13	10,113
Administrative Specialist II General Fund Administration	1	324	47,734		
Mayor & City Council (0.20 FTE)				2	9,547
Legal (0.20 FTE)				9	9,547
Human Resources (0.10 FTE)				13	4,773

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
7,773	-331	0	7000	Salaries & Wages	0	0	0
172,191	240,745	159,500	7000-05 City Manage	Salaries & Wages - Regular Full Time er - 1.00 FTE er / Legal Assistant - 0.10 FTE	165,573	0	0
0	1,586	0	7000-15	Salaries & Wages - Temporary	0	0	0
2,594	597	2,001	7000-20	Salaries & Wages - Overtime	225	0	0
2,604	1,300	2,200	Monthly OP	Salaries & Wages - City Employee Recognition J Public Service (OPS) Awards: S Awards \$100 (net of employee tax) Award \$500 (net of employee tax)	2,200	0	0
4,200	3,311	6,000	7000-30 City Manage	Salaries & Wages - Auto Allowance er's \$500 per month automobile allowance.	6,000	0	0
3,174	724	0	7300	Fringe Benefits	0	0	0
9,196	9,706	8,530	7300-05	Fringe Benefits - FICA - Social Security	8,529	0	0
2,583	3,550	2,461	7300-06	Fringe Benefits - FICA - Medicare	2,638	0	0
38,369	25,268	53,052	7300-15	Fringe Benefits - PERS - OPSRP - IAP	55,042	0	0
0	625	0	7300-18 City match of	Fringe Benefits - Retirement Benefit of City Manager's deferred compensation contributions up to 5% of salary.	7,942	0	0
16,095	13,569	18,762	7300-20	Fringe Benefits - Medical Insurance	20,850	0	0
2,800	1,475	1,650	7300-22	Fringe Benefits - VEBA Plan	3,300	0	0
149	82	118	7300-25	Fringe Benefits - Life Insurance	118	0	0
916	555	826	7300-30	Fringe Benefits - Long Term Disability	830	0	0
580	513	603	7300-35	Fringe Benefits - Workers' Compensation Insurance	602	0	0
46	31	32	7300-37	Fringe Benefits - Workers' Benefit Fund	32	0	0
263,270	303,306	255,735		TOTAL PERSONNEL SERVICES	273,881	0	0
				MATERIALS AND SERVICES			
0	1,140	1,000	7520	Public Notices & Printing	0	0	0
72	396			Employee Events d city-wide for employee training, materials, and events.	400	0	0
6,443	19,936	7,000	Professiona membership	Travel & Education I association conferences, seminars, travel and meal costs, professional pos, dues and subscriptions. Includes allowance for leadership training and at for City staff.	7,000	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		CE		Department : 01 - ADMINI\$ Section : 002 - CITY MA Program : N /A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	1,300				7610-05 Insurance - Liability	1,200	900	1,100
0	0	1,200				7620 Telecommunications	1,200	1,203	1,042
0	0	500				7660 Materials & Supplies	500	1,222	10
0	0	1,000		Materials & Supplies 0-05 Materials & Supplies - Office Supplies 0-15 Materials & Supplies - Postage 0 Professional Services Description Units Amt/Unit Audit fee allocation 1 1,600 Section 125 administration fee 1 51 0 M & S Computer Charges Fund materials & supplies costs shared city-wide 0-02 M & S Computer Charges - City Manager's Office 0 City Memberships Description Units Amt/Unit Mid Willamette Valley Council of Governments 1 17,000 11 League of Oregon Cities 1 24,500 25 Oregon City & County Managers Association 1 350 McMinnville Area Chamber of Commerce 1 3,250				544	938
0	0	100		Section :002 - CITY MANAGER'S OFFICE Program :N/A 5			200	40	184
0	0	1,651				7750 Professional Services	1,800	11,904	2,517
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			1,600	1,600	1	Audit fee allocation			
			51	51	1	Section 125 administration fee			
0	0	2,133				7840 M & S Computer Charges .S. Fund materials & supplies costs shared city-wide	2,998	3,306	4,462
0	0	0		ffice	ager's O	7840-02 M & S Computer Charges - City	2,700	141	485
0	0	46,810				8000 City Memberships	46,950	44,982	22,101
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			17,000	17,000	1	Mid Willamette Valley Council of Governments			
			24,500	*	1	League of Oregon Cities			
			350		1				
			,	*	1				
			1,460 250		1	, ,			
0	0	62,094		RVICES	AND SEF	TOTAL MATERIA	66,948	85,713	39,353
						CAPITAL OUTLAY			
0	0	0				Capital Outlay Computer Charge.S. Fund capital outlay costs shared city-wide	495	838	925
0	0	0		<u>\Y</u>	L OUTLA	TOTAL CAF	495	838	925
0	0	335,975		S	REMENT	TOTAL RE	323,178	389,857	303,548

				· · · · · · · · · · · · · · · · · · ·			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
11,718	11,844	12,000	Chamber of	Property Rentals - Chamber of Commerce Commerce monthly rental income increases in October depending on the June PI-W increase.	12,600	0	0
14,505	11,404	0	5400-03	Property Rentals - Parking Lot	0	0	0
26,223	23,248	12,000		TOTAL CHARGES FOR SERVICES	12,600	0	0
26,223	23,248	12,000		TOTAL RESOURCES	12,600	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - AI Section : 003 - C Program : N/ A	OMINISTRATION ITY HALL & CITY PRO	PERTY		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				R	EQUIREMENTS					
				MATERIALS AND SER	VICES .					
77	34	200	7590	Fuel - Vehicle & Equipme	ent			0	0	0
10,542	12,584	12,500	7600	Electric & Natural Gas				12,500	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				I heating fuel	1	2,000	2,000			
				all natural gas	1	1,000	1,000			
			•	d Civic Hall electric	1	9,500	9,500			
1,200	1,100	1,300	7610-05	Insurance - Liability				900	0	0
9,400	12,200	11,800	7610-10	Insurance - Property				10,400	0	0
5,663	5,840	6,000	7620	Telecommunications				6,000	0	0
4,380	6,307	13,340	7650-10	Janitorial - Services				13,000	0	0
676	402	950	7650-15	Janitorial - Supplies				950	0	0
0	122	100	7660	Materials & Supplies				100	0	0
395	439	500	7720-06 Civic Hall au	Repairs & Maintenance - dio system upgrade	Equipment			20,000	0	0
6,699	5,295	25,000	7720-08 Repairs and	Repairs & Maintenance - maintenance projects for City Ha				20,000	0	0
4,660	5,904	5,600	7720-10	Repairs & Maintenance -	Building Maintenan	ce		5,900	0	0
0	1,042	2,500	7720-12	Repairs & Maintenance -	Grounds			2,500	0	0
11,366	24,598	26,450	7720-34	Repairs & Maintenance -	Parking Structure 8	Lots		26,320	0	0
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Insuran	ce - liability	1	2,600	2,600			
				ce - property	1	2,500	2,500			
				basket program	1	3,500	3,500			
				r permit fee	1	200	200			
				r phone service	1	600	600			
				ance and repair projects	1	10,000	10,000			
				r maintenance	4	480	1,920			
			Lighting		1	5,000	5,000			

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		PERTY		Department : 01 - ADMINI Section : 003 - CITY HA Program : N /A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	11,900			ilding	Rental Property Repair & Main	7740-05	21,950	3,508	6,992
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>tion</u>	Descripti			
			1,100	1,100	1	ce - property	Insuranc			
			10,000	10,000	1	neous repairs and maintenance	Miscellar			
			500	500	1	lot sweeping services - Chamber	ū			
			300	300	1	ce - liability	Insuranc			
0	0	75,500				Professional Services	7750	500	413	341
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>tion</u>	<u>Descripti</u>			
			75,000	75,000	1	s assessment	Facilities			
			500	500	1	- shredding confidential documents	Recyle -			
0	0	11,000			re & Lots	Contract Services - Parking Str	7780-17	10,040	8,464	7,800
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>tion</u>	Descripti			
			6,000	6,000	1	ly sweeping	Quarterly			
			5,000	5,000	1	sweeping	Monthly			
0	0	20,000	er lease,	t control, copi	nance, pes	Maintenance & Rental Contractem, floor mat cleaning, heating system rethine lease		12,835	19,840	17,061
0	0	5,400	et	ght Fiber No	later & Li	Maintenance & Rental Contract	7790-05	5,400	5,400	4,500
0	0	500				M & S Equipment	7800	500	0	0
0	0	242,870		VICES	AND SEF	TOTAL MATERIA		157,465	113,493	91,752
						CAPITAL OUTLAY				
0	0	0				Building Improvements	8800	0	0	0
0	0	0		<u>.Y</u>	L OUTLA	TOTAL CAP		0	0	0
0	0	242,870		S	REMENT	TOTAL RE		157,465	113,493	91,752

20 ADOPTE BUDGI	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	ent :01 - ADMINISTRATION on :005 - MAYOR & CITY COUNCIL am :N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			REQUIREMENTS				
			<u>SERVICES</u>				
	0	36,514		3,443 7000-05 City Recorder Administrative	33,443	21,584	6,050
	0	0	es - Regular Part Time	0 7000-10	0	3,924	6,184
	0	900	es - Overtime	749 7000-20	749	397	657
	0	2,320	- FICA - Social Security	2,119 7300-05	2,119	1,438	766
	0	542	s - FICA - Medicare	496 7300-06	496	336	179
	0	8,688	- PERS - OPSRP - IAP	7,799 7300-15	7,799	4,967	3,064
	0	8,900	s - Medical Insurance	3,008 7300-20	8,008	6,852	2,411
	0	1,400	s - VEBA Plan	700 7300-22	700	1,000	451
	0	66	- Life Insurance	66 7300-25	66	62	35
	0	200	s - Long Term Disability	184 7300-30	184	154	69
	0	130	- Workers' Compensation Insurance	123 7300-35	123	86	40
	0	18	- Workers' Benefit Fund	18 7300-37	18	16	9
	0	200	- Volunteers - Workers' Compensation Insurance	400 7400-10	400	109	402
	0	59,878	TOTAL PERSONNEL SERVICES	,105	54,105	40,924	20,317
			AND SERVICES				
	0	750	& Printing	500 7520	500	441	1,374
	0	700	ations	500 7620	500	693	465
	0	150	pplies	150 7660	150	26	0
	0	1,200	oplies - Office Supplies	1,200 7660-05	1,200	889	789
	0	100	oplies - Postage	150 7660-15	150	73	20
	0	75,028	ervices	7,000 7750	77,000	15	5
				<u>Descripti</u> Section 1 Strategic			
	0	15,000	ervices - Community Outreach	5,000 7750-06	15,000	24,786	7,920
	0	12,266	er Charges sts shared city-wide	2,493 7840 I.S. Fund mat	12,493	8,082	10,907

2019	2019		Department :01 - ADMINISTRATION					2017	2016
APPROVED			L	COUNC	Section :005 - MAYOR		AMENDED	ACTUAL	ACTUAL
BUDGET	BUDGET	Program :N/A					BUDGET		
0	1,600			ncil	03 M & S Computer Charges - Cit	7840-03	0	6,654	15,740
		<u>Total</u>	Amt/Unit	<u>Units</u>	<u>escription</u>	<u>Descript</u>			
		1,600	1,600	1	eplacement laptop - Civic Hall	Replace			
0	25,000				Mayor/City Council Expenses	8005	25,000	26,220	26,972
0	131,794		RVICES	ND SE	TOTAL MATERI		131,993	67,878	64,192
					CAPITAL OUTLAY				
0	0				. , , ,		2,060	2,048	2,261
0	0		<u>\Y</u>	OUTLA	TOTAL CA		2,060	2,048	2,261
0	191,672		S	EMENT	TOTAL RE		188,158	110,851	86,770
	0 0 0 0	PROPOSED BUDGET APPROVED BUDGET 1,600 0 25,000 0 131,794 0 0 0 0 0	PROPOSED BUDGET APPROVED BUDGET 1,600 0 Total 1,600 0 25,000 0 131,794 0 0 0 0 0	PROPOSED BUDGET APPROVED BUDGET 1,600 0	R & CITY COUNCIL PROPOSED BUDGET SUDGET PROPOSED BUDGET PROPOSED BUDGET	Section : 005 - MAYOR & CITY COUNCIL Program : N/A M & S Computer Charges - City Council ion Units Amt/Unit Total ment laptop - Civic Hall 1 1,600 1,600 Mayor/City Council Expenses 25,000 0 TOTAL MATERIALS AND SERVICES 131,794 0 CAPITAL OUTLAY Capital Outlay Computer Charges iotal outlay costs shared city-wide TOTAL CAPITAL OUTLAY TOTAL CAPITAL OUTLAY O O O O O O O O O O O O O	Section :005 - MAYOR & CITY COUNCIL PROPOSED BUDGET BUDGET	AMENDED BUDGET Section :005 - MAYOR & CITY COUNCIL PROPOSED BUDGET APPROVED BUDGET 0 7840-03 M & S Computer Charges - City Council 1,600 0 Description Replacement laptop - Civic Hall 1 1,600 1,600 1 25,000 8005 Mayor/City Council Expenses 25,000 0 131,993 TOTAL MATERIALS AND SERVICES 131,794 0 2,060 8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide 0 0 2,060 TOTAL CAPITAL OUTLAY 0 0	ACTUAL AMENDED BUDGET Section :005 - MAYOR & CITY COUNCIL PROPOSED BUDGET

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
88,393	135,955	144,141	Deputy City City Record	Salaries & Wages - Regular Full Time y - 0.70 FTE Attorney - 0.50 FTE er / Legal Assistant - 0.35 FTE ve Specialist II - 0.20 FTE	172,883	0	0
6,184	3,924	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
8	313	102	7000-20	Salaries & Wages - Overtime	450	0	0
6,808	0	0	7000-32	Salaries & Wages - Moving Allowance	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	600	0	0
6,089	8,197	8,767	7300-05	Fringe Benefits - FICA - Social Security	10,447	0	0
1,424	1,925	2,092	7300-06	Fringe Benefits - FICA - Medicare	2,522	0	0
23,010	27,126	35,825	7300-15	Fringe Benefits - PERS - OPSRP - IAP	44,098	0	0
10,432	22,887	24,473	7300-20	Fringe Benefits - Medical Insurance	21,220	0	0
2,951	2,575	2,525	7300-22	Fringe Benefits - VEBA Plan	3,350	0	0
96	168	162	7300-25	Fringe Benefits - Life Insurance	190	0	0
481	788	794	7300-30	Fringe Benefits - Long Term Disability	950	0	0
144	254	277	7300-35	Fringe Benefits - Workers' Compensation Insurance	342	0	0
27	42	44	7300-37	Fringe Benefits - Workers' Benefit Fund	51	0	0
146,047	204,153	219,202		TOTAL PERSONNEL SERVICES	257,103	0	0
				MATERIALS AND SERVICES			
27	425	500	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	500	0	0
2,542	6,288	10,000	Professiona	Travel & Education I association conferences, seminars, and workshops including travel and meal ssional memberships, dues, subscriptions, professional reference materials for bring.	10,000	0	0
1,000	900	1,800	7610-05	Insurance - Liability	1,600	0	0
522	558	800	7620	Telecommunications	800	0	0
453	8,683	2,000	7660-05	Materials & Supplies - Office Supplies	2,000	0	0
111	70	200	7660-15	Materials & Supplies - Postage	150	0	0

				0. 0=::=::::::::::::::::::::::::::::::::						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Department :01 - ADMINISTI Section :008 - LEGAL	RATION			2019 PROPOSED	2019 APPROVED	2019 ADOPTED
		BUDGET		Program :NA				BUDGET	BUDGET	BUDGET
17	31	50	7750	Professional Services				46	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Section	125 administration fee	1	46	46			
16,501	21,944	3,000	7750-09 Contract leg	Professional Services - Legal al services to provide City Attorney with ass	istance on pro	ojects.		3,000	0	0
2,479	1,102	2,499	7840 I.S. Fund ma	M & S Computer Charges aterials & supplies costs shared city-wide				3,733	0	0
3,730	2,645	3,500	7840-08	M & S Computer Charges - Legal				0	0	0
27,381	42,647	24,349		TOTAL MATERIALS	S AND SE	RVICES		21,829	0	0
				CAPITAL OUTLAY						
514	279	412	8750 I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide	3			0	0	0
514	279	412		TOTAL CAPIT	AL OUTL	AY		0	0	0
173,942	247,080	243,963		TOTAL REQU	JIREMENT	S		278,932	0	0

				0. 01.11.11.11.01.12			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				MISCELLANEOUS			
0	10,000	0	6405	Donations - Administration	0	0	0
0	0	10,000		Donations - Public Art ations for the Public Art Program	10,000	0	0
6,648	0	10,000		Donations - Public Art - Dedicated ations for specific pieces of artwork for the Public Art Program	10,000	0	0
6,648	10,000	20,000		TOTAL MISCELLANEOUS	20,000	0	0
6,648	10,000	20,000		TOTAL RESOURCES	20,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		· · · · · · · · · · · · · · · · · · ·	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A				2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				MATERIALS AND SERVICES						
25,941	16,205	16,900	City contri	Holiday Lighting bution to community-wide Holiday Lighting F lly electrical charges for 3rd Street kiosks.	rogram, a publ	ic/private part	nership,	12,400	0	0
			<u>Desci</u>	<u>iption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Electr	icity for 3rd Street kiosks	1	2,100	2,100			
			Holida	ay lighting for City buildings	1	7,800	7,800			
			Maint	enance of lights on Adams St sequoia	1	2,500	2,500			
8,596	9,797	10,000		M&S Downtown Public Art Progual support of Downtown Public Art Program rariums.		stal constructi	on and	10,000	0	0
0	0	10,000	8012-05 Public art	M&S Downtown Public Art Prog ourchases funded through revenue account			Art	10,000	0	0
7,094	0	10,000	8012-10 Public dor Program;	M&S Downtown Public Art Prog ations for purchase of specific pieces of arts funded through revenue account 6490-10, D	vork for the Dov	wntown Public	Art	10,000	0	0
30,200	57,855	25,000	Funds awa	Community Services arded by City Council to community nonprofitals and objectives, meeting community nee	t organizations ds, and providir	for projects sung a public be	upporting nefit	25,000	0	0
14,000	14,000	14,000	City's conf	McMinnville Downtown Associa ribution to the McMinnville Downtown Associated District assessment.		a Downtown	Economic	14,000	0	0
22,500	22,500	22,500		Yamhill Co - YCTA sportation program support.				22,500	0	0
39,882	59,997	60,000	8060	Economic Development				78,000	0	0
				iption nnville Economic Development Partnership ill Parkway Committee support	<u>Units</u> 1 1	Amt/Unit 60,000 18,000	<u>Total</u> 60,000 18,000			
148,213	180,354	168,400		TOTAL MATERIA	LS AND SEI	RVICES		181,900	0	0
148,213	180,354	168,400		TOTAL REG	UIREMENT	S		181,900	0	0

			01 - GENERAL FUND			
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N /A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	121,339	O5 Salaries & Wages - Regular Full Time torney - 0.20 FTE Resources Manager - 1.00 FTE torder / Legal Assistant - 0.15 FTE strative Specialist II - 0.10 FTE	53,491	56,249	30,248
0	0	0	15 Salaries & Wages - Temporary	0	0	0
0	0	675	20 Salaries & Wages - Overtime	2,498	1,268	3,243
0	0	7,470	95 Fringe Benefits - FICA - Social Security	3,421	3,477	1,990
0	0	1,771	P6 Fringe Benefits - FICA - Medicare	813	813	465
0	0	35,247	15 Fringe Benefits - PERS - OPSRP - IAP	12,891	15,182	9,123
0	0	26,250	20 Fringe Benefits - Medical Insurance	9,717	5,704	5,748
0	0	4,150	22 Fringe Benefits - VEBA Plan	850	1,000	1,000
0	0	156	25 Fringe Benefits - Life Insurance	76	31	53
0	0	668	Fringe Benefits - Long Term Disability	294	220	157
0	0	374	Fringe Benefits - Workers' Compensation Insurance	152	144	100
0	0	42	Fringe Benefits - Workers' Benefit Fund	21	16	17
0	0	198,142	TOTAL PERSONNEL SERVICES	84,224	84,106	52,144
			MATERIALS AND SERVICES			
0	0	500	Public Notices & Printing	500	0	0
0	0	500	Safety Training/OSHA	500	0	0
0	0	4,000	Travel & Education sional association conferences, seminars and workshops including travel and meal professional memberships, dues, subscriptions, and reference materials.	4,000	1,883	642
0	0	800	Telecommunications	800	606	668
0	0	1,000	Materials & Supplies	1,000	159	202
0	0	500	Materials & Supplies - Office Supplies	1,000	785	382
0	0	200	15 Materials & Supplies - Postage	200	71	317

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : 01 - ADMIN Section : 012 - HUMAN Program : N/ A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	27,000				Professional Services	50 7	660	2,223
			<u>Total</u>	Amt/Unit	<u>Units</u>	escription			
			33	33	1	ection 125 administration fee			
			1,967	1,967	1	liscellaneous professional services			
			25,000	25,000	1	alary survey - consultant			
0	0	34,500		RVICES	AND SEF	TOTAL MATERI	8,050	4,163	4,434
0	0	232,642		S	REMENT	TOTAL RE	92,274	88,269	56,578

FINANCE DEPARTMENT

<u>Organization Set – Sections</u>

- Accounting
- Ambulance Billing

Organization Set #

01-03-013

01-03-016



General Fund – Finance

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

Accounting Section

The Finance Department provides many vital financial services to the City Council, Executive Team, operating Departments, and the citizens of McMinnville.

The Finance Department coordinates the preparation of the City's annual budget and provides valuable financial projections and long-term forecasts to the City's Budget Committee and City Council. It is essential that the City's decision-makers have current, accurate financial information when determining budgetary priorities and levels of service. The extremely detailed budget document prepared by the Finance Department and Executive Team demonstrates the City's commitment to accountability and transparency in all its financial activities.

In 2017 and 2018, the Finance Department played a critical role in the issuance of debt for urban renewal improvement projects (\$2.2 million); refinancing of the City's PERS transition liability (\$3.5 million); and issuance of general obligation bonds for transportation projects (\$7.9 million).

In addition, the Finance Department prepared the City's annual financial statements and Comprehensive Annual Financial Report (CAFR) for the 2016-17 fiscal year, receiving an unmodified opinion from the City's financial statement auditors. The City also received the Government Finance Officer Association's Certificate of Achievement for Excellence in Financial Reporting for the 28th consecutive year.

For the 2018-19 proposed budget, full time positions in Accounting remain at 5.0 full-time equivalent (FTE) consistent with 2017-18. The 2018-19 budget proposes a contract with a qualified CPA to assist with drafting the City's financial statements and preparing the CAFR. This practice has been very beneficial in the past, providing professional expertise and knowledge of current technical accounting standards, without the need to hire additional staff. The cost of the contract is included in the budget as professional services.

Ambulance Billing Section

Ambulance Billing is responsible for processing invoices for all emergency medical transports and submitting invoices for payment to Medicare, Medicaid, commercial insurance providers, or patients. For 2018-19, it is estimated that over 5,100 transports will be billed, totaling approximately \$3.6 million in billable charges. This revenue funds a significant portion of the City's Fire and Ambulance activities.

The Proposed 2018-19 budget includes 1.75 FTE for the Ambulance Billing Section consistent with 2017-18.

Core Services

Accounting Section

- Provide accounting services for all City financial operations, including payroll and fringe benefits, accounts payable, accounts receivable, and general ledger accounting
- Prepare the Comprehensive Annual Financial Report (CAFR) and coordinate the annual financial audit, maintaining unmodified audit opinions
- Prepare the City's annual budget, providing long-term forecasting and on-going monitoring of the budget
- Administer property and liability insurance claims
- o Coordinate issuance and management of the City's debt
- Administer collection of Transient Lodging Taxes
- Assist City departments, as needed, on various financial issues, including internal control development and compliance

Ambulance Billing Section

- Provide accurate and timely ambulance billing and collection services
- Work with the Fire Department Management Team to implement billing system changes, coordinate new procedures, and ensure compliance with State and Federal requirements

Future Challenges and Opportunities

Accounting Section

- Meet the challenge of implementing and administering unfunded state mandates, such as the Oregon Sick Leave Act and the new statewide transit tax assessed on employee wages, beginning in July 1, 2018
- Participate in the City's strategic and long range financial planning initiative and continue to develop and refine financial forecasting methodology
- Implement Logos modules, enhancing department efficiencies and enabling employees to access payroll information remotely
- Continue partnering with departments to identify opportunities for maximizing operating efficiencies, while promoting internal controls and compliance

Ambulance Billing

- Remain current on ambulance billing related rulings at the State and Federal level, including provisions of health care reform such as new billing codes; integrate these changes into the City's ambulance billing process
- Meet the challenges of coordinating Medicare and Medicaid billing as well as working with a wide variety of payment processing systems

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	27,341	24,500	24,100	(400)
Personnel Services	569,297	676,975	722,211	45,236
Materials & Services	117,797	86,095	83,718	(2,377)
Capital Outlay	1,490	1,319	-	(1,319)
Total Expenditures	688,584	764,389	805,929	41,540
Net Expenditures	(661,243)	(739,889)	(781,829)	41,940

Full-Time Equivalents (FTE)

Tan Timo =qantaronio (T	- ,		
	2017-18		2018-17
	Adopted		Proposed
_	Budget	Change	Budget
FTE Adopted Budget	6.88		
Extra Help - Finance		(0.07)	
Extra Help - Ambulance Billing		(0.01)	
FTE Proposed Budget		(80.0)	6.80



Grant Thornton LLP appointed City financial auditor

1997

General Fund – Finance

Historical Highlights

1983 1987	Finance Department transitions City accounting system to mainframe computer using Group 4 software Coopers & Lybrand appointed City financial auditor	2003	Governmental Accounting Standard Board Statement No. 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally	2007	In September 2007, City "goes live" with Logos.net's Financial Management Suite's general ledger, procurement, revenue collections, miscellaneous billing, and annual budget preparation functionality
1988	Finance Department purchases first PC which is shared and primarily used for budget preparation	2003	accepted accounting principles (GAAP) Property lien searches available via Internet	2008	In January 2008, City "goes live" with Logos.net's Human Resource Suite's payroll processing and position budgeting; followed by the
1989	First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting	2005	Talbot, Korvola, & Warwick LLP appointed City financial auditor In February, City Finance Department issues Request for Proposal for ERP	2011	annual budget preparation in Logos Ambulance Billing Coordinator and Billing Specialist relocate from Fire Hall to Finance Department office in City Hall
1995	Talbot, Korvola & Warwick appointed City financial auditor		System, and after conducting several rounds of demos and site visits,	2015	Merina & Co, LLP appointed City financial auditor
1997	YCOM begins contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration		recommends New World System's Logos.net ERP product to City Council		

			OI - GENERAL I GND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Section :013 - ACCOUNTING	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
29,275	24,700	24,000	5310 On-Line Lien Search Fees Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; City pays \$10 per search through expenditure account 7750-27, Professional Services-Net Assets.	24,000	0	0
29,275	24,700	24,000	TOTAL CHARGES FOR SERVICES	24,000	0	0
			MISCELLANEOUS			
613	2,640	500	6600-94 Other Income - Finance Miscellaneous Finance Department collections.	100	0	0
613	2,640	500	TOTAL MISCELLANEOUS	100	0	0
29,888	27,341	24,500	TOTAL RESOURCES	24,100	0	0

•	•			UI - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :03 - FINANCE Section :013 - ACCOUNTING	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
		BODOLI		Program :N/A	BODOLI	BODOLI	DODGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
7,577	1,219		7000	Salaries & Wages	0	0	0
324,473	280,181	337,989			354,443	0	0
5,166	5,319	1,500	7000-15	Salaries & Wages - Temporary	0	0	0
5,599	12,213	5,000	7000-20	Salaries & Wages - Overtime	4,000	0	0
300	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
3,821	1,041	0	7300	Fringe Benefits	0	0	0
19,912	17,543	21,359	7300-05	Fringe Benefits - FICA - Social Security	22,223	0	0
4,657	4,103	4,995	7300-06	Fringe Benefits - FICA - Medicare	5,197	0	0
82,125	66,163	98,920	7300-15	Fringe Benefits - PERS - OPSRP - IAP	100,212	0	0
42,867	46,518	63,026	7300-20	Fringe Benefits - Medical Insurance	71,686	0	0
8,000	5,208	5,500	7300-22	Fringe Benefits - VEBA Plan	11,000	0	0
498	425	540	7300-25	Fringe Benefits - Life Insurance	540	0	0
1,718	1,596	1,834	7300-30	Fringe Benefits - Long Term Disability	1,928	0	0
1,044	918	1,240	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,254	0	0
149	116	147	7300-37	Fringe Benefits - Workers' Benefit Fund	145	0	0
507,906	442,564	542,050		TOTAL PERSONNEL SERVICES	572,628	0	0
				MATERIALS AND SERVICES			
471	777	800	7500	Credit Card Fees	800	0	0
3,449	2,609	3,500	7520	Public Notices & Printing	3,500	0	0
113	560	900	7540 Costs shared	Employee Events city-wide for employee training, materials, and events.	800	0	0
14,951	10,734	14,000	Professional	Travel & Education association dues, subscriptions, staff training, continuing professional education, vider conference, etc.	15,000	0	0
4,200	3,600	4,600	7610-05	Insurance - Liability	4,900	0	0
3,428	3,505	4,000	7620	Telecommunications	4,000	0	0
				Materials & Supplies - Office Supplies	5,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :03 - FINANCE Section :013 - ACCOUNT Program :NA	ING			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
226	-89	1,000	7660-10	Materials & Supplies - Office Sup	oplies Invent	ory		2,500	0	0
4,407	3,778	4,500	7660-15	Materials & Supplies - Postage				4,500	0	0
0	0	250	7720-06	Repairs & Maintenance - Equipm	nent			250	0	0
1,278	59,393	20,950	7750	Professional Services				12,990	0	0
			Audit fe	tion 125 administration fee e allocation t accounting services	<u>Units</u> 1 1 1	Amt/Unit 90 900 12,000	<u>Total</u> 90 900 12,000			
1,937	1,744	1,200	7750-24	Professional Services - Audit				1,200	0	0
			<u>Descrip</u> Audit fe	<u>tion</u> e allocation	<u>Units</u> 1	<u>Amt/Unit</u> 1,200	<u>Total</u> 1,200			
10,150	9,880	11,000	liens. Title o	Professional Services - Net Assertine lien search program allows title components are billed \$25 per lien search; research Fees. City pays Net Assets \$10 per lien search	panies to checevenue recorde			11,000	0	0
750	0	0	7750-57	Professional Services - Financin	g Administr	ation		0	0	0
2,680	3,305	3,500		Maintenance & Rental Contracts nner / copier lease and per page cost.				3,500	0	0
0	1,190	1,000	7800-03	M & S Equipment - Office				1,000	0	0
8,924	5,888	7,995		M & S Computer Charges aterials & supplies costs shared city-wide				8,533	0	0
4,682	5,508	1,850	7840-05	M & S Computer Charges - Acco	unting			4,200	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				k printer maintenance	1	300	300			
				ement laptop ement printer - north office	1	1,600 1,200	1,600 1,200			
			•	ement scanner	1	1,100	1,100			
64,415	115,745	86,045		TOTAL MATERIAL	S AND SEI	RVICES		83,673	0	0
				CAPITAL OUTLAY						
1,850	1,490	1,319		Capital Outlay Computer Charge pital outlay costs shared city-wide	es			0	0	0
4 050	1,490	1,319		TOTAL CAPI	TAL OUTLA	AY		0	0	0
1,850	1,100	,								

	-			OI - GENERAL I OND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
52,679	54,162	55,834	7000-05 Accounts Re	Salaries & Wages - Regular Full Time eceivable Billing Coordinator - 1.00 FTE	61,195	0	0
35,278	24,964	29,854	7000-10 Accounts Re	Salaries & Wages - Regular Part Time eceivable Billing Specialist - 0.75 FTE	32,361	0	0
461	546	1,250	7000-15 Extra Help -	Salaries & Wages - Temporary Ambulance Billing - 0.05 FTE	1,000	0	0
253	5,090	1,000	7000-20	Salaries & Wages - Overtime	2,000	0	0
0	600	900	7000-37	Salaries & Wages - Medical Opt Out Incentive	900	0	0
5,273	5,126	5,509	7300-05	Fringe Benefits - FICA - Social Security	6,042	0	0
1,233	1,199	1,289	7300-06	Fringe Benefits - FICA - Medicare	1,413	0	0
21,481	20,857	24,911	7300-15	Fringe Benefits - PERS - OPSRP - IAP	27,865	0	0
17,025	12,252	12,330	7300-20	Fringe Benefits - Medical Insurance	13,706	0	0
3,000	1,000	1,000	7300-22	Fringe Benefits - VEBA Plan	2,000	0	0
213	189	216	7300-25	Fringe Benefits - Life Insurance	216	0	0
488	422	462	7300-30	Fringe Benefits - Long Term Disability	494	0	0
285	277	317	7300-35	Fringe Benefits - Workers' Compensation Insurance	338	0	0
54	50	53	7300-37	Fringe Benefits - Workers' Benefit Fund	53	0	0
137,723	126,732	134,925		TOTAL PERSONNEL SERVICES	149,583	0	0
				MATERIALS AND SERVICES			
23	2,053	50	7750	Professional Services	45	0	0
			<u>Descrip</u> Section	tion Units Amt/Unit 125 administration fee 1 45	<u>Total</u> 45		
23	2,053	50		TOTAL MATERIALS AND SERVICES	45	0	0
137,745	128,785	134,975		TOTAL REQUIREMENTS	149,628	0	0

ENGINEERING DEPARTMENT



General Fund - Engineering 2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

During fiscal year 2018-19, the Engineering staff will continue to provide project management, design, construction surveying, bid document and specification development, contract administration, inspection, and other technical assistance in support of advancing the City Council's goal to plan and construct capital projects, including:

- The design and construction of Apron improvement/reconstruction project at the airport (Airport Fund);
- The completion of the Hill Road corridor improvements project (Transportation Bond);
- The construction of the 1st & 2nd Street pedestrian improvements project (Transportation Bond);
- The construction of pedestrian & safety improvement projects (Transportation Bond);
- The construction of the 2018 Contract Overlays (Transportation Bond) & 2018 Slurry Seals (State Gas Taxes) projects;
- The design and construction of the Old Sheridan Road corridor improvements project (Transportation Bond);
- The construction of the 12th Street sanitary sewer rehabilitation project (Wastewater Capital Fund); and
- The construction of the WRF tertiary filtration system expansion project (Wastewater Capital Fund).

Core Services

- Monitor public infrastructure improvements constructed as part of privately funded development projects.
- Manage the City's transportation, wastewater, storm sewer, and airport infrastructure and systems.
- Provide project management services for the City's capital improvement projects.
- Administer the City's private sewer lateral replacement program.
- Maintain and update the City's public infrastructure records, including Geographic Information System (GIS), Hansen sanitary sewer maintenance system, as-built drawings, system maps, plats, etc.
- Perform "Call Before You Dig" utility locates.

Future Challenges and Opportunities

- Develop and/or maintain adequate funding sources to implement projects in the updated infrastructure master plans, i.e., wastewater, storm drainage, and transportation.
- Build redundancy for critical functions within the department.



To date, the Engineering Department has evaluated 2,117 private sewer laterals.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	74,554	40,500	50,500	10,000
Personnel Services	803,711	944,168	973,782	29,614
Materials & Services	63,833	89,650	99,425	9,775
Capital Outlay	1,663	1,472	18,000	16,528
Total Expenditures	869,207	1,035,290	1,091,207	55,917
Net Expenditures	(794,653)	(994,790)	(1,040,707)	45,917

Full-Time Equivalents (FTE)

Tan Timo Equitationico (i Ti	<u>-, </u>		
	2017-18		2018-19
	Adopted		Proposed
_	Budget	Change	Budget
FTE Adopted Budget	7.92		
Permit Technician - Eng/Bldg		(0.50)	
Permit Technician - Combined Depts	3	0.40	
FTE Proposed Budget		(0.10)	7.82

Community Development

Measure 47/50, but with the ultimate goal of a one-stop

development center --- includes

Engineering, Building, Planning, Airport, Wastewater Services, Park

Maintenance and Public Works.

Department reorganized related to

1997

1967 1992	City Manager appoints City's first Public Works Director. City adds Assistant City Engineer position.	2005	City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and Planning Departments.
1996	City creates a Geographic Information System (GIS).	2007	Engineering, Building, and Planning Departments
1997	City Council adopts private lateral sewer ordinance defining the responsibilities for property owners		complete move to the Community Development Center.
	to repair defective sewer laterals. Engineering Department assumes administration of ordinance.	2008	The Engineering Department issues and tracks 46 right-ofway permits for Verizon



The Engineering Department received 2,464 locate requests in 2017.

2015 A second Project Manager position was added.

the City.

Northwest's FIOS fiber optic

network installation throughout

2017 Administrative Assistant II – Public Affairs position was added.

General Fund - Engineering

2018-2019 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

Fund	Number of		Total	Detailed	Summary
Department	Employees	Range	Salary	Page	Amount
Permit Technician	1	329	48,360		
General Fund					
Engineering (0.50 FTE)				20	24,180
Planning (0.10 FTE)				25	4,836
Building Fund (0.40 FTE)				204	19,344

				0:			
2016	2017	2018		Department :05 - ENGINEERING	2019	2019	2019
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
17,994	74,465	40,000	5320	Engineering Fees	50,000	0	0
				harges for City inspection and plan review of development projects at the rate of			
			5% for first \$	\$100,000 and 3% over \$100,000 of project costs.			
17,994	74,465	40,000		TOTAL CHARGES FOR SERVICES	50,000	0	0
				MISCELLANEOUS			
583	89	500	6600-96	Other Income - Engineering	500	0	0
583	89	500		TOTAL MISCELLANEOUS	500	0	0
18,576	74,554	40,500		TOTAL RESOURCES	50,500	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :05 - ENGINEERING Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
11,617	243	0	7000	Salaries & Wages	0	0	0
498,960	517,889	580,025	Engineering Project Man GIS / CAD S Engineering Permit Tech	Salaries & Wages - Regular Full Time Development Director - 1.00 FTE Services Manager - 1.00 FTE ager - 2.00 FTE System Specialist - 1.00 FTE Technician - 1.00 FTE nician - Combined Depts - 0.50 FTE ve Specialist II - Public Affairs - 1.00 FTE	593,171	0	0
7,021	9,792	11,152	7000-15 Extra Help -	Salaries & Wages - Temporary Engineering - 0.32 FTE	11,288	0	0
5	0	500	7000-20	Salaries & Wages - Overtime	500	0	0
6,480	6,480	6,480	7000-30 Community	Salaries & Wages - Auto Allowance Development Director's \$540 per month automobile allowance.	6,480	0	0
700	800	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
5,455	631	0	7300	Fringe Benefits	0	0	0
30,409	31,376	36,116	7300-05	Fringe Benefits - FICA - Social Security	36,686	0	0
7,172	7,479	8,673	7300-06	Fringe Benefits - FICA - Medicare	8,866	0	0
118,030	125,616	168,381	7300-15	Fringe Benefits - PERS - OPSRP - IAP	169,738	0	0
75,284	82,649	107,372	7300-20	Fringe Benefits - Medical Insurance	112,706	0	0
14,800	7,900	10,150	7300-22	Fringe Benefits - VEBA Plan	18,500	0	0
686	713	820	7300-25	Fringe Benefits - Life Insurance	810	0	0
2,703	2,780	3,110	7300-30	Fringe Benefits - Long Term Disability	3,176	0	0
8,827	9,169	11,159	7300-35	Fringe Benefits - Workers' Compensation Insurance	11,605	0	0
205	195	230	7300-37	Fringe Benefits - Workers' Benefit Fund	256	0	0
788,354	803,711	944,168		TOTAL PERSONNEL SERVICES	973,782	0	0
				MATERIALS AND SERVICES			
100	556	900	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	900	0	0
4,587	7,409	11,000	Membership	Travel & Education os in professional organizations, registrations for conferences and seminars, City continuing education, and reference materials.	13,500	0	0
1,127	1,435	2,000	7590	Fuel - Vehicle & Equipment	2,400	0	0

						OI - OLIVEINAL I OIVE				
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			G	Department :05 - ENGINES Section :N/A Program :N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	4,000		manaa 200/	o otrioit / ox	Electric & Natural Gas		3,750	3,477	3,165
0	0	6,900		pense, ~38%	ectricity ex	share of Community Development Cent Insurance - Liability	7610-05	5.800	4,600	4,500
0	0	1,500				Insurance - Property	7610-10	,	1,900	1,500
0	0	6,200				Telecommunications		5,750	5,563	5,147
0	0	3,450	/ costs,	ce and supply	torial servi	Janitorial share of Community Development Cent	7650	3,100	2,895	2,393
0	0	10,000	es.	als and suppli	ing materia	Materials & Supplies ety equipment, office, engineering, and s		10,000	5,945	10,650
0	0	1,600				Repairs & Maintenance quipment repairs and maintenance.		1,500	612	109
0	0	3,800	s, ~38%.	improvements		Repairs & Maintenance - Buildir share of Community Development Cent	7720-08 Department's	3,800	3,504	2,609
0	0	4,200		est control, ga	ncluding pe	Repairs & Maintenance - Buildir share of routine building maintenance co and lighting repair and maintenance, go and carpet cleaning, ~38%.	service, alarm	3,200	1,053	926
0	0	11,090				Professional Services		6,200	1,266	1,913
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>on</u>	Description			
			90	90	1	25 administration fee	Section 1			
			1,000	1,000	1	allocation				
			10,000	10,000	1	eous professional service	Miscellan			
0	0	1,150				Maintenance & Rental Contracts copier maintenance contract	7790 Large format	950	926	820
0	0	3,600			,	Maintenance & Rental Contracts Center	7790-20	3,900	2,907	1,836
			onitoring;	ces; alarm mo	VAC servi	share of Community Development Cent intenance; and copier lease, ~38%.	Department's landscape ma			
0	0	0				M & S Equipment	7800	0	0	0
0	0	10,485				M & S Computer Charges erials & supplies costs shared city-wide		8,925	6,561	8,259

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			•	Department : 05 - ENGINEERIN Section : N/A Program : N/ A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	14,650			ng		7,175 7840-	17,175	13,224	20,722
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	<u>De</u>			
			2,850	2,850	1	Accela permits - 15% - shared with Plan and Bldg	Ac			
			3,250	3,250	1	Hansen sewer database 25% - shared with Street, Park Maint, WWS				
			2,050	2,050	1	ESRI Arcview 17% - shared with Bldg, Plan, Eng, Street, WWS				
			3,300	3,300	1	AutoCAD maintenance - 66% - shared with Planning	Au			
			1,500	1,500	1	Replacement workstation	Re			
			1,700	1,700	1	Plotter maintenance	Ple			
0	0	99,425		RVICES	ND SEF	TOTAL MATERIALS	9,650	89,650	63,833	70,364
						CAPITAL OUTLAY				
0	0	0				8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	1,472 8750 I.S. Fu	1,472	1,663	1,712
0	0	13,000		ing	ngineer	8750-10 Capital Outlay Computer Charges -	0 8750 -	0	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	<u>De</u>			
			5,000	5,000	1	Hansen software upgrade (25% shared with Park Mnt, Street, WWS)				
			8,000	8,000	1	Fullsize Scanner/Plotter Replacement (80%, shared with Building)				
0	0	5,000	lic Affairs	e used by Publ	ire. To b	8850 Vehicles Department purchase of retired fleet vehicle from Police or Specialist.		0	0	0
0	0	18,000		<u>\Y</u>	OUTLA	TOTAL CAPITAI	1,472	1,472	1,663	1,712
0	0	1,091,207		S	EMENT	TOTAL REQUIF	5,290	1,035,290	869,207	860,431

PLANNING DEPARTMENT

Budget Highlights

The mission of the City of McMinnville is to maintain a safe and livable environment within the community. The Planning Department achieves this by providing excellent customer service, public engagement, and proactive planning programs to promote McMinnville as the most livable and prosperous city in the state of Oregon now and into the future. This mission drives the department's work and service to the community. It is achieved through implementing the City of McMinnville's Comprehensive Plan and its subset of plans, codes and strategies that provide a visionary and comprehensive approach to community building, livability, commerce and public health. The Planning Department's role is to facilitate the continual community dialogue to strategically update and implement these plans to provide a high quality of life for both current and future generations, and at the same time maintain a sustainable business model of municipal tax base and service levels.

The Planning Department provides four primary services: current planning, long-range planning, citizen involvement, and economic development. With 3.5 FTEs, the Planning Department in 2017 issued 156 land-use decisions and staffed six volunteer committees - the Affordable Housing Task Force, Historic Landmarks Committee, Housing for Homeless Subcommittee, Landscape Review Committee, Planning Commission and Urban Renewal Advisory Committee; and partners with McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association and Visit McMinnville on promoting McMinnville for economic development opportunities, business investment and job creation.

The Planning Department also initiates and facilitates community dialogues about how the community would like to see McMinnville grow now and in the future, either as an entire community or in special district areas. These efforts include supporting specially appointed Citizen Advisory Committees and Technical Advisory Committees that help lead the community through the dialogue.

2017 ACCOMPLISHMENTS:

LAND-USE DECISIO	<u>NS</u>			
156 Land-Use	330 Apartments	275 Single Family	47 Landscape	9 Legislative
Decisions Issued	•	Dwelling Units	Plans	Initiatives

ENGAGED CITIZEN INVOLVEMENT			
VOLUNTEER COMMITT	EES	PUBLIC PE	ROCESS
Planning Commission Historic Landmarks Committee Landscape Review Committee Affordable Housing Task Force Housing for Homeless Urban Renewal Advisory Committee	6 Standing Committees 50 Volunteers Meeting Monthly 72 Public Meetings 925 Volunteer Hours	Issued 56 Public Notices to 1230 People	Hosted 22 Public Hearings

	GRANTS		PARTN	ERSHIPS
TGM Grant - \$170,000 for Three Mile Lane	\$30,000 for Buildable Lands Inventory, Housing Needs Analysis and Housing Strategy	\$12,000 for Historic Preservation Plan	University of Oregon Green Cities Initiative – Three Mile Lane	Yamhill County - Health and Human Services, Americorps Volunteer, Housing for Homeless

Current planning activities are funded by both General Fund support and planning permit fees. Currently, the General Fund supports approximately 90 percent of the Department's current planning budget, with the remaining ten percent generated from current planning landuse fees.

General Fund – Planning

Long range planning is typically funded by the General Fund, however for many years due to budget constraints, the city was not able to support long-range planning activities. However in Fiscal Year 2017-2018, the City was able to successfully leverage approximately \$72,000 towards \$212,000 in grants to initiate three major long-range planning activities – a residential buildable lands inventory, Three Mile Lane area study and a Historic Preservation Plan with a total value of \$284,000.

In recent years, due to budget constraints, staffing was reduced from 5.50 FTEs to 3.50 FTES and professional services were reduced significantly as well, essentially causing work on long-range planning to be delayed in order to ensure timely response to current planning demands (processing land use applications, providing assistance to the public, etc.). This left the City in a reactive planning position rather than a strategic planning position of planning and managing growth in the future, and ensuring that the foundational planning elements of the City support the community's values.

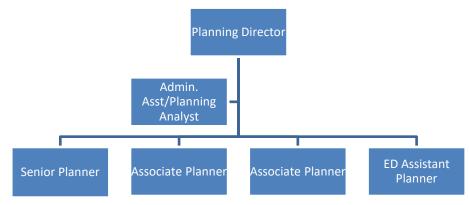
Work Product	2017-19	2019-21	2021-23
Long-Range Plans	Three Mile Lane Great Neighborhood Principles Annexation BLI - Housing Historic Preservation Plan Housing Needs Analysis / Strategy Economic Development Strategy	City Center Housing Strategy Downtown Plan Urban Reserve Area Airport Ec Dev Strategy	UGB Amendment Parks Master Plan Highway 99 Corridor Study
Comprehensive Plan Amendments	Citizen Involvement Park Zone Public Facility Zone	Airport Zone University Zone	
Zoning Ordinance Amendments	Travel Commercial Zone Wireless Facilities Landscape Trees Historic Preservation Multi-Family Residential Zone Amendments Neighborhood Meetings Accessory Dwelling Units Cottage Code Developments Sign Code Enforcement Site/Design Review	Commercial Zone Amendments Industrial Zones Site/Design Review Output Outpu	Planned Development Land Division Standards

The Planning Department Five-Year Strategic Work Plan

In the 2016-2017 planning budget, funds were allocated for the department to undertake a strategic operational review and assessment. This effort led to an evaluation of long-range planning

needs and a five-year strategic plan to address those needs. Two additional FTEs and approximately \$1,700,000 were identified as the resources needed to bring the long-range planning program up-to-date and in a strategic position for McMinnville.

Understanding that those resources are not currently fully available, the department is doing what it can to prepare a foundation for a future long-range planning program with existing resources. The FTE that was historically devoted to an Executive Secretary position was reclassified as an Associate Planner in 2016-17. Administrative processes were evaluated for efficiencies and the department is working with higher education partners and granting sources to try and implement long-range planning efforts and community dialogue in new, innovative ways. The 2017-2018 budget started this process and the proposed 2018-19 budget reflects some of those strategies and initiatives and starts to address the long-range planning needs of the community by adding a new planning FTE and restructuring the staffing chart in order to move a part-time permit technician to a full-time planning analyst position restoring the department to 5.00 FTEs.



New staffing structure for the Planning Department

The new staffing structure also includes the contemplation of a new Economic Development Assistant Planner to support the business licensing program if the city chooses to enact one. This position would be funded by business licensing revenue and is cost neutral to the General Fund.

General Fund – Planning

The Planning Department's 2018-19 proposed budget also includes two additional structural staffing changes from previous years:

- Reallocation of the Planning Director's Position: In addition to the restructuring of the Planning Department staffing, the Planning Director's position has been reallocated as the department has evolved to include the Building Division and providing staffing services to the McMinnville Urban Renewal Agency. 25% of the Planning Director's time is now allocated to the Building Fund and another 25% of the Planning Director's time has been allocated to the Urban Renewal Fund. These new allocations are reflective of work performed and provide an opportunity to fund additional longrange planning projects in a cost neutral manner to the General Fund.
- Code Enforcement Relocation to Planning Department: Additionally the Planning Department's 2018-2019 personnel budget reflects the relocation of the code enforcement division from the Police Department to the Planning Department with the transfer of a Code Compliance Officer II and Code Compliance Officer I position added to the staffing structure (reclassified as nonrepresented positions). This does not include the traffic code enforcement officer which will remain with the Police Department.

The Planning Department's 2018-19 proposed budget will allow the Department to offer the following services:

- Current Planning: Continue to provide timely response to current planning responsibilities;
- Long Range Planning: Access resources and grants available to reinvigorate a long-range planning program that is both responsive to state mandates and strategic for McMinnville with a focus on Historic Preservation Planning, a Buildable Lands Inventory, Housing Needs Analysis, Housing Strategy, a Three Mile Lane Overlay Master Plan for 2018-19, and an ADA Transition Plan.
- Growth Management: The strategic planning process has highlighted the need for McMinnville to start to have a discussion

about managed growth in McMinnville. The 2018-2019 budget includes \$50,000 to start a community dialogue about the community's vision for growth in the next twenty years updating the Comprehensive Plan.

- Public Outreach and Engagement: Identify and utilize the tools available to expand community engagement in long-range planning discussions that is broad in scope and engages a demographic profile representative of the community.
- Citizen Involvement: Continue to support citizen engagement and participation in the Planning Commission, Historic Landmarks Committee, Landscape Review Committee, McMinnville Affordable Housing Task Force, Housing for Homelessness Subcommittee and McMinnville Urban Renewal Advisory Committee.
- Economic Development: Develop a business licensing program to establish a community-wide business database that will support public safety efforts, business services and regulating specialty licenses. The City has negotiated a free business licensing software module with the state as part of the transition to an updated Accela software platform.
- Urban Renewal: Provide comprehensive staff support and guidance to McMinnville's Urban Renewal program.
- Code Compliance/Enforcement: a comprehensive centralized code compliance and enforcement program that serves the City of McMinnville.

Core Services

Current Planning

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

Long-Range Planning

- Maintain and update the comprehensive plan; analyze and forecast economic and growth related trends; and, assist in the preparation of utility master plans (i.e., transportation, sanitary, storm sewer, and parks) as per local, state, or federal dictates.
- Initiate strategic long-range plans that reflect the community's values and opportunities.
- Inform the City Council on matters of land use policy that affect McMinnville.

Citizen Involvement

- Staff and support five citizen involvement committees and several subcommittees – McMinnville Affordable Housing Task Force, Homelessness Subcommittee, Historic Landmarks Committee, Landscape Review Committee, Planning Commission, McMinnville Urban Renewal Advisory Committee.
- Ensure that the City is reaching out and allowing opportunities for public input and engagement in city planning activities.
- Continue to promote public outreach as the hallmark of city programs and projects.



Members of the McMinnville Planning Commission



Green Cities Design Charrette for Three Mile Lane Area Plan

Economic Development

- Advise and assist public, business and industry, and other agencies directly or indirectly involved in McMinnville's economic development.
- Serve as partner with McMinnville Industrial Promotions (MIP), McMinnville Area Chamber of Commerce, McMinnville Economic Development Partnership (MEDP), the McMinnville Downtown Association (MDA), and Visit McMinnville.
- Staff the McMinnville Urban Renewal Agency.

General Fund – Planning

Code Enforcement

- Respond to code enforcement complaints and work towards voluntary compliance with the appropriate tools necessary to abate and enforce as necessary to ensure compliance.
- Develop a property nuisance program that encourages pride of ownership.



Future Challenges and Opportunities

- Catching up on delinquent long-range planning activities will continue to be an issue for the City of McMinnville. With constrained resources, the Planning Department will need to continue to be creative and innovative about updating state and federally mandated plans, and undertake the critical strategic planning necessary for McMinnville to continue to grow in the manner that the community would like to see.
- Need to develop an internal electronic filing database for both internal and external efficiencies as current filing systems rely on paper copies that are disparate, not easy to access with limited indexing.

- Update the McMinnville Comprehensive Plan and Zoning Ordinance to reflect the values of the community and to ensure that future growth is enhancing what is unique about McMinnville. Many foundational documents have not been updated significantly since the 1980s and 1990s, (comprehensive plan, zoning ordinance and strategic plans) are severely outdated.
- With the approach of the City's Sesquicentennial (150th Birthday) in 2032, the City is in a perfect position to undertake a Comprehensive Plan and Community Visioning process in preparation for MAC's 150.
- Innovative ideas and programs should be supported and accessed by providing adequate training and support for planning staff and volunteers on the department's various committees – Historic Landmark Committee, Landscape Review Committee, McMinnville Urban Renewal Advisory Committee, McMinnville Urban Area Management Commission, and Planning Commission.
- Provide on-going training to staff and elected and appointed officials regarding land use.
- Develop a regional and state agency network of planning resources.
- Need to develop a code enforcement program that is strategic, community-based and focused on voluntary compliance with a performance metric of 80% voluntary compliance.
- Implementation of the economic development strategy that is developed in 2017-18,

General Fund – Planning

Department Cost Summary

		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	54,259	67,100	371,000	303,900
Personnel Services	414,540	458,199	908,004	449,805
Materials & Services	67,937	234,749	564,003	329,254
Capital Outlay	1,114	824	30,000	29,176
Total Expenditures	483,591	693,772	1,502,007	808,235
Net Expenditures	(429,332)	(626,672)	(1,131,007)	504,335

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
_	Budget	Change	Budget
FTE Adopted Budget	3.65		
Principal Planner		(1.00)	
Senior Planner		1.00	
Associate Planner		1.00	
Assistant Planner		1.00	
Planning Analyst		1.00	
Permit Technician - Combined Depts		(0.55)	
Code Compliance Officer II		1.00	
Code Compliance Officer I		1.00	
FTE Proposed Budget		4.45	8.10



Map of the Three Mile Lane Study Area



General Fund – Planning Dept

Historical Highlights

1856 W.T. Newby plats townsite that is to become McMinnville on five-acres just west of the present McMinnville Library.



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 McMinnville's population at 1,420.

First zoning ordinance adopted establishing zoning districts, directing the location of industry and trade, and regulating height of buildings.



1948 First McMinnville Planning Commission appointed.

McMinnville adopts its first downtown master plan, "Planning for the Central Area."



1970 City population passes 10,000 residents.

1981 City adopts its first comprehensive land use plan. The Oregon Land Conservation and Development Commission (LCDC) approves the plan in 1983.

1993 City residents exceed more than 20,000.

1996 City voters pass a Charter amendment requiring voter- approved annexation. By 2010, the voters approved 48 of 52 proposed annexations.

1999 City planners work with the Downtown Steering Committee to update the Downtown Master Plan.

The total number of housing units in McMinnville surpasses 10,000.

2004 Following more than a decade of explosive growth, McMinnville is Oregon's 15th most populated city at over 30,000 people.

Planning Department helps establish the McMinnville Economic Development Partnership (MEDP).



Planning Department relocates to the new Community Development Center (CDC).



2008 City Council adopts its first comprehensive Sign Ordinance and large format "Big Box" commercial design standards.

2009 Assists in completion and adoption of the City's first Transportation System Plan.



2011 Initiated the Northeast Gateway Plan and Implementation Strategy.



Assisted Council through Tax Increment Financing education and assessment for the NE Gateway District and historic downtown.

2012 A Council appointed Economic Opportunities Analysis Committee begins update of the 2001 EOA.

2012 An Urban Renewal
Feasibility Study is initiated
to examine the possible
creation of a local urban
renewal district.



2013 Principal Planner Ron Pomeroy elected MDA Board President.

The Council holds public hearings and adopts the Northeast Gateway Planned Development Overlay.

2014 The Council adopts the City's first Urban Renewal Plan. The 175-acre district includes land within the Northeast Gateway and historic downtown areas.



2014 The Council adopts an updated Economic Opportunities Analysis.

2014 Department awarded a
Certified Local Government
grant to assist the MDA in
historic preservation and
education efforts.

2015 Department begins managing a Community Development Block Grant to assist low income homeowners with critical home repairs.

Assists Council through reviewing and adopting zoning regulations addressing legal marijuana related businesses.



2016 Planning Director Heather Richards and new Associate

Planner, Chuck Darnell, are

hired

2017 Building Division moves to the

Planning Department to colocate development services.

2018 Code Enforcement moves to the

Planning Department.

General Fund - Planning

2018-2019 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

Fund	Number of			Detailed Summary	
Department	Employees	Range	Salary	Page	Amount
Permit Technician	1	329	48,360		
General Fund					
Engineering (0.50 FTE)				20	24,180
Planning (0.10 FTE)				25	4,836
Building Fund (0.40 FTE)				204	19,344

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			LICENSES AND PERMITS			
0	0	0	210 Business License roposed 2018-19 proposed budget includes general business license revenue; business will provide database and facilitate compliance with City codes	128,500 iness	0	0
20,203	37,326	25,000	Planning Fees - Land Use Fees ses for processing land use applications (e.g., variances, conditional use permits, zonanges, and plan amendments).	25,000 one	0	0
0	0	0	Planning Fees - Annexation Fees ses to cover Planning Commission public hearings, ballot preparation and notification spenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees	0 on	0	0
2,989	16,908	17,000	Planning Fees - Building Permit Review Fees ses to cover Planning Department costs associated with the review of building permit polications.	4,000 it	0	0
0	0	13,000	250-30 Planning Fees - Election Fees - Annexations nexation measure applicant "deposit" for the May 2018 non-primary election.	0	0	0
23,192	54,234	55,000	TOTAL LICENSES AND PERMITS	157,500	0	0
			INTERGOVERNMENTAL			
5,703	0	12,000	Federal NPS CLG Grant ederal National Park System (NPS) Certified Local Government (CLG) grant for exp esociated with hiring a consultant to conduct an Intensive Level Historic Resources of the prepare a Historic Preservation Plan.		0	0
0	0	0	ODOT State Grants - Transportation & Growth Mgt(TGM)	170,000	0	0
0	0	0	OR Dept of Land Conservation & Dev (DLCD)	30,000	0	0
14,338	0	0	070-05 Water & Light - Economic Development cMinnville Water and Light Department economic development support to help fund conomic development functions and Planning Department current and long-range plativities was discontinued in 2015-16		0	0
20,041	0	12,000	TOTAL INTERGOVERNMENTAL	206,000	0	0
			FINES AND FORFEITURES			
0	0	0	115 Code Enforcement nes for non-compliance with City ordinances and reimbursement to City for costs fo patement, towing, etc.	7,500 r weed	0	0
0	0	0	TOTAL FINES AND FORFEITURES	7,500	0	0
			MISCELLANEOUS			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
156	25	100	TOTAL MISCELLANEOUS	0	0	0
43,388	54,259	67,100	TOTAL RESOURCES	371,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 07 - PLANNING Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,571	3,437	0	7000	Salaries & Wages	0	0	0
270,368	262,061	296,344	Senior Plani Associate P Planning An Assistant Pl Code Comp Code Comp	Salaries & Wages - Regular Full Time rector - 1.00 FTE ner - 1.00 FTE rlanner - 2.00 FTE nalyst - 1.00 FTE anner - 1.00 FTE aliance Officer II - 1.00 FTE liance Officer I - 1.00 FTE unician - Combined Depts - 0.10 FTE	536,312	0	0
384	1,126	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	11,082	0	7000-32	Salaries & Wages - Moving Allowance	0	0	0
1,488	1,705	0	7300	Fringe Benefits	0	0	0
16,230	16,307	18,373	7300-05	Fringe Benefits - FICA - Social Security	33,251	0	0
3,796	3,814	4,298	7300-06	Fringe Benefits - FICA - Medicare	7,777	0	0
69,976	56,216	78,147	7300-15	Fringe Benefits - PERS - OPSRP - IAP	154,602	0	0
35,138	46,311	48,895	7300-20	Fringe Benefits - Medical Insurance	138,638	0	0
7,783	5,808	4,475	7300-22	Fringe Benefits - VEBA Plan	22,300	0	0
344	385	394	7300-25	Fringe Benefits - Life Insurance	874	0	0
1,313	1,520	1,618	7300-30	Fringe Benefits - Long Term Disability	2,944	0	0
3,587	4,672	5,549	7300-35	Fringe Benefits - Workers' Compensation Insurance	11,071	0	0
101	95	106	7300-37	Fringe Benefits - Workers' Benefit Fund	235	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
413,079	414,540	458,199		TOTAL PERSONNEL SERVICES	908,004	0	0
				MATERIALS AND SERVICES			
4,459	4,490	5,000	Planning Co plan docum	Public Notices & Printing es for Citizens Advisory Committee (CAC), Historic Landmark Committee (HLC), emmission and City Council hearings on land-use; printing brochures, forms, and ents including the Zoning Ordinance. Also included are publication, notification reparation expenses.	6,000	0	0
59	460	600	7540 Costs share	Employee Events and city-wide for employee training, materials, and events.	600	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :07 - PLANNING Section :N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,396	4,698	9,000		Travel & Education os in professional organizations (APA, ORAPA, ormmission training	ULI, ICMA	A); staff trainir	ıg,	15,000	0	0
104	113	500	7590	Fuel - Vehicle & Equipment				1,000	0	0
3,082	3,386	3,650	7600 Department	Electric & Natural Gas 's share of Community Development Center ele	ctricity ex	pense, ~37%		3,900	0	0
2,400	2,100	2,700	7610-05	Insurance - Liability				2,900	0	0
1,100	1,300	1,300	7610-10	Insurance - Property				1,100	0	0
2,780	3,698	4,000	7620	Telecommunications				6,000	0	0
2,330	2,819	3,100	7650 Department ~37%	Janitorial 's share of Community Development Center jan	itorial serv	vice and supp	ly costs,	3,350	0	0
2,589	5,343	4,000	7660 Office suppl	Materials & Supplies ies and planning publications.				33,500	0	0
			Plannin	tion ss licensing program start-up, supplies, etc. g supplies support nforcement start-up, supplies, etc.	<u>Units</u> 1 1 1	Amt/Unit 18,500 5,000 10,000	<u>Total</u> 18,500 5,000 10,000			
5,703	0	24,000	7710	Materials & Supplies - Grants				0	0	0
2,365	3,100	3,700	7720-08 Department	Repairs & Maintenance - Building Restaurance		improvemen	ts, ~37%	3,700	0	0
957	1,025	3,150	service, alaı	Repairs & Maintenance - Building Maintenance costs in and lighting repair and maintenance, gutter ce, and carpet cleaning, ~37%	ncluding p	est control, ga		4,100	0	0
891	13,688	140,802	7750	Professional Services				250,790	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Section	125 administration fee	1	90	90			
				e allocation	1	700	700			
			•	Plan update	1	50,000	50,000			
				ing services iption services	1 1	100,000 9,000	100,000 9,000			
			Legal s	•	1	7,500	7,500			
			Ū	ansition plan	1	22,500	22,500			
				nic Development Projects - business licensing	1	25,000	25,000			
			Code E	nforcement abatement	1	10,000	10,000			
			Dept of Grant n	Conservation & Dev (DLCD) Tech Asssist natch	1	20,000	20,000			
			Federa	Certified Local Government grant match	1	6,000	6,000			

2016 CTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :07 - PLANNING Section :N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
0	0	0	7750-04	Professional Services - Grants				206,000	0	0	
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>				
			Transpo Lane	ortation and Growth Mgmt (TGM) - Three Mile	1	170,000	170,000				
				Conservation and Dev (DLCD)-Tech Asst BLI/HNA/HSA	1	30,000	30,000				
			Federal	Certified Local Gov Grant (CLG)	1	6,000	6,000				
0	0	13,000	7750-30 Expenses re 4250-30, Pla	Expenses related to annexations; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation.					0	0	
1,592	4,154	5,000	7790-20	Maintenance & Rental Contracts - C Center	ommunit	y Developr	nent	5,800	0	0 0	
				s share of Community Development Center H\ naintenance; and copier lease, ~37%.	/AC service	es; alarm moi	nitoring;				
0	0	0	7800	M & S Equipment				0	0	0	
4,293	4,394	4,997		M & S Computer Charges aterials & supplies costs shared city-wide				9,163	0	0	
9,457	13,171	6,250	7840-15	M & S Computer Charges - Planning	3			11,100	0	0	
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>				
				Permits Plus - 15% - shared with Eng, Bldg	1	2,850	2,850				
			ESRi Al Street, '	cview - 17% - shared with Bldg, Eng, Pk Maint NW	1	2,050	2,050				
			AutoCA Engine	D Maintenance - 33% - shared with ering	1	1,000	1,000				
			•	ement laptop	1	1,600	1,600				
			New wo	rkstations	2	1,800	3,600				
5,556	67,937	234,749		TOTAL MATERIALS	AND SEF	RVICES		564,003	0	0	
				CAPITAL OUTLAY							
890	1,114	824	8750 I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide				0	0	0	
0	0	0	8750-15	Capital Outlay Computer Charges -	Planning			30,000	0	0	
			<u>Descrip</u>		<u>Units</u> 1	Amt/Unit	<u>Total</u>				
			ADA CO	mpliance software		30,000	30,000				
890	1,114	824		TOTAL CAPITA	L OUTLA	<u>Y</u>		30,000	0	0	
		693,772			REQUIREMENTS 1,502,007				0	0	

POLICE DEPARTMENT

<u>Organization Set – Sections</u>	Organization Set #
 Chief's Office 	01-11-040
 Field Operations 	01-11-043
 Investigations and Support 	01-11-046

Budget Highlights

The McMinnville Police Department is committed to the safety and livability of our community. The 2018-19 proposed budget reflects our best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. Although our Personnel Services costs have increased with the addition of new police officers and a new code enforcement officer, our Materials and Supplies budget remained relatively flat.

Core Services

Field Operations

- Emergency and non-emergency calls-for-service response
- Initial and follow-up investigation of misdemeanor crimes and violations
- Initial investigation of felony crimes
- Traffic enforcement
- Serious injury crash investigations
- Special event coverage
- o Participation in multi-agency accident investigation team
- Subpoena service

Investigations and Support Division

- Investigation of mandated and serious felony crimes; i.e., homicide, rape, child abuse, etc.
- Investigation of all serious person and property crimes
- High School and Middle School Resource Officers (SRO's)
- Participation in multi-agency narcotics investigation team (YCINT)
- o Public Information
- Emergency Management
- Liaison to State and Federal agencies
- Code and Parking enforcement
- Evidence and found property management and disposal
- Professional standards and Accreditation

Administrative

- Budget, Accounts Payable, Payroll
- o Police records management and reporting required by law
- Records requests; i.e., information, police report copies, etc.
- Volunteer Coordination
- Community Relations
- Facilitate community safety and educational events; i.e., National Night Out, Kids' Bicycle and Safety Fair, Parent-aid Drug Awareness Program, Coffee with a Cop, and Senior Citizen Safety and Awareness programs.

Professional Standards

To ensure the highest standards and best practices in law enforcement, the McMinnville Police Department maintains Accreditation through the Oregon Accreditation Alliance (OAA). Accreditation through the Alliance helps to ensure that the department's policies and practices are consistent with Oregon and Federal law, as well as state and national standards. In the spring of 2016 the Police Department was reaccredited through the OAA, and we will look to renew our state accreditation in 2019. As such, we will continue to follow OAA standards as we prepare for reaccreditation.

2018-2019 Budgeted Organizational Structure

- 1 Chief of Police
- 2 Captain
- 1 Administrative Sergeant
- 4 Patrol Sergeants
- 25 Police Officers
- 1 Detective Sergeant
- 6 Detectives
- 1 Narcotics Detective
- 2 School Resource Officers

- 1 Support Services Manager
- 3 Records Specialists
- 2 Code Enforcement Officers
- 1 Evidence and Property Tech
- 1 Parking Enforcement Officers
- 1 Clerical Assistant (P/T)
- 1 Facilities Maintenance (P/T)

The Future of MPD and Opportunities for Growth

The Future of MPD

The Police Department continues to provide services to our City and citizens during a difficult time in policing across our nation. The continued intense media scrutiny of our profession makes policing more complex than in years past. Candidly, we welcome the intense scrutiny and look forward to being our best every day. We are empowered with great authority and responsibility in our community, and we stand ready to serve.

We have been fortunate to add positions to our police department, and we appreciate the faith our City and City Council have in us to be there for them. As we bring new officers on board to our department it is critical that they see their role in community as both role models and leaders within our community. The community deserves the best possible police department that provides services that other cities of comparable size provide. We are uniquely positioned right now to prepare the department to move forward in ways we have never seen. We have a tight knit team, and are moving in the same direction with the vision of making McMinnville the safest place to live, learn, work, and play.

Opportunities for Growth

Without a doubt the biggest strength the police department has are its employees. They are intelligent, thoughtful, and dedicated to providing the best service possible to our citizens. Our staff is among the best and brightest in our state, and we are continually looking for ways to improve the services we provide. We continue to have a great relationship with our citizens and City Council which is a strength that not all law enforcement agencies have.

Over the past two years we have been authorized to hire four new police officers and one additional code enforcement officer. As mentioned in earlier reports, these hires will add capacity to the personal property detectives and also allow for a drug detective to rejoin the multi-agency drug team known as YCINT. In addition, we will be providing two dedicated traffic enforcement officers on patrol teams. The dedicated traffic officers will provide a critical traffic component to our agency, which will provide enhanced education and enforcement efforts, and be responsive to citizen complaints.

Two additional officers added to this fiscal year's budget will provide us an opportunity to increase our presence within the community we serve. Additional staffing allows us to expand our outreach in areas we had historically cut back in, returning MPD to being a more "full service" police department. In previous years, we were forced to take more complaints by computer, and make less in person contacts due to staffing shortages. We will effort to engage our citizens by having more personal contacts with them.

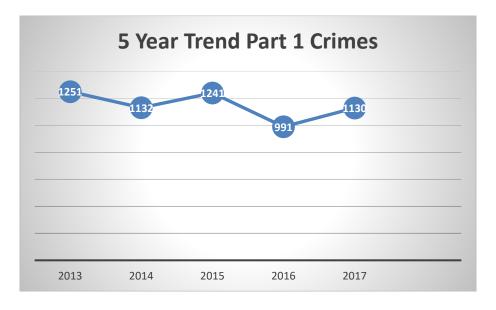
At the recommendation of the Downtown Safety Task Force we were able to staff an officer to work almost exclusively downtown. We were able to do this within existing budgets, at no additional cost to the City. The officer will focus on problem areas within the downtown, library, and the parking structure. This community policing outreach will help ensure behaviors in these areas are consistent with community expectations.

As always, it is our commitment to the City that we have the best trained and most responsive police department possible. We will remain engaged with both our public and private partners, and search for new ways of being better tomorrow then we were today.



Crime Tends in McMinnville

In 2017 Uniform Crime Report data showed an increase in overall reported crime of 3.84% from 2016. Crime data indicated that Part 1 Crimes (serious person/property crimes) increased 13% while Part 2 Crimes (less serious person/property crimes) increased 3%. Part 3 Crimes (behavioral crimes/personal conduct crimes) decreased just over 2%.



Source Mac PD UCR data

2017 Traffic Data in McMinnville

In 2017 McMinnville Police officers conducted 7,008 traffic stops, and increase of 69% compared from 2016. From those stops officers

- Issued 7,733 total warnings from the stops
- Issued 3,119 total citations from the stops

Officers arrested 82 DUII's, 72 of which were alcohol related and 10 were found to be drug related DUII's.

Lastly, officers responded to 268 traffic crashes in McMinnville, a decrease of 28%. It's worth noting that there was a decrease in crashes with our refocused attention to traffic contacts.

How Busy was McMinnville PD in 2017

MPD officers responded to 33,342 Calls for service for an average of 94 calls per day.

Officers arrested 1,519 adults and 206 juveniles for crimes committed within our City.



McMinnville Police officer Mike LaRue

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	159,861	153,698	219,858	66,160
Personnel Services	6,389,102	7,235,472	7,452,856	217,384
Materials & Services	836,764	893,300	956,762	63,462
Capital Outlay	132,736	86,760	25,600	(61,160)
Debt Service	-	31,351	71,884	40,533
Total Expenditures	7,358,602	8,246,883	8,507,102	260,219
Net Expenditures	(7,198,741)	(8,093,185)	(8,287,244)	194,059

Full-Time Equivalents (FTE)

Tull-Tille Equivalents (I	· - /		
	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	48.55		
Police Sergeant - Patrol		(1.00)	
Police Sergeant - Special Ops Adm	nin	1.00	
Police Officer - Patrol		1.66	
Police Officer - School Resource O	fficer	1.00	
Police Community Support Coordin	ator	(0.98)	
Office Specialist I		0.48	
Extra Help - Police Reserves		(0.03)	
Extra Help - Investigations		(0.01)	
Rec Leadership - Park Ranger		1.70	
FTE Proposed Budget		3.82	52.37



National Night Out in the Park



General Fund - Police

Historical Highlights

2008	Police move
	into new
	Public
	Safety
	Building.



2008 Crime mapping for the City of McMinnville available to the public on the internet.

2009 Police Department initiates an ongoing City-Wide Medication Disposal Program.

2010 Middle School Resource Officer position eliminated and reassigned to detectives to investigate property crimes.

2011 Tactical support team created through grants and donations.



Patrol officers transition to a new 12 hour patrol schedule, complemented by a single 4/10 swing shift team.

2013 Department receives
Accreditation Award from the Oregon Accreditation
Alliance.

2014 Department Strategic Plan adopted

Police Chief Ron Noble retires in June of 2014 after serving as Chief of 8 years.

2015 Matt Scales appointed McMinnville's Police Chief

Police Department continues to expand the Park Ranger program with the assistance of the MDA and Parks and Recreation Dept.

Police Department reorganizes supervision.
Does not promote a sergeant position, and to add capacity to the patrol section.

2016 Detective Section caseload continues to see a significant increase, detectives add additional detective to unit.

2016 City Council authorizes the hiring of 3 additional police officers to enhance police services.

2016 Department continues Latino community outreach through the aLERT program.

2016 Department receives
Reaccreditation Award from
Oregon Accreditation
Alliance

2017 City Council authorizes the Police Department to hire 1 additional Police Officer, and 1 Code Enforcement position.

2017 Police Department moves to purchasing Ford Explorer



SUV's to provide more room for the officers and their equipment

2017 MPD and Parks and Rec
Department stand up the
Downtown Safety Task Force
to address downtown
behavior issues.

POLICE DEPARTMENT Chief's Office

Organization Set – Programs	Organization Set #
 Administration 	01-11-040-501
 Records 	01-11-040-580
 IS – Technology 	01-11-040-589
Community Education	01-11-040-592

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
			RESOURCES				
			LICENSES AND PERMITS				
200	50	150	4490 Licenses & Permits - Misc Permit fee for second hand merchants and pawnbrokers. K9 licensing fee received quarterly from Yamhill County.	20,000 0 0			
200	50	150	TOTAL LICENSES AND PERMITS	20,000	0	0	
			INTERGOVERNMENTAL				
3,576	6,579	2,820	4560 BVP Grant Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	3,750	0	0	
0	1,589	14,000	4600 Traffic Safety Grant-DUII	10,000 0			
0	0	0	4605 Traffic Safety Grant-Speed	5,000	0	0	
0	4,464	7,000	4610 Traffic Safety Grant-Safety Belt	0	0	0	
3,576	12,632	23,820	TOTAL INTERGOVERNMENTAL	18,750	0	0	
			CHARGES FOR SERVICES				
7,361	7,762	6,000	Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 10 Photocopy per police report	6,000	0	0	
27,855	28,412	28,978	5400-30 Property Rentals - YCOM Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	29,708	0	0	
35,216	36,174	34,978	TOTAL CHARGES FOR SERVICES	35,708	0	0	
			MISCELLANEOUS				
3,050	3,500	3,500	6400 Donations - Police	3,500	0	0	
22,425	14,639	0	6600-05 Other Income - Workers' Comp Reimbursement Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages for any employee placed on an official light duty job for up to three months after a worker's compensation injury.	0	0	0	
306	0	1,200	6600-25 Other Income - PD Reserves Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	600	0	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	6600-26 Other Income - Park Rangers McMinnville Downtown Association support to help fund Downtown Park Ranger Program.	6,000	0	0
35,701	32,353	20,000	Other Income - Police Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage, primarily received from Linfield College and McMinnville School District #40.			0
61,481	50,492	24,700	TOTAL MISCELLANEOUS	30,100	0	0
100,473	99,348	83,648	TOTAL RESOURCES	104,558	0	0

				01 - GENERAL FUND				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :11 - POLICE Section :040 - CHIEF'S OFFICE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
				Program :501 - ADMINISTRATION REQUIREMENTS				
				PERSONNEL SERVICES				
04 004	1 704	0	7000		0	0	(
84,801	-1,734			Salaries & Wages	_	0	0	
177,259	188,829	201,364	7000-05 Police Chief - Support Serv	Salaries & Wages - Regular Full Time - 1.00 FTE rices Manager - 1.00 FTE	209,021	U	· ·	
12,998	15,499	19,658	7000-10 Office Specia	Salaries & Wages - Regular Part Time alist I - 0.60 FTE	21,075	0	(
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
4,200	4,200	4,200	7000-30 Police Chief's	Salaries & Wages - Auto Allowance s \$350 per month automobile allowance.	4,200	0	(
700	1,200	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200 0		C	
49,236	1,719	0	7300	Fringe Benefits	0	0	(
11,831	12,601	13,627	7300-05	Fringe Benefits - FICA - Social Security	13,954	0	(
2,767	2,959	3,287	7300-06	Fringe Benefits - FICA - Medicare	3,415	0	(
48,183	50,079	63,290	7300-15	Fringe Benefits - PERS - OPSRP - IAP	66,643	0	(
19,593	21,024	22,985	7300-20	Fringe Benefits - Medical Insurance	25,544	0	C	
4,500	1,500	1,500	7300-22	Fringe Benefits - VEBA Plan	4,000	0	C	
284	297	324	7300-25	Fringe Benefits - Life Insurance	324	0	C	
1,038	1,103	1,194	7300-30	Fringe Benefits - Long Term Disability	1,240	0	C	
4,562	4,789	6,348	7300-35	Fringe Benefits - Workers' Compensation Insurance	6,541	0	C	
73	69	76	7300-37	Fringe Benefits - Workers' Benefit Fund	76	0	C	
7	0	8	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	0	0	
422,032	304,133	339,281		TOTAL PERSONNEL SERVICES	357,283	0	0	
				MATERIALS AND SERVICES				
2,273	1,090	1,000	7520 Advertising for	Public Notices & Printing or employment positions, community events, and newspaper subscriptions.	1,000	0	C	
1,603	896	1,900	7530	Safety Training/OSHA	2,225	0	C	
761	1,827	4,500	7540 Costs shared	Employee Events dity-wide for employee training, materials, and events.	4,100	0	(
5,762	7,902	5,100	7550 Memberships	Travel & Education s and training for Chief, Support Services Manager and Chaplains	6,950	0	(
3,098	3,422	3,000	7570 Employees, v	Dept Employee Recognition volunteers, and reserves appreciation dinner, plaques, certificates, etc.	3,000	0	C	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :11 - POLICE Section :040 - CHIEF'S OFF Program :501 - ADMINISTRATI				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
443	499	500	7590	Fuel - Vehicle & Equipment				600	0	0
87,000	86,400	109,000	7610-05	Insurance - Liability				119,000	0	0
11,400	14,800	15,800	7610-10	Insurance - Property				13,000	0	0
9,249	8,012	12,504	7620	Telecommunications				11,784	0	0
			<u>Descri</u>	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Teleco	m - 10 landlines	1	7,200	7,200			
			Teleco	m - call processing charge of main lines	1	1,140	1,140			
			Frontie	r - lines for fire panel alarms	1	1,140	1,140			
			MiFi wi	reless service	1	984	984			
			Cell ph	ones for Chief & volunteers	1	1,320	1,320			
1,291	786	1,400	7630-05 Uniforms fo	Uniforms - Employee or Chief / Support Services Manager/Office Spe	ecialist / Vol	unteers		1,500	0	0
10,777	10,871	15,000	7660	Materials & Supplies				15,000	0	0
0	0	0	7660-25	Materials & Supplies - Grants				0	0	0
3,050	3,500	3,500	7680 Materials a	Materials & Supplies - Donations and supplies purchases funded by revenue according to the supplies of the sup	ount 6400, [Donations - Po	olice.	3,500	0	0
0	0	0	7720-06	Repairs & Maintenance - Equipmer	nt			0	0	0
51	175	200	7720-14	Repairs & Maintenance - Vehicles				350	0	0
19,768	22,677	12,770	7750	Professional Services				29,037	0	0
			<u>Descri</u>	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Section	n 125 administration fee	1	45	45			
			Audit fo	ee allocation	1	8,100	8,100			
			Misc se	ervices	1	1,000	1,000			
			Pre-em	nployment testing for 3 new reserves	3	740	2,220			
				nployment testing for 2 new officers	2	740	1,480			
			Kenne	ling fee to Homeward Bound Pets	1	16,192	16,192			
0	0	0	7750-04	Professional Services - Grants				0	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department :11 - POLICE Section :040 - CHIEF'S OF		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
					N	Program :501 - ADMINISTRA			44.000	25.000
0	0	39,830				790 Maintenance & Rental Contracts	7790	41,122	41,630	35,382
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	Descr			
			9,348	9,348	1	Air cards for patrol vehicles	Air ca			
			6,700	6,700	1	Photo copier lease and per photo copy charge				
			2,600	2,600	1	Maintenance - PowerDMS policy management	Mainte			
			3,920	3,920	1	Maintenance - Lexipol	Mainte			
			835	835	1	Maintenance - Rapid				
			300	300	1	Maintenance - website backup				
			3,600	3,600	1	Maintenance - scheduling software				
			3,480	3,480	1	Maintenance - parking citation module				
			900	900	1	Maintenance - PowerDMS accreditation module				
			8,147	8,147	1	Other maintenance/contracts	Other			
0	0	0				7800 M & S Equipment	7800	0	300	780
0	0	7,500				7820 M & S Equipment - Grants	7820	5,640	13,173	6,952
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	<u>Descr</u>			
			7,500	750	10	2018 application to be processed for 10 vests	2018			
0	0	258,376		RVICES	AND SE	TOTAL MATERIAL		232,936	217,958	199,639
						CAPITAL OUTLAY				
0	0	0				3720 Equipment - Grants	8720	0	0	0
0	0	0				8850 Vehicles	8850	0	0	0
0	0	0		<u>\Y</u>	OUTLA	TOTAL CAPIT		0	0	0
0	0	615,659		S	REMENT	TOTAL REQU		572,217	522,091	621,671

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :580 - RECORDS	D	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			REQUIREMENTS				
			PERSONNEL SERVICES				
0	0	160,239	Salaries & Wages - Regular Full Time Is Specialist - 3.00 FTE		151,006	135,860	148,835
0	0	999	Salaries & Wages - Overtime	7 7000-20	507	0	0
0	0	9,997	Fringe Benefits - FICA - Social Security	7300-05	9,393	8,073	8,851
0	0	2,337	Fringe Benefits - FICA - Medicare	7 7300-06	2,197	1,888	2,070
0	0	37,299	Fringe Benefits - PERS - OPSRP - IAP	7300-15	34,390	18,620	29,575
0	0	52,050	Fringe Benefits - Medical Insurance	4 7300-20	58,774	58,572	56,916
0	0	324	Fringe Benefits - Life Insurance	4 7300-25	324	333	302
0	0	816	Fringe Benefits - Long Term Disability	7300-30	778	761	755
0	0	656	Fringe Benefits - Workers' Compensation Insurance	7300-35	600	442	466
0	0	87	Fringe Benefits - Workers' Benefit Fund	7 7300-37	87	83	86
0	0	264,804	TOTAL PERSONNEL SERVICES	6	258,056	224,632	247,856
			MATERIALS AND SERVICES				
0	0	1,500	Travel & Education	7550	1,500	1,077	1,029
0	0	900	Uniforms - Employee	7630-05	900	175	828
0	0	4,500	Materials & Supplies	7660	4,500	4,758	4,562
0	0	90	Professional Services	7750	140	128	131
			on <u>Units</u> <u>Amt/Unit</u> <u>Tota</u> 25 administration fee 1 90 90	<u>Descri</u> Section			
0	0	0	M & S Equipment	7800	0	0	1,544
0	0	8,135	Regional Automated Info Network	8040	7,600	7,394	6,694
0	0	15,125	TOTAL MATERIALS AND SERVICES)	14,640	13,532	14,789
0	0	279,929	TOTAL REQUIREMENTS	6	272,696	238,164	262,646

						01 - GENERAL I GND			
201	2019	2019				Department :11 - POLICE	2018	2017	2016
ADOPTE BUDGE	APPROVED BUDGET	PROPOSED BUDGET				Section :040 - CHIEF'S OFFIC	AMENDED BUDGET	ACTUAL	ACTUAL
BUDGE	BODGET	BODGET				Program :589 - IS - TECHNOLOG	BODGET		
					NTS	REQUIREME			
						MATERIALS AND SERVICES			
0	0	61,865				7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide	57,965	49,226	69,407
0	0	73,700				7840-20 M & S Computer Charges - Police	67,825	69,764	78,153
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description			
			8,000	8,000	1	E-ticketing maintenance - 67% shared with Muni Ct			
			1,100	1,100	1	WebLEDS maintenance			
			8,500	8,500	1	Evidence OnQ maintenance			
			400	400	1	Tritech remote support			
			1,300	1,300	1	Tritech e-ticketing import			
			2,900	2,900	1	Tritech message switch support			
			7,500	7,500	1	Tritech mobile support			
			9,100	9,100	1	Tritech RMS maintenance			
			2,500	2,500	1	Netmotion maintenance - 50% shared with Fire, Amb			
			800	800	1	E-ticketing annual hosting fee			
			9,000	1,500	6	Replacement workstations			
			10,400	2,600	4	Surface tablets			
			1,200	1,200	1	Replacement printer - intake LJ			
			1,400	350	4	Netmotion licenses			
			1,600	1,600	1	Replacement laptop			
			8,000	8,000	1	Data 911 MDT hardware maintenance			
0	0	135,565		VICES	ND SEF	TOTAL MATERIALS A	125,790	118,990	147,560
						CAPITAL OUTLAY			
0	0	0				8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	9,560	12,477	14,389
0	0	25,600			olice	8750-20 Capital Outlay Computer Charges - F	54,200	22,102	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			25,600	12,800	2	Replacement MDT's			
0	0	25,600		TOTAL CAPITAL OUTLAY			63,760	34,579	14,389
0	0	161,165		TOTAL REQUIREMENTS				153,568	161,948

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :592 - COMMUNITY EDUCATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	500	7520	Public Notices & Printing	750	0	0
3,155	3,678	4,600	7660	Materials & Supplies	5,500	0	0
3,155	3,678	5,100		TOTAL MATERIALS AND SERVICES	6,250	0	0
3,155	3,678	5,100		TOTAL REQUIREMENTS	6,250	0	0

POLICE DEPARTMENT Field Operations

Organization Set #
01-11-043-501
01-11-043-553
01-11-043-556
01-11-043-562
01-11-043-565

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :11 - POLIC Section :043 - FIELD Program :501 - ADMINI	OPERATIO	ONS			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQ	UIREMEN	ITS					
				PERSONNEL SERVICES							
105,327	108,290	115,764	7000-05 Police Capta	Salaries & Wages - Regular I	Full Time				116,348	0	0
0	0	0	7000-30 Police Capta	Salaries & Wages - Auto Allo ain's \$240 per month automobile allow					2,880	0	0
6,216	6,400	7,177	7300-05	Fringe Benefits - FICA - Soci	ial Security	y			7,392	0	0
1,454	1,497	1,679	7300-06	Fringe Benefits - FICA - Med	licare				1,729	0	0
28,691	28,842	36,570	7300-15	Fringe Benefits - PERS - OPS	SRP - IAP				38,130	0	0
15,905	16,316	17,056	7300-20	Fringe Benefits - Medical Ins	surance				16,430	0	0
3,000	1,500	1,500	7300-22	Fringe Benefits - VEBA Plan	1				3,000	0	0
107	108	108	7300-25	Fringe Benefits - Life Insurar	nce				108	0	0
552	568	608	7300-30	Fringe Benefits - Long Term	Disability				630	0	0
3,788	4,061	5,198	7300-35	Fringe Benefits - Workers' C	ompensati	ion Ins	surance		5,329	0	0
30	28	29	7300-37	Fringe Benefits - Workers' B	enefit Fun	d			29	0	0
165,068	167,609	185,689		TOTAL PERS	SONNEL	SERV	'ICES		192,005	0	0
				MATERIALS AND SERVIC	CES						
196	0	1,000	7530	Safety Training/OSHA					1,000	0	0
1,201	1,637	2,000		Travel & Education and training					2,000	0	0
414	144	1,200	7590	Fuel - Vehicle & Equipment					1,200	0	0
18,856	20,964	24,640		Telecommunications ecommunications for entire Field Operations	rations Division	on.			25,130	0	0
			Telecor Cell pho	tion n landlines n voicemail boxes ones for field operations ox services-programming and moving		<u>Units</u> 15 22 1 1	Amt/Unit 750 65 11,800 650	Total 11,250 1,430 11,800 650			
399	512	900	7630-05	Uniforms - Employee					900	0	0
615	794	1,000	7660	Materials & Supplies					1,000	0	0

					-	0. OLIVE:				
2019	2019	2019				Department :11 - PO		2018	2017	2016
ADOPTED BUDGET	APPROVED BUDGET	PROPOSED BUDGET				Section :043 - FIE		AMENDED BUDGET	ACTUAL	ACTUAL
BUDGET	BUDGET	BUDGET			TRATION	Program :501 - ADN		BUDGET		
0	0	1,045				Professional Services	7750	2,550	41	480
				hief's Office	dogs; moved to C	increase due to kenneling costs for stronal services in 2018-19				
			<u>Total</u>	Amt/Unit	<u>Units</u>	scription_	<u>Descri</u>			
			45	45	1	tion 125 administration fee	Section			
			1,000	1,000	1	ustody hospital for blood draws	In cust			
0	0	200				M & S Equipment	7800	200	0	383
0	0	32,475		RVICES	IALS AND SEF	TOTAL MAT		33,490	24,092	22,544
						CAPITAL OUTLAY				
0	0	0				Equipment	8710	0	0	0
0	0	0				Vehicles	8850	0	0	0
0	0	0		<u>\Y</u>	PITAL OUTLA	TOTAL		0	0	0
0	0	224,480		S	EQUIREMENT	TOTAL		219,179	191,701	187,611

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :11 - POLICE Section :043 - FIELD OPER Program :553 - PATROL	RATIONS			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIRE	MENTS					
				PERSONNEL SERVICES						
2,046,574	2,136,270	2,304,101	Police Serge	Salaries & Wages - Regular Full Ti eant - Patrol - 4.00 FTE er - Patrol - 24.66 FTE	me			2,353,976	0	0
0	0	0	7000-15	Salaries & Wages - Temporary				0	0	0
320,882	376,390	375,011	7000-20	Salaries & Wages - Overtime				374,995	0	0
146,742	154,283	168,798	7300-05	Fringe Benefits - FICA - Social Sec	curity			171,361	0	0
34,417	36,391	39,475	7300-06	Fringe Benefits - FICA - Medicare				40,077	0	0
575,933	586,574	803,257	7300-15	Fringe Benefits - PERS - OPSRP -	IAP			820,098	0	0
536,609	575,589	644,926	7300-20	Fringe Benefits - Medical Insuranc	e			497,370	0	0
2,782	2,903	3,024	7300-25	Fringe Benefits - Life Insurance				3,096	0	0
10,242	10,733	11,464	7300-30	Fringe Benefits - Long Term Disab	ility			11,798	0	0
85,658	89,829	120,292	7300-35	Fringe Benefits - Workers' Compe	nsation In	surance		121,983	0	0
906	863	866	7300-37	Fringe Benefits - Workers' Benefit	Fund			881	0	0
3,182	702	9,999	7300-40	Fringe Benefits - Unemployment				9,999	0	0
3,763,926	3,970,526	4,481,213		TOTAL PERSONN	IEL SERV	/ICES		4,405,634	0	0
				MATERIALS AND SERVICES						
6,908	9,865	11,400	7550	Travel & Education				10,900	0	0
			Leaders Instructo Nationa	tion rship and training for patrol division ship training for sergeants or development course Trauma First Aid I Drug Abuse Summit econstruction classes	<u>Units</u> 1 1 1 1	Amt/Unit 5,000 2,000 900 1,500 1,500	Total 5,000 2,000 900 1,500 1,500			
768	0	0	7550-25	Travel & Education - Tactical Supp	ort			0	0	0
38,476	40,596	45,000	7590	Fuel - Vehicle & Equipment				46,500	0	0
34,525	26,030		7630-05	Uniforms - Employee or new hires, rain jacket and pants replaceme	ents, uniform	n updates for p	atrol	22,000	0	0
0	0	0	7630-25	Uniforms - Tactical Support				0	0	0

						UI - GENERAL FUND				
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			ons	Department :11 - POLICE Section :043 - FIELD OPERAT		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
						Program :553 - PATROL	7000		40.074	40.000
0	0	8,875				Materials & Supplies		8,875	10,671	12,806
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Descripti</u>			
			5,500 2,875	5,500 2,875	1 1	es, CD's, forms and equipment for patrol a kit supplies				
			500	500	1	Guard equipment				
0	0	0	000	000	•	Materials & Supplies - Tactical Suppo	7660-23	0	0	3,402
0	0				11				-	
U	U	2,600	.	A . (1) 1 . (Repairs & Maintenance		1,000	1,619	210
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Descripti</u>			
			1,600 1,000	64 1,000	25 1		Calibration			
•	0	47.550	1,000	1,000	'		Repairs	44.000	- 4 0 - 4	00.050
0	0	47,550				Repairs & Maintenance - Vehicles	7720-14		54,271	38,358
0	0	1,000			tronics	Repairs & Maintenance - Vehicle Electrons, mobile radios	7720-20 Video's, DVD	1,000	0	80
0	0	365				Professional Services	7750	380	504	229
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>otion</u>	<u>Descripti</u>			
			225	225	1	125 administration fee				
			140	140	1		Other			
0	0	27,398				M & S Equipment	7800	8,500	6,323	16,204
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>otion</u>	Descripti			
			3,450	1,725	2	la APX4000 portable radios				
			10,212	2,553	4	la APX6500 mobile radios				
			3,956	86	46	s portable radio batteries - replace old batteries				
			7,485 2,295	2,495 2,295	3 1	nounted radars to replace old technology - to replace old, non-functioning unit				
0	0	0	2,293	2,293	'	M & S Equipment - Tactical Support	7800-25	0	0	4,004
0	0	167,188		VICES	ID SEE	TOTAL MATERIALS A	7000-23	142,155	149,880	155,968
		107,100		TTIOLO	ID OLI			142,100	140,000	100,000
0	0	0				CAPITAL OUTLAY	0050	0	00.070	74.400
0	0	0				Vehicles	8850		82,373	74,129
0	0	0		<u>.Y</u>	OUTLA	TOTAL CAPITAL		0	82,373	74,129
						DEBT SERVICE				
0	0	60,342	8-19	17-18 and 201	ted in 20	Vehicle Lease/Purchase - Principal ipal payments on patrol vehicles for leases execu	9410-05 Lease princip	27,271	0	0
0	0	11,542				Vehicle Lease/Purchase - Interest	9410-10	4,080	0	0

2 ACTI	016 2017 AL ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,994,0	23 4,202,779	4,654,719	TOTAL REQUIREMENTS	4,644,706	0	0

				0. OZNZNAZ OND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFIC	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	7550	Travel & Education	0	0	0
559	198	1,500	7590	Fuel - Vehicle & Equipment	0	0	0
0	0	0	7630-05	Uniforms - Employee	0	0	0
0	0	0	7660	Materials & Supplies	0	0	0
1,146	797	3,550	7720-14	Repairs & Maintenance - Vehicles	0	0	0
0	0	0	7800	M & S Equipment	0	0	0
1,705	995	5,050		TOTAL MATERIALS AND SERVICES	0	0	0
				CAPITAL OUTLAY			
0	0	0	8850	Vehicles	0	0	0
0	0	0		TOTAL CAPITAL OUTLAY	0	0	0
1,705	995	5,050		TOTAL REQUIREMENTS	0	0	0

						UI - GENERAL FUND				
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			ONS	Department :11 - POLICE Section :043 - FIELD OPERAT		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
BUDGET	BUDGET	BUDGET				Program :562 - RESERVES		BODGET		
					NTS	REQUIREME				
						PERSONNEL SERVICES				
0	0	1,000				Salaries & Wages - Temporary Police Reserves - 0.02 FTE	7000-15 Extra Help - F	3,000	885	1,543
0	0	62			ty	Fringe Benefits - FICA - Social Secur	7300-05	186	55	96
0	0	15				Fringe Benefits - FICA - Medicare	7300-06	44	13	22
0	0	0				Fringe Benefits - PERS - OPSRP - IAF	7300-15	0	174	37
0	0	45		urance	tion Ins	Fringe Benefits - Workers' Compensa	7300-35	135	40	63
0	0	1			nd	Fringe Benefits - Workers' Benefit Fu	7300-37	2	1	1
0	0	99				Fringe Benefits - Unemployment	7300-40	99	0	0
0	0	700		00-05 Fringe Benefits - Volunteers - Life Insurance				700	450	432
0	0	1,100	surance	0-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance				901	919	796
0	0	3,022		CES	SERV	TOTAL PERSONNEI		5,067	2,536	2,990
						MATERIALS AND SERVICES				
0	0	1,680				Travel & Education	7550	1,680	900	410
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Description</u>			
			280	40	7	Reserve Officer Association membership dues	-			
			1,200 200	400 200	3 1	ey training academy	Mid valle Training			
0	0	5,590	200	200	'	Uniforms - Volunteer	7630-10	7 000	2,049	3,053
U	O	3,390	Total	Amt/Unit	Lloito			7,990	2,049	3,000
			<u>Total</u> 1,000	1,000	<u>Units</u> 1	uniform maintenance	<u>Description</u>			
			4,590	1,530	3	erve uniforms				
0	0	200				Materials & Supplies	7660	200	5	0
0	0	7,470		TOTAL MATERIALS AND SERVICES				9,870	2,954	3,463
0	0	10,492		S	MENT	TOTAL REQUIR		14,937	5,491	6,453

			· · · · · · · · · · · · · · · · · · ·			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
		BODGET	Program :565 - CANINE	BODGET	BODGET	DODGET
			RESOURCES			
			MISCELLANEOUS			
0	2,015	7,450 6400	Donations - Police	0	0	0
0	2,015	7,450	TOTAL MISCELLANEOUS	0	0	0
0	2,015	7,450	TOTAL RESOURCES	0	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			TIONS	Department :11 - POLICE Section :043 - FIELD OPER Program :565 - CANINE		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
					ENTS	REQUIRE				
						MATERIALS AND SERVICES				
0	0	3,780				Travel & Education	7550	3,780	1,532	4,224
0	0	8,925				Materials & Supplies	7660	8,425	3,539	7,052
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>otion</u>	<u>Descript</u>			
			3,800	3,800	1	l care	Medical			
			3,000	3,000	1		Dog food			
			1,000	1,000	1	g aids, leashes, miscellaneous equipment	Training			
			1,000	1,000	1	_	Boarding			
			125	125	1	es	Licences			
0	0	0				Materials & Supplies - Donations	7680	7,450	2,015	0
0	0	0				M & S Equipment	7800	0	0	1,074
0	0	0				M & S Equipment - Canine	7800-26	0	0	8,250
0	0	12,705		RVICES	AND SEI	TOTAL MATERIALS		19,655	7,086	20,600
						CAPITAL OUTLAY				
0	0	0				Equipment - Canine	8710-15	0	0	0
0	0	0		<u>\Y</u>	L OUTLA	TOTAL CAPIT		0	0	0
0	0	12,705		S	REMENT	TOTAL REQU		19,655	7,086	20,600

POLICE DEPARTMENT Investigations & Support Division

<u> Organization Set – Programs</u>	Organization Set #
 Administration 	01-11-046-501
 Building Maintenance 	01-11-046-550
 Code/Parking Enforcement 	01-11-046-559
 Investigations 	01-11-046-568
 Narcotics 	01-11-046-571
 School Resource 	01-11-046-574
 In-Service Training 	01-11-046-577
• Evidence	01-11-046-583
 Professional Standards 	01-11-046-586

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 11 - POL Section : 046 - INVE Program : 501 - ADM I	STIGATIONS AND	SUPPORT		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REG	QUIREMENTS					
				PERSONNEL SERVICES						
145,527	157,916	112,199		Salaries & Wages - Regular in - 1.00 FTE ant - Admin - 1.00 FTE	Full Time			205,850	0	0
0	0	0	7000-15 Rec Leaders	Salaries & Wages - Tempor hip - Park Ranger - 1.70 FTE	ary			39,460	0	0
			park venues and the Dow	s are assigned to monitor activities in from May through October. Downto ntown business core. The McMinn oport the Downtown Rangers in 2018 k Rangers)	own Rangers are ass ville Downtown Assoc	igned along Th ciation has com	ird Street imitted			
0	1,134	0	7000-20	Salaries & Wages - Overtim	ie			0	0	0
0	0	0	7000-30 Police Capta	Salaries & Wages - Auto Al in's \$240 per month automobile allo				2,880	0	0
8,621	9,545	6,956	7300-05	Fringe Benefits - FICA - So	cial Security			15,388	0	0
2,016	2,232	1,627	7300-06	Fringe Benefits - FICA - Me	dicare			3,598	0	0
39,642	42,451	35,443	7300-15	Fringe Benefits - PERS - OI	PSRP - IAP			71,189	0	0
25,724	19,821	17,056	7300-20	Fringe Benefits - Medical In	surance			36,304	0	0
3,000	1,500	1,500	7300-22	Fringe Benefits - VEBA Pla	n			3,000	0	0
152	108	108	7300-25	Fringe Benefits - Life Insura	ance			216	0	0
763	558	608	7300-30	Fringe Benefits - Long Terr	n Disability			1,098	0	0
5,331	4,355	5,038	7300-35	Fringe Benefits - Workers'	Compensation Ins	surance		11,371	0	0
29	24	29	7300-37	Fringe Benefits - Workers'	Benefit Fund			107	0	0
1,974	0	0	7400-10	Fringe Benefits - Volunteer	s - Workers' Com	pensation In	surance	0	0	0
232,779	239,644	180,564		TOTAL PER	RSONNEL SERV	ICES		390,461	0	0
				MATERIALS AND SERVI	<u>CES</u>					
1,811	2,135	2,250	7550	Travel & Education				2,250	0	0
			<u>Descript</u> Member Training	ships	<u>Units</u> 1 1	Amt/Unit 600 1,650	<u>Total</u> 600 1,650			
567	419	1,000	7590	Fuel - Vehicle & Equipment				600	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		SUPPORT		Department :11 - POLICE Section :046 - INVESTIGATIO Program :501 - ADMINISTRATIO		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	20,933	20,933				7620 Telecommunications		19,682	18,103
		,			Division.	telecommunications for entire Special Operations		,	-,	.,
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>cription</u>	<u>Descripti</u>			
			8,700	725	12	com - landlines - 15	Telecom			
			65	65	1	com - voicemail box for school resource officer	Telecom			
			9,156	763	12	Phones - 15	Cell Pho			
			492	41	12	ence facility landline				
			1,920	160	12	's for Surface				
			600	600	1	kbox services	Blackbox			
0	0	600				Uniforms - Employee	7630-05	600	592	691
0	0	3,500				Materials & Supplies	7660	400	540	541
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>cription</u>	<u>Descripti</u>			
			3,000	3,000	1	Ranger equipment/uniforms	Park Rai			
			500	500	1		Misc			
0	0	500				Repairs & Maintenance - Vehicles	7720-14	500	118	1,074
0	0	3,000			gers	Repairs & Maintenance - Radio & Pa	7720-16	3,000	465	1,769
0	0	27,050				Professional Services	7750	25,050	24,270	16,311
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>cription</u>	Descripti			
			50	50	1	tion 125 administration fee	Section ²			
			22,000	22,000	1	scription service	Transcrip			
			5,000	5,000	1	nputer forensics	Compute			
0	0	650				M & S Equipment	7800	0	550	3,789
			<u>Total</u>	Amt/Unit	<u>Units</u>	cription	<u>Descripti</u>			
			650	650	1	rty safe for School Resource Officer rifle, at High				
			000	000	•	ool	School			
0	0	8,750				M & S Equipment - Weapons	7800-06	7,830	18,315	5,979
			<u>Total</u>	Amt/Unit	<u>Units</u>	cription	<u>Descripti</u>			
			3,500	1,750	2	Sauer 516 patrol rifles w/ equipment and lights	Sig Saue			
			3,500	700	5	k handguns with lights	Glock ha			
			1,750	1,750	1	Sauer 516 School Resource Officer rifle w/ equip. lig	Sig Saue and lig			
0	0	67,833		RVICES	ND SEF	TOTAL MATERIALS		60,087	67,086	50,634
						CAPITAL OUTLAY				
0	0	0				Vehicles	8850	23,000	7,811	0
	0	0		V	AUT. 4	TOTAL CAPITAL		23,000	7,811	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
283,412	314,542	263,651	TOTAL REQUIREMENTS	458,294	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		SUPPORT	TIGATIONS AND	Department : 11 - POL Section : 046 - INVE Program : 550 - B UILE		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
					IIREMENTS	REG				
						PERSONNEL SERVICES				
0	0	44,808				Salaries & Wages - Regular	7000-10	43,211	40,431	37,278
0	0	238			- 0.80 FTE	intenance Technician - PD & Civic F Salaries & Wages - Overtim	7000-20	0	12	0
0	0	2,790			l Security	Fringe Benefits - FICA - So	7300-05		2,508	2,311
0	0	653			_	Fringe Benefits - FICA - Me	7300-06		586	541
0	0	10,371				Fringe Benefits - PERS - OI	7300-15		7,848	7,463
0	0	0				Fringe Benefits - Medical In	7300-13		7,040	7, 4 03
0	0	70				Fringe Benefits - Life Insura	7300-25		70	69
0	0	238				•	7300-25		227	216
0	0	1,826		3				1,854	1,585	1,461
0	0	23	·				7300-37	,	1,363	25
				1050			7300-37			
0	0	61,017		ICES	ONNEL SERV			58,465	53,293	49,364
					<u>ES</u>	MATERIALS AND SERVI				
0	0	48,000				Electric & Natural Gas	7600	48,000	41,843	40,309
			<u>Total</u>	Amt/Unit	<u>Units</u>		Descriptio			
			37,000 11,000	37,000 11,000	1		Electricity Natural G			
0	0	2,500	11,000	11,000	•	Insurance - Liability	7610-05	2 400	1,900	2,000
0	0	8,800				Insurance - Property	7610-03 7610-10		11,800	9,900
0	0	100				Uniforms - Employee	7630-05		130	9,900
0	0	31,785				Janitorial - Services	7650-05 7650-10		24,266	23,400
0	0	3,000				Janitorial - Supplies	7650-10 7650-15	·	1,246	2,626
0	0	51,500			dina Maintanan	• •	7720-10	,	48,625	
U	U	51,500	Tatal		•	Repairs & Maintenance - Bu		47,372	46,625	51,223
			<u>Total</u> 35,000	Amt/Unit 35,000	<u>Units</u> 1	tion nance contracts	<u>Descriptio</u> Maintenar			
			5,500	5,500	1	ls, operations and repairs				
			6,000	6,000	1	5	Projects			
			5,000	5,000	1	cleaning	Carpet cle			
0	0	145,685		RVICES	ALS AND SER	TOTAL MATE		137,506	129,811	129,458

2016 ACTUAL	2017 ACTUAL		Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			CAPITAL OUTLAY			
0	0	0 8710	Equipment	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
178,822	183,103	195,971	TOTAL REQUIREMENTS	206,702	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			FINES AND FORFEITURES			
6,350	553	1,500 6115	Code Enforcement	1,500	0	0
6,350	553	1,500	TOTAL FINES AND FORFEITURES	1,500	0	0
6,350	553	1,500	TOTAL RESOURCES	1,500	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT					2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
				REQUIREM	ENTS					
				PERSONNEL SERVICES						
118,012	109,849	121,334	7000-05 Parking & C	Salaries & Wages - Regular Full Tim ode Enforcement - 1.00 FTE	е			60,976	0	0
583	410	1,014	7000-20	Salaries & Wages - Overtime				1,522	0	0
7,134	6,658	7,586	7300-05	Fringe Benefits - FICA - Social Secu	rity			3,875	0	0
1,668	1,557	1,775	7300-06	Fringe Benefits - FICA - Medicare				907	0	0
28,135	21,375	27,838	7300-15	Fringe Benefits - PERS - OPSRP - IA	P			14,590	0	0
28,190	39,342	42,888	7300-20	00-20 Fringe Benefits - Medical Insurance				17,350	0	0
184	205	214	7300-25	0-25 Fringe Benefits - Life Insurance				108	0	0
533	584	636	7300-30	00-30 Fringe Benefits - Long Term Disability					0	0
4,148	4,162	5,494	7300-35	Fringe Benefits - Workers' Compens		2,794	0	0		
54	51	58	7300-37	Fringe Benefits - Workers' Benefit F		29	0	0		
892	1,042	1,101	7400-10	400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance				1,400	0	0
189,535	185,235	209,938		TOTAL PERSONNEL SERVICES				103,875	0	0
				MATERIALS AND SERVICES						
50	1,672	1,200	7550 Membership	Travel & Education as and training				1,450	0	0
			<u>Descrip</u>		<u>Units</u> 1	Amt/Unit	<u>Total</u>			
				nforcement Conference (Code and Parking) rship - Code Enforcement of Oregon	1	400 50	400 50			
			Other tr		1	1,000	1,000			
2,265	2,219	2,500	7590 Fuel for park	Fuel - Vehicle & Equipment king scooter, code enforcement vehicle				2,000	0	0
1,041	3,443	1,000	7630-05 Uniforms for	Uniforms - Employee code/parking enforcement staff				1,500	0	0
1,883	729	2,000	7660	Materials & Supplies				2,000	0	0
2,027	5,604	6,000	7720-14	Repairs & Maintenance - Vehicles				4,000	0	0
37	4	0	7750	Professional Services				45	0	0
			<u>Descrip</u> Section	<u>tion</u> 125 administration fee	<u>Units</u> 1	Amt/Unit 45	<u>Total</u> 45			
1,400	290	4,000	7750-08 Services to	Professional Services - Code Enforce clean up yard debris and grass abatements.	ement			0	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	0	7800	M & S Equipment	0	0	0
8,702	13,960	16,700		TOTAL MATERIALS AND SERVICES	10,995	0	0
198,237	199,195	226,638		TOTAL REQUIREMENTS	114,870	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :11 - POLICE Section :046 - INVEST Program :568 - INVESTIG	IGATIONS AND	SUPPORT		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQU	IREMENTS					
				PERSONNEL SERVICES						
430,990	513,666	587,452	7000-05 Police Serge Police Office	Salaries & Wages - Regular Fu eant - Special Operations - 1.00 FTE er - Investigations - 6.00 FTE	ıll Time			614,248	0	0
5,204	10,298	6,500	7000-15 Extra Help -	Salaries & Wages - Temporary Investigations - 0.11 FTE	′			6,500	0	0
98,751	101,256	64,983	7000-20	Salaries & Wages - Overtime				79,024	0	0
2,000	3,263	3,150	7000-35 Detectives'	Salaries & Wages - Clothing A \$450 annual clothing allowance.	llowance			3,150	0	0
32,356	37,835	41,047	7300-05	Fringe Benefits - FICA - Social	l Security			43,579	0	0
7,681	9,004	9,601	7300-06	Fringe Benefits - FICA - Medic	are			10,191	0	0
132,996	146,353	193,252	7300-15	Fringe Benefits - PERS - OPSF	RP - IAP			204,950	0	0
110,466	136,016	168,394	7300-20	Fringe Benefits - Medical Insu	rance			121,450	0	0
548	639	756	7300-25	Fringe Benefits - Life Insurance	e			756	0	0
2,025	2,340	2,836	7300-30	Fringe Benefits - Long Term D	isability			2,866	0	0
19,163	21,583	29,587	7300-35	Fringe Benefits - Workers' Co	mpensation Ins	surance		31,281	0	0
188	193	206	7300-37	Fringe Benefits - Workers' Bei	nefit Fund			206	0	0
0	0	0	7300-40	Fringe Benefits - Unemployme	ent			0	0	0
842,367	982,447	1,107,764		TOTAL PERS	ONNEL SERV	ICES		1,118,201	0	0
				MATERIALS AND SERVICE	<u>:S</u>					
6,013	5,088	9,000	7550	Travel & Education				10,850	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				ouse summit	7	500	3,500			
				de conference	5	600	3,000			
				ist interview course vestigator training	2	600 1,000	1,200 1,000			
				sor training - Detective Sergeant	1	500	500			
				Executive Development Institute	1	1,650	1,650			
4,631	7,278	6,000	7590	Fuel - Vehicle & Equipment				5,000	0	0
919	1,926	2,100	7630-05	Uniforms - Employee				1,500	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		SUPPORT	-	Department :11 - POLICE Section :046 - INVESTIGATION Program :568 - INVESTIGATIONS	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	3,000				7660 Materials & Supplies	3,000 7	2,066	6,549
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			1,000	1,000	1	Cameras, batteries and other supplies			
			1,000	1,000	1	Investigative funds (evidence processing, informants, etc)			
			1,000	1,000	1	Investigative tools			
0	0	3,000				7720-14 Repairs & Maintenance - Vehicles	6,000 7	5,737	14,960
0	0	1,080				7750 Professional Services	912 7	326	389
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			480	480	1	Comcast internet line			
			600	600	1	The Last One (TLO) Fees			
0	0	1,650				7800 M & S Equipment	800 7	3,923	10,021
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			750	750	1	New digital "Go Pro" video camera and accessories			
			900	900	1	Rifle locking trunk mounts			
0	0	26,080		RVICES	ND SEI	TOTAL MATERIALS A	27,812	26,344	43,481
						CAPITAL OUTLAY			
0	0	0				8850 Vehicles	0 8	7,973	20,931
0	0	0		<u>\Y</u>	OUTLA	TOTAL CAPITAL	0	7,973	20,931
0	0	1,144,281		S	EMENT	TOTAL REQUIR	1,135,576	1,016,763	906,780

2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	PROPOSED APPROV		2019 ADOPTED BUDGET
		RESOURCES			
		FINES AND FORFEITURES			
0	0 6110-10	Drug Forfeitures - State	0	0	0
0	0	TOTAL FINES AND FORFEITURES	0	0	0
0	0	TOTAL RESOURCES	0	0	0
	0 0	ACTUAL AMENDED BUDGET 0 0 6110-10 0 0	ACTUAL AMENDED Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS RESOURCES FINES AND FORFEITURES 0 0 6110-10 Drug Forfeitures - State 1 TOTAL FINES AND FORFEITURES	ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND SUPPORT PROPOSED BUDGET RESOURCES FINES AND FORFEITURES 0 0 6110-10 Drug Forfeitures - State 0 TOTAL FINES AND FORFEITURES 0	ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND SUPPORT PROPOSED BUDGET RESOURCES FINES AND FORFEITURES 0 0 6110-10 Drug Forfeitures - State 0 0 0 TOTAL FINES AND FORFEITURES 0 0 0 TOTAL FINES AND FORFEITURES 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

2 ADOPT BUDO	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		SUPPORT	ONS AND S	Department :11 - POLICE Section :046 - INVESTIGATI Program :571 - NARCOTICS	2018 MENDED BUDGET	L AME	2017 ACTUAL	2016 ACTUAL
					ENTS	REQUIREN				
						PERSONNEL SERVICES				
	0	77,904			е	Salaries & Wages - Regular Full Tin ce Officer - Narcotics - 1.00 FTE	75,877 7000-05 Police Offi	9 7	10,689	81,118
	0	9,991				00-20 Salaries & Wages - Overtime	10,001 7000-20	8 1	1,878	14,546
	0	450			nce	Salaries & Wages - Clothing Allowa stective's \$450 annual clothing allowance.	450 7000-35 Dectective	0	0	400
	0	5,474			rity	00-05 Fringe Benefits - FICA - Social Secu	5,349 7300-05	9	769	5,882
	0	1,280				00-06 Fringe Benefits - FICA - Medicare	1,251 7300-06	0	180	1,376
	0	28,238			Р	00-15 Fringe Benefits - PERS - OPSRP - I	27,258 7300-15	2 2	3,032	22,745
	0	17,350				00-20 Fringe Benefits - Medical Insurance	25,028 7300-20	6 2	3,006	22,528
	0	108				00-25 Fringe Benefits - Life Insurance	108 7300-25	4	14	107
	0	406			ty	00-30 Fringe Benefits - Long Term Disabi	398 7300-30	8	48	381
	0	3,929		urance	ation Ins	00-35 Fringe Benefits - Workers' Compen	3,856 7300-35	8	528	3,498
	0	29			und	00-37 Fringe Benefits - Workers' Benefit F	29 7300-37	4	4	34
	0	145,159		<u>ICES</u>	L SERV	TOTAL PERSONN	49,605	8 14	20,148	152,614
						MATERIALS AND SERVICES				
	0	1,000				7 Travel & Education	1,000 7550	1	41	46
			<u>Total</u> 500 500	Amt/Unit 500 500	<u>Units</u> 1 1	<u>Description</u> ONEA Conference and other training New investigator training	ONE			
	0	1,500				Fuel - Vehicle & Equipment	1,500 7590	1	561	1,382
	0	800				20 Telecommunications	800 7620	3	263	630
	0	200				0-05 Uniforms - Employee	200 7630-05	0	0	97
	0	5,000				Materials & Supplies	5,500 7660	0	5,000	5,021
	0	750				20-14 Repairs & Maintenance - Vehicles	750 7720-14	0	0	0
	0	600				00 M & S Equipment	600 7800	0	0	0
			Total 600	Amt/Unit 600	<u>Units</u> 1	Description SL-300 Radio	·			
	0	9,850		VICES	ND SEF	TOTAL MATERIALS	10,350	5 1	5,865	7,176
	0	155,009				TOTAL REQUI	59,955	2 15	26,013	159,790

2016	2017	2018	The state of the s	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section: 046 - INVESTIGATIONS AND SUPPORT	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :574 - SCHOOL RESOURCE	BUDGET	BUDGET	BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
50,318	50,645	53,800	5020-05 McMinnville School Dist #40 - SRO - High School McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year. Proposed 2018-19 budget includes one SRO at the McMinnville High School and one at the Middle School.	105,000	0	0
50,318	50,645	53,800	TOTAL INTERGOVERNMENTAL	105,000	0	0
50,318	50,645	53,800	TOTAL RESOURCES	105,000	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		PPORT	ND S	Department :11 - POLICE Section :046 - INVESTIGAT Program :574 - SCHOOL RESC		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
					S	REQUIRE				
						PERSONNEL SERVICES				
0	0	172,142				Salaries & Wages - Regular Full Ti r - School Resource Officer - 2.00 FTE		85,260	80,433	78,746
0	0	7,993				Salaries & Wages - Overtime	7000-20	8,618	5,743	5,904
0	0	11,166				Fringe Benefits - FICA - Social Sec	7300-05	5,820	5,264	5,175
0	0	2,611				Fringe Benefits - FICA - Medicare	7300-06	1,361	1,231	1,210
0	0	53,089				Fringe Benefits - PERS - OPSRP -	7300-15	25,485	20,273	20,203
0	0	34,700				Fringe Benefits - Medical Insuranc	7300-20	25,028	24,106	22,528
0	0	216				Fringe Benefits - Life Insurance	7300-25	108	108	107
0	0	832				Fringe Benefits - Long Term Disab	7300-30	398	389	382
0	0	8,051		rance	ı Insı	Fringe Benefits - Workers' Compe	7300-35	4,215	3,184	2,963
0	0	60				Fringe Benefits - Workers' Benefit	7300-37	29	29	31
0	0	290,860		ES	ERVI	TOTAL PERSONN		156,322	140,760	137,248
						MATERIALS AND SERVICES				
0	0	2,200				Travel & Education	7550	1,700	651	1,185
			<u>Total</u>	Amt/Unit	<u>its</u>	<u>ion</u>	<u>Description</u>			
			600	600	1	School Resource Officer Conference	•			
			900 200	900 200	1	d School Resource Officer Course				
			500	500	1	use Summit	Additiona Child Abu			
0	0	50				Materials & Supplies s youth services program materials and sup	7660	50	0	14
0	0	2,250		ICES	SER	TOTAL MATERIALS		1,750	651	1,199
0	0	293,110			ENTS	TOTAL REQU		158,072	141,410	138,447

2017 ACTUAL		Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
		RESOURCES			
		CHARGES FOR SERVICES			
7,300			8,800	0	0
7,300	7,300	TOTAL CHARGES FOR SERVICES	8,800	0	0
7,300	7,300	TOTAL RESOURCES	8,800	0	0
	7,30	7,300 7,300 5380 - Reven 7,300 7,300	ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE RESOURCES CHARGES FOR SERVICES 7,300 7,300 5380-02 Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility. 7,300 7,300 T,300 TOTAL CHARGES FOR SERVICES	ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE RESOURCES CHARGES FOR SERVICES 7,300 7,300 5380-02 Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility. 7,300 7,300 7,300 T,300 TOTAL CHARGES FOR SERVICES 8,800	ACTUAL AMENDED BUDGET Section :046 - INVESTIGATIONS AND SUPPORT PROPOSED BUDGET Program :577 - IN-SERVICE RESOURCES 7,300 7,300 5380-02 Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility. 7,300 7,300 7,300 T,300

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :11 - POLICE Section :046 - INVESTIO Program :577 - IN-SERVIC		SUPPORT		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
				REQUIR	REMENTS					
				MATERIALS AND SERVICES	<u> </u>					
0	75	250	7550 Hazardous r	Travel & Education materials, first aid and other training mater	rials			0	0	0
237	2,513	2,600	7550-05	Travel & Education - Defensive	Tactics			1,600	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Simunit	ions - Instructor development training	1	800	800			
			Taser -	Instructor training	1	800	800			
1,092	597	1,500	7550-10	Travel & Education - Driving Tra	aining			1,500	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				g lunches	1	500	500			
			EVOC i	nstructor training	1	1,000	1,000			
945	0	0	7550-15 Beginning in Department	Travel & Education - Emergence 2016-17, Emergency Management approbudget.			-ire	0	0	0
3,768	1,502	4,021	7550-20	Travel & Education - Firearms 1	raining			3,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Firearm	s Instructor Course	1	3,000	3,000			
22,286	29,259	22,733	7660	Materials & Supplies				31,680	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Handgu	ın conversion kits - Glock	2	500	1,000			
			_	ın conversion kits - Sig	3	300	900			
				epair work	1	500	500			
				niscellaneous supplies	1	500	500			
				s ammuntion s supplies and maintenance	1	22,447 3,508	22,447 3,508			
				g munitions	1	2,825	2,825			
7,185	7,095	7 155	7720-18	Repairs & Maintenance - Trainii	ag Eacility	_,	_,	7,435	0	0
7,105	7,095	7,100		·	•	A + // . I : +	Tatal	7,400	O	U
			<u>Descrip</u>	<u>uon</u> aintenance	<u>Units</u> 1	<u>Amt/Unit</u> 2,800	<u>Total</u> 2,800			
				maintenance	1	580	580			
				construction	1	1,575	1,575			
			Supplie		1	2,100	2,100			
			Portable	e restroom rental	1	380	380			

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		RT	SUPI	NS AND	Department :11 - POLICE Section :046 - INVESTIGA Program :577 - IN-SERVICE)	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	5,800					& S Equipment) M&S	78	4,250	5,686	7,517
			<u>Total</u>	<u>Unit</u>	<u>An</u>	<u>Units</u>		<u>Description</u>				
			5,800	800		1	ted cartridge plan for 48 users	Taser - unlimited				
0	0	51,015		<u>ES</u>	RVIC	ND SE	TOTAL MATERIAL			42,509	46,727	43,030
0	0	51,015			ร	EMENT	TOTAL REQU)	42,509	46,727	43,030

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		SUPPORT	ONS AND S	Department :11 - POLICE Section :046 - INVESTIGATION Program :583 - EVIDENCE	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
					ENTS	REQUIREM			
						PERSONNEL SERVICES			
0	0	60,036			е	Salaries & Wages - Regular Full Timidence and Property Technician - 1.00 FTE	58,840 7000-0 Police E	57,013	55,909
0	0	16,053			е	Salaries & Wages - Regular Part Tin ecialist I - 0.48 FTE	0 7000-1 Office S	0	0
0	0	999					737 7000-2	880	686
0	0	4,794			rity	Fringe Benefits - FICA - Social Secu	3,702 7300-0	3,511	3,435
0	0	1,122				Fringe Benefits - FICA - Medicare	866 7300-0	821	803
0	0	19,378			P	Fringe Benefits - PERS - OPSRP - IA	13,621 7300-1	11,186	11,330
0	0	17,350				Fringe Benefits - Medical Insurance	25,028 7300-2	24,106	22,528
0	0	108				Fringe Benefits - Life Insurance	108 7300-2	108	107
0	0	324			ty	Fringe Benefits - Long Term Disabil	316 7300-3	309	303
0	0	328		urance	ation Ins	Fringe Benefits - Workers' Compens	261 7300-3	177	177
0	0	43			und	Fringe Benefits - Workers' Benefit F	29 7300-3	28	32
0	0	120,535		ICES	L SERV	TOTAL PERSONNE	103,508	98,139	95,309
						MATERIALS AND SERVICES			
0	0	400				Travel & Education	400 7550	69	733
			<u>Total</u>	Amt/Unit	<u>Units</u>	ription	Des		
			50 50	50 50	1 1	on Police Officer Association membership			
			300	300	1	ssociation of property/evidence member dues r training			
0	0	400				Fuel - Vehicle & Equipment	400 7590	369	183
0	0	300					300 7630-0	631	288
0	0	4,000				Materials & Supplies	4,000 7660	4,478	3,379
			<u>Total</u>	Amt/Unit	<u>Units</u>	ription	<u>Des</u>		
			2,000	2,000	1	charges			
_			2,000	2,000	1	ence forms, postage, labels, packaging			
0	0	350				•	350 7720-1	58	63
0	0	250				Maintenance & Rental Contracts storage building alarm contract	250 7790 Evidend	0	239

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
4,885	5,604	5,700	TOTAL MATERIALS AND SERVICES	5,700	0	0
100,195	103,744	109,208	TOTAL REQUIREMENTS	126,235	0	0

						OI OLIVEIOND				
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		PPORT	_	Department :11 - POLICE Section :046 - INVESTIGAT Program :586 - PROFESSIONA		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
					TS	REQUIRE				
						MATERIALS AND SERVICES				
0	0	2,000				Travel & Education	7550	2,000	1,550	1,550
			<u>Total</u>	Amt/Unit	<u>Jnits</u>	<u>ription</u>	<u>Descri</u>			
			1,750	1,750	1	on Accreditation Alliance membership dues	Oregor			
			250	250	1	ing	Trainin			
0	0	200				Materials & Supplies	7660	200	0	0
0	0	2,200		ICES	SER	TOTAL MATERIALS		2,200	1,550	1,550
0	0	2,200			IENTS	TOTAL REQU		2,200	1,550	1,550

MUNICIPAL COURT

Organization Set – Sections

- Court
- Parking Tickets

Organization Set #

01-13-060

01-13-063



General Fund – Municipal Court

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- Continue to provide increasingly better customer service, increased efficiencies, lower costs for the City, and improved ways to work with our clients while holding them accountable.
- Continue to bring innovative alternative sentencing programs to Municipal Court clients. Circuit and Juvenile Courts are participating in Municipal Court's diversion programs.
- Continue an "early resolution" program for eligible defendants, reducing court appointed attorney fees and ensuring swift adjudication.
- Continue to explore flexible payment plans that meet the needs of our clients while also meeting the goals of the Court.
- Continue to provide programs that enable people to have their drivers' licenses reinstated at the earliest possible time.
- Continue to improve all processes and procedures to ensure that the Court operates as smoothly and efficiently as possible.
- Capitalize on the benefits of e-ticketing, including no longer being required to manually enter each citation into the Court's software system, improved tracking, and ability to work with the state to include McMinnville in risk management assessments.
- Implement cash receipting to improve customer service, enhance our record keeping processes, and add financial safeguards.
- City Prosecutor functions will be performed by the new Assistant City Attorney.

Core Services

Provide education and information to the public through the provision of quality judicial services:

- Swift access to the Court
- $_{\circ}$ $\,$ $\,$ Opportunity for a hearing or trial before a neutral decision maker
- Sentences tailor made to fit not only the act but the actor
- Alternative programs which teach rather than punish
- o Accessible, responsive, education-oriented Court staff

Future Challenges and Opportunities

- Work with Information Services and coordinate with Finance to ensure the upgrade to the software and cash receipting program is as efficient and helpful as possible to both court staff and customers.
- Partnership with community services providers that are designed to reduce recidivism, at affordable costs to participants.
- Be prepared for the increasing number of trials being requested, and maintain a jury pool at all times.
- Continue to cross train all employees for maximum efficiency
- Assigning community service with non-profit agencies in order to benefit the community.
- o Continue to keep up with changes in the law.
- Maintain and increase statistical reporting.
- Maintain professionalism through education and volunteerism.
- Assign all outstanding debt to collections.
- Establish code enforcement court program.



General Fund – Municipal Court

Department Cost Summary

		,		
		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	534,004	530,350	530,950	600
Personnel Services	369,014	426,827	447,057	20,230
Materials & Services	78,057	87,505	92,598	5,093
Capital Outlay	1,676	1,319	-	(1,319)
Total Expenditures	448,748	515,651	539,655	24,004
Net Expenditures	85,256	14,699	(8,705)	23,404

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget No changes	4.52	_	

2017 Statistics

- ❖ 463 citizens were ordered to complete a driving refresher course.
- 22 DUII convictions and 34 DUII diversions were ordered.
- 380 accounts were reinstated through the court to allow citizens to obtain their drivers license.
- * 84 bench probations were ordered.
- ❖ 62 people participated in deferred sentences.
- 2,324 parking tickets were issued.
- ❖ 460 people utilized the courts "Fix It" Ticket Program.
- 112 defendants who were assigned court-appointed attorneys were ordered to pay the court appointed attorney fees.
- 199 files were sent to collections.
- 176 bench warrants were issued.
- ❖ 172 files were closed and \$57,120.02 was collected as part of the courts "Clean Slate" program.



General Fund – Municipal Court

Historical Highlights

- First entry in McMinnville
 Municipal Court docket—a
 disorderly conduct charge
 against Henry Johnson for
 "assaulting" the neighbors'
 children by "throwing things at
 them" --- fine of \$9.75.
- First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.
- **184**7 First speeding charge. The defendant, James Badley, was arrested and jailed until sober. at which time he admitted he had been drunk, but pled innocent to the charge of riding faster than the law allowed by his own will. His horse had. indeed, exceeded four miles an hour, Mr. Badley said, but he also successfully argued that he had tried (but failed) to control the beast. He was picked up again within two weeks on charges of drunk and disorderly, but the horse didn't make another appearance.
- 1848 First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.

- 1876 Being drunk and disorderly in the street or in any house within the town limits resulted in a fine of not less than \$3.00 and not more than \$20.00.
- Possession of or smoking a cigarette by a minor under 14 was punishable by a fine of \$5.00.
- 1971 First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.
- 1991 Personal computers first used for Municipal Court docket and citation tracking.
- 2004 Municipal Court transitions to windowsbased Caselle Software.
- Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.

- **2009** Court sessions held in new Civic Hall.
- **2014** Honorable Cynthia Kaufman Noble appointed as Judge.
- **2017** Municipal Court Software upgraded.
- 2017 Natalee Levine hired as Deputy City Attorney and acting City Prosecutor.

General Fund - Municipal Court

2018-2019 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

Fund	Number of		Total	Detailed	Summary
Department	Employees	Range	Salary	Page	Amount
City Attorney	1	365	136,180		
General Fund					
Administration					
Legal (0.70 FTE)				9	95,326
Human Resources (0.20 FTE)				13	27,236
Municipal Court					
Court (0.10 FTE)				66	13,618
Deputy City Attorney	1	350	90,026		
General Fund					
Administration					
Legal (0.50 FTE)				9	45,013
Municipal Court					
Court (0.50 FTE)				66	45,013
Court Clerk II	1	324	47,734		
General Fund					
Municipal Court					
Court (0.30 FTE)				66	14,320
Parking Tickets (0.20 FTE)				70	9,547
· , ,					

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :13 - MUNICIPAL COURT Section :060 - COURT	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
		DODOLI		Program :N/A RESOURCES	BODOLI	BODGET	BODOL
				FINES AND FORFEITURES			
511,243	500,666	500,000	The City of I	Fines & Bail Forfeitures McMinnville's share of the Municipal Court fine and bail collections from Police issuance of citations into Municipal Court or Circuit Court.	500,000	0	0
1,843	1,494	500		Peer Court Assessment 2, individuals cited were assessed \$10 which was passed through to the Yamhill r Court Program. The Court will continue to collect assessments on citations to 2012.	500	0	0
10,547	5,842	5,000	Municipal C expense if the	Court Appointed Attorney Fees ourt defendants charged with misdemeanors must be provided an attorney at City he defendants allege they can not afford to hire counsel. Whenever possible, are required to reimburse the City for court-appointed attorney costs.	4,500	0	0
523,634	508,002	505,500		TOTAL FINES AND FORFEITURES	505,000	0	0
				MISCELLANEOUS			
485	965	850	6600-93	Other Income - Municipal Court	950	0	0
485	965	850		TOTAL MISCELLANEOUS	950	0	0
524,118	508,967	506,350		TOTAL RESOURCES	505,950	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
5,098	386	0	7000	Salaries & Wages	0	0	0
142,262	161,968	217,322	Deputy City Senior Cour	Salaries & Wages - Regular Full Time y - 0.10 FTE Attorney - 0.50 FTE t Clerk - 2.00 FTE II - 1.30 FTE	233,707	0	0
85,924	77,236	41,384	7000-10 Judge - 0.20 Municipal Co	Salaries & Wages - Regular Part Time) FTE ourt - Interpreter - 0.05 FTE	42,679	0	0
7,538	7,526	8,800	7000-15 Extra Help -	Salaries & Wages - Temporary Municipal Court Security - 0.17 FTE	8,800	0	0
0	18	0	7000-20	Salaries & Wages - Overtime	200	0	0
756	0	0	7000-32	Salaries & Wages - Moving Allowance	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	600	0	0
2,252	283	0	7300	Fringe Benefits	0	0	0
14,036	14,642	16,560	7300-05	Fringe Benefits - FICA - Social Security	17,684	0	0
3,283	3,425	3,879	7300-06	Fringe Benefits - FICA - Medicare	4,148	0	0
36,703	36,189	57,149	7300-15	Fringe Benefits - PERS - OPSRP - IAP	62,993	0	0
48,445	50,207	60,948	7300-20	Fringe Benefits - Medical Insurance	51,244	0	0
9,599	4,830	5,925	7300-22	Fringe Benefits - VEBA Plan	8,600	0	0
362	369	420	7300-25	Fringe Benefits - Life Insurance	420	0	0
868	914	1,182	7300-30	Fringe Benefits - Long Term Disability	1,268	0	0
454	364	479	7300-35	Fringe Benefits - Workers' Compensation Insurance	484	0	0
124	113	126	7300-37	Fringe Benefits - Workers' Benefit Fund	126	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
357,704	358,468	414,174		TOTAL PERSONNEL SERVICES	432,953	0	0
				MATERIALS AND SERVICES			
6,656	8,865	6,200		Credit Card Fees fees for Municipal Court collections.	9,000	0	0
758	3,062	5,000	7520	Public Notices & Printing	5,000	0	0

201 ADOPTEI BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			L COURT	Department :13 - MUNICIPA Section :060 - COURT Program :N/A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	400			and events.	Employee Events ts shared city-wide for employee training, materials	400	138	60
0	0	5,000				Travel & Education fessional memberships, dues, subscriptions, refereninars for the City Judge, City Prosecutor, and Munmeal costs.	5,000	3,769	3,973
0	0	3,200				0-05 Insurance - Liability	2,900	2,000	2,200
0	0	6,500				20 Telecommunications	6,200	5,822	5,689
0	0	1,700				0 Uniforms	1,700	2,107	1,491
0	0	7,500			plies	60-05 Materials & Supplies - Office Su	7,000	4,051	6,121
0	0	5,000				60-15 Materials & Supplies - Postage	4,000	2,829	2,156
0	0	655				60 Professional Services	610	1,048	1,117
			<u>Total</u> 500 155	<u>Amt/Unit</u> 500 155	<u>Units</u> 1 1	Description Audit fee allocation Section 125 administration fee			
0	0	1,000			Judge	60-12 Professional Services - Contract k-up Judge if necessary to cover Judge's absences	1,000	500	500
0	0	20,000		to afford their	ndants unable	Professional Services - Court Ap priney costs for legal defense of Municipal Court defined. Reimbursement of costs assessed against depoint 6150, Court Appointed Attorney Fees.		27,068	14,277
0	0	500	icts.	and legal confl		60-18 Professional Services - Contract k-up prosecutor if necessary to cover City Prosecu	500	0	585
0	0	100				i0-21 Professional Services - Security urity contract to provide panic button monitoring.	100	60	60
0	0	500	nhill			io-22 Professional Services - Peer Court assessments collected by Municipal Court anty Peer Court Program.	500	1,494	1,843
0	0	3,600				M & S Equipment	3,600	1,195	1,587
0	0	8,533				M & S Computer Charges Fund materials & supplies costs shared city-wide	7,995	6,612	8,924
0	0	12,400			ipal Court	0-25 M & S Computer Charges - Muni	8,800	6,531	12,687
			Total 4,200 3,200 500 4,500	Amt/Unit 4,200 3,200 500 1,500	<u>Units</u> 1 1 1 3	Description E-ticketing maintenance - 33% shared with Police Caselle maintenance E-ticketing import Replacement workstations			

2016 ACTUAL	2017 ACTUAL		Department :13 - MUNICIPAL COUI Section :060 - COURT Program :N/A	RT 2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
200	905	5 1,000	Trial Expense or, witness, and special interpreter fees for Municipal Court ju	2,000 and non-jury trials.	0	0
70,883	78,057	7 87,505	TOTAL MATERIALS AND	SERVICES 92,588	0	0
			CAPITAL OUTLAY			
1,850	1,676	6 1,319	Capital Outlay Computer Charges Fund capital outlay costs shared city-wide	0	0	0
1,850	1,676	6 1,319	TOTAL CAPITAL OL	JTLAY 0	0	0
430,437	438,201	1 502,998	TOTAL REQUIREM	ENTS 525,541	0	0

2016	2017	2040	D			
ACTUAL	ACTUAL	2018 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			FINES AND FORFEITURES			
19,515	25,037	24,000 61	Parking Tickets vntown Parking Patrol and Police Officer parking citations revenue.	25,000	0	0
19,515	25,037	24,000	TOTAL FINES AND FORFEITURES	25,000	0	0
19,515	25,037	24,000	TOTAL RESOURCES	25,000	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	9,547	0-05 Salaries & Wages - Regular Full Time rt Clerk II - 0.20 FTE	8,645 70 Co	3,344	0
0	0	0	0-10 Salaries & Wages - Regular Part Time	0 70	3,901	6,310
0	0	0	0-20 Salaries & Wages - Overtime	0 70	0	0
0	0	592	0-05 Fringe Benefits - FICA - Social Security	536 73	420	376
0	0	138	0-06 Fringe Benefits - FICA - Medicare	125 73	98	88
0	0	2,196	0-15 Fringe Benefits - PERS - OPSRP - IAP	1,954 73	1,403	1,263
0	0	1,318	0-20 Fringe Benefits - Medical Insurance	1,186 73	1,168	1,195
0	0	200	0-22 Fringe Benefits - VEBA Plan	100 73	120	199
0	0	22	0-25 Fringe Benefits - Life Insurance	22 73	22	23
0	0	52	0-30 Fringe Benefits - Long Term Disability	48 73	40	36
0	0	33	0-35 Fringe Benefits - Workers' Compensation Insurance	31 73	24	21
0	0	6	0-37 Fringe Benefits - Workers' Benefit Fund	6 73	6	6
0	0	0	0-40 Fringe Benefits - Unemployment	0 73	0	0
0	0	14,104	TOTAL PERSONNEL SERVICES	12,653	10,546	9,517
			MATERIALS AND SERVICES			
0	0	10	0 Professional Services	0 77	1	0
		otal	<u>Description</u> <u>Units Amt/Unit</u>			
		10	Section 125 administration fee 1 10			
0	0	10	TOTAL MATERIALS AND SERVICES	0	1	0
0	0	14,114	TOTAL REQUIREMENTS	12,653	10,547	9,517

FIRE DEPARTMENT

Organization Set – Sections

- Fire Administration & Operations
- Fire Prevention & Life Safety

Organization Set #

01-15-070

01-15-073



General Fund – Fire

Budget Highlights

- There have been discussions with our Fire Department partners about consolidation of services and partnerships to take advantage of efficiencies of scale. Three key discussions which are getting traction and may be brought to Council for review in the near future are:
 - Partnering with Lafayette and staffing a station in Lafayette with McMinnville firefighters, thus reducing the need for a north end substation for McMinnville and improving fire response to both communities.
 - Intergovernmental Agreement (IGA) discussions for McMinnville to partner with other departments to work on the consolidation concept, including functional consolidation, operational consolidation and administrative consolidation. These conversations are key to moving to a consolidated service for the county and take on different levels depending on which department we are having discussions with.
 - Officer for the County. The concept would be that McMinnville would fund 50% of the positions and the remaining departments would fund the difference. All departments get the benefit of a coordinated training effort as well as consistency in training and safety training that is lacking with a segregated training effort.
- Workload issues have been identified as a reason for high turnover within the department. Since 2014, the Department has lost 13 members or 40% of our work force to other departments. This budget contains one Firefighter/Paramedic to cover for vacancies. It also includes a new administrative position to take the administrative workload off of the shift workers and allow for more training time while reducing late night admin work to impact sleep deprivation issues.
- Health and wellness issues have been on the rise. This last year the Department implemented a chaplain and a peer support program to address work related stress issues.

- Sleep deprivation in the Fire service has been proven to create safety concerns within the work place. This year members of the Department are taking on a self-help project to close in the sleeping quarters with doors. This year's budget also includes a station alerting system that will alert in each bunk only on calls specific to the person in the bunk. This privacy and individual alerting will stop the practice of waking everyone for every call and work to reducing the sleep deprivation issues within the living quarters.
- The budget this year contains funds for a mold remediation and plumbing repair work in the men's restroom. Plumbing leaks have developed into a mold issue in the living area. We have also had to shut down half of our showers to prevent leaking.
- This year's budget also contains money for the engineering study required to apply for a seismic rehabilitation grant. Focus being on department resilience.

Core Services

Fire Operations

- Respond to Fire and Emergency Medical Services (EMS) related emergencies within the City of McMinnville and the surrounding Rural Fire District
- Provide training opportunities to all personnel within the Operations Division
- Provide response to hazardous materials incidents throughout the Rural Fire District
- Provide incident management functions within the City of McMinnville Emergency Operations Plan

Fire & Life Safety

- Ensure the safety of the community through active fire and life safety code enforcement
- Implement permitting process that facilitates safe assembly events.
- Maintain or improve partnerships within local and State organizations
- Review plans for new building construction
- Complete 90% of scheduled on-site fire inspections of high and moderate risk properties
- o Investigate fires for cause and origin
- Investigate fires involving juvenile fire setters
- Provide for delivery of public fire education courses

Future Challenges and Opportunities

- Develop funding strategies to meet service demands.
- The City Council has adopted response time standards for the Fire Department. The next step would be to start planning for future fire sub-stations to meet these response standards.
- Establish partnerships with external agencies that will improve efficiencies and reduce costs
- o Improve ability to provide quality training for emergency personnel
- Identify future staffing needs to accommodate the increasing response volume

CALL TYPE	SUB-TYPE	2015	2016	2017	Percentage of Calls
FIRE	Structural	66	80	82	
	Brush/ Wildland	82	18	18	
	Vehicle	21	21	25	
	Other	720	747	854	
	Fire Sub-Total	889	866	979	12.2%
EMS	All EMS Calls	6649	6838	7059	87.8 %
Total		7538	7704	8038	100%



Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	552,196	417,679	912,831	495,152
Personnel Services	2,118,173	2,340,571	2,631,755	291,184
Materials & Services	513,512	558,699	602,099	43,400
Capital Outlay	141,851	3,956	189,250	185,294
Debt Service	115,291	115,292	115,292	-
Total Expenditures	2,888,828	3,018,518	3,538,396	519,878
Net Expenditures	(2,336,632)	(2,600,839)	(2,625,565)	24,726

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	15.57		
Firefighter		0.35	
Firefighter / Paramedic - PT+		0.03	
Firefighter / EMT - PT+		0.03	
Office Manager		0.40	
Support Services Specialist		0.50	
Extra Help - Fire		(0.07)	
Extra Help - Clerical		0.07	
FTE Proposed Budget		1.31	16.88



General Fund - Fire

Historical Highlights

- A group of McMinnville businessmen start the McMinnville Fire Department, known at that time as the Star Hose Company #1.
- McMinnville Fire
 Department hires first paid
 Fire Chief.
- McMinnville purchases their first motorized fire engine, a 1916 Laverne.
- The second motorized fire engine is purchase for \$13,000, a 1924 American LaFrance. This vehicle currently sits in the fire museum at the fire station and is still operational.
- McMinnville voters pass the "Fireman's Compensation Millage Levy" on May 21st @ 3 mills (~\$1.50/1,000 assessed value). These monies were dedicated to the sole purpose of hiring fireman. This was a continuing millage levy.

- McMinnville voters pass the "Fire Equipment Millage Levy" on November 4th @ ½ mill (~\$.25/1,000 assessed value). This levy provided monies for the purchase of fire apparatus and also was a continuing millage levy.
- 1967 McMinnville Fire Department hires first paid Fire Marshall.
- McMinnville Fire Department celebrates 100-year anniversary. The completely restored 1924 American LaFrance Fire engine makes re-debut in April at the celebration.



- 1986 McMinnville voters pass a 20year bond levy to build a new fire station and parking lot and demolish the old fire station -\$1,995,000.
- 1988 The new fire station opens at 1st Baker in April.

- McMinnville Fire Department
 Length of Service Awards
 Program (LOSAP)
 implemented to reward
 volunteer fire fighters for their
 service.
- 1994 City adds fire inspector position.
- 1996 Fire Department Cost of Service Study completed and designates fire portion of operations at 35% and ambulance at 65% of operations.
- 1996 New College Intern Program implemented taking the place of Sleeper Program.
- **2000** Fire Training Tower constructed on City land next to the Water Reclamation Facility.
- Fire and Police Departments begin implementing new 450 MHz voice radio system, financed with a \$1,300,000 full faith and credit obligation.

- Purchased From H & W Emergency Equipment in Hillsboro.

 Purchase replaced Engine 13, a 1967 Ford.
- 2005 New strategic plan was developed with the help from BOLA Consultants.
 The 2005 2007 plans were approved by the City Council.
- Does The Fire Department becomes part of the General Fund as opposed to having its own specific Fire Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for fire operations.
- 2009 City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS responses.
- 2009 Established 20% response requirements for volunteers. Result is improved response time for fire response vehicles to major incidents.



- Realigned staffing to provide crew on the first out Engine Company with career staff. Reduced average first unit response time from 9:05 to 5:38
- 2010 Budget challenges and lack of sleeping quarters force the elimination of the student program at the Fire Department.
- Pire Department purchased new brush vehicle that will be used as a secondary rescue vehicle. A large portion of this purchase was funded by an anonymous donor.
- **2012** Budget challenges force the elimination of the Fire Marshal position.
- 2014 Council authorizes purchase of fire apparatus, including a new aerial truck, engine, and water tender.
- The City takes delivery of the new aerial truck, engine, and refurbished water tender.



- The Department internally restructured to eliminate the Operations Chief and created a Duty Chief role for the Assistant Chiefs and Battalion Chiefs to improve emergency response incident management.
- Three FTE's are added to reduce the overtime costs of the department and reduce the work stress on employees.
- 2017 Prevention Division is realigned to improve code enforcement and inspection services to the Citizens. Emergency Management responsibilities move to a Battalion Chief.
- **2018** Focus will be on station repairs to address firefighter safety including station alerting and sleep deprivation issues.

General Fund - Fire

2018-2019 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description						Position Description					
Fund	Number of		Total	Detaile	ed Summary	Fund	Number of		Total	Detailed	Summary
Department	Employees	Range	Salary	Page	Amount	Department	Employees	Range	Salary	Page	Amount
Fire Chief General Fund Fire	1	364	133,748			Firefighter / Paramedic General Fund Fire	1	330	52,214		
Administration & Operation	s (0.75 FTE)			73	100,311	Administration & Operation	s (0.28 FTE)			73	18,275
Ambulance Fund (0.25 FTE)				232	33,437	Ambulance Fund (0.52 FTE)				232	33,939
Fire Battalion Chief General Fund Fire	3	245	317,616			<u>Firefighter / EMT</u> General Fund Fire	1	322	42,507		
Administration & Operation	s (1.05 FTE)			73	111,166	Administration & Operation	s (0.28 FTE)			73	14,877
Ambulance Fund (1.95 FTE)				232	206,450	Ambulance Fund (0.52 FTE)				232	27,630
Fire Lieutenant General Fund Fire	3	235	268,729	70	04.055	Office Manager General Fund Fire	1	332	61,195	70	45.000
Administration & Operation	S (1.05 FTE)			73	94,055	Administration & Operation	S (U.75 FTE)			73	45,896
Ambulance Fund (1.95 FTE) Fire Engineer General Fund	3	230	273,956	232	174,674	Ambulance Fund (0.25 FTE) Administrative Specialist II General Fund	1	324	48,153	232	15,299
Fire						Fire					
Administration & Operation	s (1.05 FTE)			73	95,885	Administration & Operation	s (0.25 FTE)			73	12,038
Ambulance Fund (1.95 FTE)				232	178,071	Ambulance Fund (0.75 FTE)				232	36,115
<u>Firefighter</u> General Fund Fire	25	220	1,938,252			Support Services Specialist General Fund Fire	1	324	22,440		
Administration & Operation	s (8.75 FTE)			73	678,388	Administration & Operation	s (0.25 FTE)			73	11,220
Ambulance Fund (16.25 FTE)				232	1,259,863	Ambulance Fund (0.25 FTE)				232	11,220

			01 - GENERAL I GND			
2016 ACTUAL	2017 2018 Department :15 - FIRE ACTUAL AMENDED Section :070 - FIRE ADMINISTRATION & OPERATIONS BUDGET Program :N/A		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE	
			RESOURCES			
			LICENSES AND PERMITS			
0	0	0	4213-15 Specialty Business License - Care Homes Proposed 2018-19 Budget includes revenue from specialty business licensing of adult care homes	77,000	0	C
700	4,520	1,200	4490 Licenses & Permits - Misc Permit/License/non-violation fees request for public records per Fire Department fee schedule	4,500	0	C
700	4,520	1,200	TOTAL LICENSES AND PERMITS	81,500	0	0
			<u>INTERGOVERNMENTAL</u>			
1,345	0	0	4545-05 Federal FEMA Grant - HAM Radio Project	0	0	0
13,113	16,759	0	4545-10 Federal FEMA Grant - CERT Enhancement Project	0	0	0
0	0	0	4555 Ground Emergency Medical Transport (GEMT) Reimbursement Federal funds passed through State to City. Reimbursement to City for 50% of difference between amount paid by Medicaid and cost for ambulance service, as calculated using preapproved methodology.	322,705	0	0
26,263	0	1,500	4840-05 OR Conflagration Reimbursement - Personnel Personnel Reimbursement due to conflagration deployment this last year.	2,625	0	0
32,140	0	2,500	4840-10 OR Conflagration Reimbursement - Equipment Reimbursement for vehicles deployed to conflagrations this last year.	5,000	0	0
0	137,568	0	5030 McMinnville Rural Fire District	0	0	0
337,200	347,316	364,679	5030-05 McMinnville Rural Fire District - Contract Fire Protection McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2018-19 proposed budget assumes 3% increase in contract.	375,619	0	0
410,061	501,643	368,679	TOTAL INTERGOVERNMENTAL	705,949	0	0
			CHARGES FOR SERVICES			
6,725	2,339	2,000	5340 Fire Department Service Fees Non-resident motor vehicle incident charges for Fire Department required services.	2,000	0	0
0	0	20,000	5400 Property Rentals Verizon lease of cell tower on Fire Department property	27,000	0	0
0	0	0	5705 Care Home Charges Proposed 2018-19 budget includes charges collected from adult care homes for ambulance calls when medical treatment is not necessary	35,000	0	0
6,725	2,339	22,000	TOTAL CHARGES FOR SERVICES	64,000	0	0
			FINES AND FORFEITURES			
500	1,800	1,800	6115 Code Enforcement Code enforcement fees per Fire Department fee schedule.	300	0	0

			<u> </u>			
2019 ADOPTED	2019 APPROVED	2019 PROPOSED	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS	2018 AMENDED	2017 ACTUAL	2016 ACTUAL
BUDGET	BUDGET	BUDGET	Program :N/A	BUDGET	7.0.07.	7.0.07.2
0	0	300	TOTAL FINES AND FORFEITURES	1,800	1,800	500
			MISCELLANEOUS			
0	0	0	6310-02 Interest - Loan Proceeds	0	0	64
0	0	18,680	6310-07 Interest - LOSAP Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	15,000	18,472	17,054
0	0	1,000	6410 Donations - Fire Donations received to help support the Fire Department.	1,000	2,426	202
0	0	33,750	6600 Other Income Vehicles or equipment sold at auction.	500	10,945	10,308
			<u>Description</u> <u>Units Amt/Unit Total</u>			
			Seismic upgrade grant reimbursement split 75/25 with Ambulance 1 33,750 33,750			
0	0	0	6600-05 Other Income - Workers' Comp Reimbursement	0	1,998	1,062
0	0	7,652	6600-07 Other Income - LOSAP Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).	7,500	8,054	4,482
0	0	61,082	TOTAL MISCELLANEOUS	24,000	41,895	33,173
0	0	912,831	TOTAL RESOURCES	417,679	552,196	451,159

				UI - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Section :070 - FIRE ADMINISTRATION & OPERATIONS		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
28,536	1,313	0	7000	Salaries & Wages	0	0	0
898,115	981,159	1,052,080	Fire Chief - Fire Battalic Fire Lieuten Fire Engine Firefighter - Office Mana Support Sei	on Chief - 1.05 FTE nant - 1.05 FTE er - 1.05 FTE	1,152,159	0	0
14,301	35,221	29,836	•	Salaries & Wages - Regular Part Time Paramedic - 0.28 FTE EMT - 0.28 FTE	33,152	0	0
2,518	0	5,000		Salaries & Wages - Temporary - Clerical - 0.07 FTE - Fire - 0.10 FTE	5,000	0	0
21,740	24,175	30,000		Salaries & Wages - Volunteer Reimbursement McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers tion on a "point-per-event" basis and helps off-set volunteers' costs for clothing, aining, etc.	35,000	0	0
173,366	133,864	87,496	7000-20	Salaries & Wages - Overtime	133,495	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	300	0	0
15,639	1,233	0	7300	Fringe Benefits	0	0	0
66,945	70,581	74,638	7300-05	Fringe Benefits - FICA - Social Security	84,019	0	0
15,708	16,610	17,465	7300-06	Fringe Benefits - FICA - Medicare	19,710	0	0
271,566	269,330	336,649	7300-15	Fringe Benefits - PERS - OPSRP - IAP	374,442	0	0
155,131	172,287	181,716	7300-20	Fringe Benefits - Medical Insurance	213,143	0	0
26,360	41,244	41,900	7300-22	Fringe Benefits - VEBA Plan	48,825	0	0
2,022	1,613	1,474	7300-25	Fringe Benefits - Life Insurance	1,582	0	0
4,595	5,102	5,498	7300-30	Fringe Benefits - Long Term Disability	6,046	0	0
34,401	36,790	47,841	7300-35	Fringe Benefits - Workers' Compensation Insurance	52,495	0	0
542	515	526	7300-37	Fringe Benefits - Workers' Benefit Fund	563	0	0
677	2,794	1,003	7300-40	Fringe Benefits - Unemployment	1,002	0	0

201 ADOPTEI BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	NS	& OPERATIO	TRATION	Department :15 - FIRE Section :070 - FIRE ADM Program :N/A)	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	2,500			surance	Fringe Benefits - Volunteers - Li	7400-05	2,500	1,865	1,221
0	0	14,000	surance	ensation In	rs' Comp	Fringe Benefits - Volunteers - W	7400-10	14,001	13,085	13,691
0	0	90,000	rs. When	nteer firefighte	an for volu	Fringe Benefits - Volunteers - Fi ervice Award Program (LOSAP) is retirem- aches entitlement age, City either purchas rectly from plan assets.	volunteer rea	90,000	19,200	89,387
0	0	7,500				Fringe Benefits - Volunteers - Fi ength of Service Awards (LOSA) Program olunteers.	7400-21 Volunteer Ler active fire vol	7,500	6,101	5,889
0	0	8,000	nce	dent Insura	eer Acci	Fringe Benefits - Volunteers - V	7400-25	8,000	7,475	7,521
0	0	2,282,933		<u>CES</u>	L SERV	TOTAL PERSO		2,035,123	1,841,556	,849,873
						MATERIALS AND SERVICES				
0	0	500				Safety Training/OSHA	7530	500	0	210
0	0	1,200			d events.	Employee Events d city-wide for employee training, material	7540 Costs shared	1,300	756	207
0	0	27,000				Travel & Education osts listed in transactions.		22,100	16,243	22,306
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Descripti</u>			
			6,000	1,000	6	Fire Chiefs meetings and Conference	_			
			4,500 4,000	1,500 1,000	3 4	Executive Development Institute ire Officer Class	-			
			4,000	1,000	4	: Managment Class				
			1,500	500	3	l Fire Academy Class				
			4,000	1,000	4	nd Firefighting				
			3,000	1,000	3	Training	Recruit 7			
0	0	25,000				Fuel - Vehicle & Equipment	7590	22,000	17,885	16,306
0	0	19,000				Electric & Natural Gas	7600	19,000	17,592	16,931
0	0	22,200				Insurance - Liability	7610-05	21,500	17,400	17,900
0	0	28,300				Insurance - Property	7610-10	30,400	30,000	17,400
0	0	23,000	sistent	com to be con	ounty Tele	Telecommunications ents a 75% Fire 25% Ambulance for Yam ility charges for the department.	This represe	23,000	21,829	20,861
0	0	15,000	ees and	of new emplo	to number	Uniforms - Employee -time, and volunteer fire uniforms increase	7630-05	11,000	8,910	9,184

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 15 - FIRE Section : 070 - FIRE ADMINI : Program : N /A	STRATION	& OPERATION	ONS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
24,650	24,533	25,000	compliance.	Uniforms - Protective Clothing e to number of new hire employees. Safety clo National Fire Protection Association (NFPA) rs old. Also continue to upgrade and purchase	requires rep	placement of	all turnouts	30,000	0	0
5,575	5,766	7,000		Janitorial per week janitorial services and supplies - 25%	% shared wi	th Ambulance	e Fund.	7,500	0	0
24,121	16,102	22,000	7660	Materials & Supplies fire operations, fire prevention, administration				22,000	0	0
0	2,426	1,000	7680	Materials & Supplies - Donations				1,000	0	0
630	1,848	3,000	7700	Hazardous Materials				3,000	0	0
1,345	0	0	7710	Materials & Supplies - Grants				0	0	0
4,264	5,291	6,000	7720	Repairs & Maintenance				6,000	0	0
4,943	7,203	5,000	7720-06	Repairs & Maintenance - Equipmen	t			7,000	0	0
27,232	22,744	30,000	7720-08	Repairs & Maintenance - Building F	Repairs			35,000	0	0
47,585	72,788	60,000	7720-14 Account use	Repairs & Maintenance - Vehicles ed for Fleet maintenance both PM and unsched	duled maint	enance.		60,000	0	0
1,527	3,572	3,000	7720-16	Repairs & Maintenance - Radio & P	agers			5,000	0	0
4,940	8,518	10,000	7720-22 Repairs and	Repairs & Maintenance - Breathing Maintenance of SCBA'a	Apparatu	IS		10,000	0	0
42,713	40,452	47,425	7750	Professional Services				56,855	0	0
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
				egotiations arbitrator 35/65 with Ambulance	1 65	750 700	750			
				ohysicals 125 administration fee	65 1	700 205	45,500 205			
				e allocation	1	2,800	2,800			
				actuarial valuation	1	7,600	7,600			
3,948	4,768	10,000		Maintenance & Rental Contracts ystem, fire sprinkler system, HVAC system, ar	d fire alarm	n system mair	ntenance	5,000	0	0
14,983	2,096	11,000	7800	M & S Equipment				15,000	0	0
			Descrip	<u>ition</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Therma	ll imaging cameras	3	1,500	4,500			
			•	ck for truck	1	5,000	5,000			
				camera	1	2,000	2,000			
			Swivel	dump for tenders	2	1,750	3,500			
5,191	2,541	7,500	7800-09	M & S Equipment - Radios				15,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :15 - FIRE Section :070 - FIRE ADMINIST Program :N/A	RATION	& OPERATION	ONS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
8,551	3,237	10,000	7800-30 50 SCBA maintenand	M & S Equipment - Breathing Appara units and 90 masks are 9 years old and starting	10,000	0	0			
13,114	16,421	0	7820	M & S Equipment - Grants				0	0	0
25,780	16,898	23,986		M & S Computer Charges naterials & supplies costs shared city-wide				22,399	0	0
26,447	27,409	27,150	7840-30	M & S Computer Charges - Fire				28,900	0	0
			<u>Descri</u>	ption	<u>Units</u>	Amt/Unit	<u>Total</u>			
				100% RMS maint, 50% split with Amb for nnel module	1	5,500	5,500			
			Netmo Police	tion MDT maintenance-25%, shared with Amb,	1	1,200	1,200			
			Tritech	maintenance-65%, shared with Amb	1	5,200	5,200			
				spection software maintenance	1	2,500	2,500			
			Target	Vehicle maintenance-50% shared with Amb	1	3,000	3,000			
			•	cement workstations	3	1,500	4,500			
				e docking stations	2	150	300			
				or replacements	2	400	800			
				arranty extensions	2	350	700			
				cement MDTs	2	1,300	2,600			
			Surfac	e tablet	1	2,600	2,600			
60,434	60,686	60,788		Hydrant Rental & Maintenance ntal and maintenance fee paid monthly to McMinr	ville Wat	er & Light.		61,000	0	0
17,739	14,182	15,000		Hoses, Nozzles, & Adapters nozzles, and adapters with values under \$5,000.				15,000	0	0
4,878	4,863	7,500	8120 Testing of a Association	Hose & Ladder Testing all department hose and ground ladder inventory and safety standards. Increase is to add annua	per Natio	onal Fire Prote esting to the a	ction ccount.	7,500	0	0
491,894	494,961	543,149		TOTAL MATERIALS A	ND SEI	RVICES		584,354	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
5,344	4,283	3,956	8750 I.S. Fund c	Capital Outlay Computer Charges apital outlay costs shared city-wide				0	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 15 - FIRE Section : 070 - FIRE ADMINI Program : N/ A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET			
0	0	0	8800	Building Improvements				146,250	0	0
			<u>Descri</u> p	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Seismi Ambula	c upgrade engineering split 75/25 with ance	1	33,750	33,750			
			Mold re Ambula	emediation plumbing repair split 75/25 with ance	1	75,000	75,000			
			Station	alerting system split 75/25 with Ambulance	1	37,500	37,500			
97,699	137,568	0	8850	Vehicles				43,000	0	0
			<u>Descri</u> p	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replac	e Command Vehicle	1	43,000	43,000			
103,043	141,851	3,956		TOTAL CAPITA	L OUTLA	AY		189,250	0	0
				DEBT SERVICE						
75,529	77,888	80,322		2014 Fire Vehicle Financing - Princ syment for loan authorized in 2014-15. Loan p s, engine and used water tender		ed to purchas	e new	82,831	0	0
39,763	37,403	34,970		2014 Fire Vehicle Financing - Interement for loan	est			32,461	0	0
115,291	115,291	115,292		TOTAL DEBT	SERVICE	<u> </u>		115,292	0	0
2,560,101	2,593,660	2,697,520		TOTAL REQUI	REMENT	S		3,171,829	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program : N /A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			PERSONNEL SERVICES			
148,934	156,367	169,010	7000-05 Salaries & Wages - Regular Full Time Fire Marshal - 1.00 FTE Deputy Fire Marshal -1.00 FTE	196,945	0	0
15,595	15,728	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
2,461	3,115	0	7000-15 Salaries & Wages - Temporary	0	0	0
1,335	1,150	1,000	7000-17 Salaries & Wages - Volunteer Reimbursement	1,500	0	0
5,229	2,594	5,004	7000-20 Salaries & Wages - Overtime	7,501	0	0
10,749	11,104	10,851	7300-05 Fringe Benefits - FICA - Social Security	12,770	0	0
2,514	2,597	2,538	7300-06 Fringe Benefits - FICA - Medicare	2,987	0	0
41,994	42,338	54,971	7300-15 Fringe Benefits - PERS - OPSRP - IAP	61,965	0	0
26,968	28,513	34,603	7300-20 Fringe Benefits - Medical Insurance	37,642	0	0
3,875	3,000	6,000	7300-22 Fringe Benefits - VEBA Plan	7,500	0	0
213	207	216	7300-25 Fringe Benefits - Life Insurance	216	0	0
819	827	924	7300-30 Fringe Benefits - Long Term Disability	1,062	0	0
6,348	6,630	7,273	7300-35 Fringe Benefits - Workers' Compensation Insurance	8,525	0	0
79	59	58	7300-37 Fringe Benefits - Workers' Benefit Fund	87	0	0
0	0	9,999	7300-40 Fringe Benefits - Unemployment	10,002	0	0
117	2,388	3,001	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	120	0	0
267,228	276,617	305,448	TOTAL PERSONNEL SERVICES	348,822	0	0
			MATERIALS AND SERVICES			
33	81	300	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	200	0	0
3,665	4,250	5,200	7550 Travel & Education Training and travel costs for critical areas of certification and required fire training with professional development provided. Increase due to addition of Deputy Fire Marshal	7,000	0	0
0	1,276	0	7550-15 Travel & Education - Emergency Management	0	0	0
0	1,431	1,000	7660-40 Materials & Supplies - Emergency Management	0	0	0
202	0	0	7680 Materials & Supplies - Donations	0	0	0

2019 ADOPTEI BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		E SAFETY	ON & LIF	Department :15 - FIRE Section :073 - FIRE PREV Program :N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	1,545				essional Services ervice	7750 F NFPA Subscription	50	41	45
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Description</u>			
			45	45	1	inistrative fee	Section 125			
			1,500	1,500	1	al membership	NFPa Profes			
0	0	9,000				Prevention Education ts, Self-Inspection Program docun public classes and events, and vol	Materials and ha	9,000	11,472	11,806
0	0	17,745		VICES	D SER	TOTAL MATERIAL		15,550	18,551	15,752
0	0	366,567		;	MENT	TOTAL REQ		320,998	295,168	282,980

PARKS & RECREATION

<u> Organization Set – Sections</u>	Organization Set #
 Administration 	01-17-001
 Aquatics Center 	01-17-087
 Community Center & Rec Pro 	og 01-17-090
 Kids on the Block 	01-17-093
 Recreational Sports 	01-17-096
 Senior Center 	01-17-099



General Fund – Parks & Recreation

- Administration

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- The Administration budget in Parks and Recreation is the management component for all of our Parks and Rec programs:
 - Senior Center
 - Kids on the Block
 - Community Center
 - Rec Sports
 - Aquatic Center
 - Park Development

Together these programs offer diverse recreational opportunities through year-round events and programs for all of McMinnville's residents.

- The Park Ranger program has moved from the Parks & Rec Admin budget to the Police Department Budget in 2018-2019. This was one of the improvement areas noted through the work of the 2017 Downtown Safety Task Force.
- Construction of the NW Neighborhood Park is slated to start in 2017-2018 and carry over into 2018-2019 (see the Park Development Fund for details).
- A Recreation Building Master Plan and Feasibility Study is funded at \$75,000 to review the conditions of the three Parks and Recreation Buildings (Senior Center, Community Center and Aquatic Center), identify programming, site analysis, funding and operational analysis to plan for the future of our community needs and facilities.
- To address increases in calls for Police service at facilities, this budget includes funding for the 3 Parks and Recreation buildings to allow for double coverage of front desk staff hours and building improvements to increase safety measures for staff and patrons in our buildings.

Police Calls for Service										
Senior Center Community Center Aquatic Center										
2015	8	2015	24	2015	70					
2016	10	2016	23	2016	34					
2017	42	2017	38	2017	65					

Core Services

- Department oversight and management
- Park system planning and development
- o Community advocacy, collaboration, and coordination
- Resource development
- Management of park improvement projects

Future Challenges and Opportunities

- McMinnville's Park, Recreation and Open Space Master Plan, adopted in 1999, needs to be updated through an inclusive master planning process that looks at parks, along with programming and facilities. Funding a full Parks and Recreation Master Plan is challenging, as such it has conceptually been broken into elements that will be easier to fund and maintain. Several opportunities and challenges exist within each element. Currently the identified elements include:
 - Kids on the Block Sustainability Assessment (Funded in 2017-2018 by KOB, Inc.)
 - Recreation Building Master Plan (proposed \$75,000 in 2018-2019 budget)
 - Parks Master Plan (unfunded)
 - Parks and Recreation Financial Plan (fee study to be funded in 2018-2019 through professional services)

General Fund – Parks & Recreation -Administration

2018 - 2019 Proposed Budget --- Budget Summary

The 2000 voter approved \$9.1 million parks bond measure is slated to be spent after the construction of the NW Neighborhood Park. There is no other revenue source currently identified, other than Parks SDC's or potential grants, to facilitate additional improvements, upgrades or new construction to McMinnville's park system. The projection for SDC revenue over the next few years is not sufficient to fund much beyond the debt service payments and administrative fees. The 2000 bonds are scheduled to be paid off in 2021.

Department Cost Summary

		<u> </u>		
	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	13,313	23,500	7,500	(16,000)
Personnel Services	219,773	229,656	161,709	(67,947)
Materials & Services	54,954	58,649	164,367	105,718
Capital Outlay	372	330	-	(330)
Total Expenditures	275,100	288,635	326,076	37,441
Net Expenditures	(261,787)	(265,135)	(318,576)	53,441

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	2.70		
Rec Leadership - Park Ranger		(1.70)	
FTE Proposed Budget			1.00



General Fund – Parks & Recreation – Administration

Historical Highlights

- McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~\$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance.
- 1968 First Director of Parks and Recreation, Galen McBee is hired.
- **1968** Recreation Commission abolished.
- 1969 City hires first Swimming Pool Manager.
- 1977 City hires first city-funded Recreation Coordinator. Federal grant dollars had previously supported a short-term position.
- 1981 Community Center opens and Parks & Recreation
 Department headquarters move from City Hall to the new Center
- 1985 City hires first full-time Youth/Adult Sports Coordinator.

- **1986** New Aquatic Center opens.
- 1990 Part-time Volunteer Coordinator for the new Kids on the Block Program is hired.
- **1995** McMinnville Senior Center opens in October 1995.
- 1997 Long-time Park & Rec.
 Director, Galen McBee
 retires.
 Asst. Director Jay Pearson is
 appointed Director.
- The Parks and Recreation
 Department becomes part of
 the General Fund as opposed
 to having its own specific
 Parks and Recreation Fund
 as it has in the past.
 Measures 49/50, eliminated
 special millage levies
 including those for Parks and
 Recreation.

2011 In December, the Parks and Recreation
Department initiated new, on-line registration services through a new program called "ActiveNet."
Citizens now are able to register from home or office via the internet for any Aquatic or Community Center class or program, 24 / 7.

2017 Long-time Park & Rec. Director Jay Pearson retires, Susan Muir is appointed Director.

				0. 01.11.17.12.1			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Department :17 - PARKS & RECREATION	2019 PROPOSED	2019 APPROVED	2019 ADOPTED
ACTUAL	ACTUAL	BUDGET		Section :001 - ADMINISTRATION	BUDGET	BUDGET	BUDGET
		BODGET		Program :N/A	DODOLI	DODOL!	DODGET
				RESOURCES			
				MISCELLANEOUS			
6,050	4,176	7,500	Donations re	Donations - Parks & Recreation eceived from various community organizations and businesses primarily to summer concerts program.	1,500	0	0
10,811	9,137	10,000	Income rece	Other Income eived from sale of advertising space within Parks & Recreation brochure, also ome from sale of metal detecting permits and misc. park concessions.	6,000	0	0
6,000	0	6,000		Other Income - Park Rangers Dice Department	0	0	0
22,861	13,313	23,500		TOTAL MISCELLANEOUS	7,500	0	0
22,861	13,313	23,500		TOTAL RESOURCES	7,500	0	0

,				01 - GENERAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,476	-290	0	7000	Salaries & Wages	0	0	0
107,930	111,625	113,328	7000-05 Parks & Red	Salaries & Wages - Regular Full Time creation Director - 1.00 FTE	111,764	0	0
34,450	46,860	39,460	7000-15	Salaries & Wages - Temporary	0	0	0
226	304	300	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	0	0
1,552	-839	0	7300	Fringe Benefits	0	0	0
8,584	9,624	9,492	7300-05	Fringe Benefits - FICA - Social Security	7,004	0	0
2,008	2,251	2,219	7300-06	Fringe Benefits - FICA - Medicare	1,638	0	0
30,867	30,406	40,354	7300-15	Fringe Benefits - PERS - OPSRP - IAP	36,126	0	0
13,477	13,605	17,056	7300-20	Fringe Benefits - Medical Insurance	0	0	0
3,000	1,500	1,500	7300-22	Fringe Benefits - VEBA Plan	0	0	0
107	108	108	7300-25	Fringe Benefits - Life Insurance	108	0	0
566	559	594	7300-30	Fringe Benefits - Long Term Disability	614	0	0
3,537	3,571	4,417	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,325	0	0
82	75	78	7300-37	Fringe Benefits - Workers' Benefit Fund	29	0	0
202	0	99	7300-40	Fringe Benefits - Unemployment	0	0	0
601	414	651	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	901	0	0
211,666	219,773	229,656		TOTAL PERSONNEL SERVICES	161,709	0	0
				MATERIALS AND SERVICES			
29,922	29,110	30,000		Public Notices & Printing 520-15, Public Notice & Printing - Brochure	0	0	0
0	0	1,500	7520-15 Production a	Public Notices & Printing - Brochure and publication of four Parks and Recreation Program brochures.	30,000	0	0
29	373	400	7540 Costs share	Employee Events ad city-wide for employee training, materials, and events.	400	0	0
1,609	4,679	5,700		Travel & Education I development conferences and workshop fees including membership fees for lational Park and Recreation Association for Director.	7,000	0	0
1,000	900	1,100	7610-05	Insurance - Liability	1,200	0	0
100	200	200	7610-10	Insurance - Property	200	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		DΝ		Department : 17 - PARK Section : 001 - ADMI Program : N /A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	0				7620 Telecommunications	7620	1,100	1,558	1,037
0	0	0		budget.	the Police	Materials & Supplies Park Ranger supplies, moved with the staffing res	7660 Park Ranger	2,000	2,186	1,526
0	0	0				7680 Materials & Supplies - Donat	7680	7,500	112	6,050
0	0	110,300				7750 Professional Services	7750	450	1,075	767
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	<u>Descrip</u>			
			300	300	1	Audit fee allocation	Audit fe			
			75,000	75,000	1	Recreation buildings master plan	Recreat			
			10,000	10,000	1	Brochure assessment	Brochur			
			15,000	15,000	1	Fee study	Fee stud			
			10,000	10,000	1	Building maintenance contract	Building			
0	0	1,067				7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-w		1,999	1,469	1,983
0	0	1,200		inistration	Rec Adm	7840-35 M & S Computer Charges - F	7840-35	1,200	1,200	1,200
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	Descrip			
			1,200	1,200	1	Activenet annual maintenance	Activene			
0	0	13,000	concerts	providing for 5		Summer Concerts The overall summer concert budget proposed for a number July and August. Revenue (donations) is anticipated to the content of	The overall s	5,500	12,092	5,910
0	0	164,367		RVICES	ND SEF	TOTAL MATER		58,649	54,954	51,133
						CAPITAL OUTLAY				
0	0	0				R750 Capital Outlay Computer Ch.s. Fund capital outlay costs shared city-wide	8750 I.S. Fund ca	330	372	411
0	0	0		<u>Y</u>	OUTLA	TOTAL C		330	372	411
0	0	326,076		S	REMENT	TOTAL F		288,635	275,100	263,209

PARKS & RECREATION Aquatic Center

<u> Organization Set – Programs</u>	Organization Set #
 Administration 	01-17-087-501
 Swim Lessons 	01-17-087-621
 Fitness Programs 	01-17-087-626
Pro Shop	01-17-087-632
· Classes & Programs	01-17-087-635



General Fund – Parks & Recreation

- Aquatic Center

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- Due to reduced budgets and challenging economic times, the last 10 years have seen a slow decline in the condition of the aquatic center structure, both inside and out. The investments made to keep the building viable have slowed the decline but deficits remain.
- Value added changes to memberships and drop-in admissions led to revenue increases between 7/15-12/16, but revenue declines began in January 2017 coinciding with the opening of a reduced cost chain fitness center that has newer and better weight room and fitness equipment. As such, revenues are difficult to predict and less stable. Structural changes to the lesson program where implemented in July 2017 and were well received. Lesson sales are currently \$8,000 ahead of last fiscal year (7/1/17-3/15/18).
- Medicare contracts with Silver&Fit, SilverSneakers and Optum have led to approximately 300 senior citizen memberships.
- The partnership with McMinnville Swim Club is an important and historic one, and McMinnville Swim Club membership numbers are on the rise. The City receives ~\$35,000 in revenue from the swim club so the Aquatic Center benefits from their growth.
- A mobile "panic button" will be purchased to enhance staff and patron safety and response time to emergency situations.

Core Services

- Family, public & lap swimming; general aquatic programming
- Learn to swim program; survival swim program
- Water exercise classes & master's swim program
- McMinnville Swim Club, high school swim team & regional/district swim meets
- Variety of private school, church & party rentals
- Lifeguard training and safety management

Future Challenges and Opportunities

- Sustain quality programs while creatively maximizing pool hours
- Continue strong membership retention efforts
- Effectively manage impacts of program growth to sustain patron satisfaction
- The Recreation Building Master Plan is slated to address the building conditions and future maintenance or construction decisions.



Use of the Aquatic Center weight room is included with annual passes. As part of the City's employee wellness program, the Aquatic Center and weight room are available to all City employees as an employee benefit.

General Fund – Parks & Recreation-Aquatic Center

2018 - 2019 Proposed Budget --- Budget Summary

Department Cost Summary

		·		
		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	427,142	460,300	424,200	(36,100)
Personnel Services	504,861	551,212	584,111	32,899
Materials & Services	214,148	234,221	263,038	28,817
Capital Outlay	5,055	4,989	-	(4,989)
Total Expenditures	724,065	790,422	847,149	56,727
Net Expenditures	(296,923)	(330,122)	(422,949)	92.827

Full-Time Equivalents (FTE)

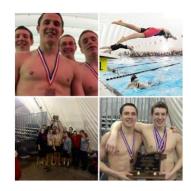
Tan Timo Equivalente (1 TE)			
	2017-18		2018-19
	Adopted		Proposed
_	Budget	Change	Budget
FTE Adopted Budget	11.57		
Extra Help - Aquatics I, II, III (Lifeguard)		0.01	
Extra Help - Aquatics I, II, III (Office)		(0.04)	
Extra Help - Aquatics I, II, III (Swim Less	ons)	(0.02)	
Extra Help - Aquatics I, II, III (Fitness Cla	isses)	0.01	
FTE Proposed Budget		(0.04)	11.53



Ron Kam Survival Swimming Program

Partnership Program for over 35 Years!

Over 35 years ago, a youngster tragically drowned in a Perrydale farm pond. Each year since, McMinnville 3rd graders learn an important life skill: how to swim on their backs with clothes on. They spend a week at the pool learning to swim to safety in the event of a water accident. All six elementary schools bring students to the pool for hour-long swim & safety lessons originally developed by past Aquatic Manager, Ron Kam. For some students, it's a first exposure to water. For others, it's a chance to practice skills and enjoy the pool. The program is conducted by School District and pool staff.



Mac High Swim Team (Grizzlies)

Partner Program for over 50 Years!



Chemeketa Community College

Partner Program for 7 Years!

Partners for a "More Fit Tomorrow".



General Fund – Parks & Recreation – Aquatic Center

Historical Highlights

1906 From 1906 to 1908, funds are raised to purchase CityPark. J.A. Gilbertson is hired to design the park. His plan includes a grandstand, playground and lake, a sprinkling system, and water tower.

1908 McMinnville's first community
Pavilion was constructed on the site of the present day
AquaticCenter – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

1910 1910 to 1927: A pond and small zoo are added to upper City Park around 1910-1912. Until 1917, the zoo includes a bear, deer, and other animals. The pond is improved and becomes an outdoor swimming pool.

1927 The pool is donated around 1927 to the Garden Club for a sunken garden.



1910 to 1927

Funds are approved for the construction of Soper Fountain and the Star Mills property is purchased. A new kidney shaped pond/pool is built in upper CityPark. Another concrete pool is constructed later near West 2nd Street and Star Mill Road. The pool is heated in the winter by the boiler works from the old Star Mill.



1927 to 1950's

1956 to 1985: A 30 yard outdoor pool and 20 yard enclosed recreational pool is promoted and built in 1956 by city fathers who wish to increase the livability of McMinnville. Children can swim for 15 cents and adults for 25 cents. The McMinnville Swim Club is founded shortly thereafter. Numerous AAU

1975 The facility is remodeled.

yard indoor pool.



swimming records will be set in

the Aquatic Center's rare 20

1956 to 1985

McMinnville voters pass Swimming Pool Renovation Bond Levy - \$1,885,000. The current AquaticCenter is opened and dedicated in 1986 as "A Pool for Everybody."

The new facility includes a renovated 20 yard recreational pool and new 25 yard lap pool.

The old entrance and bathhouse are remodeled into the new weight room and maintenance areas. A new office, locker rooms, and enclosure are constructed.

1990's In the early 1990's, the original roof is replaced due to poor construction and the HVAC controls are re-engineered.



1986 to present

2007 The Aquatic Center's main roof (metal) is replaced with an asphalt shingle roof that will be less impacted by high winds and condensation related damage.

2008 Use of the weight room is added to memberships. Weight room attendance grows from 4,300 in fiscal year 2005-06 to over 9,000 in fiscal year 2007-08.

relationship with Chemekta
Community College (CCC) in
the Spring of 2008. CCC
students receive college credit
for working out in the weight
room, swimming laps or taking
fitness clasees. Weight room
attendance grows to over
12,300 visits.

2010 Heating Ventilation and Air Conditioning (HVAC) renovation, \$800,000, as part of a Bonneville Power Administration and McMinnville Water & Light supported energy conservation project. In the first two months of 2010 the energy usage is reduced by 94,000 kilowatt hours (kWh) over historical averages.

2011 Parks and Recreation
Department implements
ActiveNet. This provides the AC
with its very first credit card
machine and automated
membership tracking system.

2015 Deteriorating upper spectator windows and front entry doors and door frames are replaced.

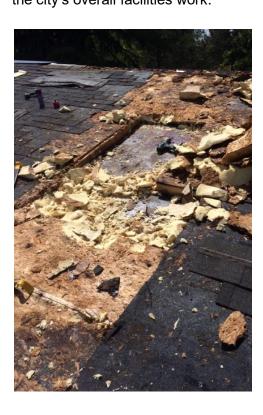
2015 A granite pedestal supporting a bronze sculpture of a fox, to honor former City Manager Kent Taylor was dedicated by the McMinnville Art Commission and placed in the entry to the Aquatic Center.



2016 The Aquatic Center partners in new Medicare based health plan fitness memberships for older adults. In the first year, 200 patrons enroll to use the pool through these entities.

For the first time, the Aquatic
Center introduces a "day pass"
which includes unlimited access,
and daily readmission, to any pool
class or program. Access to any
fitness class or program is added to
all pool memberships, as well.

After years of deferred maintenance, a study shows the Aquatic Center roof has serious issues, including ongoing leaks and continued damage that will need to be addressed as part of the city's overall facilities work.



2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
49,401	45,000	52,000	5360-05 Aquatic Cent	Admissions - Child/Student ter daily child/student admission fees.	44,500	0	C
56,694	58,113	62,500	5360-10 Aquatic Cent	Admissions - Adult/Seniors ter daily adult/senior admission fees.	55,000	0	C
			Budget Note:	: Reflects Fee Increase.			
111,637	103,091	114,000	5370-05 Aquatic Cent	Memberships - Family ter 12, 6, and 3-month family memberships.	94,500	0	C
			Budget Note:	: Reflects Fee Increasee.			
95,767	101,580	103,500	5370-10 Aquatic Cent	Memberships - Individual ter 12, 6 and 3-month individual memberships.	100,000	0	0
			Budget Note:	: Reflects Fee Increase.			
13,258	11,434	12,000	Aquatic Cent	Facility Rentals - Pool & Facility ter facility rental fees received from private groups, public agencies, schools, annual triathlon and other organizations.	12,000	0	O
14,092	10,905	10,000	5380-10 Mac Swim C from meets/p	Facility Rentals - McM Swim Club & McM High School lub (MSC) and Mac High School swim team reimbursement for lifeguard costs practices.	10,000	0	O
			Budget Note: and single m	: In addition, the MSC families purchase approximately \$19,000-\$20,000 in family emberships.			
2,780	2,868	3,000	5380-15	Facility Rentals - Lockers & Equipment	3,000	0	0
343,629	332,990	357,000		TOTAL CHARGES FOR SERVICES	319,000	0	0
				MISCELLANEOUS			
0	0	0	6420	Donations - Parks & Recreation	1,500	0	C
966	1,068	500	6420-05 Donations the provide swim	Donations - Parks & Recreation - Scholarships at fund expenditure account 7680, Materials & Supplies-Donations. Donations a lesson scholarships (Ken Hill Scholarship Fund).	500	0	0
0	0	0	Donations th	Donations - Parks & Recreation - Equipment at fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. seed to purchase Aquatic Center equipment.	0	0	C
339	251	200	6600	Other Income	200	0	0
1,305	1,319	700		TOTAL MISCELLANEOUS	2,200	0	0
344,934	334,309	357,700		TOTAL RESOURCES	321,200	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
9,459	-666	0	7000	Salaries & Wages	0	0	C
169,528	170,136	173,739	Recreation I	Salaries & Wages - Regular Full Time Program Manager - 1.00 FTE Program Supervisor - 1.00 FTE Specialist - 1.00 FTE	179,976	0	0
19,858	24,707	25,184	7000-10 Recreation	Salaries & Wages - Regular Part Time Program Coordinator II - 0.60 FTE	26,625	0	0
139,024	133,875	144,005	7000-15 Extra Help - Extra Help -	Salaries & Wages - Temporary Aquatics I, II, III - Lifeguard - 5.68 FTE Aquatics I, II, III - Office - 0.92 FTE	151,999	0	0
178	46	200	7000-20	Salaries & Wages - Overtime	200	0	0
420	300	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
3,331	200	0	7300	Fringe Benefits	0	0	0
19,891	19,856	21,272	7300-05	Fringe Benefits - FICA - Social Security	22,246	0	0
4,652	4,644	4,975	7300-06	Fringe Benefits - FICA - Medicare	5,203	0	0
65,753	63,147	79,173	7300-15	Fringe Benefits - PERS - OPSRP - IAP	83,232	0	0
37,339	41,673	45,970	7300-20	Fringe Benefits - Medical Insurance	51,088	0	0
7,000	4,000	4,000	7300-22	Fringe Benefits - VEBA Plan	8,000	0	0
408	432	432	7300-25	Fringe Benefits - Life Insurance	432	0	0
1,008	1,029	1,048	7300-30	Fringe Benefits - Long Term Disability	1,092	0	0
13,402	13,473	14,722	7300-35	Fringe Benefits - Workers' Compensation Insurance	14,532	0	0
341	307	298	7300-37	Fringe Benefits - Workers' Benefit Fund	297	0	0
0	0	99	7300-40	Fringe Benefits - Unemployment	99	0	0
9	2	10	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	11	0	0
491,599	477,161	515,127		TOTAL PERSONNEL SERVICES	545,032	0	0
				MATERIALS AND SERVICES			
8,568	8,548	8,000	7500	Credit Card Fees	8,000	0	0
0	0	1,500	7520-15	Public Notices & Printing - Brochure	0	0	0
0	0	100		Safety Training/OSHA deral law mandates lifeguard and first aid providers must be provided training and against hepatitis B viruses; additional training is required due to changing OSHA gulations.	100	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARK Section : 087 - AQU Program :501 - ADMIN	ATIC CENTER	ON		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
60	118	400	7540 Costs share	Employee Events ed city-wide for employee training, mat				300	0	0
815	1,400	1,050	7550 Registration	Travel & Education fees and other expenses associated and re-certification training for Aquati	with professional de	velopment wo	orkshops,	1,000	0	0
78,865	84,906	84,000		Electric & Natural Gas				84,000	0	0
3,600	3,100	3,900	7610-05	Insurance - Liability				4,100	0	0
6,600	7,800	7,900	7610-10	Insurance - Property				6,700	0	0
3,455	3,439	3,500	7620	Telecommunications				4,000	0	0
19,200	24,058		7650-10	Janitorial - Services				33,710	0	0
5,343	4,878	5,000	7650-15	Janitorial - Supplies				5,000	0	0
1,127	1,828	•	7660-05	Materials & Supplies - Office	Supplies			1,500	0	0
0	0		7680 Funded by	Materials & Supplies - Donat revenue account 6420-05, Donations-I n lesson scholarships (Ken Hill Schola	t ions Parks & Recreation-	Scholarships.	Aquatic	500	0	0
11,650	11,499	11,500	Chemicals	Chemicals used to sanitize, oxidize, and test pool rbon dioxide, sodium bicarbonate, sod				13,000	0	0
86,101	31,266	41,000	General day	Repairs & Maintenance y to day repairs and maintenance of th nical systems.	e AC building includ	ling electrical,	plumbing	61,000	0	0
			This include	es the safety add package \$1,000						
1,452	1,463	950	7750	Professional Services				845	0	0
			<u>Descri</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				n 125 administration fee	1	45	45			
				ee Allocation	1	800	800			
14,031	13,077	15,000	7790	Maintenance & Rental Contr	acts			15,400	0	0
			<u>Descri</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
				PM service	1	6,500	6,500			
				chlorinator service	1	2,500	2,500			
			Ū	room PM service	1	2,000	2,000			
				stem inspection & service	1	1,500	1,500			
			•	ge service	1	1,000	1,000			
				Machine service contract	1	800	800 200			
				nployee background checks arm monitoring	1	200 400	400			
			LII C Ale	ann montoning	I	400	400			

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		DN	NTER	Department : 17 - PARKS Section : 087 - AQUAT I Program : 501 - ADMINIS T	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	0				M & S Equipment	0 7800	0	0
0	0	300		g screens.	advertising	-03 M & S Equipment - Office equipment such as tables, chai	300 7800 - Miscel	749	297
0	0	0				-36 M & S Equipment - Weight Roo	0 7800 -	0	3,345
0	0	0	it 6420-	evenue accour	unded by re	M & S Equipment - Donations tions used to purchase Aquatic Center equipment onations-Parks & Recreation-Equipment.		0	0
0	0	5,333				M & S Computer Charges und materials & supplies costs shared city-wide	5,996 7840 I.S. Fu	4,408	4,958
0	0	7,900			Center	-40 M & S Computer Charges - Aq	6,700 7840 -	4,128	4,166
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	<u>D</u>		
			1,200	1,200	1	ctivenet annual maintenance	A		
			1,500	1,500	1	Replacement workstation	R		
			1,000	1,000	1	activenet peripherals			
			1,200	1,200	1	Printer - Front desk			
			3,000	3,000	1	V / networking for back room	יד		
0	0	4,000				Recreation Program Expenses ase of general recreation program supplies.	3,500 8130 Purcha	2,356	3,039
0	0	256,688		RVICES	AND SE	TOTAL MATERIA	227,871	09,020	256,672
						CAPITAL OUTLAY			
0	0	0				Equipment	4,000 8710	3,937	0
0	0	0				Capital Outlay Computer Char- und capital outlay costs shared city-wide	989 8750 I.S. Fu	1,117	1,028
0	0	0				Building Improvements	0 8800	0	0
0	0	0		<u>VY</u>	L OUTLA	TOTAL CAI	4,989	5,055	1,028
0	0	801,720		S	REMENT	TOTAL RE	747,987	91,236	749,298

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
86,123	79,613	88,600 5350 Aquati	Registration Fees tic Center - Swim Lessons	90,000	0	0
86,123	79,613	88,600	TOTAL CHARGES FOR SERVICES	90,000	0	0
86,123	79,613	88,600	TOTAL RESOURCES	90,000	0	0

201	2019	2019	Department :17 - PARKS & RECREATION	2018	2017	2016
ADOPTED BUDGET	APPROVED BUDGET	PROPOSED BUDGET	Section :087 - AQUATIC CENTER	AMENDED BUDGET	ACTUAL	ACTUAL
	BODGE!		Program :621 - SWIM LESSONS	BODOLI		
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	23,004	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - 1.00 FTE	•	18,280	20,902
0	0	1,425	7300-05 Fringe Benefits - FICA - Social Security	1,367	1,134	1,296
0	0	333	7300-06 Fringe Benefits - FICA - Medicare	319	265	303
0	0	2,588	7300-15 Fringe Benefits - PERS - OPSRP - IAP	2,485	1,173	1,998
0	0	933	7300-35 Fringe Benefits - Workers' Compensation Insurance	945	0	0
0	0	29	7300-37 Fringe Benefits - Workers' Benefit Fund	31	29	36
0	0	28,312	TOTAL PERSONNEL SERVICES	27,150	20,880	24,535
			MATERIALS AND SERVICES			
0	0	850	Recreation Program Expenses Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).		609	788
0	0	850	TOTAL MATERIALS AND SERVICES	850	609	788
0	0	29,162	TOTAL REQUIREMENTS	28,000	21,490	25,323

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ² ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
14,654	4,835	5,000	Registration Fees Reduction in fitness class fees reflects fee structure changes. As of 2015-16 membership fees now include participation in fitness classes. As a result, fitness class fees have decreased while membership fees have increased. Revenue shown is received from non-member "walk-in" participants.	4,000	0	(
14,654	4,835	5,000	TOTAL CHARGES FOR SERVICES	4,000	0	(
14,654	4,835	5,000	TOTAL RESOURCES	4,000	0	

2019	2019	2019	Department :17 - PARKS & RECREATION	2018	2017	2016
ADOPTED	APPROVED	PROPOSED	Section :087 - AQUATIC CENTER	AMENDED	ACTUAL	ACTUAL
BUDGET	BUDGET	BUDGET	Program :626 - FITNESS CLASSES	BUDGET		
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	8,490	Salaries & Wages - Temporary o - Aquatics I, II, III - 0.32 FTE	6,999 70 Ex	5,842	4,139
0	0	527	Fringe Benefits - FICA - Social Security	432 73	362	257
0	0	124	Fringe Benefits - FICA - Medicare	101 73	85	60
0	0	956	Fringe Benefits - PERS - OPSRP - IAP	792 73	522	397
0	0	344	Fringe Benefits - Workers' Compensation Insurance	300 73	0	0
0	0	11	Fringe Benefits - Workers' Benefit Fund	10 73	9	7
0	0	10,452	TOTAL PERSONNEL SERVICES	8,634	6,820	4,860
			MATERIALS AND SERVICES			
0	0	1,500	Recreation Program Expenses rogram supplies (i.e. exercise belts & hand weights).	1,500 81 Fit	535	1,404
0	0	1,500	TOTAL MATERIALS AND SERVICES	1,500	535	1,404
0	0	11,952	TOTAL REQUIREMENTS	10,134	7,356	6,264

2017 ACTUAL		Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
		RESOURCES			
		CHARGES FOR SERVICES			
6,526	7,250	5410 Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	7,500	0	0
6,526	7,250	TOTAL CHARGES FOR SERVICES	7,500	0	0
6,526	7,250	TOTAL RESOURCES	7,500	0	0
	6,526 6,526	ACTUAL AMENDED BUDGET 6,526 7,250 6,526 7,250	ACTUAL AMENDED Section: 087 - AQUATIC CENTER Program: 632 - PRO SHOP RESOURCES CHARGES FOR SERVICES 6,526 7,250 5410 Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract. 6,526 7,250 TOTAL CHARGES FOR SERVICES	ACTUAL AMENDED BUDGET Section :087 - AQUATIC CENTER PROPOSED BUDGET RESOURCES CHARGES FOR SERVICES 6,526 7,250 5410 Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract. 7,500 TOTAL CHARGES FOR SERVICES 7,500	ACTUAL AMENDED BUDGET Section: 087 - AQUATIC CENTER PROPOSED BUDGET Program: 632 - PRO SHOP RESOURCES CHARGES FOR SERVICES 6,526 7,250 5410 Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract. 6,526 7,250 TOTAL CHARGES FOR SERVICES 7,500 0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
3,370	3,803	3,750	7660 Materials & Supplies Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,750	0	0
3,370	3,803	3,750	TOTAL MATERIALS AND SERVICES	3,750	0	0
3,370	3,803	3,750	TOTAL REQUIREMENTS	3,750	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
1,691	1,859	1,750 5	350 Registration Fees quatic Center - Classes & Programs (Lifeguard Training)	1,500	0	0
1,691	1,859	1,750	TOTAL CHARGES FOR SERVICES	1,500	0	0
1,691	1,859	1,750	TOTAL RESOURCES	1,500	0	0

2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
		REQUIREMENTS			
		PERSONNEL SERVICES			
0	257		243	0	0
0	15	300-05 Fringe Benefits - FICA - Social Security	15	0	0
0	4	300-06 Fringe Benefits - FICA - Medicare	4	0	0
0	29	300-15 Fringe Benefits - PERS - OPSRP - IAP	29	0	0
0	10	300-35 Fringe Benefits - Workers' Compensation Insurance	10	0	0
0	0	300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	315	TOTAL PERSONNEL SERVICES	301	0	0
		MATERIALS AND SERVICES			
0	250		250	180	271
0	250	TOTAL MATERIALS AND SERVICES	250	180	271
0	565	TOTAL REQUIREMENTS	551	180	271
	0 0 0 0 0 0 0 0	257 0 15 0 4 0 29 0 10 0 315 0 3250 0	Section :087 - AQUATIC CENTER PROPOSED BUDGET	Section :087 - AQUATIC CENTER PROPOSED BUDGET	Name

PARKS & RECREATION Community Center & Rec Programs

<u> Organization Set – Programs</u>	Organization Set #
 Administration 	01-17-090-501
 Classes and Programs 	01-17-090-635
• Tiny Tots	01-17-090-638
 Special Events 	01-17-090-641
• Summer Stars	01-17-090-644



General Fund – Parks & Recreation - Comm. Ctr & Rec Programs 2018 – 201

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- The Center is open to the public 52 hours per week, Tuesdays through Saturdays and is often scheduled for public or private facility rentals during "off-hours". The overall Community Center budget remains fairly steady, with a few exceptions noted in the following bullet points. Known as "The People Place", over 200,000 program, event and meeting attendees fill the Center annually.
- Special interest classes and programs are continuing their upward growth, reflecting new opportunities for children, teens, and adults throughout program offerings. Community-wide Special events include fun runs (MAC Monster Mania and Alien Abduction Dash), the annual Father-Daughter Dance, and the new Mother and Son Party. Regular classes included 27 weekly gymnastics classes, multiple adult fitness classes, and a variety of special interest classes for adults and children. A variety of specialty camps are hosted every week during the summer to McMinnville residents and the surrounding communities.
- Staff is looking to expand Catering options for 2018-2019 to allow for a variety of caterers to offer their services at Community Center events.
- One of two Community Center Supervisor positions was held vacant during the leadership transition with the Parks and Recreation Director retirement. Under new leadership several one-time projects were funded through the vacancy savings and now after six months, a new staffing plan is proposed. The proposed staffing plan will change the remaining supervisor to a manager (mirroring the other facilities) and reclassify the vacant supervisor to an administrative support position, stabilizing the department management team and providing needed ongoing support where there was none previously.

The new staffing plan increases front desk staff hours to provide more staff in the evenings and weekends in an effort to shore up some safety/security concerns. Also included in this year's budget is a request for security hardware to help improve monitoring and communication throughout the building, which includes; more indoor cameras, mobile panic button, intercom to select rooms, key fob front door, and a more secure staff entrance. These enhancements will help monitor the building and allow for better communications in a security situation or emergency.

Core Services

- General recreation and enrichment programs for adults and children
- Public/private events, facility rentals and community events
- Maintenance/repairs of Community Center facilities



Gymnastics hosted their biennial Gymnastics Showcase in the fall of 2017. The Community Center has 27 gymnastics classes each week and our instructors also teach private lessons and host specialized camps and open gyms.

General Fund – Parks & Recreation - Community Center

Future Challenges and Opportunities

- The Community Center remains very busy as a great venue for receptions, meetings, and community events. Staff will continue to expand and add to the variety of classes and events offered to meet community interests. Yet, with an aging, 36 year old facility with limited parking and limited programming flexibility, community programs and needs may outgrow the facilities' capacity. Future updates to the Parks, Recreation and Open Space Master Plan will include community discussions of a potential new, comprehensive and multi-purpose Center.
- The City of McMinnville provides showers to people in our community who don't have access to clean and safe showers. This shower program is administered out of the Community Center. Over the last several years, the program has grown out of community need, with little or no policy discussion or evaluation. Some funds are received from the County and Give a Little Foundation to offset the \$2.00 fee for showers. In calendar year 2017, the community center provided over 2,400 of these showers. This program provides a valuable service to our community and if it continues to grow, may have an impact on the core services provided at the Community Center. There are currently discussions underway to potentially enhance the program through volunteer towel donations and other programs. The resources required to administer this program may continue to increase with program growth and should be considered as part of the overall resource allocation in the Parks and Recreation program levels.
- The Recreation Building Master Plan is slated to address the building conditions and future maintenance or construction decisions.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	302,442	294,900	331,700	36,800
Personnel Services	263,468	309,886	350,529	40,643
Materials & Services	233,366	262,358	294,915	32,557
Capital Outlay	745	659	-	(659)
Total Expenditures	497,580	572,903	645,444	72,541
Net Expenditures	(195,138)	(278,003)	(313,744)	35,741

Full-Time Equivalents (FTE)

'	,		
	2017-18		2018-19
	Adopted		Proposed
_	Budget	Change	Budget
FTE Adopted Budget	6.34		
Community Center Manager		1.00	
Recreation Program Supervisor		(2.00)	
Recreation Program Coordinator II		0.20	
Administrative Analyst		0.50	
Extra Help - Community Center		1.02	
Classes & Programs Labor - CC		(0.10)	
Recreation Program Manager - KOB		0.25	
Extra Help - Management Assistant		0.16	
Site Director - STARS		0.11	
Assistant Site Director - STARS		(0.27)	
Recreation Leadership - Summer ST	ARS	0.09	
FTE Proposed Budget		0.96	7.30



General Fund – Parks & Recreation – Community Ctr & Rec Programs

Historical Highlights

1908 McMinnville's first community
Pavilion was constructed on the
site of the present day
AquaticCenter – it served as the
center of community activity until
it was demolished in 1922.



1908 to 1922

1948 McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~ \$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance operations.

1977 First full-time, City-funded
Recreation Coordinator hired.
Programs begin to expand
beyond recreational sports to
include special interest classes,
summer concerts, etc.

March 1978, Voters pass 5-year bond levy for City to purchase the old National Guard Armory at 6th and Evans - \$190,000.

1979 November 1978, Voters pass 20year bond levy to remodel the old National Guard Armory into a McMinnvilleCommunity Center. -\$2,622,000.

New McMinnville Community
Center opens. Recreation
classes expand drastically to
include art, dance, pottery,
cooking, finance, etc.
Community special events also
expand including craft fairs,
concert series, home and garden
shows, teen activities, dances,
senior activities, etc.

Senior Citizen's Inc. move into Community Center to provide recreation programs for older adults. Old city-owned community building on 1st and Galloway Streets, where seniors had been meeting, was demolished when the Post Office was moved to its current location.

1993 Spring Break Quake damages Community Center.

Major seismic retrofit and renovation is completed, funded from the Insurance Reserve Fund.

1995 Seniors move from Community
Center to new McMinnville Senior
Center upon its completion.

2005 New carpet and other cosmetic renovations upgrade Center facilities. 56,000 participants attend 887 meetings at the Center.

2011 Parks & Recreation Department implements ActiveNet Online Registration, improving customer service and staff efficiency.

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department: 17 - PARKS & RECREATION Section: 090 - COMMUNITY CENTER & REC PROGRAMS Program: 501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
34,292	35,254	40,000	5380-20 Facility Rentals - Meeting Rooms Community Center general meeting room rentals.	40,000	0	0
6,439	17,339	7,000	5380-25 Facility Rentals - Auditorium Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	15,000	0	0
5,282	1,512	2,000	5380-30 Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from contracted vendors.	0	0	
9,574	8,326	8,500	5380-35 Facility Rentals - Athletic Facilities 8,500 Community Center "athletic membership" fees for locker room, track, racquetball, basketball, pickleball, and table tennis.		0	0
2,637	6,208	5,000	5380-40 Facility Rentals - Staff Fees Staff fees charged to user groups when the Community Center is rented beyond normal operating hours.	7,500	0	0
0	0	50	5380-42 Facility Rentals - Contract Event Security Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	200	0	0
58,224	68,639	62,550	TOTAL CHARGES FOR SERVICES	74,200	0	0
			MISCELLANEOUS			
656	703	500	6600 Other Income Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc.	400	0	0
0	1,503	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
656	2,206	500	TOTAL MISCELLANEOUS	400	0	0
58,880	70,845	63,050	TOTAL RESOURCES	74,600	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department: 17 - PARKS & RECREATION Section: 090 - COMMUNITY CENTER & REC PROGRAMS Program: 501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
6,690	-2,523	0	7000	Salaries & Wages	0	0	0
84,027	87,486	96,755	Recreation F	Salaries & Wages - Regular Full Time Center Manager - 1.00 FTE Program Coordinator II - 0.20 FTE ve Analyst - 0.50 FTE	79,324	0	0
29,639	29,653	34,000	7000-15 Extra Help -	Salaries & Wages - Temporary Community Center - 2.58 FTE	58,858	0	0
				s additional staff hours to allow for double coverage during open hours as a ncement measure.			
241	2,210	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	192	0	0
2,255	-1,112	0	7300	Fringe Benefits	0	0	0
6,922	7,288	8,106	7300-05	Fringe Benefits - FICA - Social Security	8,578	0	0
1,619	1,705	1,896	7300-06	Fringe Benefits - FICA - Medicare	2,006	0	0
15,900	20,428	29,917	7300-15	Fringe Benefits - PERS - OPSRP - IAP	26,031	0	0
10,595	8,935	22,985	7300-20	Fringe Benefits - Medical Insurance	16,738	0	0
2,000	1,000	2,750	7300-22	Fringe Benefits - VEBA Plan	4,000	0	0
206	171	216	7300-25	Fringe Benefits - Life Insurance	184	0	0
489	419	532	7300-30	Fringe Benefits - Long Term Disability	436	0	0
1,842	1,679	1,739	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,935	0	0
112	98	103	7300-37	Fringe Benefits - Workers' Benefit Fund	125	0	0
0	-8	99	7300-40	Fringe Benefits - Unemployment	99	0	0
41	33	60	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	59	0	0
162,577	157,462	199,158		TOTAL PERSONNEL SERVICES	198,565	0	0
				MATERIALS AND SERVICES			
7,240	8,424	7,500	7500	Credit Card Fees	7,500	0	0
0	0	1,500	7520-15	Public Notices & Printing - Brochure	0	0	0
33	65	200	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	200	0	0

20 ADOPT BUDG	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		nt : 17 - PARKS & RECRE n : 090 - Community Cen ' n :501 - Administration		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
	0	300	p in the Oregon ssociation.	1,620	340	735		
	0	66,000		al Gas	7600 E	66,000	60,940	70,895
	0	4,900		ility	7610-05 li	4,700	3,800	4,300
	0	15,800		erty	7610-10 li	18,700	18,800	15,800
	0	6,000		tions	7620 T	6,000	5,832	5,639
	0	51,715		ces	7650-10 J	41,265	38,091	31,559
	0	3,200		lies	7650-15 J	3,200	4,018	2,899
	0	3,000		olies	7660 N	2,200	2,130	3,297
	0	56,500	building safety	enance includes an increase of \$16.		41,800	29,566	16,190
	0	600		rvices	7750 F	650	664	793
			<u>Amt/Unit</u> <u>Total</u> 600 600	Ĺ	Description Audit fee allo			
	0	16,500		Rental Contracts	7790 N	16,175	11,480	9,256
	0	3,000		nt	7800 Misc. equipment	2,800	2,310	3,260
	0	3,200		Charges s shared city-wide		3,998	2,939	3,966
	0	1,200	r	Charges - Community	7840-45 N	2,400	2,599	3,768
			<u>Amt/Unit</u> <u>Total</u> 1,200	Ĺ	<u>Description</u> Activenet an			
	0	200	n Community Center	ram Expenses - Contract y provided by a private ager Costs are recovered through Rentals-Contract Event Secu	Costs associated events require ac	50	0	0
	0	239,815	VICES .	TAL MATERIALS AND		220,758	191,998	179,631
				LAY_	<u>C</u>			
	0	0			8710 E	0	0	0
	0	0		omputer Charges d city-wide	8750 C	659	745	822
	0	0	<u>Y</u>	TOTAL CAPITAL O		659	745	822
	0	438,380	3	TOTAL REQUIREM		420,575	350,205	343,031

201 ADOPTE BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	160,000	5350 Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.	140,000	151,836	106,000
0	0	0	5350-12 Registration Fees - Piano Registration fees for students taking piano lessons.	100	480	130
0	0	160,000	TOTAL CHARGES FOR SERVICES	140,100	152,316	106,130
			MISCELLANEOUS			
0	0	1,000	6420-27 Donations - Parks & Recreation - Piano Local donations for the piano lesson program.	650	1,724	684
0	0	1,000	TOTAL MISCELLANEOUS	650	1,724	684
0	0	161,000	TOTAL RESOURCES	140,750	154,041	106,814

2019	2019	2019	Department :17 - PARKS & RECREATION	2018	2017	2016
ADOPTED	APPROVED	Section :090 - COMMUNITY CENTER & REC PROGRAMS PROPOSED	AMENDED	ACTUAL	ACTUAL	
BUDGET	BUDGET	BUDGET	Program :635 - CLASSES & PROGRAMS	BUDGET		
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	57,000	-15 Salaries & Wages - Temporary es & Programs Labor - 1.30 FTE	50,528	56,580	45,373
0	0	3,534	-05 Fringe Benefits - FICA - Social Security	3,133	3,508	2,813
0	0	827	-06 Fringe Benefits - FICA - Medicare	733	820	658
0	0	13,115	-15 Fringe Benefits - PERS - OPSRP - IAP	11,430	8,548	7,541
0	0	2,947	-35 Fringe Benefits - Workers' Compensation Insurance	2,617	2,612	2,117
0	0	38	-37 Fringe Benefits - Workers' Benefit Fund	41	51	37
0	0	77,461	TOTAL PERSONNEL SERVICES	68,482	72,118	58,539
			MATERIALS AND SERVICES			
0	0	35,000	Recreation Program Expenses rials and supplies consumed in recreational classes and programs offered for children dults. Also includes fees paid to contract instructors.	19,500	21,442	15,138
0	0	1,000	-33 Recreation Program Expenses - Piano act payments for piano instructor as well as other incidental support fees; i.e. piano g.	700	1,730	894
0	0	36,000	TOTAL MATERIALS AND SERVICES	20,200	23,172	16,033
0	0	113,461	TOTAL REQUIREMENTS	88,682	95,291	74,572

2017 ACTUAL		Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
		RESOURCES			
		CHARGES FOR SERVICES			
7,136	7,000	5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	7,000	0	0
7,136	7,000	TOTAL CHARGES FOR SERVICES	7,000	0	0
7,136	7,000	TOTAL RESOURCES	7,000	0	0
	7,136 7,136	7,136 7,000 7,136 7,000	ACTUAL AMENDED BUDGET Section: :090 - COMMUNITY CENTER & REC PROGRAMS Program: 638 - TINY TOTS RESOURCES 7,136 7,000 5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents. 7,136 7,000 TOTAL CHARGES FOR SERVICES	ACTUAL AMENDED BUDGET Section:090 - COMMUNITY CENTER & REC PROGRAMS PROPOSED BUDGET RESOURCES CHARGES FOR SERVICES 7,136 7,000 5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents. 7,136 7,000 TOTAL CHARGES FOR SERVICES 7,000 TOTAL CHARGES FOR SERVICES 7,000	ACTUAL AMENDED BUDGET Section: 090 - COMMUNITY CENTER & REC PROGRAMS PROPOSED BUDGET RESOURCES CHARGES FOR SERVICES 7,136 7,000 5350 Registration Fees 7,000 Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents. 7,136 7,000 TOTAL CHARGES FOR SERVICES 7,136 7,000 TOTAL CHARGES FOR SERVICES 7,136 7,000 TOTAL CHARGES FOR SERVICES 7,000 TOTAL CHARGES FOR SERVICES

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	·	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
77	180	800	8130 Recreation Program Expenses Materials and supplies needed to support Tiny Tots Indoor Playpark.	1,000	0	0
77	180	800	TOTAL MATERIALS AND SERVICES	1,000	0	0
77	180	800	TOTAL REQUIREMENTS	1,000	0	0

ADOP BUDG	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			RESOURCES			
			CHARGES FOR SERVICES			
	0	9,000	Registration Fees Immunity Center fees and other revenues received from annual community-wide special Int fees; i.e., Missoula Children's Theater, Alien Abduction Dash, MAC Monster Mania, and It major one-time programs, performing arts, and interactive exhibits directly sponsored by Parks and Recreation Department.	16,500	10,598	7,200
	0	9,000	TOTAL CHARGES FOR SERVICES	16,500	10,598	7,200
	0	9,000	TOTAL RESOURCES	16,500	10,598	7,200

			0. 02.112.11.12			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
3,586	6,721	10,500	8130 Recreation Program Expenses Expenses for major community events such as Missoula Children's Theater Summer Residency, and other department-sponsored special events included Alien Abduction Dash and MAC Monster Mania.	7,500	0	0
3,586	6,721	10,500	TOTAL MATERIALS AND SERVICES	7,500	0	0
3,586	6,721	10,500	TOTAL REQUIREMENTS	7,500	0	0

204	2010	2040	Department 47 DADKS & DECDEATION	2040	2047	2046
201	2019	2019	'	2018	2017	2016
ADOPTE	APPROVED	PROPOSED	Section: 090 - COMMUNITY CENTER & REC PROGRAMS	AMENDED	ACTUAL	ACTUAL
BUDGE	BUDGET	BUDGET	Program :644 - SUMMER STARS	BUDGET		
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	80,000	5350 Registration Fees	67,500	57,400	63,600
			Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary		•	,
			aged children.			
0	0	80,000	TOTAL CHARGES FOR SERVICES	67,500	57,400	63,600
			MISCELLANEOUS			
0	0	100	6420-50 Donations - Parks & Recreation - STARS	100	0	400
	-		Donations that provide additional STARS Program materials and supplies through		· ·	.00
			expenditure account 7680, Materials & Supplies-Donations.			
0	0	0	6600-05 Other Income - Workers' Comp Reimbursement	0	2,421	0
0	0	100	TOTAL MISCELLANEOUS	100	2,421	400
0	0	80,100	TOTAL RESOURCES	67,600	59,821	64,000

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	18,594	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 0.25 FTE	0	0	0
0	0	38,588	7000-15 Salaries & Wages - Temporary Extra Help - Management Assistant - 0.16 FTE Site Director - Summer STARS - 0.27 FTE Recreation Leadership - Summer STARS - 1.04 FTE	34,000	27,985	26,830
0	0	0	7000-20 Salaries & Wages - Overtime	0	1	13
0	0	3,546	7300-05 Fringe Benefits - FICA - Social Security	2,108	1,735	1,664
0	0	829	7300-06 Fringe Benefits - FICA - Medicare	492	406	389
0	0	8,620	7300-15 Fringe Benefits - PERS - OPSRP - IAP	3,844	2,607	3,071
0	0	1,646	7300-20 Fringe Benefits - Medical Insurance	0	0	0
0	0	250	7300-22 Fringe Benefits - VEBA Plan	0	0	0
0	0	28	7300-25 Fringe Benefits - Life Insurance	0	0	0
0	0	102	7300-30 Fringe Benefits - Long Term Disability	0	0	0
0	0	2,250	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,761	1,109	814
0	0	50	7300-37 Fringe Benefits - Workers' Benefit Fund	41	45	45
0	0	74,503	TOTAL PERSONNEL SERVICES	42,246	33,888	32,827
			MATERIALS AND SERVICES			
0	0	100	7680 Materials & Supplies - Donations STARS Program materials and supplies funded through revenue account 6420-50, Donations-Parks & Recreation-STARS.	100	0	0
0	0	10,500	8130 Recreation Program Expenses Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts.	10,000	11,295	10,328
0	0	10,600	TOTAL MATERIALS AND SERVICES	10,100	11,295	10,328
0	0	85,103	TOTAL REQUIREMENTS	52,346	45,183	43,155

PARKS & RECREATION Kids on the Block



General Fund – Parks & Recreation - Kids on the Block 2018 – 20

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- Kids on the Block (KOB) After-School Enrichment is offered to 1st 5th grade students on Monday through Friday (2:30 5:30pm) when school is in session. With 135 program days throughout the school year, KOB Kids have more than 400 program hours of activities and special enrichment experiences including STEM activities, music, creative writing, cooking, group problem-solving games, and service projects. The curricula also includes more than a dozen special enrichment visitors throughout the school year, including educators from OMSI, Oregon Zoo, Newport Aquarium, and other regional museums. KOB provides a safe, fun, enriching environment that focuses on developing kids who are happy, healthy, helpful, and kind.
- In the past, we have thought of the KOB budget as being highly self-supporting. In 2016-2017, the program was 92.4% self-supporting, requiring \$40,000 in general funds. However, this level of self-support is only possible with nearly \$200,000 in funds from donors via the Mayor's Ball. The Mayor's Ball proceeds have decreased over the past decade, and the event was not offered in 2017 or 2018. Current reserve funds from previous Mayor's Balls will last approximately 3-4 years longer. With this upcoming financial problem for the KOB program, the Parks & Recreation Department is currently conducting an in-depth program and financial sustainability assessment (funded by KOB, Inc.) to seek recommendations for sustaining the KOB program into the future.
- The increase in the 2018-2019 temporary staff budget reflects the Oregon minimum wage increases. The KOB program employs more than 60 part-time employees as Recreation Leaders and Site Directors. In addition, the KOB program is the only off-campus employment opportunity for Linfield students who qualify for federal work-study funds. This partnership saves the City nearly \$30,000 in staff expenses each year. Although no changes are expected for 2018-2019, Linfield College Financial Aid office

- personnel have let us know that upcoming policy and personnel changes may affect their ability to continue the KOB work-study program in the future.
- Approximately 7 in 10 students enrolled in the KOB program need financial assistance in order to register for the program. These students are eligible for a \$200 discount off the \$625 annual program fee. Additional financial assistance is given in circumstances of extreme hardship. The Parks & Recreation Department uses the USDA Federal Poverty Guidelines to determine eligibility for the discounted rate and to help determine if additional financial assistance is appropriate. Parents submit a Fee Reduction Request form to share information about their household income and number of household members. At the request of the school district's Homeless Student Liaison, we have waived 100% of the cost for a few students whose families are experiencing extreme hardship.
- McMinnville School District #40 provides bus transportation and afternoon meals for KOB participants at no cost to the City. The meal program is coordinated by the school district and funded by a USDA grant. KOB bus transportation is paid for by the school district's general fund. In addition, thanks to the City's reciprocal use agreement with McMinnville School District #40, the Parks & Recreation Department has no facility-related expenses for the KOB program.
- 25% of the staffing costs to administer the KOB program are shifting to STARS day camp expenditures to reflect actual time spent coordinating the programs over the year. Previously, no management staff costs had been allocated to STARS.

2018 - 2019 Proposed Budget --- Budget Summary

General Fund – Parks & Recreation - Kids on the Block

Core Services

 Provide a safe, fun, affordable after-school enrichment and recreation program for 1st – 5th grade students attending school at Buel, Columbus, Grandhaven, Memorial, Newby, and Wascher.

Future Challenges and Opportunities

The 2018 KOB Sustainability Assessment project should outline a road map for the next 30 years of the KOB program. This assessment will build on the strong history of the program and its importance to our community, and will outline a long term plan going forward.



One of our KOB Kids' favorite enrichment visitors is the Reptile Man. He bring about 20 different iguanas, snakes, newts, and other reptiles to show. In addition to the "cool" factor of getting to hold a 12' snake, KOB Kids learn about habitat, adaptation, and cultural views of reptiles.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	287,146	362,255	353,351	(8,904)
Personnel Services	277,451	328,251	328,793	542
Materials & Services	44,866	63,674	64,558	884
Capital Outlay	372	330	-	(330)
Total Expenditures	322,690	392,255	393,351	1,096
Net Expenditures	(35,544)	(30,000)	(40,000)	10,000

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
_	Budget	Change	Budget
FTE Adopted Budget	9.06		
Recreation Program Manager		(0.25)	
Extra Help - Management Assistant		0.02	
Site Director II		0.01	
Assistant Site Director		0.03	
FTE Proposed Budget		(0.19)	8.87



General Fund – Parks & Rec – Kids on the Block

- 1989 Kids On The Block (KOB)
 After-School Program begins three days a week at three schools.
- 1990 KOB, Inc., a non-profit corporation, forms with Dale Tomlinson as President of the Board of Directors. KOB, Inc. receives Mayor's Charity Ball proceeds and oversees the KOB Program.
- raising ~\$9,000. All profits donated to KOB, Inc. which in turn donates needed funds back to the City.
- 1990 Part-time Volunteer
 Coordinator hired for KOB
 After-School Program.
 Program expands to five
 schools, three days per week.
- **1992** KOB expands to five days per week.
- 2000 10th Annual Mayor's Charity Ball raised ~\$72,000 for KOB.

- The 2013-2014 fiscal year marks the city's 25th anniversary of operating the KOB program.
- 2017 The Mayor's Ball, a primary source of funding for the KOB program, is discontinued. KOB Inc. has approximately 3 years of reserve funds to continue the program as it currently operates.
- The Parks & Recreation
 Department is conducting
 an in-depth program and
 financial sustainability
 assessment of Kids on the
 Block. Results of the study
 will inform the FY20 budget
 and the future of the
 program after KOB Inc.
 reserve funds are
 exhausted.



		•			2016
				ACTUAL	ACTUAL
		RESOURCES			
		CHARGES FOR SERVICES			
0	185,000		,	178,920	189,174
0	185,000	TOTAL CHARGES FOR SERVICES	200,625	178,920	189,174
		MISCELLANEOUS			
0	0	Donations - Parks & Recreation	0 6	0	1,000
0	139,651		,	91,575	116,955
0	24,000	,	,	13,876	16,742
0	4,500	,,,,,,,,,,,	,	2,381	2,823
0	0	-30 Donations - Parks & Recreation - Mayor's Ball	0 6	0	4,000
0	200	Other Income	200 6	394	315
0	168,351	TOTAL MISCELLANEOUS	161,630	108,226	141,836
0	353,351	TOTAL RESOURCES	362,255	287,146	331,009
	0 0 0 0 0	PROPOSED BUDGET 185,000 0 185,000 0 0 0 139,651 0 24,000 0 4,500 0 0 0 200 0 168,351 0	Section :093 - KIDS ON THE BLOCK Program :N/A RESOURCES CHARGES FOR SERVICES 3350-05 Registration Fees - KOB - Elementary Kids on the Block After-School Program registration fees. TOTAL CHARGES FOR SERVICES MISCELLANEOUS MISCELLANEOUS 3420 Donations - Parks & Recreation Sudget Note: Donations from sources other than Kids on the Block, Inc. earmarked for specific enrichment projects & programs. Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. A420-20 Donations - Parks & Recreation - KOB, Inc Enrichment School Program. A420-25 Donations - Parks & Recreation - KOB, Inc Misc After-School Program. A420-25 Donations - Parks & Recreation - KOB, Inc Misc After-School Program. A420-30 Donations - Parks & Recreation - KOB, Inc Misc After-School Program. A420-30 Donations - Parks & Recreation - Mayor's Ball 0 0 0 TOTAL MISCELLANEOUS 168,351 0	AMENDED BUDGET Program: N/A RESOURCES CHARGES FOR SERVICES 200,625 5350-05 Registration Fees - KOB - Elementary Kids on the Block After-School Program registration fees. Donations - Parks & Recreation - KOB, Inc Elementary Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. 4,000 6420-20 Donations - Parks & Recreation - KOB, Inc Enrichment Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. 4,000 6420-20 Donations - Parks & Recreation - KOB, Inc Enrichment Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. 4,000 6420-20 Donations - Parks & Recreation - KOB, Inc Enrichment Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. 4,000 6420-25 Donations - Parks & Recreation - KOB, Inc Enrichment Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. 4,000 6420-25 Donations - Parks & Recreation - KOB, Inc Misc Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. 6420-30 Donations - Parks & Recreation - Mayor's Ball 0 0 0 6420-30 Donations - Parks & Recreation - Mayor's Ball 0 0 0 1611,630 TOTAL MISCELLANEOUS	ACTUAL AMENDED BUDGET Section :093 - KIDS ON THE BLOCK PROPOSED BUDGET RESOURCES

2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK	2019 PROPOSED	2019 APPROVED	2019 ADOPTED
	, to lone	BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,590	867	0	7000	Salaries & Wages	0	0	0
69,104	69,811	71,810	7000-05 Recreation F	Salaries & Wages - Regular Full Time Program Manager - 0.75 FTE	55,780	0	0
178,695	152,634	187,250	Site Director Assistant Sit	Salaries & Wages - Temporary Management Assistant - 0.48 FTE 'II - 1.74 FTE e Director - 1.33 FTE _eadership - 4.57 FTE	206,006	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
844	-103	0	7300	Fringe Benefits	0	0	0
15,293	13,721	16,062	7300-05	Fringe Benefits - FICA - Social Security	16,230	0	0
3,576	3,209	3,756	7300-06	Fringe Benefits - FICA - Medicare	3,797	0	0
29,240	26,793	37,401	7300-15	Fringe Benefits - PERS - OPSRP - IAP	36,010	0	0
5,528	5,671	5,929	7300-20	Fringe Benefits - Medical Insurance	4,940	0	0
1,000	500	500	7300-22	Fringe Benefits - VEBA Plan	750	0	0
107	108	108	7300-25	Fringe Benefits - Life Insurance	80	0	0
381	382	390	7300-30	Fringe Benefits - Long Term Disability	304	0	0
3,395	3,243	3,730	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,586	0	0
317	236	264	7300-37	Fringe Benefits - Workers' Benefit Fund	260	0	0
0	364	1,001	7300-40	Fringe Benefits - Unemployment	1,000	0	0
42	15	50	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	0	0
309,112	277,451	328,251		TOTAL PERSONNEL SERVICES	328,793	0	0
				MATERIALS AND SERVICES			
6,289	6,186	6,250	7500	Credit Card Fees	10,000	0	0
0	0	1,500	7520-15	Public Notices & Printing - Brochure	0	0	0
17	33	200	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	200	0	0
700	600	700	7610-05	Insurance - Liability	800	0	0
810	756	800	7620	Telecommunications	800	0	0
20	38	25	7660-05	Materials & Supplies - Office Supplies	25	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			N			Department : 17 - PA l Section : 093 - KI E Program : N/ A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	0					nations	Materials & Supplies - Dor	7680	0	0	0
0	0	400						Professional Services	7750	500	498	674
			Total 400	<u>/Unit</u> 400	Amt/U	nits 1	<u>Ur</u>	<u>Description</u> Audit fee allocation	_			
0	0	0	400	400		•	I- D-II Din-			0	0	4.000
0	0	0				ctor	-		7750		0	4,000
0	0	2,133						M & S Computer Charges Fund materials & supplies costs shared city		1,999	1,469	1,983
0	0	1,200				lock	- Kids on the B	0-50 M & S Computer Charges	7840	1,200	1,200	1,200
			<u>Total</u>	:/Unit	Amt/U	<u>its</u>	<u>Ur</u>	<u>Description</u>	<u></u>			
			1,200	,200	1,20	1		Activenet annual maintenance	A			
0	0	10,000					juipment, staff trair	Recreation Program Experimental Recreation Program Experiment and crafts materials, sports and games equilies for KOB After-School Program. Some also be included.	Arts a suppl	12,500	9,351	14,254
0	0	24,000	ellers	er, storyt	theater,	nusic,	upplies including mon, all of which bro	O-35 Recreation Program Expe on the Block Enrichment Programs and su ace, visiting artists, environmental instruction rience and awareness of the world around	Kids o	24,000	13,876	16,742
0	0	4,500		upplies.				O-40 Recreation Program Expe on the Block expenses for miscellaneous		4,000	2,281	2,823
0	0	10,500	osts	dership co	B leader			P-45 Recreation Program Experied College Work Study Program provides a eligible students work as program staff.	Linfie	10,000	8,577	6,974
			ge	eld Colleque would he	n Linfield nerwise v	n with at othe	This joint program eadership costs th	net Note: Budget amount represents the Cally total approximately \$40,000 annually. fits KOB by reducing overall Recreation Lecovered through higher fees for participan	actua benef			
0	0	64,558		<u>ES</u>	VICES	SER	ERIALS AND	TOTAL MAT		63,674	44,866	56,486
								CAPITAL OUTLAY				
0	0	0					Charges	Capital Outlay Computer (Tund capital outlay costs shared city-wide	8750 I.S. F	330	372	411
0	0	0			<u>\Y</u>	TLA	. CAPITAL OU	<u>TOTAL</u>		330	372	411
0	0	393,351			S	NTS	L REQUIREME	ΤΟΤΑΙ		392,255	322,690	366,009

PARKS & RECREATION Recreational Sports

<u>Organization Set – Programs</u>	Organization Set #
 Administration 	01-17-096-501
 Adult Sports 	01-17-096-647
 Youth Soccer 	01-17-096-650
 Youth Basketball 	01-17-096-653
 Youth Baseball/Softball 	01-17-096-656
 Youth Sports Camps 	01-17-096-659
• Field Rentals	01-17-096-662



General Fund – Parks & Recreation - Recreational Sports 2018 – 20

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- In 2018, youth soccer registration fees were increased slightly to help off-set approximately \$7,000 of new soccer field turf improvements enhancing drainage and overall grass-turf health and stability. Youth baseball also indirectly supports park maintenance expenditures for field prep and other program support expenditures of approximately \$9,000.
- There are 3,500 registered participants in the 20 youth and adult sports programs offered annually. This translates to nearly 100,000 participant hours each year.
- Approximately 1,900 youth and adult recreation sports league games or matches are scheduled each year (1,500 at Dancer Park).
- Youth sports programs rely on volunteers for their success.
 Annually, there are over 200 volunteer head coaches and many more volunteers who support those coaches.
- Each year, the youth sports program employs nearly 100 young adults as referees, umpires, field supervisors, and gym supervisors. Most of these officials are high school and college students, many of whom participated in McMinnville Parks and Recreation programs as elementary students.
- About 120 youth and adult sport games/matches (field rentals) are also scheduled at Dancer Park for independent teams annually.
- The community livability value of these programs and opportunities for both youth and adults remains significant.



Core Services

- Youth and Adult sports programs
- Volunteer training and supervision
- Intra- and inter-departmental planning and coordination
- Scheduling and coordinating community facilities
- Coordinating and assisting independent community programs
- Resource development; sponsorships and donations
- Field preparation, maintenance and repair assistance within outdoor sport venues

Future Challenges and Opportunities

- Maximize public use of facilities while protecting facilities from over-use and damage. Continue working with Public Works to provide safe, well maintained sports fields.
- Dancer Field conditions- Public Works repair work was completed in summer 2017 (\$50,000 project). The current challenge is a fungus growing on baseball/softball fields due to compromised drainage.
- Recruiting and maintaining appropriate staffing levels required to offer successful programs. This includes administrative assistance, on-site supervisory staff, and on-field officials.
- With some increases in staffing, there is the opportunity to diversify, or expand current, recreation sports offerings (lacrosse, disc golf, rugby, pickleball, Ultimate disc, etc.). Futsal (small scale court soccer played on a tennis size court) is another area Parks and Recreation could explore, but would require new courts or repurposing unused, or underused, park facilities.

General Fund – Parks & Recreation - Recreational Sports

2018 - 2019 Proposed Budget --- Budget Summary

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	204,452	234,050	219,750	(14,300)
Personnel Services	177,352	216,656	226,032	9,376
Materials & Services	76,899 372	98,869 330	99,798	929
Capital Outlay Total Expenditures	254,623	315,855	325,830	(330) 9,975
Net Expenditures	(50,171)	(81,805)	(106,080)	24,275

Full-Time Equivalents (FTE)

1			
	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	4.23		
Program Assistant		0.02	
FTE Proposed Budget		0.02	4.25



Pacific Sports Turf renovation of the soccer fields at Joe Dancer Park, summer 2017.



Parks and Recreation enjoys a good relationship with McMinnville School District for use of their facilities, especially in our youth basketball program. We have 30+ youth teams playing and practicing at 6 MSD elementary schools.



General Fund – Parks & Recreation – Recreational Sports

1983

Historical Highlights

- 1968 First Director of Parks and Recreation hired. Helps organize men's and women's softball programs.
- Adult sports expanded to include men's and women's softball, coed volleyball, church volleyball, and men's basketball. Youth sports programs begin including pigtail and ponytail girls' softball, gymnastics, tennis lessons, county and statewide tennis tournaments, and a summer track meet. Little league baseball is independently run with volunteers.
- 1977 Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails. Little League volunteers build four "rough" baseball fields on that site.
- **1982** Fall season Youth Soccer Program begins.

- McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property 80 floodplain acres. Water & Light "trades" the McDaniel property for Cityowned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985 City hires first full-time Youth/Adult Sports Coordinator.
- Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, 4 soccer fields although without irrigation system. Seasonal irrigation accomplished with farm pipe and water cannons.
- 1986 Parks and Recreation
 Department assumes
 responsibility for youth
 basketball, previously run
 by volunteer Jaycee's.

- 1990 Dancer Park Phase II expands irrigation systems and completes new soccer field areas.
- At the request of McMinnville
 Area Little League, Parks and
 Recreation Department
 assumes responsibility for
 youth baseball/softball.
- Park fields re-aligned and expanded to include 11 soccer fields and baseball fields for T-Ball and Rookie Leagues. Wild Rose Fast-Pitch Softball Program for girls is established and grows to four teams.
- 2000 Voters pass 20-year park improvements bond \$9,500,000. Bond projects include new baseball/ softball/soccer fields at Dancer Park, new access road, and skate park improvements.
- 2001 Parks and Recreation
 Department assumes
 responsibility for Babe Ruth
 Baseball which becomes
 MAX Baseball for 13 and 14
 year old players.

General Fund – Parks& Recreation – Recreational Sports

2013

Historical Highlights

2017

- 2004 Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball/softball fields.
- 2005 Major skate park renovation at Dancer Park complete.
 Discovery Meadows, Max
 Baseball Field inaugural game played June 4th, 2005.
- 2008 Several volunteer groups work to clean-up debris deposited by December 2007 flooding and repair damaged landscape, playground and baseball field facilities.
- 2009 A new 40+ space parking addition in north Dancer Park to help alleviate parking demand with the growth of soccer is completed in time for fall soccer.

During opening ceremonies of the 2013 youth baseball/softball season, the original four-field Dancer Park baseball/softball complex was officially named "Dan Homeres Ball Fields" to honor Dan's dedication to youth and his 30 years of service within the Parks and Recreation Department.

2015 The batting cages at Joe Dancer Park were renovated using only donations from local groups. Structural repairs and improvements increased the security and safety of the facility.

Major renovation/repair project on the soccer fields at Joe Dancer Park was completed in June and July of 2017. After extremely wet winters in 2016 and 2017. and some deferred maintenance, the soccer fields were compacted and not draining as they should. Some fields were unplayable and had to be relocated to softball outfields. The renovation is working and all fields are playable for the 2018 spring soccer season. Youth soccer fees were raised \$4/player to help cover annual aeration and topdressing of Joe Dancer Park soccer and baseball/softball fields.

2019 ADOPTEI BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	4,000	Facility Rentals - Field Rentals ed from soccer, baseball, softball field-use rentals at Dancer and Discovery arks. Facility use fees charged to leagues and event sponsors who are of Park and Recreation sponsored programs.	Me	3,285	3,815
0	0	4,000	TOTAL CHARGES FOR SERVICES	5,000	3,285	3,815
0	0	4,000	TOTAL RESOURCES	5,000	3,285	3,815

				OI - GENERAL I GND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
3,264	-113	0	7000	Salaries & Wages	0	0	0
73,213	73,581	75,112	7000-05 Recreation F	Salaries & Wages - Regular Full Time Program Manager - 1.00 FTE	77,728	0	0
9,600	8,438	22,975		Salaries & Wages - Temporary Management Assistant - 0.42 FTE sistant - 0.46 FTE	22,975	0	0
25	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
1,304	-181	0	7300	Fringe Benefits	0	0	0
4,971	4,903	6,081	7300-05	Fringe Benefits - FICA - Social Security	6,243	0	0
1,163	1,147	1,422	7300-06	Fringe Benefits - FICA - Medicare	1,460	0	0
21,835	20,979	26,324	7300-15	Fringe Benefits - PERS - OPSRP - IAP	27,444	0	0
11,497	11,792	12,330	7300-20	Fringe Benefits - Medical Insurance	13,706	0	0
2,000	1,000	1,000	7300-22	Fringe Benefits - VEBA Plan	2,000	0	0
107	108	108	7300-25	Fringe Benefits - Life Insurance	108	0	0
383	382	390	7300-30	Fringe Benefits - Long Term Disability	404	0	0
2,788	2,942	1,305	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,260	0	0
43	37	54	7300-37	Fringe Benefits - Workers' Benefit Fund	54	0	0
276	73	299	7300-40	Fringe Benefits - Unemployment	300	0	0
3,294	2,785	3,399	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,399	0	0
135,762	127,872	150,799		TOTAL PERSONNEL SERVICES	157,081	0	0
				MATERIALS AND SERVICES			
5,238	4,899	6,500	7500	Credit Card Fees	6,500	0	0
0	0	1,500	7520-15	Public Notices & Printing - Brochure	0	0	0
17	33	100	7540 Costs shared	Employee Events d city-wide for employee training, materials, and events.	100	0	0
170	250	300	7550 Professional	Travel & Education memberships and miscellaneous workshops.	300	0	0
202	269	300	7590	Fuel - Vehicle & Equipment	300	0	0
900	800	1,000	7610-05	Insurance - Liability	1,100	0	0
200	300	200	7610-10	Insurance - Property	200	0	0

2019	2019	2019		I	101	Department :17 - PARKS & RECE		2018	2017	2016
ADOPTED	APPROVED	PROPOSED		;	ORTS	Section: 096 - RECREATIONAL		AMENDED	ACTUAL	ACTUAL
BUDGET	BUDGET	BUDGET				Program :501 - ADMINISTRATION		BUDGET		
0	0	1,800				Telecommunications	7620	1,800	1,730	1,614
0	0	20				Materials & Supplies - Office Supplies	7660-05	20	25	14
0	0	445				Professional Services	7750	450	415	528
			<u>Total</u>	Amt/Unit	t <u>s</u>	<u>ion</u>	<u>Descripti</u>			
			45	45	1	125 administration fee	Section 1			
			400	400	1	e allocation	Audit fee			
0	0	0				M & S Equipment	7800	0	0	0
0	0	2,133				M & S Computer Charges sterials & supplies costs shared city-wide	7840 I.S. Fund mat	1,999	1,469	1,983
0	0	2,700		s	port	M & S Computer Charges - Recreation	7840-55	1,500	1,200	2,367
			<u>Total</u>	Amt/Unit	t <u>s</u>	<u>ion</u>	<u>Descripti</u>			
			1,200	1,200	1	et annual maintenance	Activene			
			1,500	1,500	1	ment desktop	Replacer			
0	0	0			ons	Recreation Program Expenses - Conc	8130-15	0	0	0
0	0	15,598		/ICES	ER'	TOTAL MATERIALS AN		15,669	11,390	13,233
						CAPITAL OUTLAY				
0	0	0				Capital Outlay Computer Charges oital outlay costs shared city-wide	8750 I.S. Fund cap	330	372	411
0	0	0		<u>′</u>	LA\	TOTAL CAPITAL (330	372	411
0	0	172,679			NTS	TOTAL REQUIRE		166,798	139,634	149,406

		0. 01.11.0.12			
2017	2018	Department :17 - PARKS & RECREATION	2019	2019	2019
ACTUAL		Section: 096 - RECREATIONAL SPORTS	0 - NEONEATIONAL OF ON TO	APPROVED	ADOPTED
	BUDGET	Program :647 - ADULT SPORTS	BUDGET	BUDGET	BUDGET
		RESOURCES			
		CHARGES FOR SERVICES			
16,901	25,000	5350 Registration Fees	17,000	0	0
		Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.			
16,901	25,000	TOTAL CHARGES FOR SERVICES	17,000	0	0
16,901	25,000	TOTAL RESOURCES	17,000	0	0
	16,901 16,901	ACTUAL AMENDED BUDGET 16,901 25,000 16,901 25,000	ACTUAL AMENDED Section: 096 - RECREATIONAL SPORTS Program: 647 - ADULT SPORTS RESOURCES 16,901 25,000 5350 Registration Fees Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs. 16,901 25,000 TOTAL CHARGES FOR SERVICES	ACTUAL AMENDED BUDGET Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS RESOURCES 16,901 25,000 5350 Registration Fees Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs. 16,901 25,000 TOTAL CHARGES FOR SERVICES 17,000	ACTUAL AMENDED BUDGET Section:096 - RECREATIONAL SPORTS PROPOSED BUDGET Program:647 - ADULT SPORTS RESOURCES 16,901 25,000 5350 Registration Fees Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs. 16,901 25,000 TOTAL CHARGES FOR SERVICES 17,000 0

201 ADOPTEI	2019 APPROVED	2019 PROPOSED	Department :17 - PARKS & RECREATION	2018 AMENDED	2017 ACTUAL	2016 ACTUAL
BUDGET	BUDGET	BUDGET	Section :096 - RECREATIONAL SPORTS	BUDGET	ACTUAL	ACTUAL
			Program :647 - ADULT SPORTS			
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	5,003	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.20 FTE		4,245	4,711
0	0	310	7300-05 Fringe Benefits - FICA - Social Security	297	263	292
0	0	72	7300-06 Fringe Benefits - FICA - Medicare	69	62	68
0	0	563	7300-15 Fringe Benefits - PERS - OPSRP - IAP	543	156	819
0	0	259	7300-35 Fringe Benefits - Workers' Compensation Insurance	249	0	0
0	0	6	7300-37 Fringe Benefits - Workers' Benefit Fund	6	6	8
0	0	6,213	TOTAL PERSONNEL SERVICES	5,966	4,732	5,899
			MATERIALS AND SERVICES			
0	0	12,000	Recreation Program Expenses Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program.		10,583	12,766
0	0	12,000	TOTAL MATERIALS AND SERVICES	12,125	10,583	12,766
0	0	18,213	TOTAL REQUIREMENTS	18,091	15,314	18,665

2019		•	2018	2017 ACTUAL	2016 ACTUAL
				ACTUAL	ACTUAL
BODGLI	BODGET	Program :650 - YOUTH SOCCER	BODGET		
		RESOURCES			
		CHARGES FOR SERVICES			
0	98,000	5350 Registration Fees	100,500 53	92,852	93,881
0	0	5380-55 Facility Rentals - Concessions	1,000 53	0	621
		Soccer concessionaire profit sharing with City.	So		
0	98,000	TOTAL CHARGES FOR SERVICES	101,500	92,852	94,502
0	98,000	TOTAL RESOURCES	101,500	92,852	94,502
	APPROVED BUDGET 0 0 0	PROPOSED BUDGET APPROVED BUDGET 98,000 0 0 0 98,000 0	Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER RESOURCES CHARGES FOR SERVICES 50 Registration Fees 98,000 0 orceational Sports registration fees for fall and spring Youth Soccer seasons. \$7000 goes to eded soccer field maintenance improvements (matched by park maintenance). 80-55 Facility Rentals - Concessions 0 0 0 ccer concessionaire profit sharing with City. TOTAL CHARGES FOR SERVICES 98,000 0	AMENDED BUDGET Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER RESOURCES CHARGES FOR SERVICES 100,500 5350 Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons. \$7000 goes to needed soccer field maintenance improvements (matched by park maintenance). 1,000 5380-55 Facility Rentals - Concessions Soccer concessionaire profit sharing with City. TOTAL CHARGES FOR SERVICES PROPOSED BUDGET PROPOSED BUDGET PROPOSED BUDGET 98,000 0 0 0 0 0 0 0 0 0 0 0 0	ACTUAL AMENDED BUDGET Section:096 - RECREATIONAL SPORTS Program:650 - YOUTH SOCCER RESOURCES CHARGES FOR SERVICES 92,852 100,500 5350 Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons. \$7000 goes to needed soccer field maintenance improvements (matched by park maintenance). 0 1,000 5380-55 Facility Rentals - Concessions Soccer concessionaire profit sharing with City. 101,500 TOTAL CHARGES FOR SERVICES 98,000 0

2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
		REQUIREMENTS			
		PERSONNEL SERVICES			
0	20,048		19,001	16,995	17,494
		ase reflects minimum wage increases.			
0	0	-20 Salaries & Wages - Overtime	0	0	0
0	1,243	-05 Fringe Benefits - FICA - Social Security	1,178	1,054	1,085
0	291	-06 Fringe Benefits - FICA - Medicare	275	246	254
0	2,255	-15 Fringe Benefits - PERS - OPSRP - IAP	2,147	140	243
0	1,036	-35 Fringe Benefits - Workers' Compensation Insurance	984	0	0
0	25	-37 Fringe Benefits - Workers' Benefit Fund	25	27	32
0	24,898	TOTAL PERSONNEL SERVICES	23,610	18,463	19,107
		MATERIALS AND SERVICES			
0	31,000	er equipment, team t-shirts, field supplies, and printing, etc.	•	20,129	22,557
0	31,000	TOTAL MATERIALS AND SERVICES	30,625	20,129	22,557
0	55,898	TOTAL REQUIREMENTS	54,235	38,592	41,664
	0 0 0 0 0 0 0 0 0 0 0 0	PROPOSED BUDGET 20,048 0 0 0 1,243 0 291 0 2,255 0 1,036 0 25 0 24,898 0 31,000 0	Section : 096 - RECREATIONAL SPORTS PROPOSED BUDGET	AMENDED BUDGET Section :096 - RECREATIONAL SPORTS Program :550 - YOUTH SOCCER PROPOSED BUDGET APPROVED BUDGET REQUIREMENTS PERSONNEL SERVICES 19,001 7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.86 FTE 20,048 0 1 Increase reflects minimum wage increases. 0 7000-20 Salaries & Wages - Overtime 0 0 0 7000-20 Salaries & Wages - Overtime 0 0 0 1,178 7300-05 Fringe Benefits - FICA - Social Security 1,243 0 275 7300-06 Fringe Benefits - FICA - Medicare 291 0 2,147 7300-15 Fringe Benefits - Vorkers' Compensation Insurance 1,036 0 984 7300-35 Fringe Benefits - Workers' Benefit Fund 25 0 23,610 TOTAL PERSONNEL SERVICES 24,898 0 MATERIALS AND SERVICES 31,000 0 Soccer equipment, team t-shirts, field supplies, and printing, etc. \$7000 to cover additional field maintenance. 31,000 0	Section :096 - RECREATIONAL SPORTS PROPOSED BUDGET BUDGET

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
			RESOURCES				
			CHARGES FOR SERVICES				
17,840	19,945	20,600	Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball.	20,000	0	0	
17,840	19,945	20,600	TOTAL CHARGES FOR SERVICES	20,000	0	0	
17,840	19,945	20,600	TOTAL RESOURCES	20,000	0	0	

2016	2017	2018		Department :17 - PARKS & RECREATION	2019	2019	2019
ACTUAL	ACTUAL	AMENDED BUDGET		Section :096 - RECREATIONAL SPORTS	PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
		BODGET		Program :653 - YOUTH BASKETBALL	BODGET	BODOLI	BODGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
7,523	9,548	9,148		Salaries & Wages - Temporary rogram Labor - 0.41 FTE	9,588	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
466	592	567	7300-05	Fringe Benefits - FICA - Social Security	594	0	0
109	138	133	7300-06	Fringe Benefits - FICA - Medicare	139	0	0
216	-151	1,033	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,079	0	0
0	0	474	7300-35	Fringe Benefits - Workers' Compensation Insurance	495	0	0
13	15	12	7300-37	Fringe Benefits - Workers' Benefit Fund	12	0	0
8,327	10,143	11,367		TOTAL PERSONNEL SERVICES	11,907	0	0
				MATERIALS AND SERVICES			
3,254	3,097	3,275	8130 T-shirts, bask	Recreation Program Expenses setballs, printing, and other supplies related to the Youth Basketball Program.	3,650	0	0
3,254	3,097	3,275		TOTAL MATERIALS AND SERVICES	3,650	0	0
11,581	13,239	14,642		TOTAL REQUIREMENTS	15,557	0	0

2019 ADOPTEI BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	60,500	Registration Fees Recreational Sports registration fees for Youth Baseball and Softball Programs. Program fees will off-set costs associated with sick leave and minimum wage increases.	61,700	51,647	57,246
0	0	1,000	5380-55 Facility Rentals - Concessions Baseball/Softball concessionaire profit sharing with City.	1,000	425	500
0	0	61,500	TOTAL CHARGES FOR SERVICES	62,700	52,072	57,746
			MISCELLANEOUS			
0	0	15,500	6420-35 Donations - Parks & Recreation - Base/Softball Sponsorships Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8.	15,500	14,678	16,444
0	0	3,000	6420-40 Donations - Parks & Recreation - Base/Softball Fundraisers Net income received from annual Youth Baseball and Softball Fundraiser.	3,000	3,971	5,152
0	0	18,500	TOTAL MISCELLANEOUS	18,500	18,649	21,596
0	0	80,000	TOTAL RESOURCES	81,200	70,721	79,341

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 656 - YOUTH BASEBALL/SOFTBALL	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	20,831	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.89 FTE	20,002	14,685	14,727
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
0	0	1,291	7300-05 Fringe Benefits - FICA - Social Security	1,240	910	913
0	0	302	7300-06 Fringe Benefits - FICA - Medicare	290	213	214
0	0	2,344	7300-15 Fringe Benefits - PERS - OPSRP - IAP	2,260	310	154
0	0	1,077	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,036	0	0
0	0	26	7300-37 Fringe Benefits - Workers' Benefit Fund	26	23	26
0	0	25,871	TOTAL PERSONNEL SERVICES	24,854	16,142	16,034
			MATERIALS AND SERVICES			
0	0	15,500	7680 Materials & Supplies - Donations Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships.	15,500	14,678	12,980
0	0	22,000	8130 Recreation Program Expenses Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	21,625	17,023	18,584
0	0	37,500	TOTAL MATERIALS AND SERVICES	37,125	31,701	31,564
0	0	63,371	TOTAL REQUIREMENTS	61,979	47,843	47,598

2016 ACTUAL	9 2019 2019 D APPROVED ADOPTED T BUDGET BUDGET
597	0 0
597	0 0
597	0 0

2019	2019	2019	Department :17 - PARKS & RECREATION	2018	2017	2016
ADOPTED BUDGET	APPROVED BUDGET	PROPOSED BUDGET	Section: 096 - RECREATIONAL SPORTS	AMENDED BUDGET	ACTUAL	ACTUAL
BODGET	BODOLI	BODOLI	Program :659 - YOUTH SPORTS CAMPS	BODGET		
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	50	Salaries & Wages - Temporary Program Labor - 0.01 FTE	47 7000-1 Recreat	0	0
0	0	4	Fringe Benefits - FICA - Social Security	3 7300-0	0	0
0	0	1	Fringe Benefits - FICA - Medicare	1 7300-0	0	0
0	0	4	Fringe Benefits - PERS - OPSRP - IAP	6 7300-1	0	0
0	0	3	Fringe Benefits - Workers' Compensation Insurance	3 7300-3	0	0
0	0	0	Fringe Benefits - Workers' Benefit Fund	0 7300-3	0	0
0	0	62	TOTAL PERSONNEL SERVICES	60	0	0
			MATERIALS AND SERVICES			
0	0	50	Recreation Program Expenses equipment or supplies to support youth sports camps and classes as needed.	50 8130 Incident	0	0
0	0	50	TOTAL MATERIALS AND SERVICES	50	0	0
0	0	112	TOTAL REQUIREMENTS	110	0	0

PARKS & RECREATION Senior Center

<u> Organization Set – Programs</u>	Organization Set #
 Administration 	01-17-099-501
 Classes and Programs 	01-17-099-635
 Special Events 	01-17-099-641
• Day Tours	01-17-099-665
 Overnight Tours 	01-17-099-668



General Fund – Parks & Recreation

- Senior Center

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- In 2018-19, the Senior Center will continue to be open to the public 44 hours per week, with operating hours Mondays through Thursdays from 9:00 am to 8:00 pm (the Center may be rented during "off-hours" or as space allows). Two annual, one-week closures will occur in August and December.
- The Senior Center receives a lot of donations and support from the community each year. These generous donations are in the form of cash donations, estate gifts and volunteer hours supporting our programs.
- Replacement of the Senior Center roof is planned for FY 2018-2019 with approximately \$40,000 in donations and the remainder coming from the General Fund.
- Proposed increase in Temporary Wages of 700 hours for parttime staff hours. The increase will provide additional coverage during regular facility hours to ensure two staff are on duty at all times. Having two staff on at all times will provide added safety for staff, patrons, and facility. An uninterrupted presence at the front desk will also provide a higher level of customer service care and responsiveness to customer needs.
- Also included in this year's budget is a request for security enhancements throughout the building that include an indoor camera, mobile panic button, and secure key fob door. These enhancements will help monitor the building and allow for better communications in a security situation or emergency.

Core Services

- Enrichment classes and programs for older adults
- o Support services: health, wellness, legal, etc.
- Regional meal site including Meals on Wheels
- Facility rentals and community events
- Facility maintenance and repairs

Future Challenges and Opportunities

- Maximizing facility use through continued program expansion that serves public interests and generates revenues to support operations.
- Continue to assess program effectiveness in addressing changing adult interests and needs within McMinnville in conjunction with older adult population growth.
- The Recreation Building Master Plan is slated to address the building conditions and future maintenance or construction decisions.



Wortman Park Café served 6,256 guests and celebrated its second year in operation. That's an increase of 443 guests from the previous year!

General Fund – Parks & Recreation - Senior Center

2018 - 2019 Proposed Budget --- Budget Summary

Department Cost Summary

_ cp an arrest c c c c c arrest y						
		2017-18	2018-19			
	2016-17	Amended	Proposed	Budget		
	Actual	Budget	Budget	Variance		
Revenue	145,996	176,093	168,400	(7,693)		
Personnel Services	159,703	170,747	200,956	30,209		
Materials & Services	147,301	182,869	207,650	24,781		
Capital Outlay	559	495	-	(495)		
Total Expenditures	307,563	354,111	408,606	54,495		
Net Expenditures	(161,567)	(178,018)	(240,206)	62,188		

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	2.49		
Extra Help - Senior Center		0.74	
FTE Proposed Budget		0.74	3.23



40 volunteers contributed 3,252 hours of time working the front desk, teaching classes and running social groups.



General Fund – Parks & Recreation – Senior Center

Historical Highlights

- Bessie Cornie and other community senior citizens establish McMinnville Senior Citizens, Inc. to provide social functions, recreation activity, and assistance to area seniors. Their membership meetings and activities are held in the City-owned community building at 1st Street and Galloway.
- McMinnville Senior Citizens
 Inc. assists the City in planning
 and passing bond levies to
 purchase and remodel the old
 National Guard building as a
 Community Center.
- The new McMinnville
 Community Center opens to
 the public. McMinnville Senior
 Citizens, Inc. moves its
 programs to the Community
 Center where rooms are
 dedicated for their use.

Programs expand at the
Community Center and Senior
Citizens, Inc. asks the City
Council for a "stand alone"
Senior Center, "a place of our
own" that can better serve
older adults without the
scheduling difficulties of the
busy Community Center. City

Council approves preliminary

City applies for and is awarded a \$600,000 Community Development Block Grant to build a "stand alone" Senior Center. Senior Citizen's Inc. donates \$100,000 and the City adds \$300,000 to support the construction of a new Senior Center on the edge of Wortman Park.

planning efforts.



Over 4,100 participants in special interest recreation

- In October, new McMinnville
 Senior Center opens with
 great fanfare. Seniors move
 from the Community Center
 to the new facility. The MidWillamette Valley Senior
 Services Agency also moves
 their meal site to the Senior
 Center and provides meals
 five days a week including
 Meals On Wheels to home
 bound seniors.
- Programs continue to expand at the Senior Center. Senior Citizens, Inc. proves to be an outstanding partner in supporting the Senior Center by providing continued cash donations and thousands of volunteer hours annually to support operations.
- 2005

 10th anniversary of Senior
 Center was held in October
 2005. Senior Programs
 continue as do general facility
 rentals for receptions and
 community events at the
 Senior Center.

- 2006 Quilt Relief Project continues at the Senior Center. This group of hard working quilters uses donations of fabrics received from community members and makes quilts and lap blankets and in turn donates them to community agencies such as Habitat for Humanity, Juliette's House, and the Yamhill County Health Start program.
- Friends of the McMinnville Senior Center (FMSC) donate \$10,000+ for future SC roof replacement to be completed in the next 2-3 years.
- 2016 The "Wortman Park Café" began operating the Tuesday and Thursday lunch program. The Café offers a fresh salad bar, fresh baked bread, soup and fresh baked cookies. There were 5,816 visits in 2016. The new collaborative with the Northwest Senior and Disabled Services replaced the long standing daily meals program on these days. Home delivered meals continue to operate Monday through Thursday.



Grape Stompers clogging group continues to spread cheer throughout the community with their energetic and fun demos



Guests enjoy a delicious lunch at the Wortman Park Café

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
8,204	8,159	9,000	5380-20 Facility Rentals - Meeting Rooms Senior Center meeting room rentals.	11,000	0	0
160	420	300	5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals.	100	0	C
4,721	6,379	8,000	5380-40 Facility Rentals - Staff Fees Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	5,000	0	С
9,937	9,357	9,000	5380-45 Facility Rentals - Reception Facilities Senior Center main hall rentals.	6,000	0	C
6,000	4,800	4,800	5380-50 Facility Rentals - Meal Site Northwest Senior & Disabled Services fees paid for the use of Senior Center kitchen and dining areas for Senior Meals Program and Meals on Wheels; contract renewed every two years.	4,800	0	0
15,108	32,213	29,100	5410-05 Sales - Wortman Park Cafe Revenues from the popular "Wortman Park Café", the Tues./Thurs. fresh salad, soup, bread and dessert lunch at the Senior Center. The Café averages 60 daily attendees.	34,500	0	0
1,533	1,101	1,350	5420 Newsletter Senior Program subscription fees for monthly senior newsletter.	1,000	0	0
45,663	62,428	61,550	TOTAL CHARGES FOR SERVICES	62,400	0	0
			MISCELLANEOUS			
6,760	10,165	3,500	6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities.	4,190	0	0
599	2,299	5,563	6420-46 Donations - Parks & Recreation - SC-Fry Family Irrevocable Trust Unused portion of \$10,000 estate donation received in 2013-14. Unused donation funds will carry forward year-to-year until funds are exhausted.	7,102	0	0
0	0	37,480	6420-60 Donations - Parks & Recreation - Building Improvements Donations received from the Friends of the McMinnville Senior Center (\$10,000), Virginia Klein Estate (\$18,800) and other individuals for future SC roof replacement. Funds will carry over year-to-year until project is initiated.	37,708	0	0
473	1,413	300	6600 Other Income Senior Center equipment rental fees and other incidental revenues.	500	0	0
846	2,317	1,500	Income received from the sale of art work displayed in the Wortman Gallery at the Senior Center. Senior Center receives a small percentage of art sales proceeds. Payments to artists are reflected in expense account # 8135. Contributions which support incidental expenses related to Gallery programs are also recorded in this revenue account.	1,500	0	0
8,678	16,194	48,343	TOTAL MISCELLANEOUS	51,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
54,341	78,622	109,893	TOTAL RESOURCES	113,400	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,264	94	0	7000	Salaries & Wages	0	0	(
70,004	70,280	71,810		Salaries & Wages - Regular Full Time Program Manager - 1.00 FTE Program Coordinator II - 0.80 FTE	112,769	0	(
30,549	31,779	34,407	7000-10	Salaries & Wages - Regular Part Time	0	0	(
11,591	14,925	14,400	7000-15 Extra Help -	Salaries & Wages - Temporary Senior Center - 1.41 FTE	31,795	0	(
85	25	0	7000-20	Salaries & Wages - Overtime	0	0	(
1,260	2,160	2,160	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,968	0	(
768	117	0	7300	Fringe Benefits	0	0	(
7,036	7,388	7,613	7300-05	Fringe Benefits - FICA - Social Security	9,084	0	(
1,646	1,728	1,781	7300-06	Fringe Benefits - FICA - Medicare	2,125	0	(
26,570	26,533	32,691	7300-15	Fringe Benefits - PERS - OPSRP - IAP	36,830	0	(
0	0	0	7300-20	Fringe Benefits - Medical Insurance	0	0	(
0	0	0	7300-22	Fringe Benefits - VEBA Plan	0	0	(
213	216	216	7300-25	Fringe Benefits - Life Insurance	194	0	(
555	562	572	7300-30	Fringe Benefits - Long Term Disability	610	0	(
2,856	3,059	3,485	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,947	0	(
78	78	72	7300-37	Fringe Benefits - Workers' Benefit Fund	93	0	(
0	0	99	7300-40	Fringe Benefits - Unemployment	99	0	(
1,104	760	1,199	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,200	0	(
156,578	159,703	170,505		TOTAL PERSONNEL SERVICES	200,714	0	
				MATERIALS AND SERVICES			
1,286	2,246	1,900	7500	Credit Card Fees	1,700	0	(
0	0	1,500	7520-15	Public Notices & Printing - Brochure	0	0	(
30	59	200	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	200	0	1
1,917	1,829	1,640	Registration	Travel & Education fees and other expenses associated with professional development workshops, and training for Senior Center staff.	2,000	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 17 - PARKS & Section : 099 - SENIOR C Program : 501 - ADMINISTRA	ENTER	ON		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
9,050	9,818	9,000	7600	Electric & Natural Gas				10,000	0	0
1,600	1,400	1,700	7610-05	Insurance - Liability				2,500	0	0
2,600	3,100	3,100	7610-10	Insurance - Property				2,700	0	0
4,344	4,365	4,350	7620	Telecommunications				4,800	0	0
8,400	9,373	10,040	7650-10	Janitorial - Services				12,050	0	0
2,290	1,233	1,200	7650-15	Janitorial - Supplies				1,200	0	0
1,998	2,591	1,700	7660	Materials & Supplies				2,000	0	0
12,391	27,219	22,600	7660-37	Materials & Supplies - Wortman I	Park Cafe			27,000	0	0
4,092	2,261	2,500		Materials & Supplies - Donations nd supplies purchased from general donatio enue account 6420-45, Donations-Parks & R	ns that suppor		Center	2,500	0	0
6,998	13,698	12,000	Routine ma <u>Descrip</u> Genera Roof re	Repairs & Maintenance intenance & repairs, including \$5,500 for adotion al repairs and maintenance epair/replacement portion funded by City nal safety measures	ditional safety <u>Units</u> 1 1 1	measures <u>Amt/Unit</u> 20,000 20,000 5,500	Total 20,000 20,000 5,500	45,500	0	0
300	718	43,043	revenue ac 46 and 642 balance is " used for re- Descrip	Repairs & Maintenance - Donation equipment repairs and maintenance funded count 6420-45, Donations-Parks & Recreation 0-60. None of this line-item total is planned to be in-holding unless needed unexpectedly. A percofing the senior center when matching city option is a maintenance funded by SC Friends	d by donations on-Seniors and for expenditure opposes, \$30,000	from seniors d donation ac e is 2018-19. O of these fun	cts. 6420- The	45,500	0	0
506	374	10,400	7750	Professional Services				400	0	0
			<u>Descrip</u> Audit fe	<u>otion</u> ee allocation	<u>Units</u> 1	Amt/Unit 400	<u>Total</u> 400			
6,446	6,789	9,248	7790	Maintenance & Rental Contracts				10,000	0	0
0	0	0	7800	M & S Equipment				0	0	0
2,968	9,485	1,000		M & S Equipment - Donations purchased from general donations that supp 20-45, Donations-Parks & Recreation-Senio		Center throu	gh revenue	1,000	0	0
2,852	2,204	2,998	7840	M & S Computer Charges naterials & supplies costs shared city-wide				3,200	0	0

					-					
2016 ACTUAL	2017 ACTUAL			Department : 17 - PARKS Section : 099 - SENIOI Program :501 - ADMINIS	R CENTER	ON		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,323	1,200	1,200	7840-60	M & S Computer Charges - Se	nior Center			1,200	0	0
			<u>Descrip</u> Activer	otion let annual maintenance	<u>Units</u> 1	Amt/Unit 1,200	<u>Total</u> 1,200			
515	394	400		Recreation Program Expense and mailing senior newsletter, a monthly benses recovered through subscription for	publication maile			100	0	0
870	2,012	2 1,350		Wortman Gallery Expenses yments to Gallery artists from sales of the xpenses supporting the Gallery.	eir art work. May	also include s	mall,	1,350	0	0
72,773	102,368	143,069		TOTAL MATERI	ALS AND SEI	RVICES		176,900	0	0
				CAPITAL OUTLAY						
617	559	495	8750 I.S. Fund ca	Capital Outlay Computer Charapital outlay costs shared city-wide	rges			0	0	0
617	559	495		TOTAL CA	PITAL OUTLA	AY		0	0	0
229,968	262,629	314,069		TOTAL RI	EQUIREMENT	S		377,614	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
36,500	42,843	43,500	Registration Fees Senior Center fees for recreational and special interest classes and programs. Classes and program services at the SC has grown significantly in the past three years.	42,000	0	0
36,500	42,843	43,500	TOTAL CHARGES FOR SERVICES	42,000	0	0
36,500	42,843	43,500	TOTAL RESOURCES	42,000	0	0

20	2019	2019	Department :17 - PARKS & RECREATION	2018	2017	2016
ADOPTE BUDGE	APPROVED BUDGET	PROPOSED BUDGET	Section :099 - SENIOR CENTER	AMENDED BUDGET	ACTUAL	ACTUAL
50502			Program :635 - CLASSES & PROGRAMS			
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	100	7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 0.01 FTE		0	0
0	0	6	7300-05 Fringe Benefits - FICA - Social Security	6 7	0	0
0	0	1	7300-06 Fringe Benefits - FICA - Medicare	1 7	0	0
0	0	11	7300-15 Fringe Benefits - PERS - OPSRP - IAP	11 7	0	0
0	0	3	7300-35 Fringe Benefits - Workers' Compensation Insurance	3 7	0	0
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0 7	0	0
0	0	121	TOTAL PERSONNEL SERVICES	121	0	0
			MATERIALS AND SERVICES			
0	0	20,000	Recreation Program Expenses Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.		24,447	18,913
0	0	20,000	TOTAL MATERIALS AND SERVICES	21,100	24,447	18,913
0	0	20,121	TOTAL REQUIREMENTS	21,221	24,447	18,913

				0. 0==			
2016	2017	2017	2018	Department :17 - PARKS & RECREATION	2019	2019	2019
ACTUAL	ACTUAL	ACTUAL	AMENDED	Section: 099 - SENIOR CENTER	PROPOSED	APPROVED	ADOPTE
			BUDGET	Program :641 - SPECIAL EVENTS	BUDGET	BUDGET	BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
1,520	3,156	3,156	2,500	Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	1,000	0	0
1,520	3,156	3,156	2,500	TOTAL CHARGES FOR SERVICES	1,000	0	0
1,520	3,156	3,156	2,500	TOTAL RESOURCES	1,000	0	0
			,		·		

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
668	2,712	1,000	8130 Recreation Program Expenses Costs associated with Senior Center special fund raising events and other major programs.	500	0	0
668	2,712	1,000	TOTAL MATERIALS AND SERVICES	500	0	0
668	2,712	1,000	TOTAL REQUIREMENTS	500	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	·	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
16,000	16,957	15,200	5350 Registration Fees Registration income from Senior Center sponsored day-long field trip and tour event registration fees; examples include Rose Parade, Lincoln City Salmon Bake, performing arts events in Portland, etc.	10,000	0	0
16,000	16,957	15,200	TOTAL CHARGES FOR SERVICES	10,000	0	0
16,000	16,957	15,200	TOTAL RESOURCES	10,000	0	0

20 ² ADOPTE	2019 APPROVED	2019	Department :17 - PARKS & RECREATION	2018	2017	2016
BUDGE	BUDGET	PROPOSED BUDGET	Section :099 - SENIOR CENTER	AMENDED BUDGET	ACTUAL	ACTUAL
			Program :665 - DAY TOURS			
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	100	7000-15 Salaries & Wages - Temporary Extra Help - Senior Center Day Tours - 0.01 FTE	100	0	0
0	0	6	7300-05 Fringe Benefits - FICA - Social Security	6	0	0
0	0	1	7300-06 Fringe Benefits - FICA - Medicare	1	0	0
0	0	11	7300-15 Fringe Benefits - PERS - OPSRP - IAP	11	0	0
0	0	3	7300-35 Fringe Benefits - Workers' Compensation Insurance	3	0	0
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	121	TOTAL PERSONNEL SERVICES	121	0	0
			MATERIALS AND SERVICES			
0	0	10,000	8130 Recreation Program Expenses Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.		15,200	13,438
0	0	10,000	TOTAL MATERIALS AND SERVICES	13,400	15,200	13,438
0	0	10,121	TOTAL REQUIREMENTS	13,521	15,200	13,438

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Section :099 - SENIOR CENTER	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
11,618	4,417	5,000	5350 Registration Fees Revenues received from Senior Center sponsored overnight trip registration fees for multi-day tours and other trips which require major transportation and accommodation planning; examples include Canadian Rockies, Vancouver BC, etc.	2,000	0	0
11,618	4,417	5,000	TOTAL CHARGES FOR SERVICES	2,000	0	0
11,618	4,417	5,000	TOTAL RESOURCES	2,000	0	0

		· · · · · · · · · · · · · · · · · · ·			
2017 ACTUAL	AMENDED	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER	2019 PROPOSED	2019 APPROVED	2019 ADOPTED BUDGET
	BUDGET	Program :668 - OVERNIGHT TOURS	BODGET	BUDGET	BUDGET
		REQUIREMENTS			
		MATERIALS AND SERVICES			
2,575	4,300	In-state and out-of-state multi-day senior trips and tours including transportation, hotel	250	0	0
2,575	4,300	TOTAL MATERIALS AND SERVICES	250	0	0
2,575	4,300	TOTAL REQUIREMENTS	250	0	0
	2,575 2,575	2,575 4,300 2,575 4,300	ACTUAL AMENDED BUDGET Section:099 - SENIOR CENTER Program:668 - OVERNIGHT TOURS REQUIREMENTS MATERIALS AND SERVICES 2,575 4,300 8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accomodations, and event admissions. 2,575 4,300 TOTAL MATERIALS AND SERVICES	ACTUAL AMENDED BUDGET Section :099 - SENIOR CENTER PROPOSED BUDGET REQUIREMENTS MATERIALS AND SERVICES 2,575 4,300 8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accomodations, and event admissions. 2,575 4,300 1 TOTAL MATERIALS AND SERVICES 250	ACTUAL AMENDED BUDGET Section: 099 - SENIOR CENTER PROPOSED BUDGET REQUIREMENTS MATERIALS AND SERVICES 2,575 4,300 8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accomodations, and event admissions. 7,575 4,300 1,300 TOTAL MATERIALS AND SERVICES 2,575 4,300 2 TOTAL MATERIALS AND SERVICES 2,575 2,575 2,300 0

PARK MAINTENANCE



General Fund – Park Maintenance

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- The 2018-19 Park Maintenance budget request includes funding to add back several key service level elements reduced in recent years. The proposal provides some additional resources to help address increasing maintenance demands related to aging facility issues, as well as to begin to address backlogged maintenance items. The proposal will also enable the Division to begin to position itself to assume maintenance of a new four acre park facility in NW McMinnville. Construction on the new park is planned for summer 2018, with the park opening in late fall.
- Highlights of the 2018-19 request include one new Utility Worker I position, additional resources for materials and services, funding to address deferred maintenance issues in the park system as well at the Public Works complex, and funding to replace an aging rotary mower and a compact pickup truck.
- The 2018-19 budget request is the first stage of a two year "add package" proposal to move the Division closer to pre-2013-14 service levels. Pending available funding, a second Utility Worker I position and additional funding for materials and services would be implemented for 2019-20. This approach enables the Division to incrementally increase service levels immediately in a manner that most impacts our park users.
- Key Service level changes include:
 - Increasing service levels for park service visits, which typically include restroom cleaning, litter removal and vandalism repair and reporting
 - Begin work to restore irrigation and mowing services at neighborhood parks to pre-2013-14 levels
 - Increased play equipment and court cleaning cycles
- Staff will continue to partner with key volunteer and inmate work groups. Examples are landscape bed maintenance at Discovery Meadows (church groups), trail maintenance (Youth Conservation Corps, local school teams, local service clubs), soccer goal area restoration (McMinnville Youth Soccer), and

various labor intensive landscape cleanup projects (Yamhill County Corrections), dog park maintenance projects (Duniway Middle School) and riparian area vegetation management (Greater Yamhill Watershed Council). Materials, staff support, and supervisory oversight for these projects are typically provided by the City in cooperative efforts with these groups.

- Some maintenance needs will continue to be addressed through the use of independent contractors. This can be work that requires specialized licenses, equipment, or expertise. Contract forces are also used to address work for which there is no staff capacity. The work is a mix of demand and planned work. Contract services represent approximately 8% of the Division's budget.
- A key component in McMinnville's livability lies in the City's ability to develop and maintain quality open spaces throughout the community. These spaces are diverse; from formal landscapes to undeveloped natural areas. Each meets the needs of our residents in its own fashion. In order to continue the invitation to our residents to come and enjoy the benefits of these spaces, quality maintenance is essential. Fiscal constraints and competing priorities have resulted in reduced maintenance resources in recent years, and so unfortunately that invitation has not been as attractive as it might be. The 2018-19 budget is reflective of the City's overall move towards addressing staffing and deferred maintenance needs and represents the first steps toward improving that "invitation" to McMinnville residents to visit our facilities.

Core Services

Maintaining the City's park asset base is the primary mission of the Park Maintenance staff. This work is accomplished in parks, public facilities, landscaped City owned parking lots, and beautification areas, with a total of 40 sites comprising over 258 acres. The primary objective of this mission is to provide quality maintenance services that protect use safety as well as the City's assets. The overarching goal is to invite our residents to enjoy these spaces and their amenities, which are a key factor in McMinnville's livability.

Park Services

Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year round. This core service will be modified to allow for increased staff visits ("rounds") to various facilities. It increases services to restrooms, keeps both Wortman Park restrooms open year round, and increases services to neighborhood parks.

Turf/Landscape Maintenance

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. This core service will be modified to begin to add back irrigation and mowing services to neighborhood parks, reducing the amount of turf in the system that is allowed to "go brown" during summer months.
- Approved herbicides for weed management are applied in various city turf stands, landscapes and facilities. City staff are licensed public pesticide applicators, and all herbicide use on public facilities is recorded and tracked.
- Landscape beds in park facilities are mulched for aesthetic purposes, and to help control weeds. The application of mulch has been eliminated at some facilities, and at others the application cycles have been extended in 2013-14. These changes result in reduced materials and labor savings, but impact aesthetics and weed control.
- Annual flowers are planted in the spring at various City facilities.
 The fall program was eliminated in 2013-14.
- Trail systems are maintained in Dancer Park, Airport Park, Discovery Meadows, Tice Rotary Park, and other facilities. The proposed budget continues the practice of partnering with local tree service vendors for chip material and local user groups to spread material, resulting in reduced labor and material costs.
- Park Maintenance staff assists with the maintenance and operation of the irrigation systems for various Street Department assets (landscaped beautification areas). Additionally, Park

Maintenance staff has been tasked with landscape and irrigation maintenance for downtown parking facilities.

Sports Turf Maintenance

This work is primarily performed in Dancer Park in support of City recreation programs. Sports turf is irrigated, fertilized, over-seeded, mowed, and aerated at as high a frequency as resources allow in an effort to support a healthy turf stand that can withstand the high activity levels these programs bring. This work helps to preserve the turf stand, improves user safety and supports the City's recreational sports programs.

Recreation Sports Program Facility Support

This work is primarily performed in Dancer Park in support of City recreation programs. Soccer and baseball fields are set up each season and are "torn down" at the conclusion of the season. Given the location of Dancer Park, support amenities (benches, tables, garbage cans, concession stand, etc.) must be removed from the park each fall to protect them from potential winter flood damage. These costs are offset by program revenues in the Parks and Recreation budget.

Tree Maintenance

These activities included conducting annual pruning on young trees, along with scheduled fertilizing, which promotes tree health and correct tree structure. This work also includes tree removal and replacement. This core area will be modified to allow for increased tree replacements as resources allow. Storm damaged trees will be replaced as necessary. This core service is a contributing element in the City's requirement to provide \$2 per capita of tree related expenditures to achieve "Tree City USA" designation.



Jeff Hendricks, left, Parks Maintenance (14 years), removing hazardous tree at the Chamber of Commerce.

Park Amenities

Maintain courts, water feature, shelters, drinking fountains, interpretive signage, lighting, etc. The budget proposal allows for increased frequency for various court cleanings. The Discovery Meadows water feature, operated under Oregon Public Health Division's administrative rules, is cleaned and inspected on a specific schedule, and is remotely monitored via web-based telemetry. The budget request includes funding to address aging pipe systems in the water feature.

Park Building Maintenance

 Building lighting, security, and plumbing systems are repaired as resources allow, and vandalism is cleaned up as soon as possible.

Skate Park Maintenance

 Regular inspection and repairs, including replacement of coping stones, sealing concrete, repairing skate elements, and clean up of vandalism and graffiti.

Play Equipment Maintenance

- Play structures are inspected by certified staff per the National Parks and Recreation Association inspection standards.
- Play equipment is pressure washed and kept clean. This budget proposal includes increasing cleaning cycles for these structures.

Community Event/Volunteer support

Prepare facilities for special community events.

Emergency Response

Park Maintenance staff members are a key element in the City's response to various incidents, and work alongside Street Maintenance and Conveyance System field staff in this role. Activities include responding to vehicle accidents and hazardous materials spills; snow response work including deicing, sanding and snow removal: flood/high water response; sanitary sewer and storm drain problems; clearing downed trees from streets, etc. Park Maintenance staff are trained and certified to the same level as the Street Maintenance staff in this area, and function as integral team members on these first responder crews.



Kristine Reed, right, Parks Maintenance (15 years), clearing storm drain during December 2015 rains.

Future Challenges and Opportunities

Maintenance planning

As with any asset, as the park system ages, maintenance demands and related costs continue to increase. The park system has grown since 2005 with West Hills, Kiwanis improvements, Chegwyn Farms, Riverside Dog Park and the BPA linear park extensions all being added in that time period. As noted earlier, a new four acre neighborhood park with an all inclusive accessible playground will be constructed and opened in 2018. During the current fiscal year, the system continues to be maintained at service levels that were reduced significantly in 2013, and began being reduced in 12-13. Those reduced service levels included closing restrooms, reducing park service visits, reducing mowing costs by allowing neighborhood parks to go brown, reducing athletic turf maintenance at Dancer Park, reducing annual flower plantings, reducing tree replacements, reducing maintenance cycles on various building and play equipment structures, and continued deferred maintenance in the system overall. These changes have resulted in a lower quality of aesthetics than the typical McMinnville standard, and have had other impacts. A simple example would be that when various unused irrigation systems are put back on line, there will be costs related to restoring those moth-balled systems. The current budget request includes funding to begin to restore some of these reduced service levels and address some of those costs.

General Fund – Park Maintenance

- The 2018-19 budget proposal provides resources that improve the Division's capacity to begin to address backlogged maintenance items, but does not close this gap. Examples include replacing aging piping in the water feature, restoring shrub/plant beds system wide, monument sign maintenance, pavement maintenance (parking lots, paths), replacing picnic tables, replacing restroom partitions, changing stations and fixtures, sports turf maintenance projects, and irrigation repairs system wide.
- With the current staffing model, there is no capacity to take on additional maintenance without impacting current service levels. Thus under the current model, the addition of a new four acre park in NW McMinnville would have a corresponding impact on maintenance efforts at existing facilities. The 2018-19 budget provides increased staffing to begin to change the model, moving to staffing model that features Utility Worker I positions for parks services and similar tasks, freeing up Utility Worker II staff for higher level functions. The current budget request does not remedy this situation, but it does improve it.
- Staff will continue the use of a computerized maintenance management system (CMMS) to plan, schedule, and track work. Using this tool, staff continues to make use of the data to track work against service levels, identify problem trends, and identify opportunities to improve work practices. As a note, efforts have begun to evaluate the current CMMS software and to make recommendations towards updating it the next several years.



Guy Smith, Parks Maintenance (13 years), mowing at Chegwyn Farms Park.

Capital Planning

As the park system overall continues to age, planning for and funding capital improvements continues to be a critical element of the City's asset management strategy relative to parks. Buildings, play structures, pavements, skate park elements, park amenities, vehicles and equipment all will continue to age, and will eventually need to be replaced or removed. Adding new facilities or elements to the system only increases this need. At this time, there is not a comprehensive funding strategy or available resources to address capital replacement needs within the park system. The needs range from replacing aging play structures such as the Recreation Station in upper City Park to replacing a 50+ year old shelter in Wortman Park. Vehicle and equipment needs including addressing aging mowing equipment as well as an aging fleet. The current proposal provides resources to replace an 11 foot rotary mower and to purchase a surplus vehicle from McMinnville Water and Light. Locating, assessing and purchasing suitable surplus vehicles has proven to be a economical way to replace certain types of fleet units at a reduced cost, and represents good public fleet management practice. Overall, the challenge will continue to be to identify those capital needs, develop fundable replacement strategies, and begin to plan for those replacements in a manner that fits the City's resources and priorities.

Continue to develop strategies to provide acceptable maintenance levels

- Continue to monitor services levels changes to evaluate their long term impact on the City's park assets, as well as to monitor their acceptability to City residents and the City Council.
- Strategies will continue to include identifying opportunities to reduce costs through operational efficiencies, as well as to continue to review service levels offered relative to established priorities.

General Fund – Park Maintenance

Develop and implement water conservation strategies

 Staff continues to monitor water use, and evaluate technology and funding available to reduce the City's irrigation water use, with the long-term goal of implementing a centralized irrigation control system.

Americans with Disability Act (ADA) Compliance

- Evaluate and address ADA issues within the park system; identify opportunities to remedy problems as projects are scoped and developed.
- Ensure that new facilities meet ADA requirement

242	A area of developed ports
242	Acres of developed parks
178	Benches
9	Group picnic areas
131	Acres of mowed grass
112	Picnic Tables
168	Trash cans
28	Drinking fountains
14	Play structures
41	Pet waste station
6	Restroom facilities
859	Parking spaces
631	Irrigation zones
12	Soccer fields
13	Baseball/softball fields
9.81	Miles of hard path
5	Miles of soft nature trails
2	Skate parks
1	Off leash dog park (3.8 acres)

Department Cost Summary

		,		
		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	11,461	10,100	10,800	700
Personnel Services	711,219	792,529	896,659	104,130
Materials & Services	299,221	308,592	354,115	45,523
Capital Outlay	745	75,742	78,000	2,258
Total Expenditures	1,011,185	1,176,863	1,328,774	151,911
Net Expenditures	(999,724)	(1,166,763)	(1,317,974)	151,211

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	9.05		
Utility Worker I		1.00	
Extra Help - Park Maintenance		(0.25)	
FTE Proposed Budget		0.75	9.80



General Fund – Parks Maintenance

Historical Highlights

benches and landscaping.

1994	James Addition park -1.29	2000	Development of Bend-O-	2005	BPA Pathway completed –
	acre park - developed with turf, irrigation, benches, and play equipment.		River Park - 0.33 acre - including play equipment, basketball hoop, lawn area, and irrigation system.		8.43 acres – with 51 miles of concrete path and five benches.
1995	Senior Center built in West Wortman Park along with upgrades to the grounds.	2002	Development of Thompson Park - 2.40 acre - with restroom facility, play	2005	Discovery Meadows Community Park opens – 21.45 acres – water feature, skatepark, play equipment,
1996	Dancer Park Phase II completed, increasing the total acreage maintained to 35 acres.		equipment, horseshoe court, basketball court, and shelter.		baseball field, basketball courts, walking path, two shelters and restroom facility. Increasing the total of
1996	Installation of recreation station in UpperCityPark.	2003	Ash Meadows Park upgraded - 1.29 acres - with turf, irrigation,	_	maintained parks to 223 acres.
	,,		benches, and plantings.	2006	32 trees of varying size and
1997	Parks Maintenance managerial oversight transferred to Public Works Superintendent and becomes part of the newly created Community Development	2004	Dancer Park Phase III completed increasing the total acreage maintained to 75 acres.		value were lost throughout McMinnville Parks due to the windstorm on December 14, 2006. Over half have been replanted to date, with complete replacements planned.
	Department.	2004	McMinnville Rotary		piaririeu.
1997	Goucher Street Linear Pathway - 2.46 acres - developed with turf, irrigation, benches, and plantings.		donates completed Tice Park - 32.82 acres - with 1.2 miles of paths, 2 kiosks, pond, bridges, restroom facility, and irrigation.	2007	Computerized maintenance management program implemented, including a work order system and an asset management system.
1998	Lower City Park remodeled			0005	Dancer and Ctar Mill Darks
	and upgraded with new irrigation, parking lot, and turf.	2005	Remodel of City Park and Wortman Park completed.	2007	Dancer and Star Mill Parks play areas renovated with new play equipment, fall protection surfaces, walks,

- 2008 Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.
- 2010 Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.
- 2010 Two of five staff certified as Aquatic Facility Operator's through the National Parks and Recreation Association to meet expected state requirements for water feature operation.
- 2010 Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.
- 2011 Chegwyn Farms, a four acre neighborhood park, opens in NE McMinnville. The park features two farm themed playgrounds and is leased by the City in a partnership with the Yamhill Soil and Water Conservation District.

Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to insure constant compliance with Oregon Health Division rules.

2012

- Parks Maintenance staff plays a key role in Public Work's response to a major February snow storm, working alongside Street and Wastewater Services staff on deicing and sanding crews and clearing sidewalks along City facilities.
- 2014 Riverside Dog Park lighting system installed. Park Maintenance staff participated in design review and inspections on the park systems' first significant LED lighting project.

2018-2019 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

Fund	Number of		Total	Detailed	Summary
Department	Employees	Range	Salary	Page	Amount
Public Works Superintendent General Fund	1	352	103,010		
Park Maintenance (0.50 FTE) Street Fund (0.50 FTE)				136 167	51,505 51,505
Park Maintenance Supervisor General Fund	1	342	78,953		
Park Maintenance (0.95 FTE) Street Fund (0.05 FTE)				136 167	75,005 3,948
Street Maintenance Supervisor General Fund	1	342	81,531		
Park Maintenance (0.05 FTE) Street Fund (0.95 FTE)				136 167	4,077 77,454
Mechanic - Public Works General Fund	1	330	57,387		
Park Maintenance (0.45 FTE) Street Fund (0.45 FTE) Wastewater Services Fund				136 167	25,824 25,824
Administration (0.10 FTE)				210	5,739
Operations Support Specialist General Fund	1	330	57,386		
Park Maintenance (0.50 FTE) Street Fund (0.50 FTE)				136 167	28,693 28,693

2017	2017	2018		Department :19 - PARK MAINTENANCE	2019	2019	2019
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
11,425	11,425	10,000	5390	Park Rentals	10,500	0	0
			Picnic site	reservation fees for Wortman and Discovery Meadows picnic facilities.			
11,425	11,425	10,000		TOTAL CHARGES FOR SERVICES	10,500	0	0
				MISCELLANEOUS			
36	36	100	6600	Other Income	300	0	0
36	36	100		TOTAL MISCELLANEOUS	300	0	0
11,461	11,461	10,100		TOTAL RESOURCES	10,800	0	0
		11,425 11,425 36 36	11,425 10,000 11,425 10,000 36 100 36 100	11,425 10,000 5390 Picnic site 11,425 10,000 36 100 6600 36 100	ACTUAL AMENDED BUDGET Section :N/A Program :N/A Program :N/A Program :N/A RESOURCES CHARGES FOR SERVICES 11,425 10,000 5390 Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities. 11,425 10,000 TOTAL CHARGES FOR SERVICES MISCELLANEOUS 36 100 6600 Other Income TOTAL MISCELLANEOUS	ACTUAL BUDGET AMENDED BUDGET Section : N/A Program : N/A PROPOSED BUDGET RESOURCES 11,425 10,000 5390 Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities. 10,500 11,425 10,000 TOTAL CHARGES FOR SERVICES 10,500 36 100 6600 Other Income 300 36 100 6600 Other Income 300	ACTUAL BUDGET Section :N/A Program :N/A Program :N/A PROPOSED BUDGET APPROVED BUDGET RESOURCES CHARGES FOR SERVICES 11,425 10,000 5390 Park Rentals Pricnic site reservation fees for Wortman and Discovery Meadows picnic facilities. 10,500 0 11,425 10,000 TOTAL CHARGES FOR SERVICES 10,500 0 36 100 6600 Other Income 300 0 36 100 TOTAL MISCELLANEOUS 300 0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 19 - PARK MAINTENANCE Section : N/A Program : N/ A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
10,043	1,000	0	7000	Salaries & Wages	0	0	0
408,055	423,941	454,758	Supervisor Supervisor Senior Utilit Utility Work Utility Work Mechanic -	Salaries & Wages - Regular Full Time dent - Public Works - 0.50 FTE - Park Maintenance - 0.95 FTE - Street Maintenance - 0.05 FTE y Worker - Park Maintenance - 1.00 FTE er II - Public Works - 4.00 FTE er I - Public Works - 1.00 FTE Public Works - 0.45 FTE Support Specialist - Public Works - 0.50 FTE	515,369	0	0
26,309	30,164	41,832	7000-15 Extra Help	Salaries & Wages - Temporary - Park Maintenance - 1.35 FTE	36,790	0	0
4,003	6,348	2,500	7000-20	Salaries & Wages - Overtime	5,500	0	0
700	1,200	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	0	0
5,001	688	0	7300	Fringe Benefits	0	0	0
26,151	27,542	31,018	7300-05	Fringe Benefits - FICA - Social Security	34,724	0	0
6,116	6,441	7,255	7300-06	Fringe Benefits - FICA - Medicare	8,118	0	0
98,736	99,552	129,898	7300-15	Fringe Benefits - PERS - OPSRP - IAP	150,718	0	0
77,459	79,456	83,063	7300-20	Fringe Benefits - Medical Insurance	92,300	0	0
14,500	7,250	7,250	7300-22	Fringe Benefits - VEBA Plan	14,500	0	0
793	804	804	7300-25	Fringe Benefits - Life Insurance	912	0	0
2,230	2,310	2,460	7300-30	Fringe Benefits - Long Term Disability	2,794	0	0
21,510	22,482	28,226	7300-35	Fringe Benefits - Workers' Compensation Insurance	31,247	0	0
267	247	264	7300-37	Fringe Benefits - Workers' Benefit Fund	287	0	0
0	1,794	2,001	7300-40	Fringe Benefits - Unemployment	1,000	0	0
701,873	711,219	792,529		TOTAL PERSONNEL SERVICES	896,659	0	0
				MATERIALS AND SERVICES			
533	799	750	7530	Safety Training/OSHA	500	0	0
125	293	700	7540 Costs share	Employee Events and city-wide for employee training, materials, and events.	600	0	0
1,835	2,835	3,000	Registration	Travel & Education n for professional conferences and reimbursement to employees for approved grams, licenses, and certifications.	5,000	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			ENANCE	Department : 19 - PARK MAI l Section : N/A Program : N /A)	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	14,500				9	7590	12,500	11,621	11,841
0	0	23,500				7600 Electric & Natural Gas	7600	23,000	23,173	21,438
0	0	10,800				7610-05 Insurance - Liability	7610-05	10,900	8,900	9,900
0	0	12,100				7610-10 Insurance - Property	7610-10	13,500	14,000	11,600
0	0	6,200				7620 Telecommunications	7620	5,800	4,530	5,297
0	0	1,500				7650 Janitorial	7650	1,700	1,258	1,200
0	0	16,500				7660 Materials & Supplies	7660	14,500	20,003	14,257
0	0	13,700	rounds			7720-10 Repairs & Maintenance - Building Parks Maintenance Department's shared cost of Public \(\) maintenance.		2,500	1,271	3,077
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description	•			
			200	200	1	HVAC maintenance	_			
			7,500 5,000	7,500 5,000	1 1	PW complex piping replacement (50% w/Street) PW office heat pump replacement (50% w/Street)				
			1,000	1,000	1	Miscellaneous repairs				
0	0	20,500				7720-14 Repairs & Maintenance - Vehicles	7720-14	18,000	15,543	17,942
0	0	90,250	irrigation	ation supplies,	zer, lime, ja g waste sta	7720-26 Repairs & Maintenance - Park Mai Park maintenance costs include solid waste disposal, fer amenity repairs/replacement, herbicides, garbage bags, parts, play equipment parts, landscape bark, fall attenua trail surfacing material.	amenity repa parts, play e	84,000	89,783	75,001
0	0	4,000	nd repair	ın up graffiti ar		7720-27 Repairs & Maintenance - Park Var Park vandalism costs including contract and material exp vandalized elements in the park system.		3,500	5,916	8,913
0	0	1,315				7750 Professional Services	7750	1,620	1,555	1,918
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	Descript			
			115	115	1	Section 125 administration fee				
			1,200	1,200	1	Audit fee allocation	Audit fe			
0	0	26,800			posal	7780-07 Contract Services - Downtown Downtown & Alpine Avenue litter patrol and solid waste	7780-07 Downtown &	16,000	16,459	15,209
0	0	93,000		play equipme	ns needs re ion repairs tenance pr	7780-15 Contract Services - Park Maintena Contract services augment staff capacity to address sysmaintenance, electrical, plumbing, light construction, irrigrepairs, tree planting/pruning/removal, turf/landscape maherbicide/pesticide applications and water feature maintenance.	maintenance repairs, tree	83,000	70,238	68,142
0	0	2,000			ance	7800-39 M & S Equipment - Parks Miscellaneous small equipment for operations and maint	7800-39 Miscellaneou	2,000	2,728	1,480
0	0	500		ntenance	ns and ma	7800-42 M & S Equipment - Shop Miscellaneous small equipment and tools for shop opera	7800-42 Miscellaneou	500	657	709

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			ENANCE	Department :19 - PARK MAINTI Section :N/A Program :N/A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	4,800				7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide		2,939	3,470
0	0	6,050		•	ntenance	7840-65 M & S Computer Charges - Park Main	6,625	4,720	6,754
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			2,050	2,050	1	ESRI Arcview-17% shared with Plan, Bldg, Eng, Street, WWS			
			3,250 750	3,250 750	1 1	Hansen sewer database-25% shared with Eng, Street Replacement workstation			
0	0	354,115		VICES	ND SEF	TOTAL MATERIALS A	308,592	299,221	280,642
						CAPITAL OUTLAY			
0	0	0				8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	742	745	719
0	0	5,000		ntenance	Park Mair	8750-65 Capital Outlay Computer Charges - F	0	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description			
			5,000	5,000	1	Hansen software upgrade (25% shared with WWS, Street, Eng)			
0	0	0				8800 Building Improvements	50,000	0	0
0	0	62,500				8850 Vehicles	0	0	12,869
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			55,000	55,000	1	11 foot rotary mower (replaces 2001 unit)			
			7,500	7,500	1	2009 Compact pick up (W&L surplus transfer from Street)			
0	0	10,500				8920 Land Improvements	0	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			10,500	10,500	1	Replace piping-Discovery Meadows water feature			
0	0	0			nt	9300-05 Park Improvements - Play Equipmen	25,000	0	0
0	0	78,000		<u>.Y</u>	OUTLA	TOTAL CAPITAL	75,742	745	13,588
0	0	1,328,774		S	EMENT	TOTAL REQUIR	1,176,863	1,011,185	996,103

LIBRARY DEPARTMENT



General Fund – Library

Budget Highlights

Other than the usual increase in the personnel services budget (even while decreasing FTE hours) and a small capital improvement project to convert the lighting upstairs to LED, there are not many changes in this library budget document.

With financial support from the City, the Friends of the Library, and the Library Foundation the library has been able to make improvements and offer programs and services to meet the basic needs of the community in the last few years.

Public library services are an integral part of a community, providing a space, place, and connection to knowledge and creativity, which drives the economy now and in the future. We look forward to future planning for increased library services for our growing community.

Accomplishments

Library Building:

- With the financial assistance of the Friends of the Library, Kiwanis, and grants, the library Children's Room redesign will be completed in June 2018 to make it more welcoming and safe for families and children. While the footprint will not increase the room redesign will allow for better visibility and changing functionality.
- The elevator modernization will be completed in June 2018 with City funds, making for a more reliable ride for both people and library materials moving from one floor to another.

Staff:

• The library has increased its Spanish speaking staff to provide better service to this important part of our community. We continue to focus on making connections with the Latino and Spanish speaking members of the community with El día de los niños celebration (Day of the children), Book Buddies bookmobile program, and visits to child care providers serving the Latino community.

Challenges

Library Building and Staffing:

- Increased demands to offer more services with less staff hours than in 2010 continue to take a toll on staff. The changes in our community and services no longer available from other institutions put a greater strain on the public library. In addition to being a place for creating connections to information and individuals the library is now an income tax service provider, a mental health referral center, a warming and cooling shelter, a tutoring space, and a place where marginalized people gather.
- The current library building is in need of an overhaul, with space and services needed for our growing community. A larger space will allow the library to offer more services and materials to borrow. Current demands for space that are overloaded are public restrooms, children's room space for gathering, study space, small meeting rooms, and large program rooms.

Open Hours:

 McMinnville Public Library is currently open 45 hours per week, which is below the Oregon Library Association Public Library Division (OLA PLD) Standards essential standard for a population of our size:

Population	Essential	Enhanced	Exemplary
Served			
5,000—9,999	30	45	60
10,000—24,999	40	55	70
25,000 and above	50	60	75

Core Services

Reference and Information Services

- Provide residents with the information they need with timeliness, sensitivity and privacy so that they may improve their lives.
- Teach patrons how to locate and evaluate information so that they are more self-sufficient and empowered to engage in lifelong learning.
- Ensure that the library's information resources have depth and scope, reflect new and emerging information needs, and effectively provide our community access to diverse ideas to educate and engage.
- Provide technology access and training to connect people with community and ideas to enhance and improve their lives.
- Provide engaging and enriching resources and programming to support lifelong learning and information literacy.
- Foster a friendly and welcoming environment which inspires people to connect with each other, the community, and ideas.
- Collaborate with community partners to meet individual and community education, literacy, recreation, and technology needs so that residents may improve their lives.
- Foster community awareness of resources available for individuals to improve their lives.

Children's Services

- Provide programs for families to engage and educate.
- Connect with children and families to promote ideas, imagination, play, curiosity, and hope.
- Create a literate well-informed group of citizens who are able to make decisions that will take our country into a positive future.
- Encourage children to enjoy and value the richness of our language, culture, and history through literature.

- Enhance and supplement the curriculum of our local education community through available and readily accessible information.
- Meet the needs of children whose parents do not/cannot provide age appropriate books and technology.
- Offer year-round programs to keep children engaged with reading and learning through fun experiences.
- Provide a place of safe intellectual discovery where all children feel welcomed and their interests are valued.
- Provide parents with tools and skills to foster early literacy to encourage lifelong learning.

Circulation Services

- Circulate library materials accurately and efficiently so as to provide patrons access to library materials to enhance their lives.
- Collaborate with volunteers to create meaningful connections with individuals and the community for engagement and success.
- Manage patron accounts and communicate effectively to ensure the communities' access to diverse ideas.
- Provide information that allows patron access to materials to ignite their imagination

Technical Services

- Maintain a rich, diverse, and well cared for collection of materials.
- Update collections to meet the changing needs of the community.
- Acquire and catalog materials used to support literacy, imagination and access to diverse ideas.
- Accept donations of materials from community members to enhance the library collection and support the Friends of the Library book sale.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	220,229	210,359	228,061	17,702
Personnel Services	1,087,602	1,188,819	1,258,892	70,073
Materials & Services	322,722	326,092	344,115	18,023
Capital Outlay	12,663	85,714	25,000	(60,714)
Total Expenditures	1,422,988	1,600,625	1,628,007	27,382
Net Expenditures	(1,202,758)	(1,390,266)	(1,399,946)	9,680

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
<u>-</u>	Budget	Change	Budget
FTE Adopted Budget	15.42		
Librarian II - Reference		(0.20)	
Librarian I - Reference		(0.25)	
Library Tech Assistant - Circulation		0.96	
Library Assistant - Circulation		(0.63)	
Library Page		0.55	
Program Assistant		(0.03)	
Book Buddies - Labor		0.02	
FTE Proposed Budget		0.42	15.84





General Fund – Library

1909 The first public library in McMinnville is started by the Civic Improvement Club in the Wright Building.

1910 Civic Improvement Club works with the city and applies to the Carnegie Institute to build a library.

1913 In February 1913, the Carnegie library building is dedicated.



McMinnville Public Library and 16 other libraries form the Chemeketa Cooperative Regional Library Service (CCRLS).

McMinnville voters pass a 20-year bond levy (\$1,715,000) to build a library addition.

1982 Library addition opens, adding 11,500 square feet.

Library installs its first automation system.

Library undergoes major repairs, renovations, and earthquake retrofit.

2000 Children's Bookmobile "hits the road" – funded by the City and Library Foundation.

Library2Go downloadable book service offered through Oregon Digital Library Consortium.

2012 Library celebrates 100 years serving the community and receives the McMinnville Downtown Association Manager's Award for the festivities.



2013 The Oregon Library
Passport program extends
borrowing privileges for to
over 130 public libraries.



2015 Book Buddies bookmobile program begins, bringing the library summer reading program to locations outside the library.



2016 Library completes plaza enhancement and receives the McMinnville Downtown Association Main Street Award for the project.

2017 All CCRLS library materials are "tagged" with Radio Frequency Identification (RFID) to assist in borrowing and inventory processes.

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
			RESOURCES			
			<u>INTERGOVERNMENTAL</u>			
4,204	4,274	5,000	4780 OR State Aid Grant - Library Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries. \$4280 expended through expenditure account 8150-55, Books & Materials-State Grant Materials and \$720 spent on temporary personnel.	5,361	0	(
138,493	152,505	161,709	5050 CCRLS - Library Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay.	170,000	0	C
142,697	156,778	166,709	TOTAL INTERGOVERNMENTAL	175,361	0	0
			CHARGES FOR SERVICES			
8,810	2,240	1,500	5430 Outside City User Fee \$60 per household per year as determined by the Chemeketa Cooperative Regional Library Service(CCRLS) Advisory Council to provide "equity" for the difference between City resident tax rate and county resident tax rate dedicated to CCRLS.	1,000	0	C
8,810	2,240	1,500	TOTAL CHARGES FOR SERVICES	1,000	0	0
			FINES AND FORFEITURES			
28,601	31,146	22,000	6160 Fines & Lost Books Overdue Fines Adult materials - 25 cents per day per item and Children's materials - 10 cents per day per item. Lost Materials \$5 processing fee added to lost material cost.	25,000	0	0
28,601	31,146	22,000	TOTAL FINES AND FORFEITURES	25,000	0	0
			MISCELLANEOUS			
13,550	10,904	400	6440 Donations - Library General library donations received from the public and local service groups for library books, materials, equipment, and special programs. This money is expended through expenditure account 8160, Donations-Library.	400	0	0
102	0	250	6440-05 Donations - Library - Bookmobile Donations received from the public and local service groups for bookmobile materials and expended through expenditure account 8160-05, Donations-Library-Bookmobile Books.	0	0	0
1,611	12,088	12,000	6440-10 Donations - Library - Library Foundation The Library Foundation raises money for the Book Buddies bookmobile program. These funds are expended through expenditure account 01-21.7680-11, Donations - Library Foundation and 7000-10 and 7000-15, Regular Part Time and Temporary Salaries and Wages.	12,000	0	0
	0		6440-15 Donations - Library - Friends of the Library	0	0	0

				0. 02.12.13.12.10112				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 21 - LIBRARY Section : N/A Program : N/A		2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
0	1	0	6440-20	Donations - Library - Adult Programs	0	0	0	
1,364	1,799	1,500	received for Children's S	Donations - Library - Children's Programs eceived from the public and local service groups and donations and compensation trainings performed by children's staff for children's programming, including the ummer Reading Program. This money expended through expenditure account aterials & Supplies-Donations-Children's Programs.	8,000	0	0	
7,282	5,272	6,000	loans, public	Other Income - Library us library revenues including reimbursement for postage charge on inter-library access computer terminal printing fees, public access copy machine copy fees, aneous library revenues.	6,300	0	0	
23,909	30,065	20,150		TOTAL MISCELLANEOUS	26,700	0	0	
204,017	220,229	210,359		TOTAL RESOURCES	228,061	0	0	

-	•			01 - GENERAL FUND				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :21 - LIBRARY Section :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
				Program :N/A REQUIREMENTS				
				PERSONNEL SERVICES				
16 607	110	0	7000		0	0	0	
16,697	119		7000	Salaries & Wages Pagular Full Time	_	0	0	
473,120	517,948	548,808	Library Serv Librarian III Librarian III Librarian III Librarian II - Librarian I -	Salaries & Wages - Regular Full Time ctor - 1.00 FTE vices Manager - 1.00 FTE - Children's Services - 1.00 FTE - Circulation - 1.00 FTE - Reference - 1.00 FTE - Reference / Young Adult - 1.00 FTE Children's Services - 1.00 FTE hnical Assistant - Technical Services - 1.00 FTE	519,000	U	0	
252,706	244,236	261,996	Librarian I - Library Tech Library Tech Library Assi Library Assi Library Assi	Salaries & Wages - Regular Part Time - Reference - 1.18 FTE - Children's - 0.75 FTE - Innical Assistant - Children's - 0.75 FTE - Innical Assistant - Circulation - 2.46 FTE - Instant - Circulation - 0.30 FTE - Instant - Circulation - 0.75 FTE - Instant - Circulation - 0.75 FTE - Instant - Technical Services - 0.70 FTE - 0.73 FTE	322,883	0	0	
			Book Buddi	es - Labor - 0.09 FTE				
2,067	2,251	2,590	7000-15 Program As	Salaries & Wages - Temporary sistant - 0.08 FTE	2,940	0	0	
				es - Labor - 0.05 FTE				
0	110		7000-20	Salaries & Wages - Overtime	0	0	0	
2,800	4,325		7000-37	Salaries & Wages - Medical Opt Out Incentive	3,000	0	0	
6,610	923	0	7300	Fringe Benefits	0	0	0	
44,220	46,554	50,729	7300-05	Fringe Benefits - FICA - Social Security	52,567	0	0	
10,342	10,888	,	7300-06	Fringe Benefits - FICA - Medicare	12,293	0	0	
164,530	164,846	209,525	7300-15	Fringe Benefits - PERS - OPSRP - IAP	224,604	0	0	
80,385	79,917	·	7300-20	Fringe Benefits - Medical Insurance	97,218	0	0	
14,000	7,167		7300-22	Fringe Benefits - VEBA Plan	15,000	0	0	
1,614	1,584		7300-25	Fringe Benefits - Life Insurance	1,620	0	0	
3,638	3,699	3,964	7300-30	Fringe Benefits - Long Term Disability	4,052	0	0	
2,315	2,428	2,927	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,956	0	0	
488	441	450		Fringe Benefits - Workers' Benefit Fund	460	0	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 21 - LIBRARY Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	99	7300-40	Fringe Benefits - Unemployment	99	0	0
176	167	200	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	200	0	0
1,075,705	1,087,602	1,188,819		TOTAL PERSONNEL SERVICES	1,258,892	0	0
				MATERIALS AND SERVICES			
940	1,400	1,500		Credit Card Fees credit card payment at circulation desk for overdue fines, lost items and out of eard fees.	1,500	0	0
259	857	1,600		Employee Events d city-wide for employee training, materials, and events.	1,500	0	0
7,886	3,971	8,000		Travel & Education in professional organizations, registration and travel to workshops, conferences s.	7,500	0	0
1,077	1,545	1,500	Online backs	Volunteer Recognition ground checks for library volunteers, recognition and gifts, including annual oppreciation Day program and refreshments.	2,500	0	0
811	529	1,000	Mileage reim	Fuel - Vehicle & Equipment shursement for homebound program deliveries and outreach to preschools and cluding fuel for the bookmobile.	1,000	0	0
28,835	28,091	35,000	7600	Electric & Natural Gas	35,000	0	0
11,500	9,400	11,900	7610-05	Insurance - Liability	13,600	0	0
9,300	11,000	11,200	7610-10	Insurance - Property	9,400	0	0
15,158	14,679	16,000	Telephone a	Telecommunications nd cell lines, elevator phone, bookmobile laptop connection, new internet service installation costs, and alarm phones.	16,000	0	0
20,608	24,254	26,500		Janitorial torial services and supplies.	30,000	0	0
599	541	650	7660 General libra	Materials & Supplies ary and staff room supplies.	650	0	0
466	394		•	Materials & Supplies - Postage oan books returned by mail and other library mailing costs.	500	0	0
5,421	5,323	5,000		Materials & Supplies - Public Services reference area, Children's Room, and Homework Help Center; costs for toners rtriges, copy paper and supplies for technology wall.	4,000	0	0
2,099	1,197	500	7660-30 Library yellov	Materials & Supplies - Public Information w pages listing, bookmarks with hours and contact information.	500	0	0
4,781	1,891	1,800		Materials & Supplies - Administration us expenses for employment ads, name tags and library signage, refreshments held in the library and other administrative expenses.	2,000	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			Departmer Sectio Prograr		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	3,500	cks for courier service, ent supplies.	3,500	3,913	5,124			
0	0	5,000	rices applies for books and	7660-6 Technic audio vi	5,000	5,051	4,985		
0	0	2,500	ning.	s - Children's Programs s costs for children's programm	•	7660-6 Craft su	1,700	2,256	1,697
0	0	0	grams	s - Donations - Adult Prog	0 Materials & Sup	7680-1	0	0	0
0	0	5,500	ibrary Foundation	es - Donations - Library Fo oplies come from this budget. L es funds to reimburse this line a		5,500	6,150	0	
0	0	7,000	Programs Program, funded ams.	1,500	1,799	1,363			
0	0	0	through revenue account 6440-25, Donations-Library-Children's Programs. 7680-16 Materials & Supplies - Donations - Friends of the Library					0	0
0	0	10,000	7720-08 Repairs & Maintenance - Building Repairs				10,000	11,298	8,684
0	0	18,000	7720-10 Repairs & Maintenance - Building Maintenance Building maintenance including pest control, alarm inspections, extra scheduled gutter cleaning, moss treatment for roof, elevator and HVAC maintenance, garbage, windows, carpet cleaning and other regularly scheduled building maintenance.					20,743	16,803
0	0	600			4 Repairs & Maint , maintenance and supplies	7720-1 Repairs	400	1,518	361
0	0	1,770		es	Professional Se	7750	1,900	1,985	2,436
			Amt/Unit Total 270 270 1,500 1,500	<u>Units</u> 1 1	<u>scription</u> ction 125 administration fee dit Fee Allocation	Sec			
0	0	8,500	7790 Maintenance & Rental Contracts Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.					7,874	7,203
0	0						6,000	5,984	0
0	0	0	dation	Donations - Library Found	5 M & S Equipmer	7810-0	0	0	0
0	0	65,065		· ·	M & S Computer and materials & supplies costs		64,962	49,960	59,492

2019 ADOPTED BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET					Departmen Sectior Program		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	13,200				Charges - Libra	M & S Computer	7840-70	4,600	17,795	19,411
			<u>Total</u> 12,000 1,200	Amt/Unit 1,500 1,200	<u>Units</u> 8 1		i <u>ption</u> cement workstations r/Scanner	•			
0	0	20,000			llections.		Books & Material	8150-05 Fiction and	20,000	19,979	19,021
0	0	0	ourchased	will now be p	ction.	adult print reference	Books & Material books and materials for a lously purchased for the rould Books budget.	Items previo	0	0	1,000
0	0	4,000	A to Z,				Books & Material scriptions for public use: (geQuest.	8150-15 Online subs and Heritage	4,500	3,910	4,649
0	0	14,000		2.			Books & Material obks, audio visual, and other	8150-20 Library book	14,000	13,801	13,997
0	0	4,500			ks		Books & Material terials for young adults ag	8150-25 Library mate	4,500	4,451	4,492
0	0	4,000			s		Books & Material books for visually impaire	8150-30 Large print b	4,000	3,990	3,987
0	0	3,650		als	je Mater		Books & Material dia, magazines and news	8150-35 Books, med	3,650	3,234	3,261
0	0	0				ls - Bookmobile	Books & Materia	8150-40	0	0	0
0	0	5,500		itles.	anguage t		Books & Material r and magazine subscript	8150-45 Newspaper	5,500	5,470	5,349
0	0	6,000			/D		Books & Material ction and entertainment D	8150-50 Adult nonfic	6,000	5,988	5,997
0	0	5,500) Books		Books & Material nonfiction books on CD.	8150-51 Fiction and	5,500	5,321	5,369
0	0	4,280	te Library account	Oregon Sta expenditure	enue acco ally by the d through	itures funded through ead Grant provided ibraries. \$4280 exp	Books & Material dy-to-Read Grant expendi Grant-Library. Ready to Re apita basis to all Oregon li Books & Materials-State G	State Aid Gi on a per cap	4,280	4,274	4,204
0	0	400	nations-	ınt 6440, Doi	nue accol	•	Donations - Libra rary purchases and mater	8160 Various libra Library.	400	10,904	13,550
0	0	0	Donations	ınt 6440-05,			Donations - Libra materials for the bookmookmobile.	8160-05 Books and r -Library-Boo	250	0	102
0	0	344,115		VICES	ND SER	AL MATERIAL	ТОТ		326,092	322,722	322,277

			· · · · · · · · · · · · · · · · · · ·			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			CAPITAL OUTLAY			
12,333	12,663	10,714	 Capital Outlay Computer Charges ital outlay costs shared city-wide	0	0	0
35,000	0	75,000	 Building Improvements hting upgrade	25,000	0	0
47,333	12,663	85,714	TOTAL CAPITAL OUTLAY	25,000	0	0
1,445,315	1,422,988	1,600,625	TOTAL REQUIREMENTS	1,628,007	0	0

GENERAL FUND NON-DEPARTMENTAL



General Fund - Non- Departmental

Budget Highlights

Revenues

Property Taxes - Current

The City's permanent property tax rate is \$5.02 per \$1,000 of assessed value.

- The 2018-19 proposed budget projects a 4.0% increase in assessed value (AV) compared to 2017-18 AV. The AV increase in 2017-18 was approximately 4.0% compared to the prior year.
- Based on the projected assessed value, property taxes levied for general operating purposes are estimated to be \$13.5 million.
- The City assumes an uncollectible rate of 8% on property taxes levied, this includes amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for the 8% uncollectible amount, property tax revenues are estimated at \$12.4 million for fiscal year 2018-19.

Franchise Fees

- McMinnville Water & Light payment in-lieu of tax for 2018-19 is projected to increase by 3.0% compared to prior year estimated revenue, primarily due to rate increases.
- Franchise fee revenue for cable, telephone, natural gas, and waste collection are projected to be relatively consistent with 2017-18 revenues.

Intergovernmental

State Shared Revenues - Oregon state shared revenues are a significant source of funding for General Fund operations. Cigarette taxes are projected to remain consistent with prior years. However, the City's allocation of State shared revenue, which is a distribution of the State's liquor and marijuana receipts, is expected to increase slightly compared to the prior year. The City entered into an intergovernmental agreement with the State authorizing the State to collect the City's local marijuana tax. To date, the amount of State and local marijuana taxes distributed by the State have not shown a consistent trend. However, based on early distributions, it is estimated that local marijuana tax will be approximately \$100,000 and State shared tax will be approximately \$72.000 annually.

Urban Renewal

In 2016-17 the City executed a bank loan for approximately \$2.0 million to fund street improvements for the portion of Alpine Avenue within the urban renewal district. Loan proceeds were receipted into the General Fund and then transferred to the Urban Renewal Fund. Debt Service payments for the bank loan, which will be paid with urban renewal tax increment dollars transferred from the Urban Renewal Debt Service Fund, are included in the 2018-19 Proposed Budget.

PERS Transition Liability

In 2016-17 the City executed a bank loan for approximately \$3.5 million, with loan proceeds used to "refinance" the City's PERS transition liability at a lower interest rate. Debt service payments included in the 2018-19 Proposed Budget will be paid from general operating funds of the City.

General Fund – Non-Departmental

Transfers In

- Reimbursement from other funds for Administration, Finance, and Engineering personnel services support - \$1,336,328
- Reimbursement from other funds for Engineering Materials and Services costs - \$82,739
- Transient Lodging Tax Represents 30% of the net Tax collected
 \$361,430 and reimbursement of \$13,945 for General Fund costs to administer the tax.
- Urban Renewal Tax increment revenues received in Urban Renewal Debt service are transferred to reimburse the General Fund for debt service on urban renewal debt - \$153,500; urban renewal operating activities - \$304,231; and Planning Department personnel services support \$44,031.

Expenditures

Transfers Out

- Transfer to Emergency Communications Fund for police and fire (General Fund) emergency dispatch services is \$728,100. The increased amount is due to an assumed 5% increase in the City's contribution to YCOM.
- Transfer to Urban Renewal Fund Reimbursement to General Fund for costs related to urban renewal operating activities.
- Transfer to Ambulance Fund General Fund support of the Ambulance Fund - \$800,000
- Transfer to Information Systems Reimburses the Information Systems and Services (IS) Fund for personnel services support.

Future Challenges and Opportunities

The City's tax base grew rapidly between 2004 and 2009, resulting in significant increases in assessed property values. However, due to local economic conditions and corresponding lack of building activity, the increase in assessed values slowed significantly between 2009 and 2012. In the last several years, assessed values are showing a slow but steady trend upward. We anticipate this sustainable growth in assessed values will continue.

The City's general property tax revenue is directly related to changes in assessed values. Therefore, new construction and a healthy housing market have a significant impact on property tax revenue and the City's ability to fund services to the public.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	23,049,039	17,959,855	19,460,104	1,500,249
Materials & Supplies	23,300	_	-	_
Special Payments	2,220,084	-	-	-
Debt Service	3,502,560	423,775	487,996	64,221
Transfers Out	1,810,155	2,059,242	2,182,508	123,266
Total Expenditures	7,556,099	2,483,017	2,670,504	187,487
Net Expenditures	15,492,941	15,476,838	16,789,600	(1,312,762)



street repair, traffic signals,

and parks and recreation.

November 1990 general

1990

community center operations,

election, Oregon voters passed Measure 5 limiting non-school

property tax rates to \$10.00 per

thousand of assessed value.

General Fund – Non-Departmental

Historical Highlights

Choices Project, the 2006 -

2007 Proposed Budget

position.

added three police officer

positions and one planning

IVICIV					11101011041111911191110
1916	Voters establish original operating property tax base.	1996	November 1996, Oregon voters passed Measure 47 rolling back assessed	2002	November 2002 general election local option levy proposal of \$1.78 per
1980	First library operations 3-year serial levy passed - \$45,000 per year.		values two years and limiting yearly assessed value increases to 3% unless significant	9009	thousand of assessed value fails.
1985	Second library operations 3- year serial levy passed - \$65,000 per year.	40.0-	improvements made to property.	2003	Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling
1986	First police, library, and transportation 3-year serial levy passed - \$300,000 per year.	1997	January and February 1997, City Council, Budget Committee, and Department Heads review City provided services and		Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified
1988	March election passed library operations 1-year serial levy - \$80,000 per year.		develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.	2005	request with Resolution 2003-14. Transfers of ~\$328,000 into
1988	November 1988 general election, "Life McMinnville Style" new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to	1997	May 1997, Oregon voters passed Measure 50 to "clean up" Measure 47 inconsistencies. Measure 50 established district		the General Fund helped purchase the OMI Regional Building for a total of \$1,065,000; Building became the new Community Development Center.
	supplement operations for police, library, transportation,		permanent tax rates.	2006	Following the Community

1997

2000

City's permanent rate is

First year City levies entire

assessed value permanent

established at \$5.02.

\$5.02 per thousand

rate.

2006 McMinnville Water & Light (W&L) payment in-lieu of tax in proposed budget is less than amount collected in previous year. Trend is

due to extensive conservation initiatives W&L has undertaken over the last several years.

2007 Implementation of Logos.net financial system established "non-

assigned" revenues in Non-Departmental classification.

2008 All operating permanent rate,

\$5.02, property tax supported funds folded into the General Fund; i.e., Fire, Parks & Recreation, and Improvements Funds.

2016 Executed a bank loan to refinance the City's PERS transition liability

and to fund the Urban Renewal

Alpine Avenue project.

2017 ACTUAL	2018	Department :99 - NON-DEPARTMENTAL	0040	0040	
ACTUAL	AMENDED BUDGET	Section :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
	BODGET	Program :N/A	BODGET	BODGET	BODGE
		PROPERTY TAXES			
11,813,466	11,982,150	4100-05	12,446,861	0	0
478,022	400,000	4100-10 Property Taxes - Prior Collection of delinquent property taxes due from prior year permanent rate property tax levies.	400,000	0	0
12,291,488	12,382,150	TOTAL PROPERTY TAXES	12,846,861	0	0
		LICENSES AND PERMITS			
1,892,474	1,850,000	4205-05 Franchise Fees - McMinnville Water & Light McMinnville Water and Light Department payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users, 3% special class of heavy industrial users - presently only Cascade Steel Rolling Mills and Air Liquide.	1,905,000	0	0
6,008	5,000	4205-06 Franchise Fees - Miscellaneous-Telecommunications Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	3,000	0	0
32,865	32,000	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for managment of local public access channel.	33,000	0	0
34,819	40,000	4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	37,000	0	0
177,209	172,000	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	177,000	0	0
154,778	155,000	4205-20 Franchise Fees - Recology Western Oregon Recology - Western Oregon franchise fee was increased from 3% to 4% effective October 2017 and from 4% to 5% effective July 2018	291,000	0	0
122,157	122,000	4205-25 Franchise Fees - Northwest Natural NW Natural gas franchise fee is 5%.	190,000	0	0
14,139	0	4215 Marijuana Tax - Local Local City tax is based on 3% of marijuana sales	100,000	0	0
	478,022 12,291,488 1,892,474 6,008 32,865 34,819 177,209 154,778 122,157	11,813,466 11,982,150 478,022 400,000 12,291,488 12,382,150 1,892,474 1,850,000 6,008 5,000 32,865 32,000 34,819 40,000 177,209 172,000 154,778 155,000 122,157 122,000	RESOURCES RESOURCES RESOURCES RESOURCES	RESOURCES PROPERTY TAXES 11,813,466 11,982,150 4100-05 \$13,529,197 2018-19 Permanent operating property tax levy, \$5.02 per \$1,000 (\$1,082,336) Less: Uncollectible taxes = 5%. \$12,446,861 2018-19 Current property taxes = 5%. \$12,291,488 12,382,150 For Depty Taxes - Prior 2018-2019 TOTAL PROPERTY TAXES 12,846,861 2018-19 Current property taxes = 10,000 2018-2019 Total Property Taxes 2018-2019 2019-2019 20	11,813,466

2017

2018

2016

01 - GENERAL FUND

Department:99 - NON-DEPARTMENTAL

ACTUAL	ACTUAL	AMENDED BUDGET	Section :N/A Program :N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
3,406	4,328	2,500	4490 Licenses & Permits - Misc Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.	3,600	0	0
2,312,205	2,438,776	2,378,500	TOTAL LICENSES AND PERMITS	2,739,600	0	0
			INTERGOVERNMENTAL			
43,386	42,229	42,000	4720 OR State Cigarette Taxes State Shared Revenue Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.	42,000	0	C
308,483	346,810	315,000	4730 OR State Revenue Sharing State Shared Revenue Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.	357,000	0	C
473,287	510,199	473,000	4750 OR State Liquor Taxes State Shared Revenue Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.	520,000	0	C
0	0	0	4755 OR State Marijuana Taxes State shared revenue - statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis	72,000	0	(
21,347	197,690	0	5080-05 Inter-Agency Loan Repayment - Principal 2017 - 2018 Moved to Transfers In 01-99-6900-59.	0	0	(
0	1,417	0	5080-10 Inter-Agency Loan Repayment - Interest 2017 - 2018 Moved to Transfers In 01-99-6900-59.	0	0	(
846,503	1,098,345	830,000	TOTAL INTERGOVERNMENTAL	991,000	0	C
			MISCELLANEOUS			
37,003	65,484	76,900	6310 Interest Estimated interest income earned on investments	78,100	0	(
1,285	6,011	1,500	6600 Other Income	1,500	0	C
0	0	332,746	6600-03 Other Income - PERS Transition Liability Reimb City refinanced PERS transition liability for lower interest rate in 2016. General Fund is paying debt service payments on refinancing loan and operating departments reimburse the General Fund based on the department's covered payroll.	344,496	0	(
38,288	71,494	411,146	TOTAL MISCELLANEOUS	424,096	0	C
			OTHER FINANCING SOURCE			
0	0	0	6820-10 Bond Proceeds - Premium	0	0	C
0	2,192,300	0	6830-10 Loan Proceeds - Alpine Avenue-Urban Renewal	0	0	C
	3,525,860		6830-15 Loan Proceeds - PERS Transition Liability	0	0	0

2019

2019

2019

20 [,] ADOPTE BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		L	//ENTA	Department : 99 - NON-DEPARTN Section : N/A Program : N/A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
	0	0		OURCE	ING S	TOTAL OTHER FINANC	0	5,718,160	0
						TRANSFERS IN			
(0	6,540				6900-05 Transfers In - Special Assessments	6,337	6,020	5,817
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description			
			6,540	6,540	1	Administration and Finance personnel services support.			
(0	375,375				6900-07 Transfers In - Transient Lodging Tax	204,174	209,171	188,401
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description			
			13,945	13,945	1	Finance personnel services support.			
			361,430	361,430	1	Transfer 30% of transient lodging taxes collected			
(0	249,418				6900-20 Transfers In - Street	238,144	198,721	200,375
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			19,177	19,177	1	Street Fund support of Engineering operations.			
			230,241	230,241	1	Engineering, Admin, & Finance personnel services support.			
(0	125,619				6900-25 Transfers In - Airport	123,902	75,721	73,871
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			10,602	10,602	1	Airport Fund support of Engineering operations.			
			115,017	115,017	1	Engineering, Admin, & Finance personnel services support.			
(0	173,824				6900-45 Transfers In - Transportation	165,846	149,480	105,354
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			14,251	14,251	1	Transportation Fund support of Engineering operations.			
			159,573	159,573	1	Engineering, Admin, & Finance personnel services support.			
(0	54,723				6900-50 Transfers In - Park Development	58,359	54,999	52,236
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			54,723	54,723	1	Parks & Rec Admin, Admin, & Finance personnel services support.			
(0	44,031				6900-58 Transfers In - Urban Renewal	25,026	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			44,031	44,031	1	Planning personnel services support			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :99 - NON-DEPAR Section :N/A Program :N/A	ГМЕНТА	L		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0	313,905	6900-59	Transfers In - Urban Renewal Debt S	ervice			457,730	0	0
			Bank loa Bank loa	tion nent of prior year expenses an payment - Principal an payment - Interest nent of current year expenses	<u>Units</u> 1 1 1 1	Amt/Unit 10,000 100,000 43,499 304,231	Total 10,000 100,000 43,499 304,231			
30,954	33,628	75,788	6900-70	Transfers In - Building				69,875	0	0
			<u>Descrip</u> Enginee support	ering, Admin, & Finance personnel services	<u>Units</u> 1	<u>Amt/Unit</u> 69,875	<u>Total</u> 69,875			
256,975	258,977	287.543	6900-75	Transfers In - Wastewater Services				304,257	0	0
, .	, -	•	Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>	,		
			operation		1	21,064	21,064			
			Enginee support	ering, Admin, & Finance personnel services	1	283,193	283,193			
230,222	203,109	221,294	6900-77	Transfers In - Wastewater Capital				228,203	0	0
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			operation	rater Capital Fund support of Engineering ons. ering, Admin, & Finance personnel services	1	17,645	17,645			
			support		1	210,558	210,558			
188,467	196,754	191,973	6900-79	Transfers In - Ambulance				228,605	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adminis Billing s	tration and Finance personnel including Amb taff	1	228,605	228,605			
38,503	44,196	45,768		Transfers In - Insurance Services ervices Fund distribution is to fund salaries and nanager in General Fund Administration Depar		nefits for Hum	nan	140,347	0	0
			<u>Descrip</u>	-	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adminis support	tration and Finance personnel services	1	48,291	48,291			
			Insuran	ce Service Fund distribution	1	92,056	92,056			
1,371,175	1,430,776	1,958,059		TOTAL TRANS	FERS II	<u> </u>		2,458,547	0	0
6,429,996	23,049,039	17,959,855		TOTAL RESO	URCES			19,460,104	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :99 - NON-DEPAR Section :N/A Program :N/A	ΓΜΕΝΤΑ	L		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREM	ENTS					
			MAT	TERIALS AND SERVICES						
0	23,300	0 7	7750-63 Prof	essional Services - Financing Is	suance (Cost		0	0	0
0	23,300	0		TOTAL MATERIALS A	AND SEI	RVICES		0	0	0
			SPE	CIAL PAYMENTS						
205,131	2,220,084	0 9	9395 Inter	-Agency Loan - Urban Renewal				0	0	0
205,131	2,220,084	0		TOTAL SPECIAL	PAYMEI	NTS		0	0	0
			DEB	BT SERVICE						
0	3,502,560	0 9	9417 PER	S Transition Liability				0	0	0
0	0	213,420 9 Ir	9417-05 PER In 2016-17, PERS Tr	S Transition Liability - Principal ansition Liability was refinanced with a	10 year b	ank loan.		255,780	0	0
0	0	119,326 9 Ir		S Transition Liability - Interest ransition Liability was refinanced with a	a 10 year l	oank loan.		88,717	0	0
0	0			ne Avenue-Urban Renewal - Prir on debt issued by City in 2016-17 for o		on of Urban R	enewal	100,000	0	0
0	0			ne Avenue-Urban Renewal - Inte on debt issued by City in 2016-17 for co		n of Urban Re	enewal	43,499	0	0
0	3,502,560	423,775		TOTAL DEBT S	SERVICE	<u> </u>		487,996	0	0
			TRA	NSFERS OUT						
662,400	689,100	721,400 9	9700-15 Tran	sfers Out - Emergency Commu	nications	;		728,100	0	0
			Description		<u>Units</u>	Amt/Unit	<u>Total</u>			
			General Fund su for PD & Fire.	pport for YCOM dispatching service	1	728,100	728,100			
0	0	212,876 9	9700-58 Tran	sfers Out - Urban Renewal				304,231	0	0
			<u>Description</u> Urban Renewal	current year expenses	<u>Units</u> 1	Amt/Unit 304,231	<u>Total</u> 304,231			
1,150,000	800,000	800,000 9	9700-79 Tran	sfers Out - Ambulance				800,000	0	0
			Description		<u>Units</u>	Amt/Unit	<u>Total</u>			
			General Fund su services	ipport of City emergency medical	1	800,000	800,000			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
313,802	321,055	324,966		350,177	0	0
			DescriptionUnitsAmt/UnitToInformation Systems personnel services support.1350,177350,17	 '		
2,126,202	1,810,155	2,059,242	TOTAL TRANSFERS OUT	2,182,508	0	0
			CONTINGENCIES			
0	0	900,000	9800 Contingencies	900,000	0	0
0	0	900,000	TOTAL CONTINGENCIES	900,000	0	0
			ENDING FUND BALANCE			
572,141	673,697	463,786	Designated End FB - General Fd - LOSAP Designated carryover from proposed budget year to sbusequent for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	622,461	0	0
75,000	112,500	112,500	9901-25 Designated End FB - General Fd - Facility Improvements	0	0	0
6,623,209	6,341,482	2,086,861	Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excest (deficit) of revenues over (under) expenditures from prior year operations.	1,194,206 ss	0	0
7,270,350	7,127,679	2,663,147	TOTAL ENDING FUND BALANCE	1,816,667	0	0
9,601,683	14,683,778	6,046,164	TOTAL REQUIREMENTS	5,387,171	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
27,908,089	33,367,033	26,985,774	TOTAL RESOURCES	28,738,695	0	0
27,908,088	33,367,033	26,985,774	TOTAL REQUIREMENTS	28,738,695	0	0

SPECIAL ASSESSMENT FUND

Budget Highlights

- Downtown Economic Improvement District (DEID) --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments on properties that benefit from the district. The ordinance states that the district shall be in effect for three consecutive years and may be renewed at the end of the third year. The enabling ordinance requires that DEID assessments collected by the City be passed through to the McMinnville Downtown Association (MDA).
- DEID assessments for 2017 through 2020 are based on a rate of \$0.75 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3rd Street. For properties in Zone 2, the rate is \$0.375 per square foot. Zone 2 is primarily the downtown portion of 2nd Street and 4th Street. These are the same rates that were in effect for 2013 through 2016.
- The 2018-19 fiscal year is the second year of a three-year DEID assessment cycle. This assessment cycle duration is from August 1, 2017 through July 31, 2020. City Council will review the DEID ordinance at the end of the assessment cycle and determine if the DEID will be renewed and whether the rates will be increased.
- Street and Sidewalk Assessments --- No street or sidewalk assessment districts are anticipated for 2018-19.

Core Services

The Special Assessment Fund is a special revenue fund and, according to governmental accounting standards, is used to account for revenue sources that are restricted or committed to expenditures for specific purposes. DEID assessment revenue is committed by City ordinance. This fund may also be used to account for the financing of public improvements or services deemed to benefit the properties against which special assessments are levied.

Future Challenges and Opportunities

- In the future, it is unlikely that street and sidewalk improvement districts will be used to fund improvements.
- Interest is charged to property owners who do not pay their DEID assessment in a timely manner. This interest is used to partially offset the City's administrative costs and is not passed through to the MDA.

Department Cost Summary

		,		
		2017-18	2018-19	
	2016 -	Amended	Proposed	Budget
	17Actual	Budget	Budget	Variance
Revenue	128,087	73,900	74,000	100
Materials & Services	126,871	72,300	72,300	-
Transfers Out	6,020	6,337	6,540	203
Total Expenditures	132,891	78,637	78,840	203
Net Expenditures	(4,804)	(4,737)	(4,840)	103



Special Assessment Fund

Historical Highlights

1976	City Council establishes Villard Street Local Improvement District.	1992	City Council re- establishes DEID – 3rd three-year assessment district ~\$42,000.	2004	City Council re-establishes DEID – 7th three-year assessment district ~\$51,500.
1986	City Council establishes Cleveland Avenue Local Improvement District - \$77,500.	1993	City Council establishes Pacific Avenue Local Improvement District -	2007	City Council re-establishes DEID – 8th three-year assessment district.
1986	City Council establishes Downtown Economic Improvement District (DEID) — 1st three-year assessment district ~\$33,000. DEID assessments collected "passed	1995	\$30,000. City Council reestablishes DEID – 4th three-year assessment district ~\$42,000.	2010	City Council re-establishes DEID – 9th three-year assessment district. DEID assessments collected passed through to MDA.
1987	through" to McMinnville Downtown Association (MDA). City Council establishes Michelbook Lane Local	1998	City Council establishes Burnette Road Local Improvement District - \$361,500.	2013	City Council re-established DEID – 10 th three-year assessment district. DEID assessments collected are passed through to MDA.
1989	Improvement District - \$71,500. City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected "passed through" to MDA.	1998 1999	City Council re- establishes DEID – 5th three-year assessment district ~\$44,500. City Council establishes	2015	City is awarded a \$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.
1991	City Council establishes NE Hembree Street Local Improvement District - \$130,000.		Newby Sidewalk Local Improvement District - \$23,000.		
1991	City Council establishes NE Newby Street Local Improvement District - \$98,000.	2001	City Council re- establishes DEID – 6th three-year assessment district ~\$47,000.		

05 - SPECIAL ASSESSMENT FUND

2016	2017	2018		Department :N/A	2019	2019	201
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTE
71010712	71010712	BUDGET		Program :N/A	BUDGET	BUDGET	BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
159,630	154,888	150,357		Beginning Fund Balance lly 1 carryover from prior year	146,147	0	0
159,630	154,888	150,357		TOTAL BEGINNING FUND BALANCE	146,147	0	0
				INTERGOVERNMENTAL			
321,022	73,606	0	4520-15	Community Development Block Grnt - 2015 Housing Rehabilitation	0	0	0
321,022	73,606	0		TOTAL INTERGOVERNMENTAL	0	0	0
				SPECIAL ASSESSMENTS			
57,151	53,265	72,300	Collections fr	Downtown Economic Assessment From the Downtown Economic Improvement District (DEID) Assessment. Funds passed through to the McMinnville Downtown Association (MDA) per the DEID nance.	72,300	0	0
			Budget Note: July 31, 2019	The three-year DEID Assessment District's duration is from August 1, 2016 to 9.			
57,151	53,265	72,300		TOTAL SPECIAL ASSESSMENTS	72,300	0	0
				MISCELLANEOUS			
611	1,216	1,600	6310	Interest	1,700	0	0
464	0	0	6310-25 Interest collection	Interest - Assessments cted on past due assessment accounts.	0	0	0
1,075	1,216	1,600		TOTAL MISCELLANEOUS	1,700	0	0
538,878	282,975	224,257		TOTAL RESOURCES	220,147	0	0

05 - SPECIAL ASSESSMENT FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
57,151	53,265	72,300	8020 McMinnville Downtown Association Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	72,300	0	0
321,022	73,606	0	8220-15 Yamhill Co Affordable Housing - 2015 Comm Dev Block Grant	0	0	0
378,173	126,871	72,300	TOTAL MATERIALS AND SERVICES	72,300	0	0
			TRANSFERS OUT			
5,817	6,020	6,337	9700-01 Transfers Out - General Fund	6,540	0	0
			DescriptionUnitsAmt/UnitTotalAdministration and Finance personnel services support.16,5406,540			
5,817	6,020	6,337	TOTAL TRANSFERS OUT	6,540	0	0
			CONTINGENCIES			
0	0	20,000	9800 Contingencies	20,000	0	0
0	0	20,000	TOTAL CONTINGENCIES	20,000	0	0
			ENDING FUND BALANCE			
154,888	150,083	125,620	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	121,307	0	0
154,888	150,083	125,620	TOTAL ENDING FUND BALANCE	121,307	0	0
538,878	282,974	224,257	TOTAL REQUIREMENTS	220,147	0	0

05 - SPECIAL ASSESSMENT FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
538,878	282,975	224,257	TOTAL RESOURCES	220,147	0	0
538,878	282,975	224,257	TOTAL REQUIREMENTS	220,147	0	0

TRANSIENT LODGING TAX FUND

Budget Highlights

- Cities and counties are permitted by the State of Oregon to charge a transient lodging tax (TLT) for temporary lodging at hotels, motels, bed & breakfasts, and other temporary lodgings. In 2013, the City Council adopted a TLT ordinance that assesses an 8% tax on the rent charged by a transient lodging provider. The tax is assessed on the occupant, collected by the provider, and turned over to the City of McMinnville.
- While Oregon law requires that at least 70% of revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30% may be appropriated at the City Council's discretion. The 2018-19 proposed budget includes a transfer of those discretionary funds to the General Fund.
- Effective August 1, 2017, the transient lodging tax rate was increased from 8 percent to 10 percent and, effective January 1 2018, RV parks and campgrounds are now included in the definition of transient lodging tax providers. Due to these changes and the addition of a four-story hotel in downtown McMinnville, the 2018-19 proposed budget reflects a 22 percent increase in TLT compared to estimated TLT collections for 2017-18.

Core Services

- Visit McMinnville, a stand-alone, non-profit destination marketing organization (DMO), with the sole purpose of effectively marketing McMinnville as a tourist destination, receives 70% of the TLT.
- The 2018-19 budget will support the City's ability to focus on Visit McMinnville's activities, especially in an effort to contribute to a cohesive, long term vision and connection of our Downtown, Granary, and Alpine districts.

Future Challenges and Opportunities

 Ensure that TLT revenues are used effectively to significantly impact tourism and to benefit local businesses and citizens with an emphasis on improving off-season tourism activity. Visit McMinnville has created an achievable business/strategic plan, established a comprehensive financial management system, and adopted policies and procedures that provide appropriate levels of accountability and transparency.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	691,765	957,374	1,219,212	261,838
Materials & Services	481,642	643,200	834,441	191,241
Transfers Out	209,171	314,174	375,375	61,201
Total Expenditures	690,813	957,374	1,209,816	252,442
Net Expenditures	952	-	9,396	(9,396)







Transient Lodging Tax Fund

- 2013 Transient Lodging Tax
 Ordinance No. 4974 adopted by
 City Council assessing an 8%
 tax on the rent charged by a
 transient lodging provider.
- 2014 Transient Lodging Tax (TLT) collected by lodging providers beginning in January 2014.
- 2015 City Council directs TLT bylaws be revised to create a standalone, non-profit destination marketing organization. Visit McMinnville, to market McMinnville as a tourist destination.
- Ordinance No. 5026 adopted by City Council. TLT rate was increased from 8% to 10% effective August 1, 2017. This Ordinance also included RV parks and campgrounds in the definition of transient lodging tax providers effective January 1, 2018.

07 - TRANSIENT LODGING TAX FUND

2019	2019	2019	Department : N/A	2018	2017	2016
ADOPTED BUDGET	APPROVED BUDGET	PROPOSED BUDGET	Section :N/A	AMENDED BUDGET	ACTUAL	ACTUAL
			Program :N/A	202021		
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	229,000	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	0	151,327	451,330
0	0	229,000	TOTAL BEGINNING FUND BALANCE	0	151,327	401,144
			LICENSES AND PERMITS			
0	0	1,216,825	4220 Transient Lodging Tax Transient Lodging Taxes (TLT) are collected by lodging providers and are turned over to the City. In 2017-18, TLT rates were increased from 8% to 10% and RV parks and campgrounds became subject to the tax	955,674	691,102	644,878
0	0	1,216,825	TOTAL LICENSES AND PERMITS	955,674	691,102	644,878
			MISCELLANEOUS			
0	0	600	6310 Interest Interest on past due transient lodging tax payments	700	176	1,310
0	0	1,787	6600 Other Income Penalties on past due transient lodging tax payments	1,000	487	3,095
0	0	2,387	TOTAL MISCELLANEOUS	1,700	663	4,406
0	0	1,448,212	TOTAL RESOURCES	957,374	843,092	,100,614

07 - TRANSIENT LODGING TAX FUND

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N /A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
					ENTS	REQUIRE			
						MATERIALS AND SERVICES			
0	0	0				660 Materials & Supplies	0 7	13	0
0	0	500				750 Professional Services	16,800	6,470	27,666
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description			
			500	500	1	Audit fee allocation			
0	0	833,941				Tourism Promotion & Programs ransient Lodging Taxes paid to Visit McMinnville	626,400	475,160	733,220
0	0	834,441		VICES	AND SEF	TOTAL MATERIAL	643,200	481,642	760,886
						TRANSFERS OUT			
0	0	375,375				700-01 Transfers Out - General Fund	314,174	209,171	188,401
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			361,430	361,430	1	Transfer 30% of transient lodging taxes collected			
			13,945	13,945	1	Finance personnel services support.			
0	0	375,375		<u>T</u>	ERS OU	TOTAL TRAN	314,174	209,171	188,401
						CONTINGENCIES			
0	0	238,396				800 Contingencies	0 9	0	0
0	0	238,396		<u>s</u>	GENCIE	TOTAL CONT	0	0	0
						ENDING FUND BALANCE			
0	0	0				999 Unappropriated Ending Fd Balan	0 9	152,278	151,327
			d balance.	ending fun		Il funds are budgeted as expenditures instead of being his allows all available dollars to be spent during the fi			
0	0	0		NCE	ND BAL	TOTAL ENDING I	0	152,278	151,327
0	0	1,448,212		S	REMENT	TOTAL REQ	957,374	843,091	,100,614

07 - TRANSIENT LODGING TAX FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,100,614	843,092	957,374	TOTAL RESOURCES	1,448,212	0	0
1,100,614	843,092	957,374	TOTAL REQUIREMENTS	1,448,212	0	0

TELECOMMUNICATIONS FUND



Telecommunications Fund

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Frontier Communications and Comcast Cable. The total cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and the Telecommunications Fund (2.25%). Franchise fee revenues allocated to the Telecommunications Fund are passed through to McMinnville Community Media (MCM).
- The City also receives a Public Education and Government (PEG) subscriber fee from Frontier Communications and Comcast Cable. The PEG fee is \$1 per subscriber per month. These funds are also passed through to MCM and are restricted for capital purposes.

Core Services

- McMinnville Community Media (MCM) is a non-profit organization that was formed by the McMinnville City Council. In July 2001, MCM assumed management and operation of public, education and governmental (PEG) access for the McMinnville community.
- MCM is responsible for managing and operating the community access channels as a public forum, ensuring that the channels are available for all forms of public expression, information and debate on public issues.
- MCM promotes diversity in community access utilization, assuring that programming serves under-served populations and reflects a broad range of community interests within the cable service area.
- MCM is also responsible for ensuring the public's access to community access channels, equipment, facilities, and media literacy training, on an equitable basis.

Future Challenges and Opportunities

 Although cable franchise fees could be affected as more residents opt for satellite service instead of cable service, franchise fee revenues from cable providers have remained relatively consistent over the last five years.

Department Cost Summary

		,		
		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	243,544	243,885	245,100	1,215
Materials & Services	243,386	243,785	245,000	1,215
Total Expenditures	243,386	243,785	245,000	1,215
Net Expenditures	157	100	100	-



Telecommunications Fund

Historical Highlights

- 1982 Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.
- Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and "past sins" negotiations with TCI Cablevision of Oregon dba AT&T Broadband.
- 2001 New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.
- 2001 New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.
- \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.

- 2001 City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.
- McMinnville Community
 Media (MCM) contracts
 with Multnomah County
 Television (MCTV) to
 operate the local access
 channel until MCM can
 lease space, construct
 technical connections to
 McMinnville
 Marketplace location,
 and open a new studio.
- City receives \$453,500 from TCI / AT&T a combination of \$352,500 of "past sins money", \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.
- 2002 April 1, 2002 MCM takes over operating McMinnville's local access Channel 11 from MCTV.

- January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
- 2005 MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.
- 2006 January 2006, Major upgrade of mcm11.org website, allowing form submittal and easy access to program listings.
- **2007** Estimated "past sins" balance remaining at July 1, 2007 is ~\$120,000.
- MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
- "Past sins" settlement remainder of \$32,200 and accrued interest of \$11,000 paid to MCM. Remaining accrued interest of about \$40,000 to be paid in fiscal year 2010-2011.

10 - TELECOMMUNICATIONS FUND

				10 - ILLEGOMMONIOATIONO I GIAD			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
1,650	1,668	1,767	4090 Estimated	Beginning Fund Balance July 1 carryover from the prior year	1,925	0	0
1,650	1,668	1,767		TOTAL BEGINNING FUND BALANCE	1,925	0	0
				LICENSES AND PERMITS			
25,486	27,407	26,000	Telecomm	Franchise Fees - Frontier-Cable chise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and unications Fund (2.25%). 2.25% allocated to Telecommunications Fund is to McMinnville Community Media (MCM) for management of local public access	27,000	0	0
139,461	144,989	140,785	Telecomm	Franchise Fees - Comcast Communications-Cable chise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and unications Fund (2.25%). 2.25% allocated to Telecommunications Fund is to McMinnville Community Media (MCM) for management of local public access	145,000	0	0
13,479	13,311	15,000		Subscriber Fees - PEG - Frontier-Cable onth subscriber fee received from Frontier for public access channel capital res; passed through to McMinnville Community Media (MCM).	14,000	0	0
57,574	57,679	62,000		Subscriber Fees - PEG - Comcast-Cable nth subscriber fee received from Comcast for public access channel capital res; passed through to McMinnville Community Media (MCM).	59,000	0	0
236,000	243,386	243,785		TOTAL LICENSES AND PERMITS	245,000	0	0
				MISCELLANEOUS			
17	157	100	6310	Interest	100	0	0
17	157	100		TOTAL MISCELLANEOUS	100	0	0
237,668	245,211	245,652		TOTAL RESOURCES	247,025	0	0

10 - TELECOMMUNICATIONS FUND

2019 ADOPTEI BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department : N/A Section : N/A Program : N/A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	145,000	8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	140,785	144,989	139,461
0	0	27,000	8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	26,000	27,407	25,486
0	0	59,000	8170-15 McMinnville Community Media - PEG Access Support-Comcast City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Frontier. Fee is required to be spent on cable access channel capital equipment.	62,000	57,679	57,574
0	0	14,000	8170-17 McMinnville Community Media - PEG Access Support-Frontier City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	15,000	13,310	13,480
0	0	245,000	TOTAL MATERIALS AND SERVICES	243,785	243,386	236,000
			CONTINGENCIES			
0	0	1,450	9800 Contingencies	1,450	0	0
0	0	1,450	TOTAL CONTINGENCIES	1,450	0	0
			ENDING FUND BALANCE			
0	0	575	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	417	1,825	1,668
0	0	575	TOTAL ENDING FUND BALANCE	417	1,825	1,668
0	0	247,025	TOTAL REQUIREMENTS	245,652	245,211	237,668

10 - TELECOMMUNICATIONS FUND

2017	2018	Department : N/A	2019	2019	2019
ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
BUDGET	BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
245,211	245,652	TOTAL RESOURCES	247,025	0	0
245,211	245,652	TOTAL REQUIREMENTS	247,025	0	0
	245,211	ACTUAL AMENDED BUDGET 245,211 245,652	ACTUAL AMENDED Section :N/A Program :N/A 245,211 245,652 TOTAL RESOURCES	ACTUAL AMENDED Section :N/A PROPOSED BUDGET 245,211 245,652 TOTAL RESOURCES 247,025	ACTUAL AMENDED Section: N/A PROPOSED BUDGET BUDGET 245,211 245,652 TOTAL RESOURCES 247,025 0

EMERGENCY COMMUNICATIONS FUND



Emergency Communications Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- Frontier Telephone Franchise Fee --- The City's telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to the 911 emergency communications system.
- Transfers From Other Funds --- Total transfers from the General Fund and Ambulance Funds equal \$817,100, reflecting an assumed 5% increase in the City's contribution to Yamhill Communications Agency (YCOM) for dispatch services.
- YCOM provides emergency dispatch services for the City. The City's cost is allocated as follows:
 - o Transfer General Fund --- 90% (85% Police, 5% Fire)
 - Transfer Ambulance Fund --- 10%
- McMinnville Public Safety Radio System --- Provides public safety radio infrastructure for police and fire, and emergency interoperability with public works, the McMinnville School District and Linfield College. The City is collecting system user fees from McMinnville School District and Linfield, which partially pays for equipment maintenance agreements and equipment repairs.
- Emergency Operations Center (EOC) --- The EOC is based in the Police Department facility and is used for major disasters. The communications section is based at the Fire Department and is used for smaller events like mass casualties.

Core Services

- City of McMinnville's membership contribution provides the most significant portion of YCOM's funding – 44%. The next largest member contribution is paid by Yamhill County – 39%.
- The YCOM funding formula is based on a distribution of YCOM costs; 85% law enforcement and 15% fire protection and emergency medical services

Future Challenges and Opportunities

 Identifying funding sources for maintaining and improving the public safety radio system.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	826,542	865,630	872,190	6,560
Materials & Services	807,425	855,616	863,916	8,300
Capital Outlay		-	-	-
Total Expenditures	807,425	855,616	863,916	8,300
Net Expenditures	19,117	10,014	8,274	1,740



Emergency Communications Fund

1990

Historical Highlights

1987

Yamhill Communications
Agency (YCOM) is formed
under ORS 190. Previously
Yamhill County and City of
McMinnville operated joint
emergency communication
center in the basement of
Yamhill County Courthouse.
During this time, emergency
communication expenses are a
department in the General
Fund.

1988 YCOM moves into a remodeled portion of the Police Department rent and primarily utility free.

July 1, 1990, telephone franchise fee increased from four percent to seven percent. Franchise fee increase allowed by State of Oregon to fund enhanced 911 telephone service.

1990 July 1, 1990, Emergency
Communications Fund
implemented to receive
additional three percent of
telephone franchise fee
dedicated to enhanced 911 with
original four percent of
telephone franchise fee
continuing as General Fund
revenues.

1990 State of Oregon shared revenues distributed from telephone tax revenue moved from General Fund to the new Emergency Communication Fund.

1990 YCOM City of McMinnville membership contribution made from the new Emergency Communication Fund.

Emergency
Communications Fund
balanced by an annual
transfer from the
General Fund. Transfer
funded 75% from
General Fund property
taxes, 8.75% Fire Fund
property taxes, and
16.25% Ambulance
Fund emergency
medical service fees.

1992 City funds YCOM equipment purchase to move toward providing enhanced 911 - \$86,800.

YCOM Policy Board revises funding formula to allocate costs 85% to police member entities and 15% to fire member entities.

2004 City's first budgets to implement its Emergency Operations Center (EOC).

<u>Fiscal Year</u>	YCOM City Contribution
2008 – 2009	580,950
2009 – 2010	596,608
2010 – 2011	621,625
2011 – 2012	649,400
2012 - 2013	666,500
2013 - 2014	684,900
2014 - 2015	721,600
2015 - 2016	742,300
2016 - 2017	770,900
2017 - 2018	794,200
2018 - 2019	817,100

2006

YCOM Policy Board votes to change the YCOM 190 intergovernmental agreement reorganizing the YCOM Policy Board management structure to a 5-member Executive Board. The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one "at-large" fire district member, one "at-large" city member, and the County Sheriff who also serves as Board Chairperson.

2008

YCOM prepares to move into the City of McMinnville's new Public Safety Building.

2012

McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.

15 - EMERGENCY COMMUNICATIONS FUND

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
109,721	117,120	134,819	4090 Beginning Fund Balance Estimated July 1 carryover from the prior year	150,512	0	0
109,721	117,120	134,819	TOTAL BEGINNING FUND BALANCE	150,512	0	0
			LICENSES AND PERMITS			
1,634	3,079	1,800	4205-06 Franchise Fees - Miscellaneous-Telecommunications Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	2,000	0	0
28,858	26,154	30,000	4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	28,000	0	0
30,492	29,233	31,800	TOTAL LICENSES AND PERMITS	30,000	0	0
			INTERGOVERNMENTAL			
0	7,500	7,500	5040-05 Yamhill Communications Agency - Radio System City funds for radio equipment reserve held by Yamhill County	7,500	0	0
0	7,500	7,500	TOTAL INTERGOVERNMENTAL	7,500	0	0
			CHARGES FOR SERVICES			
12,090	15,730	15,730	5325 System Access Fees Fees charged for access to City's radio system.	15,990	0	0
12,090	15,730	15,730	TOTAL CHARGES FOR SERVICES	15,990	0	0
			MISCELLANEOUS			
656	780	1,000	6310 Interest	1,600	0	0
656	780	1,000	TOTAL MISCELLANEOUS	1,600	0	0
			TRANSFERS IN			
662,400	689,100	721,400	Description Units Amt/Unit Total General Fund support for YCOM dispatching service for PD & Fire. 1 728,100 728,100	728,100	0	0

City of McMinnville Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

				10 22		<u> </u>	10 . 0.			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
81,000	84,200	88,200	6900-79	Transfers In - Ambulance				89,000	0	0
			<u>Descrip</u>	<u>vtion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Ambula services	nce Fund support for YCOM dispatching s.	1	89,000	89,000			
743,400	773,300	809,600		TOTAL TRAN	SFERS IN	<u>l</u>		817,100	0	0
896,359	943,663	1,000,449		TOTAL RES	OURCES			1,022,702	0	0

15 - EMERGENCY COMMUNICATIONS FUND

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET					Department :N/A Section :N/A Program :N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
						NTS	REQUIREM				
							ERIALS AND SERVICES				
0	0	10,000					rs & Maintenance - Equipment	7720-06	10,000	503	467
0	0	36,816					ssional Services	7750	36,016	36,007	36,425
			Total 800 36,016	0	Amt/Unit 800 36,016	Units 1	n ement for public safety radio system	<u>Description</u> Audit fee a Maintenan equipment			
0	0	817,100	ided by	provid	services p		1 - Other Governmental Service ution for dispatching emergency commons Agency (YCOM).	City's member	809,600	770,915	742,347
0	0	863,916			RVICES	ND SEF	TOTAL MATERIALS A		855,616	807,425	779,238
							TAL OUTLAY				
0	0	0					ment	8710	0	0	0
0	0	0			<u>\Y</u>	OUTL/	TOTAL CAPITAL		0	0	0
							TINGENCIES				
0	0	75,000					ngencies	9800	75,000	0	0
0	0	75,000			<u>s</u>	ENCIE	TOTAL CONTIN		75,000	0	0
							NG FUND BALANCE				
0	0	83,786					propriated Ending Fd Balance er from proposed budget year to subsver (under) expenditures from propos	Undesignated	69,833	136,238	117,120
0	0	83,786			ANCE	D BAL	TOTAL ENDING FU		69,833	136,238	117,120
0	0	1,022,702			S	MENT	TOTAL REQUIR		1,000,449	943,663	896,358

15 - EMERGENCY COMMUNICATIONS FUND

2016	2017	2018	Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
896,359	943,663	1,000,449	TOTAL RESOURCES	1,022,702	0	0
896,358	943,663	1,000,449	TOTAL REQUIREMENTS	1,022,702	0	0

Budget Highlights

- o The 2018-19 budget request includes additional resources related to the passage of House Bill 2017. This legislation included increases in state gas taxes, vehicle registration fees and vehicle title fees in an incremental fashion over four years. The proposal includes funding to address increased maintenance requirements related to newly constructed transportation Those improvements include landscaped traffic facilities. medians, storm water facilities, traffic signals, pedestrian scale lighting and streetscape improvements. The proposed budget continues to provide resources to put a high priority on localized pavement repair work. As with past practice, funds have been transferred to the Transportation Fund to support preservation projects, preventive maintenance surface treatments (slurry seals), as well as to professional engineering services related to pavement design for rehabilitation projects. Additionally, the proposal provides resources to begin to address fleet maintenance needs, as well as deferred maintenance needs at the Public Works complex.
- Highlights includes one new Utility Worker I position (effective April 1, 2019), increased materials and services funding, and funding to replace a 1991 backhoe unit and a 1999 debris removal backhoe attachment; as well as a nine foot snow plow attachment.
- The budget proposal continues to allocate funding to improve traffic signage and pavement markings throughout the community. Staff utilizes condition rating systems for sign retro-reflectivity and pavement markings. Deficient signs and markings are identified and scheduled for replacement over the coming year, with the condition ratings used to establish priorities. Specific signage projects will include the annual nighttime retro-reflectivity surveys and resulting replacements, as well moving into the second phase of a five year program to upgrade residential street signage to the new federal standards. Staff has initiated a program to install shared lane markings as per the adopted Transportation System plan in various locations around the community as well.

- Storm water maintenance continues to have no direct funding source and repairs are made on an emergency basis only. The budget proposal carries over funding for a culvert repair/replacement on Edmunston Street in southwest McMinnville. With the Alpine Avenue and Hill Road improvements coming on line in 2018, the City will be maintaining new storm water quality facilities, including storm planters, infiltration swales, and detention ponds. Unlike existing facilities, these new facilities will need to be maintained on a proactive schedule in order to maintain their effectiveness, which is a requirement of the Hill Road environmental permits.
- The budget continues funding for street lighting. In 2015 the City partnered with McMinnville Water and Light to develop and implement street lighting standards, which will include LED lighting fixtures as standard. Upgrades would lead to significantly lower energy consumption, but at a higher capital cost than replacing with traditional fixtures. As a note, all new City funded street lighting improvements, either new installations or replacements, are with LED fixtures. This includes lighting improvements on 2nd Street, Alpine Avenue and Hill Road. Street lighting comprises approximately 26% of the Street Fund's Materials and Services budget.

Core Services

The Street Maintenance Division's primary mission is the maintenance of the City's transportation system. This includes 113 centerline miles of street, beautification areas, undeveloped rights of way, reverse frontages, alleys, and storm water conveyance, detention and treatment facilities. Maintenance includes regularly scheduled activities as well as demand-driven responses to weather, vehicular accidents, and special events.



Street Crew Training Session

Pavement Maintenance

- Preservation projects include pavement overlays and slurry seals. These projects are developed, designed, procured and managed by Engineering staff with support from Street Maintenance staff.
- Street repairs; i.e., partial and full depth, skin patches, pot hole filling and temporary cold mix repairs in inclement weather. This work is done in response to pavement failures, as well as in advance of planned repair or preventive maintenance work.
- Crack sealing: this remains an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City owns its own crack sealing equipment and applies approximately 15,000 pounds of material each year on candidate streets.

Pedestrian Facilities

- Curb, gutter and sidewalk repairs: Sidewalk repairs are conducted adjacent to City owned properties or in a 50/50 cost share with downtown property owners who are addressing street tree related damages. Outside of the downtown area, private property owners are responsible for sidewalks adjacent to their property. The City is responsible for curb/gutter damage, and conducts that work with both in house staff and contract forces.
- The City partners with property owners completing sidewalk repairs to install ADA compliant curb ramps at street intersections where needed.
- City staff installs and maintains Americans with Disabilities Act (ADA) parking spaces adjacent to private residences upon an approved request.
- City staff installs and maintains on-street ADA parking spaces in the downtown core.
- ADA ramps are installed upon request in areas where there are no ramps, or ramps or not compliant.

Storm Water

- Residential street sweeping by contract on a six-week schedule; arterials/bike lanes on a monthly basis; weekly downtown street sweeping by contract
- Catch basin cleaning with the Wastewater Collections crews
- Residential curb side leaf collection by City crews, with approximately four pickups per year

Vehicle/Equipment Maintenance

 City-owned vehicles and equipment are maintained and repaired through a work order system, with the majority of work being performed by City staff. The Public Works Division maintains 54 vehicles and 154 various pieces of equipment at the Riverside Drive facility.



Kris Quinlan, PW Mechanic

Right-of-Way (ROW) maintenance

 City-owned areas are maintained on scheduled basis with a combination of City personnel, contract labor, and inmate labor.

Community Event support

 Public Works staff place barricades, hang banners, and work with local groups in staging a wide variety of community events throughout the year.

Traffic Operations

 Street signs and regulatory signs are built, installed, and maintained.
 Signs and pavement markings are installed on a cost-recovery basis for developers. Signs are made on request for other City departments and for major city infrastructure projects.



Carlos Ochoa – New signage installation

- Traffic signals are maintained by Oregon Department of Transportation (ODOT) via an intergovernmental agreement.
- Pavement markings are inspected and replaced on a condition based basis.
- Roadway striping is performed with contract forces on an annual basis.
- Curb painting is performed on a three year cycle, with school zones and downtown areas painted annually.

Street Trees

- This program supports the Planning Department's administration of the street tree ordinance, and is an element in the City's "Tree City USA" designation. Site inspections and recommendations are provided on various street tree removal/planting requests. Tree related sidewalk issues are inspected in support of Engineering's sidewalk permit program.
- Staff waters and prunes City owned trees; major pruning work is by contract. This work is primarily in the downtown tree zone and in beautification areas.
- Storm damaged trees in the right of way are removed and replaced as appropriate. This work is typically done via contract.

Emergency Response

Activities related to inclement weather, accidents, and hazardous materials spills. Tasks include anti-icing/deicing, sanding, plowing, catch basin clearing, spill clean-up, closing flooded streets, sanitary sewer/storm drainage problems, removing downed trees from rights-of-way, etc. This work is done with support from the Park Maintenance and Wastewater Conveyance System crews.

Future Challenges and Opportunities

Newberg/Dundee By-Pass Local Funding

A portion of the City's gas tax revenue increase from the 2009 House Bill 2001 is dedicated to meet this obligation. Principal and interest payments will be approximately \$200,000 per year over the twenty year life of the loan. Payments began in 2017.

Maintenance Planning

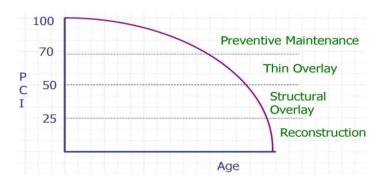
- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts. As a note, efforts have begun to evaluate the current CMMS software and to make recommendations towards updating it the next several years.
- Continuous Improvement: As part of an on-going effort, Street Maintenance staff reviews various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- Plan for and implement storm water facility maintenance programs: these types of facilities will require a more proactive, planned maintenance effort as compared to existing facilities.
- Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs.

Pavement Management

Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a "Pavement Condition Index" (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a "like new" street. A common industry standard is that \$1 spent on preventive maintenance (slurry seal) can delay and save \$3-10 on rehabilitation (overlays) and perhaps \$30 or more on reconstruction work. Streets that are in "very good" condition have a PCI of 70 or greater.

Street (State Gas Tax) Fund

 The City's current overall system PCI stands at 70. At this point, about 69% of the City's network meets that "very good" condition threshold:



To maintain that level will require an annual investment of approximately \$1.30 million dollars. In recent years, resource availability has limited the City's annual investment to approximately \$525,000. Competing requirements such as the Newberg/Dundee bypass loan repayment negatively impact that amount. While the 2014 Transportation Bond provides an infusion of approximately \$5.3 million dollars, over time, without additional resources, pavement conditions will continue to fall below the preventive maintenance threshold, leading to increase preservation costs. Additionally, the bond focused on repair and repaving efforts on neighborhood streets in poor condition. That means that facilities such as Lafayette Avenue and 2nd Street (west of Adams), as well as other collectors, will need pavement preservation work in the very near future using Street Fund resources. House Bill 2017 will provide additional resources: however it is clear that without increasing the annual investment in the pavement network, pavement conditions will decline. As a note, House Bill 2017 requires that all cities report pavement conditions to ODOT in order to receive funding. The format of such reporting has not yet been established.

Storm Water Management

As noted above there currently is no direct funding source for storm water related work. A small portion of the Wastewater

Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance of the storm system in known problem areas. Thus there is no funding for system improvements or to address deficiencies within the system. The City is currently planning for storm water quality facilities as part of the Alpine and Hill Road bond projects. Absent another funding source, maintenance costs for those facilities will be funded by the Street Fund, further impacting available resources for pavement maintenance work or other street system demands. At this point, the City is not under a storm water quality mandate. Should this change in the future, it may be necessary to consider a dedicated funding source to address both water quality mandates as well as system improvements.

Aging Fleet

The Street Maintenance Division's powered rolling stock includes
 25 units with an estimated replacement value of \$1.6 million.

TYPE (# of units owned)	AVERAGE AGE
Street sweepers (1)	18 years
Utility trucks and vans (11)	19.8 years
Dump trucks (5)	26.4 years
Construction / maintenance equip (7) **	27.6 years

^{**} Includes backhoes, right-of-way mower, tractors, water truck/flusher, and roller.

- Staff has developed a methodology that identifies replacement candidates based on condition, usage and need, and not just age. Replacement strategies can range from equipment replacements to re-evaluating operations to determining least cost options (contracts, rentals, lease, etc.).
- The use of repurposed units, as well as the acquisition of surplus units from other agencies (McMinnville Water and Light) has proven to be a useful strategy for the Street Fund. Over the past several years the Division has purchased and re-purposed units from other City departments as well as McMinnville Water and Light. This is good public fleet practice, and provides a value to the public in that units that are no longer useful in one role can be repurposed to another.

Street (State Gas Tax) Fund

However, as the fleet continues to age, the challenge will be to regularly assess reliability, repair costs and functionality for various fleet units, including those used in emergency operations, and assess the most effective manner to fund their replacement. This results in another pressing demand for resources that impacts available funding for pavement preservation investments. Thus, developing a funding strategy within the available resources to continue to update the fleet continues to be a pressing priority.

Americans with Disabilities Act (ADA) compliance

- Continue to partner with residents and businesses during sidewalk repairs to install ADA compliant curb ramps.
- Maintain ADA parking stalls throughout downtown area
- Continue to upgrade curb ramps along with street overlays as per Federal requirements. This work typically comprises 30-35% of the total construction cost of a typical pavement overlay project.
- Continue work to identifying pedestrian access challenges throughout the community and in the downtown core, and address as opportunities arise.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	2,007,671	2,020,750	2,450,087	429,337
Personnel Services Materials & Services Capital Outlay Transfers Out Total Expenditures	711,555 612,625 3,431 807,202 2,134,814	800,977 907,017 45,906 646,741 2,400,641	868,716 943,476 125,500 828,694 2,766,386	67,739 36,459 79,594 181,953 365,745
Net Expenditures	(127,143)	(379,891)	(316,299)	(63,592)

Full-Time Equivalents (FTE)

Tan Timo Equitatorito (1 1	<u>-, </u>		
	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	8.82		
Police Community Support Coordinate	ator	(0.02)	
Utility Worker I		0.25	
Extra Help - Street		(0.04)	
FTE Proposed Budget		0.19	9.01



Jeff York - National Public Works Week



street life.

Street (State Gas Tax) Fund

Historical Highlights

1962	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	1997	Public Works Superintendent assumes managerial responsibility over parks maintenance.	2007	Computerized maintenance management program implemented, including a work order system and an asset management system.
1976	Downtown core area tree planting completed.	1997	City of McMinnville awarded "Tree CityUSA".	2007	Decorative antique street lights installed along 3 rd
1986	Crack Sealing Program begins on city streets to prolong street life.	2003	Retrofitted 19 Americans with Disability Act (ADA) approved wheel chair ramps in school zones.		Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.
1987	Public Works Superintendent assumes managerial responsibility over streets and sewer operations.	2004	Street Department maintains 97 miles of streets.	2007	City awarded "Tree City USA" designation for the 10 th consecutive year.
1990	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	2005	Street Department maintains 100 miles of streets.	2008	Public Works crews responded to a 40-year snow & ice event in December.
1990	City maintains 64 miles of paved streets.	2005	200 new street signs were installed.	2008	First slurry seal project on city streets to prolong street life.
1994	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.	2006	Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH	2009	Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity
1994	Street sweeping function partially contracted.		wind-related calls due to December 14th storm event.		ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal
1996	Seal Coating Program on city streets initiated to prolong				Highway Administration.

2010	In 20 th year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.

2010 Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.

2010 Implemented the use of liquid deicer on streets as a tool during snow and ice events.

2011 City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2nd to Wallace Road.

2011 8th Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.

2012 2nd & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.

Pedestrian crossing at 15th & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.

2012

2014

2nd & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks

Pedestrian safety improvements installed at mid block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new continental style crosswalks, signage and pedestrian paddles.

Public Works crews in partnership with local contractors responded to a major February snow storm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.

2015

Began upgrade of street
name signs on arterial and
collector streets to 6 inch upper
and lower case letters as
recommended by Federal
Highway Administration. Work to
be completed over a 3 year

period.

Street Fund

2018-2019 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

Fund

Department

Section	Number of		Total	Detailed	Summary
Program	Employees	Range	Salary	Page	Amount
Public Works Superintendent General Fund	1	352	103,010		
Park Maintenance (0.50 FTE)				136	51,505
Street Fund (0.50 FTE)				167	51,505
Park Maintenance Supervisor General Fund	1	342	78,953		
Park Maintenance (0.95 FTE)				136	75,005
Street Fund (0.05 FTE)				167	3,948
Street Maintenance Supervisor General Fund	1	342	81,531		
Park Maintenance (0.05 FTE)				136	4,077
Street Fund (0.95 FTE)				167	77,454
SS & SD Maintenance Supervisor Street Fund (0.10 FTE) Wastewater Services Fund	1	342	78,053	167	7,805
Conveyance Systems Sanitary (0.90 FTE)				220	70,248
Senior Utility Worker - WWS Street Fund (0.10 FTE) Wastewater Services Fund	1	333	63,637	167	6,364
Conveyance Systems Sanitary (0.90 FTE)				220	57,273

Position Description

Fund

Department

Section	Number of		Total	<u>Detaile</u>	d Summary
Program	Employees	Range	Salary	Page	Amount
Mechanic - Public Works	1	330	57,387		
General Fund	•	000	07,007		
Park Maintenance (0.45 FTE)				136	25,824
Street Fund (0.45 FTE)				167	25,824
Wastewater Services Fund					
Administration (0.10 FTE)				210	5,739
Utility Worker II - WWS	4	329	208,076		
Street Fund (0.40 FTE)			•	167	20,808
Wastewater Services Fund					
Conveyance Systems					
Sanitary (3.60 FTE)				220	187,268
Operations Support Specialist	1	330	57,386		
General Fund					
Park Maintenance (0.50 FTE)				136	28,693
Street Fund (0.50 FTE)				167	28,693

2016	2017	2018	· · · · · · · · · · · · · · · · · · ·	2019	2019	201
ACTUAL	ACTUAL	AMENDED BUDGET	Coddon nave	PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGE
		BODGET	Program :NA	BODGET	BODGET	
			RESOURCES			
			BEGINNING FUND BALANCE			
1,796,928	2,107,690	1,827,275	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,797,159	0	0
1,796,928	2,107,690	1,827,275	TOTAL BEGINNING FUND BALANCE	1,797,159	0	0
.,. 00,020	_,,	.,02.,2.0	LICENSES AND PERMITS	.,,		
28	4.4	50		50	0	_
	14		•			0
28	14	50	TOTAL LICENSES AND PERMITS	50	0	0
			<u>INTERGOVERNMENTAL</u>			
1,947,630	1,989,985	2,000,000	4740 OR State Gas Taxes	2,425,000	0	(
				, -,		
			State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an	, 2,222		
1,947,630	1,989,985	2,000,000	cities on a per capita basis.	2,425,000	0	0
1,947,630	1,989,985	2,000,000	cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities.		0	0
1,947,630 7,529	1,989,985 15,190	2,000,000 19,700	cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities. TOTAL INTERGOVERNMENTAL MISCELLANEOUS		0	
			cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities. TOTAL INTERGOVERNMENTAL MISCELLANEOUS 6310 Interest	2,425,000		0
7,529	15,190	19,700 1,000	cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities. TOTAL INTERGOVERNMENTAL MISCELLANEOUS 6310 Interest	2,425,000 19,200	0	0
7,529 727	15,190 2,482	19,700 1,000	cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities. TOTAL INTERGOVERNMENTAL MISCELLANEOUS 6310 Interest 6600 Other Income	2,425,000 19,200 500	0	C C
7,529 727 174	15,190 2,482 0	19,700 1,000 0	cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities. TOTAL INTERGOVERNMENTAL MISCELLANEOUS 6310 Interest 6600 Other Income 6600-05 Other Income - Workers' Comp Reimbursement	2,425,000 19,200 500 0	0 0 0	C C
7,529 727 174	15,190 2,482 0	19,700 1,000 0 20,700	cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities. TOTAL INTERGOVERNMENTAL MISCELLANEOUS 6310 Interest 6600 Other Income 6600-05 Other Income - Workers' Comp Reimbursement TOTAL MISCELLANEOUS	2,425,000 19,200 500 0	0 0 0	C C C
7,529 727 174 8,430	15,190 2,482 0 17,672	19,700 1,000 0 20,700	cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities. TOTAL INTERGOVERNMENTAL MISCELLANEOUS 6310 Interest 6600 Other Income 6600-05 Other Income - Workers' Comp Reimbursement TOTAL MISCELLANEOUS TRANSFERS IN	2,425,000 19,200 500 0 19,700	0 0 0	0 0 0
7,529 727 174 8,430	15,190 2,482 0 17,672	19,700 1,000 0 20,700	Cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities. TOTAL INTERGOVERNMENTAL MISCELLANEOUS 6310 Interest 6600 Other Income 6600-05 Other Income - Workers' Comp Reimbursement TOTAL MISCELLANEOUS TRANSFERS IN 6900-85 Transfers In - Insurance Services	2,425,000 19,200 500 0 19,700 5,337	0 0 0	0 0 0
7,529 727 174 8,430	15,190 2,482 0 17,672	19,700 1,000 0 20,700	cities on a per capita basis. Budget Note: In 2017, the State Legislature passed HB 2017 which will provide for an increase in transportation revenues distributed to cities. TOTAL INTERGOVERNMENTAL MISCELLANEOUS 6310 Interest 6600 Other Income 6600-05 Other Income - Workers' Comp Reimbursement TOTAL MISCELLANEOUS TRANSFERS IN 6900-85 Transfers In - Insurance Services Description Units Amt/Unit Total	2,425,000 19,200 500 0 19,700 5,337	0 0 0	0 0 0 0

			20 - STREET FOND	•	
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department : N/A Section : N/A Program : N/ A	2017 ACTUAL AN	2016 ACTUAL
			REQUIREMENTS		
			PERSONNEL SERVICES		
0	0	0	Salaries & Wages	860	10,175
0	0	464,000	Salaries & Wages - Regular Full Time intendent - Public Works - 0.50 FTE visor - Street Maintenance - 0.95 FTE visor - Park Maintenance - 0.05 FTE visor - SS & SD Maintenance - 0.10 FTE anic - Public Works - 0.45 FTE r Utility Worker - Street - 1.00 FTE r Utility Worker - WWS - 0.10 FTE Worker II - Street - 3.00 FTE Worker II - WWS - 0.40 FTE Worker I - Street - 0.25 FTE tions Support Specialist - Public Works - 0.50 FTE	401,789	382,583
0	0	46,531	15 Salaries & Wages - Temporary Help - Streets - 1.71 FTE	34,160	28,070
0	0	7,200	20 Salaries & Wages - Overtime	8,585	6,980
0	0	120	37 Salaries & Wages - Medical Opt Out Incentive	120	70
0	0	0	Fringe Benefits	415	5,664
0	0	32,105	95 Fringe Benefits - FICA - Social Security	26,323	24,855
0	0	7,509	-06 Fringe Benefits - FICA - Medicare	6,156	5,813
0	0	128,809	15 Fringe Benefits - PERS - OPSRP - IAP	88,571	86,740
0	0	112,808	20 Fringe Benefits - Medical Insurance	97,898	102,529
0	0	18,125	22 Fringe Benefits - VEBA Plan	8,508	18,300
0	0	784	25 Fringe Benefits - Life Insurance	761	752
0	0	2,504	30 Fringe Benefits - Long Term Disability	2,184	2,089
0	0	46,957	Fringe Benefits - Workers' Compensation Insurance	34,895	32,325
0	0	264	37 Fringe Benefits - Workers' Benefit Fund	244	258
0	0	1,000	40 Fringe Benefits - Unemployment	85	0
0	0	868,716	TOTAL PERSONNEL SERVICES	711,555 8	707,204
			MATERIALS AND SERVICES		
0	0	500	Safety Training/OSHA	1,745	813
0	0	600	Employee Events shared city-wide for employee training, materials, and events.	231	118

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/ A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,498	1,848	3,875	7550	Travel & Education				4,000	0	0
14,430	16,010	14,300	7590	Fuel - Vehicle & Equipment				19,000	0	0
10,976	12,197	12,450	7600	Electric & Natural Gas				12,500	0	0
56,800	45,800	57,400	7610-05	Insurance - Liability				59,700	0	0
11,600	8,700	8,800	7610-10	Insurance - Property				7,700	0	0
6,857	5,384	7,000	7620	Telecommunications				6,500	0	0
1,200	1,257	1,700	7650	Janitorial				1,500	0	0
17,837	18,129	14,500	7660	Materials & Supplies				15,000	0	0
64,924	70,060	75,000		Repairs & Maintenance d supplies for street maintenance activities				80,000	0	0
25,522	19,840	24,000	7720-06	Repairs & Maintenance - Equipme	nt			26,500	0	0
0	0	0	7720-07	Repairs & Maintenance - Equipme	nt-Invento	ry		0	0	0
3,665	1,271	2,500	7720-10 Street Maintenance	Repairs & Maintenance - Building enance Section's shared cost of Public Work e.			unds	13,700	0	0
			<u>Descript</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
				naintenance ce heat pump replacement (50% w/Park	1	200	200			
			Mainten		1	5,000	5,000			
			Mainten		1	7,500	7,500			
			Miscella	neous repairs	1	1,000	1,000			
1,300	0	0	7720-14	Repairs & Maintenance - Vehicles				0	0	0
2,354	2,555	6,500	7720-28 Materials and right-of-way.	Repairs & Maintenance - Right of Note of the supplies for maintenance of right-of-way are		areas within	city street	10,000	0	0
2,750	33,013	40,000	7720-30 Repair and o	Repairs & Maintenance - Sidewalk construction of city sidewalks and wheelchair				40,000	0	0
4,585	9,912	6,500	7720-32 Oregon Depoymed traffic	Repairs & Maintenance - Traffic Si artment of Transportation (ODOT) contract for signals.		al maintenan	ce of City-	10,000	0	0
0	1,920	0	7720-34	Repairs & Maintenance - Parking S	Structure 8	Lots		0	0	0
0	5,492	100,000	7720-35 Repair of the	Repairs & Maintenance - Storm Drestorm drainage system within the public right				100,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/ A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
10,391	2,795	8,320	7750	Professional Services				17,760	0	(
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Section	n 125 administration fee	1	160	160			
			Audit f	ee allocation	1	1,600	1,600			
			Pavem	ent rating	1	6,000	6,000			
			Faciliti	es assessment	1	10,000	10,000			
108,515	105,654	247,100		Contract Services - Street Maintena ntract services with private companies and othe reet repair, landscape, maintenance, snow remo	r agencies	for sweeping	, striping,	229,600	0	l
			<u>Descri</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Downto	own contract sweeping	1	20,000	20,000			
			City wi	de contract sweeping	1	70,000	70,000			
			Inmate	work crew	1	3,600	3,600			
			Striping	g	1	25,000	25,000			
			Snow i	removal services	1	10,000	10,000			
			Pavem	ent Repairs	1	100,000	100,000			
			Backflo	ow Testing	1	1,000	1,000			
1,720	957	4,000	7800 Miscellaneo	M & S Equipment bus small equipment for operations and mainter	nance			3,000	0	
709	657	500	7800-42 Miscellaned	M & S Equipment - Shop ous small equipment and tools for shop operation	ons and ma	intenance		500	0	
4,462	3,674	5,497	7840 I.S. Fund m	M & S Computer Charges naterials & supplies costs shared city-wide				5,866	0	
9,254	8,570	10,125	7840-75	M & S Computer Charges - Street				9,550	0	
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ESRI A	Arcview-17%, shared with Plan, Bldg,Eng, Pk	1	2,050	2,050			
			Hanse Maint,	n sewer database-25%, shared with Eng, Pk WWS	1	3,250	3,250			
				Saver maintenance / subscription	1	3,500	3,500			
			Replac	ement workstation	1	750	750			
13,059	11,940	16,250		Signs ng materials and supplies, along with replacem	ent of dowr	ntown parking	g signage.	18,000	0	
226,953	223,015	227,000	McMinnville	Street & Parking Lot Lighting Water & Light Department charges for electric and cost of material for maintenance of street li		installation of	new	240,000	0	
14,447	0	12,000	The street t	Street Tree Program ree program includes activities related to plantiful downtown core. It also includes work on right form damage, including clean-up, pruning, and	of way tree			12,000	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
616,738	612,625	907,017		TOTAL MATERIALS A	ND SE	RVICES		943,476	0	0
				CAPITAL OUTLAY						
11,800	2,500	45,000	8710	Equipment				120,500	0	C
			<u>Descript</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
				e/loader (replaces 1991 unit)	1	100,000	100,000			
			unit)	e debris removal attachement (replaces 1991	1	10,500	10,500			
			9 foot sr	now plow attachment	1	10,000	10,000			
925	931	906	8750 I.S. Fund cap	Capital Outlay Computer Charges oital outlay costs shared city-wide				0	0	(
0	0	0	8750-75	Capital Outlay Computer Charges - S	Street			5,000	0	C
			Descript		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Hansen WWS, E	software upgrade (25% shared with Park Mnt, ing)	1	5,000	5,000			
12,725	3,431	45,906		TOTAL CAPITAL	OUTLA	<u>AY</u>		125,500	0	C
				TRANSFERS OUT						
200,375	198,721	238,144	9700-01	Transfers Out - General Fund				249,418	0	0
			<u>Descript</u>	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				und support of Engineering operations.	1	19,177	19,177			
			Enginee support.	ring, Admin, & Finance personnel services	1	230,241	230,241			
100,000	600,000	400,000	9700-45	Transfers Out - Transportation				570,000	0	C
			<u>Descript</u>	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Gas tax expense	revenues used to fund Transportation Fund es.	1	570,000	570,000			
8,284	8,481	8,597	9700-80	Transfers Out - Information Systems	;			9,276	0	C
			<u>Descript</u>	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informat	ion Systems personnel services support.	1	9,276	9,276			
308,659	807,202	646,741		TOTAL TRANSF	ERS OL	<u>JT</u>		828,694	0	0
				CONTINGENCIES						
0	0	250,000	9800	Contingencies				250,000	0	C

2017	2018	Department :N/A	2019	2019	2019
ACTUAL		Section :N/A	PROPOSED	APPROVED	ADOPTED
	BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
		ENDING FUND BALANCE			
1,980,548	1,197,384	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	1,230,860	0	0
1,980,548	1,197,384	TOTAL ENDING FUND BALANCE	1,230,860	0	0
4,115,362	3,848,025	TOTAL REQUIREMENTS	4,247,246	0	0
	1,980,548 1,980,548	ACTUAL AMENDED BUDGET 1,980,548 1,197,384 1,980,548 1,197,384	ACTUAL AMENDED BUDGET Section: N/A Program: N/A ENDING FUND BALANCE 1,980,548 1,197,384 9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. 1,980,548 1,197,384 TOTAL ENDING FUND BALANCE	ACTUAL AMENDED BUDGET Section :N/A Program :N/A ENDING FUND BALANCE 1,980,548 1,197,384 9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. 1,980,548 1,197,384 TOTAL ENDING FUND BALANCE 1,230,860	ACTUAL AMENDED BUDGET Section: N/A Program: N/A ENDING FUND BALANCE 1,980,548 1,197,384 9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. TOTAL ENDING FUND BALANCE 1,230,860 0 1,230,860 0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
3,753,016	4,115,361	3,848,025	TOTAL RESOURCES	4,247,246	0	0
3,753,015	4,115,361	3,848,025	TOTAL REQUIREMENTS	4,247,246	0	0

AIRPORT MAINTENANCE FUND

Airport Layout Map

Budget Highlights

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of the B & G Hangar but expected to have a temporary office by the end of FY18.
- The 2018-19 proposed budget includes some carry over Federal Aviation Administration (FAA) grant funds to complete the rehabilitation/reconstruction of the main runway 4-22. Contractor delays have moved final completion into the summer of 2019 when the weather is more suitable for grading.
- The 2018-19 proposed budget includes Federal Aviation Administration (FAA) grant funds for design work related to Apron improvements/reconstruction. FAA grants will pay for 90% of the project with a 10% match from the City. The City's match for design will come from an Oregon Department of Aviation (ODA) Critical Oregon Airport Relief (COAR) Program grant. Construction is expected to begin in July of 2019.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$18 million dollars.

Core Services

- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.
- MMV is classified as a "Category II Urban General Aviation Airport" in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and

- functions to accommodate corporate aviation activities (including business jets and helicopters), and other general aviation activities.
- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.
- The adopted "Minimum Standards for Commercial Aeronautical Activities" for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft

storage; self-piloted business flights; corporate flights; and personal flying.



There are 121 based aircraft at the McMinnville Municipal Airport.

- Per the FAA's Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airports in Oregon, with an estimated 63,500 total aircraft operations during FAA fiscal year 2009.
- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the FBO building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

Future Challenges and Opportunities

- City owned buildings and facilities (including hangers, maintenance hangars, and hanger taxiways) are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources (such as the partnership with Evergreen Aviation which funded the City's required 5% match for the 17-35 Runway/Taxiway project completed in 2010; and the successful procurement of a ConnectOregon V grant in 2014 which will fund the City's required 10% match for the runway 4-22 project). With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan. Potcake Aviation is moving forward with their own plan for a new FBO facility.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	2,025,298	6,263,461	574,033	(5,689,428)
Materials & Services	372,908	569,086	431,833	(137,253)
Capital Outlay	1,809,981	5,604,741	-	(5,604,741)
Transfers Out	75,721	123,902	125,619	1,717
Total Expenditures	2,258,610	6,297,729	557,452	(5,740,277)
Net Expenditures	(233,312)	(34,268)	16,581	(50,849)



Threatened species such as the "Streaked Horn Lark" pose significant environmental challenges related to airport development and improvement projects.

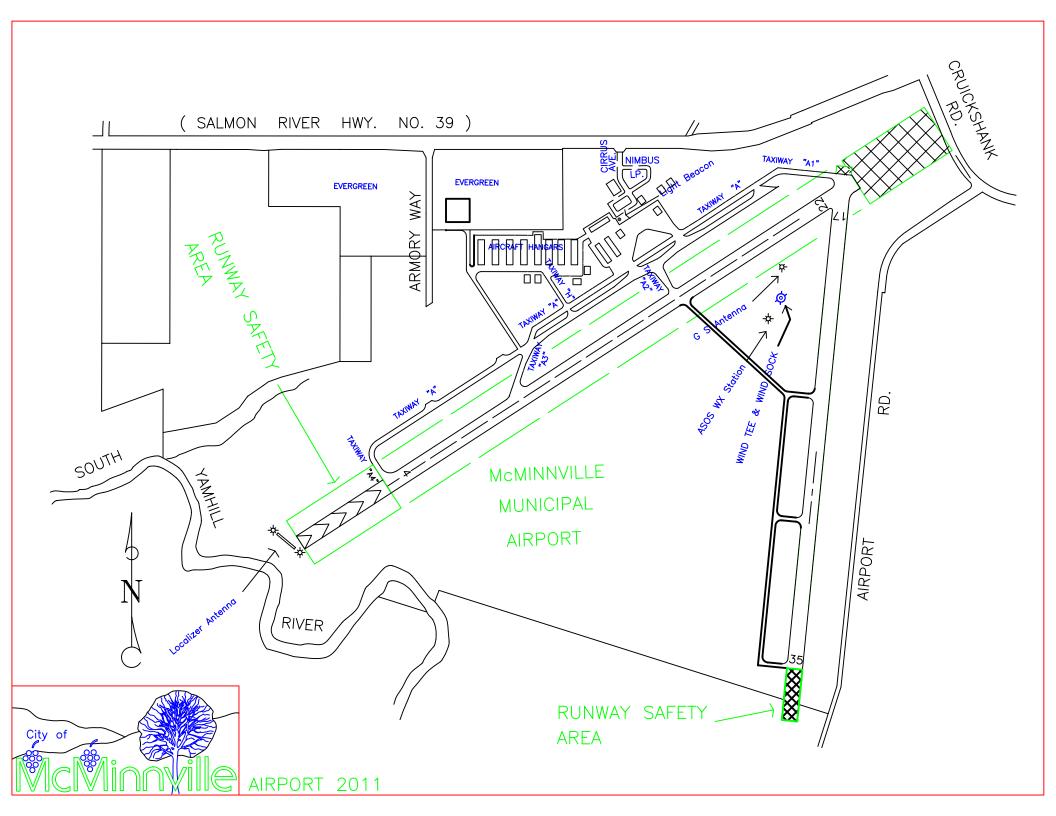


Airport Maintenance Fund

Historical Highlights

1942	McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is	2001	Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA –	2007	Environmental and design work begin for major airport improvements.
	acquired (fee title) by the City in 1942 and the federal		AIP Grant funded.	2008	City and Oregon State Police reach agreement on lease
	government constructs the airport and airfield facilities.	2003	Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of		terms on the former FAA Flight Services Station Building.
1957	East Hangar is constructed.		\$165,000 – 90% FAA-AIP Grant funded.	2008	New taxiway to Evergreen
1973	Airport Layout Plan (ALP) and Master Plan is written.	2004	Apron Expansion Project	2000	hangar and reconstruction of Runway 17/35 completed.
	Master Flam is written.	-004	completed at a cost of		ranway 17700 completed.
1982	Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.		\$490,000 – 90% FAA-AIP Grant funded.	2009	Remodel of the former FAA Flight Service Station for the Oregon State Police is
400=	A	2005	Completed Oregon		completed. OSP occupies 90% of the building on a long
1987	Annual \$60,000 Transfer to Debt Service Fund eliminated.		Department of Aviation (ODA) sponsored runway/taxiway seal coat		term lease.
1992	Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal		project, paid off above- ground fuel tanks, and completed major runway lighting repairs.	2010	Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
	Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.	2006	FAA contracts out Flight Services to Lockheed-	2014	City successfully applies for a Connect Oregon V Grant for the City's 10% share of
1999	New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year		Martin. Flight Services Station to close.		matching funds for an almost \$8M Runway re-construction project.
	financing.	2006	City and Evergreen Aviation reach agreement on partnership for major airport improvements.	2016	Konect Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.

- Potcake Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.
- Primary Runway 4/22
 reconstructed at a cost of
 \$8.4M 90% Federal Aviation
 Administration Airport
 Improvement Projects (FAAAIP). 10% Matching funds
 paid by ConnectOregon V
 Grant.
- 2018 City secures an Oregon
 Department of Aviation (ODA)
 Critical Oregon Airports Relief
 (COAR) Program grant for the
 10% matching funds for Phase
 1 design and bidding for
 \$333,000 of apron/taxiway
 work.



			25 - AIRPORT MAINTENANCE FUND			
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department : N/A Section : N/A Program : N/ A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	0	25-15 Designated Begin FB-Airport Fd - Facility Improvements	100,000	50,000	0
0	0	763,883	Beginning Fund Balance imated July 1 carryover from prior year	708,459	818,722	835,256
0	0	763,883	TOTAL BEGINNING FUND BALANCE	808,459	868,722	835,256
			INTERGOVERNMENTAL			
0	0	219,000	FAA Grant A grant for environmental and design work related to the rehabilitation and reconstruction the main runway 4-22 project planned for 2016-17. Grant will fund 90% of the cost; City match will be 10%.	5,397,933	1,699,071	507,982
0	0	0	75-10 ODOT State Grants - Connect Oregon nnect Oregon V grant funds used for 10% match which is required with FAA grants	599,518	50,979	56,442
0	0	20,333	OR Aviation Department Grant ical Oregon Airport Relief (COAR) Program grant funds used for 10% match which is uired with FAA grants. The state collects these funds via a tax on aviation fuel sales.	0	0	0
0	0	239,333	TOTAL INTERGOVERNMENTAL	5,997,451	1,750,050	564,425
			CHARGES FOR SERVICES			
0	0	66,800	00-05 Property Rentals - Crop Share & USDA	13,600	13,654	13,654
0	0	63,500	00-10 Property Rentals - Land Leases	62,100	61,242	60,530
0	0	135,100	00-15 Property Rentals - OSP Building	127,600	128,322	124,488
0	0	9,200	00-20 Property Rentals - Fixed Base Operator Lease	8,910	8,844	9,773
0	0	51,300	00-25 Property Rentals - City Hangar	37,000	44,792	32,586
0	0	325,900	TOTAL CHARGES FOR SERVICES	249,210	256,854	241,031
			MISCELLANEOUS			
0	0	800	10 Interest	8,800	5,523	3,477
0	0	8,000	Other Income udes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	8,000	12,871	9,029
0	0	8,800	TOTAL MISCELLANEOUS	16,800	18,394	12,506
	0	1,337,916	TOTAL RESOURCES	7,071,920	2,894,020	,653,217

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N /A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
6,900	6,100	6,800	7610-05	Insurance - Liability				6,700	0	(
5,800	7,000	5,600	7610-10	Insurance - Property				4,800	0	(
2,987	3,633	3,400		Materials & Supplies com, janitorial and office supplies, miscellaneou	s permits.			4,000	0	(
45,980	40,993	55,000	7720-40	Repairs & Maintenance - Runway/Ta	xiway			57,300	0	(
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	Total			
			Airport i	miscellanous repairs - minor paving, painting,	1	17,300	17,300			
				grounds weed spraying	1	10,000	10,000			
			Airport (grounds mowing	1	30,000	30,000			
22,188	45,426	26,200	7740-05	Rental Property Repair & Maint - Bui	lding			31,300	0	(
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Miscelle	enous repairs, maintenance, landscaping, etc	1	28,500	28,500			
			Insuran	ce - liability	1	2,800	2,800			
15,855	21,162	24,700	7740-10	Rental Property Repair & Maint - OS	P			28,200	0	
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Miscelle	enous repairs, maintenance, landscaping, etc	1	25,000	25,000			
			Insuran	ce - property	1	2,500	2,500			
			Insuran	ce - liability	1	700	700			
35,604	21,982	26,600	7750	Professional Services				42,200	0	(
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Audit fe	e allocation with single audit	1	10,700	10,700			
			Miscelle	enous professional services	1	5,000	5,000			
			Contrac	t Airport management	1	16,500	16,500			
			Facilitie	s assessment	1	10,000	10,000			
566,925	223,336	405,786	7760-45	Professional Svcs - Plan/Study - Env Svc	rironmer	ntal Design	& Const	40,000	0	
			planned for 2	tal, design, and bidding work related to apron re 2019-20	habilitatio	n/reconstructi	ion project			
0	0	0	7770-53	Professional Services - Projects - Ap	ron Reh	abilitation		203,333	0	
8,386	3,277	15,000		Airport Lighting acon, street, and parking area lighting maintena	nce and p	ower costs.		14,000	0	
710,624	372,908	569,086		TOTAL MATERIALS A	ND SEI	DVICES		431,833	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				CAPITAL OUTLAY			
0	0	0	8800	Building Improvements	0	0	0
0	1,767,936	5,604,741	8920-10	Land Improvements - FAA - Runway & Taxiway Const	0	0	0
0	42,045	0	9120	Sewer Construction	0	0	0
0	1,809,981	5,604,741		TOTAL CAPITAL OUTLAY	0	0	0
				TRANSFERS OUT			
73,871	75,721	123,902	9700-01	Transfers Out - General Fund	125,619	0	0
				onUnitsAmt/UnitTotalund support of Engineering operations.110,60210,602ing, Admin, & Finance personnel services1115,017115,017			
73,871	75,721	123,902		TOTAL TRANSFERS OUT	125,619	0	0
				CONTINGENCIES			
0	0	300,000	9800	Contingencies	300,000	0	0
0	0	300,000		TOTAL CONTINGENCIES	300,000	0	0
				ENDING FUND BALANCE			
50,000	100,000	100,000	9925-15	Designated End FB - Airport Fd - Facility Improvements	0	0	0
818,722	535,409	374,191	Undesignated	Unappropriated Ending Fd Balance I carryover from proposed budget year to subsequent year, includes the excess enues over (under) expenditures from proposed budget year operations.	480,464	0	0
868,722	635,409	474,191		TOTAL ENDING FUND BALANCE	480,464	0	0
,653,217	2,894,019	7,071,920		TOTAL REQUIREMENTS	1,337,916	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,653,217	2,894,020	7,071,920	TOTAL RESOURCES	1,337,916	0	0
1,653,217	2,894,020	7,071,920	TOTAL REQUIREMENTS	1,337,916	0	0

PUBLIC SAFETY FACILITIES CONSTRUCTION FUND



Public Safety Facilities Construction Fund

2018 – 2019 Proposed Budget --- Budget Summary

Budget Highlights

- The McMinnville Civic Hall and Edward J. Gormley Plaza were completed in 2009-10. The Civic Hall is currently used for City Council meetings, Municipal Court sessions, and other City meetings and functions.
- In 2014, City Council designated Civic Hall as the "Kent L. Taylor Civic Hall", to honor former City Manager Kent Taylor, who retired after 27 years of dedicated service to the City of McMinnville.
- An arbitrage liability occurred when the bond proceeds from the 2006 Public Safety/Civic Buildings Construction Bonds were invested and earned interest at a rate higher than the rate the City was paying for debt service on the 2006 bonds. Approximately \$115,000 was paid to the Internal Revenue Service (IRS) for the rebatable arbitrage liability.
- The final rebatable arbitrage liability calculation for the bonds was completed in 2017 and no additional payments to the IRS were required.
- Remaining bond proceeds of approximately \$3,000 were transferred to the Debt Service Fund in 2017-18 and the fund has been closed.



Future Challenges and Opportunities

 Costs for janitorial services, maintenance and repairs are budgeted in the General Fund, Administration, City Hall and City Property section.

PROJECT REVENUE:

Bond Proceeds \$13,315,000 Bond Interest / Misc Income: \$1,100,000

Total Available Revenue: \$14,415,000

PROJECT EXPENSES:

Police Building \$10,342,000 Civic Hall \$3,688,000 Miscellaneous Costs \$406,000

Total Expenses: \$14,415,000

Department Cost Summary

	2016-17	2017-18 Amended	2018-19 Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	27	100	-	(100)
Materials & Services	550	-	-	-
Transfer Out	-	3,052	-	(3,052)
Total Expenditures	550	3,052	-	(3,052)
Net Expenditures	(523)	(2,952)	-	(2,952)



Public Safety Facilities Construction Fund

Historical Highlights

- **1940's** Police Department housed in south administrative area of old Fire Hall Building.
- 1940's When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.
- 1960's In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.
- 1986 City of McMinnville purchased the building from McMinnville Water & Light Department.
- 1987 City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).
- 1987 City of McMinnville Police
 Department and YCOM move into remodeled facilities.
- 1990's Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.

- 2006 City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.
- The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.
- 2007 Construction of the new Public Safety Facility, located at the SW corner of 2nd St / Adams St, commences.
- Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.
- 2009 The construction of the new Civic Hall and Mayor Edward J. Gormley Plaza completed.

- 90% of arbitrage rebate liability paid to Internal Revenue Service. 10% of liability reserved for final arbitrage calculation which will be completed in 2016.
- Projects are complete.
 Unspent bond proceeds of
 \$42,337 transferred to Debt
 Service Fund to reduce tax levy
 for 2006 Public Safety Facilities
 Bonds debt service.



2014 Civic Hall Building is named after retiring City Manager, Kent L. Taylor, to honor his 27 years of service to the City of McMinnville.

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2016	2017	2018	Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
11,476	3,184	2,952	4040-05 Designated Begin FB-Public Safety Facility - Arbitrage Reba Reserve	te 0	0	0
			Proceeds from 2006 issuance of bonds carried forward for payment of possible arbitrag rebate liability.	Э		
169	219	0	4090 Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	0	0	0
11,645	3,403	2,952	TOTAL BEGINNING FUND BALANCE	0	0	0
			MISCELLANEOUS			
50	27	100	6310 Interest	0	0	0
50	27	100	TOTAL MISCELLANEOUS	0	0	0
11,695	3,430	3,052	TOTAL RESOURCES	0	0	0

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2016	2017	2018		Department : N/A	2019	2019	201
ACTUAL	ACTUAL	AMENDED		Section :N/A	PROPOSED	APPROVED	ADOPTE
		BUDGET		Program :N/A	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				MATERIALS AND SERVICES			
8,292	550	0	7750-57	Professional Services - Financing Administration	0	0	0
8,292	550	0		TOTAL MATERIALS AND SERVICES	0	0	0
				TRANSFERS OUT			
0	0	3,052	9700-60	Transfers Out - Debt Service	0	0	0
0	0	3,052		TOTAL TRANSFERS OUT	0	0	0
				ENDING FUND BALANCE			
3,184	0	0	9940-05	Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve	0	0	0
219	2,880	0	9999	Unappropriated Ending Fd Balance	0	0	0
3,403	2,880	0		TOTAL ENDING FUND BALANCE	0	0	0
11,695	3,430	3,052		TOTAL REQUIREMENTS	0	0	0

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

10 1 0 2 2 10 0 / 11 2 1 1 1 / 10 12 11 1 0 1 1 0 1 1 0 1 1 0 1 1 0 1 1 0 1						
2016	2017	2018	Department :N/A	2019	2019	2019
ACTUAL	ACTUAL ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
BUDGET	BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET	
11,695	3,430	3,052	TOTAL RESOURCES	0	0	0
11,695	3,430	3,052	TOTAL REQUIREMENTS	0	0	0



Transportation Fund

Budget Highlights

- Planned capital improvements during fiscal year 2018-19 include:
 - The completion of the Hill Road corridor improvements project (Transportation Bond);
 - The construction of the 1st & 2nd Street pedestrian improvements project (Transportation Bond);
 - The construction of pedestrian & safety improvement projects (Transportation Bond);
 - The construction of the 2018 Contract Overlays (Transportation Bond) & 2018 Slurry Seals (State Gas Taxes) projects;
 - The design and construction of the Old Sheridan Road corridor improvements project (Transportation Bond);
- The 2018-19 proposed budget includes a transfer of \$570,000 from the Street Fund to help fund street preservation (non-transportation bond overlay work & slurry seal applications) work in various areas around the community.
- Also included in the 2018-19 budget proposal is the \$201,248 principal & interest payment on the ODOT loan for the City's portion of the Newberg Dundee bypass project. The City will use a portion of our allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment. The remainder of the City's STP funds will be aggregated with future STP allotments and fund exchanged with ODOT in a future fiscal year to help pay for street preservation work.

Core Services

- Capital improvements to the City's transportation system that increase the system capacity.
- Contracted maintenance projects that extend the life of the City's transportation system.

Future Challenges and Opportunities

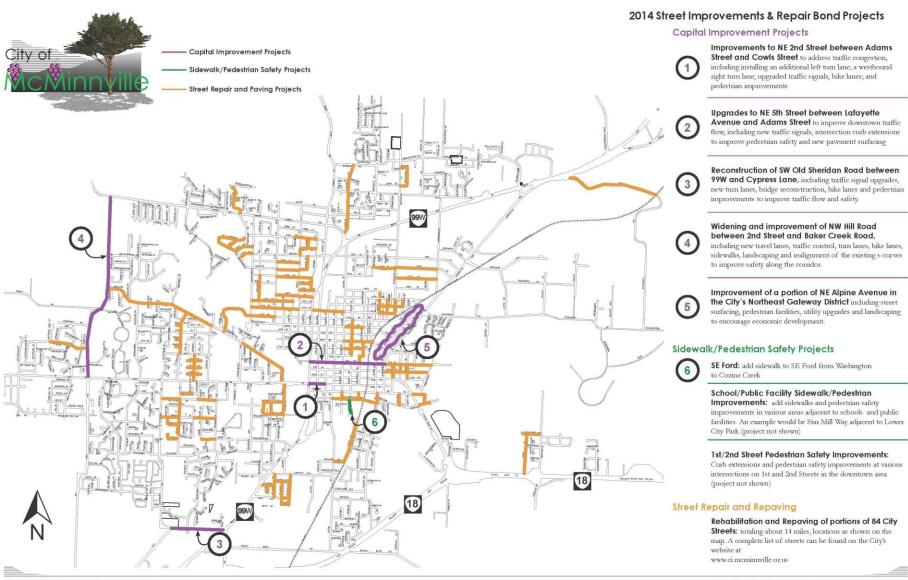
 Develop an implementation plan to address the remaining transportation capital needs identified in the updated Transportation System Plan.



During the summer of 2017, the \$2.6-million NE 5th Street Improvements Project was completed. The purpose of the project is to improve traffic flow in the City's core and enhance roadway pedestrian safety. improvements are part of the transportation bond measure approved by the voters in 2014.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	1,496,997	9,190,487	1,028,448	(8,162,039)
Materials & Services	1,932,463	1,992,700	489,700	(1,503,000)
Capital Outlay	5,082,698	11,322,000	5,680,000	(5,642,000)
Debt Service	201,248	201,248	201,248	-
Transfers Out	149,480	165,846	173,824	7,978
Total Expenditures	7,365,889	13,681,794	6,544,772	(7,137,022)
Net Expenditures	(5,868,892)	(4,491,307)	(5,516,324)	1,025,017





Transportation Fund

Historical Highlights

1856	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by	1983	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	Transportation Fund implemented to account for SDCs and street capital projects.
4000	Adams Street / 1st Street / Evans Street / 5th Street.	1986	Voters pass 3-year serial levy for street maintenance, street repairs, and traffic	1996	McMinnville voters approve an expanded
1900	In the early 1900's, many of the downtown area streets constructed.	1000	signals - \$105,000 per year.		10-year general obligation bond measure for street
1950	Approximately 15 miles of City streets mostly from the downtown area north to 15 th Street - both east and west of Adams / Baker Streets.	1990	Approximately 64 miles of City streets development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial		improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes.
1970	Approximately 40 miles of City streets Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and	1994	Promotion industrial area. City adopts "Transportation Master Plan."	1997	West 2 nd Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond
	McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.	1995	May 1995, voters failed 10- year transportation debt service bond levy by 5 votes - \$5,995,000.	1997	project. Baker Creek Road extension project
1975	Voters pass 5-year roadway serial levy - \$120,000 per year.	1995	City Council adopts Resolution 1995-14 establishing system		completed linking Baker Creek Road more directly with Hwy 99W - bond project.
1980	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.		development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.	1999	In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.

- 2000 Pedestrian improvements along Fellows Street west of 99W are installed bond project.
- 2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.
- 2007 City Council adopts
 resolution adjusting the
 transportation SDC rate to
 \$149 per equivalent trip
 length for new
 development.
- Working through the
 Oregon Department of
 Transportation, the City
 accessed approximately
 \$700,000 in federal
 economic stimulus funds to
 complete asphalt overlays
 on 2.25 miles of City
 collector streets and to
 upgrade about 140 corner
 curb ramps to current
 standards.

- 2010 City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.
- 2010 In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.
- 2013 City Council authorizes
 Mayor to accept ODOT's
 terms & conditions on
 proposed Oregon
 Transportation Infrastructure
 bank loan for City's share of
 local funding match for the
 Newberg-Dundee bypass
 project.
- 2014 The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.

- The City worked with the School District to identify needed pedestrian safety improvements near schools and other public facilities. In 2017, the City completed \$1.2-million of work to sidewalks and crosswalks in many areas of the community, including:
 - Adding sidewalk along Ford Street south of 1st Street;
 - Upgrades to the Fellows Street / Agee Street crossing;
 - Installation of sidewalk and crossing improvements along South Davis Street (Alethea Way to Cleveland Avenue);
 - Upgrades to the Michelbook Lane / Ash Street crossing:
 - Upgrades to the Galloway Street / 15th Street crossing;
 - Completion of the Star Mill Way - Wallace Road sidewalk: and
 - Sidewalk improvements along Grandhaven Street (Lucas Drirve to Grandhaven Drive)



•	•			45 - IKANSFOKTATION FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/ A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
2,049,290	2,271,426	2,606,177	Estimated s	Designated Begin FB-Transport Fd - Transportation SDC system development charge (SDC) designated carryover at July 1 from prior year; ulation of transportation SDC revenues has been MORE than qualifying ion SDC expenditures since the implementation of the transportation SDC.	2,190,757	0	0
18,110,675	15,163,208	8,712,583		Designated Begin FB-Transport Fd - Bond Proceeds carried forward from GO bonds designated for projects, as defined in November measure	7,206,664	0	0
138,213	11,244	139,032		Beginning Fund Balance July 1 undesignated carryover from prior year	-165,741	0	0
20,298,178	17,445,877	11,457,792		TOTAL BEGINNING FUND BALANCE	9,231,680	0	0
				INTERGOVERNMENTAL			
40,361	57,882	399,639		OR Department of Transportation ntribution to the 2nd Street transportation bond project per IGA #30520	0	0	0
0	201,248	201,248	The City ex funds. The Without the project. Th	OR Federal Exchange - TEA 21 schanges its Federal Surface Transportation Program (STP) allocations for State exchange rate is 94 cents of state funds for every \$1 of federal funds exchanged. If fund exchange, the federal dollars would need to be spent on a federal aid the funds are also used to cover the principal/interest on the ODOT loan for the experiment of the Newberg/Dundee Bypass (exchanged at \$1 state for \$1 federal).	201,248	0	0
40,361	259,130	600,887		TOTAL INTERGOVERNMENTAL	201,248	0	0
				CHARGES FOR SERVICES			
252,413	479,540	200,000	Transportati Oregon Re	System Development Charges tion system development charges (SDC) received from new development. vised Statutes require transportation SDCs be used to fund projects that increase ansportation system capacity.	200,000	0	0
252,413	479,540	200,000		TOTAL CHARGES FOR SERVICES	200,000	0	0
				MISCELLANEOUS			
4,067	13,280	14,100	6310	Interest	16,700	0	0
115,157	145,047	60,500	6310-30	Interest - Bond	40,500	0	0
0	0	0	6600	Other Income	0	0	0
119,224	158,327	74,600		TOTAL MISCELLANEOUS	57,200	0	0
				OTHER FINANCING SOURCE			
0	0	7,915,000	6820-05	Bond Proceeds - Par Amount	0	0	0

2019	2019	2019				Department :N/A		2018	2017	2016
ADOPTED	APPROVED	PROPOSED				Section :N/A		AMENDED	ACTUAL	ACTUAL
BUDGET	BUDGET	BUDGET				Program :N/A		BUDGET		
0	0	0				Bond Proceeds - Premium	6820-10	0	0	0
0	0	0		OURCE	CING S	TOTAL OTHER FINAL		7,915,000	0	0
						TRANSFERS IN				
0	0	570,000				Transfers In - Street	6900-20	400,000	600,000	100,000
			<u>Total</u>	Amt/Unit	<u>Units</u>	cription	<u>Descripti</u>			
			570,000	570,000	1	tax revenues used to fund Transportation Fund enses.	Gas tax expense			
0	0	570,000		<u></u>	FERS IN	TOTAL TRANS		400,000	600,000	100,000
0	0	10,260,128			URCES	TOTAL RESC		20,648,279	18,942,875	20,810,177

				45 - IKANSPURTAT	ION FUN	עו				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET)	Department : N/A Section : N/A Program : N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 ⁻ ADOPTE BUDGE
					REMENTS					
				MATERIALS AND SERVICES						
20,276	27,385	41,700	7750	Professional Services				92,200	0	
,	•		Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	e allocation	1	14,200	14,200			
				Parkway Committee Support	1	18,000	18,000			
				aneous consulting services	1	10,000	10,000			
				te Avenue Pavement Design Services	1	50,000	50,000			
800	0	0	7750-57	Professional Services - Financii	ng Administr	ation		0	0	
0	0	0	7750-63	Professional Services - Financia	ng Issuance	Cost		0	0	
0	0	0	7770-65	Professional Services - Projects	- Curb Ram	p Replacer	nent	0	0	
85,202	20,214	25,000	7770-67 Consulting s	Professional Services - Projects services related to street repair and repavi				25,000	0	
185,071	306,870	191,000	7770-70 Consulting s	Professional Services - Projects services related to 2nd Street improvement			ents	0	0	
490,804	118,132	0	7770-71 Consulting s	Professional Services - Projects services related to 5th Street improvement			ents	0	0	
410,411	227,011	50,000	7770-72 Consulting s	Professional Services - Projects services related to Alpine Avenue improve			e)	0	0	
243,942	862,382	1,115,000		Professional Services - Projects services related to Hill Road improvements			nts	82,500	0	
0	0	150,000	7770-74 Consulting s	Professional Services - Projects services related to Old Sheridan Road imp			asure)	145,000	0	
43,858	118,254	60,000	7770-75 Consulting s	Professional Services - Projects services related to Ford Street sidewalk pro	s - Ford Stree oject (bond mea	et Sidewalk asure)		0	0	
5,599	101,606	195,000	7770-76	Professional Services - Projects Improvement	s - 1st & 2nd	Pedestrian		20,000	0	
			Consulting s (bond meas	services related to 1st and 2nd Street pede ure)	estrian safety in	nprovements	project			
37,845	150,607	165,000	7770-77	Professional Services - Projects Improvements		•		125,000	0	
				services related to pedestrian safety projec						
1,523,807	1,932,463	1,992,700		TOTAL MATERIA	LS AND SE	RVICES		489,700	0	
				CAPITAL OUTLAY						
0	90,240	100,000	9020-05 Slurry seal a	Street Resurfacing - Seal Coating application on various City streets, primarily		change reso	urces.	100,000	0	
16,330	540,899	0	9020-10 Pavement o	Street Resurfacing - Contract O verlay of various City streets, primarily usi	•	ige resources	S.	0	0	
of MoMinnyilla	Pudgot Doouma	ont Bonort		Page 192 of	:056				4/40/	2010

2016	2017	2018	Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
1,717,692	1,789,991	1,427,000	9020-20 Street Resurfacing - Bond Measure Street repair and repaving projects	900,000	0	0
0	128,450	1,860,000	9030-05 Street Improvements - 2nd Street Improvements to NE 2nd St between Adams and Cowls (bond measure)	0	0	0
1,116	1,987,580	0	9030-06 Street Improvements - 5th Street Upgrades to NE 5th St between Lafayette Ave and Adams St (bond measure)	0	0	0
0	544,800	910,000	9030-07 Street Improvements - Alpine Avenue Improvement of a portion of NE Alpine Ave (bond measure)	0	0	0
0	281	4,525,000	·	2,300,000	0	0
0	228	300,000	9030-10 Street Improvements - Ford Street Sidewalk Ford Street sidewalk safety project (bond measure)	0	0	0
0	0	900,000	9030-11 Street Improvements - 1st & 2nd Street Pedestrian 1st/2nd St pedestrian safety improvements (bond measure)	1,500,000	0	0
0	230	1,300,000	· · · · · · · · · · · · · · · · · · ·	880,000	0	0
0	0	0	9150-05 Developer Reimbursement - Storm Drainage Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.	0	0	0
1,735,138	5,082,698	11,322,000	TOTAL CAPITAL OUTLAY	5,680,000	0	0
			DEBT SERVICE			
0	155,400	159,942	9472-05 ODOT Loan - Newberg/Dundee Bypass - Principal Payment on ODOT loan for Phase I of project	154,409	0	0
0	45,848	41,306	9472-10 ODOT Loan - Newberg/Dundee Bypass - Interest Interest payment for City's loan balance	46,839	0	0
0	201,248	201,248	TOTAL DEBT SERVICE	201,248	0	0
			TRANSFERS OUT			
105,354	149,480	165,846	9700-01 Transfers Out - General Fund	173,824	0	0
			<u>Description</u> <u>Units Amt/Unit Total</u>			
			Transportation Fund support of Engineering 1 14,251 14,251 operations.			
			Engineering, Admin, & Finance personnel services 1 159,573 159,573 support.			
105,354	149,480	165,846	TOTAL TRANSFERS OUT	173,824	0	0
			<u>CONTINGENCIES</u>			
0	0	500,000	9800 Contingencies Budget Note: As budgeted, contingency is 100% bond proceeds	500,000	0	0

2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department : N/A Section : N/A Program : N/A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	500,000	TOTAL CONTINGENCIES	500,000	0	0
		ENDING FUND BALANCE			
0	2,047,392	9945-05 Designated End FB - Transport Fd - Transportation SDC Designated system development charge (SDC) carryover from proposed budget year to subsequent year; accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	1,991,593	2,643,395	2,271,426
0	1,156,097	9945-15 Designated End FB - Transport Fd - Bond Proceeds Proceeds from GO bonds carried forward from proposed budget year to subsequent year; proceeds designated for transportation projects, as defined in November 2014 ballot measure	4,267,692	9,150,486	15,163,208
0	11,867	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	207,200	-216,896	11,243
0	3,215,356	TOTAL ENDING FUND BALANCE	6,466,485	11,576,986	17,445,877
0	10,260,128	TOTAL REQUIREMENTS	20,648,279	18,942,875	20,810,176
	0 0 0 0 0	PROPOSED BUDGET APPROVED BUDGET 500,000 0 2,047,392 0 1,156,097 0 11,867 0 3,215,356 0	Section :N/A Program :N/A Program :N/A TOTAL CONTINGENCIES 500,000 ENDING FUND BALANCE 9945-05 Designated End FB - Transport Fd - Transportation SDC Designated system development charge (SDC) carryover from proposed budget year to subsequent year; accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC. 9945-15 Designated End FB - Transport Fd - Bond Proceeds Proceeds from GO bonds carried forward from proposed budget year to subsequent year; proceeds designated for transportation projects, as defined in November 2014 ballot measure 9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. TOTAL ENDING FUND BALANCE 3,215,356 0	AMENDED BUDGET Section :N/A Program :N/A Frogram :N/A TOTAL CONTINGENCIES 500,000 ENDING FUND BALANCE 1,991,593 9945-05 Designated End FB - Transport Fd - Transportation SDC Designated system development charge (SDC) carryover from proposed budget year to subsequent year; accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC. 4,267,692 9945-15 Designated End FB - Transport Fd - Bond Proceeds Proceeds from GO bonds carried forward from proposed budget year to subsequent year; proceeds designated for transportation projects, as defined in November 2014 ballot measure Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. TOTAL ENDING FUND BALANCE PROPOSED BUDGET BUDGET BUDGET APPROVED BUDGET 2,047,392 0,047,392 0,047,392 1,156,097 0 1,156,097 0 11,867 0 11,867 0 TOTAL ENDING FUND BALANCE 3,215,356 0	ACTUAL AMENDED BUDGET Section :N/A Program :N/A O 500,000 TOTAL CONTINGENCIES 500,000 O ENDING FUND BALANCE 2,643,395 1,991,593 9945-05 Designated End FB - Transport Fd - Transportation SDC Designated system development charge (SDC) carryover from proposed budget year to subsequent year; accumulation of transportation SDC expenditures since the implementation of the transportation SDC. 9,150,486 4,267,692 9945-15 Designated End FB - Transport Fd - Bond Proceeds Proceeds from GO bonds carried forward from proposed budget year to subsequent year; proceeds designated for transportation projects, as defined in November 2014 ballot measure Undesignated carryover from proposed budget year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. 11,576,986 6,466,485 TOTAL ENDING FUND BALANCE 3,215,356 0

2016	2017	2018	Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
20,810,177	18,942,875	20,648,279	TOTAL RESOURCES	10,260,128	0	0
20,810,176	18,942,875	20,648,279	TOTAL REQUIREMENTS	10,260,128	0	0



Budget Highlights

- The Park Development Fund's main funding source has been the voter approved \$9.1 million parks bond measure from 2000. That funding source is slated to be spent after the construction of the NW Neighborhood Park. There is no other revenue source currently identified, other than Parks SDC's or potential grants, to facilitate additional improvements, upgrades or new construction to McMinnville's park system. The projection for SDC revenue over the next few years is not sufficient to fund much beyond the debt service payments and administrative fees. The 2000 bonds are scheduled to be paid off in 2021.
- The 2018-19 proposed budget estimate for park systems development charge (SDC's) revenue is based on approximately 125 single family residential permits generating a total of \$291,000. The current Park SDC rate is \$2331 per residential unit.
- The new NW Neighborhood park project continues moving forward and is scheduled to go out to bid at the end of FY 17/18.

Future Challenges and Opportunities

- The 1999 Master Plan paved the way for great park projects and it has served our community very well over the years. After almost 20 years, it needs to be updated to create a vision for the next 20 years of park development in McMinnville. The Planning Commission work plan tentatively has this planning effort occurring around 2021-2023 within existing resources. This timeframe could be accelerated if additional funding or grants are obtained.
- Through the master planning process, new or improved funding sources for park acquisition, development and maintenance should be determined.
- The community has an expectation that parks will continue to develop, that unfinished park projects will be completed, and that deteriorating or deferred projects will be funded and completed.

The challenge of bringing the existing parks back to conditions prior to the reductions from 2013-14 is critical to ensuring public support for parks and future funding mechanisms. The 2018-19 budget includes some increase in maintenance staff to begin to work on the backlog from deferred maintenance.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	253,097	850,148	958,805	108,657
Materials & Services	45,909	135,258	97,008	(38,250)
Capital Outlay	142,519	1,545,330	1,545,380	50
Transfers Out	154,999	158,359	54,723	(103,636)
Total Expenditures	343,427	1,838,947	1,697,111	(141,836)
Net Expenditures	(90,331)	(988,799)	(738,306)	(250,493)



City Park



Park Development Fund

Historical Highlights

1906	In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek
	that drew water from Cozine Creek.

- 1909 More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.
- 1917 City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.
- 1927 Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.
- **1956** McMinnville Aquatic Center constructed.

- 1960 Wortman Park acquisition completed Wortman/ Koch family donations.
- 1968 Quarry Park Site on West Second Street acquired from State of Oregon.
- **1977** Airport Park completed.
- 1979 Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund now Rotary Nature Preserve at Tice Woods.
- 1979 Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.
- 1979 From 1979 1981, old
 National Guard Armory at 6th
 and Evans purchased by City;
 bond levy passes for remodel
 in March 1979; construction
 project begins in 1980; and
 Community Center opens
 February 1981.

- McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property 80 floodplain acres. Water & Light "trades" the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- Park phases I and II completed 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.
- 1988 From 1988 1992,
 Westvale, Jandina, and
 James Additions,
 Ashmeadows Greenway in
 west McMinnville constructed
 in neighborhood phases.
- 1990 Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.
- 1991 City Council adopts a park system development charge (SDC) of \$300 per residential unit.

Park Development Fund

Historical Highlights

- Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.
- From 1994 1995, City receives \$600,000 Community Development Block Grant to help construct Senior Center; Senior Center opens at Wortman Park, October 1995.
- Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the weeklong construction project.



1996 Major flood damage to Dancer Park facilities; 300 community volunteers remove gravel and debris from fields and help repair damage; local contractors make facility and roadway repairs and reconstruct new skatepark foundation. Original skatepark opens.

- revised park system
 development charge,
 implementing an increase in
 park SDC rates from \$300 to
 \$2,000 per residential unit,
 phased in over 18 months.
 Significant increase to help
 fund approximately 40% of
 projected growth related park
 needs as specified in the
 Parks Master Plan Update
 under development.
- 1999 Dancer Park Phase III expanded irrigation and field areas for softball/ baseball to 60 acres including gravel overflow parking completed.
- 1999 Parks, Recreation, and Open Space Master Plan adopted by City Council
- **1999** SW Community Park property purchased.
- 2000 In November, McMinnville voters pass \$9.5 million 20-year general obligation park system improvement bond issue.

- **2001** SW Community Park planning and design process begins -park bond project.
- Thompson Park construction project begins in south McMinnville.
- 2002 Marsh Lane Extension and Dancer Park expansion begins providing new roadway access, parking, soccer/baseball fields- park bond projects.
- **2002** Bend-O-River mini-park in east McMinnville constructed.
- 2003 Thompson Park construction complete; park opens in June.
- 2003 Marsh Lane Extension and Dancer Park Expansion Project substantially complete.
- 2003 Taylor Park in Brockwood and Fellows vicinity renovated with property tax dollars.

Park Development Fund

Historical Highlights

2004	From 2004 – 2005, City Park and
	Wortman Park Renovation Projects
	begin; and in the spring of 2005 are
	substantially complete. New trail
	systems, restrooms, picnic area
	improvements, playgrounds.

- 2004 Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.
- 2004 In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.
- 2005 SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.
- Phase I of BPA Westside
 Pedestrian/ Bicycle Pathway
 between West Second Street and
 Wallace Way is completed in
 October 2005.

McMinnville's new skatepark will be named for popular high school student and local skater Drew Ottley, who died unexpectedly of meningococcal disease in January 2006.

McMinnville is awarded a \$120,000 Local Govt. Grant to support the Kiwanis Marine Park renovation and dog-park project. The design phase is initiated.

2007 The City acquires a 7.7 acre property west of Hill Road that will become the new West Hills Neighborhood Park. The park design phase of the project is initiated.

The City accepts the donation from Mark and Elise Smith of a dedicated park easement upon a four-acre property for the purpose of providing a neighborhood park within a future residential development in northwest McMinnville.

2008 The Senior Center parking expansion project is completed in December. This is one of the few remaining park improvement bond projects approved in 2000.

The Kiwanis Marine Park renovation project was completed in the fall. Improvements included new parking, new pedestrian bridge spanning the park ravine, new accessible pathways and clearing the boat ramp and access path of tons of storm and flood debris.

A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall.

2010 McMinnville's first Dog Park was opened in February.
This four-acre park has both year-round and seasonal areas with asphalt pathways throughout.

2010

Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.

2010

Phases II and III of the offstreet Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.

2010

McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water. 2011

"Chegwyn Farms
Neighborhood Park"
McMinnville's new 4-acre,
"farm-themed" park on
Hembree Street in NE
McMinnville is completed in
April.



2014

The acquisition of a new park property was finalized; the new four-acre neighborhood park will serve area residents in NW McMinnville.

2015

Neighborhood park planning workshops for the new NW Neighborhood park were initiated in January. The resulting park master plan will be finalized in April or May.

•	-			30 - PARK DEVELOF MENT I OND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
965,924	1,102,610	986,478	4050-05	Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds uly 1, 2018 designated carryover of 2001 Park Improvement Bond proceeds.	972,987	0	0
16,000	16,000	16,000	4050-25 July 1, 2018	Designated Begin FB-Park Dev Fd - Heather Hollow B carryover donation from the Heather Glen Homeowners Association for future to Heather Hollow Neighborhood Park.	16,000	0	0
12,500	12,500	0	4050-30	Designated Begin FB-Park Dev Fd - Howard F Nice Trust	0	0	0
4,229	3,840	5,677	4090 Estimated J	Beginning Fund Balance uly 1, 2018 undesignated carryover from the 2017-2018 fiscal year.	22,772	0	0
			balance. The	e: SDC accounting discloses a negative system development charge (SDC) fund nis negative balance indicates that qualifying park improvement projects could all or partially funded by SDCs, but were instead funded by park improvement eds since adequate SDCs were not available. This will continue to be the case for ble future.			
998,653	1,134,950	1,008,155		TOTAL BEGINNING FUND BALANCE	1,011,759	0	0
				INTERGOVERNMENTAL			
0	60,863	0	and renovat	Federal LWCF Grant /ater Conservation Fund (LWCF) Grant funds to support City Park project design tion expenditures described in line items 7770-30 (Professional Services) and tark Improvements - City Park).	0	0	0
0	7,930	260,000	4770-27	OR State Park & Recreation Grant - NW Neighborhood Park	267,075	0	0
0	68,792	260,000		TOTAL INTERGOVERNMENTAL	267,075	0	0
				CHARGES FOR SERVICES			
301,180	129,198	248,860	Park systen home const	System Development Charges n development charges (SDC) for park development from apartment and new ruction projects. Oregon Revised Statutes require SDCs be used to fund projects opulation growth.	233,100	0	0
				e: Current Park SDC is \$2,331 per residential unit. Budget assumes 125 new units in 18-19.			
301,180	129,198	248,860		TOTAL CHARGES FOR SERVICES	233,100	0	0
				MISCELLANEOUS			
939	3,807	5,500	6310 Interest ear	Interest ned on SDC, grant, intergovernmental, etc balances	6,200	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department :N/A Section :N/A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	3,200	Program :N/A st - Bond pent Park System Improvement Bond proceeds.	4,700	8,514	5,425
0	0	60,000	s - The Collins Foundation has awarded the City \$60,000 to support the NW Neighborhood Park Playground.	60,000	0	0
0	0	25,000	s - Ford Family Foundation lation has awarded the City \$25,000 to support the NW Neighborhood sive Playground.	25,000	0	0
0	0	350	ions - Park Development I over from 2017 to 2018 (\$308 is for Dog Park.) Other donations for rk improvements are sometimes received within this account.)	258	0	260
0	0	133,880	ions - Park Development - NW Neighborhood Park	133,830	0	0
0	0	0	Income	112,000	42,785	0
0	0	228,630	TOTAL MISCELLANEOUS	341,288	55,106	6,623
			SFERS IN			
0	0	230,000	ers In - Wastewater Capital	0	0	0
			Units Amt/Unit Total truction 1 230,000 230,000			
0	0	230,000	TOTAL TRANSFERS IN	0	0	0
0	0	1,970,564	TOTAL RESOURCES	1,858,303	1,388,047	,306,456

2019 ADOPTEI BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	Department : N/A Section : N/A Program : N/A		2017 ACTUAL	2016 ACTUAL
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	308	Materials & Supplies - Donations	258	0	260
0	0	2,200	Professional Services	2,500	1,371	1,351
			DescriptionUnitsAmt/UnitTotalAudit fee allocation12,2002,200			
0	0	500	-57 Professional Services - Financing Administration	500	3,700	500
0	0	94,000	-27 Professional Services - Projects - NW Neighborhood Park NW Neighborhood park master plan refinements, final construction documents and ruction management services.		27,470	6,309
			et Note: Project funded by Park Improvement Bonds & grants, although project ies for 80% park SDC funding.			
0	0	0	-30 Professional Services - Projects - City Park Renovations	0	13,368	6,200
0	0	97,008	TOTAL MATERIALS AND SERVICES	135,258	45,909	14,620
			CAPITAL OUTLAY			
0	0	218,880	-05 Equipment - Donations - NW Park Playground s expended in this account come from specified donations and grants as shown in ue line-items 6360-16, 6360-18, and 6450.	218,830	0	0
0	0	0	-20 Park Construction - NE Neighborhood Park vay connection for new neighborhood access on the north park parimeter.	0	0	4,650
0	0	1,326,500	-25 Park Construction - NW Neighborhood Park truction starting in June '18 - through October '18. Budget Note: Construction funded ark Improvement Bonds, although project qualifies for 80% park SDC funding.		0	0
0	0	0	-15 Park Improvements - City Park Renovations	0	142,519	0
0	0	0	Park Improvements - Heather Hollow City Park Iture improvements within Heather Hollow Neighborhood Park. Specific improvements is identified through discussions with residents of the Heather Glen subdivision in SW innville who provided the money for the yet to be determined Heather Hollow Park is.		0	0
			et Note: Project funded 100% by donation.			
0	0	1,545,380	TOTAL CAPITAL OUTLAY	1,545,330	142,519	4,650

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				nent : N/A tion : N/A ram : N/ A			2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
						S OUT	TRANSFERS				
0	0	54,723				- General Fund	1 Transfers Out -	9700-01	58,359	54,999	52,236
			<u>Total</u> 54,723	<u>Amt/Unit</u> 54,723	<u>Units</u> 1	& Finance personnel	<u>scription</u> rks & Rec Admin, Admin, & vices support.	Parks			
0	0	0	-front"	ds which "up-	ement Bon	service for the Park Impi	Transfers Out - or to partially off-set debt se the SDC portion of projects		100,000	100,000	100,000
				Service Fund.	e to Debt S	ude transfer of SDC reve	ed 2018-19 does not includ	Proposed 2			
0	0	54,723		I	ERS OU	TOTAL TRANS			158,359	154,999	152,236
						ICIES	CONTINGENC				
0	0	257,453				S	Contingencies	9800	3,356	0	0
0	0	257,453		<u>S</u>	<u>GENCIE</u>	TOTAL CONT			3,356	0	0
						ND BALANCE	ENDING FUND				
0	0	0		•			Designated End Proceeds s remaining at June 30 are Illows those funds to be spe		0	1,009,534	1,102,610
0	0	16,000		ollow	eather H	nd FB - Park Dev Fd	•	9950-25	16,000	16,000	16,000
0	0	0		Nice Trust	oward F	nd FB - Park Dev Fd	0 Designated End	9950-30	0	0	12,500
0	0	0	balance,	Unappropriated Ending Fd Balance All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent		All funds re	0	19,086	3,840		
0	0	16,000		NCE	ID BALA	TOTAL ENDING F	<u>T</u>		16,000	1,044,620	1,134,950
0	0	1,970,564		S	EMENT:	TOTAL REQU			1,858,303	1,388,047	1,306,456

			•• • • • • • • • • • • • • • • • • • • •			
2016	2017	2018	Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
1,306,456	1,388,047	1,858,303	TOTAL RESOURCES	1,970,564	0	0
1,306,456	1,388,047	1,858,303	TOTAL REQUIREMENTS	1,970,564	0	0



Debt Service Fund

Budget Highlights

Debt Service - Current Property Taxes

- In fiscal year 2018-19, the City will levy \$3,661,900 in property taxes for principal and interest debt service payments on general obligation bonds. This levy will result in an estimated tax rate for debt service of \$1.4675 per \$1,000 of assessed property values. This tax rate compares to the actual debt service tax rate of \$1.3360 in 2017-18.
- The increase in the taxes levied is due to principal and interest payments on the \$7,915,000 in general obligation bonds (GO) issued in February 2018 to fund major street improvement projects.
- When calculating the tax levy for debt service, the City takes into account that approximately 8% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- 2011 Park Improvement Refunding Bonds In 2011, GO bonds were issued to refund (i.e., pay off) Park Improvement Bonds issued in 2001. The 2011 Refunding Bonds will be fully paid in 2021.
- 2015 Transportation Bonds In April 2015 the City issued \$16,085,000 in GO bonds for transportation projects. Issuance of the bonds was approved by the voters in November 2014. The bonds are 15-year bonds and will be fully paid in 2030.
- 2015 Refunding Bonds In April 2015, the City issued \$7,235,000 in GO refunding bonds, with proceeds of the bonds used to pay off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The 2016 Refunding bonds are 10-year bonds and will be fully paid in 2025.
- 2018 Transportation Bonds In February 2018, the City issued \$7,915,000 in GO bonds for completion of transportation projects.

This issuance was the second series of the \$24 million in GO bonds approved by the voters in 2014. The first series of transportation bonds was issued in 2015. The bonds are 15-year bonds and will be fully paid in 2033.

Transfers from Other Funds

- All costs or certain percentages of the costs of capital projects are frequently funded with systems development charge (SDC) revenue. SDC revenue may be transferred to the Debt Service Fund to offset the cost of debt service payments on bonds that were issued to fund the project. SDC revenue can only be used in this manner in proportion to the percentage of a project that was eligible for funding with SDC revenue.
- Transfer from Transportation Fund After all bond proceeds and interest earned on the proceeds are spent, the final SDC percentage will be calculated. In the future, the City intends to transfer qualifying SDC revenues from the Transportation Fund to the Debt Service Fund to reduce the related debt service tax levy.
- Transfer from Park Development Fund Since 2001 when the \$9,500,000 General Obligations Bonds for Park System Improvements were issued, park SDC revenues have been transferred to the Debt Service Fund to reduce the related debt service tax levy. In the past, \$100,000 in park SDC revenue has been transferred from the Park Development Fund to the Debt Service Fund. However, there is no proposed transfer of SDC revenues in the proposed 2018-19 budget, due to an anticipated reduction in SDC revenues for park improvement projects.

Designated Ending Fund Balance (DEFB)

DEFB's are used to pay debt service payments due prior to the collection of property taxes in November; therefore, the prior fiscal year's debt service levy must be sufficient to cover debt service payments due from July 1 through November 1.

Future Challenges and Opportunities

- Major capital projects, building repairs, and equipment related to general services provided by the City must be funded with general operating revenues or by the issuance of debt.
- The City has issued general obligation bonds in the past and used the proceeds to finance the Police Station, the Civic Hall, Park System improvements, and Transportation improvement projects. Since property taxes are used to pay debt service on general obligation bonds, these bonds must be approved by the voters and are exempt from property tax limitations.
- The City will continue to evaluate and identify fiscally responsible options for the funding of major capital projects, building repairs, and equipment purchases in the future.

Department Cost Summary

		<i></i>		
		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	2,738,537	3,364,252	3,724,400	360,148
Debt Service	3,358,950	3,417,100	3,731,138	314,038
Other Financing Uses	-	-	-	-
Total Expenditures	3,358,950	3,417,100	3,731,138	314,038
Net Expenditures	(620,413)	(52,848)	(6,738)	(46,110)



Debt Service Fund

Historical Highlights

1969	Voters approve \$710,000 six- year sewage disposal general obligation bond issue.	1984	Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.	2002	November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.
1975	City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.	1986	September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.	2006	Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006.
1978	March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.	1989	Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.	2011	2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.
1978	November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.	1995	Voters fail 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.	2012 2014	Projects in Public Safety Facilities Construction Fund completed. November 2014, voters
1980	February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.	1996	Bonds issued for advance refunding of 1989 bonds.	2014	approve 15-year general obligation bonds for transportation system improvements
1982	May 1982, voters approve a seven-year property tax serial levy to construct airport office building.	1996	Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.	2015	Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
1982	August 1982, voters approve a seven-year general obligation bond to replace the seven-year	1997	Bonds issued to refund 1979 community center	2015	First series of GO bonds approved in 2014 are issued
	serial levy to construct airport office building.		bonds and 1987 fire station bonds.	2016	Second series of GO bonds approved in 2014 are issued

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
615,000	640,000	0	Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmi Aug 1	t 0	0	C
25,100	12,800	0	Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1	0	0	C
0	158,650	158,650	4060-27 Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	148,900	0	C
			July 1 designated carryover from prior year to pay Public Safety Building Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes			
535,000	550,000	555,000	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	570,000	0	0
			July 1 designated carryover from prior year to pay 2011 Park Refunding Bond principal due August 1, which is prior to receipt of proposed budget year property taxes			
52,100	46,750	41,250	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	35,700	0	0
			July 1 designated carryover from prior year to pay 2011 Park Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes			
0	325,425	308,925	Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	290,925	0	0
			July 1 designated carryover from prior year to pay Transportation Bond Interest due August 1 which is prior to the receipt of proposed budget year property taxes			
0	0	0	Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	0
242,683	115,088	77,737	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	138,355	0	0
1,469,883	1,848,713	1,141,562	TOTAL BEGINNING FUND BALANCE	1,183,880	0	0
			PROPERTY TAXES			
2,649,494	2,545,919	3,207,200	4100-05	3,661,900	0	0
			Debt Service property tax rate estimated at \$1.4670 per \$1,000 of assessed value compared to \$1.3360 in 2017-2018			
58,696	83,819	50,000	4100-10 Property Taxes - Prior Collections of delinquent property taxes from prior year Debt Service Fund property tax levies	50,000 s.	0	0
2,708,189	2,629,738	3,257,200	TOTAL PROPERTY TAXES	3,711,900	0	0

,284,337	4,587,250	4,505,814	TOTAL RESOURCES	4,908,280	0	(
100,000	100,000	103,052	TOTAL TRANSFERS IN	0	0	
			Proposed 2018-19 does not include transfer in of SDC revenue from Park Development Fund.			
100,000	100,000	100,000	6900-50 Transfers In - Park Development Transfer from Park Development Fund to off-set property taxes levied to pay park improvement bond debt service.	0	0	
0	0	3,052	6900-40 Transfers In - Public Safety Facilities Const All funds from Public Safety Facilities Fund were transferred to Debt Service Fund in 2017-18	0	0	
			TRANSFERS IN			
6,264	8,799	4,000	TOTAL MISCELLANEOUS	12,500	0	
6,264	8,799	4,000	6310 Interest	12,500	0	
			<u>MISCELLANEOUS</u>			
AOTOAL	AOTOAL	BUDGET	Program :N/A	BUDGET	BUDGET	BUDGI
2016 ACTUAL	2017 ACTUAL	2018 AMENDED	Department : N/A Section : N/A	2019 PROPOSED	2019 APPROVED	20 ADOPTE

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/ A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
				REQUIREMENTS			
				DEBT SERVICE			
615,000	640,000	0	9460-05	2006 PS & Court/Civic Bldg Bond - Principal - Aug 1	0	0	C
12,800	0	0	9460-10	2006 PS & Court/Civic Bldg Bond - Interest - Feb 1	0	0	(
25,100	12,800	0	9460-15	2006 PS & Court/Civic Bldg Bond - Interest - Aug 1	0	0	C
65,000	0	650,000	9462-05 2015 Public	2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 Safety Building Bond Refunding principal payment due February 1, 2018.	670,000	0	C
252,482	158,650	158,650	9462-10 2015 Public	2015 Public Safety Bldg Refunding Bond - Interest - Feb 1 Safety Building Bond Refunding interest payment due February 1, 2018.	148,900	0	C
0	158,650	158,650	9462-15 2015 Public	2015 Public Safety Bldg Refunding Bond - Interest - Aug 1 Safety Building Bond Refunding principal payment due August 1, 2017.	148,900	0	C
310,000	1,100,000	1,200,000		2015 Transportation Bond - Principal - Feb 1 ortatioin Bond principal payment due February 1, 2018	875,000	0	(
521,392	325,425	308,925	9475-10 2015 Transp	2015 Transportation Bond - Interest - Feb 1 ortation Bond interest payment due February 1, 2018	290,925	0	(
0	325,425	308,925	9475-15 2015 Transp	2015 Transportation Bond - Interest - Aug 1 ortation Bond interest payment due August 1, 2017	290,925	0	(
0	0	0	9476-05	2018 Transportation Bond - Principal - Feb 1	440,000	0	(
0	0	0	9476-10	2018 Transportation Bond - Interest - Feb 1	230,788	0	(
0	0	0	9476-15	2018 Transportation Bond - Interest - Aug 1	0	0	(
535,000	550,000	555,000	9485-05 2011 Park R	2011 Park Bond Refunding - Principal - Aug 1 efunding Bond principal payment due August 1, 2017	570,000	0	(
46,750	41,250	35,700	9485-10 2011 Park R	2011 Park Bond Refunding - Interest - Feb 1 efunding Bond interest payment due February 1, 2018	30,000	0	(
52,100	46,750	41,250	9485-15 2011 Park R	2011 Park Bond Refunding - Interest - Aug 1 efunding Bond interest payment due August 1, 2017	35,700	0	C
0	0	0	9490	Bond Refunding	0	0	(
2,435,624	3,358,950	3,417,100		TOTAL DEBT SERVICE	3,731,138	0	C
				ENDING FUND BALANCE			
640,000	0	0	9960-20	Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1	0	0	C
12,800	0	0	9960-25	Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1	0	0	(

			Jully 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Public Safety Building Refunding Bond interest due August 1, which is prior to receipt of			
0	0	580,000	proposed budget year property taxes Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin	570,000	555,000	550,000
			Pmt Aug July 1 designated carryover from proposed budget year to subsequent year for payment of the 2011 Park Refunding Bond principal due August 1, which is prior to receipt of proposed budget year property taxes			
0	0	30,000	9960-33 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1 designated carryover from prior year to subsequent year for payment of the 2011 Park Refunding Bond interest due August 1, which is prior to receipt of proposed budget year	35,700	41,250	46,750
0	0	273,425	property taxes 9960-35 Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	290,925	308,925	325,425
			July 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes			
0	0	118,150	9960-36 Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	0
			July 1 designated carryover from proposed budget year to subsequent year for payment of 2018 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes			
0	0	40,067	9999 Unappropriated Ending Fd Balance Undesignated carryover to July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	43,189	164,475	115,088
0	0	1,177,142	TOTAL ENDING FUND BALANCE	1,088,714	1,228,300	1,848,713
0	0	4,908,280	TOTAL REQUIREMENTS	4,505,814	4,587,250	4,284,337

2017 ACTUAL	2018 AMENDED	Department : N/A Section : N/A	2019 PROPOSED	2019 APPROVED	2019 ADOPTED
	BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
4,587,250	4,505,814	TOTAL RESOURCES	4,908,280	0	0
	ACTUAL 4,587,250	ACTUAL AMENDED BUDGET 4,587,250 4,505,814	ACTUAL AMENDED Section :N/A Program :N/A 4,587,250 4,505,814 TOTAL RESOURCES	ACTUAL AMENDED Section :N/A PROPOSED BUDGET 4,587,250 4,505,814 TOTAL RESOURCES 4,908,280	ACTUAL AMENDED Section:N/A PROPOSED APPROVED BUDGET Program:N/A BUDGET BUDGET

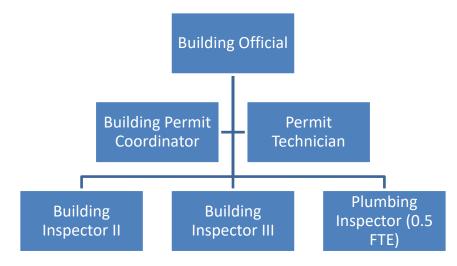
BUILDING FUND



Building Fund

Budget Highlights

- In 2017-18, management of the Building Division moved from the Community Development Department to the Planning Department as part of the city's efforts to implement process improvements and efficiencies. Planning and Building staff work collaboratively and extensively together on building and site development permit review and associated code enforcement. With this change, the Planning Director assumed leadership and support for the Building Official and the Building Division team.
- In 2018-2019, the Building Division will transition to a new Accela software platform allowing for online permitting, credit card payments, and system integration with McMinnville Water & Light, Inc. This new software should improve some of the customer service efficiencies at the Community Development Center permit counter with the ability to request permits, plan review and inspections electronically,
- The 2018-19 proposed budget reflects a staff restructuring in the Planning and Building divisions to respond to this new efficiency at the permit counter by restructuring the two current permit technicians to one full-time permit technician that serves the permit counter and one full-time building permit coordinator that will focus on plan review and permit efficiencies to ensure timely customer service.
- The 2018-19 proposed budget also adds 1.5 Building Inspector FTEs. This addition frees up the Building Official's time to focus on plan review, administration and development community relationships by revitalizing a building advisory committee and providing code training for the development community.



Proposed new staffing structure of the Building Division

Core Services

Building Division

- Hold pre-application meetings to identify and clarify issues particular to a commercial project prior to submittal of construction documents. These meetings are also attended by various other City departments as well as those interested parties on the applicant side of the project.
- Provide plan review services for residential, commercial and industrial projects prior to permit issuance.
- Conduct inspections in the field at various job sites during the construction process of the projects.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

2017 Accomplishments

PERMITS ISSUED				
RESIDENTIAL -	\$15,791,399	COMMERCIAL	- \$92,763,96	6
59	16	20	2	2+
Single Family Dwelling Units	Multi-Family Units	New Commercial Buildings (\$16,418,098)	New Commercial Additions (\$13,405,049)	School Buildings (\$50,874,138) New and Rehab)
	Provincements have	Jackson Wine Processing Center	Winco Expansion	High School New Construction
PETACOCO DE LES COMPANION DE LA COMPANION DE L	MEMINI	Atticus Hotel		Elementary/Middle School Rehab
New High School CTE Build	ling Under Construction			

Future Challenges and Opportunities

- Specialized plumbing and electrical inspectors continue to be difficult to find. The City of McMinnville will continue to partner with Yamhill County for those services.
- Most of the team were hired in 2017-18. 2018-19 will be a year of team-building and adaptations.
- The software transition in 2018-19 will be time consumptive for the new building team.



From Left to Right: Robert Reygers – Building Inspector, Katie Land – Permit Technician, Sarah Sullivan – Permit Technician

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	618,953	438,000	575,668	137,668
Personnel Services	231,035	399,897	577,546	177,649
Materials & Services	57,735	119,968	101,758	(18,210)
Capital Outlay	760	20,671	27,000	6,329
Transfers Out	42,109	84,385	79,151	(5,234)
Total Expenditures	331,639	624,921	785,455	160,534
Net Expenditures	287,315	(186,921)	(209,787)	22,866

Full-Time Equivalents (FTE)

· an · · · · · · = qan · anomio (i · · =	-,		
	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget	3.75		
Building Inspector III		(0.83)	
Building Inspector II		1.00	
Building Permit Coordinator		1.00	
Permit Technician - Eng/Bldg		(0.50)	
Permit Technician - Combined Depts		0.15	
Extra Help - Building Inspector		0.43	
FTE Proposed Budget	1.25	5.00	



New Winery Equipment



Residential Roof Inspection



center.

Building Fund

Historical Highlights

1969	State of Oregon adopte 1069	2000	Conata Dill 597 requires	2012	General Fund transfer of
1909	State of Oregon adopts 1968 edition of National Electrical Code.	2000	Senate Bill 587 requires Building Division tracking and designation of building	2012	\$50,000 to support Building Division activities.
1970s	Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.	2002	building permit fees increasing revenues to self-supporting level in Building Division. Annual review of reserve balance indicated that revenue reserve would exceed reserve limits. Building permit fee schedule was adjusted to reduce revenue generation by approximately 10%.	2012	Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to parttime. Division support of one Permit Technician was also eliminated making General Fund support unnecessary. Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services. Restructured staffing added 1.5 full-time inspectors,
1988	City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.				
1991	Building Division Advisory Board created from various stakeholders in the building community.	2005			
1994	Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.	2006		2018	
1995	Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.	2007	position filled. Division moved to new Community Development Center.		moved part-time permit technician to full-time building permit coordinator improving customer service delivery and efficiencies by
1997	Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.	2009	Downturn in construction industry, eliminated one inspector position upon staff retirement.		providing all services inhouse.
1997	Building Division management moved into newly created Community Development Department with ultimate goal of a "one-stop" development	2010	Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated		

in early 2011.

Building Fund

2018-2019 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

Fund	Number of			Detailed Summary	
Department	Employees	Range	Salary	Page	Amount
Permit Technician	1	329	48,360		
General Fund					
Engineering (0.50 FTE)				20	24,180
Planning (0.10 FTE)				25	4,836
Building Fund (0.40 FTE)				204	19,344

				,					
2019 ADOPTEI BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			Department : N/A Section : N/A Program : N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
				DURCES	3 -				
				 <u>E</u>	BEGINNING FUND BALAN				
0	0	1,123,293			Beginning Fund Balance uly 1 carryover from prior year		773,488	680,918	605,656
0	0	1,123,293		IG FUND BALANCE	TOTAL BEGINN		773,488	680,918	605,656
					LICENSES AND PERMITS				
0	0	435,000			Building Fees - Building Perm review and permit fees; fire and life sa		335,000	468,214	297,385
0	0	70,000		mit Fees	Building Fees - Mechanical Perbanical Perban	4400-10 Mechanical p	40,000	83,615	37,821
0	0	40,000		it Fees	Building Fees - Plumbing Per an review and permit fees.	4400-15 Plumbing pla	50,000	56,782	54,198
0	0	1,500	d permit		Building Fees - Mobile Home d home setup permit fees including mo	4400-20 Manufactured fees.	2,000	1,075	3,440
0	0	500			Building Fees - Miscellaneous us Building Division charges including re	4400-25 Miscellaneou	500	0	235
0	0	547,000		ES AND PERMITS	TOTAL LICEN		427,500	609,686	393,079
					MISCELLANEOUS				
0	0	12,100			Interest	6310	8,000	6,295	2,678
0	0	0		Reimbursement	Other Income - Workers' Com	6600-05	0	0	0
0	0	13,900	ision's	ol District for the Building Divis	Other Income - Building 1% Administration Fee paid by the Sch their Construction Excise Tax on new of	6600-97 Includes the collection of t	2,500	2,972	2,673
			<u>Total</u>	<u>Units</u> <u>Amt/Unit</u>	<u>tion</u>	Descript			
			2,500	1 2,500	Excise Tax Administration Fee, 1%				
			11,400	1 11,400	d Worker reimbursement	Preferre			
0	0	26,000		<u>CELLANEOUS</u>	TOTAL MIS		10,500	9,268	5,351
					TRANSFERS IN				
0	0	2,668		es	Transfers In - Insurance Servi	6900-85	0	0	0
			<u>Total</u> 2,668	<u>Units</u> <u>Amt/Unit</u> 1 2,668	tion ce Service Fund distribution	<u>Descript</u>			
0	0	2,668		ANSFERS IN	TOTAL T		0	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :N/A Section :N/A Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,016	665	0	7000	Salaries & Wages	0	0	0
94,905	93,625	236,429	Building Ins Building Ins Building Per	Salaries & Wages - Regular Full Time icial - 1.00 FTE pector III - 1.00 FTE pector II - 1.00 FTE rmit Coordinator - 1.00 FTE inician - Combined Depts - 0.40 FTE	305,325	0	0
53,416	43,955	0	7000-10 Building Ins	Salaries & Wages - Regular Part Time pector III - 0.17 FTE	13,666	0	0
0	12,325	0	7000-15 Extra Help -	Salaries & Wages - Temporary Building Inspector - 0.43 FTE	32,000	0	0
0	0	200	7000-20	Salaries & Wages - Overtime	5,000	0	0
1,100	-320	0	7300	Fringe Benefits	0	0	0
8,898	8,938	16,841	7300-05	Fringe Benefits - FICA - Social Security	22,072	0	0
2,081	2,090	3,938	7300-06	Fringe Benefits - FICA - Medicare	5,163	0	0
40,403	36,560	77,057	7300-15	Fringe Benefits - PERS - OPSRP - IAP	93,209	0	0
24,022	26,779	52,984	7300-20	Fringe Benefits - Medical Insurance	80,148	0	0
4,250	3,292	4,625	7300-22	Fringe Benefits - VEBA Plan	12,617	0	0
196	167	292	7300-25	Fringe Benefits - Life Insurance	512	0	0
766	711	1,486	7300-30	Fringe Benefits - Long Term Disability	1,668	0	0
2,041	2,185	4,933	7300-35	Fringe Benefits - Workers' Compensation Insurance	6,020	0	0
65	63	109	7300-37	Fringe Benefits - Workers' Benefit Fund	146	0	0
0	0	1,003	7300-40	Fringe Benefits - Unemployment	0	0	0
234,158	231,035	399,897		TOTAL PERSONNEL SERVICES	577,546	0	0
				MATERIALS AND SERVICES			
157	334	650		Public Notices & Printing pection/correction notices and various building inspection job cards, as well as a inform contractors of code changes, departmental policies, and other relevant	650	0	0
33	107	300	7540 Costs share	Employee Events ad city-wide for employee training, materials, and events.	300	0	0

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET		Department : N/A Section : N/A Program : N/A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	9,500	ications; attendance at the Accela		6,000	3,527	3,190
0	0	2,500		7590 Fuel - Vehicle & Equipment	1,500	726	760
0	0	2,650	s electricity expense, ~25%.	7600 Electric & Natural Gas Division's share of Community Development Center	2,500	2,288	2,082
0	0	4,100		7610-05 Insurance - Liability	3,200	2,500	2,100
0	0	1,200		7610-10 Insurance - Property	1,200	1,300	1,100
0	0	7,500		7620 Telecommunications	5,000	3,779	3,638
0	0	2,250	ianitorial service and supplies cost,	7650 Janitorial Division's share of Community Development Center ~25%.	2,100	1,905	1,574
0	0	9,000		7660 Materials & Supplies Code books and related material regarding structu office supplies; postage; uniforms and safety equip	6,000	6,013	2,754
0	0	1,500			1,500	620	185
0	0	2,500		7720-08 Repairs & Maintenance - Bui Division's share of Community Development Center	2,500	2,095	1,149
0	0	2,750	s including pest control, garbage service,	7720-10 Repairs & Maintenance - Bui Division's share of routine building maintenance of alarm and lighting repair and maintenance, gutter maintenance, and carpet cleaning, ~25%.	2,100	692	647
0	0	590		7750 Professional Services	550	1,836	474
			Units Amt/Unit Total 1 90 90 1 500 500	<u>Description</u> Section 125 administration fee Audit Fee Allocation			
0	0	15,000	•	7750-33 Professional Services - Cont Contract inspection services for large commercial inspectors, when needed.	62,000	10,342	12,702
0	0	5,000		7750-36 Professional Services - Cont Contract plan reviews and engineering services or	2,500	0	0
0	0	2,400	ts - Community Development HVAC services; alarm monitoring;	7790-20 Maintenance & Rental Contra Center Division's share of Community Development Center landscape maintenance; and copier leases, ~25%	2,400	1,040	994
0	0	0		7800 M & S Equipment	0	0	0
0	0	7,018	3	7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-w	4,068	2,998	3,302

	•			70 - BUILDING I UND						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Department : N/A Section : N/A				2019 PROPOSED	2019 APPROVED	2019 ADOPTED
		BUDGET		Program :N/A				BUDGET	BUDGET	BUDGET
12,245	15,634	13,900	7840-80	M & S Computer Charges - Building				25,350	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				rcview-17% shared with Plan, Bldg,Eng,Pk	1	2,050	2,050			
			Accela	Permits Plus-70%, shared with Eng, Plan	1	13,300	13,300			
			Replace	ement workstations	3	1,500	4,500			
			Screen	upgrades	1	850	850			
			Ram up		1	150	150			
			Mobile	computers for Accela upgrade	3	1,500	4,500			
49,087	57,735	119,968		TOTAL MATERIALS A	ND SEI	RVICES		101,758	0	0
				CAPITAL OUTLAY						
684	760	671	8750 I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide				0	0	0
0	0	0	8750-80	Capital Outlay Computer Charges - E	Building			2,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Fullsize with En	Scanner/Plotter Replacement (20%, shared g)	1	2,000	2,000			
0	0	20,000		Vehicles new inspector position				25,000	0	0
684	760	20,671		TOTAL CAPITAL	OUTLA	<u>AY</u>		27,000	0	0
				TRANSFERS OUT						
30,954	33,628	75,788	9700-01	Transfers Out - General Fund				69,875	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Enginee support	er, Plan, Admin, & Finance personnel services .	1	69,875	69,875			
8,284	8,481	8,597	9700-80	Transfers Out - Information Systems				9,276	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	Total			
			Informa	tion Systems personnel services support.	1	9,276	9,276			
39,238	42,109	84,385		TOTAL TRANSF	ERS OL	<u>JT</u>		79,151	0	0
				CONTINGENCIES						
0	0	75,000	9800	Contingencies				75,000	0	0
0	0	75,000		TOTAL CONTING	GENCIE	<u>S</u>		75,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Section :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			ENDING FUND BALANCE			
680,918	968,233	511,567	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations	838,506	0	0
680,918	968,233	511,567	TOTAL ENDING FUND BALANCE	838,506	0	0
1,004,086	1,299,872	1,211,488	TOTAL REQUIREMENTS	1,698,961	0	0

2016	2017	2018	Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
1,004,086	1,299,872	1,211,488	TOTAL RESOURCES	1,698,961	0	0
1,004,086	1,299,872	1,211,488	TOTAL REQUIREMENTS	1,698,961	0	0

WASTEWATER SERVICES

<u>Organization Set – Departments</u>	Organization Set #
 Administration 	75-01
 Plant 	75-72
 Environmental Services 	75-74
 Conveyance Systems 	75-78
 Non-Departmental 	75-99



2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- The 2018-19 proposed budget continues the City's commitment to meet and exceed environmental requirements; to protect water resources; and to guard public health while providing vital utilities at reasonable rates.
- The Water Reclamation Facility (WRF) is now in its 23rd year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
 - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
 - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.
- Per the approved 2015 Updated Wastewater Services Financial Plan, the 2018-19 proposed budget includes a \$6,429,189 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines.
- New Programs, Projects, or Equipment:
 - Tertiary treatment system expansion engineering design.
 - Ultra-violet (UV) system upgrade.
 - Begin design and engineering for a new biosolids storage tank.

Core Services

Administration

- Provide organization, planning and support to meet the needs of all of Wastewater Services sections.
- Ensure the reporting requirements to Environmental Protection Agency (EPA), DEQ and other regulatory agencies are achieved.

Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve National Pollution Discharge Elimination System (NPDES) permit requirements and protect the environment.
- Perform predictive, preventive, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Land application of exceptional quality biosolids.



Mechanic, Roy Carter works on cleaning up a stuffing box from one of 13 pump stations.

Environmental Services

- Provide the public and local industries information and education on pretreatment programs and goals.
- Issue permits to industrial dischargers, and perform required sampling and monitoring.
- Provide protection for the sewer system and WRF to prevent illicit discharges and harmful wastes that impact the treatment processes, environment or may be harmful to employees working in the collection system.
- Perform required laboratory analysis per the NPDES permit.

- Maintain precision and accuracy through extensive quality assurance and quality control measures.
- Provide technical assistance in evaluating plant processes and preparing for coming regulations.

Conveyance Systems

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.
- Select sewer project repairs to be performed by staff, including replacing sanitary sewer laterals from the sewer mainline to property line, mainline repairs, and install Cured-in-Place-Pipe (CIPP) patches as needed.
- Continue to maintain and repair the stormwater system as a cooperative effort with the Public Works Division to remove pollutants before they are discharged to the streams and rivers.
- Coordinate sewer rehabilitation and replacement projects.
- Reduce inflow and infiltration (I&I) through rehabiliation of manholes.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow I&I into the system.
- Utilize an asset management system to record sewer maintenance and condition to prioritize repairs and rehabilitation projects.

Future Challenges and Opportunities

Administration

- NPDES Permit Renewal is ongoing. The current permit has been administratively extended. Issues over mixing zones, mercury and silver limits, and new toxics regulations are likely to need attention.
- Participation in South Yamhill River TMDL process with DEQ.

- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Upgrade and replace fire alarm system, which is outdated and no longer supported by the manufacturer.

Plant / Pump Stations

 Planning for new discharge permit with its contingent monitoring and compliance challenges.



The new 3 Mile Lane # 3 pump station, completed in 2017, replaces the aging pump station with a station that has a greater capacity, reliability, and newer technology to accommodate future population and commercial growth.

- Continued focus on sustainability goals and opportunities for improvements through energy conservation projects.
- Monitoring for progress with I&I issues and other improvements to the collections system.
- Increased reliability of systems to minimize the potential for sanitary sewer overflows.
- Increased focus on preventive maintenance and corrosion abatement on the aging WRF equipment and processes.

Environmental Services

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.

 Maintain compliance record with the EPA quality assurance program by continuing to score 100% on all test parameters.



The Lab staff performs over 6,000 analyses each year, using US EPA approved methods that must meet DEQ quality assurance / quality control standards. – pictured Jason Hight, Lab Tech

- Continue Wastewater Services Laboratory internship program with Linfield College for the 14th year.
- o Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Public outreach and education related to wastewater issues, which include distribution of information regarding keeping wipes and other items out of the sewer system to reduce clogs and providing tours and career fair participation at local high schools.
- Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of commercial kitchen grease intercepters.
- Continue to place markers identifying stormwater catch basins that drain to river.

Conveyance Systems

- o Prioritization of conveyance video and cleaning work.
- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Maintain the sanitary sewer collection system in compliance with the NPDES permit.
- Plan for stormwater system management in cooperation with Engineering, Public Works and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.
- Continue to develop in-house sewer rehabilitation capabilities through lining projects.



Conveyance System crew members, Matt Bernards, Randy Clow, Taylor Senn, and Robert Paola (pictured from left to right), install a cured-in-place-pipe patch. This allows the crew to make repairs and stop I&I without costly excavation.

Department Cost Summary

		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	9,321,117	9,856,328	9,933,003	76,675
Personnel Services	1,879,418	2,064,102	2,178,639	114,537
Materials & Services	1,239,734	1,471,034	1,518,006	46,972
Capital Outlay	112,306	210,132	145,500	(64,632)
Transfers Out	6,538,984	5,973,386	6,780,115	806,729
Total Expenditures	9,770,442	9,718,654	10,622,260	903,606
Net Expenditures	(449,325)	137,674	(689,257)	826,931

Full-Time Equivalents (FTE)

	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget Extra Help - WWS	21.37	(0.03)	
FTE Proposed Budget		(0.03)	21.34



Historical Highlights

- First organized effort for a municipal sewage collection system was made early in the 1900's.
- The original 11th Street Trunk
 Sewer is constructed, and the
 48" line was designed as a
 combined sewer with an outfall
 to the South Yamhill River.
- In the early 1950's, construction of interceptor sewers were built to collect sewage from the Cozine Trunk and 11th Street Trunk to divert all sewage into the City's first wastewater treatment plant.
- McMinnville's first "trickling filter" wastewater treatment facility begins operation on May 4, 1953. The construction cost totaled \$396,456.40 and was designed to serve a population of 8,000. The residential user fee was \$0.75 per month.



- The Northeast Trunk Sewer is constructed to provide sewer service to the north and northeast sections of the City. The Northeast Trunk provided the first major sanitary sewer conveyance system that did not also collect stormwater drainage.
- First sewage treatment plant upgrade was completed in March 1964, adding a new 35' digester with mechanical mixing and upgraded digester heating system.
- 1971 Major expansion and upgrade of the wastewater plant to an activated sludge treatment system to meet a growing population and changing water quality standards.
- 1989 Department of Environmental Quality (DEQ) conducts first Total Maximum Daily Load (TMDL) study on the South Yamhill River. The study determines phosphorus and ammonia limits (nutrients) are necessary.

- Alternatives are studied to achieve new requirements with consultant CH2M-Hill to develop the 1991 Facilities Plan. This included an infiltration & inflow (I&I) reduction analysis of the conveyance system.
- A fast-track design for new wastewater facilities is conducted. The City's Pretreatment Program is approved by DEQ on October 25, 1992.
- 1993 City breaks ground on constructing the new Water Reclamation Facility (WRF).



1993 Department of Environmental Quality (DEQ) issues a Stipulation and Final Order (SFO) to eliminate all sewage overflows into the Yamhill River from the City's conveyance system during storm events when rainfall is less than a one in 5-year storm event.

Historical Highlights

1994	City explores privatization of
	WRF operations and
	management. City Council
	decides to retain direct operating
	control of WRF after considering
	cost and quality analysis.

- First Wet Weather Management Plan to control I&I is submitted to DEQ. Consultant estimates costs at \$30 million to comply with the plan.
- The \$28 million Water
 Reclamation Facility (WRF)
 begins operating on January 24,
 1996 in response to new water
 quality standards and the City's
 growing population.



1996 Construction of the \$8 million
Cozine Pump Station and trunk
replacement project begins.
Official Inflow and Infiltration (I&I)
program implemented.

- Alpine Avenue Sewer Improvement Project to reduce I&I is completed in summer 1997.
- 1997 City Council adopts private sewer lateral ordinance defining the responsibilities for property owners to repair defective sewer laterals.
- 1998 WRF receives two awards from The Pacific Northwest Pollution Control Association -- Municipal Water Protection Award for WRF's contribution to clean water and George W. Burke Facility Safety Award.
- 1998 City purchases first TV inspection unit to inspect underground pipes.
- The Oregon Association of Clean Water Agencies (ACWA) presents the Outstanding Member Agency Award contribution to improving water quality.
- WRF added a third channel of ultraviolet (UV) lights, which is used to disinfect the WRF's effluent.

- 1999 City submits revised Wet
 Weather Management Plan to
 meet DEQ's 2010 timeline for
 elimination of overflows.
- 2000 Sewer capital investments reach an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
- A large screen was installed ahead of the Raw Sewage Pump Station to remove debris from the influent prior to being pumped into the WRF.
- A new pump station was built, which replaced 3 Mile Lane #1
 Pump Station. Sewer lines were relocated and 3 Mile Lane #2
 Pump Station was eliminated.
- A new pump station added in the Autumn Ridge Development.
- An equipment storage building is completed for sewer maintenance equipment and the Conveyance System Maintenance crew moves to the division. The WRF Manager assumes supervisory management of the program.

Historical Highlights

2013

2014

2006 Water Reclamation Facility and Conveyance System
Maintenance are re-named Wastewater Services Division.

Pacific Northwest Clean Water
Association (PNCWA)
presents WRF with
2005 Compliance
Award for no permit
violations in calendar
year 2005.

PCWA presents WRF with 2006
Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.



2008 PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.

2008 DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.

2008 Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.

2010 City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.

2011 Modifications to the WRF processes allow for increased hydraulic capacity. Dave Gehring is selected as the PNCWA Oregon Operator of the Year.

2012

Downtown area I&I project completed, which included separation of combined sanitary and storm lines. Pump project was completed at Cozine pump station, which will increase efficiency and reduce energy usage during the summer. Received Requests for Proposals for WRF expansion and CH2M Hill was selected to design the project.

Miller Addition sanitary sewer rehabilitation project completed to reduce I & I. Updated control system and data collection software to improve reliability and efficiency. WRF expansion process began with CH2M Hill preliminary design.

Ground breaking commenced in July of 2014 for the expansion of the secondary treatment process at the Water Reclamation Facility (WRF). When completed, the WRF will be able to better manage flow during wet weather conditions and to increase capacity to accommodate future population growth, while continuing to produce high quality effluent and Class A biosolids that benefit the environment.



2014 Completion of the City's updated Sewer Use Ordinance and Significant Industrial User Implementation Manual for the Wastewater Services Pretreatment Program. This process involved major changes to incorporate federally mandated language into the City's Municipal Code. After several years, multiple revisions, and a public hearing period, the new ordinance was approval by the Oregon DEQ and the EPA. The City Council adopted Sewer Use Ordinance 4987 in early

Completion of the Secondary
Clarifiers and Autothermal
Thermophilic Aerobic Digester
(ATAD) coating, and
construction of the grit drying
area at the WRF.

January 2015.



Replacement of two main pumps and variable frequency drives (VFD) at the Cozine Pump Station.

Engineering and design for the replacement of the 3 Mile Lane #3 Pump Station.

2016 Completion of the Water Reclamation Facility secondary treatment expansion.



The expansion project received Project of the Year 2016 award from American Public Works Association (APWA) Oregon Chapter. Project of the Year awards are given to recognize "excellence, innovation and cooperation with regard to the management and administration of public works projects."

Historical Highlights

2017

Completion of the 3 Mile Lane #3 Pump Station.

Cook School sewer rehabilitation project completion.

Oregon DEQ performed an audit on the Pretreatment Program.

Design and engineering for UV and tertiary projects.

Converted monthly discharge monitoring report to electronic submission as required by new US EPA standard.

2018-2019 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

Fund

Department	Number of	_	Total		Summary
Section	Employees	Range	Salary	Page	Amount
SS & SD Maintenance Supervisor Street Fund (0.10 FTE) Wastewater Services Fund	1	342	78,053	167	7,805
Conveyance Systems Sanitary (0.90 FTE)				220	70,248
Senior Utility Worker - WWS Street Fund (0.10 FTE) Wastewater Services Fund Conveyance Systems Sanitary (0.90 FTE)	1	333	63,637	167 220	6,364 57,273
Mechanic - Public Works General Fund	1	330	57,387		-, -
Park Maintenance (0.45 FTE) Street Fund (0.45 FTE)				136 167	25,824 25,824
Wastewater Services Fund Administration (0.10 FTE)				210	5,739
Utility Worker II - WWS Street Fund (0.40 FTE) Wastewater Services Fund	4	329	208,076	167	20,808
Conveyance Systems Sanitary (3.60 FTE)				220	187,268

			75 WASTEWATER SERVICES FORD			
2016	2017	2018	Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
1,000,000	1,000,000	1,000,000	4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1	1,000,000	0	0
2,351,570	1,699,949	1,265,183	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,327,850	0	0
3,351,570	2,699,949	2,265,183	TOTAL BEGINNING FUND BALANCE	2,327,850	0	0
3,351,570	2,699,949	2,265,183	TOTAL RESOURCES	2,327,850	0	0

ADMINISTRATION

				13 - WASIEWAIEN	CLIVVIOL	-0 1 011				
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 01 - ADMINI Section : N/A	STRATION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	20 [,] ADOPTE BUDGE
		BODGET		Program :N/A				BODGET	BODGLI	Bobol
				REQUI	REMENTS					
				PERSONNEL SERVICES						
3,510	-394	0	7000	Salaries & Wages				0	0	(
144,571	146,364	152,518	Office Spec	Salaries & Wages - Regular Fu Services Manager - 1.00 FTE ialist II - 1.00 FTE Public Works - 0.10 FTE	II Time			158,574	0	
18,255	960	0	7000-15	Salaries & Wages - Temporary				0	0	
244	392	800	7000-20	Salaries & Wages - Overtime				801	0	
1,808	146	0	7300	Fringe Benefits				0	0	
9,735	8,768	9,506	7300-05	Fringe Benefits - FICA - Social	Security			9,882	0	
2,277	2,051	2,224	7300-06	Fringe Benefits - FICA - Medica	are			2,311	0	
39,081	38,661	47,939	7300-15	Fringe Benefits - PERS - OPSR	RP - IAP			50,455	0	
28,552	29,287	30,620	7300-20	Fringe Benefits - Medical Insur	rance			34,034	0	
5,200	2,600	2,600	7300-22	Fringe Benefits - VEBA Plan				5,200	0	
224	227	226	7300-25	Fringe Benefits - Life Insuranc	е			228	0	
779	788	820	7300-30	Fringe Benefits - Long Term D	isability			848	0	
5,244	4,523	5,244	7300-35	Fringe Benefits - Workers' Cor	npensation Ins	surance		5,405	0	
90	54	61	7300-37	Fringe Benefits - Workers' Ben	efit Fund			61	0	
1,995	762	2,001	7300-40	Fringe Benefits - Unemployme	nt			1,000	0	
261,563	235,188	254,559		TOTAL PERSO	ONNEL SERV	ICES		268,799	0	
				MATERIALS AND SERVICE	<u>S</u>					
1,047	0	1,100		Safety Training/OSHA tings, training films, posters, and handout				1,500	0	
344	672	1,800		Employee Events ad city-wide for employee training, material	als, and events.			1,700	0	
12,753	14,152	16,000	Membership Environmen approved ed	Travel & Education os and registrations to professional organ at Federation National Conference; and re ducation programs and travel expenses in employee state certification.	eimbursements to	employees f	or	16,000	0	
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
				sional memberships	1	900	900			
			i rainin	g/conferences	1	12,700	12,700			

20 ADOPTI BUDGI	2019 APPROVED BUDGET	2019 PROPOSED BUDGET			ATION	Department :01 - ADMINIS Section :N/A Program :N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
	0	64,800				5 Insurance - Liability	7610-05	61,700	48,900	56,000
	0	68,900				0 Insurance - Property	7610-10	80,000	70,000	49,100
	0	22,000	nputer			Telecommunications ne and fax usage, pagers, and Verizon commance costs for fiber connection to Water Recks.	Telephone ar	22,000	20,108	19,416
	0	9,300			arges.	Janitorial Iministration and Headworks building janitoria		9,000	8,574	6,919
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>scription</u>	<u>Descript</u>			
			8,300	8,300	1	itorial services contract	Janitoria			
			1,000	1,000	1	itorial supplies	Janitoria			
	0	30,000				Materials & Supplies nent costs for employee protective clothing, sa upplies, garbage service, advertisement, printi	Department of	30,000	20,539	23,220
	0	7,350			uilding	5 Rental Property Repair & Maint	7740-05	7,350	6,036	3,192
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>scription</u>	<u>Descript</u>			
			200	200	1	urance - liability	Insuranc			
			600	600	1	urance - property	Insuranc			
			2,450	2,450	1	perty taxes	Property			
			4,100	4,100	1	c maintenance, repair, etc	Misc ma			
	0	43,000	ad	mum Daily Lo	: Total Maxi	Professional Services ring, professional services and membership of (TMDL), permitting, plans development, etc.	Engineering,	33,000	21,963	22,165
			<u>Total</u>	Amt/Unit	<u>Units</u>	scription	<u>Descript</u>			
			45	45	1	ction 125 administration fee	Section			
			3,500	3,500	1	lit fee allocation	Audit fee			
			3,000	3,000	1	stewater rate brochure	Wastewa			
			600	600	1	ter & Light annual sewer billing fee	Water &			
			5,000	5,000	1	rironmental legal assistance	Environr			
			15,900	15,900	1	cellaneous wastewater facilites consulting	Miscella			
			455	455	1	thwest Biosolids Association dues	Northwe			
			2,000	2,000	1	WA program fees	ACWA p			
			1,400	1,400	1	WA membership fees				
			1,100	1,100	1	ntal agreement				
			10,000	10,000	1	ilities assessment	Facilities			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :01 - ADMINISTRAT Section :N/A Program :N/A	ION			2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTE BUDGE
20,542	24,088	30,000		Maintenance & Rental Contracts Services contracts for maintenance and inspecti	ions of va	arious facility s	systems	30,000	0	(
			Descrip	<u>ition</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Landsc	aping contract	1	19,000	19,000			
				r maintenance contract	1	3,000	3,000			
			Fire ala	rm system inspection contract and monitoring	1	4,000	4,000			
			Fire ext	inguisher and backflow preventer certification	1	3,000	3,000			
			Landsc	aping contract additions	1	1,000	1,000			
16,856	13,225	18,989		M & S Computer Charges aterials & supplies costs shared city-wide				20,266	0	
30,616	25,736	29,325	7840-85	M & S Computer Charges - WWS				26,175	0	
			Descrip	ition	<u>Units</u>	Amt/Unit	Total			
			ESRI A Maint, S	rcview-17%, shared with Plan, Bldg,Eng, Pk Street	1	2,050	2,050			
			WWS -	MP2 Maint Management Software	1	2,500	2,500			
			Rockwe	ell Control Software	1	5,500	5,500			
			Wonde	rware software	1	5,500	5,500			
			Hanser Maint, S	sewer maintenance-25%, shared with Eng, Pk Street	1	3,125	3,125			
			Hach W	/IMS software	1	2,500	2,500			
			Win 91	1 software	1	500	500			
			Replace	ement workstations	3	1,500	4,500			
39,129	40,353	42,000		Permit & Basin Council Fees deral agency fees and permits.				45,000	0	
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
			DEQ N	ational Pollutant Discharge Elim (NPDES)	1	25,700	25,700			
			Federal	USGS monitoring site fee - Yamhill	1	13,800	13,800			
			DEQ ce	ertification program fee	1	1,900	1,900			
			Oregon	Hazardous substance fee	1	400	400			
			Electric	al inspection	1	200	200			
			DEQ st	ormwater program fee	1	1,000	1,000			
			DEQ pl	an review fee	1	2,000	2,000			
301,298	314,346	382,264		TOTAL MATERIALS A	ND SEI	RVICES		385,991	0	
				CAPITAL OUTLAY						
3,494	3,352	3,132		Capital Outlay Computer Charges pital outlay costs shared city-wide				0	0	(

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :01 - ADMINISTRATION Section :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	0		3750-85	Program :N/A Capital Outlay Computer Charges - Wastewater Services		5,000 0	
v	v		<u>Descri</u>	otion Units Amt/Unit Total on software upgrade (25% shared with Park Mnt,	5,555	, and the second	0
0	0	0 8	3800	Building Improvements	0	0	0
0	0	0 8	3850	Vehicles	0	0	0
3,494	3,352	3,132		TOTAL CAPITAL OUTLAY	5,000	0	0
566,355	552,885	639,955		TOTAL REQUIREMENTS	659,790	0	0

PLANT



2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 72 - PLANT Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
11,034	517	0	7000	Salaries & Wages	0	0	0
504,350	514,377	535,887	Senior Opera Operator II - Operator I -	1.00 FTE nanic/SCADA Technician - 1.00 FTE	558,693	0	0
0	3,898	10,699	7000-15 Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.40 FTE	10,414	0	0
14,338	11,361	14,500	7000-20	Salaries & Wages - Overtime	14,999	0	0
5,723	954	0	7300	Fringe Benefits	0	0	0
30,578	31,044	34,788	7300-05	Fringe Benefits - FICA - Social Security	36,216	0	0
7,151	7,260	8,136	7300-06	Fringe Benefits - FICA - Medicare	8,470	0	0
115,610	115,579	145,368	7300-15	Fringe Benefits - PERS - OPSRP - IAP	153,393	0	0
97,664	108,977	115,556	7300-20	Fringe Benefits - Medical Insurance	130,134	0	0
18,750	10,375	10,000	7300-22	Fringe Benefits - VEBA Plan	21,000	0	0
941	972	972	7300-25	Fringe Benefits - Life Insurance	972	0	0
2,744	2,817	2,916	7300-30	Fringe Benefits - Long Term Disability	3,054	0	0
17,551	19,240	24,968	7300-35	Fringe Benefits - Workers' Compensation Insurance	25,876	0	0
269	253	273	7300-37	Fringe Benefits - Workers' Benefit Fund	273	0	0
0	0	48	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
826,703	827,623	904,111		TOTAL PERSONNEL SERVICES	963,494	0	0
				MATERIALS AND SERVICES			
0	0	0	7550	Travel & Education	0	0	0
3,402	4,037	5,400		Fuel - Vehicle & Equipment sel - vehicles, rolling stock and generators.	5,400	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 72 - PLANT Section : N/A Program : N/ A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
408,972	408,656	405,000		Electric & Natural Gas d natural gas for the Water Reclamation Faci ions	ility at 3500 Clo	earwater Driv	e and	410,000	0	0
			<u>Descr</u>	<u>iption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Natur	al Gas	1	23,000	23,000			
			Electr	icity	1	387,000	387,000			
0	0	0	7660	Materials & Supplies				0	0	0
92,613	87,927	96,000		Chemicals emicals used at the Water Reclamation Facil	lity.			99,000	0	0
			Descr	<u>iption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Alumi	num compounds	1	57,000	57,000			
			Polym	ners	1	18,000	18,000			
			Sodiu	m hypochlorite	1	4,500	4,500			
			Alkalii	nity compounds	1	16,000	16,000			
			Misce	llaneous plant chemicals	1	3,500	3,500			
27,193	31,429	34,000	7720-04 Supplies r	Repairs & Maintenance - Supplied lated to the Water Reclamation Facility and page 1				34,000	0	0
			Descr	i <u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Tools		1	2,000	2,000			
			Lands	cape - barkdust, irrigation, etc	1	4,000	4,000			
			Opera	itions lab supplies - gloves, analyticals	1	3,000	3,000			
			Faste	ners, belts, seals, filters, etc	1	11,000	11,000			
			Lubrio	ants - oil, grease	1	5,000	5,000			
			Mater	ials for equipment rehabilitation	1	5,000	5,000			
			Pump	parts and accessories	1	1,000	1,000			
				ical components	1	1,500	1,500			
			Grit/G	arbage service	1	1,500	1,500			

	<u> </u>			73 - WASTEWATE	V OFIVAIO	_3 1 01	שו			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED		Department : 72 - PLAN Section : N/A	Γ			2019 PROPOSED	2019 APPROVED	2019 ADOPTED
		BUDGET		Program :N/A				BUDGET	BUDGET	BUDGET
172,912	128,633	184,000	7720-06	Repairs & Maintenance - Equ	ipment			204,000	0	0
			Repairs ar and proces	nd replacement of existing Water Reclamsses.	nation Facility and p	oump station	equipment			
			Descr	<u>iption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				mentation and controls	1	12,000	12,000			
			Renta	I equipment	1	5,000	5,000			
				ng and structure repairs	1	50,000	50,000			
				ical systems	1	15,000	15,000			
				systems	1	10,000	10,000			
			Mech	anical equipment repairs	1	70,000	70,000			
				caping and irrigation	1	2,000	2,000			
				ical delivery system	1	5,000	5,000			
			Pump	station SCADA systems	1	10,000	10,000			
			Switch	n gear service	1	25,000	25,000			
7,196	2,618	5,000	7720-14 Water Red	Repairs & Maintenance - Veh lamation Facility vehicle and forklift repa		e maintenan	ce.	5,000	0	0
			Descr		<u>Units</u>	Amt/Unit	<u>Total</u>			
				items - batteries, tires, etc	1	3,000	3,000			
				anical repairs	1	1,000	1,000			
				ntative maintenance	1	1,000	1,000			
266	330	380	7750	Professional Services				315	0	0
			Descr	iption	<u>Units</u>	Amt/Unit	<u>Total</u>			
				on 125 administration fee	1	315	315			
100,240	121,293	130,000		Contract Services - Biosolids contract hauling from the Water Reclama d associated costs.		es minor roa	d dust	135,000	0	0
			Descr	iption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Haulir	ng and application	1	132,500	132,500			
				nanagement	1	2,500	2,500			
3,945	2,894	5,000	7800 Equipment	M & S Equipment tnecessary for plant and pump station o	perations and main	tenance.		5,000	0	0
816,739	787,818	864,780		TOTAL MATER	IALS AND SE	RVICES		897,715	0	0
				CAPITAL OUTLAY						
0	0	25,000	8710	Equipment				0	0	0
0	0	0	8800	Building Improvements				0	0	0
0	0	25,000	8850	Vehicles				0	0	0
0	0	50,000		TOTAL CA	APITAL OUTLA	<u>Y</u>		0	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,643,442	1,615,441	1,818,891	TOTAL REQUIREMENTS	1,861,209	0	0

ENVIRONMENTAL SERVICES

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :74 - ENVIRONME Section :N/A Program :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREM	ENTS					
				PERSONNEL SERVICES						
5,189	407	0	7000	Salaries & Wages				0	0	0
236,079	241,986	252,842	Senior Envir Environmen	Salaries & Wages - Regular Full Tim Environmental Services - 1.00 FTE onmental Technician - 1.00 FTE tal Technician II - 1.00 FTE Fechnician - 1.00 FTE	e			266,604	0	0
0	8,915	11,297	7000-15 Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.44 FTE				11,451	0	0
0	0	1,001	7000-20	Salaries & Wages - Overtime				1,000	0	0
2,646	304	0	7300	Fringe Benefits				0	0	0
14,298	15,281	16,871	7300-05	Fringe Benefits - FICA - Social Secu	rity			17,742	0	0
3,344	3,574	3,946	7300-06	Fringe Benefits - FICA - Medicare				4,149	0	0
51,424	52,750	64,088	7300-15	Fringe Benefits - PERS - OPSRP - IA	·P			68,444	0	0
44,427	45,571	47,645	7300-20	Fringe Benefits - Medical Insurance				52,956	0	0
7,000	3,500	3,500	7300-22	Fringe Benefits - VEBA Plan				7,000	0	0
426	432	432	7300-25	Fringe Benefits - Life Insurance				432	0	0
1,293	1,323	1,380	7300-30	Fringe Benefits - Long Term Disabil	ity			1,456	0	0
8,757	9,798	11,799	7300-35	Fringe Benefits - Workers' Compens	ation Ins	surance		12,362	0	0
120	122	129	7300-37	Fringe Benefits - Workers' Benefit F	und			129	0	0
375,002	383,963	414,930		TOTAL PERSONNE	L SERV	<u>ICES</u>		443,725	0	0
				MATERIALS AND SERVICES						
19,185	14,912	23,000	Materials an <u>Descrip</u> Permit	Materials & Supplies d supplies to support permit, pretreatment, and tion ab materials and supplies to support permit tment training and outreach supplies	laboratory <u>Units</u> 1	y work and ac <u>Amt/Unit</u> 21,000 2,000	tivities. <u>Total</u> 21,000 2,000	23,000	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : 74 - ENV Section : N/A Program : N/A	IRONMENTAL SE	RVICES		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
5,626	5,691	9,990	7750	Professional Services				10,200	0	0
			<u>Descri</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Section	n 125 administration fee	1	135	135			
			Lab ins	trumentation calibration	1	1,705	1,705			
			Spectro	ophotometer annual warranty	1	1,400	1,400			
			DI Wat	er System rental/sanitization	1	2,960	2,960			
			Pretrea	atment assistance	1	4,000	4,000			
28,121	24,660	40,000	Outside lab	Contract Services - Lab oratory services necessary for permit ter quality sampling of South Yamhill		iance which ir	ıcludes	45,000	0	0
3,856	3,820	0	7800 Laboratory	M & S Equipment instrumentation or sampling monitoring	ng equipment			5,000	0	0
56,787	49,082	72,990		TOTAL MATE	RIALS AND SEI	RVICES		83,200	0	0
				CAPITAL OUTLAY						
0	0	7,000	8710	Equipment				0	0	0
0	0	7,000		TOTAL (CAPITAL OUTLA	<u> </u>		0	0	0
431,789	433,045	494,920		TOTAL	REQUIREMENT	S		526,925	0	0

CONVEYANCE SYSTEMS

<u>Organization Set – Sections</u>

Sanitary

Organization Set #

75-78-320

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
				REQUIREMENTS				
				PERSONNEL SERVICES				
6,016	261	0	7000	Salaries & Wages	0	0	0	
271,591	281,086	309,028	Senior Utility	Salaries & Wages - Regular Full Time - SS & SD Maintenance - 0.90 FTE y Worker - 0.90 FTE er II - 3.60 FTE	313,710	0	0	
1,126	2,070	3,999	7000-20	Salaries & Wages - Overtime	4,000	0	0	
630	1,080	1,080	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,080	0	0	
3,334	116	0	7300	Fringe Benefits	0	0	0	
16,367	17,156	19,476	7300-05	Fringe Benefits - FICA - Social Security	19,767	0	0	
3,828	4,012	4,554	7300-06	Fringe Benefits - FICA - Medicare	4,623	0	0	
65,472	66,152	86,372	7300-15	Fringe Benefits - PERS - OPSRP - IAP	88,583	0	0	
45,488	37,726	38,204	7300-20	Fringe Benefits - Medical Insurance	40,782	0	0	
9,000	3,225	3,150	7300-22	Fringe Benefits - VEBA Plan	6,300	0	0	
568	559	588	7300-25	Fringe Benefits - Life Insurance	588	0	0	
1,502	1,532	1,684	7300-30	Fringe Benefits - Long Term Disability	1,712	0	0	
16,561	17,534	22,211	7300-35	Fringe Benefits - Workers' Compensation Insurance	21,320	0	0	
152	136	156	7300-37	Fringe Benefits - Workers' Benefit Fund	156	0	0	
441,635	432,645	490,502		TOTAL PERSONNEL SERVICES	502,621	0	0	
				MATERIALS AND SERVICES				
12,594	11,812	23,000	7590	Fuel - Vehicle & Equipment	23,000	0	0	
688	861	1,000	7600 Electric cos	Electric & Natural Gas ts associated with Conveyance building.	1,100	0	0	
13,837	15,865	20,000		Repairs & Maintenance - Supplies maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, camera seals, and root cutter blades, etc.	20,000	0	0	
9,540	14,265	20,000		Repairs & Maintenance - Equipment utine repairs of the cameras, monitors, computers, generator, transporters, and anical devices not associated with vehicle repairs.	20,000	0	0	
19,401	15,437	22,000		Repairs & Maintenance - Vehicles utine repairs for VacCon, TV van, conveyance service truck, and rental ts when equipment is out of service.	22,000	0	0	

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N /A		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET	
32,054	25,302	50,000	Routine repa	Repairs & Maintenance - Sanitary Sewer Mainline/Lateral airs and maintenance of sewer mainlines, laterals, and manholes; including: pipe ing, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	50,000	0 0		
0	0	10,000	7750 Professional Services 10,000 Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.		0	0		
3,890	4,947	5,000	7800 Conveyance	M & S Equipment System maintenance equipment.	5,000	0	0 0 0 0	
92,004	88,488	151,000		TOTAL MATERIALS AND SERVICES	151,100	0		
				CAPITAL OUTLAY				
0	7,958	0		Equipment oter root cutter	0	0	0	
0	0	0	8850 Vehicles 0		0	0		
116,289	100,996	150,000	9110-05 Sanitary Sewer Replacements - Mainline/Lateral Preservation repair and replacement of sewer system mainlines and manholes.		140,500	0	0	
116,289	108,954	150,000		TOTAL CAPITAL OUTLAY	140,500	0	0	
649,928	630,087	791,502		TOTAL REQUIREMENTS	794,221	0	0	

NON-DEPARTMENTAL

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET	EPARTMENTAL	Department : 99 - NON-I Section : N/A Program : N/ A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
			OURCES	<u></u>			
				CHARGES FOR SERVICES			
0	0	12,600	5400-40 Property Rentals - House Riverside Drive house rental income. 12,600				12,650
0	0	7,028	5400-45 Property Rentals - Farm Farm land lease on Water Reclamation Facility property.			7,001	6,989
0	0	5520 Sewer User Charges 9,842,505 Monthly sewer charges based on water consumption and discharge loading.		9,774,359	9,218,311	9,107,387	
0	0	45,628	• •	Budget Note: Proposed amount reflects a 2.8% ra 5530 Septage Fees Dumping fees collected from haulers for septic tan	48,219	69,621	59,155
0	0	9,907,761	ES FOR SERVICES	TOTAL CHAR	9,842,228	9,307,533	9,186,181
				MISCELLANEOUS			
0	0	10,900		6310 Interest	13,100	11,677	8,071
0	0	1,000		6600 Other Income	1,000	1,907	1,121
0	0	0	Reimbursement	6600-05 Other Income - Workers' Con	0	0	2,946
0	0	11,900	CELLANEOUS	TOTAL M	14,100	13,583	12,137
				TRANSFERS IN			
0	0	13,342	es	6900-85 Transfers In - Insurance Serv	0	0	0
			<u>Units Amt/Unit Total</u> 1 13,342 13,342	<u>Description</u> Insurance Service Fund distribution			
0	0	13,342	RANSFERS IN	TOTAL 1	0	0	0
0	0	9,933,003	RESOURCES	TOTAL	9,856,328	9,321,117	9,198,318

75 - WASTEWATER SERVICES FUND

2016	2017	2018		Department :99 - NON-DEPAR		2019	2019	2019		
ACTUAL	ACTUAL	AMENDED		Section :N/A				PROPOSED	APPROVED	ADOPTE
		BUDGET		Program :N/A				BUDGET	BUDGET	BUDGET
				REQUIREN	IENTS					
				TRANSFERS OUT						
256,975	258,977	287,543	9700-01	Transfers Out - General Fund				304,257	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Wastew operation	rater Services Fund support of Engineering ons.	1	21,064	21,064			
			Enginee support	ering, Admin, & Finance personnel services	1	283,193	283,193			
6,260,990	6,238,346	5,643,071		Transfers Out - Wastewater Capital Wastewater Capital Fund for wastewater syste		mprovements	s per the	6,429,189	0	0
				System (WWS) Financial Plan.	in oapitai ii	nprovomoni.	o por tiro			
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Ratepay	yer contribution for FY19	1	6,429,189	6,429,189			
40,459	41,661	42,772	9700-80	Transfers Out - Information System	s			46,669	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	46,669	46,669			
6,558,424	6,538,984	5,973,386		TOTAL TRANSFERS OUT				6,780,115	0	0
				CONTINGENCIES						
0	0	300,000	9800	Contingencies				300,000	0	0
0	0	300,000		TOTAL CONTIN	IGENCIE	<u>ES</u>		300,000	0	0
				ENDING FUND BALANCE						
1,000,000	1,000,000	1,000,000	Non-cash De					1,000,000	0	0
1,699,949	1,250,624	1,102,857		Unappropriated Ending Fd Balance and carryover for July 1 from proposed budget y deficit) of revenues over (under) expenditures		338,593	0	0		
		2 402 0E7		TOTAL ENDING FU	1,338,593	0	0			
2,699,949	2,250,624	2,102,857		TOTAL ENDING FO	ND DAL	AITOL		1,000,000	•	v

75 - WASTEWATER SERVICES FUND

2016	2017	2018	Department : N/A	2019	2019	2019	
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED	
	BUDGET		Program : N/A	BUDGET	BUDGET	BUDGET	
12,549,887	12,021,066	12,121,511	2,121,511 TOTAL RESOURCES		0	0	
12,549,887	12,021,066	12,121,511	TOTAL REQUIREMENTS	12,260,853	0	0	



Wastewater Capital Fund

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- \$500,000 Engineering services for the design of the grit system expansion project.
- \$1,175,000 Design work for the addition of a new 1-million gallon biosolids storage tank.
- \$1,130,000 Design and construction of the tertiary filter expansion project.
- \$90,000 Complete the design of the new Three Mile Lane force main to be constructed with ODOT's planned bridge replacement project.
- \$2,350,000 Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$2,640,000 Planned major equipment replacement projects, including ultraviolet (UV) disinfection process replacement, recoating of the tertiary clarifiers, recoating of ATAD #3, and control system upgrades.
- \$6,429,189 Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2017 Wastewater Services Financial Plan.

Core Services

- Capital improvement planning and construction for the City's wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue projects to reduce the infiltration and inflow of ground water and rain into the City's sanitary collection system.

Future Challenges and Opportunities

- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Future Wastewater Financial Plan efforts should include a review of policy options related to rates for low income/senior users.



The City continued to invest in upgrades to the public sanitary sewer system in 2017. Work included the replacement of the 1970's vintage 3-mile Lane #3 pump station at a cost of approximately \$700,000. Additionally, work to remove unwanted storm water and groundwater (inflow and infiltration) from the sanitary sewer system near Riverside Drive was completed. Over 2,700 lineal feet of sanitary sewer pipes were lined at a cost of approximately \$100,000.

Department Cost Summary

	2016-17 Actual	2017-18 Amended Budget	2018-19 Proposed Budget	Budget Variance
Revenue	6,807,667	6,153,221	6,997,339	844,118
Materials & Services	194,999	2,065,393	2,151,100	85,707
Capital Outlay	1,653,544	3,375,509	6,005,000	2,629,491
Debt Service	-	-	-	-
Transfers Out	203,109	221,294	458,203	236,909
Total Expenditures	2,051,651	5,662,196	8,614,303	2,952,107
Net Expenditures	4,756,015	491,025	(1,616,964)	2,107,989



Wastewater Capital Fund

1994

Historical Highlights

- 1969 Voters approve \$710,000 sixyear sewage disposal general obligation bond issue.
- 1987 Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.
- April 1992, City Council passes
 Resolution 1992 14
 authorizing the use of bond
 revenues to pay for preincurred expenses for the
 wastewater treatment facility.
 This resolution allows the City
 to re-pay expenses incurred
 prior to sewer revenue bond
 issuance.
- August 1992, City Council passes Resolution 1992 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program.
- 1993 December 1993, \$10,121,020
 State of Oregon Bond Bank,
 Special Public Works Fund
 (SPWF) 20-year Loan to
 partially fund a new water
 reclamation facility.

- January 1994, City Council passes Resolution 1994 -01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves.
- 1994 February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.
- 1995 New Water Reclamation Facility and Raw Sewage Pump Station complete.
- 1996 Major repair and replacement of Cozine Trunk Line and Pump Station complete.

- July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.
- 2000 Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
- **2001** Evans Street Sewer Reconstruction Project complete.
- 2002 High School Basin Sewer Reconstruction Project complete.
- Three Mile Lane Pump
 Station #1 Replacement
 Project complete.
- February 2004, \$23,6980,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000.

- 2004 May 2004, City completes 2004
 Sewer Rate Equity Review and
 City Council passes Resolution
 2004 13 revising sewer user
 fees and sewer SDCs rates
 set to achieve \$7.5 million
 capital reserve in 10 years for
 future Water Reclamation
 Facility expansion.
- 2005 Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.
- 2006 The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.
- 2007 The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.
- **2009** DEQ approves the WRF Facilities Plan.
- 2009 The Elm Street Sewer Rehabilitation Project was completed.

- 2010 The Saylor's Addition and High School Basin Sewer Rehabilitation projects were completed.
- 2012 The Downtown Basin Sewer Rehabilitation project was completed.
- **2013** Design work begins for the expansion of the WRF
- 2016 Construction of the WRF Expansion is completed. The final project cost of ~\$13-million was ~ \$2.5million less than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master plan. The City was awarded a "2016 Project of the Year" award by the Oregon Chapter of the American Public **Works Association (OR** APWA) for the project work.



Buaget Docum	ieni Keport		77 - WASTEWATER CAPITAL FUND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Section :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	3,645,200	4077-99 Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve	3,401,200	0	0
14,150,612	14,864,301	15,710,737	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	20,177,678	0	0
			Budget Note: SDC accounting discloses an extremely large negative system development charge fund balance. This negative balance indicates that the building of the WRF and sewer system improvements could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available.			
14,150,612	14,864,301	19,355,937	TOTAL BEGINNING FUND BALANCE	23,578,878	0	0
			CHARGES FOR SERVICES			
490,088	418,303	325,000	5500 System Development Charges Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system.	325,000	0	0
490,088	418,303	325,000	TOTAL CHARGES FOR SERVICES	325,000	0	0
			MISCELLANEOUS			
63,590	137,318	172,400	6310 Interest	230,400	0	0
0	0	2,500	6500-05 Private Sewer Lateral - Loan Repayment Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	0	0
6,900	13,700	10,000	6500-10 Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	10,000	0	0
			Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.			
53	0		6600 Other Income	250	0	0
70,543	151,018	185,150	TOTAL MISCELLANEOUS	243,150	0	0
			TRANSFERS IN			
6,260,990	6,238,346	5,643,071	6900-75 Transfers In - Wastewater Services Transfer from the Wastwater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	6,429,189	0	0
			DescriptionUnitsAmt/UnitTotalRatepayer contribution for 2018-191 6,429,189 6,429,189			
6,260,990	6,238,346	5,643,071	TOTAL TRANSFERS IN	6,429,189	0	0
20,972,234	21,671,968	25,509,158		30,576,217	0	0
-, -, •	,,	,_,_,	. C.AL NEGOGNOLO	, - ,		

	77 - WASTEWATER CAPITAL FUND											
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/A		2018 AMENDED BUDGET	2016 2017 ACTUAL ACTUAL			
					ENTS	REQUIR						
						ATERIALS AND SERVICES						
0	0	20,100				ofessional Services	7750	43,600	9,846	23,733		
			<u>Total</u> 5,100 15,000	Amt/Unit 5,100 15,000	<u>Units</u> 1 1	cation s professional services	<u>Descript</u> Audit fee Miscella					
0	0	0		50-57 Professional Services - Financing Administration ministrative fee for paying agent for 2004 Sewer Refunding Bonds						0		
0	0	0		nsion Designation Fac		7770-37 Engineering	0	24,903	434,383			
0	0	0		770-38 Professional Services - Projects - Dewatering Process ngineering services for the solids processing expansion project.						0		
0	0	500,000	n	770-40 Professional Services - Projects - Grit System Expansion ingineering services for the grit system expansion project.						0		
0	0	1,175,000	ſ	7770-41 Professional Services - Projects - New 1MB tank & mixer Engineering services for the construction of an additional biosolids storage tank.						0		
0	0	0	ion			rofessional Services - Projects ces for the replacement of 3 Mile Lan	7770-43 Engineering	0	35,768	60,718		
0	0	130,000	ansion			rofessional Services - Projects ces for the tertiary filtration system ex	7770-44 Engineering	651,585	117	0		
0	0	90,000	Main on	ridge Force ver force main	Mile Ln B anitary sew	rofessional Services - Projects ces for the installation of a 16" diame le Lane Bridge.		0	0	0		
0	0	230,000	ation (I&I)			rofessional Services - Projects ces for the design and contract docur s.		360,000	122,922	170,827		
0	0	3,500	ral repair	Private Sewer Lateral Repair Incentive Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.						640		
0	0	2,500	ra	240-10 Private Sewer Lateral Loans - Low Income Loans Loans" the City has made to property owners to enable the property owner to repair a efective private sewer lateral.						0		
0	0	2,151,100		RVICES	ND SEF	TOTAL MATERIAL		2,065,393	194,999	690,302		

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N /A		2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET		
				CAPITAL OUTLAY						
99,295	666,190	980,000	Planned maj <u>Descript</u> Ultraviol Tertiary Autothe	let (UV) Disinfection Process Upgrade clarifiers #1 & #2 recoating rmic thermophilic aerobic digester (ATAD) #3	system pu <u>Units</u> 1 1	mp stations. <u>Amt/Unit</u> 2,215,000 150,000	<u>Total</u> 2,215,000 150,000 150,000	2,640,000	0	0
			recoatin Program	ng nmable Logic Controller (PLC) upgrades	1	125,000	125,000			
1,735,441	987,354	1,742,000	9120-25	Sewer Construction - I&I Reduction bilitation and reconstruction at various locations		;	·	2,350,000	0	0
3,352,673	0	0	9120-36 Expansion o	Sewer Construction - WRF expansion of the Water Reclamation Facility secondary tre		0	0	0		
0	0	638,509	9120-44 Expansion o	Sewer Construction - Filtration Syst of the tertiary treatment filtration system.		1,000,000	0	0		
0	0	15,000	9150-10 Reimbursem	Developer Reimbursement - Sanitar nent to commercial and subdivision developers ty over what the developer requires which bene	15,000	0	0			
			of the city.			Ü				
5,187,409	1,653,544	3,375,509	of the city.	TOTAL CAPITAL	. OUTL			6,005,000	0	0
5,187,409	1,653,544	3,375,509	of the city.	TOTAL CAPITAL TRANSFERS OUT	OUTL			6,005,000	0	0
5,187,409 230,222	1,653,544 203,109		of the city. 9700-01		OUTL			6,005,000 228,203	0	
			9700-01 <u>Descript</u>	TRANSFERS OUT Transfers Out - General Fund	OUTL		Total			
			9700-01 <u>Descript</u>	TRANSFERS OUT Transfers Out - General Fund tion vater Capital Fund support of Engineering		AY	<u>Total</u> 17,645			
			9700-01 Descript Wastew operation	TRANSFERS OUT Transfers Out - General Fund tion vater Capital Fund support of Engineering ons. ering, Admin, & Finance personnel services	<u>Units</u>	AY Amt/Unit	<u></u>			
		221,294	9700-01 Descript Wastew operation Engineer	TRANSFERS OUT Transfers Out - General Fund tion vater Capital Fund support of Engineering ons. ering, Admin, & Finance personnel services	<u>Units</u>	Amt/Unit 17,645	17,645			
230,222	203,109	221,294	9700-01 Descript Wastew operation Engineer support.	TRANSFERS OUT Transfers Out - General Fund tion vater Capital Fund support of Engineering ons. ering, Admin, & Finance personnel services . Transfers Out - Park Development	<u>Units</u>	Amt/Unit 17,645	17,645	228,203	0	0
230,222	203,109	221,294	9700-01 Descript Wastew operation Engineer support. 9700-50 Descript	TRANSFERS OUT Transfers Out - General Fund tion vater Capital Fund support of Engineering ons. ering, Admin, & Finance personnel services . Transfers Out - Park Development	Units 1	Amt/Unit 17,645 210,558	17,645 210,558	228,203	0	0
230,222	203,109	221,294	9700-01 Descript Wastew operatio Enginee support. 9700-50 Descript Loan for	TRANSFERS OUT Transfers Out - General Fund tion vater Capital Fund support of Engineering ons. ering, Admin, & Finance personnel services Transfers Out - Park Development tion	Units 1 1 <u>Units</u> 1	Amt/Unit 17,645 210,558 Amt/Unit 230,000	17,645 210,558 <u>Total</u>	228,203	0	0
230,222	203,109	221,294	9700-01 Descript Wastew operatio Enginee support. 9700-50 Descript Loan for	TRANSFERS OUT Transfers Out - General Fund tion vater Capital Fund support of Engineering ons. ering, Admin, & Finance personnel services Transfers Out - Park Development tion r park construction	Units 1 1 <u>Units</u> 1	Amt/Unit 17,645 210,558 Amt/Unit 230,000	17,645 210,558 <u>Total</u>	228,203 230,000	0	0
230,222	203,109	221,294	9700-01 Descript Wastew operation Engineer support. 9700-50 Descript Loan for	TRANSFERS OUT Transfers Out - General Fund tion vater Capital Fund support of Engineering ons. ering, Admin, & Finance personnel services . Transfers Out - Park Development tion r park construction TOTAL TRANSF	Units 1 1 <u>Units</u> 1	Amt/Unit 17,645 210,558 Amt/Unit 230,000	17,645 210,558 <u>Total</u>	228,203 230,000	0	0 0 0

2016	2017	2018	Department : N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
			ENDING FUND BALANCE			
0	3,645,200	3,431,780	9977-99 Designated End FB - WW Cap Fd - PERS Refinancing Reserve	3,139,300	0	0
14,864,301	15,975,116	15,915,182	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	18,322,614	0	0
14,864,301	19,620,316	19,346,962	TOTAL ENDING FUND BALANCE	21,461,914	0	0
20,972,234	21,671,967	25,509,158	TOTAL REQUIREMENTS	30,576,217	0	0

2016	2017	2018	Department : N/A	2019	2019	2019	
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED	
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET	
20,972,234	21,671,968 25,509,158		TOTAL RESOURCES	30,576,217	0	0	
20,972,234	21,671,968	25,509,158	TOTAL REQUIREMENTS	30,576,217	0	0	



Budget Highlights

- Two years ago City Council authorized the purchase of three used ambulances from the Portland Fire Department. This purchase did buy us some time and provided a unit for our Day Car. This year we will be purchasing a new ambulance to replace one that will pass 200,000 miles this year. The Portland units remain an integral part of our back up fleet for mechanical downtime.
- The impact of inadequate Medicare and Medicaid reimbursements remain significant because approximately 83% of the City's total transports are Medicare or Medicaid accounts. We will be monitoring these numbers for accuracy since there is uncertainty around this area due to current political issues. Commercial insurance payers generally reimburse the City for about 84% of the total amount charged. The City will continue to discuss funding strategies around businesses that impact the ambulance service.
- There is legislation enacted that will create an additional revenue source for Medicaid calls. It is expected that this legislation will be approved by the Federal Government and fund recovery should be in place by January of 2019. The City will recover as much as \$400 per Medicaid call, which last year was over 23% of our transports.
- There were several injuries as a result of lifting patients into the ambulances recently. This budget includes a lift system that eliminates the need for staff to lift the gurney into the ambulance.

Core Services

- Provide Advanced Life Support Care to City's 450 square mile Ambulance Service Area.
- Provide Advanced & Basic Life Support training to all department Emergency Medical Services personnel.
- Provide training to City partner rescue companies within Ambulance Service Area.
- Ensure that the City meets the requirements of the Yamhill County Ambulance Service Area plan.

- Provide for a Quality Assurance Program to continue to improve the ambulance delivery system.
- Continue and improve partnerships with physician advisor and Willamette Valley Medical Center.



Future Challenges and Opportunities

- Address the challenge of the sustainability of the ambulance service given that user fee revenue does not cover the cost of providing ambulance service.
- Develop funding strategies for operation of the ambulance service that reduce reliance on General Fund support.
- Improve department public service to both internal and external customers.
- Attempt to meet the requirements of the Yamhill County Ambulance Service Agreement.
- Implement goals and objectives of Self-Assessment.
- Identify future staffing needs to accommodate increasing call volume.
- Evaluate response needs of entire Ambulance Service Area.
- o Continue to improve partnerships with outlying rescue agencies.
- Develop partnerships to meet and maintain requirements of the McMinnville Ambulance Service.

Department Cost Summary

		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	4,610,697	4,740,300	5,493,652	753,352
Personnel Services	3,264,187	3,454,925	3,766,324	311,399
Materials & Services	798,803	941,305	971,084	29,779
Capital Outlay	4,656	24,285	313,750	289,465
Transfers Out	325,326	325,092	366,015	40,923
Total Expenditures	4,392,972	4,745,607	5,417,173	671,566
Net Expenditures	217,725	(5,307)	76,479	(81,786)

Full-Time Equivalents (FTE)

-,		
2017-18		2018-19
Adopted		Proposed
Budget	Change	Budget
25.02		
	0.65	
	0.06	
	0.06	
	(0.40)	
	0.50	
	0.87	25.89
	Adopted Budget	Adopted Budget Change 25.02 0.65 0.06 0.06 (0.40) 0.50



Ambulance Fund

Historical Highlights

- 1928 McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.
- 1950 A typical ambulance transport cost ~\$2.50.
- 4971 First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1's. Paid staff operates the ambulance during the day and volunteers at night.
- First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department.
- **1982** Fire Department's first state certified paramedic hired.
- 1983 Three ALS employees reassigned to work 24-hour shifts in three-day rotations. Paid staff continues to provide ambulance transports during the day. Volunteers are called in at night to supplement ambulance response.
- 1987 Ambulance subscription sold for the first time at \$35 per household FireMed.

- 1996 Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.
- 1997 Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day. Volunteers are assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day.
- 2001 Fire Department EMS
 Division starts NonEmergency Transport
 (NET) Team to provide nonmedical transports from the
 hospital to care facilities
 and also to provide service
 to doctor appointments.
- fee schedule with a fiveyear implementation process significantly decreasing the amount paid for medical transports.
- First Fire Fund property tax transfer to support ambulance operations \$50,000.

- 2004 Non-Emergency Transport (NET)

 Team program discontinued due to inadequate funding from Medicare and Medicaid.
- Yamhill County completes
 Ambulance Service Area plan
 required by the State of Oregon.
 McMinnville Fire Department
 (MFD) is awarded MFD's current
 Ambulance Service Area;
 implemented July 1, 2005.
- **2005** Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.
- **2005** Second Fire Fund property tax transfer to supplement ambulance operations \$100,000.
- First time Ambulance Fund operations cannot support purchase of a new ambulance. Improvements Fund budgets to purchase \$130,000 with a combination of property taxes and remaining public safety full-faith and credit obligation certificates financing dollars.



Ambulance Fund Historical Highlights

2006	Third Fire Fund property tax
	transfer to supplement ambulance
	operations - \$300,000.

- Field Data program implemented.
 Integrates pre-hospital care reports directly with the ambulance billing system using lap top computers in each of the ambulances.
- 2007 Purchase of new ambulance funded with combination of remaining dollars from the 2002 public safety full faith and credit financing and property taxes.
- 2007 Continuance of the Fire Fund property tax transfer to subsidize EMS service operations \$300,000.
- **2007** Average 27% rate increase to help offset increasing property tax subsidy.
- Purchase of four new defibrillators completes transition to new technology, enhancing paramedic's ability to provide first rate medical service.
- Transfer from General Fund to subsidize ambulance operations \$500,000.



2009 Self Assessment process identifies emergency response challenges for the EMS service.

2009 Realigned staffing to provide peak activity unit and Advanced Life Support Engine in an effort to improve service levels to the community.

2010 City Council adopts Fire
Department Standards of
Response, establishing
response time standards for
Fire and EMS.

2011 City Council adopts new EMS delivery model and approves implementation of phase one. 1st phase includes new EMS Division Chief, 3 additional 24 hour staff, and establishing north substation.

2011 Part Time Plus positions converted to FT EMT Firefighter positions allowing department to provide 3-24 hour ambulances improving service during the evening hours.

2012 Property is rented on Baker Creek Road to house substation for Ambulance services.



2012 Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,600.

Ambulance Fund Historical Highlights

2014 Affordable Care Act changes taking place this year. Impacts include an increase of 484 EMS calls driven mostly by increasing Medicaid membership in the county.

2015 Expected increases in call volume due to four new care homes being built in McMinnville; 187 rooms equal anticipated 267 call increase.

Yamhill County indicates that there were 9000 new Medicaid members in Yamhill County this year with an overall increase to 16,000 by the end of 2015.

to provide a Peak activity unit.
This vehicle will be cofounded by Amity and the City of McMinnville to improve service to the ASA.

Ambulance reduces its general fund subsidy by \$350,000 due to an increase in revenues from an increase of call volume.

2016 Three FTE are added to reduce the overtime costs of the department and reduce work stress due to overtime.

Test new partnership with Lafayette by deploying an ambulance from rental house to determine response time performance.

2018 Health and safety issues rise to the front.
Increased staff by 1 FTE to cover vacancies requiring mandatory overtime. Lift assist system for ambulance to help reduce injuries.



Ambulance Fund

2018-2019 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description						Position Description					
Fund	Number of		Total	Detaile	ed Summary	Fund	Number of		Total	Detailed	Summary
Department	Employees	Range	Salary	Page	Amount	Department	Employees	Range	Salary	Page	Amount
Fire Chief General Fund Fire	1	364	133,748			<u>Firefighter / Paramedic</u> General Fund Fire	1	330	52,214		
Administration & Operation	ns (0.75 FTE)			73	100,311	Administration & Operation	ns (0.28 FTE)			73	18,275
Ambulance Fund (0.25 FTE)				232	33,437	Ambulance Fund (0.52 FTE)				232	33,939
Fire Battalion Chief General Fund Fire	3	245	317,616			<u>Firefighter / EMT</u> General Fund Fire	1	322	42,507		
Administration & Operation	ns (1.05 FTE)			73	111,166	Administration & Operation	ns (0.28 FTE)			73	14,877
Ambulance Fund (1.95 FTE)				232	206,450	Ambulance Fund (0.52 FTE)				232	27,630
<u>Fire Lieutenant</u> General Fund Fire	3	235	268,729			Office Manager General Fund Fire	1	332	61,195		
Administration & Operation	ns (1.05 FTE)			73	94,055	Administration & Operation	ns (0.75 FTE)			73	45,896
Ambulance Fund (1.95 FTE)				232	174,674	Ambulance Fund (0.25 FTE)				232	15,299
<u>Fire Engineer</u> General Fund Fire	3	230	273,956			Administrative Specialist II General Fund Fire	1	324	48,153		
Administration & Operation	ns (1.05 FTE)			73	95,885	Administration & Operation	ns (0.25 FTE)			73	12,038
Ambulance Fund (1.95 FTE)				232	178,071	Ambulance Fund (0.75 FTE)				232	36,115
<u>Firefighter</u> General Fund Fire	25	220	1,938,252			Support Services Specialist General Fund Fire	1	324	22,440		
Administration & Operation	ns (8.75 FTE)			73	678,388	Administration & Operation	ns (0.25 FTE)			73	11,220
Ambulance Fund (16.25 FTE)				232	1,259,863	Ambulance Fund (0.25 FTE)				232	11,220

			73 AMBOLANOL I OND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
			RESOURCES			
	-		BEGINNING FUND BALANCE			
650,996	841,823	850,000	4079-05 Designated Begin FB-Ambulance Fd - EMS A/R Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1	1,100,000	0	0
0	0	37,500	4079-25 Designated Begin FB-Ambulance Fd - Facility Improvements	0	0	0
163,197	508,539	642,075	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	148,817	0	0
814,193	1,350,362	1,529,575	TOTAL BEGINNING FUND BALANCE	1,248,817	0	0
			LICENSES AND PERMITS			
0	0	0	4213-15 Specialty Business License - Care Homes Proposed 2018-19 budget includes revenue for specialty business licensing of adult care homes	143,000	0	0
0	0	0	TOTAL LICENSES AND PERMITS	143,000	0	0
			INTERGOVERNMENTAL			
0	0	0	4555 Ground Emergency Medical Transport (GEMT) Reimbursement Federal funds passed through State to City. Reimbursement to City for 50% of difference between amount paid by Medicaid and cost for service, as calculated using pre-approved methodology.	599,315	0	0
46,484	0	2,500	4840-05 OR Conflagration Reimbursement - Personnel Reimbursement for personnel costs due to conflagration deployment during the last year.	4,875	0	0
0	0	0	4840-10 OR Conflagration Reimbursement - Equipment	0	0	0
0	10,000	10,000	5035-05 City of Amity - Paramedic Ambulance	10,000	0	0
46,484	10,000	12,500	TOTAL INTERGOVERNMENTAL	614,190	0	0
			CHARGES FOR SERVICES			
3,577,616	3,627,278	3,765,000	5700 Transport Fees Transport fee revenue for Medicare and Medicaid patient accounts includes only "allowed" amounts (Medicare) or the amount that will actually be reimbursed (Medicaid). All other patient accounts reflect the full amount of charges for the transport base rate and mileage.	3,640,000	0	0
0	0	0	5705 Care Home Charges Proposed 2018-19 budget includes charges collected from adult care homes for ambulance calls when medical treatment is not necessary	65,000	0	0
124,860	132,225	130,000	5710 FireMed Fees Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider.	130,000	0	0

					•	13 - ANIDOLANCE I ON				
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	3,835,000		TOTAL CHARGES FOR SERVICES				3,895,000	3,759,503	3,702,476
						MISCELLANEOUS				
0	0	200				Interest	6310	2,300	1,737	1,831
0	0	0	diture	rough expen	pended th	Donations - Ambulance eceived to help support ambulance operations of Materials and Supplies-Donations.	Donations red	0	0	0
0	0	11,250				Other Income	6600	500	15,889	8,162
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>tion</u>	<u>Descripti</u>			
			11,250	11,250	1	upgrade grant reimbursement split 25/75 with	Seismic Fire			
0	0	0		nt	burseme	Other Income - Workers' Comp Rein	6600-05	0	3,711	0
0	0	25,000	nts	vable accou	unts Rece	Collections - EMS gency payments from ambulance past-due Accuracy to collections.	Collection age	30,000	19,859	31,274
0	0	36,450		<u>3</u>	ANEOU	TOTAL MISCELI		32,800	41,195	41,267
						TRANSFERS IN				
0	0	800,000	ergency	Ground Em	receipt o	Transfers In - General Fund transfer amount compared to prior year is due asport (GEMT) reimbursement from State of Or	Decrease in t	800,000	800,000	1,150,000
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>tion</u>	<u>Descripti</u>			
			800,000	800,000	1	Fund support of City emergency medical	General services			
0	0	65,012				Transfers In - Insurance Services	6900-85	0	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>tion</u>	<u>Descripti</u>			
			20,012	20,012	1	ce Service Fund distribution				
			45,000	45,000	1	nce gurney with lift assist	Ambulan			
0	0	865,012			ERS IN	TOTAL TRANS		800,000	800,000	1,150,000
0	0	6,742,469			IRCES	TOTAL RESO		6,269,875	5,961,059	5,754,419

				13 - ANIDOLANGE I OND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
45,518	458	0	7000	Salaries & Wages	0	0	0
1,644,136	1,800,215	1,926,882	Fire Chief - Emergency Fire Battalio Fire Lieuten Fire Enginee Firefighter - Office Mana Support Ser	Medical Services Chief - 1.00 FTE on Chief - 1.95 FTE ant - 1.95 FTE er - 1.95 FTE	2,040,006	0	0
15,834	65,410	55,410	7000-10 Firefighter /	Salaries & Wages - Regular Part Time Paramedic - 0.52 FTE EMT - 0.52 FTE	61,569	0	0
317,645	248,605	162,500	7000-20 The 2018-19	Peak Unit Amity. Salaries & Wages - Overtime 9 budgeted amount is reduced to reflect savings from the hiring of additional split between Fire and Ambulance. The overall cost will be covered by the ertime.	241,500	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	900	0	0
25,334	3,237	0	7300	Fringe Benefits	0	0	0
118,948	126,704	132,958	7300-05	Fringe Benefits - FICA - Social Security	145,237	0	0
27,915	29,825	31,097	7300-06	Fringe Benefits - FICA - Medicare	33,988	0	0
489,339	498,235	620,597	7300-15	Fringe Benefits - PERS - OPSRP - IAP	671,930	0	0
291,299	327,462	345,250	7300-20	Fringe Benefits - Medical Insurance	373,668	0	0
50,098	77,381	78,600	7300-22	Fringe Benefits - VEBA Plan	86,675	0	0
2,394	2,692	2,738	7300-25	Fringe Benefits - Life Insurance	2,794	0	0
8,325	9,342	10,016	7300-30	Fringe Benefits - Long Term Disability	10,676	0	0
62,613	68,608	86,868	7300-35	Fringe Benefits - Workers' Compensation Insurance	95,347	0	0
1,001	961	1,006	7300-37	Fringe Benefits - Workers' Benefit Fund	1,032	0	0
91	5,052	1,003	7300-40	Fringe Benefits - Unemployment	1,002	0	0
3,100,488	3,264,187	3,454,925		TOTAL PERSONNEL SERVICES	3,766,324	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
				MATERIALS AND SERVICES			
3,615	4,468	4,000	7500	Credit Card Fees	5,000	0	0
380	777	2,400	7540 Costs share	Employee Events ad city-wide for employee training, materials, and events.	2,200	0	0
22,703	21,316	22,000	Increases d travel exper of certification	Travel & Education ue to number of new staff Emergency medical service training, education, and uses for career and volunteer staff. Training dollars will be spent on critical areas on and required EMS training with professional development provided. Increase with leadership and supervisory training	25,000	0	0
20,124	25,321	30,000	7590	Fuel - Vehicle & Equipment	30,000	0	0
5,526	5,708	6,500	7600	Electric & Natural Gas	6,500	0	0
18,300	17,000	25,300	7610-05	Insurance - Liability	25,000	0	0
10,400	16,500	18,300	7610-10	Insurance - Property	14,300	0	0
19,875	24,085	24,000	This repres	Telecommunications <pre> .ents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent tility charges for the department. </pre>	23,000	0	0
12,176	12,457	12,500	7630-05 Career and	Uniforms - Employee volunteer fire uniforms. Increase to cover increasing new hire levels.	15,000	0	0
0	0	500	7640	Laundry	500	0	0
2,115	2,409	2,500	7650 Three days General Fu	Janitorial per week janitorial services and supplies - 75% shared with Fire Department in nd.	2,500	0	0
27,557	29,322	32,000	7660	Materials & Supplies	32,000	0	0
6,519	4,592	7,000	7660-15	Materials & Supplies - Postage	7,000	0	0
99,407	123,684	110,000	7660-45 Increase du	Materials & Supplies - Medical Equipment & Supplies e to call volume increase and cost of medical supplies and medications increase.	118,000	0	0
1,452	1,556	1,800	7660-55	Materials & Supplies - Oxygen	1,800	0	0
0	0	0	7680 Material and	Materials & Supplies - Donations d supplies funded through revenue account 6460, Donations-Ambulance.	0	0	0
0	0	0	7720	Repairs & Maintenance	0	0	0
0	1,251	12,500	7720-06 Refurbish 2	Repairs & Maintenance - Equipment defibrillators	12,500	0	0
11,089	9,418	12,500	7720-08	Repairs & Maintenance - Building Repairs	12,500	0	0
35,458	52,618		•	Repairs & Maintenance - Vehicles enance is done by outside mechanics . Fleet is aging.	60,000	0	0
952	4,205	1,500	7720-16	Repairs & Maintenance - Radio & Pagers	1,500	0	0

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :N/A Section :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
21,146	24,395	26,000	7725	Program :N/A Rental Property				26,000	0	0
21,140	24,393	20,000		ion rental property; includes rent and utilities and	direct co	sts associated	d with that	20,000	Ü	O
18,944	24,734	19,890	7750	Professional Services				27,835	0	0
			<u>Descri</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Medica	Il Director contract	1	10,000	10,000			
			Labor r	negotiations arbitrator shared 35/65 with Fire	1	1,350	1,350			
			Chapla	in contract	1	2,400	2,400			
			Section	n 125 administration fee	1	385	385			
			Audit fe	ee allocation	1	3,700	3,700			
			Proces	s improvement consultant for ambulance billing	1	10,000	10,000			
15,159	18,280	18,500	7790	Maintenance & Rental Contracts				18,500	0	0
				e contracts for physio-control equipment, ambula ated contracts.	nce cots	, and miscella	neous			
8,223	12,927	14,000	7800	M & S Equipment				14,000	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Defibril	lator batteries	15	500	7,500			
			Glide s		1	6,500	6,500			
13,108	4,720	8,000	7800-09	M & S Equipment - Radios				12,000	0	0
0	0	0	7810	M & S Equipment - Donations				0	0	0
16,856	18,368	25,985		M & S Computer Charges aterials & supplies costs shared city-wide				25,599	0	0
43,017	36,547	33,130	7840-95	M & S Computer Charges - Ambuland			•	38,350	0	0
			In an effort vehicle	of cost reduction mobile computers will be replace	ed with ta	ablets saving	\$4,000 per			
			<u>Descrip</u>	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ESO ch	nart software maintenance	1	12,000	12,000			
			Netmot	tion maintenance - shared with Police, Fire	1	1,200	1,200			
			Tritech Fire	message switch maintenance-35%, shared with	1	2,800	2,800			
			ESO po	ersonnel maintenance-50%, shared with Fire	1	1,350	1,350			
			Target	software maintenance-50%, shared with Fire	1	3,000	3,000			
				billing software maintenance	1	7,000	7,000			
			Printers	s - Upstairs EMS, card printer	2	1,500	3,000			
			•	ement scanner	1	1,100	1,100			
			Surface	e dock	1	150	150			
				r replacement	1	400	400			
				arranty extensions	7	350	2,450			
			MDT re	eplacements	3	1,300	3,900			

2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	0				M & S Building Improvements	7850	0	0	0
0	0	8,000				FireMed Promotion	8070	9,000	8,139	9,674
0	0	7,500			lectible; fo	balance writeoffs for accounts deemed totally uncolcy, death without estate, or undeliverable invoices.		7,500	2,732	4,233
0	0	104,000	s have	ce payments			8270-20 FireMed mer	104,000	97,838	106,969
0	0	235,000	ve been			Revenue Adjustments - Turned To C accounts turned to collections agency after City co act; write offs are recorded as expense.		235,000	164,519	160,966
0	0	60,000	'amhill ninistration.	Center, and Y	etention (•	8270-30 Discounts pr County Hosp	60,000	28,917	57,174
0	0	971,084		RVICES	ND SEF	TOTAL MATERIALS A		941,305	798,803	773,116
						CAPITAL OUTLAY				
0	0	45,000				Equipment	8710	0	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>cription</u>	Descript			
			45,000	45,000	1	gurney with lift assist	New gu			
0	0	0				2 Equipment - EMS Defibrillators	8710-22	0	0	0
0	0	0				Capital Outlay Computer Charges I capital outlay costs shared city-wide		4,285	4,656	3,494
0	0	20,000		ce	mbulan	Capital Outlay Computer Charges - A	8750-95	20,000	0	0
			<u>Total</u> 20,000	Amt/Unit 20,000	<u>Units</u> 1	<u>cription</u>) Billing Software	<u>Descript</u> ESO Bil			
0	0	48,750				Building Improvements	8800	0	0	0
			<u>Total</u> 11,250 25,000 12,500	Amt/Unit 11,250 25,000 12,500	<u>Units</u> 1 1 1	cription mic upgrade engineering split 25/75 with Fire d remediation plumbing repair split 25/75 with Fire ion alerting system split 25/75 with Fire	Mold rei			
0	0	200,000				Vehicles	8850	0	0	214,125
			<u>Total</u>	Amt/Unit	<u>Units</u>	cription	Descript			
			200,000	200,000	1	Ambulance including equipment	New Am			

2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/ A	Ď	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
					TRANSFERS OUT				
0	228,605				Transfers Out - General Fund	9700-01	191,973	196,754	188,467
		<u>Total</u>	Amt/Unit	<u>Units</u>					
		228,605	228,605	1					
0	89,000			cations	Transfers Out - Emergency Commun	9700-15	88,200	84,200	81,000
		<u>Total</u>	Amt/Unit	<u>Units</u>					
		89,000	89,000	1	ce Fund support for YCOM dispatching				
0	48,410				Transfers Out - Information Systems	9700-80	44,919	44,372	43,367
		<u>Total</u> 48,410	Amt/Unit 48,410	<u>Units</u> 1					
0	366,015		<u>T</u>	RS OU	TOTAL TRANSFI	2	325,092	325,326	312,834
					CONTINGENCIES				
0	300,000				Contingencies	9800	300,000	0	0
0	300,000		<u> </u>	ENCIE	TOTAL CONTING)	300,000	0	0
					ENDING FUND BALANCE				
0	950,000	ceivable	Accounts Re		signated Ending Fund Balance for estimated A	Non-cash De	850,000	1,816,485	841,823
0	0	s					62,500	37,500	0
0	75,296					Estimated de	311,768	-285,897	508,539
0	1,025,296		NCE	D BALA	TOTAL ENDING FUN	3	1,224,268	1,568,088	1,350,362
0	6,742,469		2	MENT	TOTAL REQUIR	 5	6,269,875	5,961,060	5,754,419
	### APPROVED BUDGET 0	PROPOSED BUDGET APPROVED BUDGET 228,605 0 89,000 0 48,410 0 366,015 0 300,000 0 950,000 0 0 0 75,296 0 1,025,296 0	PROPOSED BUDGET 228,605 39,000 Total 89,000 Total 89,000 48,410 366,015 0 300,000 0 300,000 0 300,000 0 1000 10	PROPOSED BUDGET APPROVED BUDGET	2019 PROPOSED BUDGET 2019 PROPOSED BUDGET 228,605	Department : N/A Section :NA Section :NA Section :NA Program :N/A Program :N/A TRANSFERS OUT Transfers Out - General Fund on	Department : N/A Section : N/A Section : N/A PROPOSED P	Department :N/A Section :N/A Proposed BUDGET Proprosed BUDGET P	MENDED Section :N/A PROPOSED APROVED PROPOSED APROVED

2017	2018	Department :N/A	2019	2019	2019
ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
	BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
5,961,059	6,269,875	TOTAL RESOURCES	6,742,469	0	0
5,961,059	6,269,875	TOTAL REQUIREMENTS	6,742,469	0	0
	5,961,059	ACTUAL AMENDED BUDGET 5,961,059 6,269,875	ACTUAL AMENDED Section :N/A Program :N/A 5,961,059 6,269,875 TOTAL RESOURCES	ACTUAL AMENDED Section :N/A PROPOSED BUDGET 5,961,059 6,269,875 TOTAL RESOURCES 6,742,469	ACTUAL AMENDED Section: N/A PROPOSED BUDGET Section: N/A Program: N/A 5,961,059 6,269,875 TOTAL RESOURCES 6,742,469 0

INFORMATION SYSTEMS & SERVICES FUND

• Budgeted Computer Equipment – By Department



Information Systems & Services Fund

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- The 2018-19 proposed budget does not include any changes in personnel.
- Information Systems will continue to pursue the philosophy of engaging professional services for high-skill, low frequency projects to keep up with rapid technological changes.

New Programs, Projects, or Equipment:

- Assist in migrating the Planning Department's software to provide citizens with electronic permitting, online payments, and other web functionality. City staff will also be outfitted with electronic devices for inspections and other fieldwork.
- City IS will work with our partners at YCOM as upgrades to the 911/CAD system will require upgrades to the City's mobile data terminals and e-ticketing system.
- Continued exploration and extension into cloud based and hosted processing – following industry trends as web based software continues to grow along with service security and reliability.
- Upgrade audio/visual systems at the Civic Hall, as well as conference rooms around the City for increased video and digital meeting capability.
- Continue initiative for redundancy and continuity of operations for our computer systems. By utilizing computer room facilities in the Public Safety Building and the Community Center, we are able to create "failover" systems which will ensure continued City operations in the event of a disaster.
- Continue computer security awareness training Citywide.
 Ongoing IT security efforts focusing on protecting data confidentiality, preserving data integrity and promoting the availability of data for authorized use.

- Move towards policy based guidance in all areas of service develop effective, workable policies around IT processes to promote standards of work and procedures to run City business more smoothly.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- Evaluate older city software packages in Public Works and Wastewater as they complete their original product lifecycles and plan for replacement.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

Information Systems & Services Fund

Future Challenges and Opportunities

- Partner with City Departments to provide internal and external services support – social media archival tools, public records request tools, time management tools, HR productivity tools, training opportunities, and others as needs are assessed and explored.
- Continue to train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Enhance and expand the City website to provide services and information for citizens and internal departments. Online payments, job applications, electronic form submission and social media communication.
- Continue to leverage cloud technologies as appropriate for City information processing needs – long term backup strategies, scalable processing, keeping security and total cost impact in mind.
- Evaluate all paper-based processes for improvement opportunities – electronic form submission, digital document management, and cloud based solutions for document archival and storage.

Department Cost Summary

		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	972,976	1,070,946	1,137,023	66,077
Personnel Services	392,868	429,851	463,808	33,957
Materials & Services	482,329	531,995	565,415	33,420
Capital Outlay	74,615	119,200	105,600	(13,600)
Total Expenditures	949,813	1,081,046	1,134,823	53,777
Net Expenditures	23,163	(10,100)	2,200	(12,300)

Full-Time Equivalents (FTE)

	()		
	2017-18		2018-19
	Adopted		Proposed
	Budget	Change	Budget
FTE Adopted Budget No change	4.00	_	
FTE Proposed Budget			4.00



eliminated.

Information Systems & Services Fund

Historical Highlights

1993	City's first Information Systems Manager hired.	2004	Physical location of IS Department moved from	2008	Supported the project of moving all communications
1995	Fiber Optic Cable Project implemented resulting in fiber		Fire Station to Community Center.		for the City to the new Public Safety Building.
	loop connecting City facilities.	2005	Completed move of all City telephones back onto City-	2009	Began implementation of redundant server strategy
1995	First system administrative specialist hired to help with	2226	County telephone system.		for "hot" site backup of City applications.
	expanding City IS needs.	2006	Implemented mobile data terminals in fire and police	2010	Began utilizing virtual server
1996	City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!		vehicles. First agencies to use new 700 mhz public safety frequencies in the state.		technology and moved to Storage Area Network devices.
1998	City hires wide-area network	2006	Completion of new	2011	Development of an IS strategic plan.
	administrator and shares cost 50-50 with McMinnville School District #40.	2000	computer equipment room with backup generator in Community Center.	2011	Fully implemented electronic ticketing software
2001	McMinnville School District #40 eliminates cost sharing of widearea network administrator position. Position assimilated into City budget.	2006	Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.	2012	for Police Department. Completed continuity of operations project utilizing main computer room and auxiliary site in Public
2002	IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating	2006	Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.	2013	Safety building. Implemented a fully electronic agenda system for the conducting of City Council meetings.
	systems City-wide.	200 7	Partnered with Yamhill County assuming project		· ·
2003	Partnership formed with Yamhill County for management of IS services; City director position eliminated		management and problem resolution of the City public safety radio system.		

2014 Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is

realized, primarily in the public

safety areas.

2015 Hired a full-time IS Director.

2016 Implemented 'next-gen' network

firewall technology for

increased security and network

performance.

2016 Completed overhaul of City's

website.

2016 Replaced City's network storage array to handle

increased data storage demand, especially video.



The Storage Area Network devices on the City network have total storage capacity of 30 terabytes.

Fund - Department	Computer Equipment	<u>\$s</u>	<u>Department</u> <u>Total</u>	<u>Notes</u>
Administration, City Mgr 01-01-002	None		0	
Administration, City Council 01-01-005	Laptop - 1	1,600 _	1,600	Civic Building Laptop
Administration, Legal 01-01-008	None	_	0	
Finance/Accounting 01-03-013	Printer maintenance Printer - 1 Laptop - 1 Scanner - 1	300 1,200 1,600 1,100	4,200	Lexmark - annual maintenance cost Replacement, North Office LJ Replacement, Finance Laptop #2 Replacement, Scanner
Engineering 01-05	Workstations - 1 Maintenance - 1	1,500 1,700	3,200	Replacement Plotter (annual cost)
Planning 01-07	Laptop -1 Workstations - 2	1,600 3,600 -	5,200	New employees

Fund - Depai	rtment_	Computer Equipment	<u>\$s</u>	<u>Department</u> <u>Total</u>	<u>Notes</u>
Police	04.44.040				
	01-11-040	W 1 4 6	0.000		D 1
		Workstations - 6	9,000		Replacements
		Surfaces - 4 Printer - 1	10,400		New Parlacement Intoka I. I.
		Netmotion Licenses - 4	1,200 1,400		Replacement, Intake LJ
		Netholion Licenses - 4	1,400		Replacements, includes Verus camera system,
		MDTs (M7) - 2	25,600		Zebra printer for each
		Laptop - 1	1,600		Replacement, Admin Laptop
		<u> </u>	1,000	49,200	
			-	-,	-
Municipal Court					
•	01-13-060	Workstations - 3	4,500		Replacements
			· · · · · · · · · · · · · · · · · · ·	4,500	- '
			_		_
Fire					
	01-15-070	Workstations - 3	4,500		Replacements. EOC #1, EOC #2
		Surface Tablet - 1	2,600		New
		MDTs (R12) - 2	2,600		Replacements, Engine1, DC1
		Surface Docking Stations - 2	300		New
		Monitor - 2	800		Replacements
		R12 Warranty Extensions - 2	700		_
			_	11,500	<u>-</u>
Park & Rec Adm					
	01-017-001	None	0		=
			-	0	<u>-</u>
Douls 9 Doo Agus	otio Ctr				
Park & Rec Aqua	01-17-087	Workstation - 1	1,500		Replacement
	01-17-007	Activenet Peripherals	1,000		перасешен
		Printer - 1	1,200		Replacement
		TV and Networking for back room	3,000		περιασειπετιι
		TV and Networking for back footh	3,000	6,700	-
			_	0,700	<u>'</u> =

				Department	
Fund - Departm	<u>nent</u>	Computer Equipment	<u>\$s</u>	<u>Total</u>	<u>Notes</u>
Park & Rec Comm (Ness	0		
	01-17-090	None_	0	0	
			_	U	•
Park & Rec KOB					
	01-17-093	None	0		
	0. 1. 000	_		0	•
			_		•
Park & Rec Rec Spo	orts				
	01-17-096	Workstation - 1	1,500		Replacement
			_	1,500	
Park & Rec, Senior					
	01-17-099	None		0	
-				0	
Park Maintenance	04.40	M 1 4 1 4 10 4/0	750		5 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	01-19	Workstations - 1/2	750	750	Replacement, shared position
			_	750	
Library					
Library	01-21	Workstations - 8	12,000		Replacements
	0121	Printer/Scanner - 1	1,200		riopiacomento
			.,	13,200	•
			_		•
Street					
	20	Workstations - 1/2	750		Replacement, shared position
			_	750	
Building		Workstations - 3	4,500		1 Replacement, 2 for new positions
	70	Screen - 1	850		Upgrade
		Mobile Computers - 3	4,500		New, for Accela upgrade
		Ram upgrade _	150	40.000	
			_	10,000	

Fund - Department	Computer Equipment	<u>\$s</u>	<u>Total</u> <u>Notes</u>
Wastewater Services			
75-01	Workstations - 3	4,500	Replacements
		_	4,500
Ambulance			
79	MDTs (R12) - 3	3,900	Replacements, ambulances
	Printers -2	3,000	Upstairs EMS, Card Printer
	Scanner - 1	1,100	Replacement
	R12 Warranty Extensions - 7	2,450	
	Monitor - 1	400	Replacement
	Surface Dock - 1	150	
	_	_	11,000
		Total _	127,800

80 - INFORMATION SYSTEMS & SERVICES FUND

		1 0110	****	JUCE	O I LIVI	OU - INFORMATION 3				
2019 ADOPTED BUDGET				Department : N/A Section : N/A Program : N/A			DED	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
					CES	RESOU				
						BEGINNING FUND BALANCE				
0	0	0	serve					21,740	31,300	28,300
0	0	178,347	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year				,905 4090 Estimated Ju	161,905	131,848	131,104
0	0	178,347		<u>LANCE</u>	UND BA	TOTAL BEGINNING	645	183,645	163,148	159,404
						CHARGES FOR SERVICES				
0	0	480,841	Charges for Equipment & Services - General Fund Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs.					469,182	412,934	482,898
0	0	20,416		6000-20 Charges for Equipment & Services - Street Fund				16,528	13,175	14,641
0	0	34,368		6000-70 Charges for Equipment & Services - Building Fund				18,639	19,392	16,231
0	0	51,441	es Fund	ater Servic	- Wastew	Charges for Equipment & Service	,446 6000-75	51,446	42,313	50,966
0	0	83,949		nce Fund	- Ambula	Charges for Equipment & Service	,400 6000-79	83,400	59,571	63,367
0	0	671,015		VICES .	OR SER	TOTAL CHARGES	195	639,195	547,384	628,103
						<u>MISCELLANEOUS</u>				
0	0	2,200				Interest	,900 6310	1,900	1,542	773
0	0	0				Other Income	0 6600	0	0	0
0	0	2,200		<u> S</u>	LANEOL	TOTAL MISCE	900	1,900	1,542	773
						TRANSFERS IN				
0	0	350,177				Transfers In - General Fund	,966 6900-01	324,966	321,055	313,802
			<u>Total</u> 350,177	Amt/Unit 350,177	<u>Units</u> 1	tion tion Systems personnel services support.	<u>Descrip</u> Informa			
0	0	9,276				Transfers In - Street	,597 6900-20	8,597	8,481	8,284
			<u>Total</u> 9,276	<u>Amt/Unit</u> 9,276	<u>Units</u> 1	tion tion Systems personnel services support.	<u>Descrip</u> Informa			
0	0	9,276				Transfers In - Building	,597 6900-70	8,597	8,481	8,284
			<u>Total</u> 9,276	<u>Amt/Unit</u> 9,276	<u>Units</u> 1	tion tion Systems personnel services support.	<u>Descrip</u> Informa			

204	2040	2040				Department :N/A		2040	2047	2040
201	2019	2019				Department :N/A		2018	2017	2016
ADOPTE	APPROVED	PROPOSED				Section :N/A		AMENDED	ACTUAL	ACTUAL
BUDGE	BUDGET	BUDGET				Program :N/A		BUDGET		
(0	46,669				Transfers In - Wastewater Services	6900-75	42,772	41,661	40,459
			<u>Total</u>	mt/Unit	<u>its</u>	<u>tion</u>	<u>Descript</u>			
			46,669	46,669	1	tion Systems personnel services support.	Informat			
(0	48,410				Transfers In - Ambulance	6900-79	44,919	44,372	43,367
			<u>Total</u>	mt/Unit	<u>its</u>	<u>tion</u>	<u>Descript</u>			
			48,410	48,410	1	tion Systems personnel services support.	Informat			
(0	0				Transfers In - Insurance Services	6900-85	0	0	0
(0	463,808			S IN	TOTAL TRANS		429,851	424,050	414,196
(0	1,315,370			ES	TOTAL RESO		1,254,591	1,136,124	,202,476

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N/ A					2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
					QUIREMENTS						
				PERSONNEL SERVICES							
5,392	339	0	7000	Salaries & Wages					0	0	0
253,570	264,583	280,954	Information	Salaries & Wages - Regular Systems Director - 1.00 FTE Systems Analyst II - 2.00 FTE Systems Analyst I - 1.00 FTE	Full Time				302,551	0	0
1,540	98	3,000		Salaries & Wages - Overtim maintenance scheduled after workin activity periods.		onal ex	tra work	required	3,000	0	0
0	2,400	2,400	7000-37	Salaries & Wages - Medical	Opt Out Incentiv	'e			2,400	0	0
2,804	-10	0	7300	Fringe Benefits					0	0	0
14,759	15,781	17,754	7300-05	Fringe Benefits - FICA - Soc	ial Security				19,093	0	0
3,452	3,691	4,153	7300-06	Fringe Benefits - FICA - Med	dicare				4,465	0	0
51,073	51,848	65,043	7300-15	Fringe Benefits - PERS - OF	SRP - IAP				71,131	0	0
61,539	46,811	48,936	7300-20	Fringe Benefits - Medical In	surance				49,896	0	0
12,000	4,500	4,500	7300-22	Fringe Benefits - VEBA Plan	1				8,000	0	0
426	432	432	7300-25	Fringe Benefits - Life Insura	ince				432	0	0
1,401	1,453	1,540	7300-30	Fringe Benefits - Long Term	Disability				1,654	0	0
809	831	1,023	7300-35	Fringe Benefits - Workers' (Compensation Ins	suran	ce		1,070	0	0
125	113	116	7300-37	Fringe Benefits - Workers' E	Benefit Fund				116	0	0
408,892	392,868	429,851		TOTAL PER	SONNEL SERV	/ICE	<u>s</u>		463,808	0	0
				MATERIALS AND SERVI	CES						
59	471	700	7540 Costs share	Employee Events d city-wide for employee training, ma	terials, and events.				600	0	0
7,174	7,015	12,000	Technical tra	Travel & Education aining, network training, desktop train avel and meal expenses to seminars a		devel	opment t	raining,	12,000	0	0
			Descrip		<u>Units</u>	<u>Am</u>	t/Unit	<u>Total</u>			
				& Training, IS Analyst I	1		3,000	3,000			
				& Training, IS Analyst II & Training, Department Head	2	;	3,000	6,000 3,000			

O ADO	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
	0	500				Fuel - Vehicle & Equipment repair expense for IS Department vehicle	7590 Fuel and rep	500	295	160
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ription</u>	<u>Descript</u>			
			500	500	1	JV vehicle expenses	IS SUV			
	0	3,400				Insurance - Liability	7610-05	3,100	2,500	2,600
	0	500				Insurance - Property	7610-10	600	700	600
	0	9,000		n lines.	nd moder	Telecommunications on Services Department telephones, cell phon		9,000	8,737	7,798
			Total	Amt/Unit	Units	• • • • • •	Descript			
			5,000	5,000	1	Mifi services				
			4,000	4,000	1	phone services	Telepho			
	0	3,500	pendable	and dues, exp g videos and	scriptions ed trainin	Materials & Supplies ffice supplies, postage, shipping, professiona supplies, and training materials; including pureous training materials.	General offic computer su	3,000	4,708	2,693
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ription</u>	<u>Descript</u>			
			2,500	2,500	1	oards, mice, cabling, misc supplies	Keyboa			
			750	750	1	oing costs, returns, primarily MDTs	Shipping			
			250	250	1	r, printer paper, label printer supplies	Toner, p			
	0	1,000				Repairs & Maintenance	7720	0	10	88
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ription</u>	<u>Descript</u>			
			1,000	1,000	1	ing related maintenance activities	Building			
	0	3,000		e contracts.	aintenanc	Repairs & Maintenance - Equipm at repairs and software upgrades not covered	7720-06 Equipment re	3,000	779	1,239
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ription</u>	Descript			
			2,500	2,500	1	er & non-warranty equipment repairs	Printer 8			
			500	500	1	er maintenance kits for in-house repairs	Printer r			
	0	0				Repairs & Maintenance - Vehicle	7720-14	0	0	0
	0	62,790				Professional Services	7750	62,840	16,268	42,430
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ription</u>	Descript			
			50,000	50,000	1	cation, network, design & support services	Applicat			
			10,000	10,000	1	site services				
			1,000	1,000	1	Building A/V system maintenance				
			500	500	1	rity system monitoring	,			
			1,000	1,000	1	fee allocation				
			90	90	1	on 125 administration fee				
			200	200	1		Misc			

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department : N/A Section : N/A Program : N /A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
2,333	9,560	12,000	7770-03	Professional Services - Projects	ERP			0	0	0
16,918	0	0		Contract Services - Information S nty service contract for management of City al IS support staff was discontinued in 2015	's Information		artment	0	0	0
26,761	17,059	30,700	7792	Hardware Maintenance & Rental	Contracts			35,700	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			APC Sy	mmetra - server room UPS	1	3,000	3,000			
				vireless maintenance	1	2,000	2,000			
			HP serv	ver maintenance	1	6,000	6,000			
			Juniper	switch maintenance	1	1,500	1,500			
			Server	room generator maintenance	1	1,000	1,000			
			Mailgat	e spam filter maintenance	1	4,000	4,000			
			Firewal	maintenance	1	15,000	15,000			
			Hitachi	SAN maintenance	1	3,200	3,200			
7,253	7,799	8,000	7792-20	Hardware Maintenance & Rental	Contracts -	Police		8,000	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Data 91	1 MDT hardware maintenance	1	8,000	8,000			
0	0	0	7792-30	Hardware Maintenance & Rental	Contracts -	Fire		0	0	0
0	0	0	7792-95	Hardware Maintenance & Rental	Contracts -	Ambulance		0	0	0
127,287	133,177	126,400	7794	Software Maintenance & Rental C	ontracts			132,400	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Deskto	Authority Maintenance	1	2,500	2,500			
			LOGOS	S - Citywide ERP System Maintenance	1	74,000	74,000			
			Helpde	sk software	1	1,500	1,500			
				eploy renewal	1	1,000	1,000			
			Veeam	backup maintenance	1	10,000	10,000			
				e support renewal	1	13,000	13,000			
				ed Trust renewal	1	2,100	2,100			
				Connect renewal	1	2,000	2,000			
			Symant		1	2,500	2,500			
				Network monitoring	1	1,000	1,000			
				e maintenance	1	4,800	4,800			
				/s/SQL licensing Device Management Software Maintenance	1	15,000 3,000	15,000 3,000			
		0		Software Maintenance & Rental C				0	0	0
0	0	U	7794-02	Office	ontracts - v	Jity Mariage	0	· ·	· ·	Ū

ADOPT BUDO	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
	0	0		Accounting	racts - /	Software Maintenance & Rental Conf	7794-05	0	0	0
	0	0		_egal	racts - I	Software Maintenance & Rental Conf	7794-08	0	0	0
	0	11,450		Engineering	racts - I	Software Maintenance & Rental Conf	7794-10	10,975	8,690	7,605
			<u>Total</u>	Amt/Unit	<u>Units</u>	on	Descript			
			2,850	2,850	1	ermits - 15% - Shared with Plan and Bldg	Accela p			
			3,250	3,250	1	sewer database 25% - shared with Street, nt, WWS	Hansen			
			2,050	2,050	1	cview 17% - shared with Bldg, Plan, End,	ESRI Are Street, V			
			3,300	3,300	1	maintenance - 66% - shared with Planning	AutoCAI			
	0	5,900		Planning	racts - I	Software Maintenance & Rental Cont	7794-15	6,250	4,880	5,458
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>on</u>	Descript			
			2,850	2,850	1	ermits Plus - 15% - shared with Eng, Bldg	Accela F			
			2,050	2,050	1	eview 17% - shared with Bldg, Eng, Pk Maint, /WS	ESRI Ar Street, V			
			1,000	1,000	1	Maintenance - 33% - shared with ing	AutoCAI Enginee			
	0	42,100		Police	racts - I	Software Maintenance & Rental Conf	7794-20	41,800	38,925	39,350
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>on</u>	Descript			
			8,000	8,000	1	ng maintenance - 67% shared with Muni Ct	E-ticketii			
			1,100	1,100	1	S maintenance	WebLED			
						o mantonario				
			8,500	8,500	1	e OnQ maintenance	Evidence			
			8,500 400	8,500 400	1 1					
			•	-	1 1 1	e OnQ maintenance	Tritech r			
			400	400	1 1 1 1	e OnQ maintenance emote support	Tritech r Tritech e			
			400 1,300	400 1,300	1 1 1 1	e OnQ maintenance emote support -ticketing import	Tritech r Tritech e Tritech r			
			400 1,300 2,900 7,500 9,100	400 1,300 2,900 7,500 9,100	1 1 1 1 1	e OnQ maintenance emote support -ticketing import nessage switch support	Tritech r Tritech e Tritech r Tritech r			
			400 1,300 2,900 7,500	400 1,300 2,900 7,500	1 1 1 1 1 1	e OnQ maintenance emote support -ticketing import nessage switch support nobile support	Tritech r Tritech e Tritech r Tritech r Tritech F			
			400 1,300 2,900 7,500 9,100	400 1,300 2,900 7,500 9,100	1 1 1 1 1 1 1	e OnQ maintenance emote support -ticketing import nessage switch support nobile support MS maintenance	Tritech r Tritech e Tritech r Tritech F Netmotio			
	0	7,900	400 1,300 2,900 7,500 9,100 2,500 800	400 1,300 2,900 7,500 9,100 2,500 800	1	e OnQ maintenance emote support -ticketing import nessage switch support nobile support tMS maintenance on maintenance - 50% shared with Fire, Amb	Tritech r Tritech e Tritech r Tritech F Netmotio	7,200	6,531	7,100
	0	7,900	400 1,300 2,900 7,500 9,100 2,500 800	400 1,300 2,900 7,500 9,100 2,500 800	1	e OnQ maintenance emote support -ticketing import nessage switch support nobile support MS maintenance on maintenance - 50% shared with Fire, Amb ng annual hosting fee Software Maintenance & Rental Conf	Tritech r Tritech e Tritech r Tritech r Tritech F Netmotic E-ticketii	7,200	6,531	7,100
	0	7,900	400 1,300 2,900 7,500 9,100 2,500 800	400 1,300 2,900 7,500 9,100 2,500 800 Municipal Co	1 tracts - N	e OnQ maintenance emote support -ticketing import nessage switch support nobile support MS maintenance on maintenance - 50% shared with Fire, Amb ng annual hosting fee Software Maintenance & Rental Conf	Tritech r Tritech r Tritech r Tritech r Tritech F Netmotic E-ticketii 7794-25 Descript	7,200	6,531	7,100
	0	7,900	400 1,300 2,900 7,500 9,100 2,500 800 Purt	400 1,300 2,900 7,500 9,100 2,500 800 Municipal Co	t racts - N <u>Units</u>	e OnQ maintenance emote support -ticketing import nessage switch support nobile support MS maintenance on maintenance - 50% shared with Fire, Amb ng annual hosting fee Software Maintenance & Rental Cont on	Tritech r Tritech r Tritech r Tritech r Tritech r Tritech F Netmotic E-ticketii 7794-25 Descript E-ticketii	7,200	6,531	7,100

201 ADOPTE BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/ A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
C	0	17,400		ire	racts - F	Software Maintenance & Rental Cont	7794-30	17,400	13,912	12,901
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descripti</u>			
			5,500	5,500	1	00% RMS maint, 50% split with Amb for el module				
			1,200	1,200	1	on MDT maintenance-25%, shared with Amb,	Netmotio Police			
			5,200	5,200	1	naintenance-65%, shared with Amb	Tritech m			
			2,500	2,500	1	pection software maintenance	Fire Insp			
			3,000	3,000	1	ehicle maintenance-50% shared with Amb	Target V			
C	0	1,200		Parks & Rec	racts - F	Software Maintenance & Rental Cont Administration	7794-35	1,200	1,200	1,200
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descripti</u>			
			1,200	1,200	1	t annual maintenance	Activene			
C	0	1,200	er	Aquatic Cent	racts - A	Software Maintenance & Rental Cont	7794-40	1,200	1,200	1,200
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descripti</u>			
			1,200	1,200	1	et annual maintenance	Activene			
C	0	1,200	Center	Community (racts - (Software Maintenance & Rental Cont	7794-45	1,200	1,200	1,200
			<u>Total</u>	Amt/Unit	Units	ion	Descripti			
			1,200	1,200	1	et annual maintenance	Activene			
C	0	1,200	Block	Kids on the I	racts - I	Software Maintenance & Rental Cont	7794-50	1,200	1,200	1,200
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descripti</u>			
			1,200	1,200	1	t annual maintenance	Activene			
C	0	1,200	Sports	Recreational	racts - F	Software Maintenance & Rental Cont	7794-55	1,200	1,200	1,200
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descripti</u>			
			1,200	1,200	1	t annual maintenance	Activene			
C	0	1,200	r	Senior Cente	racts - S	Software Maintenance & Rental Cont	7794-60	1,200	1,200	1,200
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descripti</u>			
			1,200	1,200	1	t annual maintenance	Activene			
C	0	5,300	ance	Park Mainter	racts - F	Software Maintenance & Rental Cont	7794-65	5,125	4,720	4,637
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descripti</u>			
			2,050	2,050	1	cview-17% shared with Plan, Bldg, eet,WWS				
			3,250	3,250	1	sewer database-25% shared with Eng, Street,	Hansen s WWS			
C	0	0		ibrary	racts - I	Software Maintenance & Rental Cont	7794-70	0	0	0

2019 ADOPTED BUDGE	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/A	2018 AMENDED BUDGET		2017 ACTUAL	2016 ACTUAL
0	0	8,800		Streets	acts - S		8,625 7794-75	20	7,220	7,137
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description	<u>Descri</u>			
			2,050	2,050	1	ESRI Arcview-17%, shared with Plan, Bldg,Eng, Pk Maint, WWS				
			3,250	3,250	1	Hansen sewer database-25%, shared with Eng, Pk Maint, WWS				
			3,500	3,500	1	Street Saver maintenance / subscription	Street			
0	0	15,350		Building	acts - E	94-80 Software Maintenance & Rental Conti	13,900 7794-80	' 4	12,574	11,585
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description	<u>Descri</u>			
			2,050	2,050	1	ESRI Arcview-17% shared with Plan, Bldg, Eng, Pk Maint, WWS				
			13,300	13,300	1	Accela Permits Plus-70%, shared with Eng, Plan	Accela			
0	0	21,675	Services	Vastewater :	acts - V	94-85 Software Maintenance & Rental Conti	21,625 7794-85	52	20,252	19,908
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description	<u>Descri</u>			
			2,050	2,050	1	ESRI Arcview-17%, shared with Plan,Bldg, Eng, Pk Maint, Street				
			2,500	2,500	1	WWS - MP2 Maint Management Software	WWS			
			5,500	5,500	1	Rockwell Control Software	Rockw			
			5,500	5,500	1	Wonderware software	Wonde			
			3,125	3,125	1	Hansen sewer maintenance-25%, shared with Eng, Pk Maint, Street				
			2,500	2,500	1	Hach WIMS software	Hach \			
			500	500	1	Win 911 software	Win 91			
0	0	27,350		Ambulance	acts - A	94-95 Software Maintenance & Rental Conti	20,350 7794-95	80	22,980	23,035
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description	<u>Descri</u>			
			12,000	12,000	1	ESO Chart software maintenance	ESO C			
			1,200	1,200	1	Netmotion maintenance-shared with Police, Fire	Netmo			
			2,800	2,800	1	Tritech message switch maintenance-35%, shared with Fire	Tritech			
			1,350	1,350	1	ESO Personnel maintenance-50%, shared with Fire	ESO F			
			3,000	3,000	1	Target software maintenance-50%, shared with Fire	Target			
			7,000	7,000	1	Tritech Billing software maintenance	_			
0	0	4,000			ms	00-15 M & S Equipment - Information Syste	6,000 7800-15	25	1,825	7,014
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description	Descri			
			4,000	4,000	1	IS Workstation / tablet upgrades				

2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET		Department :N/A Section :N/A				2019 PROPOSED BUDGET	2019 APPROVED BUDGET	201 ADOPTEI BUDGE
16,705	7,634		7800-18	Program :N/A M & S Equipment - Hardwa	re			9,000	0	0
10,700	7,004	0,000	Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>	0,000	· ·	
			·	t hardware replacements	<u>011113</u> 1	3,000	3,000			
				placements	1	4,000	4,000			
				placement devices	1	2,000	2,000			
0	0	0	7800-21	M & S Equipment - Softwar	e	,	•	0	0	(
0	0	0		M & S Equipment - Inventor tory computer equipment for emergency, mice, surge strips, tools, etc.	ry	Miscellaneous	s supplies;	0	0	C
0	0	0	7840	M & S Computer Charges				0	0	(
485	141	2,700	7840-02	M & S Computer Charges -	City Manager's O	ffice		0	0	C
9,240	154	0	7840-03	M & S Computer Charges -	-			1,600	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				ement laptop - Civic Hall	1	1,600	1,600			
4,682	5,508	1,850	7840-05	M & S Computer Charges -	Accounting			4,200	0	C
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	k printer maintenance	1	300	300			
				replacement	1	1,600	1,600			
			Scanne	r replacement	1	1,100	1,100			
			Replace	ement printer	1	1,200	1,200			
3,730	2,645	3,500	7840-08	M & S Computer Charges -	Legal			0	0	C
13,117	4,535	6,200	7840-10	M & S Computer Charges -	Engineering			3,200	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	ement workstation	1	1,500	1,500			
			Plotter r	naintenance	1	1,700	1,700			
3,998	8,291	0	7840-15	M & S Computer Charges -	Planning			5,200	0	C
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replace	ement laptop	1	1,600	1,600			
			New wo	rkstations	2	1,800	3,600			
31,550	23,039	18,025	7840-20	M & S Computer Charges -	Police			23,600	0	C
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replace	ement workstations	6	1,500	9,000			
			Surface		4	2,600	10,400			
				ement printer-Intake LJ	1	1,200	1,200			
				on licenses	4	350	1,400			
			Replace	ement laptop	1	1,600	1,600			

ADOP1 BUD0	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N /A		2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
	0	4,500			I Court	M & S Computer Charges - I	7840-25	1,600	0	5,586
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>on</u>	<u>Descript</u>			
			4,500	1,500	3	ment workstation	Replace			
	0	11,500				M & S Computer Charges - I	7840-30	9,750	13,497	13,545
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>on</u>	<u>Descript</u>			
			4,500	1,500	3	ions	Worksta			
			300	150	2	docking stations				
			800	400	2	eplacements	Monitor i			
			700	350	2	anty extensions				
			2,600	1,300	2	nent MDTs				
			2,600	2,600	1	ablet	Surface			
	0	0		inistration	Rec Adm	M & S Computer Charges - I	7840-35	0	0	0
	0	6,700			Center	M & S Computer Charges - A	7840-40	5,500	2,928	2,966
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>on</u>	<u>Descript</u>			
			1,500	1,500	1	ment workstation	Replace			
			1,000	1,000	1	t peripherals				
			1,200	1,200	1	Front desk				
			3,000	3,000	1	orking for back room	TV / netv			
	0	0		er	ity Cente	M & S Computer Charges - 0	7840-45	1,200	1,399	2,568
	0	0		(he Block	M & S Computer Charges - I	7840-50	0	0	0
	0	1,500		rts	nal Spo	M & S Computer Charges - I	7840-55	300	0	1,167
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>on</u>	<u>Descript</u>			
			1,500	1,500	1	ment desktop	Replace			
	0	0			enter	M & S Computer Charges - S	7840-60	0	0	0
	0	750		e	ntenance	M & S Computer Charges - I	7840-65	1,500	0	2,117
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>on</u>	<u>Descript</u>			
			750	750	1	nent workstation	Replace			
	0	13,200				M & S Computer Charges - I	7840-70	4,600	17,795	19,411
			<u>Total</u>	Amt/Unit	<u>Units</u>	on	Descript			
			12,000	1,500	8	nent workstations	<u> </u>			
			1,200	1,200	1		Printer/S			
	0	750				M & S Computer Charges - S	7840-75	1,500	1,350	2,117
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>on</u>	Descript			
			750	750	1	ment workstation	· · · · · · · · · · · · · · · · · · ·			

ADOF BUD	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/A)	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
	0	10,000				M & S Computer Charges - Building	7840-80	0	3,061	660
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	Descript			
			4,500	1,500	3	ment workstations	•			
			850	850	1	upgrades				
			150 4,500	150 1,500	1 3	grade computers for Accela upgrade	Ram up			
	•	4.500	4,500	1,500	3			7 700	5 40 4	40.707
	0	4,500				M & S Computer Charges - WWS	7840-85	7,700	5,484	10,707
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Descript</u>			
			4,500	1,500	3	ment workstations	Replace			
	0	0		ce	intenan	M & S Computer Charges - Sewer Ma	7840-90	0	0	0
	0	11,000			ce	M & S Computer Charges - Ambulan	7840-95	12,780	13,567	19,982
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descript</u>			
			3,000	1,500	2	- Upstairs EMS, Card Printer	Printers			
			1,100	1,100	1	ment scanner	•			
			150	150	1		Surface			
			400	400	1	replacement				
			2,450 3,900	350 1,300	7 3	rranty Extensions ment MDTs (R12)				
	0	7,400	3,300	1,500	3	Data Communications	8280	7 000	6,014	6,192
								·		
	0	565,415		RVICES	ND SEF	TOTAL MATERIALS A		531,995	482,329	575,351
						CAPITAL OUTLAY				
	0	0				Equipment - Computers - Hardware	8730-05	45,000	0	55,086
	0	0				Equipment - Computers - Software	8730-10	0	0	0
	0	0				Capital Outlay Computer Charges	8750	0	52,513	0
	0	13,000		ing	ngineer	Capital Outlay Computer Charges - E	8750-10	0	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descript</u>			
			5,000	5,000	1	software upgrade (25% shared with Park Mnt, VWS	Hansen Street, V			
			8,000	8,000	1	Scanner/Plotter Replacement (80%, shared ding)	Fullsize with Buil			
	0	30,000			lanning	Capital Outlay Computer Charges - F	8750-15	0	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	Descript			

0040						
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
0	22,102	54,200	3750-20 Capital Outlay Computer Charges - Police	25,600	0	0
				<u>Fotal</u> ,600		
0	0	0	3750-65 Capital Outlay Computer Charges - Park Maintenance	5,000	0	0
			<u>Description</u> <u>Units</u> <u>Amt/Unit</u>	<u>Fotal</u>		
			Hansen software upgrade (25% shared with WWS Street, Eng) 1 5,000 5	,000		
0	0	0	3750-75 Capital Outlay Computer Charges - Street	5,000	0	0
				<u>Fotal</u>		
			Hansen software upgrade (25% shared with Park Mnt, 1 5,000 5 WWS, Eng)	,000		
0	0	0	3750-80 Capital Outlay Computer Charges - Building	2,000	0	0
				<u>Fotal</u>		
			Fullsize Scanner/Plotter Replacement 20%, shared with Eng) 1 2,000 2	,000		
0	0	0	3750-85 Capital Outlay Computer Charges - Wastewater Services	5,000	0	0
			Hansen software ungrade (25% shared with Park Mnt	<u>Fotal</u> ,000		
0	0	20,000	3750-95 Capital Outlay Computer Charges - Ambulance	20,000	0	0
U	U	20,000		20,000 Γ <u>otal</u>	O	U
				,000		
0	0	0	3750-98 Capital Outlay Computer Charges - ERP	0	0	0
55,086	74,615	119,200	TOTAL CAPITAL OUTLAY	105,600	0	0
			<u>CONTINGENCIES</u>			
0	0	65,000	9800 Contingencies	65,000	0	0
0	0	65,000	TOTAL CONTINGENCIES	65,000	0	0
			ENDING FUND BALANCE			
31,300	21,740	9,740	9980-15 Designated End FB - Info Sys Fd - Financial System Reserve	0	0	0
131,848	164,571	98,805	Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the exideficit) of revenues over (under) expenditures from proposed budget year operations	115,547 cess	0	0
			TOTAL ENDING FUND BALANCE	115,547		0

201 ACTUA		2018 AMENDED BUDGET	Department : N/A Section : N/A Program : N /A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTED BUDGET
1,202,47	6 1,136,124	1,254,591	TOTAL REQUIREMENTS	1,315,370	0	0

2016	2017	2018	Department :N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
1,202,476	1,136,124	1,254,591	TOTAL RESOURCES	1,315,370	0	0
1,202,476	1,136,124	1,254,591	TOTAL REQUIREMENTS	1,315,370	0	0



Insurance Services Fund

2018 - 2019 Proposed Budget --- Budget Summary

Budget Highlights

- Charges For Services As an internal service fund, the Insurance Services Fund charges operating Departments for the cost of property, liability and workers' compensation premiums and claims. Charges are budgeted to pay for insurance premiums, deductibles on claim losses, miscellaneous insurance related expenses, and to maintain an adequate but not excessive reserve.
- Property premiums are charged to Departments based on factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers' compensation premiums are charged to Departments based on wages and types of work performed by employees in the Department.
- Other Income City County Insurance Services (CIS) CIS
 offers multiple lines credits for entities that purchase more than one
 type of insurance from CIS.
- Property & Liability Insurance Property insurance premiums are projected to increase by 95% and liability premiums by 10% compared to 2017-18 premiums.
- Workers' Compensation Insurance:
 - Workers compensation rates, CIS administrative costs, and the state assessment are expected to decrease by 2% compared to the prior year.
 - City of McMinnville experience modifier for 2017-18 was 76% which means the City's losses were approximately 24% better than the average. This compares to an experience modifier of 88% in 2016-17.

Insurance Services Fund Reserve - Over several previous years, the reserve in the Insurance Services Fund has increased significantly, due to actual premium costs and claims expense being less than budgeted. In several prior year budgets, surplus funds in the Insurance Services Fund were redistributed to operating departments.

In 2018-19, the budget proposes transfers of surplus funds from the Insurance Services Fund reserve to the General Fund Administration Department to fund a full-time human resources (HR) manager position. It is anticipated that a full-time position dedicated to HR duties will positively impact the City's workers compensation claims and other risk-related activities.

The proposed budget also includes a transfer from the Insurance Services Fund of \$45,000 to the Ambulance Fund to pay for a new gurney with lift assist. The new gurney provides unassisted lift capacity, reducing situations where emergency services personnel could incur back injuries.

Core Services

- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
 - · General liability insurance
 - Automobile liability, collision, and comprehensive insurance
 - Property, equipment, and excess crime insurance
 - Earthquake and boiler insurance
 - Employee workers' compensation insurance

Future Challenges and Opportunities

- Risk management of workers' compensation and potential liability claims will be enhanced with the addition of a full-time HR manager, increasing the City's ability to work with CIS to review risk management practices and limit exposure to workers comp and general liability claims.
- The City's initial premium for workers' compensation insurance is calculated using a retrospective rate. The premium is then adjusted throughout the year based on the City's actual workers' compensation claims, subject to a maximum limit. The maximum contribution for fiscal year 2017-18 was \$497,000.

The retrospective rate plan is beneficial to the City when claims are low and a limited amount of additional premium is paid during the fiscal year. However, in years with higher claims, the City may pay up to the maximum contribution amount. The City will continue to work with CIS to implement processes to limit workers' compensation claims.

For context, the City paid \$235,000, \$215,000 and \$202,000 for workers compensation insurance premiums in fiscal years 2017, 2016, and 2015, respectively.

 The City will continue to work with CIS to review risk management practices with the goal of limiting exposure related to general liability claims.

Department Cost Summary

		2017-18	2018-19	
	2016-17	Amended	Proposed	Budget
	Actual	Budget	Budget	Variance
Revenue	1,088,030	1,322,664	1,304,182	(18,482)
Materials & Services	827,461	1,104,300	1,034,400	(69,900)
Transfers Out	44,196	45,768	226,706	180,938
Total Expenditures	871,657	1,150,068	1,261,106	111,038
Net Expenditures	216,373	172,596	43,076	129,520



Insurance Services Fund

Historical Highlights

1985	City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance	1995	Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.	2006	City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.
1986	Services (CIS). City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State	1997	City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.	2009	Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.
1989	Accident Insurance Fund. City establishes Insurance Services Fund centralizing	2000	Fire union members first begin medical insurance cost sharing – 10% of premium.	2012	Insurance Services Fund surplus allocated to operating departments.
	insurance premium coverages into one City internal service fund.	2001	City begins participating in the CIS Liability Aggregate Deductible Program. City	2015	Insurance Services Fund surplus allocated to operating departments.
1991	Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City		assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.	2018	Insurance Services Fund surplus allocated to fund full-time Human Resources Manager position in General Fund Administration.
2003	50-50. Due to escalating Blue Cross medical insurance premiums City begins to purchase	2003	Police union members first begin medical insurance cost sharing – 5% of premium.	2018	Insurance Services Fund surplus allocated to fund purchase of new gurney with
1005	medical insurance coverage from CIS. Insurance Services Fund	2006	CIS drops airport coverage from basic property and liability insurance; requires		lift assist in the Ambulance Fund.
1995	surplus funds Community Center seismic retrofit.		purchase of specialized airport coverage.		

			03 - INSUNANCE SERVICES I GND			
2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	Section :N/A	2019 PROPOSED BUDGET	2019 APPROVED BUDGET	2019 ADOPTEI BUDGE
		DODOLI	Program :N/A RESOURCES	BODGET	BODGET	DODGE
			BEGINNING FUND BALANCE			
1,114,014	1,306,952	1,620,481	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,857,929	0	0
1,114,014	1,306,952	1,620,481	TOTAL BEGINNING FUND BALANCE	1,857,929	0	0
			CHARGES FOR SERVICES			
303,300	281,100	353,200	6050-05 Insurance - Liability Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage.	375,000	0	0
179,800	242,400	248,500	6050-10 Insurance - Property Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery.	214,300	0	0
410,734	430,504	553,564	6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage.	589,582	0	0
893,834	954,004	1,155,264	TOTAL CHARGES FOR SERVICES	1,178,882	0	0
			MISCELLANEOUS			
5,260	11,228	14,400	6310 Interest	18,300	0	0
32,448	0	28,000	6510-05 Insurance Loss Reimbursement - Property	18,000	0	0
0	6,800	25,000	6510-10 Insurance Loss Reimbursement - Parks	0	0	0
45,162	52,305	40,000	6510-15 Insurance Loss Reimbursement - Automobile	26,000	0	0
0	0	0	6600 Other Income	0	0	0
55,641	63,692	60,000	6600-15 Other Income - City County Insurance Services Revenue from CIS multi-line credit	63,000	0	0
138,512	134,026	167,400	TOTAL MISCELLANEOUS	125,300	0	0
2,146,360	2,394,982	2,943,145	TOTAL RESOURCES	3,162,111	0	0

2019 ADOPTED	2019 APPROVED	2019 PROPOSED		L SERVICES I	Department :N/ Section :N/	2018 AMENDED	2017 ACTUAL	2016 ACTUAL
BUDGET	BUDGET	BUDGET			Program :N/	BUDGET		
				EQUIREMENTS				
				VICES	MATERIALS AND			
0	0	1,100			7750 Professional Service	1,100	1,308	1,693
			<u>Amt/Unit</u> <u>Total</u> 1,100 1,100	<u>Units</u> 1	<u>Description</u> Audit fee allocation			
0	0	589,300		es: general liability, aut	8300 Property & Liability Insurance premiums for the following cocrime, mobile equipment, earthquake, en	601,700	477,245	402,445
0	0	0	neral liability deductible		8330-13 Liability Aggregate I Liability deductible year with no open claramount is \$50,000.	0	0	24,160
0	0	0	eneral liability		8330-14 Liability Aggregate I Liability deductible year with no open cladeductible amount is \$50,000.	0	0	30,000
0	0	0	e has been met.		8330-15 Liability Aggregate I Liability deductible year open with one o	0	6,207	29,843
0	0	20,000	ear general liability		8330-16 Liability Aggregate I Liability deductible year open with two of deductible amount was \$50,000	,	0	16,710
0	0	0	e has been met.		8330-17 Liability Aggregate I Liability deductible year open with no op	40,000	50,000	0
0	0	20,000	r general liability		8330-18 Liability Aggregate I Liability deductible year open with one of deductible amount is \$50,000	,	0	0
0	0	50,000			8330-19 Liability Aggregate D 2018-19 fiscal year general liability dedu	0	0	0
0	0	0			8350-14 Workers' Compensa No open workers' compensation claims	0	0	-7,361
0	0	0			8350-15 Workers' Compensa No open workers' compensation claims	5,000	193	74,170
0	0	4,000			8350-16 Workers' Compensa One open workers' compensation claims	5,000	30,091	148,193
0	0	5,000			8350-17 Workers' Compensa Two open workers' compensation claims	100,000	205,536	0
0	0	75,000			8350-18 Workers' Compensa Five open workers' compensation claims	200,000	0	0
0	0	200,000	l losses for claims		8350-19 Workers' Compensa Includes initial contribution paid to CIS for incurred during the 2018-19 fiscal year	0	0	0

				OIID	CLO	03 - INSUNANCE SEN			
2019 ADOPTED BUDGET	2019 APPROVED BUDGET	2019 PROPOSED BUDGET				Department :N/A Section :N/A	2018 AMENDED BUDGET	2017 ACTUAL	2016 ACTUAL
0	0	25,000	age	oss & Dama	perty L		26,000 8	0	35,448
0	0	5,000		& Damage	rk I oee	The City's property insurance carries a \$1,000 deductibl 8370-10 Property & Auto Damage Claims	25,000 8	8,800	0
_	•			_					
0	0	40,000		е Damage d a \$250	uctible an	8370-15 Property & Auto Damage Claims The City's automobile insurance carries a \$500 collision comprehensive deductible.		48,081	45,602
0	0	1,034,400		RVICES	ND SEF	TOTAL MATERIALS	1,104,300	827,461	800,905
						TRANSFERS OUT			
0	0	140,347				9700-01 Transfers Out - General Fund	45,768 9	44,196	38,503
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			48,291	48,291	1	Administration and Finance personnel services support.			
			92,056	92,056	1	Insurance Service Fund distribution			
0	0	5,337				9700-20 Transfers Out - Street	0 9	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			5,337	5,337	1	Insurance Service Fund distribution			
0	0	0		chen Shelter	y Park Kit	9700-50 Transfers Out - Park Developmen Insurance reimbursement for costs associated with lowe replacement transfered to Park Development Fund.	Ir	0	0
0	0	2,668				9700-70 Transfers Out - Building		0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			2,668	2,668	1	Insurance Service Fund distribution			
0	0	13,342				9700-75 Transfers Out - Wastewater Servi	0 9	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			13,342	13,342	1	Insurance Service Fund distribution			
0	0	65,012				9700-79 Transfers Out - Ambulance	0 9	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			20,012	20,012	1	Insurance Service Fund distribution			
			45,000	45,000	1	Ambulance gurney with lift assist			
0	0	0				9700-80 Transfers Out - Information Syste		0	0
0	0	226,706		<u>'T</u>	RS OU	TOTAL TRAN	45,768	44,196	38,503
						<u>CONTINGENCIES</u>			
0	0	150,000					100,000 9	0	0
0	0	150,000		<u>S</u>	ENCIE	TOTAL CONT	100,000	0	0

			30 missimmed cantiloas i cita			
2016	2017	2018	Department : N/A	2019	2019	2019
ACTUAL	ACTUAL	AMENDED	Occilon .IVA	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program :N/A	BUDGET	BUDGET	BUDGET
			ENDING FUND BALANCE			
1,306,952	1,523,325	1,693,077	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations	1,751,005	0	0
1,306,952	1,523,325	1,693,077	TOTAL ENDING FUND BALANCE	1,751,005	0	0
2,146,360	2,394,982	2,943,145	TOTAL REQUIREMENTS	3,162,111	0	0

2017	2018	Department :N/A	2019	2019	2019
ACTUAL	AMENDED	Section :N/A	PROPOSED	APPROVED	ADOPTED
	BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
2,394,982	2,943,145	TOTAL RESOURCES	3,162,111	0	0
2,394,982	2,943,145	TOTAL REQUIREMENTS	3,162,111	0	0
	2,394,982	ACTUAL AMENDED BUDGET 2,394,982 2,943,145	ACTUAL AMENDED Section :N/A Program :N/A 2,394,982 2,943,145 TOTAL RESOURCES	ACTUAL AMENDED BUDGET Section :N/A PROPOSED BUDGET 2,394,982 2,943,145 TOTAL RESOURCES 3,162,111	ACTUAL AMENDED Section:N/A PROPOSED BUDGET 2,394,982 2,943,145 TOTAL RESOURCES 3,162,111 0